

HRIS & PAYROLL SYSTEM



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

©User Manual

January 2024

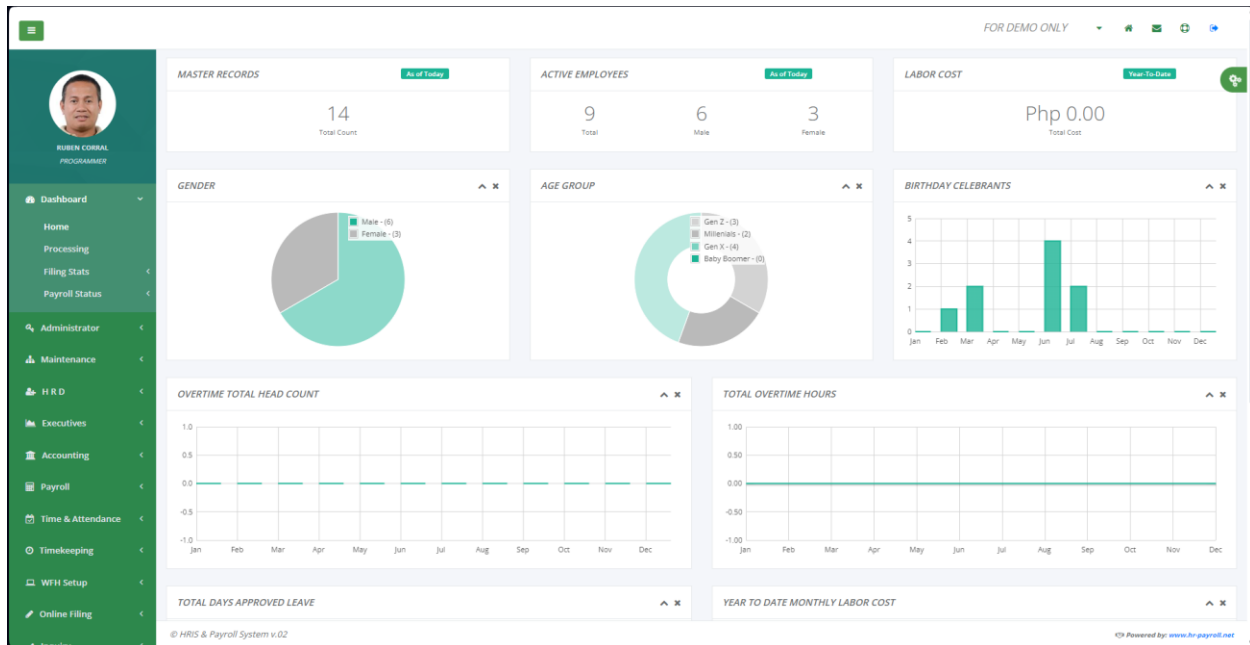
Version 1.00

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*City of San Jose Del Monte
Bulacan, Philippines*

HRIS & PAYROLL SYSTEM



Human Resource Information System (HRIS) is a software solution that combines various HR functions and processes into one integrated system.

A payroll system is a software solution that automates and streamlines the process of calculating and distributing employee salaries and benefits.

MISSION & VISION

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



HRIS & PAYROLL SYSTEM

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1 Introduction

1.1 System Overview

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

1.2 HRIS Overview=

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

1.3 Payroll Overview

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

1.4 Benefits

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

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

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

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

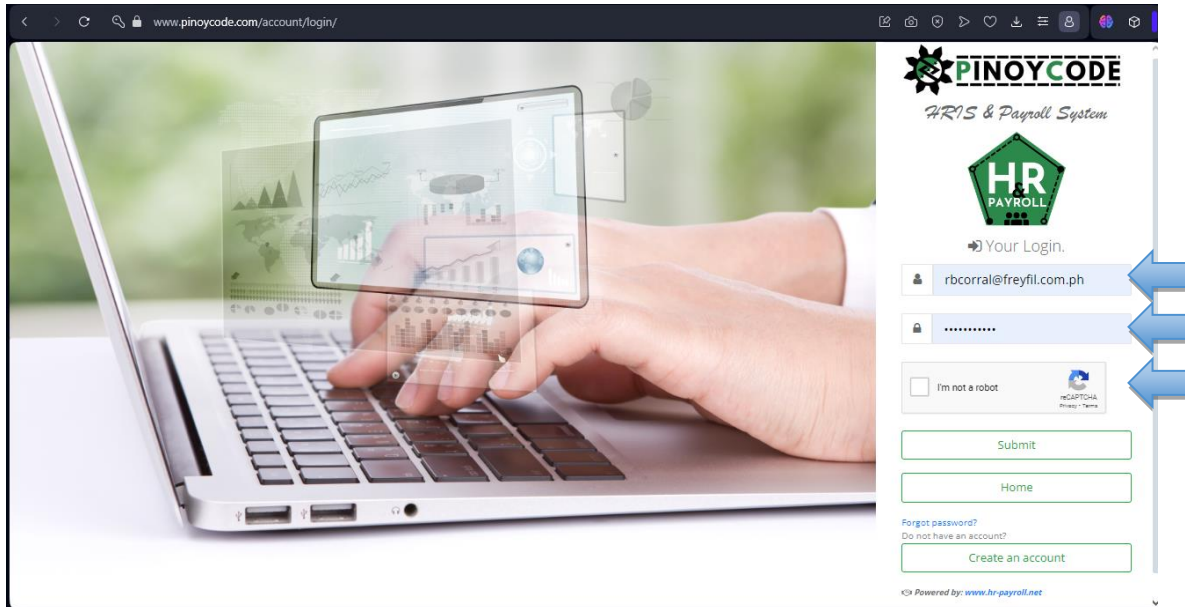
Employee Self-Service: HRIS systems often include self-service portals, enabling employees to access and update their personal information, view pay stubs, request time off, and access other HR-related information.

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

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

2 Getting Started

2.1 Logging In



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

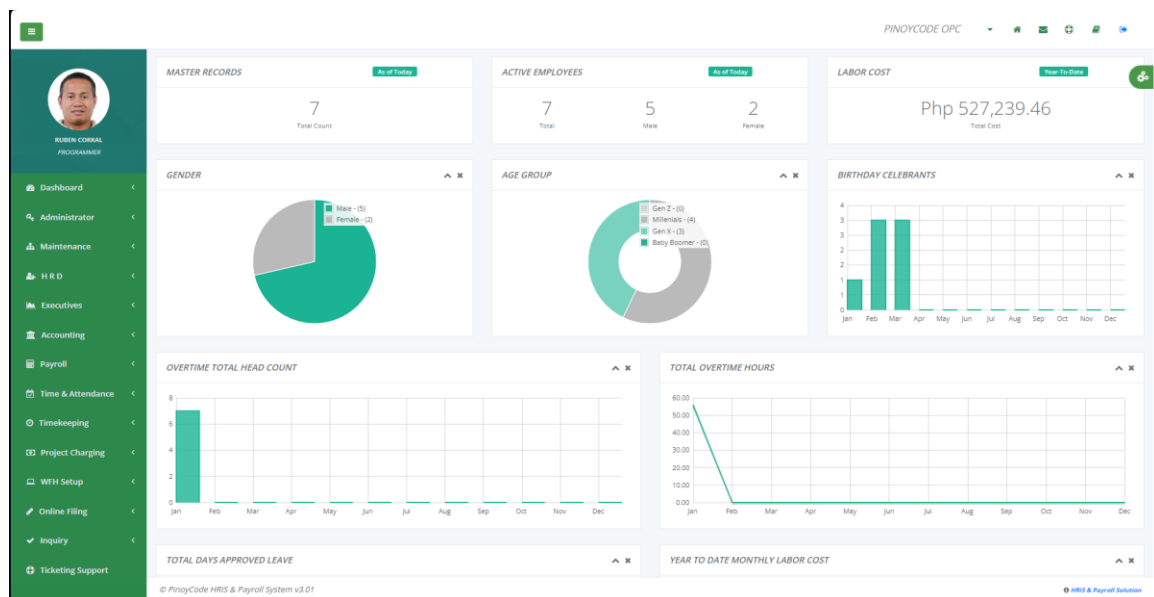
2.2 User Roles

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

2.3 Dashboard

2.3.1 Home

- **Dashboard -> Home**



2.3.2 Processing

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

FOR DEMO ONLY

Processing Status

Dashboard / Processing

2.3.3 Filing Stats

2.3.3.1 Timesheet Manual Entry

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

Timesheet ME Statistics

Dashboard / Timesheet Manual Entry

WORKFORCE HEAD COUNT

TOTAL NUMBER OF DAYS

Search:

| BRANCH NAME | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| SUPERVISORY | 188 | 175 | 175 | 189 | 148 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Showing 1 to 1 of 1 entries

Search:

| BRANCH NAME | FROM | TO | DATA ENTRY | PENDING | APPROVED | DENIED | RETURN | REVERT |
|-------------|------------|------------|------------|---------|----------|--------|--------|--------|
| SUPERVISORY | 05/22/2024 | 06/06/2024 | 0 | 1 | 0 | 0 | 0 | 0 |
| SUPERVISORY | 05/07/2024 | 05/21/2024 | 0 | 0 | 8 | 0 | 0 | 0 |
| SUPERVISORY | 04/22/2024 | 05/06/2024 | 0 | 0 | 8 | 0 | 0 | 0 |
| SUPERVISORY | 04/07/2024 | 04/21/2024 | 0 | 0 | 8 | 0 | 0 | 0 |
| SUPERVISORY | 03/22/2024 | 04/06/2024 | 0 | 0 | 8 | 0 | 0 | 0 |
| SUPERVISORY | 03/07/2024 | 03/21/2024 | 0 | 0 | 8 | 0 | 0 | 0 |
| SUPERVISORY | 02/22/2024 | 03/06/2024 | 0 | 0 | 8 | 0 | 0 | 0 |
| SUPERVISORY | 02/07/2024 | 02/21/2024 | 0 | 0 | 7 | 0 | 0 | 0 |
| SUPERVISORY | 01/22/2024 | 02/06/2024 | 0 | 0 | 7 | 0 | 0 | 0 |
| SUPERVISORY | 01/07/2024 | 01/21/2024 | 0 | 0 | 7 | 0 | 0 | 0 |

Showing 1 to 10 of 10 entries

2.3.3.2 Overtime

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

Overtime Statistics
⚙️

Dashboard / Overtime

WORKFORCE HEAD COUNT

| Month | Head Count |
|-------|------------|
| Jan | 7 |
| Feb | 0 |
| Mar | 0 |
| Apr | 0 |
| May | 2 |
| Jun | 0 |
| Jul | 0 |
| Aug | 0 |
| Sep | 0 |
| Oct | 0 |
| Nov | 0 |
| Dec | 0 |

TOTAL OVERTIME HOURS

| Month | Total Hours |
|-------|-------------|
| Jan | 56 |
| Feb | 0 |
| Mar | 0 |
| Apr | 0 |
| May | 21 |
| Jun | 0 |
| Jul | 0 |
| Aug | 0 |
| Sep | 0 |
| Oct | 0 |
| Nov | 0 |
| Dec | 0 |

Search:

| BRANCH NAME | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| SUPERVISORY | 56 | 0 | 0 | 0 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Showing 1 to 1 of 1 entries

Search:

| BRANCH NAME | FROM | TO | DATA ENTRY | PENDING | APPROVED | DENIED | RETURN | REVERT |
|-------------|------------|------------|------------|---------|----------|--------|--------|--------|
| SUPERVISORY | 05/07/2024 | 05/21/2024 | 0 | 0 | 4 | 0 | 0 | 0 |
| SUPERVISORY | 01/07/2024 | 01/21/2024 | 0 | 0 | 3 | 0 | 0 | 0 |

Showing 1 to 2 of 2 entries

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2.3.3.3 Leave

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

Leave Statistics
Dashboard / Leave

WORKFORCE HEAD COUNT

| Month | Count |
|-------|-------|
| Jan | 1 |
| Feb | 0 |
| Mar | 1 |
| Apr | 0 |
| May | 0 |
| Jun | 0 |
| Jul | 0 |
| Aug | 0 |
| Sep | 0 |
| Oct | 0 |
| Nov | 0 |
| Dec | 0 |

TOTAL DAYS APPROVED

| Month | Days |
|-------|------|
| Jan | 1 |
| Feb | 0 |
| Mar | 1 |
| Apr | 0 |
| May | 0 |
| Jun | 0 |
| Jul | 0 |
| Aug | 0 |
| Sep | 0 |
| Oct | 0 |
| Nov | 0 |
| Dec | 0 |

Search:

| BRANCH NAME | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| SUPERVISORY | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Showing 1 to 1 of 1 entries

Search:

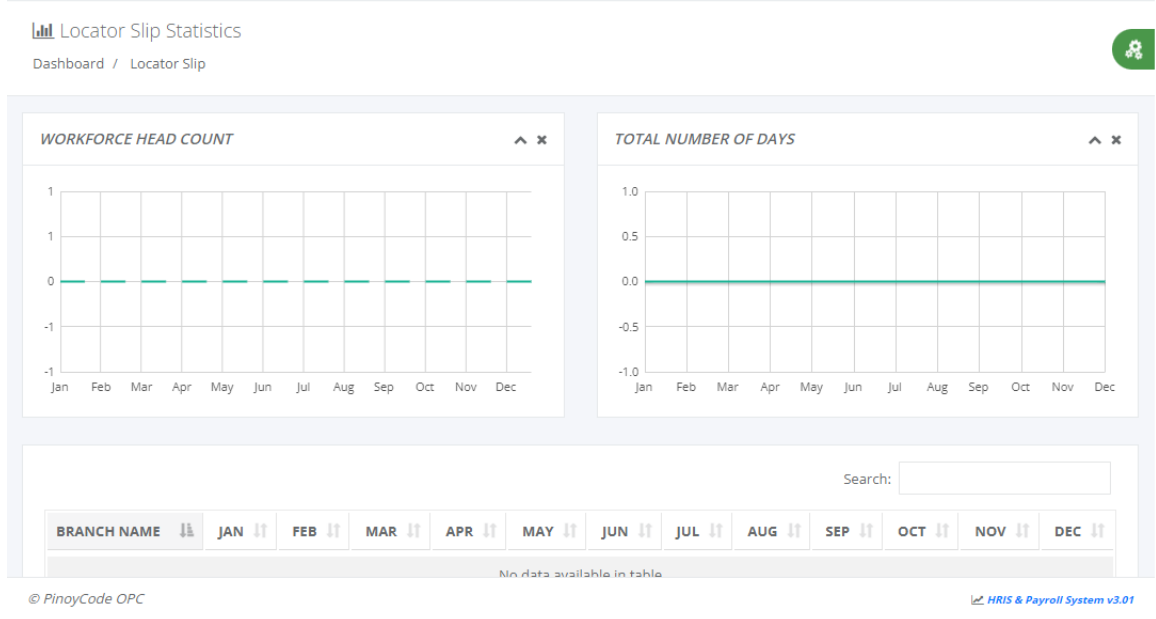
| BRANCH NAME | FROM | TO | PENDING | APPROVED | DENIED | RETURN | REVERT |
|-------------|------------|------------|---------|----------|--------|--------|--------|
| SUPERVISORY | 05/07/2024 | 05/21/2024 | 0 | 0 | 0 | 0 | 0 |
| SUPERVISORY | 01/07/2024 | 01/21/2024 | 0 | 1 | 0 | 0 | 0 |

Showing 1 to 2 of 2 entries

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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.*

Payroll Status

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Submit

Payroll Status ()

Show 10 entries Search:

Showing 1 to 8 of 8 entries

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

Previous 1 Next

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2.3.4.2 All Branch

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

Payroll Status All Branches

COMPANY
 PINOYCODE OPC

CUT-OFF DATE FROM TO
 01/07/2024 01/21/2024

Submit

Payroll Status For All Branches Period From: 01/07/2024 To: 01/21/2024

Show 10 entries Search:

Showing 1 to 2 of 2 entries

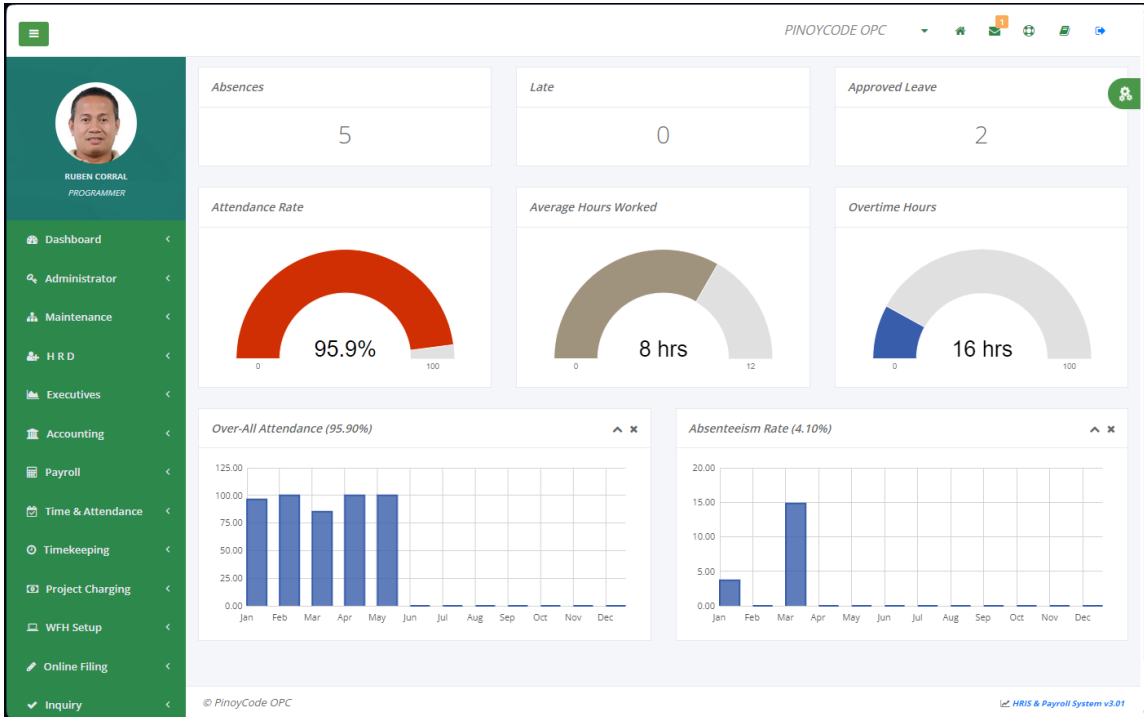
| B CODE | BRANCE NAME | PAY BASIS | HEAD COUNT | APPROVAL ID | STATUS |
|--------|----------------|-----------|------------|-------------|----------|
| SPVR | SUPERVISORY | M | 7 | 6882 | Approved |
| PL | PRIVATE LEDGER | M | 6 | 6882 | Approved |

Previous 1 Next

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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**

Roles

Administrator / Roles

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

Page 1 of 2 | View 1 - 10 of 18

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3.2 Manage Users

- **Administrator -> Manage Users**

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

Manage User Role

HRD / HR Admin / Manage Users

Show 10 entries Search:

Showing 1 to 6 of 6 entries

| USER NAME | COMP ID | BCODE | DEPT ID | EMP NO | EMPLOYEE NAME | ACTION |
|----------------|---------|-------|---------|---------|-----------------------|---|
| [REDACTED].com | 2 | PL | PL-ACC | TEST-11 | TESTING 11 TESTING 11 | Access Special Reset Password |
| [REDACTED].com | 2 | SPVR | 1148 | TEST-05 | TESTING 5 TESTING 5 | Access Special Reset Password |
| [REDACTED].com | 2 | SPVR | 1147 | TEST-06 | TESTING 6 TESTING 6 | Access Special Reset Password |
| [REDACTED].com | 2 | SPVR | 1148 | TEXT-08 | TESTING 8 TESTING 8 | Access Special Reset Password |
| [REDACTED].com | 2 | SPVR | 1146 | TEST-03 | TESTING 3 TESTING 3 | Access Special Reset Password |
| [REDACTED].com | 2 | SPVR | 1146 | 6882 | RUBEN CORRAL | Access Special Reset Password |

Next

[REDACTED].n.ph

Show 10 entries Search:

Showing 1 to 10 of 18 entries

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

Manage Special Access
 HRD / HR Admin / Manage User



ruben@pinoycode.com

Showing 1 to 4 of 4 entries

| SPECIAL ACCESS | ACCESS |
|------------------------|-------------------------------------|
| Contract Alert | <input checked="" type="checkbox"/> |
| Employee Final Pay | <input checked="" type="checkbox"/> |
| Employees All Branches | <input checked="" type="checkbox"/> |
| Job Information | <input checked="" type="checkbox"/> |

Previous 1 Next

3.3 Account Status

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

Account Status
 Administrator / Account Status



Total Register: 493 Verified: 390 Not Verified: 103

Show 10 entries Search: PDF Print

Showing 1 to 10 of 493 entries

| USER NAME | VERIFIED EMAIL | ACTIVE ACCOUNT | ACTION |
|----------------------|-------------------------------------|-------------------------------------|----------------------|
| [Redacted]@gmail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |
| [Redacted] | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |
| [Redacted]@mail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |
| [Redacted] | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |
| [Redacted] | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |
| [Redacted]@m.ph | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |
| [Redacted]@ph | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ Deactivate Account |

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3.4 Mail Settings

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

Mail Settings

Administrator / Mail Settings

Mail Address

SMTP Client

Credentials

Port

Enable SSL

Save

3.5 Company

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

Company

Maintenance / Company Profile

←

Show 10 entries Search: PDF Print


Showing 1 to 1 of 1 entries

| CODE | COMPANY NAME | ADDRESS | ACTION |
|------|--------------|------------|--|
| 2 | ██████████ | ██████████ | <input checked="" type="button" value="Edit"/> |

Previous 1 Next

+ Company

Maintenance / Company Profile / Create



Company Name
Philhealth No.
HDMF Eyerid

Number of Employees

EXPIRING DATE

Company Type

Address 1

Address 2

Area Code

Zip Code

Phone #1

Phone #2

Tax No.

SSS No.

Upload New Logo

No file chosen

License Key

3.6 Branch Access

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

+ Manage Access

Company

FOR DEMO ONLY
▼

Branch Access

Administrator / Manage Access



FOR DEMO ONLY

Show 10 entries Search:

Showing 1 to 4 of 4 entries

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

Previous 1 Next

FOR DEMO ONLY

Show 10 entries Search:

Showing 1 to 2 of 2 entries

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

Previous 1 Next

3.7 Contribution Settings

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

Government Contribution Settings

PINOYCODE OPC

Deduction Option

Every cut off

[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.

Bank
Maintenance / Bank / List

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

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ADD RECORD ✕

BANK CODE

BANK NAME

DESCRIPTION

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.

Designation

Maintenance / Designation / List

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

4.1.3 Loan Code

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

A dropdown list selection in creating a different loan type like Home Development Mutual Fund (HDMF) assigned in loan description calamity loan, housing loan, multipurpose loan etc. Click the "CREATE" button to add a new loan code and click the icon "Edit" to edit the record or "Delete" to delete the record. Select "Yes" in the dropdown list box "Allowed Multiple" if the loan description allows the employee to create multiple loans, either the current loan has a remaining balance.

Loan Code

Maintenance / Loan Code / List

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

📄 Government Plantilla Positions
+

Maintenance / Designation

➔
Excel
Import
☰

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

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4.1.5 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.

Government Salary Grade

Maintenance / Salary Grade / **Tranche 1**



Excel Import

| SG GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------------------|
| 1 | 11,551.00 | 11,647.00 | 11,745.00 | 11,843.00 | 11,942.00 | 12,042.00 | 12,143.00 | 12,244.00 | Tranche 1 |
| 2 | 12,276.00 | 12,369.00 | 12,464.00 | 12,560.00 | 12,657.00 | 12,754.00 | 12,852.00 | 12,951.00 | Tranche 2 |
| 3 | 13,019.00 | 13,119.00 | 13,220.00 | 13,322.00 | 13,424.00 | 13,527.00 | 13,631.00 | 13,736.00 | Tranche 3 |
| 4 | 13,807.00 | 13,914.00 | 14,020.00 | 14,128.00 | 14,236.00 | 14,345.00 | 14,456.00 | 14,567.00 | Tranche 4 |
| 5 | 14,641.00 | 14,754.00 | 14,867.00 | 14,981.00 | 15,096.00 | 15,212.00 | 15,329.00 | 15,446.00 | <input checked="" type="checkbox"/> |
| 6 | 15,524.00 | 15,643.00 | 15,763.00 | 15,884.00 | 16,007.00 | 16,129.00 | 16,253.00 | 16,378.00 | <input checked="" type="checkbox"/> |
| 7 | 16,458.00 | 16,585.00 | 16,713.00 | 16,841.00 | 16,970.00 | 17,101.00 | 17,231.00 | 17,364.00 | <input checked="" type="checkbox"/> |
| 8 | 17,505.00 | 17,663.00 | 17,823.00 | 17,984.00 | 18,146.00 | 18,310.00 | 18,476.00 | 18,643.00 | <input checked="" type="checkbox"/> |
| 9 | 18,784.00 | 18,941.00 | 19,100.00 | 19,259.00 | 19,420.00 | 19,582.00 | 19,746.00 | 19,911.00 | <input checked="" type="checkbox"/> |
| 10 | 20,219.00 | 20,388.00 | 20,558.00 | 20,731.00 | 20,903.00 | 21,079.00 | 21,254.00 | 21,432.00 | <input checked="" type="checkbox"/> |

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4.1.6 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 Divisor**

Number of Days

26.08

Save

4.2 Governments

4.2.1 PhilHealth

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

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

PhilHealth Contribution Table

Maintenance / PhilHealth



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

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4.2.2 SSS

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

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

SSS Contribution Table

Maintenance / SSS



Excel Import

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

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4.3 Train Law

4.3.1 Tax Daily

- Maintenance -> Train Law -> Tax Daily

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

Train Law Daily Tax Deduction Table

Maintenance / Daily Tax Table



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

Page 1 of 1 View 1 - 1 of 1

4.3.2 Tax Weekly

- Maintenance -> Train Law -> Tax Weekly

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

Train Law Weekly Tax Deduction Table

Maintenance / Weekly Tax Table



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

Page 1 of 1 | View 1 - 1 of 1

4.3.3 Tax Semi-Monthly

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

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

Train Law Semi-Monthly Tax Deduction Table

Maintenance / Semi-Monthly Tax Table



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

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4.3.4 Tax Monthly

- Maintenance -> Train law -> Tax Monthly

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

Train Law Monthly Tax Deduction Table

Maintenance / Monthly Tax Table



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

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4.3.5 Tax Annually

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

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

Train Law Yearly Tax Deduction Table

Maintenance / Yearly Tax Table

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

Page 1 of 1 | 10 | View 1 - 6 of 6

4.4 Performance

4.4.1 Areas

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

Performance Areas

Maintenance / Areas / List

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

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Add / Edit / Search / Refresh

4.4.2 Type

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

Performance Type

Maintenance / Type / List



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

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

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4.4.4 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 team-building activities, practice active collaboration and communication with team members, seek opportunities to work on cross-functional projects, and develop conflict resolution and negotiation skills. | true |
| 7 | Develop emotional intelligence | Increase self-awareness through reflection or assessments, practice empathy and understanding towards others, seek feedback on emotional intelligence, and engage in activities that promote emotional management and resilience. | true |
| 8 | Continuous learning and professional development | Stay updated with industry trends and advancements, read professional literature or attend conferences, seek out mentors or coaches, and pursue relevant certifications or qualifications. | true |
| 9 | Enhance problem-solving abilities | Seek out challenging problems or projects, practice critical thinking and analytical skills, and learn problem-solving frameworks or methodologies. | true |
| 10 | Improve adaptability and flexibility | Embrace change and new challenges, seek out opportunities to learn and grow outside of your comfort zone, and develop a mindset of continuous improvement. | true |

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4.4.5 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 |

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Page 1 of 2
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4.4.6 Preference Value

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

Performance Preference Value

Maintenance / Preference Value / List



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

Page 1 of 2 | 10
View 1 - 10 of 11

4.4.7 Progress

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

Performance Progress

Maintenance / Progress / List



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

Page 1 of 2 | 10
View 1 - 10 of 11

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 |

Page 1 of 2 | 10
View 1 - 10 of 11

4.4.9 Source

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

Performance Source

Maintenance / Source / List



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

Page 1 of 1 | 10
View 1 - 6 of 6

4.4.10 Status

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

Performance Status

Maintenance / Status / List



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

Page 1 of 2 | 10
View 1 - 10 of 11

4.4.11 Strengths

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

Performance Strengths

Maintenance / Strengths / List



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

Page 1 of 3 | 10
View 1 - 10 of 21

4.5 Cut-Off Period

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

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

Cut-Off Period

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

YEAR: 2023

Submit

FOR DEMO ONLY

BRANCH TESTING

Maintenance / Cut-Off Period / 2023

Generate Cut-Off Period

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| DATE FROM | DATE TO | ACTIVE | ACTION |
|----------------------------|---------|--------|--------|
| No data available in table | | | |

Previous Next



BRANCH TESTING

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

Cancel
Submit



Show 10 entries Search:

Showing 1 to 10 of 24 entries

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

5 HRD

5.1 Recruitment

5.1.1 Manpower Request


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

Viewing a manpower request, you can follow these steps:

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

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

MANPOWER REQUEST

HRD / Recruitment / Manpower Request 

Show entries Search:

Showing 1 to 1 of 1 entries


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

Previous 1 Next

5.1.2 Job Openings

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

JOB OPENINGS


HRD / Recruitment / Job Openings 

Show entries Search:

Showing 1 to 1 of 1 entries

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

Previous 1 Next



Entry Forms:

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

APPLICANTS

HRD / Recruitment / Manpower Request / PROGRAMMER

Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous 1 Next

PROGRAMMER Applicant (Create)

Applicant Type:

Applicant Name:

Sex: Age:

PROVINCE:

CITY/MUNICIPALITY:

Applicant Source:

Upload PDF Resume: No file chosen

Applicant Type

- Non-Employee
- Employee


Applicant Source

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

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

Applicant Interview

HRD / Recruitment / PROGRAMMER / Ruben Corral



Show 10 entries

Showing 0 to 0 of 0 entries

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

Previous Next

Create Interview: Ruben Corral

Description

Interview Type

Schedule Interview Date


Schedule Interview Time

Interview By

Cancel Submit

RESUME OF

1 / 4 | 78%



RESUME OF
Ruben B. Corral

WORKING EXPERIENCES

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

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

Developed Application:

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5.1.3 Interview

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

Applicant Interview

HRD / Recruitment / Interview

Show 10 entries

Showing 1 to 1 of 1 entries

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

Previous 1 Next

Approver Mail Inbox

My Inbox APPROVE ALL

Inbox / List

Show 10 entries Search:

Showing 1 to 3 of 3 entries

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

Previous **1** Next

Applicant Interview -> Ruben Corral

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

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

Actual Date Actual Time

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

Remark

Uploaded Documents:

RESUME OF 1 / 4 78%

RESUME OF Ruben B. Corral

WORKING EXPERIENCES

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

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

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

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

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

Applicant Screening

HRD / Recruitment / PROGRAMMER / Ruben Corral

Create

Show 10 entries Search:

Showing 0 to 0 of 0 entries

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

Previous Next

Create Screening: Ruben Corral

Description

Screening Type

Schedule Screening Date

Schedule Screening Time

Screening By

Cancel Submit

5.1.4 Screening

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

Applicant Screening

HRD / Recruitment / Screening

Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous 1 Next

Approver Mail Inbox

My Inbox

Inbox / List

APPROVE ALL

Show 10 entries Search:

Showing 1 to 3 of 3 entries

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

Previous 1 Next



Applicant Screening -> Ruben Corral

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

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

Actual Date Actual Time

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

Screening Results:

Remark

Uploaded Documents:

RESUME OF 1 / 4 78%

RESUME OF Ruben B. Corral

WORKING EXPERIENCES

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

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

Developed Application:

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

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

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

Applicant Orientation

HRD / Recruitment / PROGRAMMER / Ruben Corral

Show 10 entries Search:

Showing 0 to 0 of 0 entries

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

Previous Next

Create Orientation: Ruben Corral

Description

Orientation Type

Schedule Orientation Date

Schedule Orientation Time

Orientation By

5.1.5 Orientation

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

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

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

Applicant Orientation

HRD / Recruitment / Orientation

Show 10 entries

Showing 1 to 1 of 1 entries

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

Previous 1 Next

Approver Mail Inbox

My Inbox

Inbox / List

Show 10 entries

Showing 1 to 3 of 3 entries

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

Previous 1 Next

Applicant Orientation -> Ruben Corral

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

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


Actual Date Actual Time

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

Remark

Uploaded Documents:

RESUME OF 1 / 4 78%



RESUME OF
Ruben B. Corral

WORKING EXPERIENCES

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

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

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

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

Applicant Job Offer: Ruben Corral

Job Offer Date Job Offer Response Date

Status

Remark

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

5.1.6 Job Offer

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

Job Offer

HRD / Recruitment / Job Offer

Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous 1 Next

5.1.7 Sources

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

SOURCES

HRD / Recruitment / Sources

Create

Show 10 entries Search:

Showing 1 to 10 of 15 entries

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

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5.2 Training & Seminars

5.2.1 Training Sessions

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

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

Training Session

HRD / Training Session

Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| ID | TRAINING NAME | TRAINING TYPE | TRINOR | STATUS | ACTION |
|----|-----------------------------|------------------------------------|---------------------|--------|---|
| 4 | PROJECT MANAGEMENT TRAINING | Project Management Construction #1 | ACTIVE LEARNING INC | Open | Resources Attendees Details Edit Delete |

Previous 1 Next

Training Sessions (Create)

Training Name

Date From mm/dd/yyyy Date To mm/dd/yyyy

Training Type Start Time End Time

Description Total Hours Status Open

Trainer Name

Cancel Submit

Training Resources

HRD / Training Session / Resources

PROJECT MANAGEMENT TRAINING

Attendees Details Edit

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

Resources

Show 10 entries

| RESOURCE ID | RESOURCE NAME | ACTION |
|----------------------------|---------------|--------|
| No data available in table | | |

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

Training Attendees

HRD / Training Session / Attendees



PROJECT MANAGEMENT TRAINING

Resources Details Edit

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

Employee Name

Show entries Search:

Showing 0 to 0 of 0 entries

| EMP ID | EMPLOYEE NAME | ACTION |
|----------------------------|---------------|--------|
| No data available in table | | |

Previous Next

- Add training attendees for this scheduled training or seminars.

5.2.2 Training Events

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

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

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

Training Events

HRD / Training Events



Show entries Search:

Showing 1 to 1 of 1 entries

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

Previous **1** Next


5.2.3 Trainors

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

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

Trainers

HRD / Trainers



Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous 1 Next

Trainers (Create)

External

Trinor Name

Remarks

5.3 Performance


5.3.1 Goals

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

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

Goals

HRD / Performance / Goals


 **CREATE** BRANCH TESTING

Show 10 entries Search:

Showing 0 to 0 of 0 entries

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

Previous Next

 Goals

HRD / Performance / Goals / **Create**

Employee Name

Goal Description

Goal Type

Target Completion Date

Goal Status

Progress Update


Supervisor Comment

Performance Ratings



5.3.2 Objectives

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

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

 Objectives


HRD / Performance / **Objectives**

 BRANCH TESTING 

Show entries Search:

Showing 0 to 0 of 0 entries

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

 Objectives

HRD / Performance / Objectives / **Create**

Employee Name

Objectives Type

Objectives Description

Target Date **Objective Status**

Progress Update **Performance Ratings**

Supervisor Comment

5.3.3 Self-Assessment



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

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

 Self Assessment

HRD / Performance / **Self Assessment**




BRANCH TESTING 

Show entries Search:

Showing 0 to 0 of 0 entries

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

Self Assessment

HRD / Performance / Self Assessment / Create



Employee Name

Upload Attachment:

 No file chosen

Assessment Date

Performance Area

Assessment Description

Strengths

Areas For Improvement

Development Plan

Progress Update

Rating

Comments

5.3.4 Assessment

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

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

Assessment

HRD / Performance / Assessment



BRANCH TESTING ☰

Show entries Search:

Showing 0 to 0 of 0 entries

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

 Assessment

HRD / Performance / Assessment / Create



Employee Name

Assessor Name

Assessment Date **Performance Area**

Assessment Description

Strengths **Areas For Improvement**

Development Plan

Progress Update **Rating**

Comments


Upload Attachment:

No file chosen

5.3.5 Merit Adjustment


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


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

 Merit Adjustment

HRD / Performance / Merit Adjustment





BRANCH TESTING 

Show entries Search:

Showing 0 to 0 of 0 entries

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

Merit Adjustment

HRD / Performance / Merit Adjustment / Create



Employee Name

Upload Attachment:

No file chosen

Adjustment Date

Adjustment Amount

Adjustment Reason

Effective Date

Status

Supervisor Name

Comments

5.3.6 Source Feedback

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

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

Source Feedback

HRD / Performance / Source Feedback



BRANCH TESTING

Show entries

Search:

Showing 0 to 0 of 0 entries

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

Source Feedback

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

Employee Name

Source Name

Feedback Date **Rating**

Performance Area

Feedback Description

Comments

Upload Attachment:

No file chosen

5.3.7 Preference

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

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

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

Preference

HRD / Performance / **Preference**

BRANCH TESTING

Show entries Search:

Showing 0 to 0 of 0 entries

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

Preference

HRD / Performance / Preference / Create

Employee Name

Upload Attachment:

No file chosen

Preference Date

Performance Area

Preference Value

Preference Description

Comments

5.4 Employees

5.4.1 Private

- o **HRD -> Employees**

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

FOR DEMO ONLY

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

HRD / Employee / BRANCH TESTING

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

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

Job Info | Educational | Training | Allowance | 201 Files

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

House No./Street Address

Home Telephone No.

Mobile Phone No.

Provincial Address

Provincial Telephone No.

User Login Name
rcb4512@gmail.com

CONTACT PERSON IN CASE OF EMERGENCY

| | |
|--|---|
| Name <input type="text"/> | Phone Number <input type="text"/> |
| Address <input type="text"/> | |

PAYROLL INFORMATION

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

TEST 15, TEST 15 T.

HRD / Employee / **Job Information**



| | | | |
|---|--|--|---|
| Branch BRANCH TESTING | Tax Status Single, 0 Dependent | Salary Basis Monthly | Salary Frequency Monthly |
| Department PURCHASING | Payroll Depository Bank CHINA BANK | Account Number 123444444666 | Type of Process Manual |
| Job Title FOREMAN | Start Date 03/03/2020 | Contract End Date 11/12/2025 | Labor Cost Direct |
| Employment Status Project-Based | End Date 11/12/2025 | Salary 50000.00 | <input type="checkbox"/> With Online Filing |

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

Confidential Salary and Work History

Show 10 entries Search:

Showing 0 to 0 of 0 entries

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

TEST 15, TEST 15 T.

HRD / Employee / **Educational**



Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Educational [Create]

School Name

School Address

Degree **Year Graduate**

TEST 15, TEST 15 T.

HRD / Employee / **Training & Seminar**



Personal Details | Job Info | Educational | Allowance | 201 Files ➔ Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous **1** Next

TEST 15, TEST 15 T.

