# SSS logoRepublic of the Philippines

# **SOCIAL SECURITY SYSTEM**

# **TAGUIG BRANCH**

# Unit 705, 7th Flr. SM Aura Office Tower, BGC, Taguig City

**R3 PROCEDURE**

**R3 computer requirements**

* Operating System – Windows 10/7 or lower
* Java – ver. 6.0.370 / ver. 6.0.180

**INSTALLATION OF R3 PROGRAM**

1. Install R3 (R3FileGen\_2019)
   * Click “Run” if Security Warning shows.
   * Click “Accept”
   * Check destination folder if it is located in R3 folder then;
   * Click “Install”.
2. Encode.
   * Employer Number
   * Employer Name
   * Click “update”.
3. Applicable Period.
   * Click drop down arrow to select month and year
   * “OK”

**MAIN MENU**

1. FILE MAINTENANCE

* EMPLOYER RECORD MAINTENANCE
  + Update applicable period
* EMPLOYEE RECORD MAINTENANCE
  + Input SS Number then “ENTER”
  + Encode employee details and contribution
  + Click “ADD”
* INQUIRE TOTALS
  + Verify total number of encoded employees, total SS and EC contribution.
* CREATE SSS TEXT FILE
  + Check tick box
  + Input date of payment (MMDDYYYY). No special characters (. , / - @)
  + Input amount paid for the selected applicable period except penalty payment.
  + “CONTINUE”
  + Save R3 file in USB (ex. R30312345678012019.09091156)
  + Back to main menu.

1. REPORT GENERATION
   * Print transmittal certificate ( 2 copies)
   * Print employee file ( 2 copies)

**Submission of R3 report**

1. Submit 2 set of copies:
   * Transmittal certificate, Employee file and OR/SBR/R5.
   * Submit to SSS Corporate Lane.