

					STATUS		
					DONE SET-UP	FOR SET-UP	
NAME	FROM	TO	EFFECTIVE DATE	REMARKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENOLIA, CAMILLE	15,000.00	18,000.00	November 1, 2023	SALARY INCREASE Ric - Salary Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENOLIA, CAMILLE	15,000.00	18,000.00	November 1, 2023	PROMOTION - Once promoted or change of position must automatically update to the payroll	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENOLIA, CAMILLE	HR STAFF	HR SUPERVISOR	Paygroup	Tick button for paygroup Ric	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NAME	AMOUNT	ALLOWANCE TYPE	EFFECTIVE DATE	REMARKS			
MARCELINO, JEFFREY	20,000.00		October 1	ALLOWANCE Ric - Add Allowance Period(1-15 or 16-30)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
MEDALLE, IAN	5,000.00		October 16	ALLOWANCE Ric - Add Allowance Period(1-15 or 16-30)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Leave type	No. of days	Remarks					
Maternity Leave	105 Including holiday and weekends	Auto count and auto date provided for return to work, for female employee Elvin				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paternity Leave	7 Including holiday and weekends	Auto count and auto date provided for return to work, can't file paternity leave if the status is "SINGLE", for married male employee Elvin				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Magna Carta Leave	60 Including holiday and weekends	Auto count and auto date provided for return to work, female employee Elvin				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birthday Leave	1 per year	can be file within the birth month or on the day of birthday Done				<input type="checkbox"/>	<input checked="" type="checkbox"/>
New Wage Order effective October 1, 2023 minimum 435 with additional 33 pesos new minimum rate 468, affected statutory contribution:							
-SSS employee and employer share					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-Philhealth employee and employer share					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tick button for NET and GROSS employee Markc					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Tick button for NO DTR REQUIRED employee Markc					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Holiday- arrange chronological order Markc					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Date hire- payroll base on the date of hire for new employees specially for Monthly and No DTR Required Markc					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Leave for No DTR required- filed leave without pay for NO required DTR must be captured base on the filed leave For Verification Mark/Ric					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Employee Status- automatic change status Probitionary to Regular once reach 180 days from the date of hire Markc - will run cron daily for status change					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pop up message- 30 days before reaching 180 days of employment from the date hire For Verification with HR					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Etiga Number- HMO account number must be included in the employee profile Markc					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Resigned employee- have a computation for payroll due to final pay computation (with computation but no payslip) and can no longer use the other feature except filing the clearance For Verification with HR					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Digital Clearance and exit interview- once employee tag as resigned, access must be lock and redirect to clearance and exit interview with download button. With clearance and exit interview report/response with access Rosalyn Temblor, For Verification with HR					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vannesa Pelaez, Regie Rose Danduan, Angelie Hearth De Leon and Dennis Aytona					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exit interview and clearance can be editable/revisable, access to edit Rosalyn Temblor and Angelie Hearth De Leon Ask for Clearance Form					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clearance automatic pop up to the approver 1, and other designated personnel for neccessary remarks (each personnel need to put remarks in the absence of signature)					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEARANCE PAGE 1 OF 1		EXIT INTERVIEW PAGE 1 OF 3		PAGE 2 OF 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				PAGE 3 OF 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