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

Training & Seminar

Course

Training Description

Address

Date From **Date To**

TEST 15, TEST 15 T.

HRD / Employee / Allowance



Personal Details Job Info Educational Training 201 Files ➔ Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| DESCRIPTION | AMOUNT | TAXABLE | ACCOUNT CODE | PAYROLL DEPOSITORY BANK | ACTION |
|-------------|-----------|---------|--------------|-------------------------|---------------------------------------|
| ALLOWANCE | 15,000.00 | N | 123456 | CHINA BANK | Edit Delete |

Previous 1 Next

TEST 15, TEST 15 T.

HRD / Employee / Allowance / Create

Allowance

Allowance Description

Amount **Taxable**

Payroll Depository Bank

Account Code

Cancel Submit

TEST 15, TEST 15 T.

HRD / Employee / 201 Files



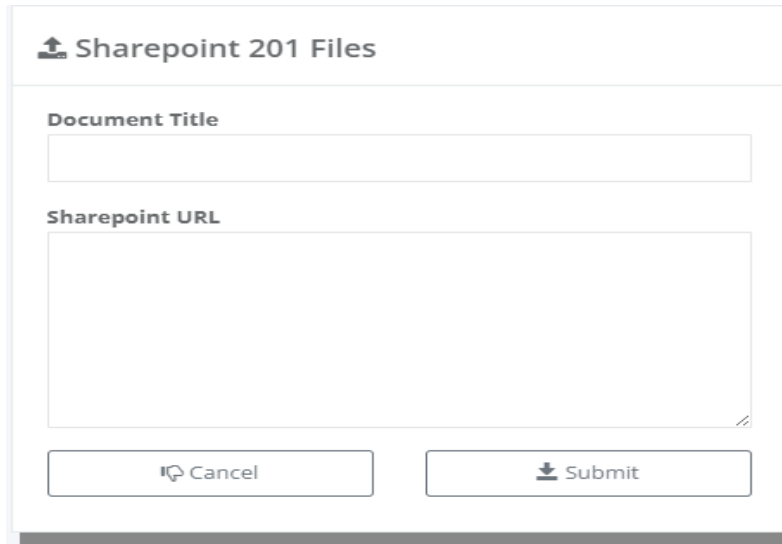
Personal Details Job Info Educational Allowance Training ➔ Link to Sharepoint Files

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| DESCRIPTION | DATE CREATED | ACTION |
|----------------------------|--------------|--------|
| No data available in table | | |

Previous Next



Sharepoint 201 Files

Document Title

Sharepoint URL

Cancel Submit

Private Employee Master Data

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

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

5.4.2 LGU

- **HRD -> Employees**

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

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

Personal Data Sheet

HRD / Employee / SAN JOSE DEL MONTE CITY

TOTAL EMPLOYEES: 6



Keyword fname, lname or position

REFRESH CREATE Excel Import

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

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Personal Information

HRD / Employee / Create



| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Employee ID | CS ID No. | Surname | First Name | Middle Name | N. Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Birthdate | Birthplace | Sex | Civil Status | Height (m) | Weight (kg) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Blood Type | GSIS No. | Pag-Ibig No. | Philhealth No. | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| SSS No. | TIN No. | Agency Employee No. | Citizenship | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Filipino | | |


RESIDENTIAL ADDRESS

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Province | City/Municipality | Barangay | House/Block/Lot No. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street | Subdivision/Village | Zip Code | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

PERMANENT ADDRESS Same Address Above

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Province | City/Municipality | Barangay | House/Block/Lot No. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street | Subdivision/Village | Zip Code | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

| | | |
|----------------------|----------------------|-------------------------|
| Telephone No. | Mobile No. | E-Mail Address (if any) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

| | | | |
|-----------------------|--------------------------|---|----------------------|
| Government Issued ID: | ID/License/Passport No.: | Date Issued | Place of Issuance: |
| <input type="text"/> | <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text"/> |

[CONTINUE](#)

| | | |
|---|--|---|
|  <p>REPUBLIC OF THE PHILIPPINES All content is in the public domain unless otherwise stated.</p> | <p>ABOUT GOVPH</p> <p>Learn more about the Philippine government, its structure, how government works and the people behind it.</p> <p>GOV.PH Open Data Portal</p> | <p>GOVERNMENT LINKS</p> <p>Office of the President Office of the Vice President Senate of the Philippines House of Representatives Supreme Court Court of Appeals</p> |
|---|--|---|

Family Background

HRD / Employee



827: SNAME-3, FNAME-3 MNAME-3 ☰

SPOUSE'S

| | | | |
|----------------------|------------------------|----------------------|----------------------|
| Surname | First Name | Middle Name | N. Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Occupation | Employer Business Name | Business Address | Telephone No. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

PARENTS

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Fathers Surname | Fathers First Name | Fathers Middle Name | Fathers N. Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mother Surname | Mother First Name | Mother Middle Name | Mother Maiden Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Name of Children (Write full name) | Date of Birth | |
|------------------------------------|---|------------------------------------|
| <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="button" value="Add"/> |

[← BACK](#) [CONTINUE](#)

Educational Background

HRD / Employee



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

Show entries Search:

Showing 0 to 0 of 0 entries

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

Previous Next

← BACK CONTINUE →

Educational Background

HRD / Employee / Add



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

Level Name of School (Write in Full)

Basic Education/Degree/Course Period of Attendance From To

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

Cancel Submit

Civil Service Eligibility

HRD / Employee



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

Show entries Search:

Showing 1 to 1 of 1 entries

| CAREER SERVICE | RATING | DATE OF EXAM. | PLACE OF EXAM. | LICENSE # | DATE OF VALIDITY | ACTION |
|----------------|--------|---------------|----------------|-----------|------------------|---|
| Professional | 88.93 | | NCR | 123456789 | | Edit Delete |

Previous Next

← BACK CONTINUE →

Civil Service Eligibility

HRD / Employee / Civil Service / Add



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

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

Lifetime Validity

Work Experience

HRD / Employee



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

Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous **1** Next

Work Experience

HRD / Employee / Work Experience / Add



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

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

Voluntary Work

HRD / Employee



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

Show entries Search:

Showing 1 to 1 of 1 entries

| NAME & ADDRESS OF ORGANIZATION | FROM | TO | NO. OF HRS | POSITION / NATURE OF WORK | ACTION |
|--------------------------------|------------|------------|------------|---------------------------|---|
| Testing Only | 12/01/2021 | 01/12/2022 | 60.00 | Supervisory | Edit Delete |

Previous 1 Next

← BACK CONTINUE →

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

Name & Address of Organization

Date From **Date To**

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

Learning and Development

HRD / Employee



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

Show entries Search:

Showing 1 to 1 of 1 entries

| TITLE OF LEARNING & DEVELOPMENT | FROM | TO | NO. OF HRS | TYPE OF I.D. | SPONSORED BY | ACTION |
|---------------------------------|------------|------------|------------|--------------|--------------|---|
| Sample Only | 01/03/2022 | 03/09/2022 | 100.00 | Supervisory | Testing | Edit Delete |

Previous 1 Next

← BACK CONTINUE →

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

Learning and Development Interventions/Training Programs

Date From

Date To

Number of Hours

Type of I.D.

▼

Conducted Sponsored By

Cancel

Submit

Other Information

HRD / Employee



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

SPECIAL SKILLS AND HOBBIES

NON-ACADEMIC DISTINCTIONS / RECOGNATION

MEMBERSHIP IN ASSOCIATION / ORGANIZATION

← BACK

CONTINUE →

Questionnaire

HRD / Employee



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

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

a.) within the third degree? YES NO

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

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

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

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

YES NO

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

YES NO

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

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

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

[← BACK](#) [Save](#)

201 Files

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



[Upload Files](#)

Show entries Search:

Showing 0 to 0 of 0 entries

| DESCRIPTION | DOCUMENT FILE | DATE UPLOADED | ACTION |
|----------------------------|---------------|---------------|--------|
| No data available in table | | | |

[Previous](#) [Next](#)

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

No file chosen

Document Title

Payroll Setup

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



Job Information Allowance

PAYROLL INFORMATION

Employment Status
Active

Confidential Employee?
NO

Hiring Date
05/18/2020

End Date

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

Upload 2x2 ID Picture
Choose File No file chosen

Upload Signature
Choose File No file chosen

Account Login
Update

Job Information

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

Payroll Setup Allowance

With Online Filing

LGU / Branch: SAN JOSE DEL MONTE CITY

Salary: 45,209.00

Employment Status: Regular

Salary Basis: Monthly

Salary Frequency: Semi-Monthly

Department: Human Resource Department

Tax Status: Single, 1 Dependent

Account Number: 43432432

Type of Process: Paperless

Job Title: Accounts Liquidation Officer III

Payroll Depository Bank: CHINA BANK

Labor Cost: Direct

End Date: 07/11/2055

S. Grade: 18

Tranche: 2

Steps: 4

Start Date: 07/15/2020

Appointment E-Date: 07/11/2055

Save New Appointment Papers

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

Other Job Assignment

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

Confidential Work and Salary History

Show 10 entries Search: PDF Print

Showing 0 to 0 of 0 entries

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

Previous Next

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

Payroll Setup | Job Information ➔ Create

Show 10 entries Search:

Showing 0 to 0 of 0 entries

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

Previous Next

Allowance
 HRD / Employee / **Create**

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

Allowance Description

Amount **Taxable**

Payroll Depository Bank

Account Code

LGU Employee Master Data

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

- Payroll Setup
- Personal Details
- Job Information
- Allowance

GENERATED PDS FORM

| A | | B | C | D | E | F | G | H | I | J | K | L | M | N |
|--|-------------------------------|---|---|---|---|---|---|--|---|---|---|---|---|----------------------------|
| <p>D10 X ✓ fx DELA CRUZ</p> | | | | | | | | | | | | | | |
| <p>PERSONAL DATA SHEET</p> | | | | | | | | | | | | | | |
| <p>CS Form No. 212 Revised 2017</p> | | | | | | | | | | | | | | |
| <p>WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.</p> | | | | | | | | | | | | | | |
| <p>READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.</p> | | | | | | | | | | | | | | |
| <p>Print legibly. Tick appropriate boxes (<input type="checkbox"/>) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No. (Do not fill up. For CSC use only)</p> | | | | | | | | | | | | | | |
| <p>I. PERSONAL INFORMATION</p> | | | | | | | | | | | | | | |
| 2. | SURNAME | DELA CRUZ | | | | | | | | | | | | |
| 11. | FIRST NAME | JUAN | | | | | | | | | | NAME EXTENSION (JR., SR) | | |
| 12. | MIDDLE NAME | S | | | | | | | | | | | | |
| 13. | 3. DATE OF BIRTH (mm/dd/yyyy) | 01/02/1973 | | | 16. CITIZENSHIP | | | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: | | | | | | |
| 14. | 4. PLACE OF BIRTH | MALINAO | | | If holder of dual citizenship, please indicate the details. | | | | | | | | | |
| 15. | 5. SEX | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female | | | | | | | | | | | | |
| 16. | 6. CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | | | 17. RESIDENTIAL ADDRESS | | | test 12345 St. House/Block/Lot No. Street Sample Kaypian Subdivision/Village Barangay San Jose del Monte City Bulacan City/Municipality Province | | | | | | |
| 17. | 7. HEIGHT (m) | 5'4" | | | ZIP CODE | | | 3023 | | | | | | |
| 18. | 8. WEIGHT (kg) | 60 | | | 18. PERMANENT ADDRESS | | | test 12345 St. House/Block/Lot No. Street Sample Kaypian Subdivision/Village Barangay San Jose del Monte City Bulacan City/Municipality Province | | | | | | |
| 19. | 9. BLOOD TYPE | O+ | | | ZIP CODE | | | 3023 | | | | | | |
| 20. | 10. GSIS ID NO. | 11-1111111-1 | | | 19. TELEPHONE NO. | | | 12343413 | | | | | | |
| 21. | 11. PAG-IBIG ID NO. | 2222-2222-2222 | | | 20. MOBILE NO. | | | sample@yahoo.com | | | | | | |
| 22. | 12. PHILHEALTH NO. | 33-333333333-3 | | | 21. E-MAIL ADDRESS (if any) | | | | | | | | | |
| <p>II. FAMILY BACKGROUND</p> | | | | | | | | | | | | | | |
| 23. | 22. SPOUSE'S SURNAME | CORRAL | | | | | | | | | | 23. NAME OF CHILDREN (Write full name and list all) | | DATE OF BIRTH (mm/dd/yyyy) |

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

| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S | | | | | | | |
|--|---|----|--|------------|-----------------|--|---|
| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK | |
| | From | To | From | To | | | |
| | Testing Only | | 12/01/2021 | 01/12/2022 | 60 | Supervisory | |
| | | | | | | | |
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| | | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | |
| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED | | | | | | | |
| (Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions) | | | | | | | |
| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
| | From | To | From | To | | | |
| | Sample Only | | 01/03/2022 | 03/09/2022 | 100.0 | Supervisory | |
| | | | | | | | |
| | | | | | | | |
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| | | |
|----|--|---|
| 2 | 34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, | |
| 3 | | |
| 4 | | |
| 6 | a. within the third degree? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 8 | b. within the fourth degree (for Local Government Unit - Career Employees)? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 10 | | If YES, give details: testing |
| 11 | | |
| 13 | 35. a. Have you ever been found guilty of any administrative offense? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 14 | | If YES, give details: testing |
| 15 | | |
| 16 | | |
| 18 | b. Have you been criminally charged before any court? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 19 | | If YES, give details: Date Filed: _____ Status of Case/s: _____ |
| 20 | | |
| 21 | | |
| 23 | 36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 24 | | If YES, give details: testing fdsafads |
| 25 | | |
| 26 | | |
| 27 | 37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 28 | | If YES, give details: sample testing |
| 29 | | |
| 31 | 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 32 | | If YES, give details: sample |
| 33 | | |
| 34 | b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 35 | | If YES, give details: _____ |
| 37 | 39. Have you acquired the status of an immigrant or permanent resident of another country? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 38 | | If YES, give details (country): _____ |
| 39 | | |
| 40 | 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: | |
| 41 | a. Are you a member of any indigenous group? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 43 | | If YES, please specify: sample |
| 44 | b. Are you a person with disability? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 45 | | If YES, please specify ID No: sample |
| 46 | | |
| 47 | c. Are you a solo parent? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 48 | | If YES, please specify ID No: testing |
| 49 | | |
| 50 | 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) | |

5.5 Contracts

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

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

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

MPR Document
Contracts / List

[Create](#) SUPERVISORY

Show 10 entries Search:

Showing 1 to 1 of 1 entries

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

Previous 1 Next

MPR Document
Contracts / SUPERVISORY / Create

MPR Reference No. Requested Manpower Upload MPR Attachment:
 No file chosen

Department

Project Name

Position

Estimated Date Completion Alarm Date
 04/15/2024 04/15/2024

Employee Name

Contract MPR Document

Contracts / Details



Completion Notice Monitoring of Contract / MPR MPR History

Branch Name: SUPERVISORY
MPR Reference No.: BP-DEVT-2023-06-007
MPR Requested No.: 5
Department: ACCOUNTING
Project Name: ABC PROJECT
Position: ACCNT. PAYABLE STAFF
Estimated Date Completion: 04/30/2024
Alarm Date: 04/01/2024

| EMP ID | EMPLOYEE NAME |
|---------|-------------------------------|
| TEST-01 | TESTING 1, TESTING 1 Sample |
| TEST-02 | TESTING 2, TESTING 2 SAMPLE |
| TEST-03 | TESTING 3, TESTING 3 SAMPLE 3 |
| TEST-05 | TESTING 5, TESTING 5 SAMPLE 5 |
| TEST-06 | TESTING 6, TESTING 6 SAMPLE 6 |

MPR Attachment:

Completion Notice

Contract Alert / Report



PINOYCODE OPC
COMPLETION NOTICE

Date: April 01, 2024

This is to notify and/or inform below listed project workers that effective the following dates as indicated hereto, your services shall be terminated to wit:

Duration of Contract
 Due to completion of phase of work and/or project.
 Others: _____
 Effectivity: April 30, 2024

In view of the foregoing, you are requested to secure your respective CLEARANCE CERTIFICATE from the HRD Department.

Project: **ABC PROJECT**

| No. | Last Name | First Name | Last Name | DESIGNATION |
|---------------------------|-----------|------------|-----------|----------------------|
| 1 | TESTING 1 | TESTING 1 | Sample | ACCNT. PAYABLE STAFF |
| 2 | TESTING 2 | TESTING 2 | SAMPLE | ACCNT. PAYABLE STAFF |
| 3 | TESTING 3 | TESTING 3 | SAMPLE 3 | ACCNT. PAYABLE STAFF |
| 4 | TESTING 5 | TESTING 5 | SAMPLE 5 | ACCNT. PAYABLE STAFF |
| 5 | TESTING 6 | TESTING 6 | SAMPLE 6 | ACCNT. PAYABLE STAFF |
| -----nothing follows----- | | | | |

For your guidance and strict compliance.

Prepared by: RUBEN B. CORRAL HR Officer
 Noted by: RUBEN B. CORRAL Personnel Management
 Approved by: JUAN DELA CRUZ Plant Manager

Monitoring of Contract / MPR
Contract Alert / Report

PINOYCODE OPC
MONITORING OF CONTRACT / MPR

MPR Ref. No.: BP-DEVT-2023-06-007
No. of Manpower Requested: 5
Position: ACCNT. PAYABLE STAFF
Project: ABC PROJECT
Estimated Completion: April 30, 2024
Alarm Date: April 01, 2024

| No. | Last Name | First Name | Last Name | Designation |
|-----|-----------|------------|-----------|----------------------|
| 1 | TESTING 1 | TESTING 1 | SAMPLE | ACCNT. PAYABLE STAFF |
| 2 | TESTING 2 | TESTING 2 | SAMPLE | ACCNT. PAYABLE STAFF |
| 3 | TESTING 3 | TESTING 3 | SAMPLE 3 | ACCNT. PAYABLE STAFF |
| 4 | TESTING 5 | TESTING 5 | SAMPLE 5 | ACCNT. PAYABLE STAFF |
| 5 | TESTING 6 | TESTING 6 | SAMPLE 6 | ACCNT. PAYABLE STAFF |

Downloaded by: RUBEN B. CORRAL, HR Officer

ACTION IS TO BE TAKEN PER OPERATIONS:
 ISSUANCE OF COMPLETION NOTICE
 EXTENSION OF COMPLETION DATE (Need to submit revised Manpower Loading)
 Extension date of: _____

Approved by: JUAN DE LA CRUZ, Plant Manager
 Noted by: RUBEN B. CORRAL, Personnel Management

MPR Contract History
Contract Alert / Report

PINOYCODE OPC
MPR CONTRACT HISTORY

MPR Ref. No.: BP-DEVT-2023-06-007
No. of Manpower Requested: 5
Position: ACCNT. PAYABLE STAFF
Project: ABC PROJECT
Branch: SUPERVISORY
Department: ACCOUNTING

| No. | Last Name | First Name | Last Name | Designation |
|---|-----------|------------|-----------|----------------------|
| Alarm Date: 04/01/2024 Estimated Completion: April 30, 2024 | | | | |
| 1 | TESTING 1 | TESTING 1 | SAMPLE | ACCNT. PAYABLE STAFF |
| 2 | TESTING 2 | TESTING 2 | SAMPLE | ACCNT. PAYABLE STAFF |
| 3 | TESTING 3 | TESTING 3 | SAMPLE 3 | ACCNT. PAYABLE STAFF |
| 4 | TESTING 5 | TESTING 5 | SAMPLE 5 | ACCNT. PAYABLE STAFF |
| 5 | TESTING 6 | TESTING 6 | SAMPLE 6 | ACCNT. PAYABLE STAFF |

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

Display all contract document with alert status for review.

Contracts Alerts

Contracts / Alert

Show 10 entries Search: _____

Showing 1 to 1 of 1 entries

| Branch Name | Department | MPR Reference No. | Position | Req.# | Alarm Date | Action |
|-------------|------------|---------------------|----------------------|-------|------------|------------|
| SUPERVISORY | ACCOUNTING | BP-DEVT-2023-06-007 | ACCNT. PAYABLE STAFF | 5 | 04/01/2024 | Stop Alarm |

Previous 1 Next

5.6 Loans

- o **HRD -> Loans**

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

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

The screenshot displays the "Loans & Deduction" interface. At the top, there is a breadcrumb trail: "HRD / Loans & Deductions / [redacted]". A "Create" button is on the left, and a search bar is on the right. Below the search bar, it says "Showing 1 to 10 of 26 entries". The main part of the interface is a table with the following columns: EMPLOYEE NAME, CODE, TYPE, LOAN AMOUNT, DATE ISSUED, COMPLETE, and ACTION. The table contains several rows of data. A blue arrow points to the "Create" button, and another blue arrow points to the "Edit i Details" link in the ACTION column of the fourth row.

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

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Loans & Deduction

HRD / Loans & Deductions / Create



Employee Name

Check Number

Loan Category

Loan Type

Date Issued

Loan Amount

Starting Balance

Deduct Amount

Type of Deduction

Upload Attachment

Choose File No file chosen

Cancel
Save

Loans & Deduction

HRD / Loans & Deductions / Details



Employee Name ██████████

Loan Code SSS

Loan Type SALARY LOAN

Date Issued 02/28/2022

Loan Amount 34,000.00

Starting Balance 14,120.22

Deduct Amount 784.47

Total Amount Paid 6,275.76

Loan Balance 7,844.46

Complete N

PAYROLL DEDUCTION HISTORY PDF Report Import to Excel

| Period From | Period To | Amount |
|------------------------------|------------|-----------------|
| 10/12/2023 | 10/26/2023 | 784.47 |
| 09/27/2023 | 10/11/2023 | 784.47 |
| 09/12/2023 | 09/26/2023 | 784.47 |
| 08/27/2023 | 09/11/2023 | 784.47 |
| 08/12/2023 | 08/26/2023 | 784.47 |
| 07/27/2023 | 08/11/2023 | 784.47 |
| 07/12/2023 | 07/26/2023 | 784.47 |
| 06/27/2023 | 07/11/2023 | 784.47 |
| Total Deduction => | | 6,275.76 |

Loans & Deduction

HRD / Loans & Deduction / Details



1 / 1
100%
Download Print

Tuesday, October 31, 2023

Department: PLANT OPERATIONS

Employee Name: [REDACTED]

Loan Code: SSS

Loan Type: SALARY LOAN

Date Issued: 28-February-2022

Loan Amount: 34,000.00

Starting Balance: 14,120.22

Deduct Amount: 784.47

Total Amount Paid: 6,275.76

Loan Balance: 7,844.46

Complete: N

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

Cut Copy Paste Format Painter

Calibri 11

B I U

Clipboard Font

G11

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

Loans
+

5.7 Benefits

5.7.1 Leave

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

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

✓ Leave Benefits ☰

COMPANY

FOR DEMO ONLY ▼

BRANCH

BRANCH TESTING ▼

Leave Benefits 🔄

HRD / Leave Benefits / SUPERVISORY

+ CREATE ☰

Show 10 entries Search:

Showing 1 to 3 of 3 entries

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

Previous 1 Next

Leave Benefits

HRD / Leave Benefits / Create

SPVR: SUPERVISORY

Employee Name

Showing 1 to 9 of 9 entries


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

Previous 1 Next

 Leave Benefits

HRD / Leave Benefits / **Edit**

SPVR: SUPERVISORY

 CORRAL, RUBEN B.

Showing 1 to 9 of 9 entries

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


Previous 1 Next

← Back

5.7.2 Pro Rata Leave

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

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

 Pro Rata Leave Setup ☰

COMPANY
FOR DEMO ONLY ▼

BRANCH
BRANCH TESTING ▼

LEAVE TYPE
--- SELECT --- ▼

Pro Rata Leave Setup
HRD / Prorata / VL

+ Create

Show 10 entries Search:

Showing 1 to 10 of 53 entries

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

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Pro Rata Leave Setup
HRD / Prorata / VL / Create

Employee Name

Year **No. Of Days**

5.7.3 Hourly Rate

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

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

Regular & Overtime Hourly Rates

HRD / Hourly Rates



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

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5.8 Last Pay

5.8.1 View & Create

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

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

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

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

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

Last Pay (Resigned or End Contract)

HRD / Last Pay



CREATE

BRANCH TESTING

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| EMP ID | EMPLOYEE NAME | PERIOD FROM | PERIOD TO | STATUS | ACTION |
|----------|-------------------|-------------|------------|--------|--|
| TEST-001 | TEST-1, TEST-1 T. | 06/01/2020 | 06/15/2020 | Paid | Other Liabilities Unused Leave Details |

Previous 1 Next

Last Pay (Resigned or End Contract)

HRD / Last Pay / Create



Last Pay

NAME

PAY PERIOD FROM: TO:

2020: Leave Benefits with Pay

TEST-1, TEST-1 T.

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

UNUSED LEAVE

SL VL SIL

Other Liabilities

TEST-1, TEST-1 T.

Total Amount

Remarks

Last Pay Details

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

Last Pay (Resigned or End Contract)

HRD / Last Pay / Details



← Back
☰

📄 Last Pay & Other Benefits
Request Last Pay Approval

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

*** HRMS INFORMATION ***

Designation DATA ENCODER
Employee Status Project-Based

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

*** LAST TIMESHEET & PAYROLL PROCESS ***

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

▶ **SUMMARY COMPUTATION**

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

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

Clearance Attachment

Z001_06... 1 / 1 - 71% +

HOURLY EMPLOYEE TIMESHEET

Name: _____ Pay Date: _____
 Position: _____
 Division: _____

| Day | Rate | AMT in | AMT out | AMT due | Hours | Rate | Amount | Other |
|--------------|------|--------|---------|---------|-------|------|--------|-------|
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Other | | | | | | | | |
| Total | | | | | | | | |

Employee Signature: _____
 Supervisor Signature: _____

Z001_06... 1 / 1 - 71% +

HOURLY EMPLOYEE TIMESHEET

Name: _____ Pay Date: _____
 Position: _____
 Division: _____

| Day | Rate | AMT in | AMT out | AMT due | Hours | Rate | Amount | Other |
|--------------|------|--------|---------|---------|-------|------|--------|-------|
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Other | | | | | | | | |
| Total | | | | | | | | |

Employee Signature: _____
 Supervisor Signature: _____

<https://www.pinocode.com/> | <https://www.hr-payroll.net/>

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Payroll history

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

5.8.2 For Release

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

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

🔍 Last Pay (Resigned or End Contract) ☰

COMPANY
FOR DEMO ONLY ▼

BRANCH
BRANCH TESTING ▼

📄 Last Pay (Resigned or End Contract)

HRD / Last Pay for Release



BRANCH TESTING ☰

Show entries Search:

Showing 0 to 0 of 0 entries

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

5.9 Reports

5.9.1 Designation Count

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

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

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

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

Designation Count

HRD / Designation Count

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

Show 10 entries Search:

Showing 1 to 6 of 6 entries

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

Previous 1 Next

Active Employee by Designation

HRD / Designation Count / Report



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

5.9.2 Manpower Count

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

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



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

Show entries Search:

Showing 1 to 7 of 7 entries

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

Previous 1 Next



1 / 1 | - 72% + |

MANPOWER COUNT SUMMARY
Attendance Date: Monday October 23, 2023
Wednesday, November 1, 2023

| BCODE | BRANCH NAME | TOTAL EMPLOYEE | PRESENT | ABSENT | LATE | ESTIMATED LABOR COST BASED ON DAILY RATE INCLUDING FILED OVERTIME | | | | | | LABOR COST (%) | |
|----------------|------------------|----------------|---------|--------|------|---|----------|-----------|----------|-----------|------------|----------------|-------|
| | | | | | | REGULAR RATE | OT HRS | OT PAY | OTND HRS | OTND PAY | TOTAL OT | | |
| FFC | | 237 | 197 | 40 | 19 | 281,397.90 | 432.00 | 36,318.47 | 7.00 | 622.01 | 36,940.48 | 318,338.38 | 13.13 |
| F | ATION | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E | | 0 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| F | NT | 295 | 232 | 63 | 12 | 388,595.68 | 732.50 | 61,063.55 | 122.00 | 11,223.26 | 72,286.81 | 460,882.49 | 18.80 |
| F | | 22 | 17 | 5 | 4 | 25,199.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,199.46 | 0.00 |
| P | | 10 | 0 | 10 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FFCSPWR | FIRST SUPERVISOR | 1 | 0 | 1 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GRAND TOTAL >> | | 565 | 446 | 119 | 35 | 695,193.04 | 1,164.50 | 97,382.02 | 129.00 | 11,845.27 | 109,227.29 | 804,420.33 | 31.73 |

Manpower Count

HRD / Manpower Count / Report



| MANPOWER COUNT REPORT | | | | | | Saturday, April 23, 2022 |
|-------------------------------|---------------------|-------------|-------------|-----------------|-----------|--------------------------|
| BRANCH TESTING | | | | | | |
| As of Saturday 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 | M | |
| 2 TEST 7, TEST 7 T | ACCOUNTING STAFF | 01/07/2019 | 04/21/2025 | Regular | M | |
| Total Count: 7 | | | | | | |

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 | |
| Total Count: 2 | | | | |

Manpower Count

HRD / Manpower Count / Absent



| MANPOWER COUNT - (Absent) | | | Saturday, April 23, 2022 |
|--|---------------------|-------|--------------------------|
| BRANCH TESTING | | | |
| Attendance Date: Saturday April 23, 2022 | | | |
| 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 | |
| Total Count: 5 | | | |

Manpower Count

HRD / Manpower Count / Late

| 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 | | | |
| 1 TEST-2, TEST-2 T | PROGRAMMER | 1st | 10:47 am |
| Total Count: 2 | | | |

5.9.3 Expiring Contract

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

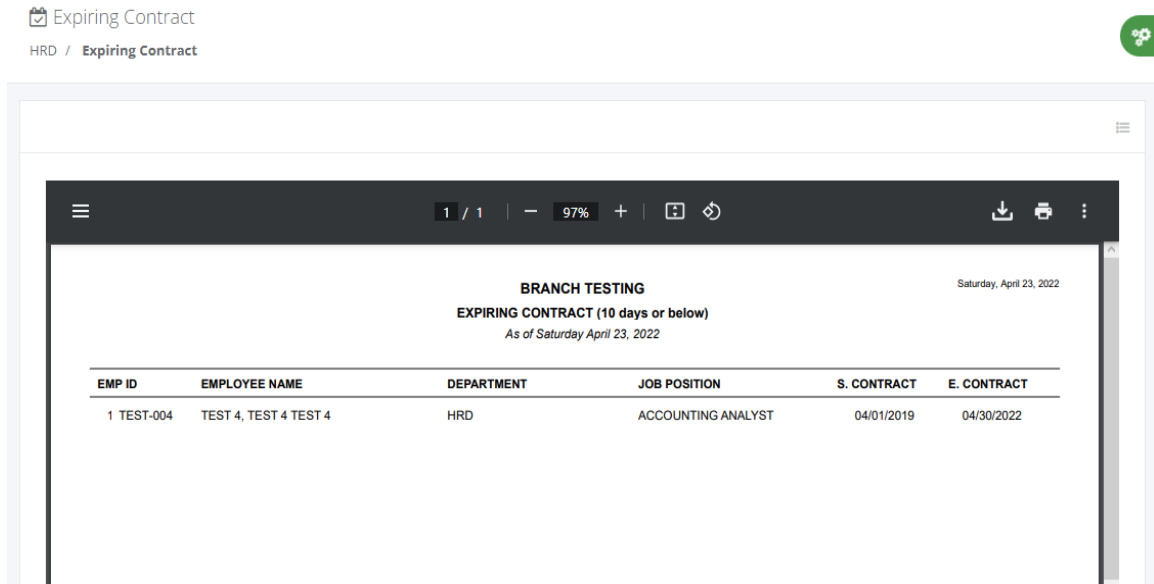
This report helps organizations to proactively manage their contracts by identifying which contracts need to be renewed, renegotiated, or terminated. It allows for better planning and decision-making, ensuring that important contracts are not allowed to lapse unintentionally. Additionally, the report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

Expiring Contract

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Submit



5.9.4 Birthday Celebrants

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

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

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

Monthly Birthday Celebrants

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

MONTH

Submit



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

5.9.5 Leave Balance

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

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

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

Leave Balance

COMPANY: FOR DEMO ONLY

BRANCH: BRANCH TESTING

LEAVE TYPE: --- SELECT ---

YEAR: []

Submit

Leave Balance

HRD / Vacation Leave / [Redacted]

View PDF

Show 10 entries Search: []

Showing 1 to 10 of 73 entries

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

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Employee Leave Balance

HRD / Leave Balance / Report

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

Wednesday, November 1, 2023

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

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

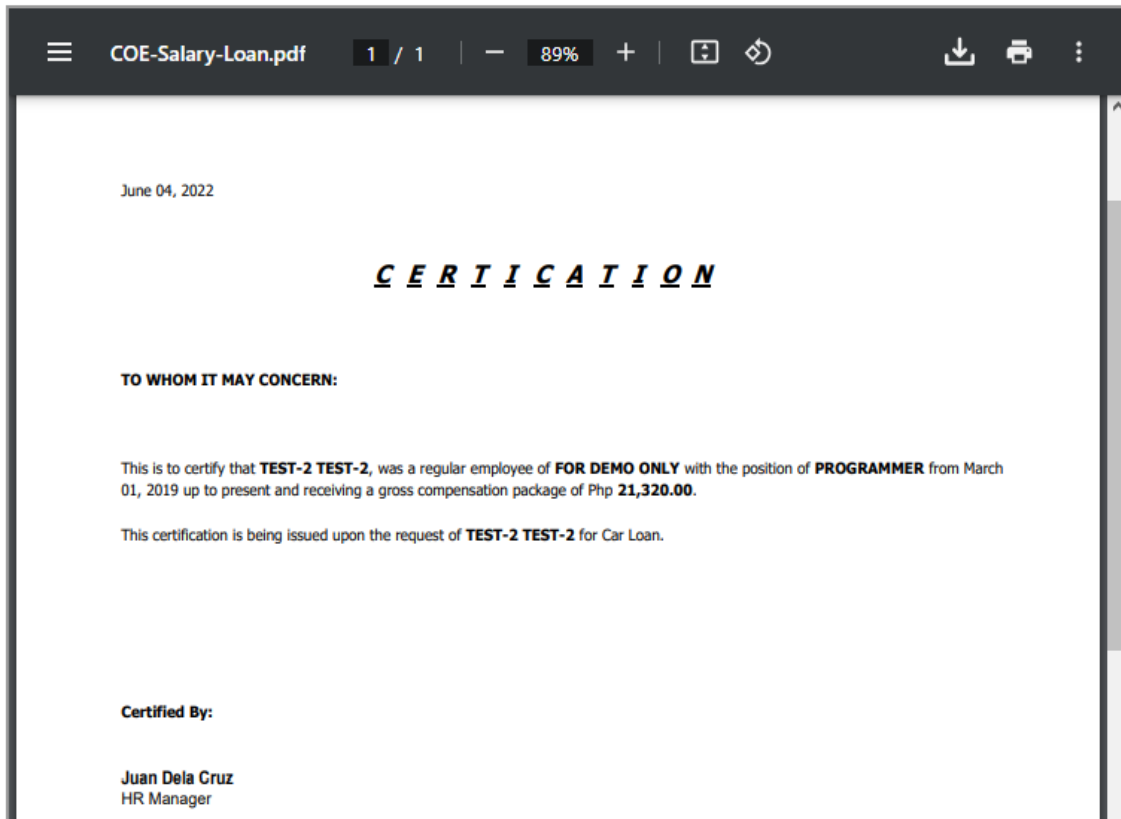
5.9.6 COE-Salary Loan

- HRD -> Reports -> COE-Salary Loan

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

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

The screenshot shows a web form titled "COE-Salary Loan". It contains several input fields: "Company" with a dropdown menu showing "FOR DEMO ONLY"; "Employee Name" with a dropdown menu showing "TEST-2, TEST-2 T"; "Loan Purpose" with a text input field containing "Car Loan"; "Certified By" with a text input field containing "Juan Dela Cruz"; and "Certified Designation" with a text input field containing "HR Manager". At the bottom of the form is a "Submit" button with a download icon.



5.9.7 COE-Separated Employee

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

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

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

COE-Separated Employee

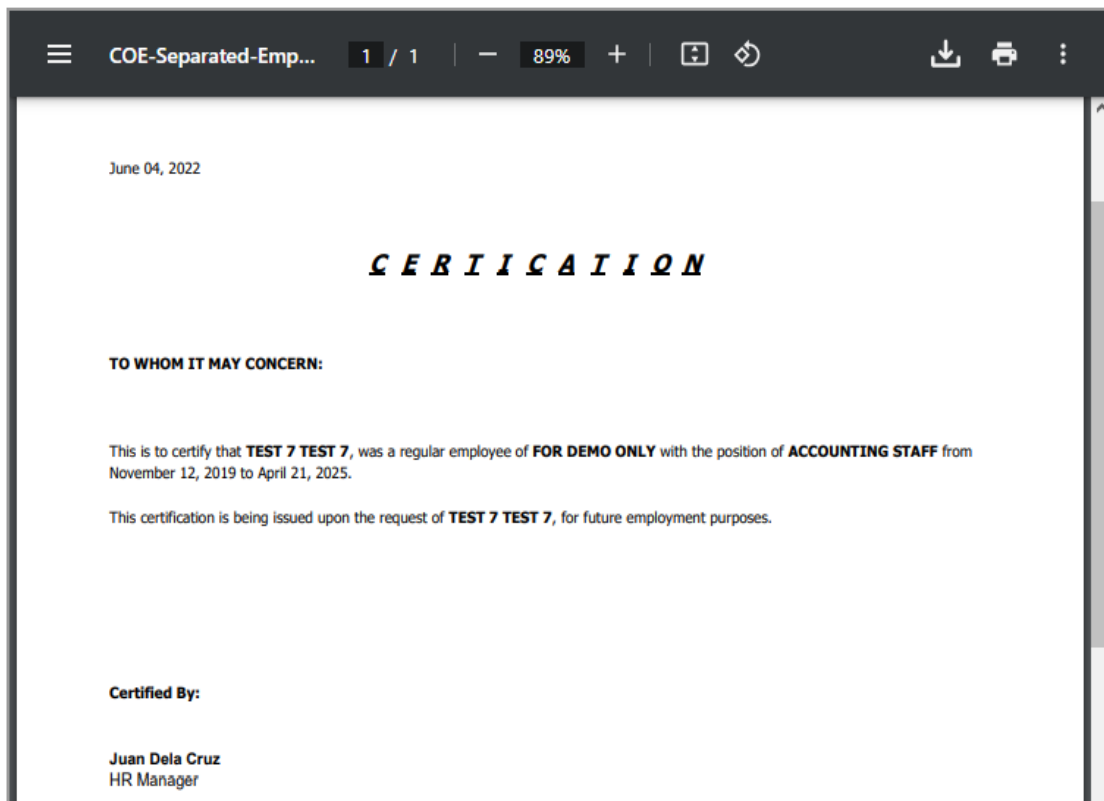
Company
FOR DEMO ONLY

Employee Name
TEST 7, TEST 7 T

Certified By
Juan Dela Cruz

Certified Designation
HR Manager

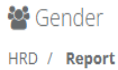
Submit



5.9.8 Gender

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

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



| FOR DEMO ONLY | | Wednesday, November 1, 2023 |
|-----------------------------------|--|---|
| BRANCH TESTING | | |
| FEMALE - (1) | | |
| PURCHASING | TEST-3, TEST-3 TEST-3 | PRODUCTION HEAD |
| MALE - (5) | | |
| MIS-ICT | TEST 5, TEST 5 TEST 5 TEST-2, TEST-2 TEST-2 | FOREMAN PROGRAMMER |
| PURCHASING | TEST 6, TEST 6 TEST 6 TEST 7, TEST 7 TEST 7 TEST 15, TEST 15 TEST 15 | ACCOUNTING STAFF ACCOUNTING STAFF FOREMAN |
| 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 |
| <hr/> | | |
| 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.



