

**SOLUTION DEFINITION DOCUMENT**

Emplopad

**PAYROLL**

**TEEMWORX INFORMATION SYSTEMS AND CONSULTANCY, INC.,**

**REVISION HISTORY**

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|  |  |  |  |  |  |

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# Introduction

## Purpose

This purpose of this document is to provide outline functional specification and documentation for what shall be available to the user on Payroll module. This specification might change as the development proceeds. Will add more details and edit existing information as site architecture and use cases evolve in the course of the development.

## Scope

To provide the overview of the processes involving Payroll module and its requirements related to Human Resource Information System (HRIS).

## Overview

This document is organized in six sections. The first two parts namely, Introduction and System Overview sections provide a general description of the system’s functionality and design. The Standard System Features section that follows, offers the available features and existing reports in the system, along with its process overview. The next two sections are comprised of the client’s functional specifications and conceptual illustration of user interfaces in line with client requirements. Lastly, signatories of the document to represent both parties’ concurrence are added herein.

# System Overview

Emplopad (hereafter “the system”) is a Human Resource Information System that has complete HR tracking, management, evaluation and analysis tools, designed not just to boost HR processes but also engage workforce. Emplopad is comprised of core modules namely; Employee Management, Attendance Management and Payroll Module.

The Employee Management module manages all relevant employee information and offers a more efficient way of handling employee-related activities. This module allows viewing/updating of personal information such as: company information, contact information, emergency contact, ID Numbers, family background, education and employment history.

The Attendance Management system automatically computes for the total number of hours worked by employees for a certain cut-off period based on defined company policy and setup. It increases productivity, reduces costs and provides accurate managerial reports.

The Payroll System can be configured depending on the company’s payroll parameters. It handles loans monitoring and processing. It can also handle special payroll processing such as 13th month pay computation and other company-related bonuses.

# Standard System Features

## Payroll Process Overview







Figure 1. Payroll process flow



Figure 1.1. Payroll process flow

## Settings and Configurations

Comprise of modules for basic setup and configuration related to payroll processing.

### Payroll Periods

This is where payroll period covering specific inclusive dates are created. Payroll period should be closed upon completion of all transactions in order to generate pay slip and other payroll reports such as Payroll Register.

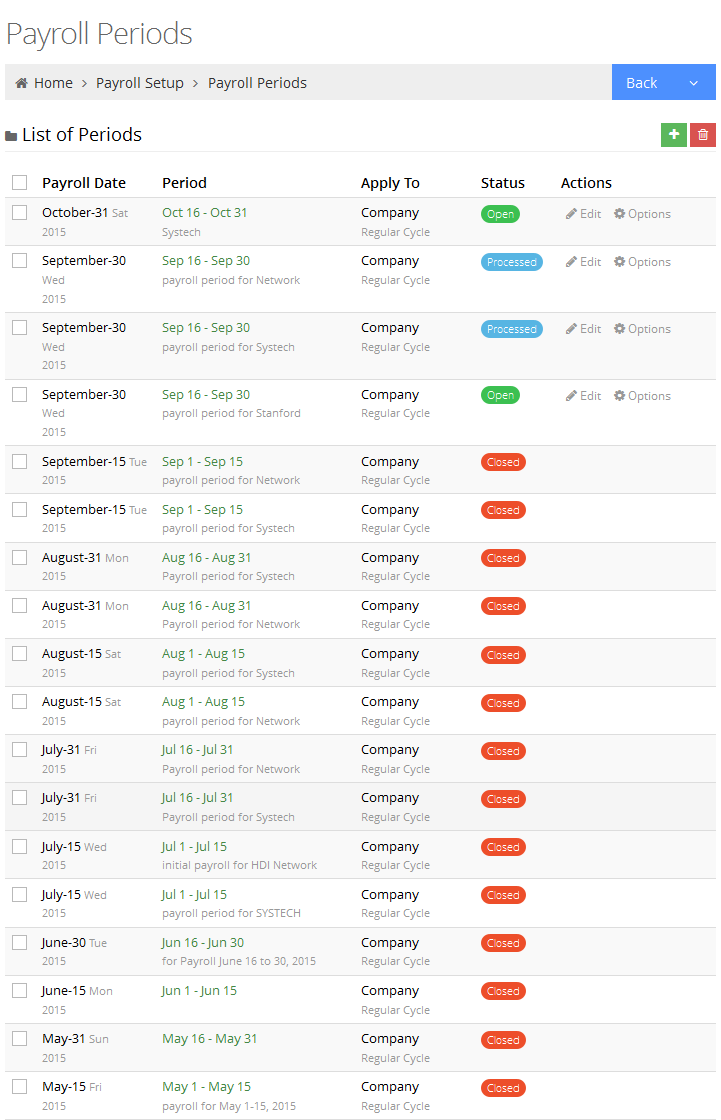


Figure 2. List of payroll periods

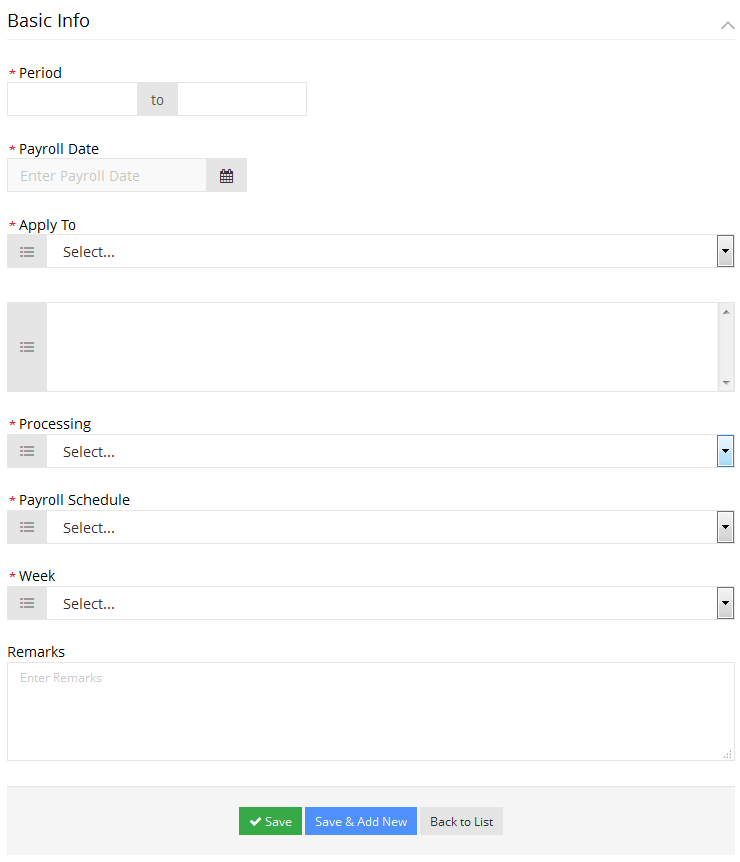


Figure 3. Payroll Period details

### Partner Setup

This is where details related to employees’ payroll is set up.