-Gender			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Height			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Weight			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Blood type			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-email address			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Contact number			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-In case of Emergency (Contact person, contact number and address)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Update form (request to update data via system), allowed to approve Rosalyn Temblor, Vanessa Pelaez, Regie Rose Danduan, Angelo Seismundo, Angelie Hearth De Leon and Dennis Aytona			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payslip access to all employees for this following employees users				
-Angelie Hearth De Leon employee ID number 10018			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Rosalyn Temblor employee ID number 10088			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dashboard for this following users				
-Angelie Hearth De Leon employee ID number 10018			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Rosalyn Temblor employee ID number 10088			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Anna Vanessa Pelaez employee ID number 10526			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Camille Enolia employee ID number 10199			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Angelo Seismundo employee ID number 10659			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Regie Rose Danduan employee ID number 10772			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Dennis Antonio Aytona employee ID number 10601			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can plot the shift codes to all employees for this following users				
-Angelie Hearth De Leon employee ID number 10018			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Rosalyn Temblor employee ID number 10088			<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Anna Vanessa Pelaez employee ID number 10526			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Incomplete DTR Report- button per company and per outlet			<input type="checkbox"/>	<input checked="" type="checkbox"/>
DTR Summary Report- button per company and per outlet			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Late employee List- button per company and per outlet			<input type="checkbox"/>	<input checked="" type="checkbox"/>
DTR List- button per company and per outlet			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Monitoring- button per company, per outlet and date effective (from and to)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Monitoring- button per company and per outlet			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Loan Set up- auto update every payroll for the remaining balance for this following:			<input type="checkbox"/>	<input checked="" type="checkbox"/>
SSS Salary and Calamity			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pag-ibig			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moorgate			<input type="checkbox"/>	<input checked="" type="checkbox"/>
ATD			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash Advance alos with edit and update button			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Deduction			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Deduction- effective date from and to of deduction			<input type="checkbox"/>	<input checked="" type="checkbox"/>
ATD- must be include the particular/details of the deduction (PAYSLIP)			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Payroll Entry- per company group and paygroup			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Absenteeism- per company group and outlet			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday- arrange in chronological order and with edit and update button			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memo- with response report (Angelie Hearth De Leon, Dennio Aytona, Rosalyn Temblor, Camelle Enolia, Vanessa Pelaez, Angelo Seismundo, Regie Rose Danduan, Paula Mirafior and Bob Pasana			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final pay			<input type="checkbox"/>	<input checked="" type="checkbox"/>
13th month pay computation			<input type="checkbox"/>	<input checked="" type="checkbox"/>

RULE NUMBER ONE CORP

EMPLOYEE FINAL PAY COMPUTATION

NameORDILLA, REALYN N.

PositionSERVICE ASSOCIATE

Date HiredMAY 11, 2023

Last Day of WorkJULY 15, 2022

Monthly Basic PayP11,310.00

Last Payout Date ReceivedJULY 15, 2023

Length of Service2 MONTHS

RemarksRESIGNED

PAYROLL PERIOD

Pay cost July 01-15, 2022- P4,916.30

Vacation Leave Credits1 P435.00

13th Month Pay2 Months P1,960.92

Other Income-P0.00

GROSS AMOUNT

P7,212.22

Deductions

Company IDP0.00

Cash AdvanceP0.00

SMART Bill EscrowP0.00

ShortageP0.00

HMO P0.00

TOTAL DEDUCTIONS

P0.00

NET AMOUNT

P7,212.22

Prepared by:Checked by:

ROSALYN R. TEMBLOR

ANGELIE HEARTH D. DE LEON

ALEXIS I. CABALDA

HR GENERALIST

HR MANAGER

FINANCE CONTROLLER

Approved by:

PATRICK HENRY H. CORPUZ

MANAGING DIRECTOR

RULE NUMBER ONE CORP

ORDILLA, REALYN N.

13th Month Breakdown

PERIOD	BASIC	OTHER INCOME	AMOUNT	REMARKS
May 2023	5,655.00		471.25	
June 2023	11,310.00		942.50	
July 2023	6,566.00		547.17	
	23,531.00	0.00	1,960.92	

PAYROLL BREAKDOWN:	
PERIOD JULY 1-15, 2023	
BASIC	5,655.00
OTHER EARNINGS	390.00
GROSS	6,045.00
DEDUCTIONS	
SSS	517.50
PROVIDENT	-
PHIC	226.20
HDMF	100.00
TAX W/HOLD	0.00
ATD	385.00
TOTAL DEDUCTION	1,228.70
NET	4,816.30

Payroll Period:												
JULY 1-15, 2022												
NAME	OUTLET	NET PAY	TOTAL Net Payout	Payment Method	CASH	AJB	METROBANK	UNIONBANK	BPI	OTHER BANK	HOLD	
ORDILLA, REALYN N.	ABC-CROSS	4,816.30	4,816.30	HOLD								4,816.30

User acces to update ACTIVE and INACTIVE employee for this following users

- Angelie Hearth De Leon employee ID number 10018
- Rosalyn Temblor employee ID number 10088
- Anna Vanessa Pelaez employee ID number 10526
- Camille Enolia employee ID number 10199
- Angelo Seismundo employee ID number 10659
- Regie Rose Danduan employee ID number 10772

Updated payslip templete



SAMPLE PAYSIP FOR MONTHLY EMPLOYEE

COMPANY NAME

Pay Period: Oct 01, 2023 - Oct 15, 2023

LOGO

Name: Last name, First Name, Middle Name (employee ID #)

TIN NO.

Numbers

PHIC NO.

Numbers

Dept/Sec: HR

SSS NO.

Numbers

HDMF NO.