1 / 1
92%
Download
Print

FOR DEMO ONLY
GROUP AGE REPORT

Wednesday, November 1, 2023

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

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

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5.9.10 Employment Status Summary

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

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



1 / 1
100%
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Print

FOR DEMO ONLY
Employment Status Summary
Date: 11/2/2023

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

5.9.11 Employment Status Details

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

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

👤 Employment Status Details
 HRD / Employment Status / Report



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

5.9.12 Pay Basis Summary

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

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

👤 Employees Pay Basis Summary
 HRD / Employment Status / Report



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

5.9.13 Pay Basis Details

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

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

👤 Employees Pay Basis Details

HRD / Employment Status / Report



| PRIVATE LEDGER - EXECUTIVE | | |
|----------------------------|------------|------------------|
| Monthly | | 3 |
| TEST 11, TEST 11 TEST 11 | PURCHASING | PURCHASING HEAD |
| TEST 12, TEST 12 TEST 12 | HRD | HRD & ADMIN HEAD |
| TEST 14, TEST 14 TEST 14 | MIS-ICT | MIS MANAGER |
| BRANCH TESTING | | |
| Daily | | 2 |
| TEST-2, TEST-2 TEST-2 | MIS-ICT | PROGRAMMER |
| TEST 5, TEST 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 |
| TOTAL COUNT => | | 9 |

5.9.14 Absentees Summary

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

Generate employee monthly absentee summary report.

Absentees Summary

COMPANY
PINOYCODE OPC

BRANCH
SUPERVISORY

DATE FROM: **TO:**

Absentees Summary Report

Hrd / Absentees Summary



The screenshot shows a web browser displaying the 'Absentees Summary Report' for the 'SUPERVISORY' branch. The report is dated Saturday, April 13, 2024, and covers the period from 02/01/2024 to 02/29/2024. The report includes a table with the following data:

| Department / Employee Name | Date Absent | Pay Basis |
|----------------------------|-------------|-----------|
| ACCOUNTING | 7 | |
| TESTING 5, TESTING 5 S | 4 | M |
| TESTING 8, TESTING 8 S | 3 | M |

5.9.15 Absentees Detailed

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

Generate employee monthly absentee detailed report.

The screenshot shows the 'Absentees Detailed' form. It includes the following fields:

- COMPANY:** PINOYCODE OPC
- BRANCH:** SUPERVISORY
- DATE FROM:** mm/dd/yyyy
- TO:** mm/dd/yyyy
- Submit** button

Absentees Detailed Report

Hrd / Absentees Detailed



The screenshot shows a web browser displaying the 'Absentees Detailed Report' for the 'SUPERVISORY' branch. The report is dated Saturday, April 13, 2024, and covers the period from 02/01/2024 to 02/29/2024. The report includes a table with the following data:

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

5.9.16 Late Summary

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

Generate employee monthly late summary report.

5.9.17 Late Detailed

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

Generate employee monthly late summary report.

5.10 HR Setup

5.10.1 Department

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

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

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

BRANCH TESTING
HRD / Department

CREATE

Show 10 entries Search:

Showing 1 to 4 of 4 entries

| DCODE | BCODE | DEPARTMENT NAME | DESCRIPTION | ACTION |
|-------|-------|-----------------|-------------|---|
| P004 | ZZZZ | PAYROLL | | Edit Delete |
| Z001 | ZZZZ | HRD | | Edit Delete |
| Z002 | ZZZZ | PURCHASING | | Edit Delete |
| Z003 | ZZZZ | MIS-ICT | | Edit Delete |

Previous 1 Next

BRANCH TESTING
HRD / Department / Create

Department

Department Code

Department Name

Description

5.10.2 Holidays

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

Holidays should be added in this module to pay the employees based on hourly rates percentage provided by the government agency. Make sure before pairing logs to generate a

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

BRANCH TESTING
HRD / Holidays

CREATE

Show 10 entries Search:

Showing 1 to 8 of 8 entries

| SEQ | MONTH | DAY | TYPE | DESCRIPTION | ACTION |
|-----|----------|-----|-----------------|---------------------|---|
| 01 | January | 1 | Regular Holiday | New Year Day | Edit x Delete |
| 04 | April | 9 | Regular Holiday | Araw ng Kagitingan | Edit x Delete |
| 05 | May | 1 | Regular Holiday | Labor Day | Edit x Delete |
| 11 | November | 30 | Regular Holiday | Bonifacio Day | Edit x Delete |
| 12 | December | 24 | Special Holiday | Non working holiday | Edit x Delete |
| 12 | December | 25 | Regular Holiday | Christmas Day | Edit x Delete |
| 12 | December | 30 | Regular Holiday | Rizal Day | Edit x Delete |

BRANCH TESTING
HRD / Holidays / Create

Calendar Holidays

Month: Day:

Type of Holiday:

Description:

5.10.3 Holiday Policy

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

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

Rules to pay the holiday

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

Cancel Save

5.10.4 Approvers

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

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

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

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

Approvers

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Submit

BRANCH TESTING

HRD / Approvers

CREATE

Show 10 entries Search:

Showing 1 to 10 of 42 entries

| DEPARTMENT | EMPLOYEE NAME | MODULE | ACTION |
|------------|---------------|-----------------------|------------------------|
| HRD | CORRAL, RUBEN | Invalid Timesheet | 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 |

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BRANCH TESTING

HRD / Approvers / Create

Approver

Department

Approver Employee ID

Application Module

5.10.5 Shift Schedule

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

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

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

Shift Schedule

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Submit

Shift Schedule
HRD / Shift Schedule

CREATE

Show 10 entries Search:

Showing 1 to 10 of 11 entries

| EMPLOYEE ID | EMPLOYEE NAME | ACTION |
|-------------|-----------------------|----------------------|
| TEST-001 | TEST-1, TEST-1 TEST-1 | Edit |
| TEST-002 | TEST-2, TEST-2 TEST-2 | Edit |
| TEST-003 | TEST-3, TEST-3 TEST-3 | Edit |
| TEST-004 | TEST 4, TEST 4 TEST 4 | Edit |
| TEST-005 | TEST 5, TEST 5 TEST 5 | Edit |
| TEST-006 | TEST 6, TEST 6 TEST 6 | Edit |
| TEST-007 | TEST 7, TEST 7 TEST 7 | Edit |

+ Shift Schedule
HRD / Shift Schedule / Create

Employee Name

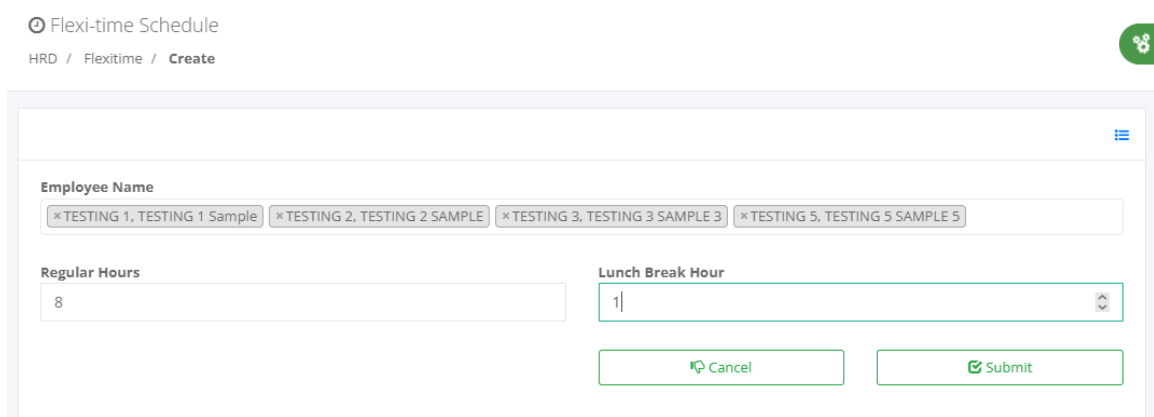
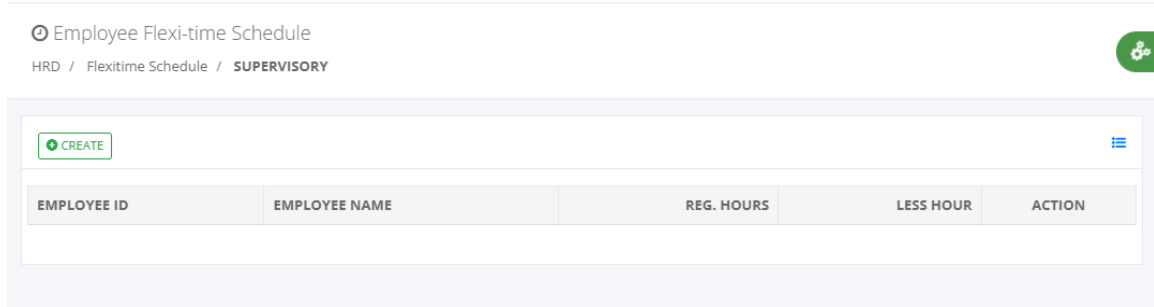
x LNAME-12, FNAME-12 MNAME-12 x LNAME-14, FNAME-14 MNAME-14
x LNAME-15, FNAME-15 MNAME-15

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

5.10.6 Flexi-time Schedule

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

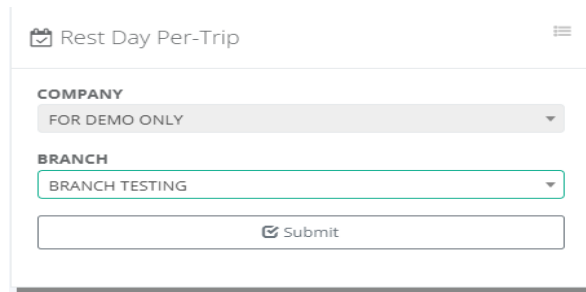
Flexi-time schedules are flexible work arrangements that allow employees to choose their own work hours within certain limits set by the employer. Employees can adjust their work hours based on their personal preferences and needs, as long as they meet the required total regular hours.



5.10.7 Rest Day Per-Trip

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

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



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

CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

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

Previous 1 Next

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

Employee Name

×TEST 15, TEST 15 TEST 15 ×TEST 4, TEST 4 TEST 4
×TEST 5, TEST 5 TEST 5 ×TEST 6, TEST 6 TEST 6
×TEST 7, TEST 7 TEST 7 ×TEST 8, TEST 8 A
×TEST 9, TEST 9 TEST 9 ×TEST-1, TEST-1 TEST-1

ATTENDANCE DATE

mm/dd/yyyy

Cancel Submit

5.10.8 Early Time-Out

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

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

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

Early Time-Out

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Submit

BRANCH TESTING
HRD / Early Time-Out

CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

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

Previous 1 Next

Early Time-Out
HRD / Early Time-Out / Create

BRANCH TESTING

DATE & TIME-OUT

REMARKS

5.10.9 Biometrics

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

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

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

BRANCH TESTING

HRD / Biometric



List of Registered Name in Biometrics

Show 10 entries Search:

Showing 1 to 8 of 8 entries

| SCAN ID | EMPLOYEE NAME | ENROLL DATE | ADMIN | ACTION |
|----------|-----------------------|-------------|-------|---|
| TEST-002 | TEST-2, TEST-2 TEST-2 | 07/19/2020 | Yes | Edit Delete |
| TEST-003 | TEST-3, TEST-3 TEST-3 | 07/19/2020 | No | Edit 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 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



ZZZZ: BRANCH TESTING

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

Biometric Admin

5.10.10 HR Types


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


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

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

FOR DEMO ONLY

HRD / Types



 **CREATE**

Show 10 entries Search:


Showing 1 to 10 of 62 entries

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

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FOR DEMO ONLY

HRD / Types / Create



Type Name

Type Description

Type

5.10.11 Resources

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

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

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

RESOURCES

HRD / Resources

Create

Show 10 entries Search:

Showing 1 to 4 of 4 entries

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

Previous 1 Next

Resources (Create)

Name

Description

Cancel Submit

5.11 HR Admin

5.11.1 Branch

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

Branch
Maintenance / Branch

| BCODE | BRANCH NAME | DESCRIPTION | NO LATES | NO ND | ACTIVE |
|----------|------------------------------|-------------|----------|-------|--------|
| ONEWEST | | | false | false | true |
| PL | PRIVATE LEDGER | | false | false | true |
| PS | | | false | false | true |
| PTP | POST TENSIONING PROJECT | | false | false | true |
| RF | RANK AND FILE | | false | false | true |
| SHIMDOTR | | | false | false | true |
| | SUPERVISORY - SITES & PLANTS | | true | true | true |
| | SUPERVISORY | | true | false | true |
| 200BH | | | false | false | false |
| 3SW | | | false | false | false |

Navigation buttons: Create, Edit, Delete, Search, Refresh

ADD RECORD ✕

BCODE

BRANCH NAME

DESCRIPTION

NO LATES

NO ND

ACTIVE

5.11.2 Allowance

- **HRD -> HR Admin -> Allowance**

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

Allowance

Maintenance / Allowance / List

CREATE Excel Import

Show 10 entries Search:

Showing 1 to 10 of 23 entries

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

5.11.3 Leave

- o **HRD -> HR Admin -> Leave**

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

Leave

Maintenance / Leave / List

Create Excel Import

Show 10 entries Search:

Showing 1 to 9 of 9 entries

| CODE | DESCRIPTION | NO. OF DAYS | PAYROLL PAY | ACTION |
|------|-------------------------|-------------|-------------|---|
| BL | Bereavement Leave | 7 | YES | 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 | Edit Delete |

+ Leave

Maintenance / Leave / **Create**

| | | | |
|---------------------------|--------------------------|----------------------|---|
| Leave Code | Leave Description | No. Of Days | Liability Account |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Payroll Item Type | | | Liability Subaccount |
| Notices | | | <input type="text"/> |
| Expense Account | | | Pay Item Group |
| <input type="text"/> | | | <input type="text"/> |
| Expense Subaccount | | | <input checked="" type="checkbox"/> Payroll Pay |
| <input type="text"/> | | | <input type="button" value="Cancel"/> <input type="button" value="Save"/> |

5.11.4 Loan Type

- o **HRD -> HR Admin -> Loan Type**

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

Loan Type

Maintenance / Loan Type / **List**

☰

Show entries
Search: PDF Print

Showing 1 to 10 of 16 entries

| LOAN TYPE | DESCRIPTION | LOAN CODE | COMMENT | 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_list/?comp_id=4&bccode=PL01#
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+ Loan Type

Maintenance / Loan Type / Create

| | | |
|----------------------|----------------------|----------------------|
| Loan Type | Loan Code | Liability Account |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Description | | Liability Subaccount |
| <input type="text"/> | | <input type="text"/> |
| Payroll Item Type | | Pay Item Group |
| Deduction | | <input type="text"/> |
| Expense Account | | Comment |
| <input type="text"/> | | <input type="text"/> |
| Expense Subaccount | | |
| <input type="text"/> | | |

Cancel
Save

5.11.5 Late & Undertime

- o **HRD -> HR Admin -> Late & Undertime**

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

Late, Undertime Settings

Company

FOR DEMO ONLY

Branch

BRANCH TESTING

Submit

Late Undertime Settings

Maintenance / Late Undertime / List

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

+
Page 1 of 1
10
View 1 - 4 of 4

ADD RECORD
✕

MINUTE FROM

MINUTE TO

MINUTE CONVERSION

ND CONVERSION

Submit
✕ Cancel

5.11.6 Overtime Settings

- **HRD -> HR Adminl -> Overtime Settings**

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

Overtime Settings
☰

Company

FOR DEMO ONLY
▼

Branch / Division

BRANCH TESTING
▼

Submit

Overtime Settings

Maintenance / Overtime Settings / List

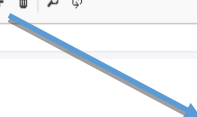
| MINUTE FROM | MINUTE TO | MINUTE CONVERSION |
|-------------|-----------|-------------------|
| 0.01 | 0.49 | 0.00 |
| 0.51 | 0.99 | 0.50 |

+ ✕ ↻ ⌂

⏪ << Page 1 of 1 >> ⏩

10

View 1 - 2 of 2



ADD RECORD
✕

MINUTE FROM

MINUTE TO

MINUTE CONVERSION

Submit
✕ Cancel

5.11.7 Grace Period Settings

- **HRD -> HR Admin -> Grace Period Settings**

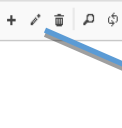
Optional setup, depending on company policies to allow late grace period. Click the "CREATE" icon to add a grace period and click the icon "Edit" to edit the record or "Delete" to delete the record. These setups are used for timesheet computation to ignore late time-in on the employee workhour distribution.

Flexitime Settings
Maintenance / Grace Period



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

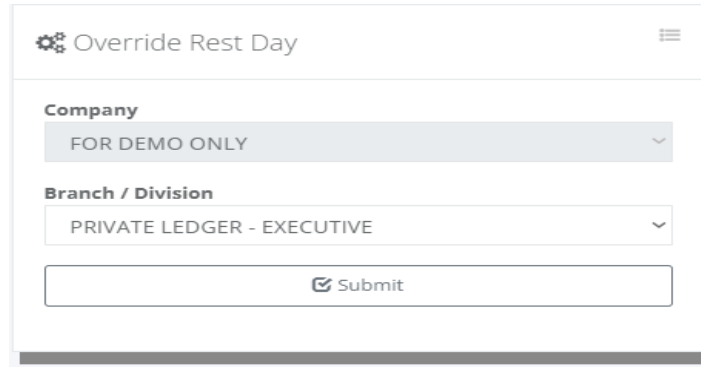
Page 1 of 1 | View 1 - 1 of 1



5.11.8 Override Rest Day

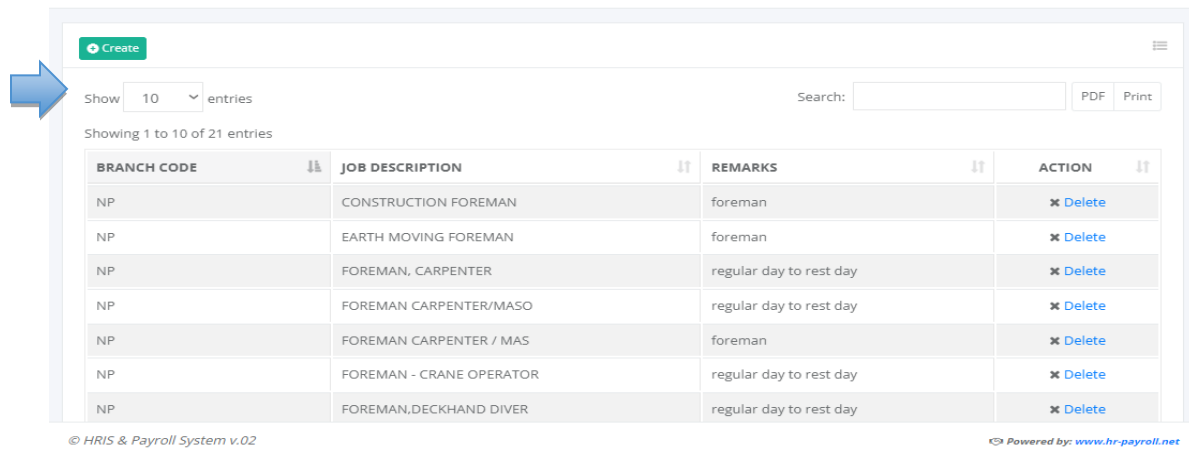
- **HRD -> HR Admin -> Override Rest Day**

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.



Override Rest Day to Regular Day

Maintenance / Override Rest Day



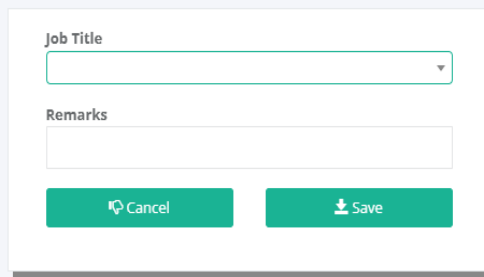
Showing 1 to 10 of 21 entries

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

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Override Rest Day

Maintenance / Override Rest Day / Create



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.

Late Policy Settings

Hour Late Allowance

Deduction Option

Save

5.11.10 HDMF Add Contribution

- o **HRD -> HR Admin -> HDMF Add Contr.**

Optional setup, employees' additional HDMF 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

HDMF Additional Contribution



Create

| ID | EMPLOYEE NAME | AMOUNT | ACTION |
|----|---------------|--------|--------|
| 1 | A [REDACTED] | 300.00 | Delete |
| 2 | B [REDACTED] | 800.00 | Delete |

FREY-FIL CORPORATION
Maintenance / Allowance / Create

Code Description Liability Account

Payroll Item Type
Earning Liability Subaccount

Expense Account Pay Item Group

Expense Subaccount Included in 13th Month Pay.

Cancel Save

5.11.11 Manage Users

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

Manage User Role

HRD / HR Admin / Manage Users

Show 10 entries Search:

Showing 1 to 6 of 6 entries

| USER NAME | COMP ID | BCODE | DEPT ID | EMP NO | EMPLOYEE NAME | ACTION |
|------------|---------|-------|---------|---------|-----------------------|---|
| [REDACTED] | 2 | PL | PL-ACC | TEST-11 | TESTING 11 TESTING 11 | Access Special Reset Password |
| [REDACTED] | 2 | SPVR | 1148 | TEST-05 | TESTING 5 TESTING 5 | Access Special Reset Password |
| [REDACTED] | 2 | SPVR | 1147 | TEST-06 | TESTING 6 TESTING 6 | Access Special Reset Password |
| [REDACTED] | 2 | SPVR | 1148 | TEXT-08 | TESTING 8 TESTING 8 | Access Special Reset Password |
| [REDACTED] | 2 | SPVR | 1146 | TEST-03 | TESTING 3 TESTING 3 | Access Special Reset Password |
| [REDACTED] | 2 | SPVR | 1146 | 6882 | RUBEN CORRAL | Access Special Reset Password |

Next

[REDACTED].ph

Show 10 entries Search:

Showing 1 to 10 of 18 entries

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



ruben@pinoycode.com

Showing 1 to 4 of 4 entries

| SPECIAL ACCESS | ACCESS |
|------------------------|-------------------------------------|
| Contract Alert | <input checked="" type="checkbox"/> |
| Employee Final Pay | <input checked="" type="checkbox"/> |
| Employees All Branches | <input checked="" type="checkbox"/> |
| Job Information | <input checked="" type="checkbox"/> |

Previous 1 Next

5.11.12 Manage Access

- **HRD -> 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.

Branch Access

HRD / HR Admin / Manage Access

Show 10 entries Search:

Showing 1 to 7 of 7 entries

| EMP ID | EMPLOYEE NAME | ACTION |
|---------|----------------------------------|------------------------|
| 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 |

Previous 1 Next



FOR DEMO ONLY

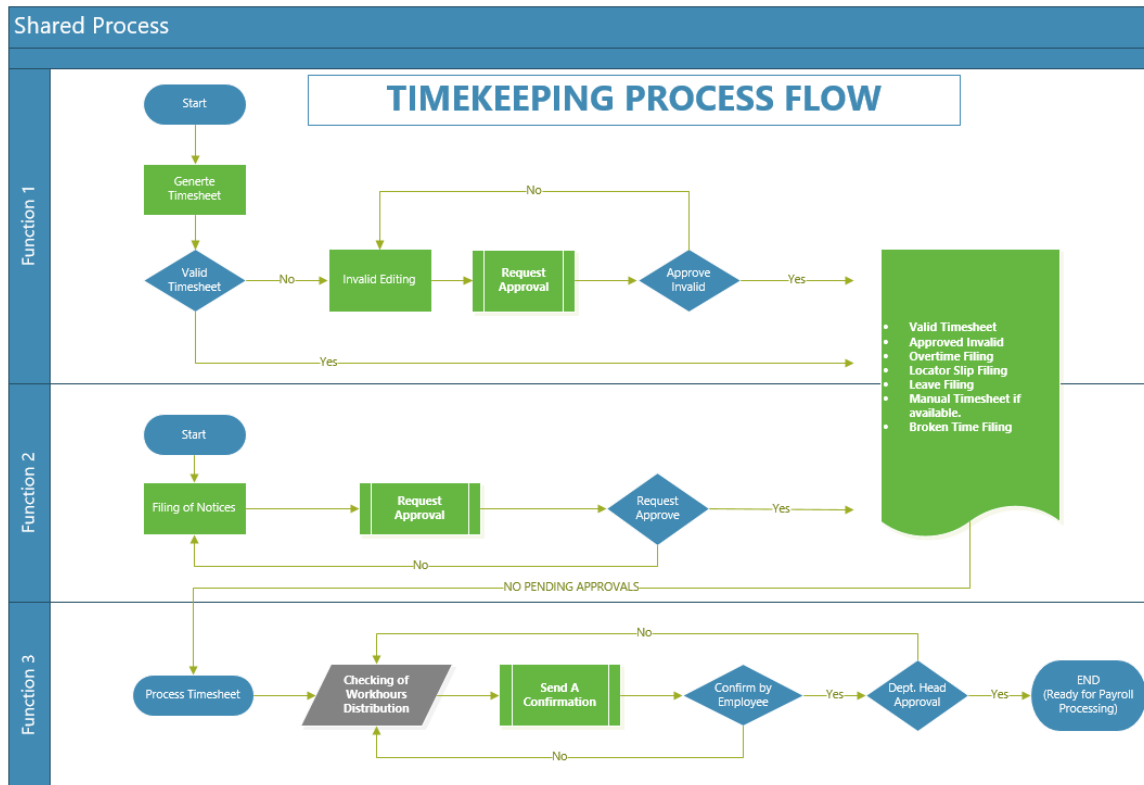
Show entries Search:

Showing 1 to 2 of 2 entries

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

Previous **1** Next

5.12 Timekeeping Tools



5.12.1 Timesheet

- **HRD -> Timekeeping Tools -> Timesheet**

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

Employee Timesheet

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Employee Name

PAY BASIS:

DATE FROM **TO**

Timesheet Backend Editing
Maintenance / Tools / Timesheet



[REDACTED] R D.

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

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

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5.12.2 Invalid List

- **HRD -> Timekeeping Tools -> Invalid List**

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

🕒 Employee Timesheet with Invalid

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

PAY BASIS:

DATE FROM **TO**

📅 Timesheet with Invalid

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

Maintenance / Tools / Invalid /



Show 10 entries Search:

Showing 1 to 10 of 14 entries

| ID | EMP ID | APPROVER ID | APPROVED | APPROVED DATE | EDIT BY | EDIT DATE | ACTION |
|-------|--------|-------------|----------|---------------|---------|------------|------------------------|
| 15988 | 97 | 72 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15983 | 86 | 72 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15981 | 83 | 72 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15978 | 68 | 72 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15976 | 53 | 86 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15969 | 14 | 91 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15968 | 12 | 72 | True | 10/27/2023 | D | 10/27/2023 | Delete |
| 15967 | 13 | 236 | True | 10/27/2023 | D | 10/27/2023 | Delete |

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5.12.3 Audit Trail

- **HRD -> Timekeeping Tools -> Audit Trail**

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

Audit Trail

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

PAY BASIS:

DATE FROM **TO**

Audit Trail

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

Maintenance / Tools / Audit Trail / XXXXXXXXXX

Showing 1 to 10 of 51 entries

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

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5.12.4 Daily Computation

- **HRD -> Timekeeping Tools -> Daily Computation**

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

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

Employee Timesheet Daily Computation

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Employee Name

PAY BASIS:

DATE FROM **TO**

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 x Delete |
| 10/13/2023 | 10/13/2023 06:55:56 AM | 10/13/2023 04:36:13 PM | RD | BM | Edit x Delete |
| 10/14/2023 | 10/14/2023 06:59:23 AM | 10/14/2023 11:17:04 AM | RD | BM | Edit x Delete |
| 10/16/2023 | 10/16/2023 07:45:08 AM | 10/16/2023 04:56:34 PM | RD | BM | Edit x Delete |
| 10/17/2023 | 10/17/2023 06:58:20 AM | 10/17/2023 06:03:29 PM | RD | BM | Edit x Delete |
| 10/18/2023 | 10/18/2023 06:57:36 AM | 10/18/2023 05:18:07 PM | RD | BM | Edit x Delete |
| 10/19/2023 | 10/19/2023 07:00:16 AM | 10/19/2023 04:03:02 PM | RD | BM | Edit x Delete |
| 10/20/2023 | 10/20/2023 06:58:57 AM | 10/20/2023 06:01:39 PM | RD | BM | Edit x Delete |
| 10/21/2023 | 10/21/2023 06:59:57 AM | 10/21/2023 11:04:31 AM | RD | BM | Edit x Delete |

Timesheet Daily Computation

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



Time-IN: 10/14/2023 6:59:23 AM **Time-OUT:** 10/14/2023 11:17:04 AM **Days:** RD

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

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

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

| REG | | SH | | LH | | DH | |
|-----------------|------|--------------------|------|--------------------|------|--------------------|------|
| 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

- o **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.

Employee Workhour Summary

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Employee Name

PAY BASIS:

DATE FROM **TO**



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

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

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

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

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

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

6 Executives

6.1 Payroll Reports

6.1.1 Monthly Summary

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

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

The Payroll Monthly Summary is used to provide an overview of a company's payroll information for a certain period such as a month or quarter. It summarizes the total payroll expenses for the period and breaks down the expenses by department, employee, and other categories. The report also shows the amount of taxes paid and other deductions,

government contributions and health insurance premiums. The summary is used by business owners and managers to monitor payroll costs and ensure they are in line with the company's budget. It can also be used to identify areas where costs can be reduced or adjusted.

Monthly Payroll Summary
Executive / Reports

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

April 23, 2022 5:40:20 pm

| Dept/Emp ID | Employee Names | Basic Pay | Allowance | ND Pay | OT Pay | Other Pay | DEDUCTIONS | | | | | | | Total Deduct | Gross Pay | Net Pay |
|-------------------|---------------------|-------------------|------------------|-----------------|-----------------|-------------|-------------|-----------------|------------------|-----------------|---------------|-----------------|------------------|-------------------|-------------------|---------|
| | | | | | | | Adj. | Loans | Tax | SSS | Pagibig | Philhealth | | | | |
| 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-1, TEST-1 T. | 13,900.00 | 520.00 | 681.25 | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 540.00 | 100.00 | 195.00 | 835.00 | 14,451.25 | 13,616.25 | |
| TEST-003 | TEST-3, TEST-3 T. | 18,900.00 | 5,400.00 | 0.00 | 568.74 | 0.00 | 0.00 | 0.00 | 0.00 | 760.00 | 100.00 | 283.50 | 1,143.50 | 24,868.74 | 23,725.24 | |
| Sub-Total: | | 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 | |
| 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 | 4,176.11 | 800.00 | 100.00 | 600.00 | 7,676.11 | 48,538.46 | 40,862.35 | |
| TEST-005 | TEST 5, TEST 5 T. | 24,300.00 | 5,400.00 | 1,282.50 | 0.00 | 0.00 | 0.00 | 0.00 | 696.80 | 800.00 | 100.00 | 364.50 | 1,961.30 | 30,962.50 | 29,021.20 | |
| TEST-009 | TEST 9, TEST 9 T. | 45,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,022.75 | 800.00 | 100.00 | 675.00 | 6,597.75 | 55,000.00 | 48,402.25 | |
| Sub-Total: | | 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 | 16,236.16 | 134,920.96 | 116,285.80 | |

6.1.2 Y-T-D Department

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

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

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

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

| BRANCH TESTING | | | | | | | | | | | | | | April 23, 2022 6:08:31 pm | | |
|--|-----------|---------------------|---------------------|------------------|-----------------|------------------|-----------------|------------------|-------------------|------------------|------------------|------------------|-------------------|---------------------------|---------------------|--|
| YEAR-TO-DATE MONTHLY PAYROLL BY DEPARTMENT | | | | | | | | | | | | | | | | |
| For the year 2020 | | | | | | | | | | | | | | | | |
| MP Count | Basic Pay | Allowance | ND Pay | OT Pay | Other Pay | Adj. | Loans | Tax | SSS | Pagbig | Philhealth | Total Deduct | Gross Pay | Net Pay | DEDUCTIONS | |
| | | | | | | | | | | | | | | | | |
| 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 | 0.00 | 0.00 | 0.00 | 2,000.00 | 10,045.50 | 2,820.00 | 400.00 | 1,800.00 | 17,065.50 | 166,156.25 | 149,090.75 | |
| March | 4 | 125,100.00 | 46,720.00 | 712.50 | 0.00 | 7,500.00 | 3,500.00 | 2,000.00 | 11,788.00 | 2,860.00 | 400.00 | 1,848.00 | 22,396.00 | 180,032.50 | 161,136.50 | |
| April | 4 | 126,400.00 | 47,940.00 | 712.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 11,415.11 | 2,920.00 | 400.00 | 1,896.00 | 18,631.11 | 176,590.96 | 157,959.85 | |
| May | 4 | 123,200.00 | 46,720.00 | 625.00 | 1,034.38 | 0.00 | 0.00 | 2,000.00 | 10,538.00 | 2,880.00 | 400.00 | 1,848.00 | 17,666.00 | 172,079.38 | 154,413.38 | |
| June | 3 | 110,200.00 | 46,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 10,538.00 | 2,320.00 | 300.00 | 1,653.00 | 16,811.00 | 156,400.00 | 139,589.00 | |
| July | 3 | 103,100.00 | 44,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 11,030.50 | 1,600.00 | 200.00 | 1,410.00 | 16,240.50 | 147,700.00 | 131,459.50 | |
| August | 2 | 79,875.00 | 33,937.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,699.31 | 1,600.00 | 200.00 | 1,168.12 | 10,667.43 | 113,812.50 | 103,145.07 | |
| September | 2 | 92,000.00 | 41,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,538.00 | 1,600.00 | 200.00 | 1,380.00 | 13,718.00 | 133,000.00 | 119,282.00 | |
| October | 2 | 66,000.00 | 28,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,374.75 | 800.00 | 100.00 | 600.00 | 8,874.75 | 94,000.00 | 85,125.25 | |
| November | 1 | 40,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,791.50 | 800.00 | 100.00 | 600.00 | 5,291.50 | 55,000.00 | 49,708.50 | |
| December | 1 | 40,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,791.50 | 800.00 | 100.00 | 600.00 | 5,291.50 | 55,000.00 | 49,708.50 | |
| Sub-Total: | | 1,149,618.00 | 457,690.14 | 3,387.50 | 5,918.62 | 7,500.00 | 3,500.00 | 14,000.00 | 109,934.49 | 23,900.00 | 3,200.00 | 16,687.72 | 171,192.21 | 1,628,546.72 | 1,457,854.91 | |
| MIS-JCT | | | | | | | | | | | | | | | | |
| January | 3 | 109,300.00 | 22,400.00 | 1,282.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,895.66 | 2,400.00 | 300.00 | 1,639.50 | 16,235.16 | 134,520.96 | 118,285.80 | |
| February | 3 | 107,500.00 | 22,000.00 | 1,181.25 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,190.10 | 2,400.00 | 300.00 | 1,612.50 | 15,502.60 | 130,681.25 | 115,178.65 | |
| March | 3 | 109,200.00 | 22,200.00 | 1,282.50 | 0.00 | 2,800.00 | 600.00 | 2,000.00 | 9,943.75 | 2,400.00 | 300.00 | 1,626.00 | 16,869.75 | 135,482.50 | 119,212.75 | |
| April | 3 | 109,300.00 | 22,400.00 | 1,282.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 10,328.35 | 2,400.00 | 300.00 | 1,639.50 | 16,687.85 | 136,251.73 | 119,583.88 | |
| May | 3 | 108,400.00 | 22,200.00 | 1,237.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,324.75 | 2,400.00 | 300.00 | 1,626.00 | 15,650.75 | 131,837.50 | 116,186.75 | |
| June | 3 | 108,400.00 | 22,200.00 | 1,282.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,333.75 | 2,400.00 | 300.00 | 1,626.00 | 15,659.75 | 131,882.50 | 116,222.75 | |
| July | 3 | 109,300.00 | 22,400.00 | 1,338.75 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,622.30 | 2,400.00 | 300.00 | 1,639.50 | 15,861.80 | 133,038.75 | 117,176.95 | |
| August | 3 | 107,500.00 | 22,000.00 | 1,226.25 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,145.20 | 2,400.00 | 300.00 | 1,612.50 | 15,457.70 | 130,726.25 | 115,266.55 | |
| September | 3 | 108,400.00 | 22,200.00 | 1,282.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,333.75 | 2,400.00 | 300.00 | 1,626.00 | 15,659.75 | 131,882.50 | 116,222.75 | |
| October | 3 | 109,300.00 | 22,400.00 | 1,283.75 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,513.30 | 2,400.00 | 300.00 | 1,639.50 | 15,852.80 | 132,993.75 | 117,140.95 | |
| November | 3 | 107,500.00 | 22,000.00 | 1,170.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,133.95 | 2,400.00 | 300.00 | 1,612.50 | 15,446.45 | 130,670.00 | 115,223.55 | |
| December | 3 | 107,500.00 | 22,000.00 | 1,113.75 | 0.00 | 0.00 | 0.00 | 2,000.00 | 9,199.10 | 2,400.00 | 300.00 | 1,612.50 | 15,511.60 | 130,613.75 | 115,102.15 | |
| Sub-Total: | | 1,391,600.00 | 264,400.00 | 14,973.75 | 0.00 | 2,800.00 | 600.00 | 24,000.00 | 113,863.96 | 28,800.00 | 3,600.00 | 19,912.00 | 190,375.96 | 1,590,581.44 | 1,400,805.48 | |
| PURCHASING | | | | | | | | | | | | | | | | |
| January | 3 | 81,200.00 | 23,940.00 | 0.00 | 631.01 | 0.00 | 0.00 | 4,400.00 | 4,310.80 | 2,240.00 | 300.00 | 1,218.00 | 12,468.80 | 105,771.01 | 93,302.21 | |
| February | 3 | 80,000.00 | 23,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,200.00 | 300.00 | 1,200.00 | 12,253.05 | 103,500.00 | 91,246.95 | |
| March | 3 | 82,850.50 | 23,720.00 | 0.00 | 0.00 | 1,000.00 | 1,300.00 | 4,400.00 | 4,213.05 | 2,220.00 | 300.00 | 1,209.00 | 13,642.05 | 107,570.50 | 95,228.45 | |
| April | 3 | 81,200.00 | 23,940.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,720.35 | 2,240.00 | 300.00 | 1,218.00 | 12,878.35 | 107,640.00 | 94,761.65 | |
| May | 3 | 80,600.00 | 23,720.00 | 0.00 | 93.75 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,413.75 | 92,131.70 | |
| June | 3 | 80,600.00 | 23,720.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,320.00 | 92,037.95 | |
| July | 3 | 81,200.00 | 23,940.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,240.00 | 300.00 | 1,218.00 | 12,311.05 | 105,140.00 | 92,828.95 | |
| August | 3 | 80,600.00 | 23,720.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,320.00 | 92,037.95 | |
| September | 3 | 80,600.00 | 23,720.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,320.00 | 92,037.95 | |
| October | 3 | 81,200.00 | 23,940.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,240.00 | 300.00 | 1,218.00 | 12,311.05 | 105,140.00 | 92,828.95 | |
| November | 3 | 80,000.00 | 23,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,200.00 | 300.00 | 1,200.00 | 12,253.05 | 103,500.00 | 91,246.95 | |
| December | 3 | 80,000.00 | 23,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,200.00 | 300.00 | 1,200.00 | 12,253.05 | 103,500.00 | 91,246.95 | |
| Sub-Total: | | 970,950.50 | 284,860.00 | 0.00 | 724.76 | 1,000.00 | 1,300.00 | 62,800.00 | 60,621.65 | 26,660.00 | 3,600.00 | 14,917.00 | 148,498.66 | 1,259,138.26 | 1,110,936.61 | |
| GRAND TOTAL: | | 3,421,168.50 | 1,006,950.14 | 18,381.25 | 6,648.38 | 11,300.00 | 5,400.00 | 90,800.00 | 274,420.10 | 79,360.00 | 10,400.00 | 60,686.72 | 611,046.82 | 4,476,263.42 | 3,969,596.60 | |