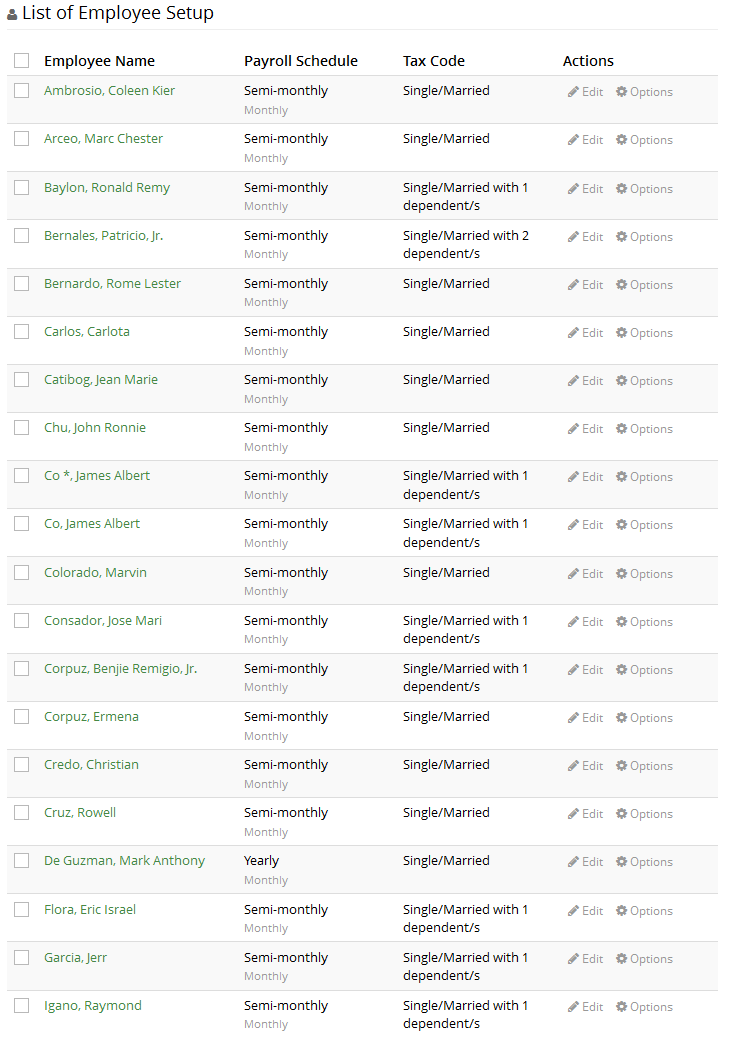
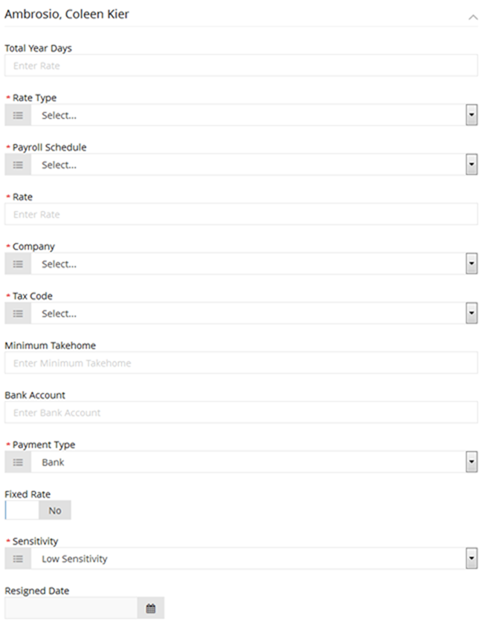


Figure 4. List of employees' payroll setup



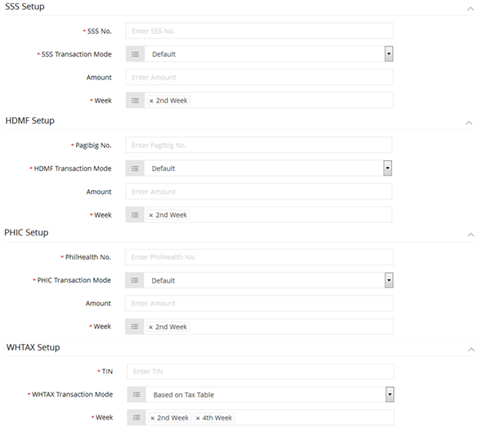


Figure 5. Employee Payroll Setup details

### Loans Entry

This is where one can create and review defined employees’ loans and their corresponding payments.

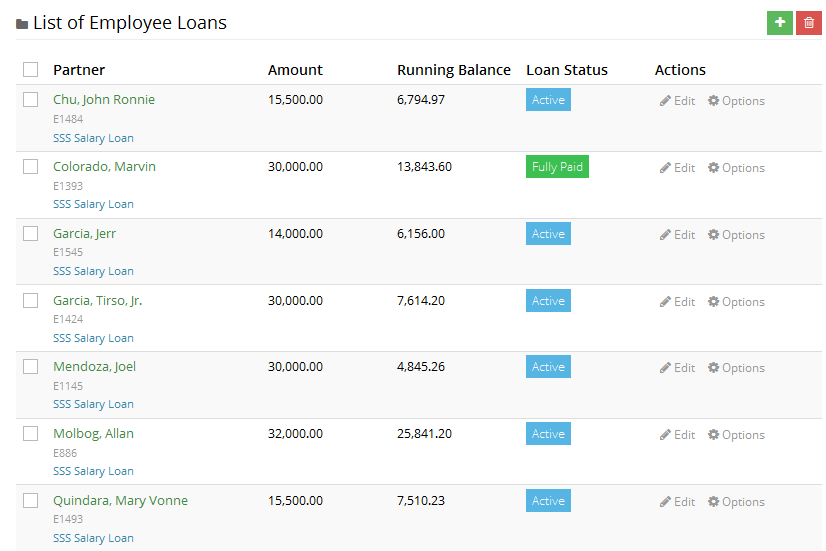


Figure 6. List of employee loans



Figure 7. Employee Loan details

### Timekeeping Summary

This is where one can view summary of employees’ time records in specific pay periods.



Figure 8. List of timekeeping period summary

## Listing and Applications

### Recurring Entries

This is where one can set up transactions with specific amount either added or deducted on a defined period of time.



Table4. List of recurring entries

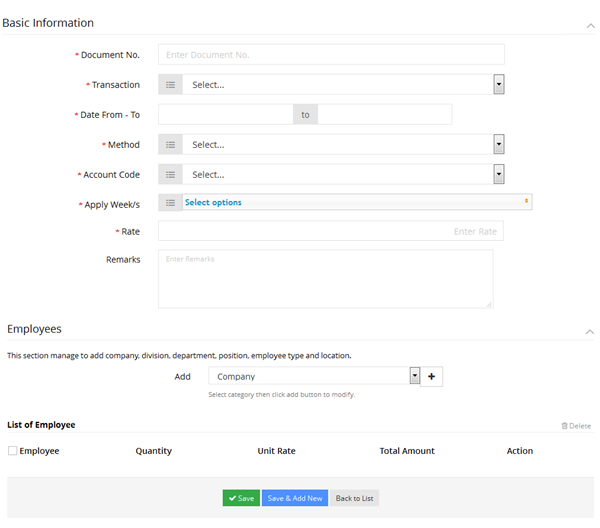


Figure 9. Recurring Entries details

### Batch Entries

This is where one can set up transactions in groups which are either added or deducted to employee’s wage on a specific payroll date only.