Numbers

Position:

Bi-monthly rate: 7,290.00

NET PAY: 2,203.56

Taxable Earnings	H/D	Amount	Deductions	Amount	Y-T-D Info	Amount
Basic Pay		6,731.02	SSS Contribution	652.50	SSS Contribution	amount
Absent	8.00H	558.98	SSS WISP Contribution	<div>if applicable</div>	Philhealth Contribution	amount
Undertime	2.00H	139.74	Philhealth Contribution	291.60	HDMF Contribution	amount
Late/Tardy	0.5H	34.94	HDMF Contribution	100.00	Tax withheld	amount
Regular OT	5H	436.7	Tax withheld	<div>if applicable</div>		
Restday OT	4H	363.35	Salary adjustment (-)	558.98		
Special Holiday	8H	167.69	SSS Salary Loan	1,000.00		
Special Holiday OT	2H	181.67	HDMF Salary Loan	500.00		
Night Premium	10H	69.87	ATD	250.00		
Vacation Leave with pay	8H	558.98	Moorgate Loan	810.00		
Sick Leave without pay	8H	558.98	Cash Advance	500.00		
Total Taxable Earnings		7,216.64	Other Deduction	350.00		
			Total Deductions	5,013.88		

Non-Taxable Earnings	Amount	Loan Balances	Amount	Leaves Entitlement	Earned	Balance
Salary adjustment (+)	1000.25	SSS Salary Loan	5,000.00	Vacation Leave		
Meal Allowance	330	HDMF Salary Loan	3,000.00	Sick Leave		
Housing Allowance	<div>if applicable</div>	ATD	450.00			
Load Allowance	<div>if applicable</div>	Moorgate Loan	10,000.00			
Other Allowance	<div>if applicable</div>	Cash Advance	5,000.00			
Other Earnings	<div>if applicable</div>	Other Deduction	700.00			
Total Non-Taxable Earnings	1,330.25	Total Loan Balances	24,150.00			

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SAMPLE PAYSIP FOR DAILY EMPLOYEE

COMPANY NAME

Pay Period: Oct 01, 2023 - Oct 15, 2023

LOGO

Name: Last name, First Name, Middle Name (employee ID #)

TIN NO.

Numbers

PHIC NO.

Numbers

Dept/Sec: HR

SSS NO.

Numbers

HDMF NO.

Numbers

Position:

Daily rate: 468.00

NET PAY: 2,574.24

Taxable Earnings	H/D	Amount	Deductions	Amount	Y-T-D Info	Amount
Basic Pay	104H	6,084.00	SSS Contribution	540.00	SSS Contribution	amount
Undertime	2.00H	117.00	SSS WISP Contribution	<div>if applicable</div>	Philhealth Contribution	amount
Late/Tardy	0.5H	29.25	Philhealth Contribution	243.36	HDMF Contribution	amount
Regular OT	5H	365.63	HDMF Contribution	100.00	Tax withheld	amount
Restday OT	4H	304.20	Tax withheld	<div>if applicable</div>		
Special Holiday	8H	608.40	Salary adjustment (-)	558.98		
Special Holiday OT	2H	152.10	SSS Salary Loan	1,000.00		
Night Premium	10H	58.50	HDMF Salary Loan	500.00		
Vacation Leave with pay	8H	468.00	ATD	250.00		
Sick Leave without pay	8H	468.00	Moorgate Loan	810.00		
Total Taxable Earnings		7,426.58	Cash Advance	500.00		
			Other Deduction	350.00		
			Total Deductions	4,852.34		

Non-Taxable Earnings	Amount	Loan Balances	Amount	Leaves Balances	Earned
Salary adjustment (+)	1000.25	SSS Salary Loan	5,000.00	Vacation Leave	
Meal Allowance	330	HDMF Salary Loan	3,000.00	Sick Leave	
Housing Allowance	<div>if applicable</div>	ATD	450.00		
Load Allowance	<div>if applicable</div>	Moorgate Loan	10,000.00		
Other Allowance	<div>if applicable</div>	Cash Advance	5,000.00		
Other Earnings	<div>if applicable</div>	Other Deduction	700.00		
Total Non-Taxable Earnings	1,330.25	Total Loan Balances	24,150.00		

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On Hold- update list for on hond employee (once resigned)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Managerial level 1 month salary/ (2) cover period	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Supervisory level 1 month salary/ (2) cover period	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-Rank and File 15 days (1)cover period	<input type="checkbox"/>	<input checked="" type="checkbox"/>