



CORE FEATURES

Employee & Personnel Profiles

Additional/Leave employee profile

1 Full Name: Last Name, First Name, Middle Name

2 Employee ID

Department	Starting Date	Format Example	Purpose of format
Finance	2020-01-01	2020-01-01	
HR	2020-01-01	2020-01-01	
IT	2020-01-01	2020-01-01	
Marketing	2020-01-01	2020-01-01	
Operations	2020-01-01	2020-01-01	
Support	2020-01-01	2020-01-01	

Key identifier and also used in budget monitoring

3 Designation (See above list)

4 Position

5 Job Level

Example: Cost Manager - Finance Associate

Options:

Designation

Job and Title

Supervisory

Managerial

Non-Managerial

Board/Chairman

6 Status

Options:

Employment Status

Description

Sick Leave Entitlement

Vacation Leave Entitlement

Medical Insurance / HMO

SSS

PHIC

HDMF

Tax

Regular

Probationary

Contractual

Seasonal

Part-Time

Intermittent

Consultant

7 Date Hired

8 Date of Separation (if resigned, retired or terminated)

9 Social Security System (SSS) No.

10 PhilHealth No.

11 HDMF No.

12 Monthly Basic Salary

13 Monthly Allowance

14 Personal Email Address

15 Add a button to indicate whether personnel is active or inactive on the payroll (to determine whether to include in payroll computation)

16 Emergency Contact Details

Name

Relation

Contact Address

Contact No.

17 Loan Ledger

Options:

Loan Type

HDMF Salary Loan

HDMF P-Advance Loan

HDMF P-Advance Loan

SSS Advance Loan

PHIC Advance Loan

Personal Cash Advance

Others

Principal Amount

Loan Date

No. of Amortizations

Deductions per Payroll

Add a check button to indicate whether deduction is for during 1st half and/or 2nd half payroll

Add a button to indicate whether to process or unprocess

Integration with Time and Labor logs (TCL) utilized or APF and/or payroll officer to manually compute/determine/split overtime, tardiness and absence based on printed time logs and company policies

Compute By the hour

1 Tardiness

2 Absence

3 Undertime

4 Overtime

Payroll Computation Module

Payroll periods

Payroll period

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