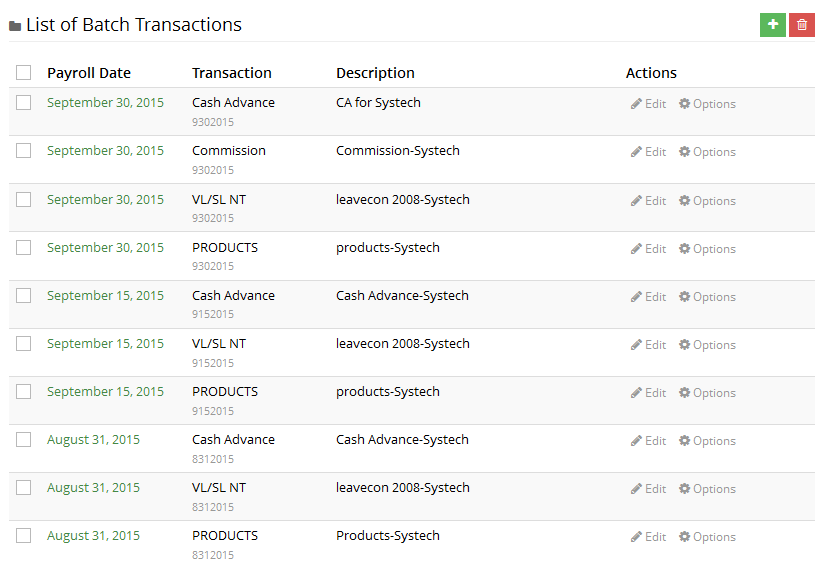


Figure 10. List of batch entries

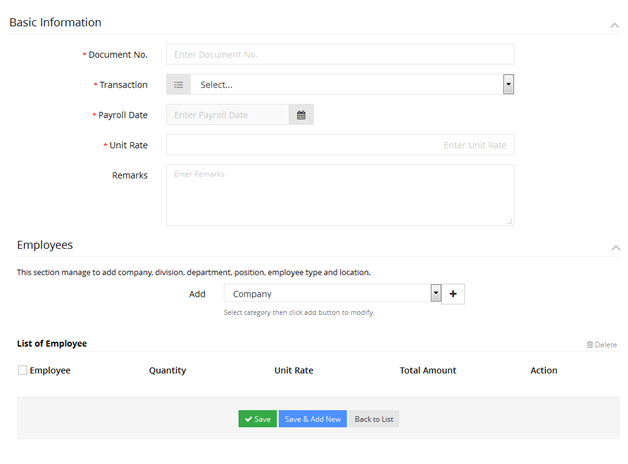


Figure 11. Batch Entries details

### Bonus

This is where one can set up employees’ bonuses.

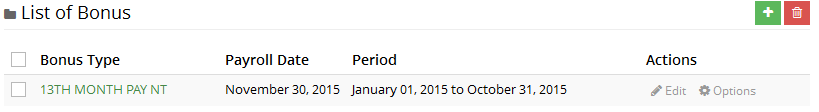


Figure 12. List of bonuses

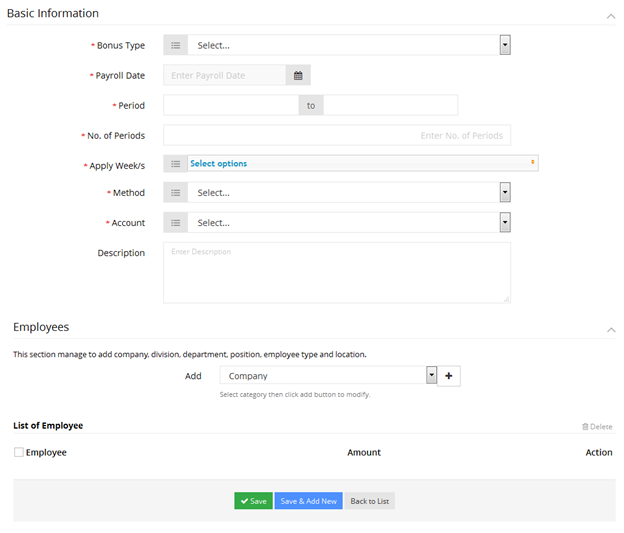


Figure 13. Bonus details

### Payroll Transactions

This is where one can access detailed payroll transactions per pay period.

#### Current Transactions

Refers to currently opened transactions in a specific pay period which may be edited as deemed necessary.



Figure 14. List of current transactions

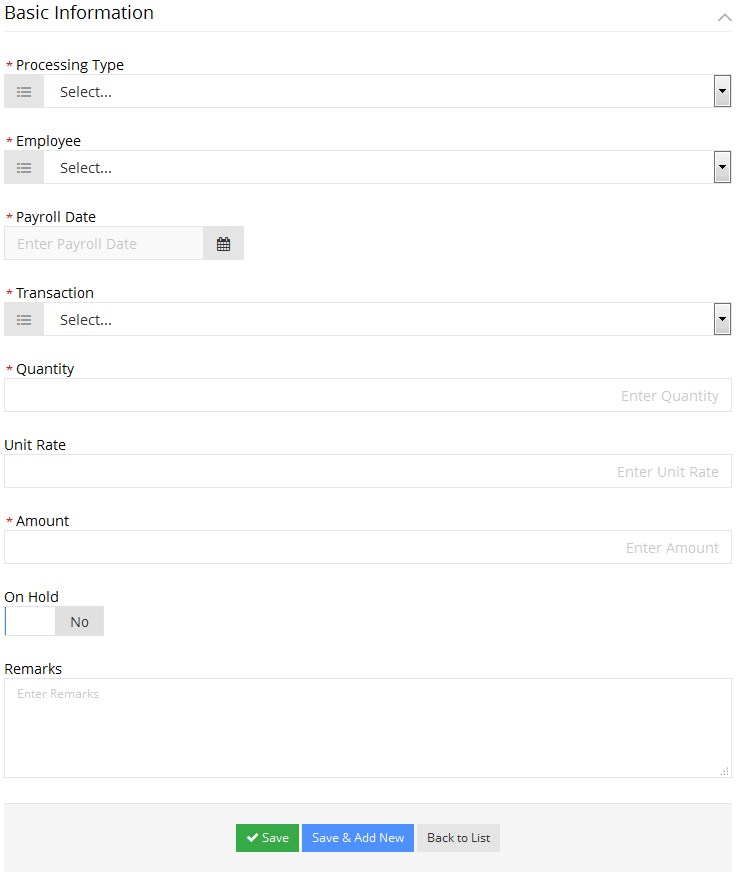


Figure 15. Current Transaction details

#### Closed Transactions

Refers to closed transactions in a specific pay period. Closed transactions cannot be edited.

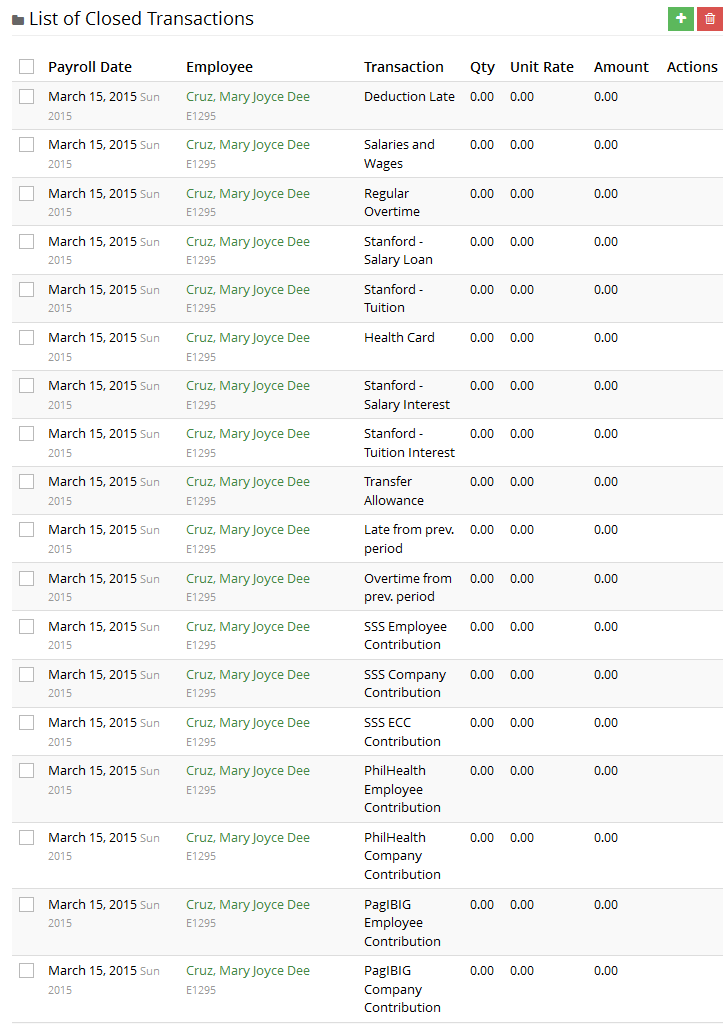


Figure 16. List of closed transactions

## Reports

As follows are the payroll reports already available in the system.

### Preliminary Report

This is the initial reference containing detailed transactions processed in a currently opened payroll period.

