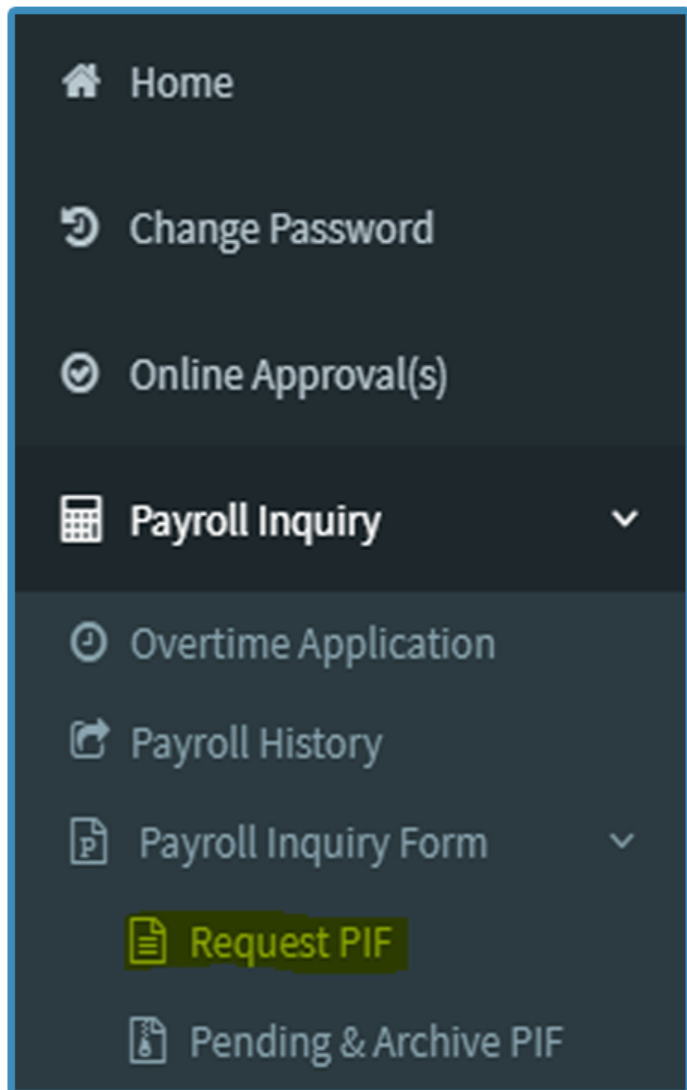



PAYROLL INQUIRY FORM

USER MANUAL

+ STORE RANK & FILE MODULE

HOW TO FILE PAYROLL INQUIRY



ON THE MAIN PAGE OF
THE EMPLOYEE
MANAGEMENT SYSTEM

CLICK THE "PAYROLL
INQUIRY FORM" THEN

"REQUEST PIF" LINK

The screenshot shows a web application for payroll inquiries. On the left, the 'Payroll Inquiry Form' contains input fields for 'Name:', 'ID Number:', 'Department:', and 'Position:'. Below these is a 'Payroll Period:' section with a calendar icon and a 'Pick Date' field, followed by three dropdown menus for 'January', '2018', and '1st Half'. There is also a dropdown for 'Unpaid Leave (VL / SL / EL)' and an 'Add To Queue' button. On the right, a table with columns 'Date', 'Nature of Inquiry Details', and 'Action' is partially visible. Below the table is a 'Details' section with an 'Approver(s)' field and a 'Submit' button. At the bottom right is an 'Application Notes' section containing the text: '1.) Inquiry should be filed within (2) days upon receipt of payslip.'

UPON CLICKING PAYROLL INQUIRY FORM
WILL APPEAR.

This image is a close-up of the top portion of the 'Payroll Inquiry Form'. It shows the title 'Payroll Inquiry Form' and the input fields for 'Name:', 'ID Number:', 'Department:', and 'Position:'.