6.1.3 Y-T-D Summary

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

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

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

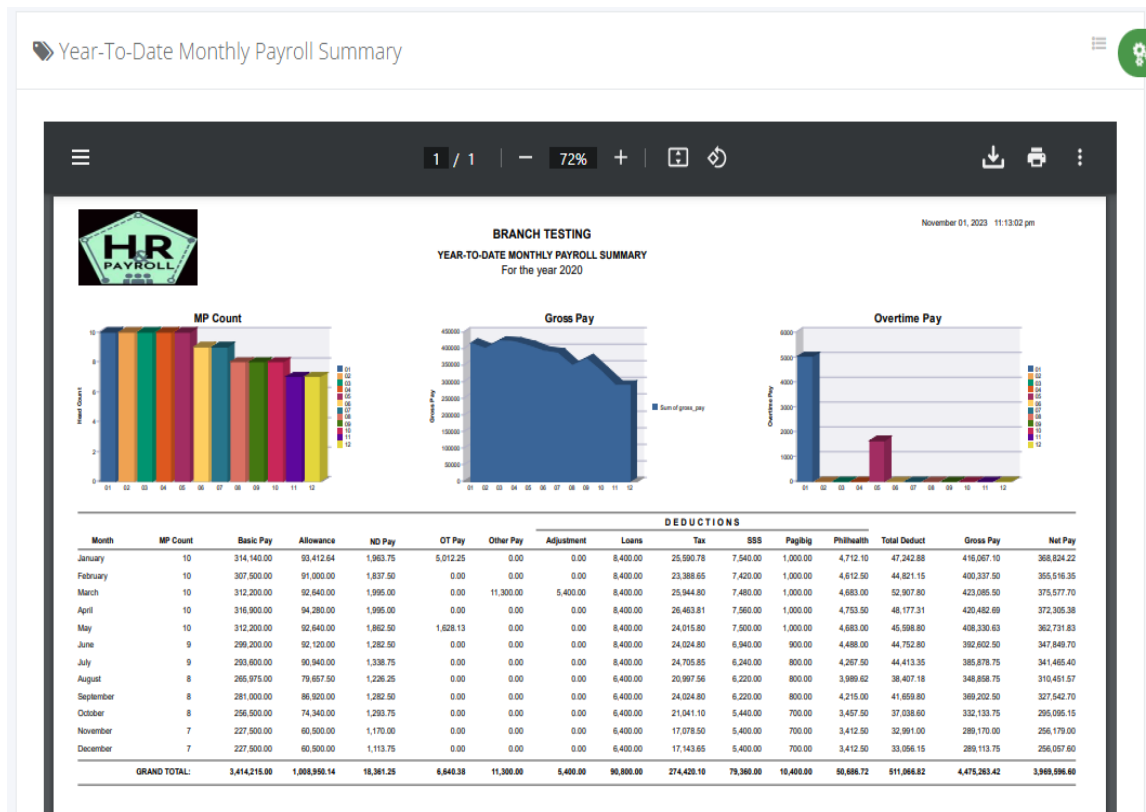
Y-T-D Monthly Payroll Summary

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

YEAR:

Submit



6.1.4 Y-T-D Cost by Department

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

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

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

Year-To-Date Monthly Payroll Cost by Department

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

November 01, 2023 11:21:16 pm

| Month | MP Count | Basic Pay | 13th Month | Gross Pay | CONTRIBUTION EMPLOYER SHARE | | | | Total Share | Total Cost |
|-------------------|----------|---------------------|------------------|---------------------|-----------------------------|---------------|-----------------|------------------|------------------|---------------------|
| | | | | | SSS | EC | Pagbig | Philhealth | | |
| 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 |
| September | 3 | 108,400.00 | 9,033.33 | 131,882.50 | 4,800.00 | 90.00 | 300.00 | 1,626.00 | 6,816.00 | 147,731.83 |

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6.1.5 Y-T-D Cost Summary

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

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

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

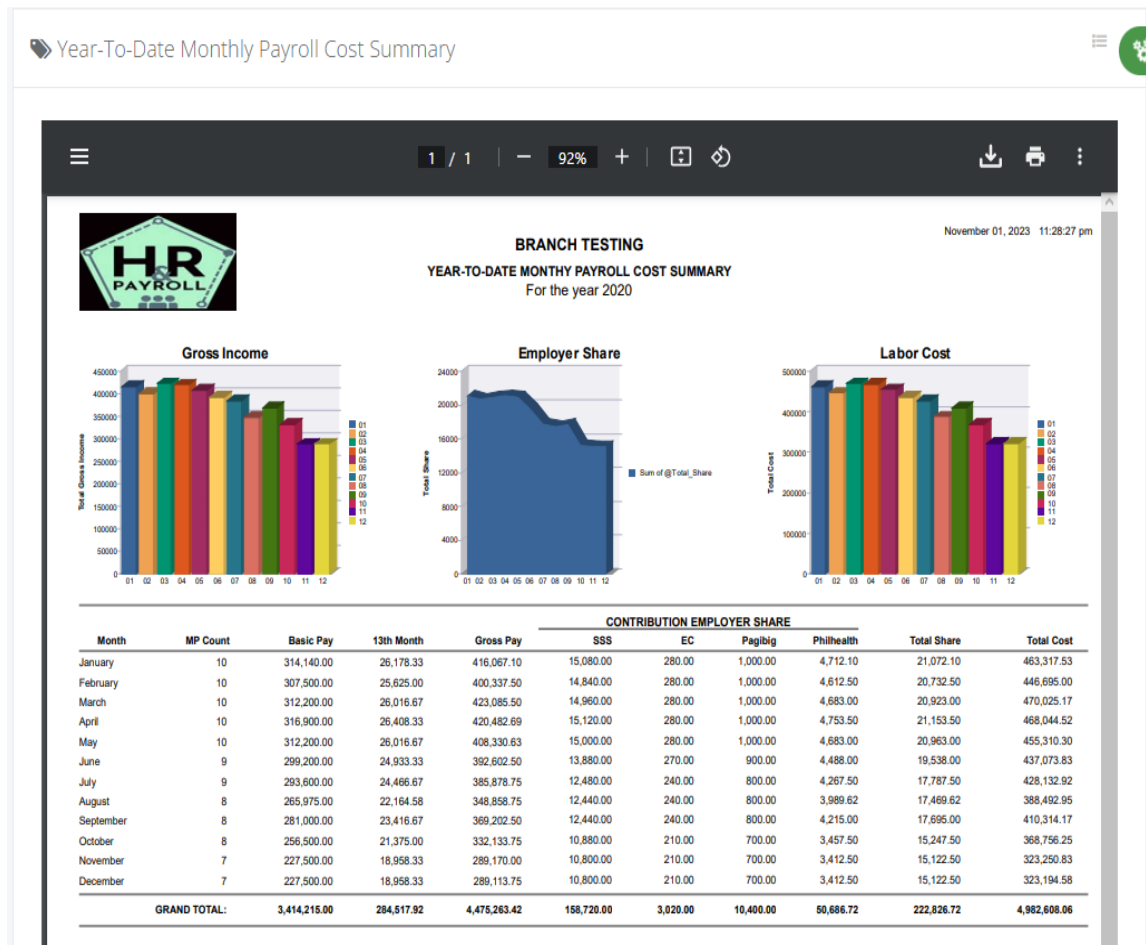
Y-T-D Monthly Payroll Cost Summary

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

YEAR:

Submit



6.2 Y-T-D Head Count

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

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

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

BRANCH TESTING (2020)
Executive / Head Count / List

PDF View

Show 25 entries

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

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

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

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

Year-To-Date Monthly Head Count

Executive / Head Count / Reports



BRANCH TESTING
YEAR-TO-DATE MONTHLY HEAD COUNT & WAGES PAYMENT
 For the year 2020

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

7 Accounting

7.1 Tools

7.1.1 Client

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

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

FOR DEMO ONLY

Accounting / Clients




CREATE

Show 10 entries Search:

Showing 1 to 3 of 3 entries

| CODE | COMPANY NAME | LAST NAME | FIRST NAME | MIDDLE NAME | TIN NUMBER | ACTION |
|--------|-----------------|-----------|------------|-------------|-------------|---|
| CL-001 | ABC COMPANY | | | | 134-533-543 | Edit Delete |
| CL-002 | | CORRAL | RUBEN | BULGAR | 343-322-333 | Edit Delete |
| CL-003 | TESTING COMPANY | | | | 433-223-322 | Edit Delete |

Previous 1 Next


 Clients
 Accounting / Clients / Create

| | | | |
|---------------------------------------|----------------------|----------------------|-------------------------------------|
| Client Code | Company Name | | |
| <input type="text"/> | <input type="text"/> | | |
| Lastname | Firstname | Middlename | TIN Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address 1 | | Address 2 | |
| <input type="text"/> | | <input type="text"/> | |
| Telephone | Mobile Phone | Email | Website |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Remarks | | | |
| <input type="text"/> | | | |
| <input type="button" value="Cancel"/> | | | <input type="button" value="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
 Accounting / Suppliers

Show 10 entries Search:

Showing 1 to 4 of 4 entries

| CODE | COMPANY NAME | LAST NAME | FIRST NAME | MIDDLE NAME | TIN NUMBER | ACTION |
|--------|-----------------|-----------|------------|-------------|-------------|---|
| SU-001 | ABC COMPANY | | | | 112-223-323 | 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 |

1

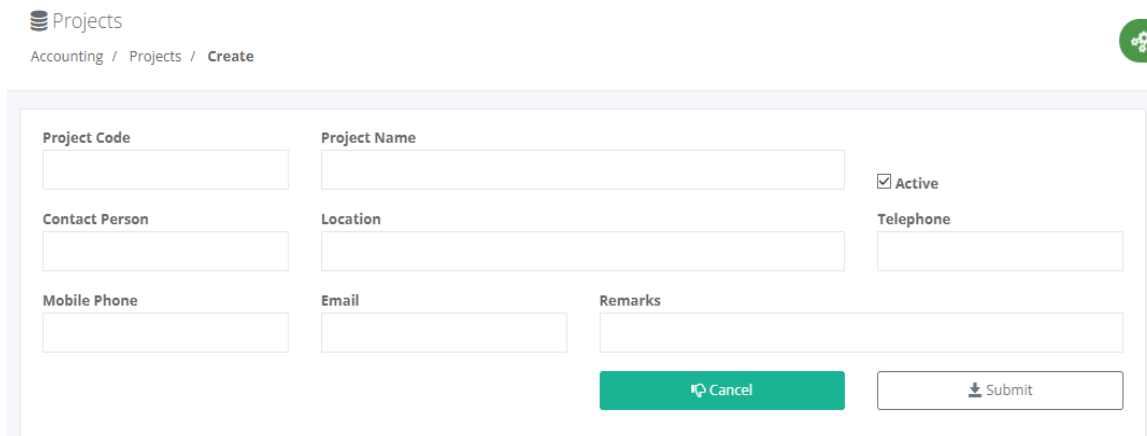
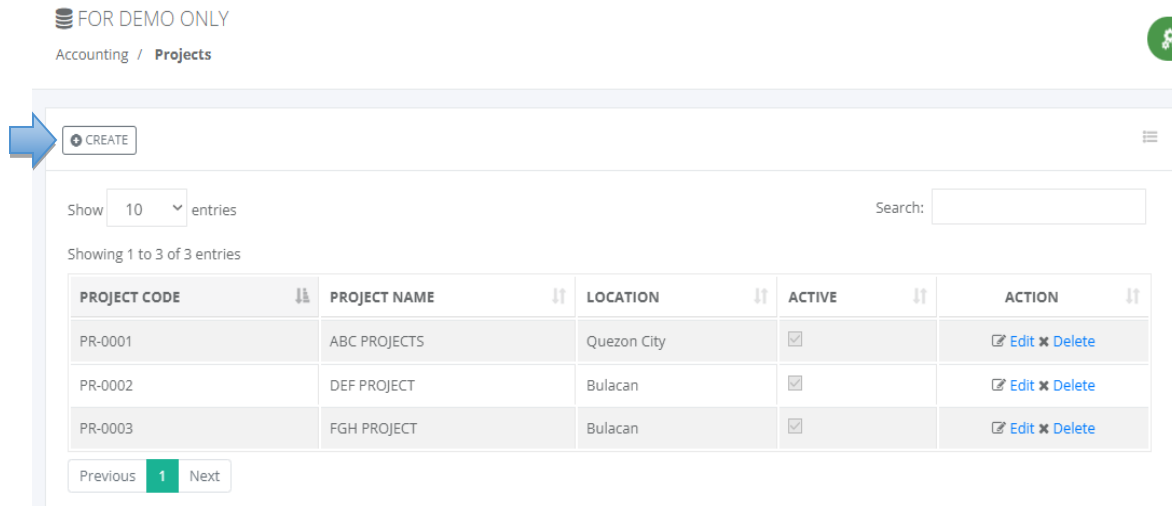
 Suppliers
 Accounting / Suppliers / Create

| | | | |
|---------------------------------------|------------------------------|----------------------|-------------------------------------|
| Supplier Code | Supplier Company Name | | |
| <input type="text"/> | <input type="text"/> | | |
| Lastname | Firstname | Middlename | TIN Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address 1 | | Address 2 | |
| <input type="text"/> | | <input type="text"/> | |
| Telephone | Mobile Phone | Email | Website |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Remarks | | | |
| <input type="text"/> | | | |
| <input type="button" value="Cancel"/> | | | <input type="button" value="Save"/> |

7.1.3 Projects

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

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



7.2 BIR

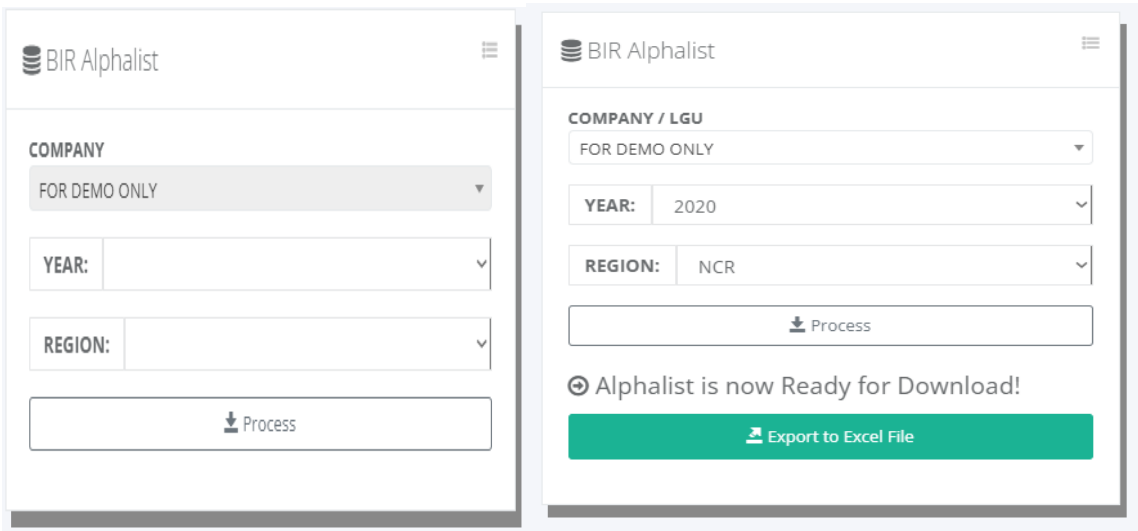
7.2.1 Alphalist

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

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

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

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



| BIR FORM 1604C - SCHEDULE 1 | | | | | | | | | | | | |
|--|---|--|----------------------------------|------------|------------|---------------------------|--|---------------------------------------|------------------------|---|--------------------------------------|--|
| ALPHABETICAL LIST EMPLOYEES (Declared and Certified using BIR Form No. 2316) | | | | | | | | | | | | |
| AS OF DECEMBER 31, 2020 | | | | | | | | | | | | |
| TIN : 222-223-333-000 | | | | | | | | | | | | |
| WITHHOLDING AGENT'S NAME: FOR DEMO ONLY | | | | | | | | | | | | |
| P R E S E N T | | | | | | | | | | | | |
| SER NO | NAME OF EMPLOYEES (Last Name, First Name, Middle Name) | NATIONALITY RESIDENT (for foreigners only) | CURRENT EMPLOYMENT STATUS (*) | EMPLOYMENT | | REASON OF SEPARATION (**) | GROSS COMPENSATION INCOME (pre-sec employer) | N O N - T A X A B L E | | | | |
| | | | | From | To | | | 13th MONTH PAY & OTHER BENEFITS | DE MINIMIS BENEFITS | SSS, GSIS, PHIC, PAG-IBIG CONTRIBUTION & UNION DUES (employee's share only) | SALARIES & OTHER & OTHER COMPI | |
| (1) | (2)-(2b)(2-c) | (3) | (4) | (5a) | (5b) | (6) | Ta=(1f+1g) | (4b) | (7-c) | (7d) | | |
| 1 | TEST 5, TEST 5 TEST 5 | FILIPINO | R | 02/11/2019 | 12/31/2020 | | 368,600.00 | 85,800.00 | 0.00 | 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 | | |
| TOTAL | | | | | | | 6,918,562.63 | 1,991,222.63 | 0.00 | 162,578.10 | | |

7.2.2 DAT File 2316

- o Accounting -> BIR -> DAT File 2316

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

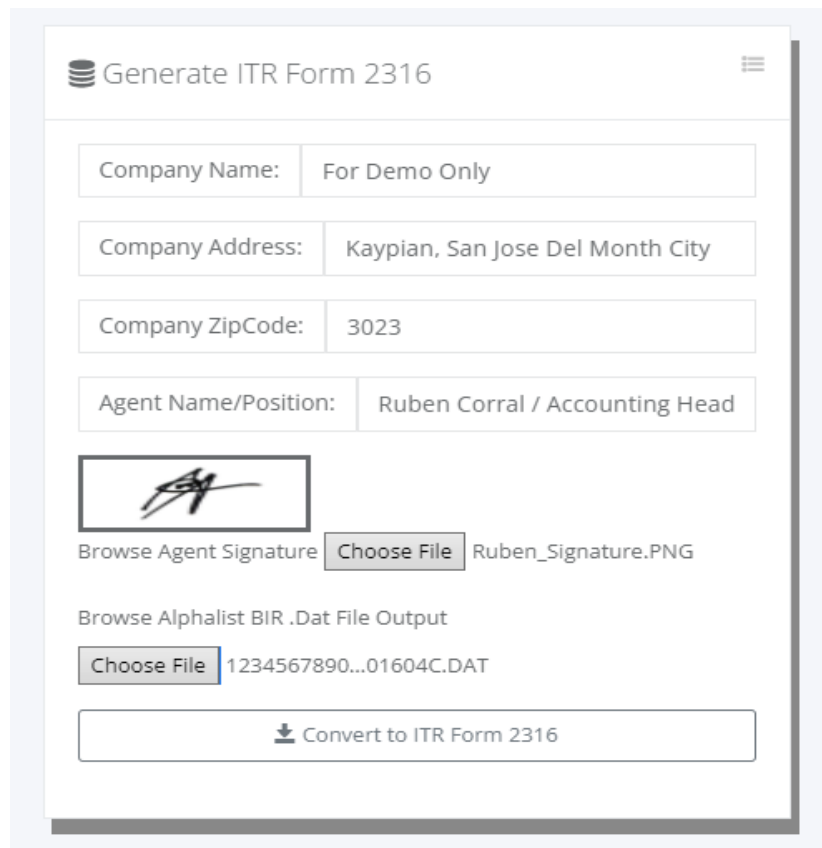
7.2.3 ITR Form 2316

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

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

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

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



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

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

ITR Form 2316

Accounting / ITR Form 2316 / Output




Output ITR Form 2316

Group PDF File


→ Alphalist Schedule 1 (1604C-1)

→ Alphalist Schedule 2 (1604C-2)

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



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

| | | |
|--|--|---|
| BIR Form No. 2316 September 2021 (ENCS) | Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld |  2316 09/21ENCS |
| Fill in all applicable spaces. Mark all appropriate boxes with an "X" | | |
| 1 For the Year (YYYY) | 2021 | 2 For the Period From (MM/DD) To (MM/DD) |
| | | 01 01 To 05 31 |
| 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 COMPENSATION INCOME |
| 4 Employee's Name (Last Name, First Name, Middle Na) | 5 RDO Code | Amount |
| TEST-1, TEST-1 TEST-1 | | 29 Basic Salary (including the exempt P250,000 or below) Statutory Minimum Wage Earner (MWE) |
| 6 Registered Address | 6A Zip Code | 55,388.34 |
| BOHEYAWAS, LAMITAN CITY, BASILAN | | 30 Holiday Pay (MWE) |
| 6B Local Home Address | 6C Zio Code | 0.00 |
| | | 31 Overtime Pay (MWE) |
| 6D Foreign Address | | 1,784.38 |
| | | 32 Night Shift Differential (MWE) |
| 7 Date of Birth (MM/DD/YYYY) | 8 Contact Number | 3,387.50 |
| 01 02 1973 | | 33 Hazard Pay (MWE) |
| | | 0.00 |
| 9 Statutory Minimum Wage rate per day | 600.00 | 34 13th Month Pay and Other Benefits (maximum of P90,000) |
| 10 Statutory Minimum Wage rate per month | 15,650.00 | 5,416.66 |
| 11 <input checked="" type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax | | 35 De Minimis Benefits |
| Part II - Employer Information (Present) | | 0.00 |
| 12 TIN | 123 - 456 - 789 - 000 | 36 SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only) |
| 13 Employer's Name | | 4,195.00 |
| FOR DEMO ONLY | | 37 Salaries & Other Forms of Compensation |
| 14 Registered Address | 14A Zip Code | 0.00 |
| 123 St. Kaypian, SJDM Bulacan | | 38 Total Non-Taxable/Exempt Compensation Income (Sum of items 27 to 35) |
| 15 Type of Employer | <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer | 70,171.88 |
| Part III - Employer Information (Previous) | | B. TAXABLE COMPENSATION INCOME REGULAR |
| 16 TIN | | 39 Basic Salary |
| 17 Employer's Name | | 0.00 |
| 18 Registered Address | 18A Zip Code | 40 Representation |
| | | 41 Transportation |
| Part IVA - Summary | | 42 Cost of Living Allowance (COLA) |
| 19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) | 70,171.88 | 43 Fixed Housing Allowance |
| 20 Less: Total Non-Taxable/Exempt Compensation | 70,171.88 | 44 Others (Specify) |
| | | 44A |
| | | 0.00 |
| | | 44B |
| | | SUPPLEMENTARY |
| | | 45 Commission |

7.2.4 Relief Purchases

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

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

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

BIR Relief Purchases
Accounting / Relief Purchases



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

BIR Relief Purchases

Accounting / Relief Purchases / New Entry



Select Supplier to Create New Relief Purchases

Show entries Search:

Showing 1 to 4 of 4 entries

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

Previous **1** Next

BIR Relief Purchases

Accounting / Relief Purchases / Create



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

Upload Receipt: No file chosen

Invoice Number **Invoice Date**

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

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

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

BIR Relief Purchases

Accounting / Relief Purchases / Dat File

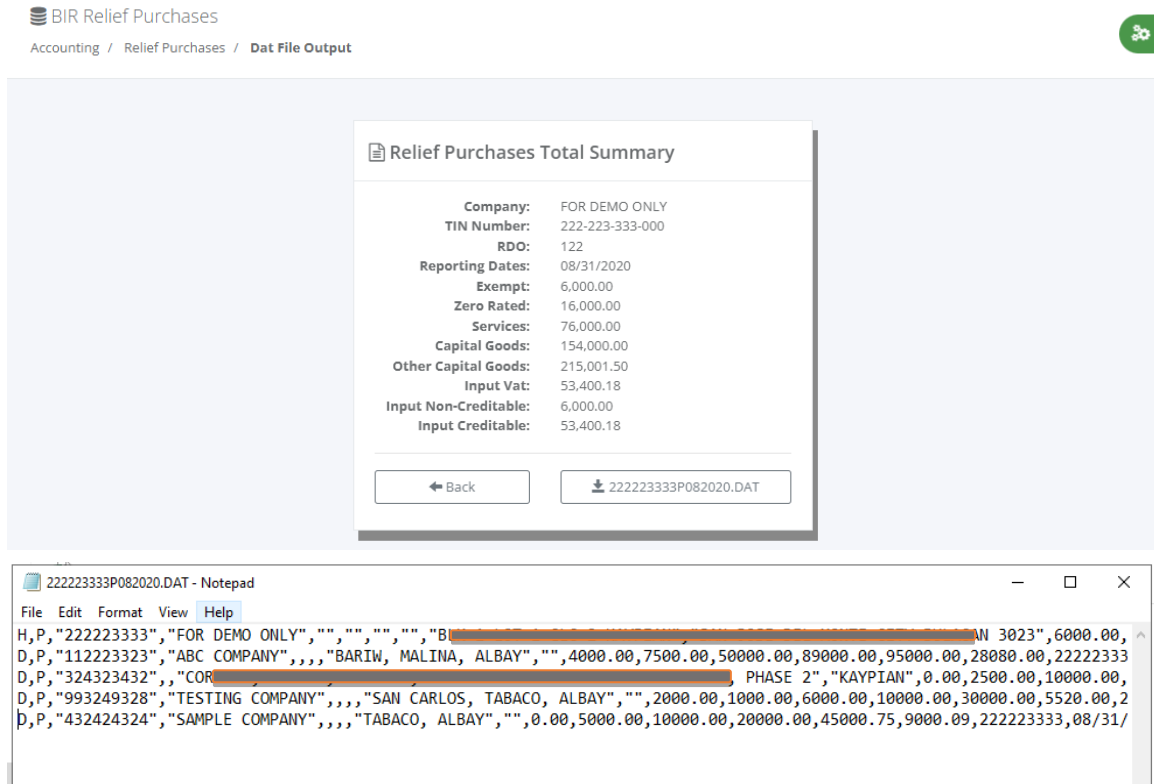


Relief Purchases .Dat File Format

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

Reporting Dates:

RDO:

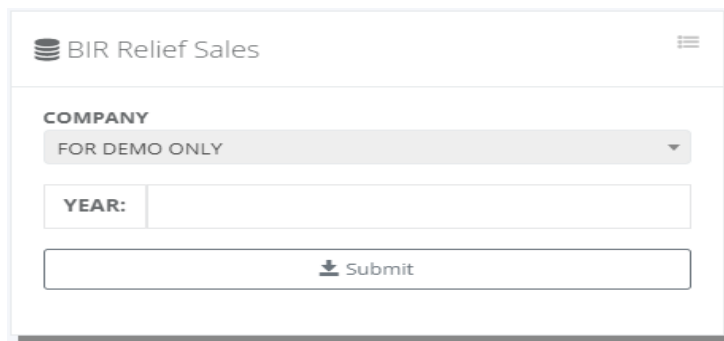


7.2.5 Relief Sales

- o **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.





Excel File | DAT File | Create

Show 10 entries Search:

Showing 1 to 5 of 5 entries

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

Previous 1 Next



Select Client to Create New Relief Sales

Show 10 entries Search:

Showing 1 to 3 of 3 entries

| COMPANY | LAST NAME | FIRST NAME | MIDDLE NAME | TIN NUMBER | ACTION |
|-----------------|-----------|------------|-------------|-------------|------------------------|
| | CORRAL | RUBEN | BULGAR | 343-322-333 | Select |
| ABC COMPANY | | | | 134-533-543 | Select |
| TESTING COMPANY | | | | 433-223-322 | Select |

Previous 1 Next



Company : TESTING COMPANY

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

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

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

[← Cancel](#) [Submit](#)



Relief Sales .Dat File Format

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

Reporting Dates:

RDO:



Relief Sales Total Summary

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

```

2222233335082020.DAT - Notepad
File Edit Format View Help
H,S,"2222233333","FOR DEMO ONLY",,,,,"",,"",,"",,"BLK-1 SUBD TEST 2","SAN JOSE DEL MONTE CITY BULACAN 3023",8000.00,18000.00,146500.50,1758
D,S,"134533543","ABC COMPANY",,,,,"BLK-1A SUBD TEST, PHASE 2","KAYPIAN, SJDM BULACAN",4000.00,8000.00,70500.50,8460.06,222223333,08/31/
D,S,"343322333",,"CORRAL","RUBEN","BULGAR","BARIW, MALINAO, ALBAY",,,,3000.00,4000.00,25000.00,3000.00,222223333,08/31/2020
D,S,"433223322","TESTING COMPANY",,,,,"TABACO, ALBAY",,,,1000.00,6000.00,51000.00,6120.00,222223333,08/31/2020
    
```

7.2.6 Relief Importation

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

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

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

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

BIR Relief Importation

COMPANY
FOR DEMO ONLY

YEAR:

BIR Relief Importation
Accounting / Relief Importation

Excel File DAT File Create

Show 10 entries Search:

Showing 1 to 4 of 4 entries

| PAYMENT DATE | OR NUMBER | SUPPLIER | TAXABLE GOODS | VAT PAYABLE | ACTION |
|--------------|-----------|-----------------|---------------|-------------|---|
| 08/12/2020 | 2233223 | SAMPLE COMPAN | 320,000.00 | 32,000.00 | 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 Importation
Accounting / Relief Importation / Create

Supplier

Country

Import Entry

Dutiable Value

Taxable Goods

Payment Date

OR Number

Assessment Date

Charges

VAT Rate

Importation Date

Exempt

VAT Payable

Upload Receipt: No file chosen

BIR Relief Importation

Accounting / Relief Importation / DAT File



Relief Importation .Dat File Format

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

Reporting Dates: 08/31/2020

RDO:
Large Taxpayers Division - Makati

BIR Relief Importation

Accounting / Relief Importation / DAT File Output

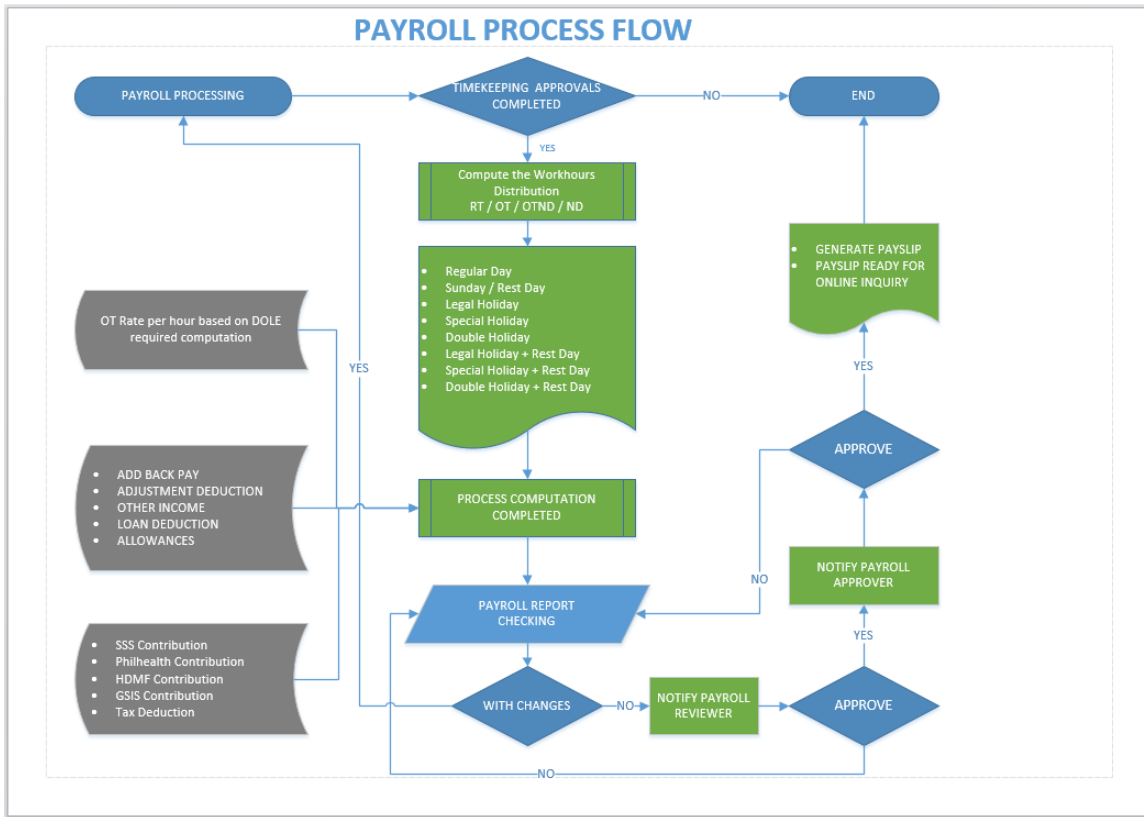


Relief Importation Total Summary

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

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

8 Payroll



8.1 Data Entry

8.1.1 Adjustment Deduction

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

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

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

Adjustment Deduction

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

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

Submit

Adjustment Deduction

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

Create
Excel
Import
BRANCH TESTING

| EMP ID | EMPLOYEE NAME | REMARKS | AMOUNT | ACTION |
|----------|----------------------|---------|----------|------------------------|
| TEST-004 | TEST 4,TEST 4 TEST 4 | testing | 1,000.00 | Delete |
| TEST-006 | TEST 6,TEST 6 TEST 6 | sample | 500.00 | Delete |

Adjustment Deduction

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

Create
Excel
Import
BRANCH TESTING

| EMP ID | EMPLOYEE NAME | + Create | AMOUNT | ACTION |
|----------|----------------------|---|----------|------------------------|
| TEST-004 | TEST 4,TEST 4 TEST 4 | Employee Name <input type="text"/> | 1,000.00 | Delete |
| TEST-006 | TEST 6,TEST 6 TEST 6 | Adj. Amount <input type="text" value="0.00"/> Remarks <input style="width: 100%; height: 40px;" type="text"/> | 500.00 | Delete |

Close
Submit

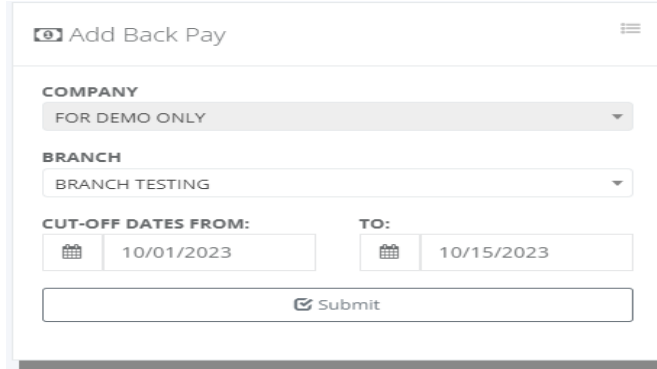
8.1.2 Add Back pay

- o **Payroll -> Data Entry -> Add Back Pay**

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

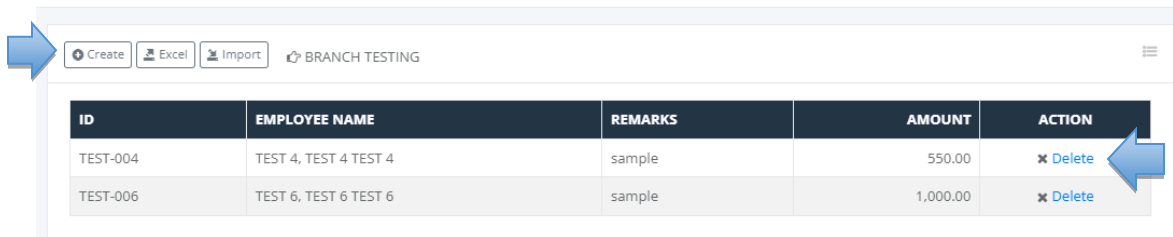
important for payroll processing to automate the add-back pay. Download the Excel file and follow the format to simplify the entry of add back pay in importing the file to the system.

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



🔍 Add Back Pay

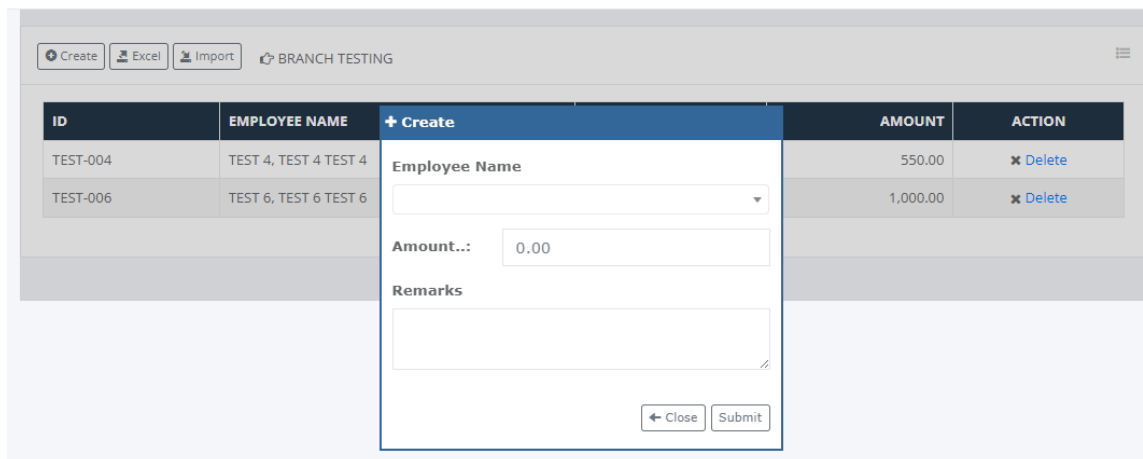
Cut-Off Dates From: 10/01/2023 to 10/15/2023



| ID | EMPLOYEE NAME | REMARKS | AMOUNT | ACTION |
|----------|-----------------------|---------|----------|------------------------|
| TEST-004 | TEST 4, TEST 4 TEST 4 | sample | 550.00 | Delete |
| TEST-006 | TEST 6, TEST 6 TEST 6 | sample | 1,000.00 | Delete |

🔍 Add Back Pay

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



| ID | EMPLOYEE NAME | + Create | AMOUNT | ACTION |
|----------|-----------------------|---|----------|------------------------|
| TEST-004 | TEST 4, TEST 4 TEST 4 | Employee Name <input type="text"/> | 550.00 | Delete |
| TEST-006 | TEST 6, TEST 6 TEST 6 | Amount..: 0.00 Remarks <input type="text"/> | 1,000.00 | 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.