#### Summary

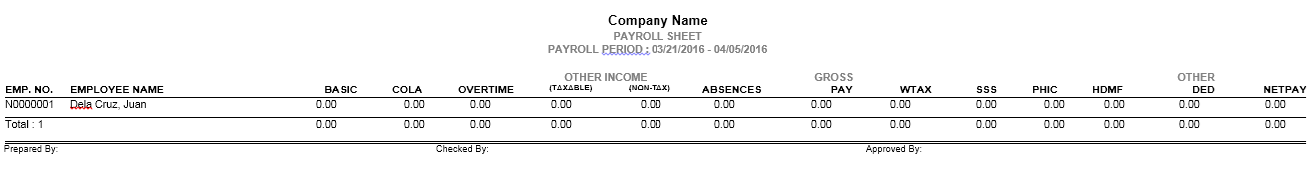


Figure 17. Preliminary Report

#### Summary of Earnings

This contains breakdown of employees’ processed earnings.

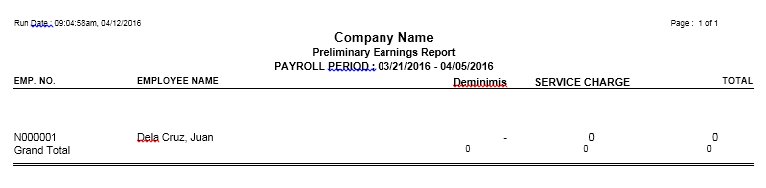


Figure 18. Preliminary Earnings Report

NOTE: Displayed earnings vary per transactions processed in a specific pay period.

#### Summary of Deductions

This contains breakdown of employees’ processed deductions.

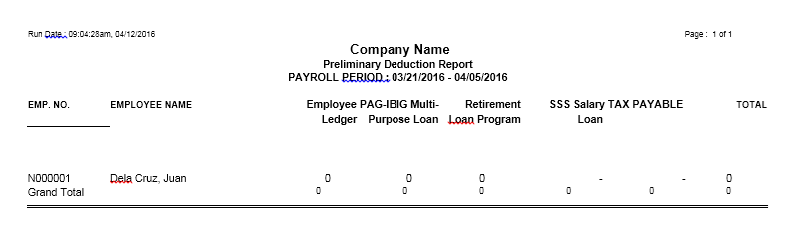


Figure 19. Preliminary Deduction Report

NOTE: Displayed deductions vary per transactions processed in a specific pay period.

### Payroll Register

This contains posted transactions processed in a specific pay period.

#### Summary

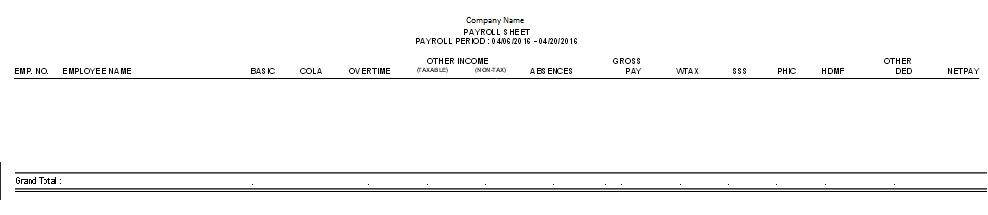


Figure 20. Payroll Register

#### Summary of Earnings

This contains breakdown of employees’ posted earnings.

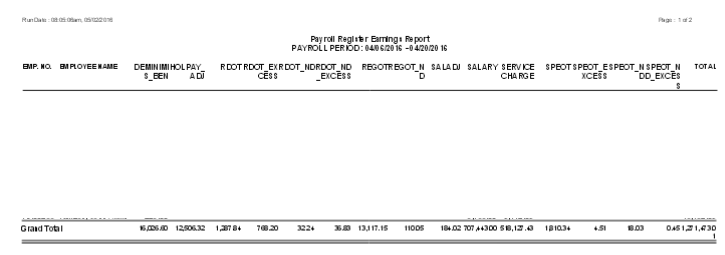


Figure 21. Payroll Register Earnings Report

NOTE: Displayed earnings vary per transactions processed in a specific pay period.

#### Summary of Deductions

This contains breakdown of employees’ posted deductions.

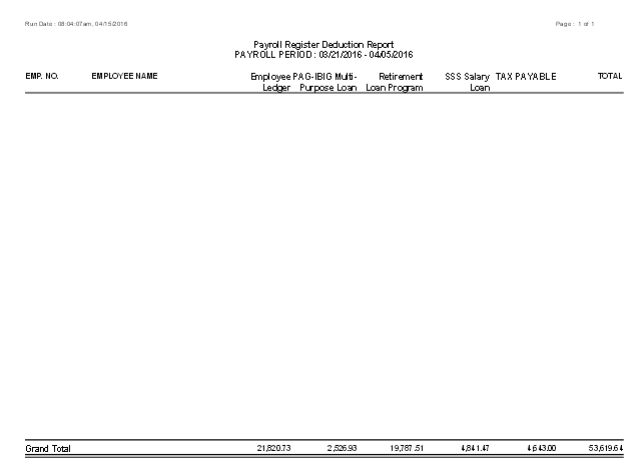


Figure 22. Payroll Register Deduction Report

NOTE: Displayed deductions vary per transactions processed in a specific pay period.