YOUR PERSONAL DETAILS WILL APPEAR
ON THE UPPER PART OF THE FORM

Payroll Period:



1

Pick Date

2

January ▼

3

2018 ▼

4

1st Half ▼

5

Unpaid Leave (VL / SL / EL) ▼

Add To Queue

FILL UP THE FOLLOWING IN THE FORM:

1. SELECT DATE OF REQUEST

FOR THE PAYROLL PERIOD:

2. PICK MONTH OF THE REQUEST

3. PICK YEAR OF THE REQUEST

4. SELECT CUTOFF OF THE REQUEST

5. SELECT REASON OF THE REQUEST

Date	Nature of Inquiry Details	Action
01/01/2019	Unpaid Leave (VL / SL / EL) Cutoff: January , 2018 - 1st Half	Remove

CLICKING THE **ADD TO QUEUE** BUTTON
THE FILED PIF REQUEST WILL APPEAR
ON THE UPPER RIGHT SIDE OF THE FORM
FOR RE-CHECKING.

IF YOU WISH TO CANCEL THE REQUEST
JUST CLICK THE **REMOVE** BUTTON

Details

Approver(s)

D.

F

S

Submit

LIST OF YOUR APPROVERS WILL BE SHOWN BELOW THE QUEUE TABLE

ALWAYS ENSURE THAT YOUR APPROVERS ARE UPDATED BEFORE SUBMITTING THE PIF REQUEST.

IF YOU ARE SURE WITH THE REQUEST CLICK THE **SUBMIT** BUTTON TO SUBMIT

REQUEST WILL NOW BE SENT TO YOUR APPROVER(S) FOR APPROVAL

+ PENDING & ARCHIVED PIF REQUEST

Pending PIF Requests

Control Number	Request Date	Request is currently at:	Options
H191160	2019-01-14 16:53:23	Payroll for Processing	View Details
H191161	2019-01-14 17:21:59	Payroll for Processing	View Details
H191162	2019-01-15 08:48:44	Approver	View Details

ON THE PENDING PIF REQUEST TABLE
WILL DISPLAY THE REFERENCE NUMBER,
DATE OF REQUESTED PIF, WHERE YOUR
IS CURRENTLY AT (APPROVER OR PAYROLL)
AND **VIEW DETAILS** BUTTON.

Payroll Inquiry Request Details

Control Number: H19

Name: S

Department: HIT: IT

Designation: Systems Administrator

Date	Month & Year	CutOff	Nature of Inquiry
01/01/2019	February , 2019	2nd Half of the Month	Deduction-Late

APPROVER DETAILS:

Name	Status	Approve Date
D	BYPASSED	
P	BYPASSED	
S	APPROVED	19/01/14 : 16:53:54

CLICKING THE **VIEW DETAILS** BUTTON
WILL DISPLAY THE FULL DETAILS OF
THE FILED REQUEST

IT WILL ALSO SHOW THE CURRENT STATUS
OF THE REQUEST IN YOUR APPROVER(S)
IF APPROVED,PENDING OR BYPASSED

Archived PIF Requests

Control Number	Request Date	Request is currently at:	Options
H191161	2019-01-14 17:21:59	Payroll Already Responded	View Details

ON THE ARCHIVED PIF REQUEST TABLE IT WILL DISPLAY ALL YOUR DONE PIF REQUEST WHERE PAYROLL ALREADY RESPONDED AND ALL REJECTED REQUEST.

Control Number: H191161

Name: SARINAS, JOHN PAUL BORROMEO

Department: HIT: IT

Designation: Systems Administrator

PAYROLL INQUIRY REQUEST DETAILS

Date	Month & Year	CutOff	Nature of Inquiry
01/27/2019	January , 2018	1st Half of the Month	Unpaid Leave (VL / SL / EL)

APPROVER DETAILS:

Name	Status	Approve Date
DANCEL, SHAHLA MARIE BELLECA	BYPASSED	
PEDRIQUE, RAYMIR KRISTOFFER ALIMUC	BYPASSED	
SANTOS, MARIA ELENA BALLESTEROS	APPROVED	19/01/14 : 17:24:00

Payroll Response:

Payroll Remarks	Payroll Action	Payroll Additional Response
Due to incomplete time entries (no log in/out)	Salary Adjusted	HELLO

CLICKING THE **VIEW DETAILS** BUTTON WILL DISPLAY FULL DETAILS OF REQUEST AND THE REMARKS PAYROLL HAS RESPONDED