Other Income

COMPANY: FOR DEMO ONLY

BRANCH: BRANCH TESTING

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

Submit

Other Income Pay

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



Other Income Pay

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

Create Excel Import BRANCH TESTING

| 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 |

Other Income Pay

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



Other Income Pay

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

Create Excel Import BRANCH TESTING

| ID | EMPLOYEE NAME | + | AMOUNT | ACTION |
|----------|-----------------------|----------------|----------|--------|
| TEST-004 | TEST 4, TEST 4 TEST 4 | Employee Name | 1,500.00 | Delete |
| TEST-005 | TEST 5, TEST 5 TEST 5 | Amount..: 0.00 | 500.00 | Delete |

Allowance: Discretionary Incentive

Remarks

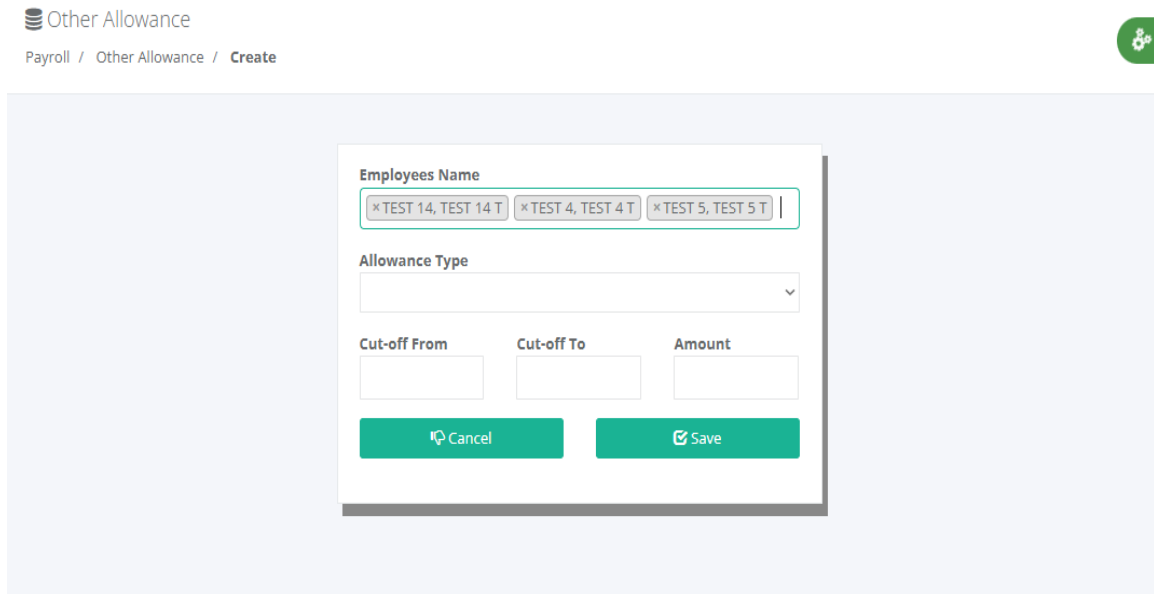
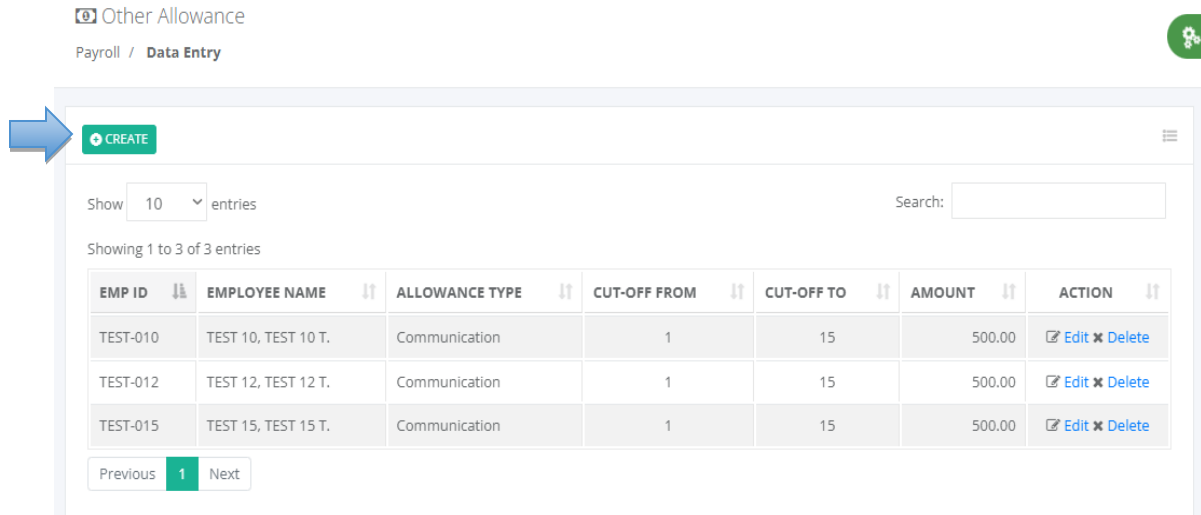
Close Submit

8.1.4 Other Allowance

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

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

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



8.1.5 Taxable (S-7.4)

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

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

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

2020: Previous Employer Taxable Income

Payroll / Taxable Income

| EMP ID | EMPLOYEE NAME | TOTAL NON-TAXABLE | TOTAL TAXABLE | TAX WITHHELD | ACTION |
|----------|-------------------|-------------------|---------------|--------------|---|
| TEST-002 | TEST-2, TEST-2 T. | 15,000.00 | 100,000.00 | 10,000.00 | Edit Details Delete |
| TEST-005 | TEST 5, TEST 5 T. | 14,000.00 | 80,000.00 | 4,000.00 | Edit Details Delete |

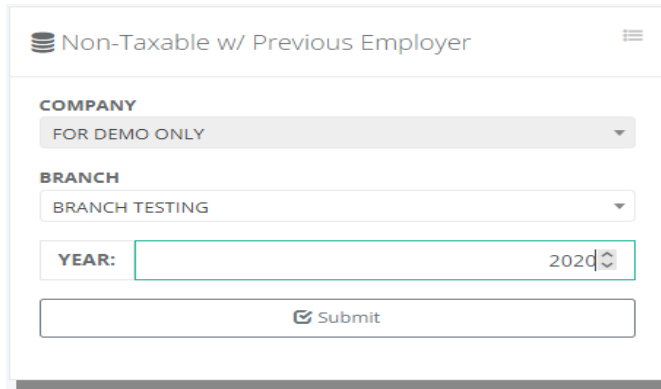
2020: Taxable with Previous Employer

Payroll / Taxable Income / Create

8.1.6 Non-Taxable (S-7.5)

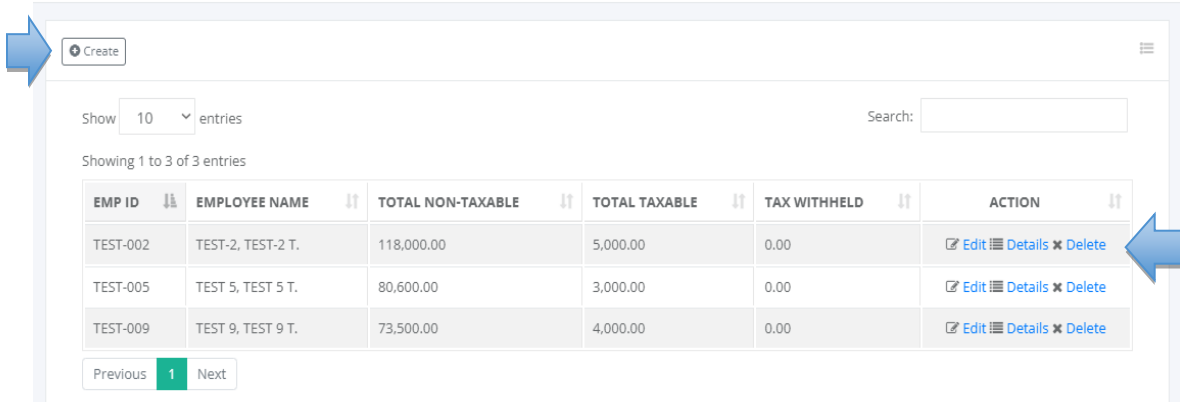
- o **Payroll -> Data Entry -> Non-Taxable (S-7.5)**

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



2020: Previous Employer Non-Taxable Income

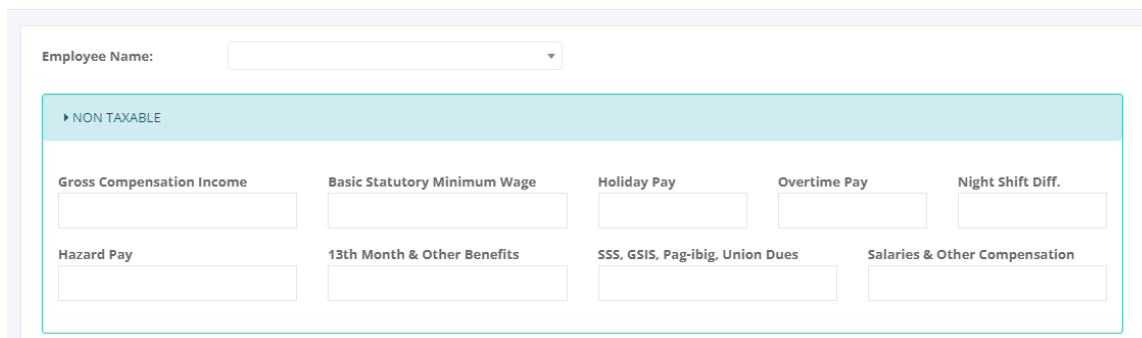
Payroll / Non-Taxable Income



| EMP ID | EMPLOYEE NAME | TOTAL NON-TAXABLE | TOTAL TAXABLE | TAX WITHHELD | ACTION |
|----------|-------------------|-------------------|---------------|--------------|---|
| TEST-002 | TEST-2, TEST-2 T. | 118,000.00 | 5,000.00 | 0.00 | 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 | Edit Details Delete |

2020: Previous Employer Non-Taxable Income

Payroll / Non-Taxable Income / Create



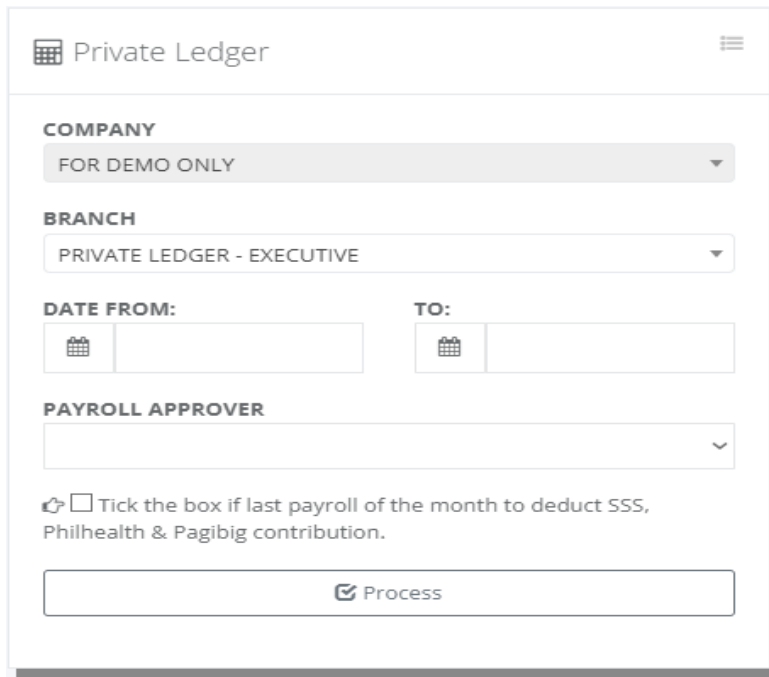
8.2 Process

8.2.1 Private Ledger

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

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

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



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

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

8.2.2 Workhour Distribution

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

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

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

| | lname | fname | middle_name | of_percentage | reg_hrs | basic_pay | e_coll | of_pay | reg_of_hrs_d | rest_of_hrs_d |
|----|------------|----------|-------------|---------------|---------|-----------|--------|--------|--------------|---------------|
| 4 | SUPERVISOR | GUANCO | | 0.00 | 88.00 | 10,579.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | SUPERVISOR | SEZ | | 0.00 | 104.00 | 12,502.66 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | SUPERVISOR | | | 0.00 | 104.00 | 10,716.56 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | SUPERVISOR | | | 0.00 | 104.00 | 14,259.21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | SUPERVISOR | | | 0.00 | 64.00 | 8,817.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | SUPERVISOR | | | 0.00 | 104.00 | 14,875.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | SUPERVISOR | BAL | | 0.00 | 104.00 | 20,370.33 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | SUPERVISOR | | | 0.00 | 104.00 | 20,319.33 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | SUPERVISOR | | | 0.00 | 104.00 | 15,728.96 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | SUPERVISOR | | | 0.00 | 104.00 | 13,127.79 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | SUPERVISOR | | | 0.00 | 104.00 | 18,917.64 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | SUPERVISOR | | | 0.00 | 104.00 | 15,140.56 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | SUPERVISOR | PRO | | 0.00 | 96.00 | 12,438.43 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | SUPERVISOR | DO | | 0.00 | 104.00 | 13,784.65 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 | SUPERVISOR | UL | | 0.00 | 104.00 | 13,070.96 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | SUPERVISOR | RI | | 0.00 | 104.00 | 12,218.99 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | SUPERVISOR | SIAN | | 0.00 | 104.00 | 16,890.99 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | SUPERVISOR | ANIDO | | 0.00 | 104.00 | 24,692.94 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22 | SUPERVISOR | NUJA | | 0.00 | 104.00 | 14,259.23 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | SUPERVISOR | TOMANGLO | | 0.00 | 104.00 | 18,393.34 | 0.00 | 0.00 | 0.00 | 0.00 |

8.2.3 Selected Employees

- Payroll -> Process -> Selected Employees

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

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

8.2.4 13th Month Pay

- o **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.

Process 13th Month Pay

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

YEAR: 2020

Process

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

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BRANCH
BRANCH TESTING

PAY BASIS:

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

Submit

Employee's Payslip

Payroll / Payslip



| NAME | POSITION | JOBSITE | amt |
|------------------------|------------------|--------------------------|-------------------|
| BASIC PAY: | 7,944.37 | Regular time: | 104.00 |
| SL: | 0.00 | DEDUCTIONS: | |
| VL: | 662.03 | W/Tax: | 0.00 |
| SILP: | 0.00 | SSS: | 765.00 |
| OVERTIME: | 0.00 | HDMF: | 100.00 |
| SUB-TOTAL: | 8,606.40 | Philhealth: | 344.26 |
| | | SSS Loan: | 0.00 |
| | | SSS Cal. Loan: | 0.00 |
| | | HDMF Loan: | 0.00 |
| | | HDMF Cal. Loan: | 0.00 |
| | | Other Deductions: | 0.00 |
| OTHER EARNINGS: | 16,587.80 | TOTAL DEDUCTIONS: | 1,209.26 |
| | | GROSS PAY: | 19,194.20 |
| | | NET PAY: | 17,984.94 |
| LEAVE BALANCE | | YTD GROSS INCOME | 151,553.60 |
| SL | 13 | | |
| VL | 2 | | |
| SILP | 0 | | |

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8.3.2 Summary

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

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

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



Excel PRR Download

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

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

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

8.3.3 Allocation

- o Payroll -> Reports -> Allocation

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

Budget Allocation

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FOR DEMO ONLY

PERIOD FROM **PERIOD TO**

Budget Allocation

Payroll / Allocation



Export to Excel

| BRANCH NAME | HEAD COUNT | PRECAST | | INFRASTRUCTURE | | GENERAL & ADMIN | | BASIC PAY & ALLOWANCES | | NET PAY |
|--------------------------|------------|------------------------|------------------|------------------------|------------------|------------------------|-------------|------------------------|-------------|---------------------|
| | | BASIC PAY & ALLOWANCES | OT PAY | BASIC PAY & ALLOWANCES | OT PAY | BASIC PAY & ALLOWANCES | OT PAY | BASIC PAY & ALLOWANCES | OT PAY | |
| M | 11 | 0.00 | 0.00 | 92,504.47 | 4,571.78 | 0.00 | 0.00 | 0.00 | 0.00 | 97,076.25 |
| O | 7 | 42,352.95 | 21,281.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 63,634.16 |
| V | 11 | 40,562.06 | 21,051.76 | 20,907.52 | 11,353.82 | 0.00 | 0.00 | 0.00 | 0.00 | 93,875.16 |
| P | 9 | 113,099.90 | 29,026.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 142,126.77 |
| S | 33 | 288,294.91 | 0.00 | 407,879.58 | 0.00 | 102,047.16 | 0.00 | 0.00 | 0.00 | 798,221.65 |
| 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 |

8.3.4 Approval Summary

- o Payroll -> Reports -> Approval Summary

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

Approval Payroll Summary

Payroll / Approval Summary

| TOTAL PAYROLL SUMMARY | |
|--------------------------|-------------------|
| Basic Pay | 496,054.01 |
| OT Pay | 127,502.12 |
| Allowance | 15,256.80 |
| ND Pay | 4,732.57 |
| Other Allowance | 147,080.72 |
| Per Trip Incentives | 0.00 |
| Locator Allowance | 0.00 |
| Discretionary Incentives | 61,000.00 |
| Adjustment Pay | 5,217.92 |
| 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 |
| Total Deduction | 88,784.61 |
| NET PAY => | 768,059.53 |

8.3.5 UB ATM Summary

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

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

8.3.6 Group by Department

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

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

Payroll Group Report Summary by Department

Payroll / Payroll Summary



| BRANCH TESTING | | | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------|--------|--------|-----------|------|----------|----------|------------|---------|------------|--------------|------------|------------|
| PAYROLL GROUP REPORT SUMMARY BY DEPARTMENT | | | | | | | | | | | | | | | |
| Pay Period From: 01/16/2020 To: 01/31/2020 (MONTHLY) | | | | | | | | | | | | | | | |
| Dept/Emp ID | Employee Names | Basic Pay | Allowance | ND Pay | OT Pay | Other Pay | Adj. | Loans | Tax | DEDUCTIONS | | | Total Deduct | Gross Pay | Net Pay |
| | | | | | | | | | | SSS | PagIbig | Philhealth | | | |
| HRD | | | | | | | | | | | | | | | |
| TEST-008 | TEST 8, TEST 8 T. | 17,740.00 | 6,652.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,171.45 | 800.00 | 100.00 | 566.10 | 2,637.55 | 24,392.64 | 21,755.09 |
| Sub-Total: | | 17,740.00 | 6,652.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,171.45 | 800.00 | 100.00 | 566.10 | 2,637.55 | 24,392.64 | 21,755.09 |
| MIS-ICT | | | | | | | | | | | | | | | |
| TEST-010 | TEST 10, TEST 10 T. | 20,000.00 | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,708.25 | 800.00 | 100.00 | 600.00 | 4,208.25 | 23,500.00 | 19,291.75 |
| TEST-009 | TEST 9, TEST 9 T. | 22,500.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,314.50 | 800.00 | 100.00 | 100.00 | 675.00 | 3,889.50 | 27,500.00 | 23,610.50 |
| Sub-Total: | | 42,500.00 | 8,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 4,022.75 | 1,600.00 | 200.00 | 1,275.00 | 8,097.75 | 51,000.00 | 42,902.25 |
| PURCHASING | | | | | | | | | | | | | | | |
| TEST-006 | TEST 6, TEST 6 T. | 17,500.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,131.60 | 800.00 | 100.00 | 525.00 | 2,556.60 | 22,500.00 | 19,943.40 |
| TEST-007 | TEST 7, TEST 7 T. | 15,000.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 646.60 | 800.00 | 100.00 | 450.00 | 2,996.60 | 19,000.00 | 16,003.40 |
| Sub-Total: | | 32,500.00 | 9,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,778.20 | 1,600.00 | 200.00 | 975.00 | 5,553.20 | 41,500.00 | 35,946.60 |
| GRAND TOTAL: | | 92,740.00 | 24,152.64 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 6,972.40 | 4,000.00 | 500.00 | 2,816.10 | 16,288.50 | 116,892.64 | 100,604.14 |

8.3.7 Monthly Summary

- Payroll -> Reports -> Monthly Summary

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

📅 Monthly Payroll Summary Report
☰

COMPANY

FOR DEMO ONLY
▼

BRANCH

BRANCH TESTING
▼

MONTH: ▼

YEAR:

📄 Submit



| BRANCH TESTING | | | | | | | | | | | | | April 23, 2022 5:40:20 pm | | |
|--------------------------------|---------------------|-------------------|------------------|-----------------|-----------------|-------------|-------------|-----------------|------------------|-----------------|-----------------|-----------------|---------------------------|-------------------|-------------------|
| MONTHLY PAYROLL SUMMARY | | | | | | | | | | | | | | | |
| For the month of January, 2020 | | | | | | | | | | | | | | | |
| DEDUCTIONS | | | | | | | | | | | | | | | |
| Dept/Emp ID | Employee Names | Basic Pay | Allowance | ND Pay | OT Pay | Other Pay | Adj. | Loans | Tax | SSS | Pagibig | Philhealth | Total Deduct | Gross Pay | Net Pay |
| 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-1, TEST-1 T. | 13,000.00 | 520.00 | 681.25 | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 540.00 | 100.00 | 195.00 | 835.00 | 14,451.25 | 13,616.25 |
| TEST-003 | TEST-3, TEST-3 T. | 18,900.00 | 5,400.00 | 0.00 | 568.74 | 0.00 | 0.00 | 0.00 | 0.00 | 760.00 | 100.00 | 283.50 | 1,143.50 | 24,868.74 | 23,725.24 |
| Sub-Total: | | 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 | 18,638.92 | 175,776.13 | 157,236.21 |
| 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 | 4,176.11 | 800.00 | 100.00 | 600.00 | 7,676.11 | 48,538.46 | 40,862.35 |
| TEST-005 | TEST 5, TEST 5 T. | 24,300.00 | 5,400.00 | 1,282.50 | 0.00 | 0.00 | 0.00 | 0.00 | 696.80 | 800.00 | 100.00 | 364.50 | 1,961.30 | 30,982.50 | 29,021.20 |
| TEST-009 | TEST 9, TEST 9 T. | 45,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,022.75 | 800.00 | 100.00 | 675.00 | 6,597.75 | 55,000.00 | 48,402.25 |
| Sub-Total: | | 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 |
| PURCHASING | | | | | | | | | | | | | | | |
| TEST-006 | TEST 6, TEST 6 T. | 35,000.00 | 10,000.00 | 0.00 | 631.01 | 0.00 | 0.00 | 0.00 | 2,747.60 | 800.00 | 100.00 | 525.00 | 4,172.60 | 45,631.01 | 41,458.41 |
| TEST-007 | TEST 7, TEST 7 T. | 30,000.00 | 8,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 1,563.20 | 800.00 | 100.00 | 450.00 | 4,913.20 | 38,000.00 | 33,086.80 |
| TEST-002 | TEST-2, TEST-2 T. | 16,200.00 | 5,940.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,400.00 | 0.00 | 640.00 | 100.00 | 243.00 | 3,383.00 | 22,140.00 | 18,757.00 |
| Sub-Total: | | 81,200.00 | 23,940.00 | 0.00 | 631.01 | 0.00 | 0.00 | 4,400.00 | 4,310.80 | 2,240.00 | 300.00 | 1,218.00 | 12,468.80 | 105,771.01 | 93,302.21 |
| GRAND TOTAL: | | 314,140.00 | 93,412.64 | 1,963.75 | 5,012.25 | 0.00 | 0.00 | 8,400.00 | 25,990.78 | 7,540.00 | 1,000.00 | 4,712.10 | 47,242.88 | 416,067.10 | 368,824.22 |

8.3.8 Monthly Labor Cost

- o Payroll -> Reports -> Monthly Labor Cost

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

Monthly Labor Cost

COMPANY

FOR DEMO ONLY

Month

Year

Export to Excel

| BRANCH NAME | DEPARTMENT | HEAD COUNT | BASIC PAY | OT PAY | ALLOWANCES INCL. 13 MONTH | OTHER ALLOWANCES | PER TRIP INCENTIVE | ADJ. PAY | GROSS PAY | GMB | 13TH MONTH PAY |
|----------------|------------|------------|------------|-----------|---------------------------|------------------|--------------------|----------|------------|-----------|----------------|
| Indirect | | 1 | 70,000.00 | 0.00 | 30,000.00 | 6,500.00 | 0.00 | 0.00 | 106,500.00 | 0.00 | 8,333.33 |
| SUB-TOTAL | | 1 | 70,000.00 | 0.00 | 30,000.00 | 6,500.00 | 0.00 | 0.00 | 106,500.00 | 0.00 | 8,333.33 |
| TOTAL | | 1 | 70,000.00 | 0.00 | 30,000.00 | 6,500.00 | 0.00 | 0.00 | 106,500.00 | 0.00 | 8,333.33 |
| Indirect | | 1 | 40,000.00 | 0.00 | 0.00 | 6,500.00 | 0.00 | 0.00 | 46,500.00 | 3,780.00 | 3,333.33 |
| SUB-TOTAL | | 1 | 40,000.00 | 0.00 | 0.00 | 6,500.00 | 0.00 | 0.00 | 46,500.00 | 3,780.00 | 3,333.33 |
| TOTAL | | 1 | 40,000.00 | 0.00 | 0.00 | 6,500.00 | 0.00 | 0.00 | 46,500.00 | 3,780.00 | 3,333.33 |
| Direct | | 1 | 17,177.71 | 5,017.96 | 0.00 | 6,000.00 | 0.00 | 0.00 | 28,195.67 | 2,088.97 | 1,431.48 |
| | | 3 | 42,768.00 | 15,810.30 | 1,494.00 | 7,392.00 | 0.00 | 0.00 | 67,464.30 | 5,146.20 | 3,688.50 |
| SUB-TOTAL | | 4 | 59,945.71 | 20,828.26 | 1,494.00 | 13,392.00 | 0.00 | 0.00 | 95,659.97 | 7,235.17 | 5,119.98 |
| Indirect | | 2 | 45,773.76 | 2,197.70 | 469.44 | 5,040.00 | 0.00 | 0.00 | 53,480.90 | 5,497.97 | 3,853.60 |
| SUB-TOTAL | | 2 | 45,773.76 | 2,197.70 | 469.44 | 5,040.00 | 0.00 | 0.00 | 53,480.90 | 5,497.97 | 3,853.60 |
| TOTAL | | 6 | 105,719.47 | 23,025.96 | 1,963.44 | 18,432.00 | 0.00 | 0.00 | 149,140.87 | 12,733.14 | 8,973.58 |
| GRAND TOTAL => | | 8 | 215,719.47 | 23,025.96 | 31,963.44 | 31,432.00 | 0.00 | 0.00 | 302,140.87 | 16,513.14 | 20,640.24 |

8.3.9 Monthly Tax Withheld

- Payroll -> Reports -> Monthly Tax Withheld

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

Generate Monthly Tax Withheld

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

MONTH: YEAR:

Submit

| No. | TIN | Employee No. | Last Name | First Name | Middle Name | Birthdate | Hiring Date | Basic Pay | Annual Salary | Total Amount of Compensation | Statutory Minimum Wage for Minimum Wage Earners (MWE's) | Holiday Pay, Overtime Pay, Night Differential Pay, Hazard Pay (for MWE's only) | 13th Month Pay & Other Benefits | De Minimis Benefit | SSS EE | Philhealth EE | Paging EE | SSS, GSIS, PhnC, HD MF, Mandatory Contribution & Union Dues Employee Share Only | |
|-----|----------------|--------------|-----------|------------|-------------|------------|-------------|-----------|---------------|------------------------------|---|--|---------------------------------|--------------------|----------|---------------|-----------|---|----------|
| 5 | 1 | | | | | 04/14/1983 | 05/19/2018 | 13,770.24 | 165,242.88 | 14,256.00 | 520.00 | 4,826.25 | | | 630.00 | 275.40 | 100.00 | 1,005.40 | |
| 6 | 2 | | | | | 01/17/1994 | 02/19/2019 | 15,363.73 | 184,364.76 | 15,363.72 | | 1,104.56 | | | 697.50 | 307.27 | 100.00 | 1,104.77 | |
| 7 | 3 | | | | | 08/23/1984 | 10/01/2017 | 17,198.39 | 206,380.68 | 17,177.71 | | 5,017.96 | | | 785.00 | 343.97 | 100.00 | 1,208.97 | |
| 8 | 4 | | | | | 03/01/1986 | 07/29/2019 | 13,770.24 | 165,242.88 | 14,256.00 | 520.00 | 5,471.40 | | | 630.00 | 275.40 | 100.00 | 1,005.40 | |
| 9 | 5 | | | | | 03/12/1982 | 12/07/2017 | 13,770.24 | 165,242.88 | 14,256.00 | 520.00 | 5,512.65 | | | 630.00 | 275.40 | 100.00 | 1,005.40 | |
| 10 | 6 | | | | | 04/18/1972 | 10/01/2017 | 30,410.03 | 364,920.36 | 30,410.04 | | 1,993.14 | | | 1,350.00 | 608.20 | 100.00 | 2,658.20 | |
| 11 | GRAND TOTAL => | | | | | | | | 104,202.87 | 1,251,334.44 | 105,735.47 | | 23,825.56 | | | 4,712.50 | 2,065.94 | 900.00 | 7,308.14 |

8.3.10 Y-T-D Department

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

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

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

Y-T-D Monthly Payroll by Department

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

YEAR:

Submit

Year-To-Date Monthly Payroll by Department

Executive / Reports

| BRANCH TESTING | | | | | | | | | | | | | April 23, 2022 6:08:31 pm | | | | | |
|--|-----------|--------------|------------|----------|-----------|------------|----------|-----------|------------|-----------|------------|-----------|---------------------------|--------------|--------------|--|--|--|
| YEAR-TO-DATE MONTHLY PAYROLL BY DEPARTMENT | | | | | | | | | | | | | | | | | | |
| For the year 2020 | | | | | | | | | | | | | | | | | | |
| MP Count | Basic Pay | Allowance | ND Pay | OT Pay | Other Pay | DEDUCTIONS | | | | | | | Total Deduct | Gross Pay | Net Pay | | | |
| | | | | | | Adj. | Loans | Tax | SSS | Paging | Philhealth | | | | | | | |
| HRD | | | | | | | | | | | | | | | | | | |
| January | 4 | 123,840.00 | 47,072.64 | 681.25 | 4,381.24 | 0.00 | 0.00 | 2,000.00 | 11,384.32 | 2,900.00 | 400.00 | 1,854.60 | 18,538.92 | 175,775.13 | 157,236.21 | | | |
| February | 4 | 120,000.00 | 45,500.00 | 656.25 | 0.00 | 0.00 | 0.00 | 2,000.00 | 10,045.50 | 2,820.00 | 400.00 | 1,800.00 | 17,065.50 | 166,156.25 | 149,090.75 | | | |
| March | 4 | 125,100.00 | 46,720.00 | 712.50 | 0.00 | 7,500.00 | 3,500.00 | 2,000.00 | 11,786.00 | 2,860.00 | 400.00 | 1,848.00 | 22,396.00 | 180,032.00 | 161,136.50 | | | |
| April | 4 | 126,400.00 | 47,940.00 | 712.50 | 0.00 | 0.00 | 0.00 | 2,000.00 | 11,415.11 | 2,320.00 | 400.00 | 1,886.00 | 18,631.11 | 176,590.96 | 157,959.85 | | | |
| May | 4 | 123,200.00 | 46,720.00 | 625.00 | 1,534.38 | 0.00 | 0.00 | 2,000.00 | 10,538.00 | 2,880.00 | 400.00 | 1,848.00 | 17,666.00 | 172,079.38 | 154,413.38 | | | |
| June | 3 | 110,200.00 | 46,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 10,538.00 | 2,320.00 | 300.00 | 1,853.00 | 16,811.00 | 156,400.00 | 139,589.00 | | | |
| July | 3 | 103,100.00 | 44,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 11,030.50 | 1,600.00 | 200.00 | 1,410.00 | 16,240.50 | 147,700.00 | 131,459.50 | | | |
| August | 2 | 79,875.00 | 33,937.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,699.31 | 1,600.00 | 200.00 | 1,168.12 | 10,667.43 | 113,812.50 | 103,145.07 | | | |
| September | 2 | 92,000.00 | 41,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,538.00 | 1,600.00 | 200.00 | 1,380.00 | 13,718.00 | 133,000.00 | 119,282.00 | | | |
| October | 2 | 66,000.00 | 28,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,374.75 | 800.00 | 100.00 | 600.00 | 8,874.75 | 94,000.00 | 85,125.25 | | | |
| November | 1 | 40,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,791.50 | 800.00 | 100.00 | 600.00 | 5,291.50 | 55,000.00 | 49,708.50 | | | |
| December | 1 | 40,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,791.50 | 800.00 | 100.00 | 600.00 | 5,291.50 | 55,000.00 | 49,708.50 | | | |
| Sub-Total: | | 1,149,915.00 | 497,696.14 | 3,387.60 | 6,915.62 | 7,500.00 | 3,500.00 | 14,000.00 | 109,934.49 | 23,900.00 | 3,200.00 | 16,667.72 | 171,192.21 | 1,625,646.72 | 1,457,854.51 | | | |

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

Page 1 of 2

| MP Count | Basic Pay | Allowance | ND Pay | OT Pay | Other Pay | Adj. | Loans | DEDUCTIONS | | | | | Total Deduct | Gross Pay | Net Pay |
|---------------------|-----------|---------------------|---------------------|------------------|-----------------|------------------|-----------------|------------------|-------------------|------------------|------------------|------------------|-------------------|---------------------|---------------------|
| | | | | | | | | Tax | SSS | Pagibig | Philhealth | | | | |
| PURCHASING | | | | | | | | | | | | | | | |
| January | 3 | 81,200.00 | 23,940.00 | 0.00 | 631.01 | 0.00 | 4,400.00 | 4,310.80 | 2,240.00 | 300.00 | 1,218.00 | 12,468.80 | 105,771.01 | 93,302.21 | |
| February | 3 | 80,000.00 | 23,500.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,200.00 | 300.00 | 1,200.00 | 12,253.05 | 103,500.00 | 91,246.95 | |
| March | 3 | 82,850.00 | 23,720.00 | 0.00 | 0.00 | 1,000.00 | 1,300.00 | 4,400.00 | 4,213.05 | 2,220.00 | 300.00 | 1,209.00 | 13,642.05 | 107,570.50 | 95,228.45 |
| April | 3 | 81,200.00 | 23,940.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,720.35 | 2,240.00 | 300.00 | 1,218.00 | 12,878.35 | 107,640.00 | 94,761.65 | |
| May | 3 | 80,600.00 | 23,720.00 | 0.00 | 93.75 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,413.75 | 92,131.70 | |
| June | 3 | 80,600.00 | 23,720.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,320.00 | 92,037.95 | |
| July | 3 | 81,200.00 | 23,940.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,240.00 | 300.00 | 1,218.00 | 12,311.05 | 105,140.00 | 92,828.95 | |
| August | 3 | 80,600.00 | 23,720.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,320.00 | 92,037.95 | |
| September | 3 | 80,600.00 | 23,720.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,220.00 | 300.00 | 1,209.00 | 12,282.05 | 104,320.00 | 92,037.95 | |
| October | 3 | 81,200.00 | 23,940.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,240.00 | 300.00 | 1,218.00 | 12,311.05 | 105,140.00 | 92,828.95 | |
| November | 3 | 80,000.00 | 23,500.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,200.00 | 300.00 | 1,200.00 | 12,253.05 | 103,500.00 | 91,246.95 | |
| December | 3 | 80,000.00 | 23,500.00 | 0.00 | 0.00 | 0.00 | 4,400.00 | 4,153.05 | 2,200.00 | 300.00 | 1,200.00 | 12,253.05 | 103,500.00 | 91,246.95 | |
| Sub-Total: | | 978,000.00 | 294,000.00 | 0.00 | 724.76 | 1,000.00 | 1,300.00 | 52,800.00 | 50,621.65 | 26,660.00 | 3,600.00 | 14,917.00 | 149,436.65 | 1,299,135.26 | 1,116,936.61 |
| GRAND TOTAL: | | 3,421,165.50 | 1,008,950.14 | 10,361.25 | 6,640.38 | 11,300.00 | 5,400.00 | 90,800.00 | 274,420.10 | 79,360.00 | 10,400.00 | 50,686.72 | 511,066.82 | 4,478,263.42 | 3,969,596.60 |

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.

📅 13th Month Summary Report
☰

COMPANY

FOR DEMO ONLY
▼

BRANCH

BRANCH TESTING
▼

YEAR

TYPE OF COMPUTATION

▼

📄 Submit

13th Month Summary Report (12 Month Period)

Payroll / 13th Month Pay



1 / 1
76%
Download
Print

Tuesday, April 26, 2022

BRANCH TESTING

13th Month Summary Report for the Year: 2020

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

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 Payslip
☰

COMPANY

FOR DEMO ONLY
▼

YEAR

2020
▼

TYPE OF COMPUTATION

12-Month Period
▼

Submit

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

Employee Signature / Date

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.