### Payslip

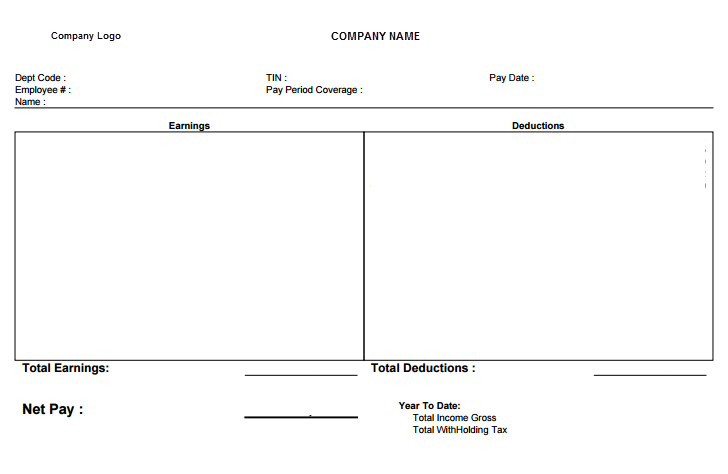


Figure 23. Payslip

### Government Reports

#### BIR 2316

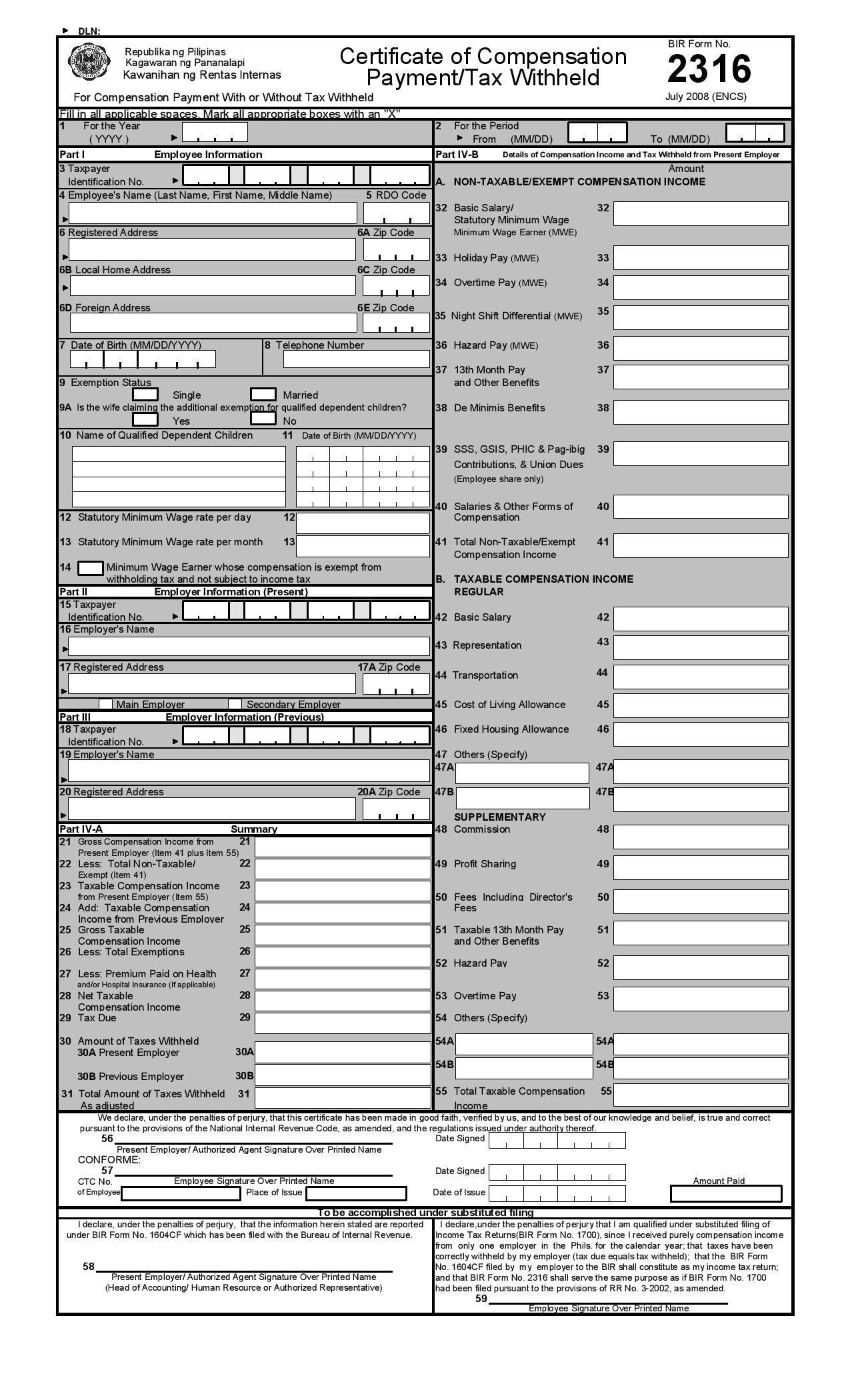


Figure 24. BIR 2316

#### SSS R-3 Monthly Premium Contribution

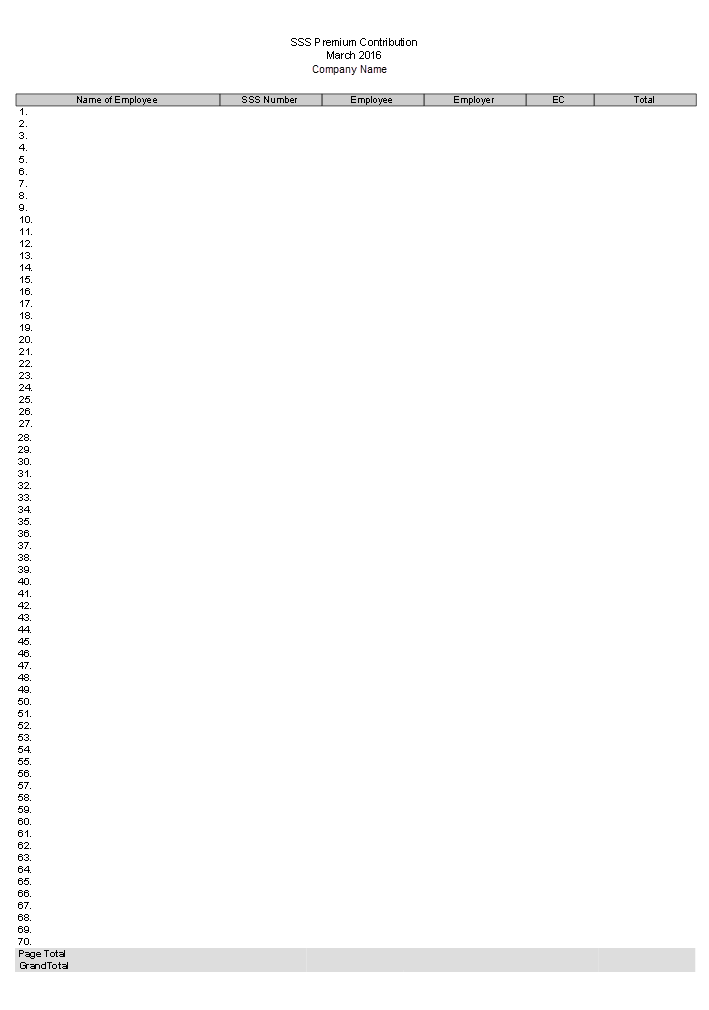


Figure 25. SSS R-3 Monthly Premium Contribution

#### SSS R-3 Quarterly Contribution Collection List

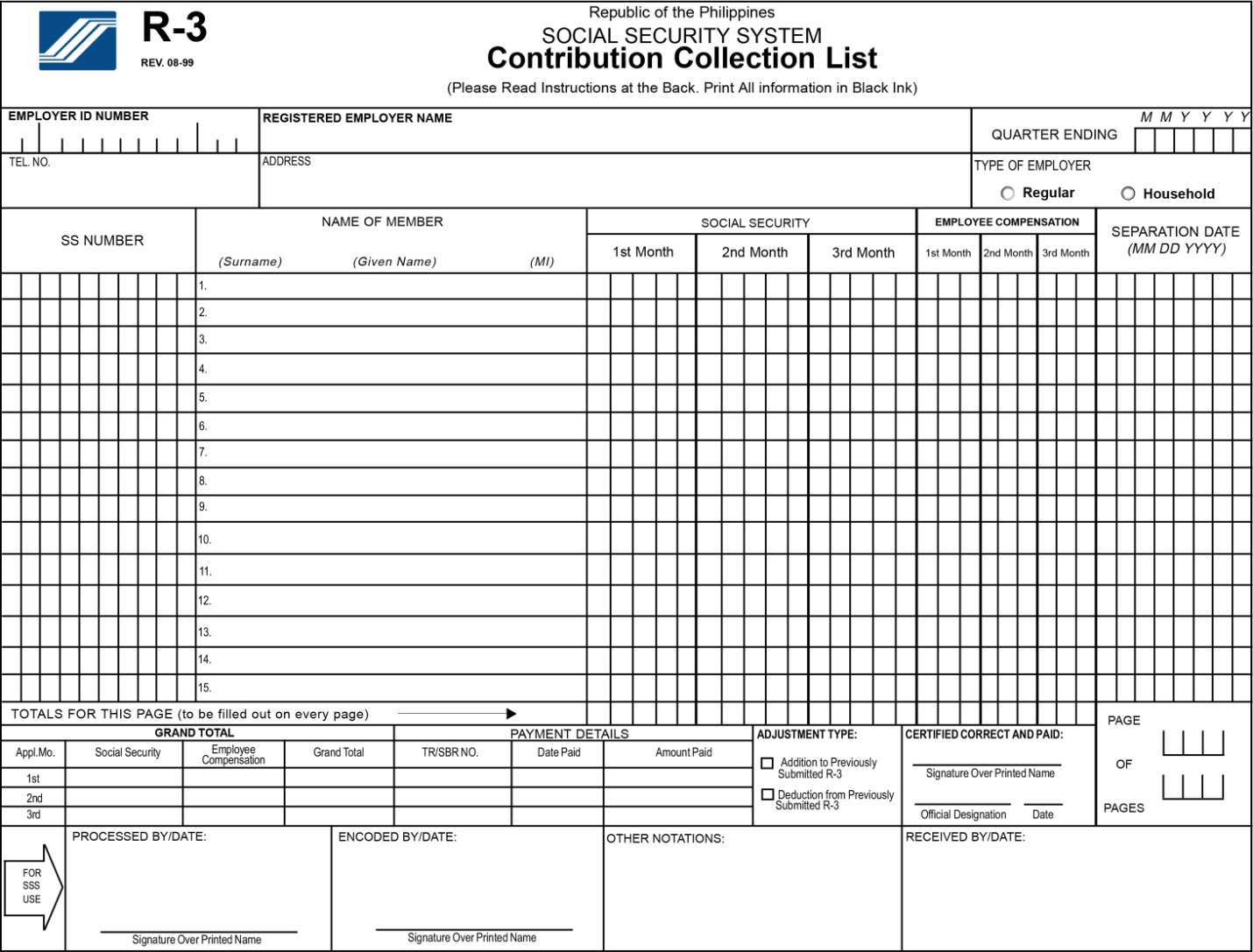


Figure 26. SSS R-3 Quarterly Contribution

#### SSS Remittance Certificate



Figure 27. SSS Remittance Certificate

