PAYROLL & REMITTANCES UNIT REPORTS

1. GENERAL PAYROLL
2. PAYROLL SUMMARY
3. PAYSLIP
4. **REMITTANCES**

**PREMIUMS**

1. TAX
2. PAG IBIG FUND (HDMF)
3. PHILHEALTH CONTRIBUTION
4. GSIS
5. PREMIUM MASTER LIST (PER GSIS BRANCH)
6. PREMIUM CONTRIBUTION (PER GSIS BRANCH)

A.1. SUMMARY

1. PROVIDENT PREMIUM CONTRIBUTION
2. PEMPCOOP
3. COOP DUES
4. PEUP MEMBERSHIP
5. KKKP

**LOANS**

1. PAG IBIG (HDMF)
2. PROVIDENT
3. MULTI PURPOSE
4. RESTRUCTURED
5. MEDICAL
6. EDUCATIONAL
7. EMERGENCY ASSISTANCE
8. CALAMITY
9. POSTAL BANK
10. SALARY
11. EDUCATIONAL
12. MOTORCYCLE
13. COOP LOAN
14. GSIS
15. LOAN MASTER LIST (PER GSIS BRANCH)
16. SERVICE LOAN ACCOUNTS

B.1. SUMMARY

1. PSMBAI PREMIUM & LOANS

**INSURANCES**

1. PHILAM LIFE
2. AXA LIFE
3. BONUS AND OTHER BENEFITS
4. MID YEAR (WITH CERTIFICATION)
5. YEAR END (W/CERTIFICATION)
6. CLOTHING ALLOWANCE
7. RICE ALLOWANCE
8. PERFORMANCE BONUS (W/CERTIFICATION)
9. CASH GIFT
10. GMA
11. PRODUCTIVITY INCENTIVE BONUS (PIB)
12. OTHERS
13. ALPHALIST OF EMPLOYEES
14. TAX WITHELD (END OF THE YEAR)

**TO ADD**

1. EMPLOYEE’S INDIVIDUAL LEDGER
2. CERTIFICATE OF PAYMENTS (ALL ACCOUNTS)