ZZZZ - SSS Contribution

Payroll / SSS



Export to Excel

For the month of January, 2020

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

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

8.4.2 HDMF Contribution

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

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

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

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

HDMF Monthly Contribution

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

MONTH: **YEAR:**

🔍 - HDMF Contribution

Payroll / HDMF



Export to Excel

For the month of January, 2020, January, 2020

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

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

8.4.3 Philhealth Contribution

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

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

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

ZZZZ - PhilHealth Contribution

Payroll / PhilHealth



Export to Excel

For the month of January, 2020

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

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

8.4.4 Tax Deduction

- o **Payroll -> Remittances -> Tax Deduction**

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

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

Tax Deduction

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

MONTH: **YEAR:**

ZZZZ - Tax Deduction

Payroll / Tax



Export to Excel

For the month of January, 2020

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

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

8.4.5 Loans Deduction

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

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

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

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

ZZZZ - Loan Deduction

Payroll / Loans



Export to Excel

For the month of January, 2020

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

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

ZZZZ - SSS Tax Deduction

8.4.6 SSS R3 File

- o Payroll -> Remittances -> SSS R3 File

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

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

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

SSS R3 Monthly Payment

COMPANY / LGU
FOR DEMO ONLY

MONTH
January

YEAR: 2020

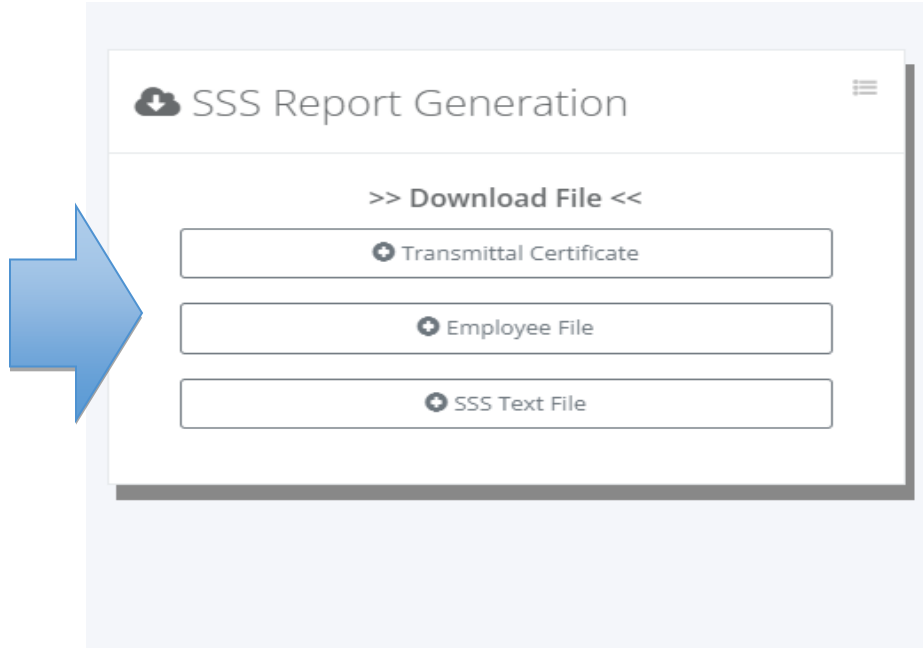
TR/SBR NUMBER
1234567890

DATE OF PAYMENT
01/31/2020

AMOUNT PAID
22900

SSS Remittance Excel File
Choose File ZZZZ_01202...tribution.xlsx

Generate R3 File



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

File name : R30234170272012020.04270912
Employer name: FOR DEMO ONLY Date: Apr 27, 2022
Employer No : 02-3417027-2 App. Period: 012020

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

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

Total number of Employees: 10

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

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

Total Number of Employees: 10

R30234170272012020.04270922 - Notepad

File Edit Format View Help

FOR DEMO ONLY 012020023417027212345678900131202000022900.00

| | | | | | | | | | | | | | |
|-----------|----------|-------------|---------|------|------|------|--------|------|------|-------|------|------|-----------|
| 20TEST 10 | TEST 10 | T3434322232 | 2400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 20TEST 5 | TEST 5 | T1111111115 | 2400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 20TEST 7 | TEST 7 | T1111222311 | 2400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 20TEST 8 | TEST 8 | T1111344231 | 2400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 20TEST 9 | TEST 9 | T1122222221 | 2400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 20TEST-1 | TEST-1 | T1111111111 | 1620.00 | 0.00 | 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 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 20TEST-3 | TEST-3 | T1111111113 | 2280.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | N0 |
| 99 | 22620.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 280.00 | 0.00 | 0.00 | | | | |

8.5 Payroll Status

8.5.1 By Branch

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

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

Payroll Status

Show 10 entries Search:

Showing 1 to 8 of 8 entries

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

Previous 1 Next

8.5.2 All Branch

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

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

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

Show 10 entries Search:

Showing 1 to 9 of 9 entries

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

9 Time & Attendance

9.1 Manual Filing

9.1.1 Timesheet

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

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

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

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

1

2

Timesheet Filing

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

3

Create

Show 10 entries Search:

Showing 1 to 2 of 2 entries

| EMP ID | EMPLOYEE NAME | PAY BASIS | WORK DAYS | APPROVER NAME | STATUS | ACTION |
|----------|-------------------|-----------|-----------|---------------|------------|---|
| TEST-002 | TEST-2, TEST-2 T. | D | 3 | | Data Entry | Edit Delete |
| TEST-005 | TEST 5, TEST 5 T. | D | 7 | | Data Entry | Edit Delete |

Previous 1 Next

Timesheet Manual Entry

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



4

TEST 5, TEST 5 TEST 5

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

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

Attendance Date (Start Time):

Attendance Date (End Time):

| DATE | DAY | SHIFT SCHEDULE | TIME-IN | TIME-OUT | |
|------------|-----|----------------------|-------------|-------------|---------------------------------------|
| 04/01/2022 | Fri | 07:00 PM to 04:00 AM | 07:00:00 PM | 04:00:00 AM | <input type="button" value="Delete"/> |
| 04/02/2022 | Sat | 07:00 PM to 11:00 PM | 07:00:00 PM | 11:00:00 PM | <input type="button" value="Delete"/> |
| 04/04/2022 | Mon | 07:00 PM to 04:00 AM | 07:00:00 PM | 04:00:00 AM | <input type="button" value="Delete"/> |
| 04/05/2022 | Tue | 07:00 PM to 04:00 AM | 07:00:00 PM | 04:00:00 AM | <input type="button" value="Delete"/> |
| 04/06/2022 | Wed | 07:00 PM to 04:00 AM | 07:00:00 PM | 04:00:00 AM | <input type="button" value="Delete"/> |
| 04/07/2022 | Thu | 07:00 PM to 04:00 AM | 07:00:00 PM | 04:00:00 AM | <input type="button" value="Delete"/> |
| 04/08/2022 | Fri | 07:00 PM to 04:00 AM | 07:00:00 PM | 04:00:00 AM | <input type="button" value="Delete"/> |

DTR Request Approval

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



5

TEST 5, TEST 5 T.

Upload Attachment: No file chosen

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

9.1.2 Overtime

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

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

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

OVERTIME TYPE

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

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

Overtime Filing BRANCH TESTING

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

Create Overtime Report OT Group by Names
STATUS => Data Entry: 0 Pending: 0 Approved: 3 Denied: 0 Return: 0 Revert: 0

Show 10 entries Search:

Showing 1 to 3 of 3 entries

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

Previous **1** Next

Overtime Entry (Create)

Branch
BRANCH TESTING

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

Department
HRD

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

◀ Back Submit

3

Overtime Manual Entry

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



OT Date: 04/08/2020 (Wednesday)

Branch: BRANCH TESTING
Department: PURCHASING
Rest Day

Show 10 entries Search:

Showing 1 to 2 of 2 entries

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

Previous 1 Next

Employee Name

Shift Schedule

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

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

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

OTL-Break OTND L-Break Overlapping

◀ Back Submit

View PDF Overtime Request Approval

4

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

Daily Overtime by Department

Time & Attendance / Overtime Filing



1 / 1 | - 96% +
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COMPANY: FOR DEMO ONLY
 BRANCH: BRANCH TESTING
 DEPARTMENT: PURCHASING

PERIOD FROM: 04-01-2020 To: 04-15-2020
 OT Date: Wednesday, April 8, 2020
 OT Type: Rest Day

Friday, November 3, 2023

| EMP ID | EMPLOYEE NAME | POSITION | START TIME | END TIME | REG HRS | ND HRS | OT HRS | OTND HRS |
|-----------------------------|-------------------|------------------|------------|----------|--------------|-------------|-------------|-------------|
| TEST-007 | TEST 7, TEST 7 T. | ACCOUNTING STAFF | 7:00 am | 3:00 pm | 7.00 | 0.00 | 0.00 | 0.00 |
| TEST-003 | TEST-3, TEST-3 T. | PRODUCTION HEAD | 7:00 am | 4:00 pm | 8.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OT HOURS => | | | | | 15.00 | 0.00 | 0.00 | 0.00 |

Encoded By: RUBEN CORRAL
Date: 11/03/2023

Cut-Off Overtime Report

Time & Attendance / Overtime Filing



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COMPANY: FOR DEMO ONLY
 BRANCH: BRANCH TESTING

PERIOD FROM: 04-01-2020 To: 04-15-2020

Friday, November 3, 2023

| EMP ID | EMPLOYEE NAME | POSITION | START TIME | END TIME | REG HRS | ND HRS | OT HRS | OTND HRS |
|-----------------------------|--------------------|------------------|------------|----------|--------------|-------------|-------------|-------------|
| 04/08/2020 | | | | | 15.00 | 0.00 | 0.00 | 0.00 |
| PURCHASING | | | | | | | | |
| TEST-007 | TEST 7, TEST 7 T. | ACCOUNTING STAFF | 7:00 am | 3:00 pm | 7.00 | 0.00 | 0.00 | 0.00 |
| TEST-003 | TEST-3, TEST-3 T. | PRODUCTION HEAD | 7:00 am | 4:00 pm | 8.00 | 0.00 | 0.00 | 0.00 |
| 04/09/2020 | | | | | 40.00 | 0.00 | 2.00 | 0.00 |
| HRD | | | | | | | | |
| TEST-008 | TEST 8 T, TEST 8 | ADMIN ASSISTANT | 7:00 am | 4:00 pm | 8.00 | 0.00 | 0.00 | 0.00 |
| MIS-ICT | | | | | | | | |
| TEST-010 | TEST 10 T, TEST 10 | PROGRAMMER | 7:00 am | 4:00 pm | 8.00 | 0.00 | 0.00 | 0.00 |
| TEST-009 | TEST 9 T, TEST 9 | PROGRAMMER | 7:00 am | 4:00 pm | 8.00 | 0.00 | 0.00 | 0.00 |
| PURCHASING | | | | | | | | |
| TEST-006 | TEST 6 T, TEST 6 | ACCOUNTING STAFF | 7:00 am | 6:00 pm | 8.00 | 0.00 | 2.00 | 0.00 |
| TEST-007 | TEST 7 T, TEST 7 | ACCOUNTING STAFF | 7:00 am | 4:00 pm | 8.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OT HOURS => | | | | | 55.00 | 0.00 | 2.00 | 0.00 |

🔍 Cut-Off OT Group by Names

Time & Attendance / Overtime Filing



1 / 10
96%
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COMPANY: [REDACTED] N

BRANCH: [REDACTED]

Friday, November 3, 2023

PERIOD FROM: 10-12-2023 To: 10-26-2023

| NAME | 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 |
| 10/18/2023 | QC DEPARTMENT | REMOTE SENSING SPECIALIST | 4:00 pm | 7:00 pm | 0.00 | 0.00 | 3.00 | 0.00 |

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9.1.3 Leave

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

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

LEAVE TYPES

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

- Vacation Leave

Leave Entry

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

CUT-OFF DATES FROM **TO**

Leave Filing

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

STATUS => Pending: 0 Approved: 20 Denied: 0 Return: 0 Revert: 0

Show 10 entries Search:

Showing 1 to 10 of 20 entries

| DATE FILED | EMPLOYEE NAME | LEAVE START | LEAVE END | TYPE | APPROVER | STATUS | USER ID | ACTION |
|------------|---------------|-------------|------------|------|----------|----------|------------|--------|
| 2023/10/28 | [REDACTED] | 10/23/2023 | 10/23/2023 | VL | 9236 | Approved | [REDACTED] | Locked |
| 2023/10/28 | [REDACTED] | 10/19/2023 | 10/26/2023 | SL | 3991 | Approved | [REDACTED] | Locked |
| 2023/10/27 | [REDACTED] | 10/21/2023 | 10/21/2023 | SL | 13818 | Approved | [REDACTED] | Locked |
| 2023/10/27 | [REDACTED] | 10/23/2023 | 10/24/2023 | VL | 5372 | Approved | [REDACTED] | Locked |
| 2023/10/27 | [REDACTED] | 10/18/2023 | 10/18/2023 | SL | 5372 | Approved | [REDACTED] | Locked |

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Leave Filing

Time & Attendance / Leave Filing / Create

Employee Name

Leave applied for --- SELECT ---

Reason for Leave

Leave Start **Leave End**

Last day reported **Return to work**

Name of Reliever

Address while on leave

Half Day Leave

Upload Attachment:
 No file chosen

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Leave Filing

Time & Attendance / Leave Filing / Details



← Back

13 [Redacted]

DEPARTMENT [Redacted]
POSITION [Redacted]

LAST DAY REPORTED 10/20/2023
LEAVE START 10/21/2023
LEAVE END 10/21/2023
NO. OF DAYS 1
TOTAL HOURS 8

RETURN TO WORK 10/23/2023
RELEASER NAME n/a
ADDRESS [Redacted]
LEAVE APPLIED FOR Sick Leave (SL)
REASON FOR LEAVE not feeling well
DATE FILED 10/27/2023

APPROVER ID [Redacted]
STATUS Approved
DATE APPROVED 10/27/2023

Leave with pay

| DATE | DAY | NO OF HOURS |
|------------|----------|-------------|
| 10/21/2023 | Saturday | 8.00 |

▶ Attachment

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9.1.4 Locator Slip

- **Time & Attendance -> Manual Entry -> Locator Slip**

Timekeeper filing of signed locator slip form before the timesheet processing. Fill up the form and click the "Submit" button to display records that have already been entered. If the locator slip data entry is finished, click the "Locator Slip Request Approval" button to notify the approver via email.

Filing Locator Slip

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

CUT-OFF DATES FROM **TO**

Locator Slip

Time & Attendance / Locator Slip / Cut-off Dates: 10/12/2023 To 10/26/2023

Create STATUS => Data Entry: 0 Pending: 0 Approved: 2 Denied: 0 Return: 0 Revert: 0

Show 10 entries Search:

Showing 1 to 2 of 2 entries

| EMP ID | EMPLOYEE NAME | WORK DAYS | APPROVER ID | STATUS | CREATED BY | ACTION |
|--------|---------------|-----------|-------------|----------|------------|---|
| 91 | [REDACTED] | 1 | 5372 | Approved | [REDACTED] | View Revert |
| 11 | [REDACTED] | 2 | 5372 | Approved | [REDACTED] | View Revert |

Previous **1** Next

Locator Slip (Create)

Branch
[REDACTED]

Cut-Off Date From: 10/12/2023 **To:** 10/26/2023

Employee Name

Locator Slip Data Entry

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



> Branch: [Redacted]
 > Department: MIS & SYSTEM INFORMATION SYS
 > Position: PROGRAMMER
 > Pay Basis: Monthly

<<1st Shift>> 09:00 AM to 07:00 PM

Attendance Date (Start Time):

Attendance Date (End Time):

| DATE | DAY | TIME-IN | TIME-OUT | |
|------------|-----|-------------|-------------|--------|
| 10/23/2023 | Mon | 09:00:00 AM | 07:00:00 PM | Delete |
| 10/24/2023 | Tue | 09:00:00 AM | 07:00:00 PM | Delete |

Locator Slip Request Approval

Locator Slip Request Approval

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



CORRAL, RUBEN B.
 Upload Attachment: No file chosen

| DATE | DAY | TIME-IN | TIME-OUT |
|------------|-----|-------------|-------------|
| 10/23/2023 | Mon | 09:00:00 AM | 07:00:00 PM |
| 10/24/2023 | Tue | 09:00:00 AM | 07:00:00 PM |

9.1.5 Temporary Shift

- o **Time & Attendance -> Manual Filing -> Temporary Shift**

Timekeeper filing of signed temporary shift form before the timesheet processing. Fill up the form and click the "Submit" button to display records that have already been entered. Allowed multiple names and date range in a single entry with the same temporary shift schedule and no approvals.

Create a temporary shift schedule for those employees half day work and the regular hours input is 4 hours.

Temporary Shift Entry

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

CUT-OFF DATES FROM **TO**

Temporary Shift Filing BRANCH TESTING

Time & Attendance / Temporary Shift / From: 11/01/2023 To: 11/15/2023

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| FROM | TO | EMPLOYEE NAME | S-TIME | E-TIME | USER ID | ACTION |
|----------------------------|----|---------------|--------|--------|---------|--------|
| No data available in table | | | | | | |

Previous Next

Temporary Shift Filing Create

Time & Attendance / Temporary Shift / Create

Employee Name

✕ TEST 9, TEST 9 TEST 9 ✕ TEST-1, TEST-1 TEST-1
✕ TEST-2, TEST-2 TEST-2 ✕ TEST-3, TEST-3 TEST-3

Reason

From **Start Time**

To **End Time**

Day Type
Shift

Reg. Hours: Less BT (Min):

Upload Attachment:

No file chosen

>> Leave it blank if not applicable.

Other Schedule Start Time End Time

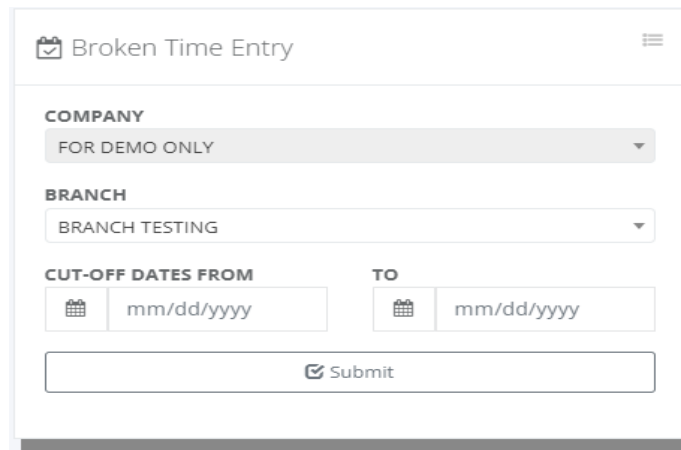
*Note: The purpose of **other schedule** input is to insert different shifts within the single entry in the covered date range from Monday to Saturday or in between dates with different shift schedules.*

9.1.6 Broken Time

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

Timekeeper filing of broken time form before the timesheet processing. Fill up the form and select the cut-off dates, then click the "Submit" button to display records that are already filed. Click the "Create" button to create a new broken time and input the dates, start time and end time, then click the "Add" button to save the record. Once the data capture is done, attach the supporting document broken time form in pdf format and click the "Complete Entry" button to request approvals.

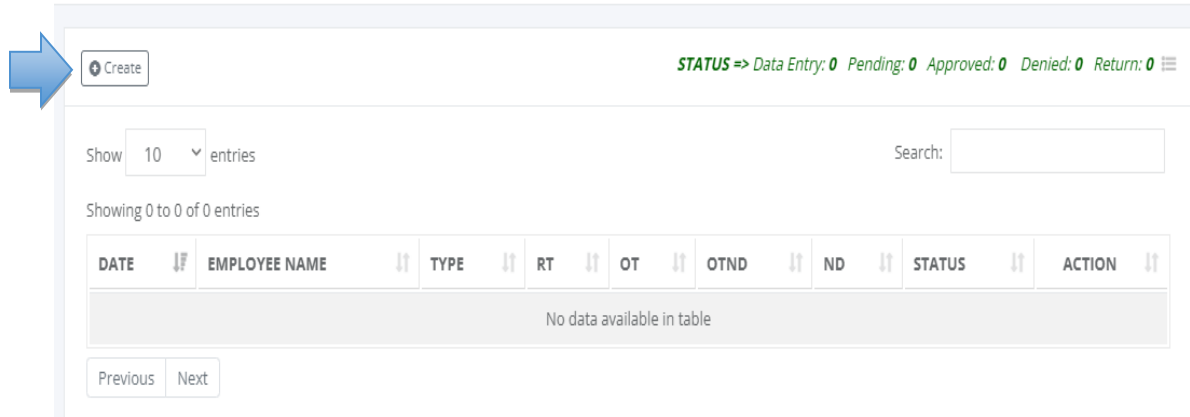
Adding broken time entry automatically computes the workhour distribution like regular hours (RT), night differential (ND), overtime (OT), and overtime + night differential (OTND).



Broken Time Filing

BRANCH TESTING

Time & Attendance / Broken Time / From: 11/01/2023 To: 11/15/2023



Create STATUS => Data Entry: 0 Pending: 0 Approved: 0 Denied: 0 Return: 0

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| DATE | EMPLOYEE NAME | TYPE | RT | OT | OTND | ND | STATUS | ACTION |
|----------------------------|---------------|------|----|----|------|----|--------|--------|
| No data available in table | | | | | | | | |

Previous Next

Broken Time Filing

Time & Attendance / Broken Time / Create



Employee Name
TEST 5, TEST 5 TEST 5

Attend Date 11/01/2023 **Day Type** Regular Day

Reason
testing only

Broken Time Filing

Time & Attendance / Broken Time / Data Entry



Name: TEST 5, TEST 5 T.
Attend Date: 11/01/2023
Day Type: Regular Day
▶ **Day:** Wednesday
▶ **Shift Schedule:** 07:00 PM to 04:00 AM
▶ **Reason:** testing only

Date (Start Time): 11/01/2023 hh:mm
Date (End Time): 11/01/2023 hh:mm

Time Logs

| START TIME | END TIME | RT | ND | |
|---------------------|---------------------|------|------|--|
| 11/01/2023 07:00 AM | 11/01/2023 12:00 PM | 5.00 | 0.00 | <input checked="" type="checkbox"/> Delete |
| 11/01/2023 03:00 PM | 11/01/2023 11:00 PM | 7.00 | 1.00 | <input checked="" type="checkbox"/> Delete |

▶ **RT:** 8.00 ▶ **ND:** 0.00 ▶ **OT:** 4.00 ▶ **OTND:** 1.00

Check the box if applicable to deduct lunchbreak after finish broken time data entry.
 Lunch Break OT L-Break OTND L-Break

Upload Attachment:
 No file chosen

9.1.7 Invalid Editing

- o **Time & Attendance -> Manual Filing -> Invalid Editing**

Timekeeper filing of invalid time logs editing before the timesheet processing. Fill up the form and select pay basis and cut-off dates, then click the "Process" button to display employees with invalid logs for editing. If no record displays in the table grid view, it means no invalid logs were found; click the hyperlink "Edit" that employee with invalid logs to view the timesheet.

For those dates with invalid logs, the action column has a visible hyperlink "Edit" & "Delete" and the valid logs are not editable. Click the "Edit" button to edit the invalid log, then click the "Update" button to save changes; click the "Delete" button to delete the log. Once editing is done, click the "Request Approval" button and attach the supporting document invalid log form in pdf format, then click the "Submit" button to request approvals.

Invalid Timesheet Filing

Time & Attendance / Invalid Timesheet



Timesheet Covered From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| Emp ID | Employee Names | Pay Basis | Action |
|--------|---------------------|-----------|----------------------|
| 881 | SNAME 1, FNAME 1 M. | M | Edit |

Previous 1 Next

881: SNAME 1, FNAME 1 M. Request Approval

Human Resource Department: Pay Period From: 4/16/2022 To: 4/30/2022

| DATE | TIME-IN | TIME-OUT | Valid | Action |
|------------|------------------------|------------------------|-------------------------------------|---|
| 04/16/2022 | 04/16/2022 06:40:00 AM | 04/16/2022 05:51:00 PM | <input checked="" type="checkbox"/> | |
| 04/17/2022 | 04/17/2022 06:46:00 AM | 04/17/2022 03:53:00 PM | <input checked="" type="checkbox"/> | |
| 04/18/2022 | 04/18/2022 06:38:00 AM | 04/18/2022 05:47:00 PM | <input checked="" type="checkbox"/> | |
| 04/19/2022 | 04/19/2022 06:31:00 AM | 04/20/2022 12:14:00 AM | <input checked="" type="checkbox"/> | |
| 04/20/2022 | 04/20/2022 06:18:00 AM | 04/20/2022 03:47:00 PM | <input checked="" type="checkbox"/> | |
| 04/21/2022 | 04/21/2022 06:38:00 AM | 04/21/2022 05:51:00 PM | <input checked="" type="checkbox"/> | |
| 04/22/2022 | 04/22/2022 06:41:00 AM | 04/22/2022 05:51:00 PM | <input checked="" type="checkbox"/> | |
| 04/23/2022 | 04/23/2022 06:41:00 AM | 04/23/2022 05:50:00 PM | <input checked="" type="checkbox"/> | |
| 04/24/2022 | 04/24/2022 06:53:00 AM | 04/24/2022 03:53:00 PM | <input checked="" type="checkbox"/> | |
| 04/25/2022 | 04/25/2022 06:30:00 AM | 04/25/2022 05:52:00 PM | <input checked="" type="checkbox"/> | |
| 04/26/2022 | 04/26/2022 06:39:00 AM | | <input type="checkbox"/> | Edit Delete |
| 04/27/2022 | 04/27/2022 06:20:00 AM | 04/27/2022 03:51:00 PM | <input checked="" type="checkbox"/> | |

Invalid Timesheet Editing

Time & Attendance / Invalid Timesheet / Edit



SNAME 1, FNAME 1 M.

Attendance Date: 04/26/2022

TIME-IN

TIME-OUT

REMARKS

Invalid Timesheet Editing

Time & Attendance / Invalid Timesheet



Request Approval Submit

(LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022)

Upload supported Document in PDF format. No file chosen

9.2 View Time Logs

- o **Time & Attendance -> View Time Logs**

Timekeeper to view the employee's time logs from selected dates. Fill up the form and select dates then click the "Submit" button to display records in the table grid view.

Timekeeping tools for viewing daily time records are essential for efficient and accurate tracking of employee hours and attendance. This type of tool helps managers and supervisors keep track of employee time usage and performance to ensure they are meeting the requirements of their jobs. It also helps to ensure that employees are being fairly compensated for their work. With a timekeeping tool, employers can easily view and analyze employee data, adjust schedules, and make sure employees are meeting deadlines. This type of tool also provides employers with a way to ensure that all hours worked are accurately recorded and reported.

Time Logs In-Out

Time & Attendance / Time Logs



Covered From: 04/16/2022 To: 04/30/2022

Show 10 entries Search: [] Excel PDF Print

Showing 21 to 30 of 122 entries

| EMPLOYEE ID | EMPLOYEE NAME | DESIGNATION | TIME LOGS | IN/OUT |
|-------------|---------------------|----------------------------------|----------------------|--------|
| 674 | SNAME-4, FNAME-4 M. | Administrative Officer II | 4/28/2022 5:52:00 AM | OUT |
| 674 | SNAME-4, FNAME-4 M. | Administrative Officer II | 4/28/2022 6:53:00 PM | IN |
| 674 | SNAME-4, FNAME-4 M. | Administrative Officer II | 4/29/2022 7:04:00 AM | OUT |
| 827 | SNAME-3, FNAME-3 M. | Accounts Liquidation Officer III | 4/16/2022 6:57:00 AM | IN |
| 827 | SNAME-3, FNAME-3 M. | Accounts Liquidation Officer III | 4/16/2022 5:46:00 PM | OUT |
| 827 | SNAME-3, FNAME-3 M. | Accounts Liquidation Officer III | 4/18/2022 6:56:00 AM | IN |
| 827 | SNAME-3, FNAME-3 M. | Accounts Liquidation Officer III | 4/18/2022 5:46:00 PM | OUT |

9.3 Generate Timesheet

- **Time & Attendance -> Generate Timesheet**

Tools for timekeeper in pairing logs of first-in last-out to generate timesheet from biometric time logs. Fill up the form and input the cut-off dates, then click the "Submit" button to generate the timesheet, after the processing is done; check the invalid logs, located at Time & Attendance -> Manual Filing -> Invalid Editing.

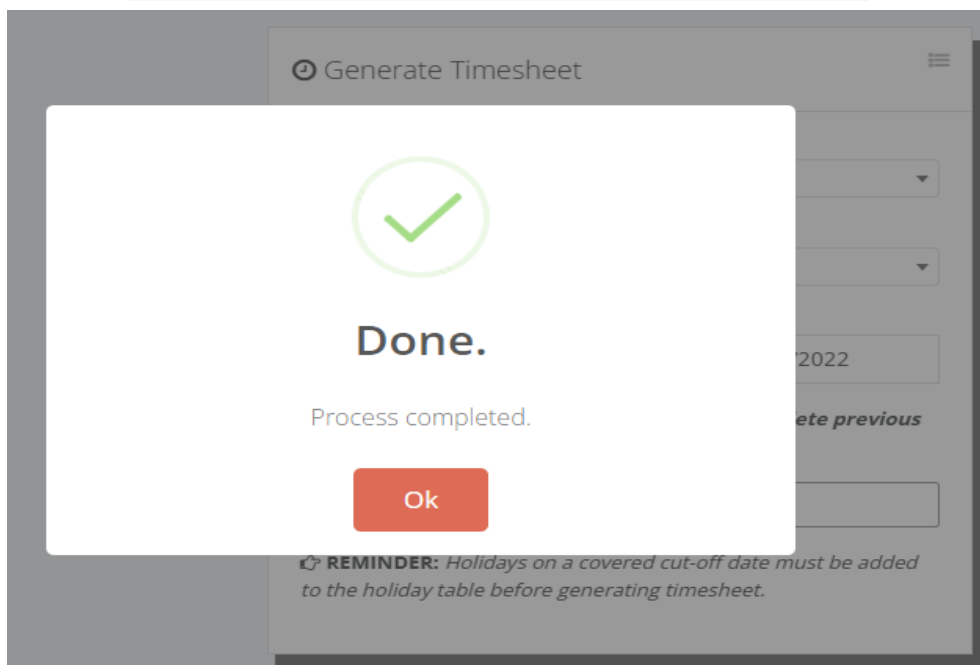
COMPANY
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BRANCH TESTING

DATE FROM **TO**

Pay Basis: *Delete previous process.*

REMINDER: *Holidays on a covered cut-off date must be added to the holiday table before generating timesheet. Or review the holiday table maintenance to remove holidays created in previous year not applicable this current year.*



9.4 Re-Generate Timesheet

- o **Time & Attendance -> Re-Generate Timesheet**

Tools for timekeeper to regenerate timesheet of selected employees who did not included in generated timesheet because of late transfer on a current assigned branches.

9.5 Generate Time Card

- o **Time & Attendance -> Generate Time Card**

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

Tools for timekeepers to generate time cards from biometric time and attendance system as employee hard copy for their checking. Fill up the form and input the cut-off dates, then click the "Submit" button to generate employee time cards.

Civil Service Form No. 48

Civil Service Form No. 48

DAILY TIME RECORD

DAILY TIME RECORD

SNAME-4, FNAME-4 M.

SNAME-4, FNAME-4 M.

(Name)

(Name)

For the month of **August 2022**
 Official hours for arrival and departure
 Regular days 6
 Saturdays 0

For the month of **September 2022**
 Official hours for arrival and departure
 Regular days 4
 Saturdays 0

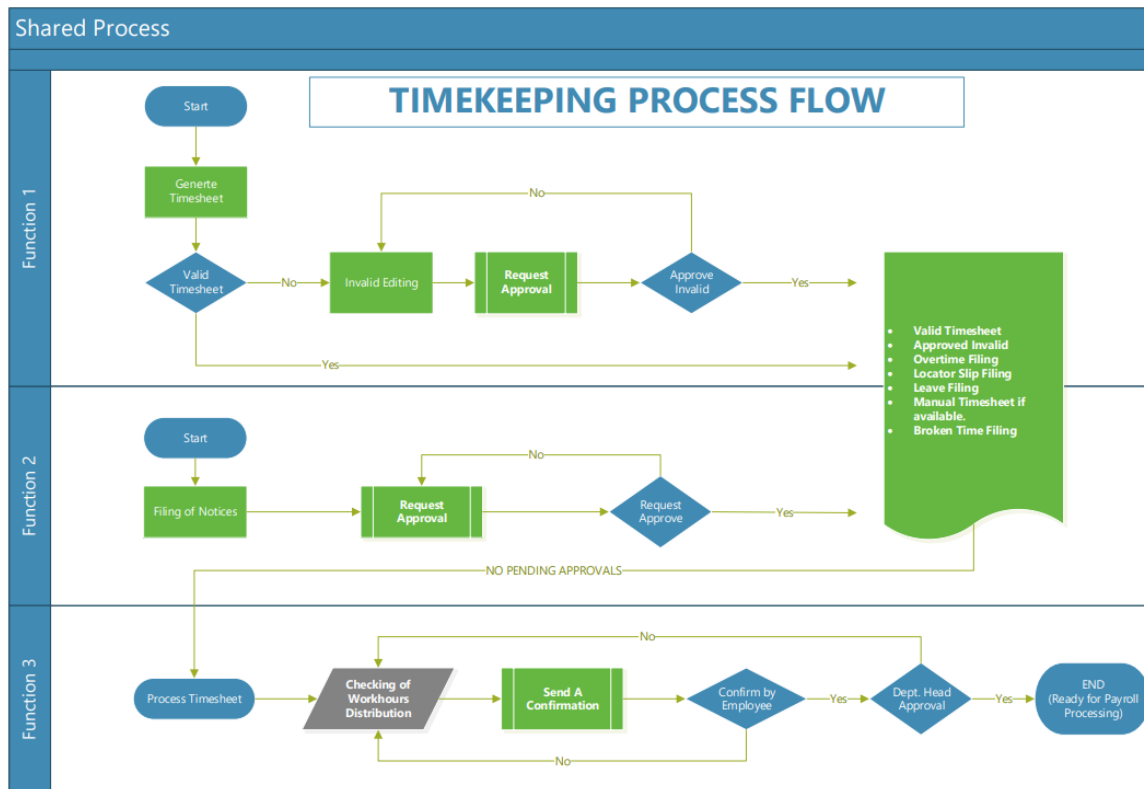
| Day | A.M | | P.M | | Undertime | |
|-----|----------|-----------|----------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
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| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | 08:24 AM | 12:00 PM | 01:00 PM | 06:00 PM | | 24 |
| 24 | 07:29 AM | 12:00 PM | 01:00 PM | 06:46 PM | | |
| 25 | 07:05 AM | 12:00 PM | 01:00 PM | 06:02 PM | | |
| 26 | 08:03 AM | 12:00 PM | 01:00 PM | 05:03 PM | | 3 |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | 07:46 AM | 12:00 PM | 01:00 PM | 06:01 PM | | |
| 31 | 07:55 AM | 12:00 PM | 01:00 PM | 06:00 PM | | |

| Day | A.M | | P.M | | Undertime | |
|-----|----------|-----------|----------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | 07:32 AM | 12:00 PM | 01:00 PM | 06:00 PM | | |
| 2 | 07:31 AM | | 01:00 PM | 05:05 PM | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 08:40 AM | 12:00 PM | 01:00 PM | 06:01 PM | | 40 |
| 6 | 07:31 AM | 12:00 PM | 01:00 PM | 07:22 PM | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
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| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

10 Timekeeping



10.1 Inquiry

10.1.1 Employee Time Logs

- **Timekeeping -> Inquiry -> Emp. Time Logs**

Tools for the timekeeper to display the employee biometric time logs. Fill up the form and then select the employee from the dropdown list and input the dates you want to retrieve, then click the "Submit" button to display the time-in and time-out of biometric logs.

Finger Scanner Time Logs

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BRANCH TESTING

EMPLOYEE NAME

DATE FROM

TO

Finger Scanner Time Logs

Timekeeper / Time Logs



PDS-0001 - DELA CRUZ, JUAN S. (DTR From: 4/1/2022 To: 4/15/2022)

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 10 of 30 entries

| SCAN ID | DATE & TIME LOGS | IN/OUT | DEVICE NAME |
|----------|----------------------|--------|-------------|
| PDS-0001 | 4/1/2022 6:57:00 PM | 0 | DEVICE-1 |
| PDS-0001 | 4/2/2022 6:48:00 AM | 1 | DEVICE-1 |
| PDS-0001 | 4/2/2022 6:57:00 PM | 0 | DEVICE-1 |
| PDS-0001 | 4/3/2022 6:45:00 AM | 1 | DEVICE-1 |
| PDS-0001 | 4/3/2022 12:58:00 PM | 0 | DEVICE-1 |
| PDS-0001 | 4/4/2022 12:56:00 PM | 0 | DEVICE-1 |
| PDS-0001 | 4/4/2022 11:45:00 PM | 1 | DEVICE-1 |

10.1.2 Employee Paired Logs

- o **Timekeeping -> Inquiry -> Emp. Paired Logs**

Tools for the timekeeper to generate pairing employee biometric time logs. Fill up the form and select the employee from the dropdown list and input the dates you want to pair the time-in and time-out, then click the "Submit" button to display the paired logs with conditions of first-in & last-out with a time difference of 20 hours or below.

Time logs pairing first-in and last-out is an automated system that requires employees to clock in and out using biometric devices such as fingerprints. This system provides a secure and accurate way to calculate work hours, ensuring that employees are not able to falsify their records or clock in and out for other employees.

Paired Time Logs

COMPANY: FOR DEMO ONLY

BRANCH: BRANCH TESTING

EMPLOYEE NAME:

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

Submit

Paired Logs

Timekeeper / Paired Logs

Employee ID: 881 (DTR From: 4/16/2022 To: 4/30/2022)

Show 10 entries Search: [] Copy CSV Excel PDF Print

Showing 11 to 14 of 14 entries

| ATTEND DATE | TIME-IN | TIME-OUT |
|-------------|----------------------|----------------------|
| 04/26/2022 | 4/26/2022 6:39:00 AM | |
| 04/27/2022 | 4/27/2022 6:20:00 AM | 4/27/2022 3:51:00 PM |
| 04/28/2022 | 4/28/2022 6:37:00 AM | 4/28/2022 3:51:00 PM |
| 04/29/2022 | 4/29/2022 6:30:00 AM | 4/29/2022 5:52:00 PM |

Previous 1 2 Next

10.1.3 Register in Biometric

- o **Timekeeping -> Inquiry -> Register in Biometric**

Tools for timekeepers to view employees who are enrolled in the biometric finger scanner time and attendance system. Biometric finger scanner systems provide timekeepers with a range of tools and resources to manage employee attendance and enrollment. With the right system in place, timekeepers can easily view and monitor employee data, identify potential issues, and ensure that their workforce is operating efficiently and effectively.

Registered Name in Biometrics

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BRANCH TESTING

Submit

Ⓜ List of Registered Name in Biometrics

Timekeeper / Biometrics



BRANCH TESTING

Show 10 entries Search: Copy CSV Excel PDF Print

Showing 1 to 8 of 8 entries

| SCAN ID | EMPLOYEE NAME | ENROLL DATE |
|----------|-------------------|-------------|
| TEST-002 | TEST-2, TEST-2 T. | 07/19/2020 |
| TEST-003 | TEST-3, TEST-3 T. | 07/19/2020 |
| TEST-004 | TEST 4, TEST 4 T. | 07/19/2020 |
| TEST-006 | TEST 6, TEST 6 T. | 07/23/2020 |
| TEST-007 | TEST 7, TEST 7 T. | 07/24/2020 |
| TEST-008 | TEST 8, TEST 8 T. | 07/19/2020 |
| TEST-009 | TEST 9, TEST 9 T. | 07/26/2020 |

10.2 Process Timesheet

10.2.1 By Branch

- **Timekeeping -> Process Timesheet -> By Branch**

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

Process Timesheet

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FOR DEMO ONLY

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BRANCH TESTING

PAY BASIS:

DATE FROM **TO**

The screenshot shows a web form titled "Re-Process Employee Timesheet". The form contains the following fields and controls:

- COMPANY:** A dropdown menu with "FOR DEMO ONLY" selected.
- BRANCH:** A dropdown menu with "BRANCH TESTING" selected.
- Employee Name:** A text input field.
- PAY BASIS:** A dropdown menu.
- DATE FROM:** A date picker field.
- TO:** A date picker field.
- Submit:** A button with a checkmark icon and the text "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.