#### HDMF Membership Registration/Remittance Form

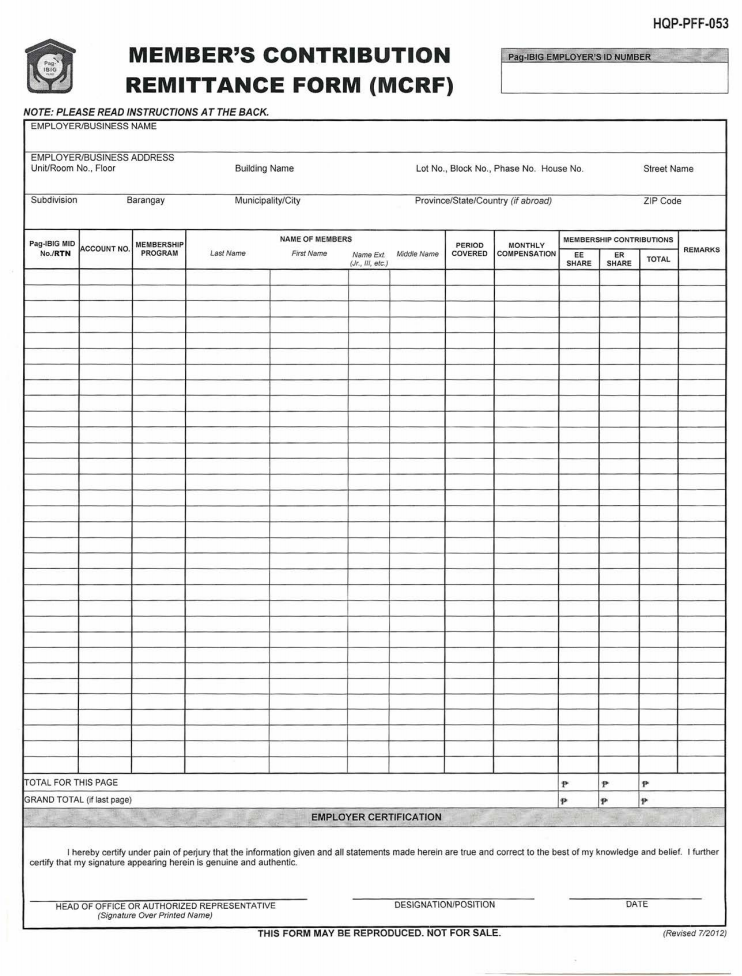


Figure 28. HDMF Membership Registration/Remittance Form

#### HDMF Quarterly Membership Registration/Remittance Form

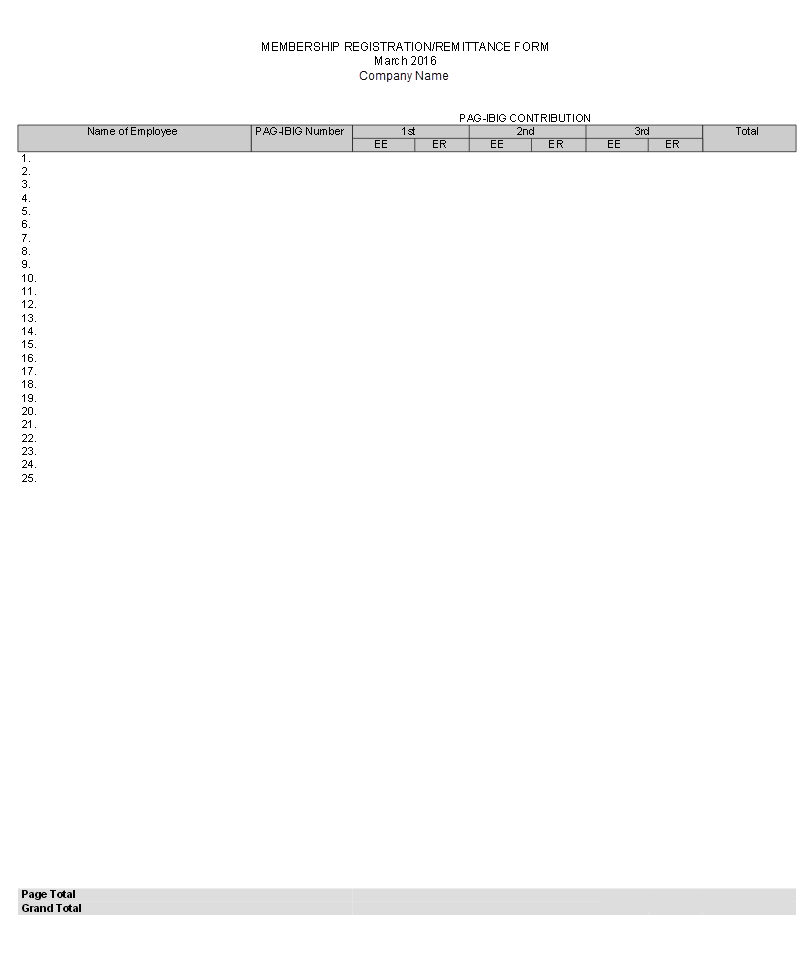


Figure 29. HDMF Quarterly Membership Registration/Remittance Form

#### HDMF Short-Term Loan Remittance Form (STLRF)

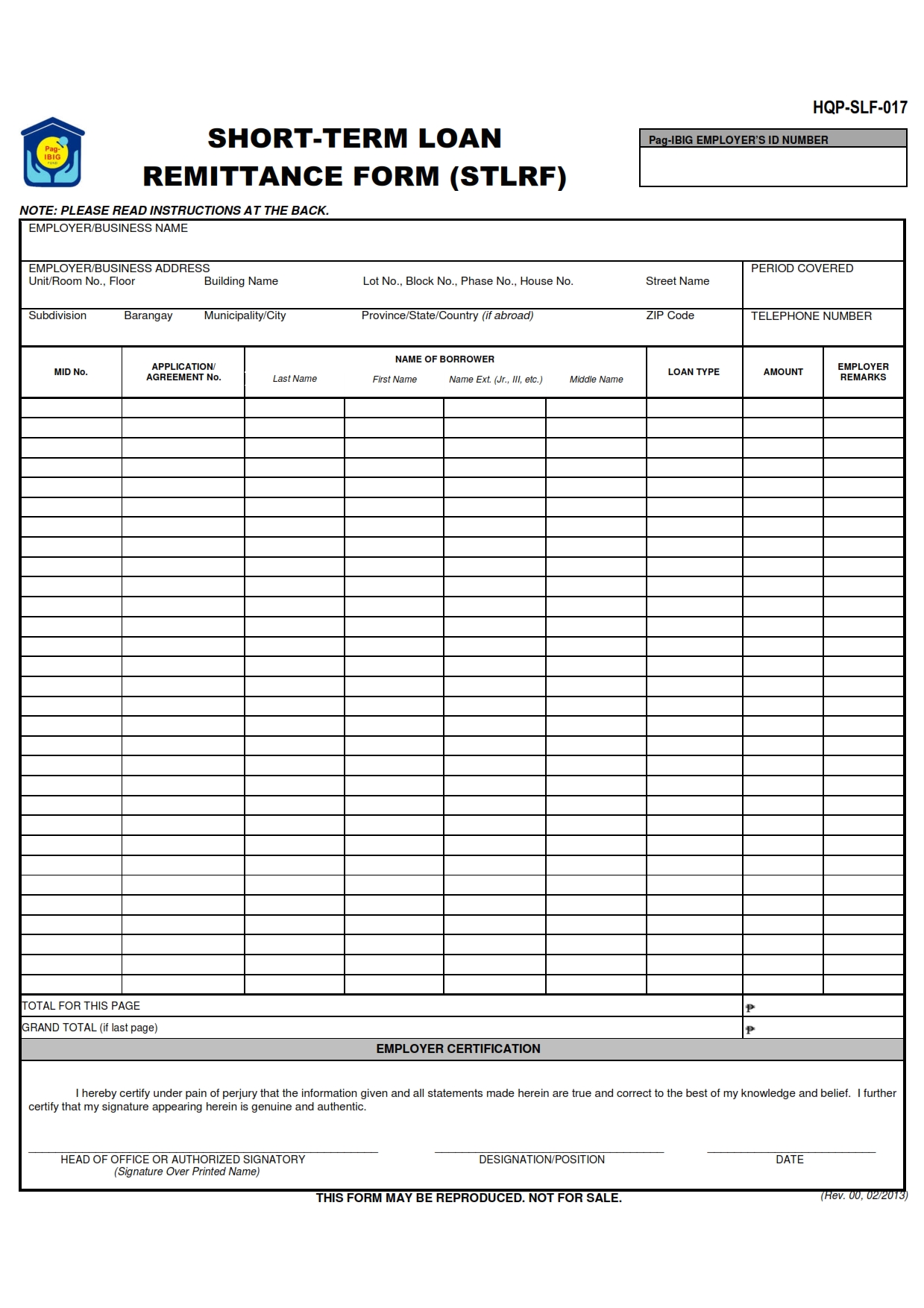


Figure 30. HDMF Short-Term Loan Remittance Form (STLRF)

#### HDMF Remittance Certificate

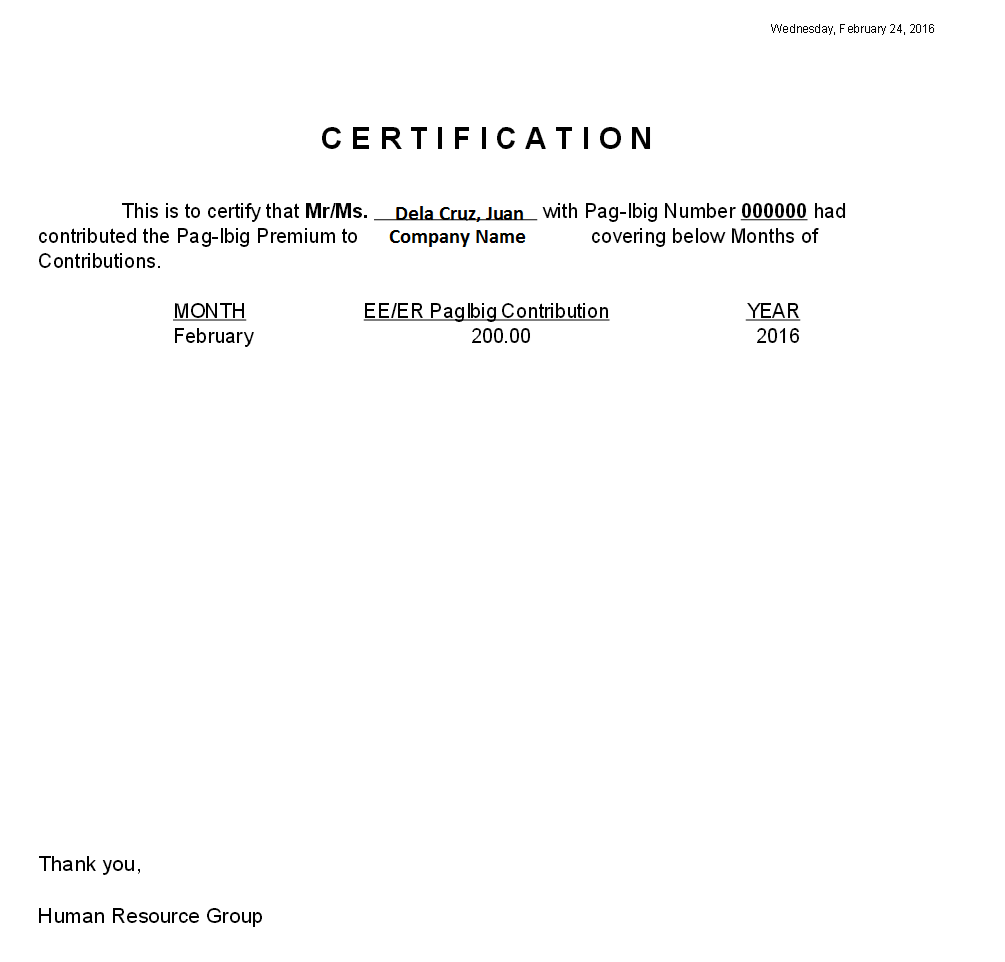


Figure 31. HDMF Remittance Certificate

#### PhilHealth RF-1 Monthly Employer’s Remittance Report

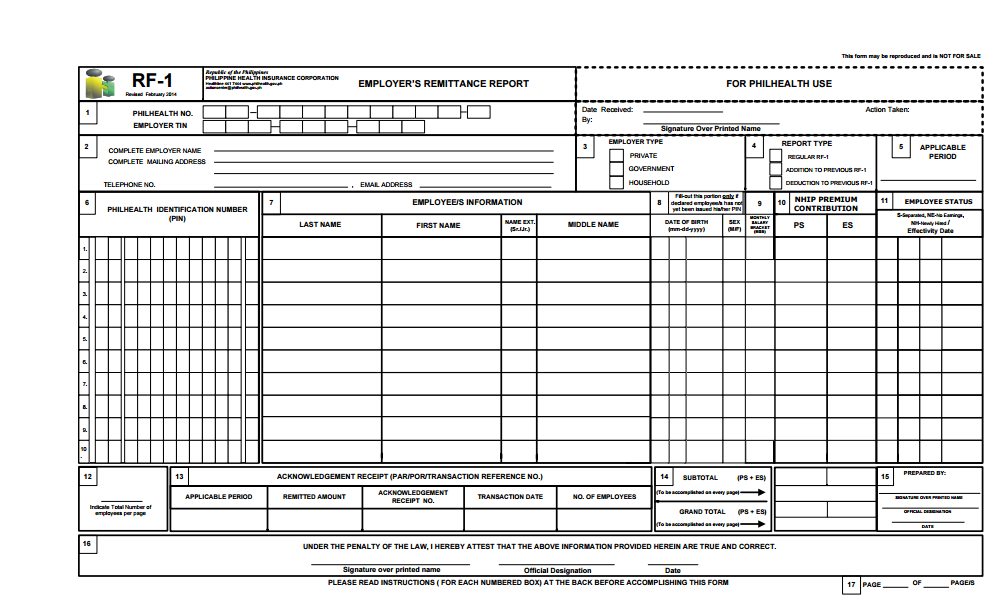


Figure 32. PhilHealth RF-1 Monthly Employer's Remittance Report

#### PhilHealth RF-1 Quarterly Employer’s Remittance Report

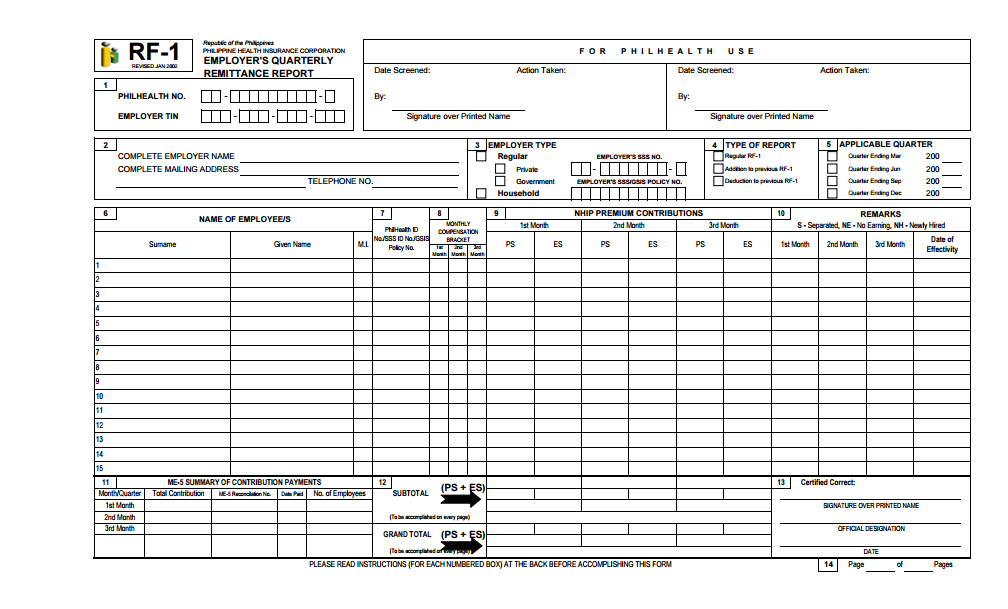


Figure 33. PhilHealth RF-1 Quarterly Employer's Remittance Report

#### PhilHealth Remittance Certificate

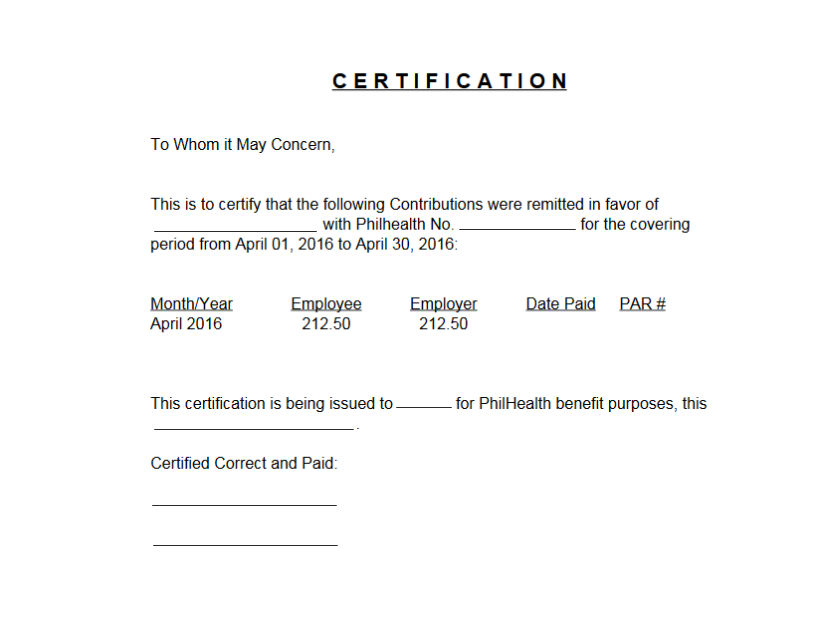


Figure 34. PhilHealth Remittance Certificate

#### ATM Register Report

This contains a list of employees with ATM.