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.

List of Pending Timesheet with Invalid

Timekeeper / Timesheet



LGU-SJDM: Timesheet Covered From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| Emp ID | Employee Names | Pay Basis | Action |
|--------|---------------------|-----------|----------------------|
| 881 | SNAME 1, FNAME 1 M. | M | View |

Previous 1 Next



SNAME 1, FNAME 1 M.

(Branch Code: LGU-SJDM => Timesheet Covered From: 4/16/2022 To: 4/30/2022)

| DATE | TIME-IN | TIME-OUT | Valid | Remarks |
|------------|------------------------|------------------------|-------------------------------------|--------------|
| 04/16/2022 | 04/16/2022 06:40:00 AM | 04/16/2022 05:51:00 PM | <input checked="" type="checkbox"/> | |
| 04/17/2022 | 04/17/2022 06:46:00 AM | 04/17/2022 03:53:00 PM | <input checked="" type="checkbox"/> | |
| 04/18/2022 | 04/18/2022 06:38:00 AM | 04/18/2022 05:47:00 PM | <input checked="" type="checkbox"/> | |
| 04/19/2022 | 04/19/2022 06:31:00 AM | 04/20/2022 12:14:00 AM | <input checked="" type="checkbox"/> | |
| 04/20/2022 | 04/20/2022 06:18:00 AM | 04/20/2022 03:47:00 PM | <input checked="" type="checkbox"/> | |
| 04/21/2022 | 04/21/2022 06:38:00 AM | 04/21/2022 05:51:00 PM | <input checked="" type="checkbox"/> | |
| 04/22/2022 | 04/22/2022 06:41:00 AM | 04/22/2022 05:51:00 PM | <input checked="" type="checkbox"/> | |
| 04/23/2022 | 04/23/2022 06:41:00 AM | 04/23/2022 05:50:00 PM | <input checked="" type="checkbox"/> | |
| 04/24/2022 | 04/24/2022 06:53:00 AM | 04/24/2022 03:53:00 PM | <input checked="" type="checkbox"/> | |
| 04/25/2022 | 04/25/2022 06:30:00 AM | 04/25/2022 05:52:00 PM | <input checked="" type="checkbox"/> | |
| 04/26/2022 | 04/26/2022 06:39:00 AM | 04/26/2022 04:00:00 PM | <input type="checkbox"/> | testing only |
| 04/27/2022 | 04/27/2022 06:20:00 AM | 04/27/2022 03:51:00 PM | <input checked="" type="checkbox"/> | |

10.4.2 Invalid Approval

- o **Timekeeping -> Pending Status -> Invalid Approval**

Tools for timekeepers to check the list of pending status of timesheet invalid approval. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees pending invalid approvals. The timekeeper can follow up with the department head with pending approval of an invalid timesheet to approve. After the invalid timesheet approval is approved, it will automatically be removed from the list of invalid approval pending status.

🕒 List of Pending Approval with invalid

Timekeeper / Timesheet



LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| Emp ID | Employee Names | Department | Edit By | Edit Date | Approver Name |
|--------|--------------------------|---------------------------|--------------------|------------|--------------------|
| 881 | SNAME 1, FNAME 1 MNAME-1 | Human Resource Department | DELA CRUZ, JUAN S. | 04/29/2022 | DELA CRUZ, JUAN S. |

Previous 1 Next

10.4.3 Confirm Workhour

- **Timekeeping -> Pending Status -> Confirm Workhour**

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

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

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

List of Pending Workhours Confirmation

Timekeeper / Timesheet



LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| Emp ID | Employee Names | Department | Process Date | Action |
|----------------------------|----------------|------------|--------------|--------|
| No data available in table | | | | |

Previous Next

10.4.4 Workhour Approval

- o **Timekeeping -> Pending Status -> Workhour Approval**

Tools for timekeepers to check the list of the pending status of employee workhour approvals. Fill up the form and input the cut-off dates, then click the "Submit" button to display the list of employees with pending workhour approval. Timekeepers can follow up on those employees' timesheet workhours distribution not yet approved by the department head before payroll processing. After employee workhour distribution is approved the system automatically removes it from the pending list.

List of Pending Workhour Approval

Timekeeper / Timesheet



LGU-SJDM => Timesheet Pay Period From: 4/16/2022 To: 4/30/2022

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| Emp ID | Employee Names | Department | Confirm Date | Approver Name |
|----------------------------|----------------|------------|--------------|---------------|
| No data available in table | | | | |

Previous Next

10.5 Reports

10.5.1 Daily Time Logs

- o **Timekeeping -> Reports -> Daily Time Logs**

Generate employee's daily biometric time logs time-in and time-out. Fill up the form and select the date, then click the "Submit" button to display the daily attendance biometric time logs.

Daily Valid Logs

Timekeeper / Daily Timelogs



DAILY WITH VALID IN/OUT
NP: Date From: 10/23/2023 (Monthly)

| NO. | EMPLOYEE NAME | TIME-IN | TIME-OUT |
|-----|---------------|------------|-------------|
| 1 | AC | 6:03:30 am | 4:02:39 pm |
| 2 | A | 6:42:09 am | 4:08:13 pm |
| 3 | A | 6:42:05 am | 4:04:56 pm |
| 4 | B | 6:38:00 am | 8:19:40 pm |
| 5 | B | 8:03:01 am | 6:11:15 pm |
| 6 | B | 8:10:56 am | 6:09:37 pm |
| 7 | B | 5:29:52 am | 6:07:44 pm |
| 8 | C | 6:57:18 am | 9:00:16 pm |
| 9 | C | 6:39:33 am | 7:11:07 pm |
| 10 | C | 6:06:26 am | 7:06:31 pm |
| 11 | C | 6:58:31 am | 5:10:37 pm |
| 12 | C | 6:54:11 am | 4:08:18 pm |
| 13 | D | 5:41:24 am | 4:30:02 pm |
| 14 | D | 6:42:26 am | 4:15:44 pm |
| 15 | D | 6:35:42 am | 4:06:02 pm |
| 16 | DEL | 6:03:24 am | 11:00:14 pm |

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Daily Invalid Logs

Timekeeper / Daily Timelogs



DAILY WITH INVALID IN/OUT
NP: Date From: 10/23/2023 (Monthly)

| NO. | EMPLOYEE NAME | TIME-IN | TIME-OUT |
|-----|---------------|------------|------------|
| 1 | B | 5:49:38 pm | |
| 2 | B | | 7:05:03 am |
| 3 | M | | 7:15:15 pm |
| 4 | S | | 7:06:42 pm |

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10.5.2 Invalid Data

- o **Timekeeping -> Reports -> Invalid Data**

Tools for timekeepers to view the employee timesheet with invalid data after the pairing logs or generating timesheet is done. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employees with invalid timesheets.

This report will be given to the employee if the setup is not self-service, as their reference to file those invalid logs that are subject to approval. After the invalid form is approved the employee should be back to timekeepers to file the invalid form to the system including the form as an attachment.

| DATE | TIME-IN | TIME-OUT |
|------------|------------------------|------------------------|
| 04/16/2022 | 04/16/2022 06:57:00 PM | 04/17/2022 06:45:00 AM |
| 04/19/2022 | 04/19/2022 12:58:00 PM | 04/19/2022 11:45:00 PM |
| 04/20/2022 | 04/20/2022 12:56:00 PM | 04/21/2022 12:45:00 AM |
| 04/21/2022 | 04/21/2022 12:57:00 PM | 04/22/2022 12:08:00 AM |
| 04/22/2022 | 04/22/2022 12:57:00 PM | 04/23/2022 12:10:00 AM |
| 04/23/2022 | 04/23/2022 12:54:00 PM | 04/24/2022 12:16:00 AM |
| 04/25/2022 | 04/25/2022 06:55:00 PM | 04/26/2022 06:54:00 AM |
| 04/26/2022 | 04/26/2022 06:54:00 PM | 04/27/2022 03:58:00 AM |
| 04/28/2022 | 04/28/2022 07:47:00 PM | 04/29/2022 03:58:00 AM |
| 04/30/2022 | 04/30/2022 06:51:00 PM | |

Confirmed Date: _____ Approved By: _____

10.5.3 Valid Data

- **Timekeeping -> Reports -> Invalid Data**

Tools for timekeepers to view the employee valid timesheet after the pairing logs or generate timesheet is done. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employee timesheets with no invalid logs.

Valid Timesheet


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PAY BASIS:

DATE FROM: **TO:**

report-valid-data.pdf | 1 / 3 | 84%



EMPLOYEE TIMESHEET

LGU-SJDM - Cutt-Off Date From: 04/16/2022 To: 04/30/2022

Sunday, May 1, 2022

848: SNAME-2, FNAME-2 MNAME-2

| DATE | TIME-IN | TIME-OUT |
|------------|------------------------|------------------------|
| 04/16/2022 | 04/16/2022 06:21:00 PM | 04/17/2022 06:49:00 AM |
| 04/18/2022 | 04/18/2022 06:37:00 AM | 04/18/2022 06:54:00 PM |
| 04/19/2022 | 04/19/2022 06:37:00 AM | 04/19/2022 07:45:00 PM |
| 04/20/2022 | 04/20/2022 06:31:00 AM | 04/20/2022 07:05:00 PM |
| 04/21/2022 | 04/21/2022 06:31:00 AM | 04/21/2022 06:51:00 PM |
| 04/22/2022 | 04/22/2022 06:43:00 AM | 04/22/2022 06:46:00 PM |
| 04/23/2022 | 04/23/2022 06:32:00 AM | 04/23/2022 06:50:00 PM |
| 04/24/2022 | 04/24/2022 06:39:00 AM | 04/24/2022 04:05:00 PM |
| 04/27/2022 | 04/27/2022 06:21:00 PM | 04/28/2022 06:47:00 AM |
| 04/28/2022 | 04/28/2022 06:17:00 PM | 04/29/2022 06:48:00 AM |
| 04/29/2022 | 04/29/2022 06:18:00 PM | 04/30/2022 06:46:00 AM |

Confirmed Date: _____

Approved By: _____

10.5.4 With Timesheet

- **Timekeeping -> Reports -> With Timesheet**

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

Employee with Timesheet

COMPANY
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BRANCH TESTING

PAY BASIS:

DATE FROM: **TO:**

with-timesheet.pdf | 1 / 1 | 89% | [Icons]

Sunday, May 1, 2022

PINOY
Web Application
HR & Payroll

SAN JOSE DEL MONTE CITY
Employee with Timesheet
Cutt-Off Date From: 04/16/2022 To: 04/30/2022 (Monthly)

DEPARTMENT / EMPLOYEE NAME

Human Resource Department

- 1 DELA CRUZ, JUAN S
- 2 SNAME 1, FNAME 1 MNAME-1
- 3 SNAME-2, FNAME-2 MNAME-2
- 4 SNAME-3, FNAME-3 MNAME-3
- 5 SNAME-4, FNAME-4 MNAME-4

TOTAL COUNT: 5

10.5.5 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.

Absent Without Pay

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

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

Submit

Absent Without Pay
Timekeeper / Absent Without Pay



Absent Without Pay
Saturday, November 4, 2023
Dates From: 10/12/2023 To: 10/26/2023

| Name | Date Absent | Pay Basis |
|---------------|-------------|-----------|
| NA | 10/14/2023 | D |
| | 10/20/2023 | D |
| ATION | | |
| HER L | 10/12/2023 | M |
| RESA C | 10/14/2023 | M |
| | 10/23/2023 | |
| | 10/24/2023 | |
| LN | 10/12/2023 | D |
| | 10/20/2023 | |
| &A | | |
| | 10/23/2023 | D |
| | 10/12/2023 | D |
| | 10/18/2023 | |
| | 10/25/2023 | D |
| | 10/14/2023 | D |
| | 10/14/2023 | D |

10.5.6 Dates With Late

- **Timekeeping -> Reports -> Dates With Late**

Tools for timekeepers to generate employees' dates with late. Fill up the form and input the cut-off dates, then click the "Submit" button to display all employee's dates with late. This report can help the timekeeper to double-check or validate the attendance date if late or wrong workhour distribution due to a wrong shift schedule.

Dates with Late

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

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

Submit

Dates with Late
Timekeeper / Absent Without Pay



Dates With Late Saturday, November 4, 2023

Dates From: 10/12/2023 To: 10/26/2023

| Name | Date | Shift Schedule IN | Time-IN | Hrs. Late | Pay Basis |
|------------|------------|-------------------|---------|-----------|-----------|
| [REDACTED] | 1 | | | 0.25 | |
| [REDACTED] | 10/21/2023 | 7:00 am | 7:01 am | 0.25 | D |
| [REDACTED] | 3 | | | 0.75 | |
| [REDACTED] | 10/17/2023 | 1:00 pm | 1:04 pm | 0.25 | M |
| [REDACTED] | 10/25/2023 | 7:00 am | 7:15 am | 0.25 | M |
| [REDACTED] | 10/19/2023 | 7:00 am | 7:03 am | 0.25 | M |
| [REDACTED] | 1 | | | 0.25 | |
| [REDACTED] | 10/23/2023 | 7:00 am | 7:01 am | 0.25 | D |
| [REDACTED] | 2 | | | 0.50 | |
| [REDACTED] | 10/19/2023 | 7:00 am | 7:02 am | 0.25 | D |
| [REDACTED] | 10/21/2023 | 7:00 am | 7:12 am | 0.25 | D |
| [REDACTED] | 4 | | | 1.00 | |
| [REDACTED] | 10/19/2023 | 7:00 am | 7:04 am | 0.25 | D |

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10.5.7 Approved Invalid

- o **Timekeeping -> Reports -> Approved Invalid**

Tools for timekeepers to view all approved invalid timesheets. Fill up the form and input the cut-off dates, then click the "Submit" button to display all approved employees with invalid time logs.

🕒 List of Approved with Invalid


COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

PAY BASIS:

DATE FROM: **TO:**

approved-invalid-log... 1 / 4 89%
📄 🖨️ ⋮




EMPLOYEE TIMESHEET

LGU-SJDM - Cutt-Off Date From: 04/01/2022 To: 04/15/2022

Sunday, May 1, 2022

PDS-0001: DELA CRUZ, JUAN S

| DATE | TIME-IN | TIME-OUT | REMARKS |
|------------|------------------------|------------------------|----------------------|
| 04/01/2022 | 04/01/2022 06:57:00 PM | 04/02/2022 06:48:00 AM | |
| 04/02/2022 | 04/02/2022 06:57:00 PM | 04/03/2022 06:45:00 AM | |
| 04/03/2022 | 04/03/2022 12:58:00 PM | 04/04/2022 04:00:00 AM | biometric failed out |
| 04/04/2022 | 04/04/2022 12:56:00 PM | 04/05/2022 12:45:00 AM | |
| 04/05/2022 | 04/05/2022 12:57:00 PM | 04/06/2022 12:08:00 AM | |
| 04/06/2022 | 04/06/2022 12:57:00 PM | 04/07/2022 04:00:00 AM | power interruption |
| 04/08/2022 | 04/08/2022 12:54:00 PM | 04/09/2022 12:16:00 AM | |
| 04/09/2022 | 04/09/2022 06:55:00 PM | 04/10/2022 06:54:00 AM | |
| 04/10/2022 | 04/10/2022 06:54:00 PM | 04/11/2022 03:58:00 AM | |
| 04/11/2022 | 04/11/2022 07:47:00 PM | 04/12/2022 03:58:00 AM | |
| 04/12/2022 | 04/12/2022 06:51:00 PM | 04/13/2022 06:49:00 AM | |
| 04/15/2022 | 04/15/2022 06:57:00 PM | 04/16/2022 06:48:00 AM | |



Approved By: CORRAL, JULIET L.

Date: 03/25/2022

10.5.8 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.

Approved Workhours Distribution

COMPANY
FOR DEMO ONLY


BRANCH
BRANCH TESTING

PAY BASIS:

DATE FROM: **TO:**

Submit

approved-workhours-distribution.pdf | 1 / 5 | 67% | [Icons]



LGU San Jose Del Monte City

EMPLOYEE WORKHOURS DISTRIBUTION

Period From: 04/01/2022 To: 04/15/2022 (Monthly)
674: SNAME-4, FNAME-4 MNAME-4

SAN JOSE DEL MONTE CITY

| IN | OUT | SRC | DAY | Regular Day | | | | Sunday / Rest Day | | | | Legal Holiday | | | | Special Holiday | | | | Legal Holiday + Rest Day | | | | Special Holiday + Rest Day | | | | Double Holiday | | | |
|------------|-------------|------------|-----|-------------|-------|------|------|-------------------|------|------|------|---------------|------|------|------|-----------------|------|------|------|--------------------------|------|------|------|----------------------------|------|------|------|----------------|--|--|--|
| | | | | RT | OT | QZND | ND | RT | OT | QZND | ND | RT | OT | QZND | ND | RT | OT | QZND | ND | RT | OT | QZND | ND | RT | OT | QZND | ND | | | | |
| 04/01/2022 | 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 | | | | | |
| 04/02/2022 | 6:45:00 pm | 5:03:00 am | BM | RD | 3.00 | 0.00 | 0.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | |
| 04/03/2022 | 6:47:00 am | 4:00:00 pm | BM | RD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | | | | | |
| 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 | | | | | |
| 04/06/2022 | 6:57:00 am | 7:29:00 pm | BM | RD | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | |
| 04/07/2022 | 7:00:00 am | 7:52:00 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 | | | | | |
| 04/08/2022 | 6:55:00 am | 7:52:00 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 | | | | | |
| 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 | | | | | |
| 04/10/2022 | 6:48:00 pm | 7:53:00 am | BM | RD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| | | | | | 74.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |

| | |
|-----------------------------|--------------|
| REGULAR HOURS | 164.00 |
| Late Hours: | 0.00 |
| Undertime Hours: | 0.00 |
| Absent: | 0.00 |
| Work on Holiday: | 0.00 |
| LS Deduction: | 0.00 |
| Total Regular Hours: | 74.00 |

Confirmed Date: 3/29/2022 1:38:26PM Approved: _____
Manager / Supervisor

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.

Employee Workhours Distribution

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

PAY BASIS:

DATE FROM: _____ **TO:** _____

LGU San Jose Del Monte City
EMPLOYEE WORKHOURS DISTRIBUTION
Period From: 04/01/2022 To: 04/15/2022 (Monthly)
674: SNAME-4, FNAME-4 MNAME-4

| | Regular Day | | | | Sunday / Rest Day | | | | Legal Holiday | | | | Special Holiday | | | | Legal Holiday + Rest Day | | | | Special Holiday + Rest Day | | | | Double Holiday | | | | | |
|----------|-------------|------------|-----|-----|-------------------|------|------|-------|---------------|------|------|------|-----------------|------|------|------|--------------------------|------|------|------|----------------------------|------|------|------|----------------|------|------|------|------|------|
| | IN | OUT | SEC | DAY | RT | OT | OTNO | ND | RT | OT | OTNO | ND | RT | OT | OTNO | ND | RT | OT | OTNO | ND | RT | OT | OTNO | ND | RT | OT | OTNO | ND | | |
| 04012022 | 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 |
| 04022022 | 6:45:00 pm | 5:03:00 am | BM | RD | 3.00 | 0.00 | 0.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04032022 | 6:47:00 am | 4:00:00 pm | BM | RD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04042022 | 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 |
| 04052022 | 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 |
| 04062022 | 6:57:00 am | 7:29:00 pm | BM | RD | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04072022 | 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 |
| 04082022 | 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 |
| 04092022 | 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 |
| 04102022 | 6:48:00 pm | 7:53:00 am | BM | RD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04112022 | 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 |
| 04122022 | 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 |
| 04132022 | 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 |
| 04142022 | 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 |
| 04152022 | 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 |
| | | | | | 74.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REGULAR HOURS 164.00

Late Hours: 0.00

Undertime Hours: 0.00

Absent: 0.00

Work on Holiday: 0.00

LS Deduction: 0.00

Total Regular Hours: 74.00

Approved: _____

Employee Signature Manager / Supervisor

10.5.10 Workhours Summary

- **Timekeeping -> Reports -> Workhour Summary**

Tools for timekeepers to generate the workhours distribution summary after completing the checking of employee workhour distribution. Fill up the form and input the cut-off dates, then click the "Submit" button to generate the report.

Workhours Distribution Summary
☰


COMPANY
FOR DEMO ONLY ▼

BRANCH
BRANCH TESTING ▼

PAY BASIS: ▼

DATE FROM: **TO:**

workhours-distribution-summary.pdf
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LGU San Jose Del Monte City
EMPLOYEES WORKHOURS DISTRIBUTION SUMMARY
Pay Period: From 04/01/2022 To 04/15/2022 (Monthly)

SAN JOSE DEL MONTE CITY

Human Resource Department

| EMPLOYEE NAME | Regular Day | | | | Sunday / Rest Day | | | | Legal Holiday | | | | Special Holiday | | | | Legal Holiday + Rest Day | | | | Special Holiday + Rest Day | | | | Double Holiday | | | | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|----------------------|------------------------|---------------------------------|-----------------------------------|-----------------------|-------------|-------------|---------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|--------------------------|-------------|-------------|-------------|----------------------------|-------------|-------------|-------------|----------------|-------------|-------------|--------------------|--------------------------|----------------------|------------------------|---------------------------------|-----------------------------------|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|----------|----------|----------|----------|----------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------|----------|----------|----------|----------|----------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|------------|------------|------------|------------|------------|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----------|----------|----------|----------|----------|----------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | RT | OT | OTND | ND | RT | OT | OTND | ND | RT | OT | OTND | ND | RT | OT | OTND | ND | RT | OT | OTND | ND | RT | OT | OTND | ND | RT | OT | OTND | ND | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 SNAME-4, FNAME-4 M. | 74.00 | 0.00 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 SNAME-3, FNAME-3 M. | 96.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 SNAME-2, FNAME-2 M. | 63.00 | 0.00 | 0.00 | 24.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 SNAME 1, FNAME 1 M. | 96.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 DELACRUZ, JUAN S. | 29.21 | 0.00 | 0.00 | 42.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department Totals >>>>>> | 358.21 | 0.00 | 0.00 | 97.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <<< OVER-ALL TOTAL >>> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%; font-size: 8px;"> <tr> <td>Regular Day</td><td>Sunday / Rest Day</td><td>Legal Holiday</td><td>Special Holiday</td><td>Legal Holiday + Rest Day</td><td>Special Holiday + Rest Day</td><td>Double Holiday</td><td colspan="21"></td></tr> <tr> <td>RT: 358.21</td><td>RT: 0.00</td><td>RT: 0.00</td><td>RT: 0.00</td><td>RT: 0.00</td><td>RT: 0.00</td><td>RT: 0.00</td><td colspan="21"></td></tr> <tr> <td>OT: 0.00</td><td>OT: 0.00</td><td>OT: 0.00</td><td>OT: 0.00</td><td>OT: 0.00</td><td>OT: 0.00</td><td>OT: 0.00</td><td colspan="21"></td></tr> <tr> <td>OTND: 0.00</td><td>OTND: 0.00</td><td>OTND: 0.00</td><td>OTND: 0.00</td><td>OTND: 0.00</td><td>OTND: 0.00</td><td>OTND: 0.00</td><td colspan="21"></td></tr> <tr> <td>ND: 97.15</td><td>ND: 0.00</td><td>ND: 0.00</td><td>ND: 0.00</td><td>ND: 0.00</td><td>ND: 0.00</td><td>ND: 0.00</td><td colspan="21"></td></tr> </table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | Regular Day | Sunday / Rest Day | Legal Holiday | Special Holiday | Legal Holiday + Rest Day | Special Holiday + Rest Day | Double Holiday | | | | | | | | | | | | | | | | | | | | | | RT: 358.21 | RT: 0.00 | RT: 0.00 | RT: 0.00 | RT: 0.00 | RT: 0.00 | RT: 0.00 | | | | | | | | | | | | | | | | | | | | | | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | | | | | | | | | | | | | | | | | | | | | | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | | | | | | | | | | | | | | | | | | | | | | ND: 97.15 | ND: 0.00 | ND: 0.00 | ND: 0.00 | ND: 0.00 | ND: 0.00 | ND: 0.00 | | | | | | | | | | | | | | | | | | | | | |
| Regular Day | Sunday / Rest Day | Legal Holiday | Special Holiday | Legal Holiday + Rest Day | Special Holiday + Rest Day | Double Holiday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RT: 358.21 | RT: 0.00 | RT: 0.00 | RT: 0.00 | RT: 0.00 | RT: 0.00 | RT: 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | OT: 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | OTND: 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ND: 97.15 | ND: 0.00 | ND: 0.00 | ND: 0.00 | ND: 0.00 | ND: 0.00 | ND: 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

11 Project Charging

11.1 Daily Working Hours

- **Project Charging -> Daily Working Hours**

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

Project Daily Workhours Entry

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

Attendance Date: mm/dd/yyyy

Submit

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

Create

Show 10 entries Search:

Showing 1 to 2 of 2 entries

| EMP ID | EMPLOYEE NAME | JOB DESCRIPTION | TOTAL HOURS | ACTION |
|----------|-----------------------|---------------------|-------------|---------------|
| TEST-006 | TEST 6, TEST 6 TEST 6 | ACCOUNTING STAFF | 8.00 | Edit x Delete |
| TEST-005 | TEST 5, TEST 5 TEST 5 | ELECTRICAL ENGINEER | 8.00 | Edit x Delete |

Previous 1 Next

Project Daily Work Hours
Project Charging / Daily Work Hours / Create

Date: Monday, May 2, 2022

Project: --- SELECT ---

Employee:
TEST 10, TEST 10 TEST 10
TEST 15, TEST 15 TEST 15
TEST 5, TEST 5 TEST 5
TEST 6, TEST 6 TEST 6
TEST 7, TEST 7 TEST 7
TEST 8, TEST 8 TEST 8
TEST 9, TEST 9 TEST 9
TEST 2, TEST 2 TEST 2

Number of hours work:

Remarks:

Cancel Submit

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

Create

Show 10 entries Search:

Showing 1 to 2 of 2 entries

| EMP ID | EMPLOYEE NAME | JOB DESCRIPTION | TOTAL HOURS | ACTION |
|----------|-----------------------|---------------------|-------------|---|
| TEST-006 | TEST 6, TEST 6 TEST 6 | ACCOUNTING STAFF | 8.00 | Edit Delete |
| TEST-005 | TEST 5, TEST 5 TEST 5 | ELECTRICAL ENGINEER | 8.00 | Edit Delete |

Previous 1 Next

- ▶ Daily Workhours Entry
- ▶ Daily Group Report by Employee
- ▶ Daily Group Report by Project

Daily Working Hours Report
Project Charging / Group Report by Employee

| EMPLOYEE / PROJECT NAME | REMARKS | WORK HRS |
|--------------------------------|--------------|--------------|
| 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

| 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.

Employee Work Hours Report
Project Charging / Reports



| 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.

Project Daily Working Hours Report is to track the amount of time that is spent on a particular project. It allows project managers to monitor the progress of the project and ensure that the project is on track to meet its goals and objectives. Additionally, it can be used to identify areas of improvement and ensure that resources are being used efficiently.

Project Work Hours Report
Project Charging / Reports



| PINOY Web Application HR & Payroll | | |
|--------------------------------------|---------|-------------|
| BRANCH TESTING | | |
| Project Workhours Report | | |
| Date From: 05/01/2022 To: 05/15/2022 | | |
| PR-0001: ABC PROJECTS | | |
| DATE / EMPLOYEE NAME | REMARKS | WORK HRS |
| 5/2/2022 | | |
| 1 TEST 5, TEST 5 TEST 5 | testing | 3.00 |
| 2 TEST 6, TEST 6 TEST 6 | testing | 3.00 |
| | | 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.

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

Project Work Hours Summary

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

PROJECT

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

Submit

Project Work Hours Summary
Project Charging / Reports



BRANCH TESTING
Workhours Summary Report
Date From: 05/01/2022 To: 05/15/2022

PR-001: ABC PROJECTS

| DATE | DAY | HEAD COUNT | WORK HRS |
|----------------|-----------|------------|----------|
| 05/02/2022 | Monday | 2 | 6.00 |
| 05/03/2022 | Tuesday | 3 | 15.00 |
| 05/04/2022 | Wednesday | 3 | 12.00 |
| 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.

Work Hours Entries vs. Timesheet

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

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

Submit

project-charging-work-ho... 1 / 3 | 89% + | Download Print

PINOY
Web Application
HR & Payroll

BRANCH TESTING
Project Workhours vs. Timesheet Process
Date From: 08/01/2020 To: 08/15/2020

| EMPLOYEE NAME / DATE | DAY | WORK HRS | TIMESHEET | VARIANCE |
|--|-----------|---------------|---------------|--------------|
| TEST-002: TEST-2, TEST-2 TEST-2 | | | | |
| 08/01/2020 | Saturday | 8.00 | 8.00 | 0.00 |
| 08/03/2020 | Monday | 10.00 | 8.00 | -2.00 |
| 08/04/2020 | Tuesday | 8.00 | 8.00 | 0.00 |
| 08/05/2020 | Wednesday | 8.00 | 8.00 | 0.00 |
| 08/06/2020 | Thursday | 8.00 | 8.00 | 0.00 |
| 08/07/2020 | Friday | 8.00 | 8.00 | 0.00 |
| 08/08/2020 | Saturday | 8.00 | 8.00 | 0.00 |
| 08/10/2020 | Monday | 8.00 | 8.00 | 0.00 |
| 08/11/2020 | Tuesday | 8.00 | 8.00 | 0.00 |
| 08/12/2020 | Wednesday | 8.00 | 8.00 | 0.00 |
| 08/13/2020 | Thursday | 8.00 | 8.00 | 0.00 |
| 08/14/2020 | Friday | 8.00 | 8.00 | 0.00 |
| 08/15/2020 | Saturday | 8.00 | 8.00 | 0.00 |
| | | 106.00 | 104.00 | -2.00 |
| TEST-004: TEST 4, TEST 4 TEST 4 | | | | |
| 08/01/2020 | Saturday | 10.00 | 8.00 | -2.00 |
| 08/03/2020 | Monday | 8.00 | 7.50 | -0.50 |
| 08/04/2020 | Tuesday | 8.00 | 8.00 | 0.00 |
| 08/05/2020 | Wednesday | 8.00 | 8.00 | 0.00 |
| 08/06/2020 | Thursday | 8.00 | 8.00 | 0.00 |
| 08/07/2020 | Friday | 8.00 | 8.00 | 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

the project. The report provides a comprehensive overview of the labor costs associated with the project and can be used to help inform future budgeting and cost management decisions.

Project Charging Labor Cost

COMPANY
FOR DEMO ONLY

BRANCH
BRANCH TESTING

DATE FROM **TO**

PROJECTS LABOR COST SUMMARY
Project Charging / Reports



Labor Cost Detailed

1 / 1 | 100%

BRANCH TESTING
Projects Labor Cost Summary
Date From: 08/01/2020 To: 08/15/2020

| PCODE | PROJECT NAME | TOTAL WORK HRS | LABOR COST |
|--------------------------|--------------|----------------|-------------------|
| PR-001 | ABC PROJECTS | 294.00 | 67,227.68 |
| PR-002 | DEF PROJECT | 294.00 | 67,131.52 |
| PR-003 | FGH PROJECT | 248.00 | 55,650.08 |
| GRAND TOTAL => | | 836.00 | 190,009.28 |

project-charging-labor-cost.pdf

1 / 2 | 100%

BRANCH TESTING
Detailed Projects Labor Cost
Date From: 08/01/2020 To: 08/15/2020

| EMPLOYEE NAME / PROJECT | WORK HRS | RATE PER HR | LABOR COST | TIMESHEET & PAYROLL FINAL RESULTS | | |
|---------------------------------|---------------|-------------|------------------|-----------------------------------|---------------|------------------|
| | | | | TOTAL HRS | VARIANCE | GROSS PAY |
| TEST 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 |
| TEST 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 |
| TEST 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 |
| TEST 6, TEST 6 TEST 6 | | | | | | |
| ABC PROJECTS | 36.00 | 216.34 | 7,788.24 | | | |
| DEF PROJECT | 38.00 | 216.34 | 8,220.92 | | | |

12 WFH Setup

12.1 Category

- **WFH Setup -> Category**

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

WFH Category

WFH / Category / MIS: MNGT INFORMATION SYS

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

Page 1 of 1 | View 1 - 8 of 8

12.2 Topic

- **WFH Setup -> Topic**

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

WFH Topic

WFH / Topic / MIS: MNGT INFORMATION SYS

| CATEGORY ID | TOPIC DESCRIPTION |
|-------------|----------------------------|
| 8 | MIS Software |
| 2 | Acumatica |
| 8 | Heavy Equipment |
| 8 | HRMS / HRIS |
| 8 | In House Software (Access) |
| 8 | New Software Request |
| 5 | Procure Support |
| 8 | Report Modification |
| 6 | Sharepoint Support |
| | Software/Website Changes |

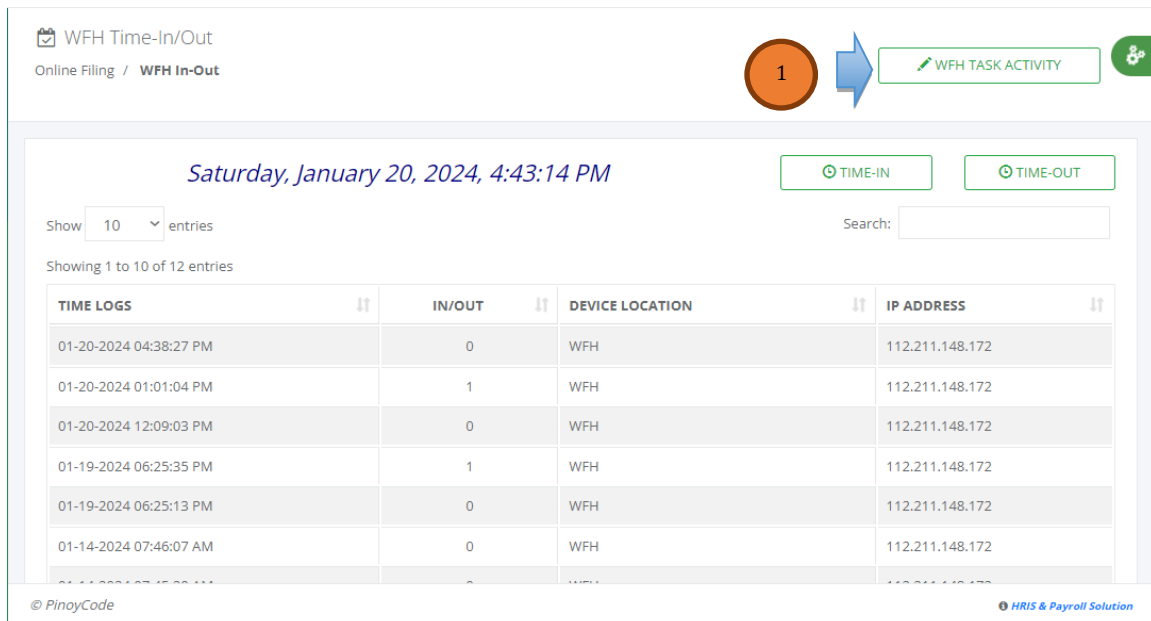
Page 1 of 3 | View 1 - 10 of 28

13 Online Filing

13.1 WFH In/Out

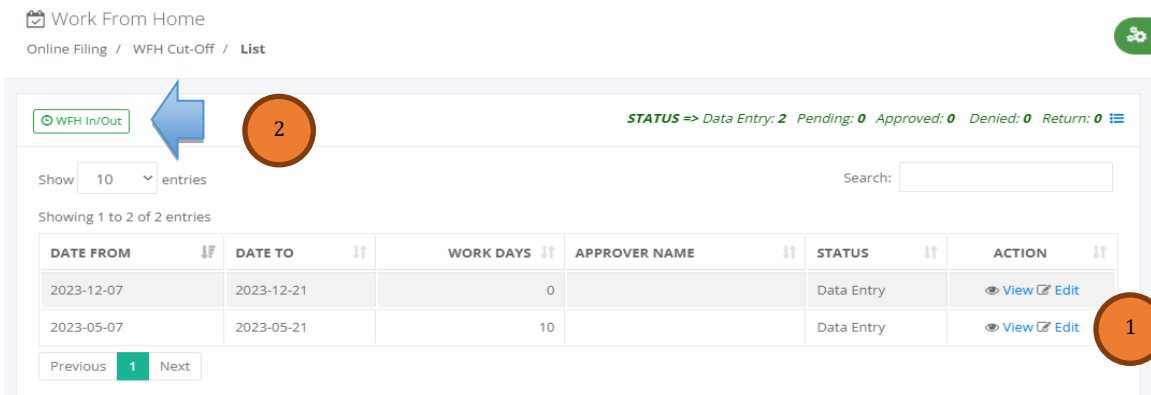
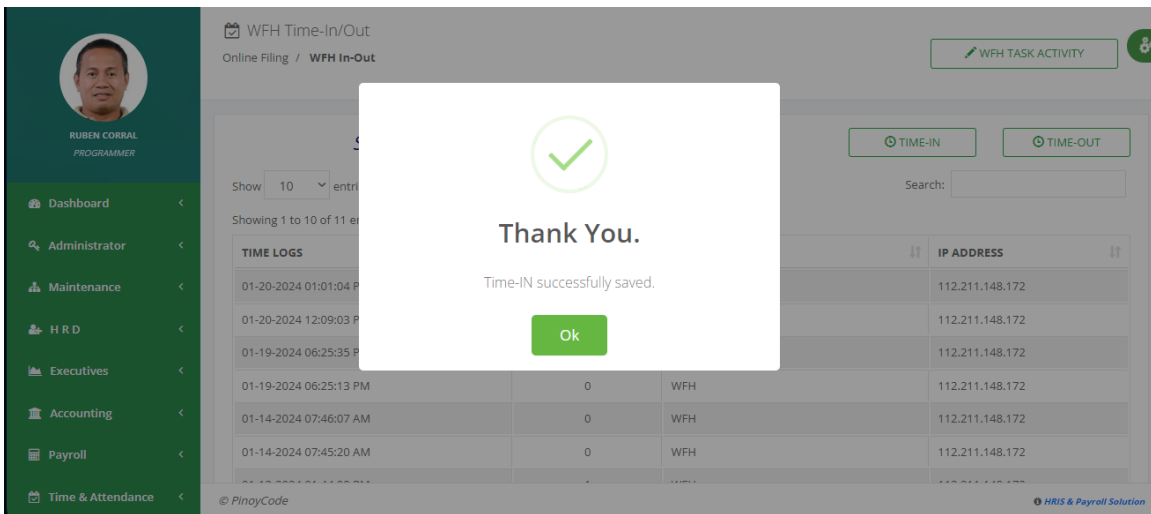
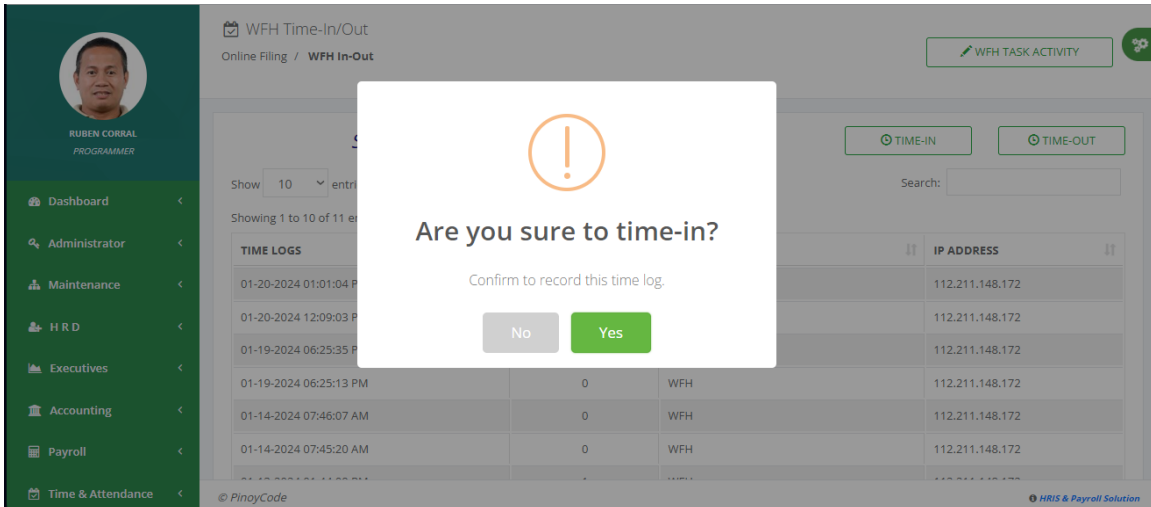
- **Online Filing -> WFH In/Out**

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.



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

Click the button "WFH TASK ACTIVITY" to record the daily task activity during work hours and for every cut-off the employees are required to send the work-from-task report for review and head department approval.



WFH Daily Task

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



3



Show entries Search:

Showing 1 to 10 of 10 entries

| ATTENDANCE DATE | DAY | CREATED DATE | ACTION |
|-----------------|-----------|--------------|---|
| 2023-05-19 | Friday | 05/27/2023 | <input type="checkbox"/> Task Entry <input type="checkbox"/> Delete |
| 2023-05-18 | Thursday | 05/27/2023 | <input type="checkbox"/> Task Entry <input type="checkbox"/> Delete |
| 2023-05-17 | Wednesday | 05/27/2023 | <input type="checkbox"/> Task Entry <input type="checkbox"/> Delete |
| 2023-05-16 | Tuesday | 05/27/2023 | <input type="checkbox"/> Task Entry <input type="checkbox"/> Delete |
| 2023-05-15 | Monday | 05/27/2023 | <input type="checkbox"/> Task Entry <input type="checkbox"/> Delete |

4

Create Attendance Date

Period From: 05/07/2023 To: 05/21/2023

ATTENDANCE DATE

5

WFH Daily Task Entry

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



6



Date: 05/18/2023 (Thursday)

| TOPIC ID | NO. OF HRS | ACTIVITY | REMARKS | STATUS |
|----------|------------|---|---------|-----------|
| 4 | 5.00 | Support HRIS timekeeping FFCI Norzagaray Plant and fixed the filed ticket in user help desk. | | Completed |
| 4 | 4.00 | Additional feature to "Revert" approved leave filing for modification and subject again for approval. | | Completed |

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

WFH Daily Task Entry

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

Date: 05/18/2023 (Thursday)

ADD RECORD

TOPIC ID: MIS Software

NO. OF HRS: []

ACTIVITY: []

REMARKS: []

STATUS: Pending

Submit Cancel

| | REMARKS | STATUS |
|-----------------|---------|-----------|
| fixed the filed | | Completed |
| modification | | Completed |

1 of 1 10 View 1 - 2 of 2

7

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

Work From Home

Online Filing / WFH / Reports

WFH Request For Review

WORK FROM HOME

SPVR - Cut-Off Date From: 05/07/2023 To: 05/21/2023

6882: CORRAL, RUBEN BULGAR Department: MIS: MNGT INFORMATION SYS Position: PROGRAMMER Total Hours: 88.00

| Category | Topic | Hours | Work Activity | Remarks | Status |
|--------------------------------|------------------------|-------------|--|---------|-----------|
| Monday, May 8, 2023 | | | | | |
| Miscellaneous | MIS Checkpoint Meeting | 2.00 | MIS F2F checkpoint meeting | | Completed |
| Software Support | HRMS / HRIS | 5.00 | Assist in HRIS timekeeping testing for daily and adjust variance found in comparison of FRR report from HRMS output. | | Completed |
| Software Support | Timekeeping | 2.00 | Finalized the module to sync timelogs from LILo using API services. | | Completed |
| | Sub-Total => | 9.00 | | | |
| Tuesday, May 9, 2023 | | | | | |
| Software Support | HRMS / HRIS | 9.00 | Assist in HRIS timekeeping testing for daily and adjust variance found in comparison of FRR report from HRMS output. | | Ongoing |
| | Sub-Total => | 9.00 | | | |
| Wednesday, May 10, 2023 | | | | | |
| Software Support | Timekeeping | 2.00 | Backend FFCI timekeeping for May 22 holiday should be regular day in manhour | | Completed |

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13.2 Overtime

- o **Online Filing -> Overtime**

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

Overtime
Online Filing / List

Create

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| OT DATE | OT TYPE | START TIME | END TIME | REVIEWER | APPROVER | STATUS | ACTION |
|------------|------------|---------------------|---------------------|----------|----------|----------|-------------------------|
| 2023/12/01 | Regular OT | 12/01/2023 05:00 PM | 12/01/2023 11:00 PM | 6882 | 6882 | Approved | Details |

Previous 1 Next

Overtime
Online Filing / Details

6882 - RUBEN CORRAL


OT DATE 12/01/2023
OT TYPE Regular OT
SHIFT SCHEDULE 08:00 AM to 05:00 PM

DAY Friday
START TIME 12/1/2023 5:00:00 PM
END TIME 12/1/2023 11:00:00 PM
REASON testing only

RT 0.00
ND 0.00
OT 4.00
OTND 1.00
Total OT Hrs 5.00

Less OT L-Break 1.00
Less OTND L-Break 0.00

OT REVIEWER 6882 (CORRAL, RUBEN B.)
APPROVER 6882 (CORRAL, RUBEN B.)
APPROVED DATE 01/14/2024
STATUS Approved
DATE FILED 01/14/2024

 Overtime

Online Filing / **Create**

| | |
|--|---|
| Attendance Date | OT Type |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="--- SELECT ---"/> |
| Reason / Remarks | |
| <input style="width: 100%; height: 30px;" type="text"/> | |
| OT Date Start Time: | OT Date End Time: |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="hh:mm"/> |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="hh:mm"/> |
| <p><small>▲ UNCHECK IF NO OVERTIME LUNCH BREAK DEDUCTION.</small></p> <p><small>🕒 OTND START TIME FROM 10:00PM TO 6:00AM.</small></p> <p><input checked="" type="checkbox"/> <i>OT L-Break</i> <input checked="" type="checkbox"/> <i>OTND L-Break</i> <input type="checkbox"/> <i>Overlapping</i></p> | |
| <input type="button" value="Cancel"/> | <input type="button" value="Submit"/> |

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

13.3 Leave

- **Online Filing -> Leave**

Self-service leave filing is to provide employees with a convenient and efficient way to request time off from work. By allowing employees to submit their leave requests through a self-service system, it streamlines the process for both the employee and the employer. This can help to reduce administrative burden, improve the accuracy of leave records, and ensure that leave requests are processed promptly. Additionally, self-service leave filing can give employees greater control and visibility over their own time off, leading to increased satisfaction and productivity.

Vacation Leave (VL) filing is based on leave credit accumulated monthly if the leave is not used. Emergency leave to use vacation leave but the available leave credit is less than the required leave to file, the employee must request additional leave credit in advance balance within the year.

Leave
Online Filing / List

Available Leave Balance w/ Pay Create Available VL Points Credit: 0.25

Show 10 entries Search:

Showing 1 to 1 of 1 entries

| DATE FILED | LEAVE START | LEAVE END | TYPE | REVIEWER ID | APPROVER ID | STATUS | ACTION |
|------------|-------------|------------|------|-------------|-------------|----------|-------------------------|
| 2024/01/20 | 01/03/2024 | 01/03/2024 | VL | 6882 | 6882 | Approved | Details |

Previous 1 Next

Year 2024 Leave Balance with Pay

| Leave Type | # of Days | Used | Balance |
|-----------------|-----------|------|---------|
| Paternity Leave | 7 | 0.00 | 7.00 |
| Sick Leave | 15 | 0.00 | 15.00 |
| Vacation Leave | 15 | 1.00 | 14.00 |

[← Back](#)

Leave
Online Filing / Create

Leave applied for:

Reason for Leave

Leave Start

Leave End

Last day reported

Return to work

Name of Reliever

Address while on leave

Half day leave

[Cancel](#) [Submit](#)

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

13.4 Locator Slip

- o **Online Filing -> Locator Slip**

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

Locator Slip

Online Filing / Locator Slip / Cut-off Dates

STATUS => Data Entry: 0 Pending: 0 Approved: 0 Denied: 0 Return: 0 Revert: 0

Show 10 entries Search:

Showing 0 to 0 of 0 entries

| PERIOD FROM | PERIOD TO | WORK DAYS | APPROVER ID | STATUS | ACTION |
|----------------------------|-----------|-----------|-------------|--------|--------|
| No data available in table | | | | | |

Previous Next

Locator Slip (Create)

Cut-Off Date From: To:

← Back Submit

Locator Slip Data Entry

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

CORRAL, RUBEN B.

Branch: Department: Position: PROGRAMMER Pay Basis: Monthly

<<1st Shift>> 09:00 AM to 07:00 PM

| DATE | DAY | TIME-IN | TIME-OUT | |
|------------|-----|-------------|-------------|--------|
| 10/23/2023 | Mon | 09:00:00 AM | 07:00:00 PM | Delete |
| 10/24/2023 | Tue | 09:00:00 AM | 07:00:00 PM | Delete |

Attendance Date (Start Time): 10/25/2023 09:00

Attendance Date (End Time): 10/25/2023 19:00

← Back Submit

Request For Review

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

13.5 Failure In/Out

- **Online Filing -> Failure In/Out**

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

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

Failure Log In/Out
+

Online Filing / List

Show entries
Search:

Showing 1 to 3 of 3 entries

| FROM | TO | BRANCH CODE | APPROVER ID | STATUS | ACTION |
|------------|------------|-------------|-------------|------------------|--|
| 2022/04/16 | 2022/04/30 | LGU-SJDM | PDS-0001 | Pending Approval | Edit Details |
| 2022/04/01 | 2022/04/15 | LGU-SJDM | PDS-0001 | Approved | Details |
| 2022/03/01 | 2022/03/15 | LGU-SJDM | PDS-0001 | Approved | Details |

Previous
1
Next

Online Filing / Failure Logs / Edit



DELA CRUZ, JUAN S.

Cut-Off date from: 04/16/2022 to: 04/30/2022.

| DATE | TIME-IN | TIME-OUT | Valid | |
|------------|------------------------|------------------------|-------------------------------------|---|
| 04/16/2022 | 04/16/2022 06:57:00 PM | 04/17/2022 06:45:00 AM | <input checked="" type="checkbox"/> | |
| 04/19/2022 | 04/19/2022 12:58:00 PM | 04/19/2022 11:45:00 PM | <input checked="" type="checkbox"/> | |
| 04/20/2022 | 04/20/2022 12:56:00 PM | 04/21/2022 12:45:00 AM | <input checked="" type="checkbox"/> | |
| 04/21/2022 | 04/21/2022 12:57:00 PM | 04/22/2022 12:08:00 AM | <input checked="" type="checkbox"/> | |
| 04/22/2022 | 04/22/2022 12:57:00 PM | 04/23/2022 12:10:00 AM | <input checked="" type="checkbox"/> | |
| 04/23/2022 | 04/23/2022 12:54:00 PM | 04/24/2022 12:16:00 AM | <input checked="" type="checkbox"/> | |
| 04/25/2022 | 04/25/2022 06:55:00 PM | 04/26/2022 06:54:00 AM | <input checked="" type="checkbox"/> | |
| 04/26/2022 | 04/26/2022 06:54:00 PM | 04/27/2022 03:58:00 AM | <input checked="" type="checkbox"/> | |
| 04/28/2022 | 04/28/2022 07:47:00 PM | 04/29/2022 03:58:00 AM | <input checked="" type="checkbox"/> | |
| 04/30/2022 | 04/30/2022 06:51:00 PM | | <input type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

13.6 VL Request Credit

- o **Online Filing -> VL Request Credit**

Self-service to request additional vacation leave credit and subject to approval by their department head. Click the "Create" button to create a new request for VL credit, then fill up the form and click the "Submit" button so that the system automatically notifies the approver.

Filing of vacation leave but the available VL credit points are less than the number of days, the system is not allowed to file greater than the remaining leave credit points. They need to request additional leave credit from the remaining leave balance within the year and approval from the department head to proceed with the VL filing.

Request VL Credit Points

Online Filing / List



Show entries Search:

Showing 0 to 0 of 0 entries

| DATE FILED | LEAVE START | LEAVE END | AVAILABLE CREDITS | REQUEST POINTS | APPROVER ID | STATUS | ACTION |
|----------------------------|-------------|-----------|-------------------|----------------|-------------|--------|--------|
| No data available in table | | | | | | | |

Previous Next



Available VL Credit Points: 6.25

Leave Start Leave End

Request VL Credits:

Reason

13.7 Manpower Request

- **Online Filing -> Manpower Request**

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

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

Manpower Request (Create)

Description

Position

Slots Required

Fulfilment Date

Upload Attachment: No file chosen

14 Inquiry

14.1 Loans

- o ***Inquiry -> Loans***

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

Loans
Inquiry / Loans

Show 10 entries Search: [] Excel PDF Print

Showing 1 to 2 of 2 entries

| LOAN CODE | LOAN TYPE | DATE ISSUED | LOAN AMOUNT | DEDUCTION | COMPLETE | ACTION |
|-----------|---------------|-------------|-------------|-----------|----------|---------------------------|
| HDMF | CALAMITY LOAN | 01/12/2022 | 20,000.50 | 800.75 | N | i Details |
| SSS | SALARY LOAN | 03/02/2022 | 30,000.00 | 2,000.00 | N | i Details |

Previous 1 Next

Loan Details
Inquiry / Loans / Details

DELA CRUZ, JUAN S.

Loan Code: SSS
 Loan Type: SALARY LOAN
 Date Issued: 03/02/2022
 Loan Amount: 30,000.00
 Deduct Amount: 2,000.00
 Total Amount Paid: 2,000.00
 Loan Balance: 28,000.00
 Complete: N

Payroll Deduction History

| Period From | Period To | Amount |
|------------------------------|------------|-----------------|
| 04/01/2022 | 04/15/2022 | 2,000.00 |
| Total Deduction => | | 2,000.00 |

14.2 Payslip

- o ***Inquiry -> Payslip***

Self-service to view their payslip that has already been approved by the payroll department head. Click the hyperlink "Payroll Cut-Off" to display the payslip, and download the payslip for a personal copy.

Payslip
Inquiry / Payslip



Show entries

Search:

Excel PDF Print

Showing 1 to 10 of 25 entries

| PAYROLL CUT-OFF | GROSS PAY | NET PAY |
|----------------------------|-----------|----------|
| → 12/16/2020 to 12/31/2020 | 9,840.00 | 7,715.00 |
| → 12/01/2020 to 12/15/2020 | 10,660.00 | 9,460.00 |
| → 11/16/2020 to 11/30/2020 | 10,660.00 | 8,535.00 |
| → 11/01/2020 to 11/15/2020 | 9,840.00 | 8,640.00 |
| → 10/16/2020 to 10/31/2020 | 11,480.00 | 9,297.00 |
| → 10/01/2020 to 10/15/2020 | 10,660.00 | 9,460.00 |
| → 09/16/2020 to 09/30/2020 | 10,660.00 | 8,506.00 |

inquiry-payslip.pdf | 1 / 1 | 69% |

FOR DEMO ONLY RUN DATE: 05/04/2022
 PAYEE: TEST-2, TEST-2 TEST-2 PAYROLL PERIOD: 12-16-2020 To: 12-31-2020

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|-----------------|----------|-----|----------|------|-----|----------|------|-----|----------|------|----------|----------|------|----------|----------|------|----------|----------|------|----------|----------|------|--------|----------|------|--------|----------|------|--------|----------|------|--------|----------|------|-------------|----------|------|-------------|----------|------|-------------|----------|------|-------------|----------|------|--------|----------|------|--------|----------|------|--------|----------|------|--------|----------|------|-------------|----------|------|-------------|----------|------|-------------|----------|------|-------------|----------|------|--------|----------|------|--------|----------|------|--------|----------|------|--------|----------|------|-------------|----------|------|-------------|----------|------|-------------|----------|------|-------------|----------|------|---------------|--|-----------------|---|-------|--------|--------|------|-------|------|---------|------|------|------|------|------|------------|------|----------------|------|----------------|------|----------|------|--------------|------|-----------------|------|----------------|------|-------------|----------|---------------|------|-----------|------|--------------|------|---------------|-----------------|--------------|------|-----------|------|---------------|-------------|---|-----------|------|-----------|--------|----------|--------|------------|--------|-----------|----------|------------|------|-----------|------|------|------|------|------|------|------|------|------|-----|------|-------|------|------|------|-----|------|---------|------|---------------|-----------------|
| <p>EARNINGS:</p> <table border="0"> <tr><td>RT:</td><td>96.00 hrs</td><td>7,200.00</td></tr> <tr><td>OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>REST-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>SH-REST-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-REST-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-REST-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-REST-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>LH-REST-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-REST-RT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-REST-OT:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-REST-OD:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>DH-REST-ND:</td><td>0.00 hrs</td><td>0.00</td></tr> <tr><td>TOTAL:</td><td></td><td>7,200.00</td></tr> </table> | RT: | 96.00 hrs | 7,200.00 | OT: | 0.00 hrs | 0.00 | OD: | 0.00 hrs | 0.00 | ND: | 0.00 hrs | 0.00 | REST-RT: | 0.00 hrs | 0.00 | REST-OT: | 0.00 hrs | 0.00 | REST-OD: | 0.00 hrs | 0.00 | REST-ND: | 0.00 hrs | 0.00 | SH-RT: | 0.00 hrs | 0.00 | SH-OT: | 0.00 hrs | 0.00 | SH-OD: | 0.00 hrs | 0.00 | SH-ND: | 0.00 hrs | 0.00 | SH-REST-RT: | 0.00 hrs | 0.00 | SH-REST-OT: | 0.00 hrs | 0.00 | SH-REST-OD: | 0.00 hrs | 0.00 | SH-REST-ND: | 0.00 hrs | 0.00 | LH-RT: | 0.00 hrs | 0.00 | LH-OT: | 0.00 hrs | 0.00 | LH-OD: | 0.00 hrs | 0.00 | LH-ND: | 0.00 hrs | 0.00 | LH-REST-RT: | 0.00 hrs | 0.00 | LH-REST-OT: | 0.00 hrs | 0.00 | LH-REST-OD: | 0.00 hrs | 0.00 | LH-REST-ND: | 0.00 hrs | 0.00 | DH-RT: | 0.00 hrs | 0.00 | DH-OT: | 0.00 hrs | 0.00 | DH-OD: | 0.00 hrs | 0.00 | DH-ND: | 0.00 hrs | 0.00 | DH-REST-RT: | 0.00 hrs | 0.00 | DH-REST-OT: | 0.00 hrs | 0.00 | DH-REST-OD: | 0.00 hrs | 0.00 | DH-REST-ND: | 0.00 hrs | 0.00 | TOTAL: | | 7,200.00 | <p>ALLOWANCES:</p> <table border="0"> <tr><td>COLA:</td><td>240.00</td></tr> <tr><td>FIELD:</td><td>0.00</td></tr> <tr><td>MEAL:</td><td>0.00</td></tr> <tr><td>LIVING:</td><td>0.00</td></tr> <tr><td>OTA:</td><td>0.00</td></tr> <tr><td>PBI:</td><td>0.00</td></tr> <tr><td>ALLOWANCE:</td><td>0.00</td></tr> <tr><td>APARTMET RENT:</td><td>0.00</td></tr> <tr><td>TRAINER'S FEE:</td><td>0.00</td></tr> <tr><td>HOUSING:</td><td>0.00</td></tr> <tr><td>SUPERVISORY:</td><td>0.00</td></tr> <tr><td>TRANSPORTATION:</td><td>0.00</td></tr> <tr><td>COMMUNICATION:</td><td>0.00</td></tr> <tr><td>HAZARD PAY:</td><td>2,400.00</td></tr> <tr><td>DRIVER ALLOW:</td><td>0.00</td></tr> <tr><td>PER TRIP:</td><td>0.00</td></tr> <tr><td>OTHER ALLOW:</td><td>0.00</td></tr> <tr><td>TOTAL:</td><td>2,640.00</td></tr> </table> <p>OTHER INCOME:</p> <table border="0"> <tr><td>COMMISSIONS:</td><td>0.00</td></tr> <tr><td>ADD BACK:</td><td>0.00</td></tr> <tr><td>TOTAL:</td><td>0.00</td></tr> </table> <p>TOTAL TAXABLE: 6,275.00</p> | COLA: | 240.00 | FIELD: | 0.00 | MEAL: | 0.00 | LIVING: | 0.00 | OTA: | 0.00 | PBI: | 0.00 | ALLOWANCE: | 0.00 | APARTMET RENT: | 0.00 | TRAINER'S FEE: | 0.00 | HOUSING: | 0.00 | SUPERVISORY: | 0.00 | TRANSPORTATION: | 0.00 | COMMUNICATION: | 0.00 | HAZARD PAY: | 2,400.00 | DRIVER ALLOW: | 0.00 | PER TRIP: | 0.00 | OTHER ALLOW: | 0.00 | TOTAL: | 2,640.00 | COMMISSIONS: | 0.00 | ADD BACK: | 0.00 | TOTAL: | 0.00 | <p>DEDUCTIONS:</p> <table border="0"> <tr><td>TAX WHLD:</td><td>0.00</td></tr> <tr><td>SSS CONT:</td><td>600.00</td></tr> <tr><td>PH CONT:</td><td>225.00</td></tr> <tr><td>HDMF CONT:</td><td>100.00</td></tr> <tr><td>SSS LOAN:</td><td>1,200.00</td></tr> <tr><td>HDMF LOAN:</td><td>0.00</td></tr> <tr><td>CAL LOAN:</td><td>0.00</td></tr> <tr><td>ADJ:</td><td>0.00</td></tr> <tr><td>PPE:</td><td>0.00</td></tr> <tr><td>UCA:</td><td>0.00</td></tr> <tr><td>PIC:</td><td>0.00</td></tr> <tr><td>SD:</td><td>0.00</td></tr> <tr><td>CARF:</td><td>0.00</td></tr> <tr><td>MED:</td><td>0.00</td></tr> <tr><td>VC:</td><td>0.00</td></tr> <tr><td>OTHERS:</td><td>0.00</td></tr> <tr><td>TOTAL:</td><td>2,125.00</td></tr> </table> <p>GROSS PAY: 9,840.00 NET PAY: 7,715.00</p> | TAX WHLD: | 0.00 | SSS CONT: | 600.00 | PH CONT: | 225.00 | HDMF CONT: | 100.00 | SSS LOAN: | 1,200.00 | HDMF LOAN: | 0.00 | CAL LOAN: | 0.00 | ADJ: | 0.00 | PPE: | 0.00 | UCA: | 0.00 | PIC: | 0.00 | SD: | 0.00 | CARF: | 0.00 | MED: | 0.00 | VC: | 0.00 | OTHERS: | 0.00 | TOTAL: | 2,125.00 |
| RT: | 96.00 hrs | 7,200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| FIELD: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MEAL: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIVING: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTA: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PBI: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALLOWANCE: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APARTMET RENT: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRAINER'S FEE: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HOUSING: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUPERVISORY: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRANSPORTATION: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMUNICATION: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HAZARD PAY: | 2,400.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DRIVER ALLOW: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PER TRIP: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER ALLOW: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL: | 2,640.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMISSIONS: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADD BACK: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TAX WHLD: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SSS CONT: | 600.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PH CONT: | 225.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HDMF CONT: | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SSS LOAN: | 1,200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HDMF LOAN: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAL LOAN: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADJ: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPE: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UCA: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PIC: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SD: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CARF: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MED: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VC: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHERS: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL: | 2,125.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PAALALA
 Ang pagsasangka ng ATM sa kapwa empleyado ay mahigpit na ipinagbabawal.

RUN DATE: 05/04/2022
 PAYROLL PERIOD: 12-16-2020 To: 12-31-2020
 PAYEE: TEST-2, TEST-2 TEST-2
TAKE HOME PAY: 7,715.00

RECEIPT FOR PAY:

I hereby acknowledge to have recieved the amount stated above and have no further claims for services rendered.

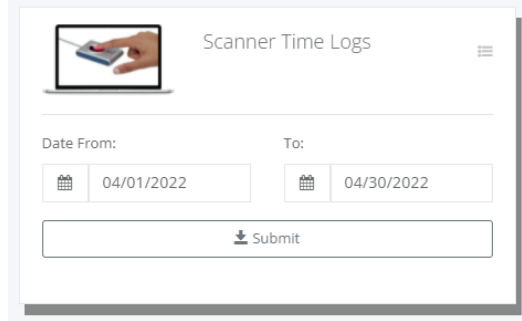
Signature

Date

14.3 DTR Time Logs

- *Inquiry -> DTR Time Logs*

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



Scanner Time Logs

Date From: 04/01/2022 To: 04/30/2022

Submit

Biometric Time Logs

Inquiry / Time Logs



DTR From: 4/1/2022 To: 4/30/2022

Show 10 entries Search: Excel PDF Print

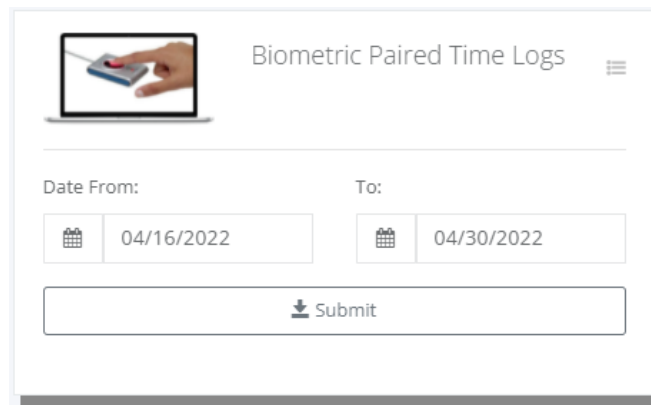
Showing 1 to 10 of 52 entries

| EMP ID | DATE LOGS | IN/OUT | BCODE | DEVICE NAME |
|----------|----------------------|--------|----------|-------------|
| PDS-0001 | 4/1/2022 6:57:00 PM | 0 | LGU-SJDM | DEVICE-1 |
| PDS-0001 | 4/2/2022 6:48:00 AM | 1 | LGU-SJDM | DEVICE-1 |
| PDS-0001 | 4/2/2022 6:57:00 PM | 0 | LGU-SJDM | DEVICE-1 |
| PDS-0001 | 4/3/2022 6:45:00 AM | 1 | LGU-SJDM | DEVICE-1 |
| PDS-0001 | 4/3/2022 12:58:00 PM | 0 | LGU-SJDM | DEVICE-1 |
| PDS-0001 | 4/4/2022 12:56:00 PM | 0 | LGU-SJDM | DEVICE-1 |
| PDS-0001 | 4/4/2022 11:45:00 PM | 1 | LGU-SJDM | DEVICE-1 |

14.4 DTR Paired Logs

- o ***Inquiry -> DTR Paired Logs***

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



Biometric Paired Time Logs

Date From: 04/16/2022 To: 04/30/2022

Submit



DTR From: 4/16/2022 To: 4/30/2022

Show 10 entries Search: [] Excel PDF Print

Showing 1 to 10 of 10 entries

| DATE | DAY | TIME-IN | TIME-OUT |
|------------|-----------|-----------------------|-----------------------|
| 04/16/2022 | Saturday | 4/16/2022 6:57:00 PM | 4/17/2022 6:45:00 AM |
| 04/19/2022 | Tuesday | 4/19/2022 12:58:00 PM | 4/19/2022 11:45:00 PM |
| 04/20/2022 | Wednesday | 4/20/2022 12:56:00 PM | 4/21/2022 12:45:00 AM |
| 04/21/2022 | Thursday | 4/21/2022 12:57:00 PM | 4/22/2022 12:08:00 AM |
| 04/22/2022 | Friday | 4/22/2022 12:57:00 PM | 4/23/2022 12:10:00 AM |
| 04/23/2022 | Saturday | 4/23/2022 12:54:00 PM | 4/24/2022 12:16:00 AM |
| 04/25/2022 | Monday | 4/25/2022 6:55:00 PM | 4/26/2022 6:54:00 AM |

14.5 DTR Time Card

- o **Inquiry -> DTR Time Card**

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

Self-service to view the Daily Time Record (DTR) time card. Input the **date from** and **date to**, then click the "Submit" button to display the time card report.

Generate DTR Time Card

Date From: 08/16/2022 To: 08/31/2022

Submit

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Civil Service Form No. 48

DAILY TIME RECORD

-----oOo-----

DELA CRUZ, JUAN S.

(Name)

For the month of August 2022

Official hours for arrival and departure

Regular days 6

Saturdays 0

| Day | A.M | | P.M | | Undertime | |
|-----|----------|-----------|----------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | 07:18 AM | 12:00 PM | 01:00 PM | 06:04 PM | | |
| 24 | 06:29 AM | 12:00 PM | 01:00 PM | 06:01 PM | | |
| 25 | 07:27 AM | 12:00 PM | 01:00 PM | 06:45 PM | | |
| 26 | 07:27 AM | 12:00 PM | 01:00 PM | 05:22 PM | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | 07:23 AM | 12:00 PM | 01:00 PM | 06:30 PM | | |
| 31 | 07:23 AM | 12:00 PM | 01:00 PM | 06:16 PM | | |

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

Civil Service Form No. 48

DAILY TIME RECORD

-----oOo-----

(Name)

For the month of _____

Official hours for arrival and departure

Regular days _____

Saturdays _____

| Day | A.M | | P.M | | Undertime | |
|-----|---------|-----------|---------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

14.6 Timesheet Computation

- **Inquiry -> Timesheet Comp.**

Self-service to view the timesheet computation which is the Workhour Distribution Report. Click the "View" button to display the hours computation then check whether the hours worked if properly distributed from regular hours, overtime, night differential, holidays, and others.

Timesheet Computation

Inquiry / List



Showing 1 to 10 of 24 entries

| BCODE | CUT-OFF DATE | PROCESS DATE | CONFIRM DATE | ACTION |
|-------|---------------------------|--------------|--------------|----------------------|
| ZZZZ | 2020/12/16 To: 2020/12/31 | 2021/01/02 | 2021/01/02 | View |
| ZZZZ | 2020/12/01 To: 2020/12/15 | 2020/12/27 | 2020/12/27 | View |
| ZZZZ | 2020/11/16 To: 2020/11/30 | 2020/12/27 | 2020/12/27 | View |
| ZZZZ | 2020/11/01 To: 2020/11/15 | 2020/12/27 | 2020/12/27 | View |
| ZZZZ | 2020/10/16 To: 2020/10/31 | 2020/12/27 | 2020/12/27 | View |
| ZZZZ | 2020/10/01 To: 2020/10/15 | 2020/10/03 | 2020/10/03 | View |

inquiry-timesheet-computation.pdf 1 / 1 75%

FOR DEMO ONLY
EMPLOYEE WORKHOURS DISTRIBUTION
Period From: 12/16/2020 To: 12/31/2020 (Daily)
TEST-002: TEST-2, TEST-2 TEST-2

BRANCH TESTING

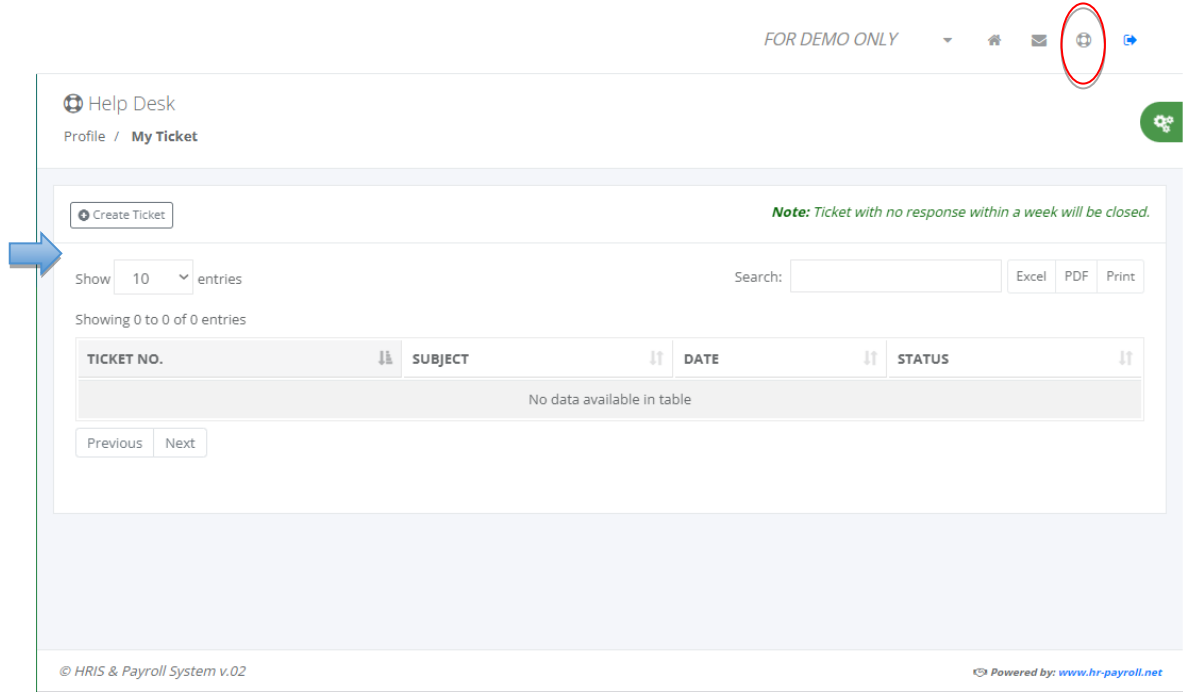
| IN | DUT | SRC | SMT | Regular Day | | | | Sunday / Rest Day | | | | Legal Holiday | | | | Special Holiday | | | | Legal Holiday + Rest Day | | | | Special Holiday + Rest Day | | | | Double Holiday | | | | |
|-----------------|------------|-------------|-----|-----------------|---------------------------|------|------|-------------------|------|------|------|----------------------|--------------|------------------------------|------|-----------------|------|------|------|--------------------------|------|------|------|----------------------------|------|------|----|----------------|--|--|--|--|
| | | | | RT | ST | STMO | NR | RT | ST | STMO | NR | RT | ST | STMO | NR | RT | ST | STMO | NR | RT | ST | STMO | NR | RT | ST | STMO | NR | | | | | |
| 12162020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12172020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12182020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12192020 | 7:00:00 am | 11:00:00 am | ME | 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 | | | | | | | |
| 12212020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12222020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12232020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12252020 | 7:00:00 am | 4:00:00 pm | HT | LH | 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 | | | | | | | |
| 12262020 | 7:00:00 am | 11:00:00 am | ME | 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 | | | | | | | |
| 12282020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12292020 | 7:00:00 am | 4:00:00 pm | ME | 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 | | | | | | | |
| 12302020 | 7:00:00 am | 4:00:00 pm | HT | LH | 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 | | | | | | | |
| | | | | | 96.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| Late Hours: | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Uvertime Hours: | | | | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Confirmed Date: | Saturday, January 2, 2021 | | | | | | | | Approved By: | RUBEN B. CORRAL / 01/02/2021 | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | Manager / Supervisor | | | | | | | | | | | | | | | | | | | | |

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.



The form is titled 'Subject' and has a text input field. Below it are 'Category' and 'Priority' dropdown menus. The 'Message' section has a large text area with the placeholder 'Your Message...'. The 'Attachment (*.jpg, *.jpeg, *.png)' section has a 'Choose File' button and the text 'No file chosen'. At the bottom, there are 'Cancel' and 'Save' buttons.

Help Desk

Profile / My Ticket / Details



Adding employee not working

Close this Ticket

Ticket No.: 6
Ticket Date: 03/30/2022
Priority: High
Application Bugs

Message: Kindly fix the employee data entry form not working

Message History

Please close the ticket if now okay, thanks.
rj2003cy@yahoo.com
3/30/2022 6:55:00 PM

Is now working... thanks.
julietcorral@gmail.com
3/30/2022 6:34:00 PM

Employee data entry is now updated.. kindly try again.
rj2003cy@yahoo.com
3/30/2022 6:32:00 PM

ABOUT THE AUTHOR/DEVELOPER

Ruben B. Corral personally developed this completed package of HRIS and Payroll Systems almost 10 years up to now as a pastime and hobby coding before planning to monetize this coming year 2024. Programming languages & databases he uses are VB.Net, C#, LINQ, jQuery, HTML helper, Razor, Bootstrap, javascript, SignalR, JSON, MS SQL, MySQL, Oracle, and MS Access. Her learning process and long experience in programming helped to develop this web application program focused on Human Resources Information Systems (HRIS) and Payroll Systems.

He is a highly skilled programmer with a passion for creating innovative software solutions. His interest in coding and technology was mentored by his passion for the world of programming. Inspired by his family members, his son and daughter are passionate about technology and dedicated to developing cutting-edge applications for future family businesses. Their encouragement and belief in his abilities have been instrumental in shaping his career, and he is grateful for their family's ongoing support as he continues to push the boundaries of programming innovation.

He has been employed at Frey-Fil Corporation as a Computer Programmer from October 2010 to February 16, 2024, February 17, 2024, to April 17, 2024, as a Consultant, and also works as a Software Engineer for Filmetrics Corporation, working as part of its software development team. He started working in the outsourcing company as a System Developer at Savant Technologies, Inc., for almost 9 years.

Their expertise in software development is almost 24 years and most of the common systems he developed are related to HR and Payroll processes and dedicated to providing accurate, up-to-date, and easily understandable information to help users make the most of their software tools. When not immersed in the world of software development, he enjoys biking, basketball, and exploring new technologies. He constantly seeking to expand knowledge and stay up-to-date with the latest technologies and trends in the industry.