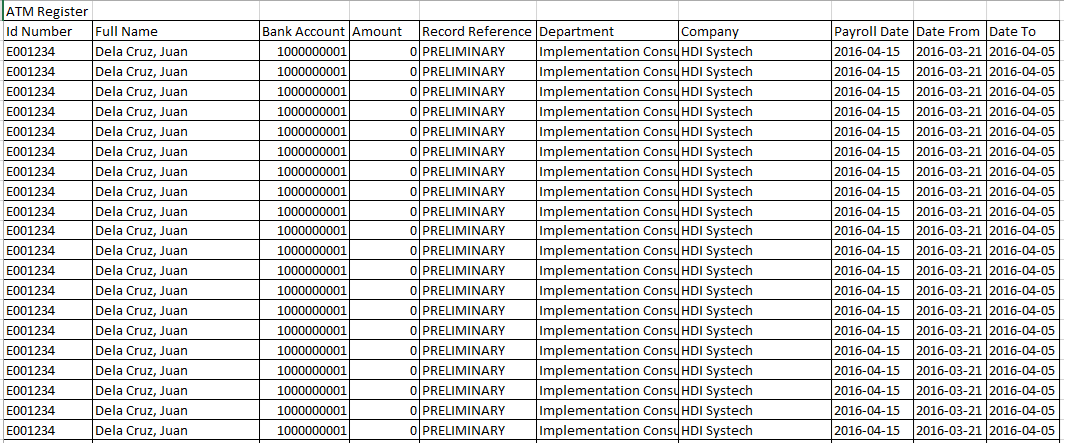


Figure 35. ATM Register Report

#### Non-ATM Register Report

This contains summary of all employees whose payment type is set to Cash.

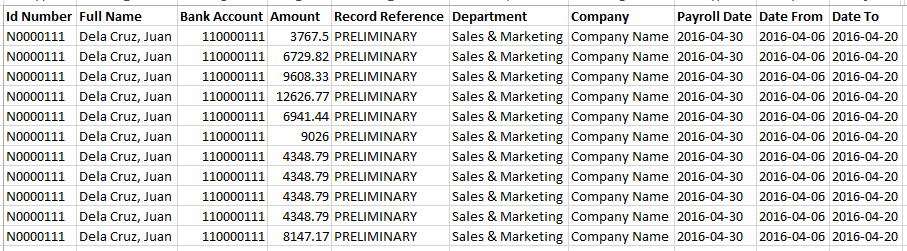


Figure 36. Non-ATM Register Report

#### Attendance Adjustment Report

This contains a list of payroll adjustment due to late approved timekeeping forms.

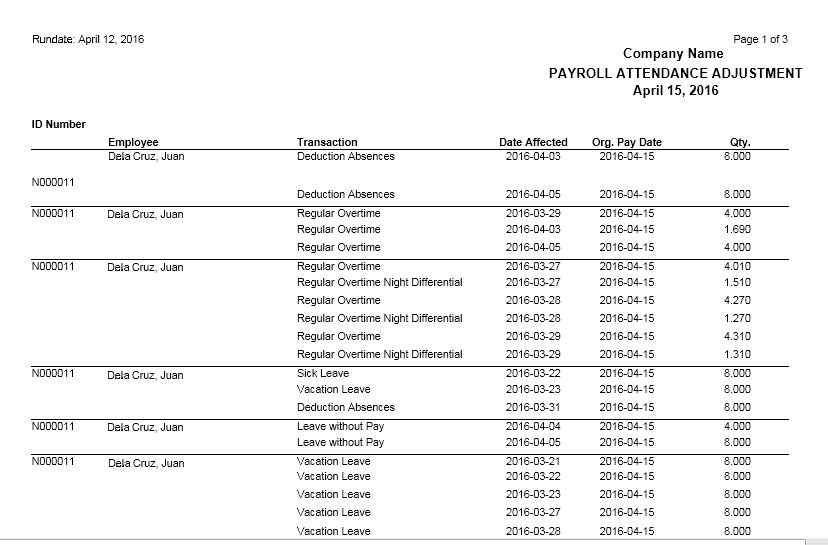


Figure 37. Attendance Adjustment Report

#### Deduction Schedule Detail Report

This contains a summary of all deductions of employees in a specific payroll date.

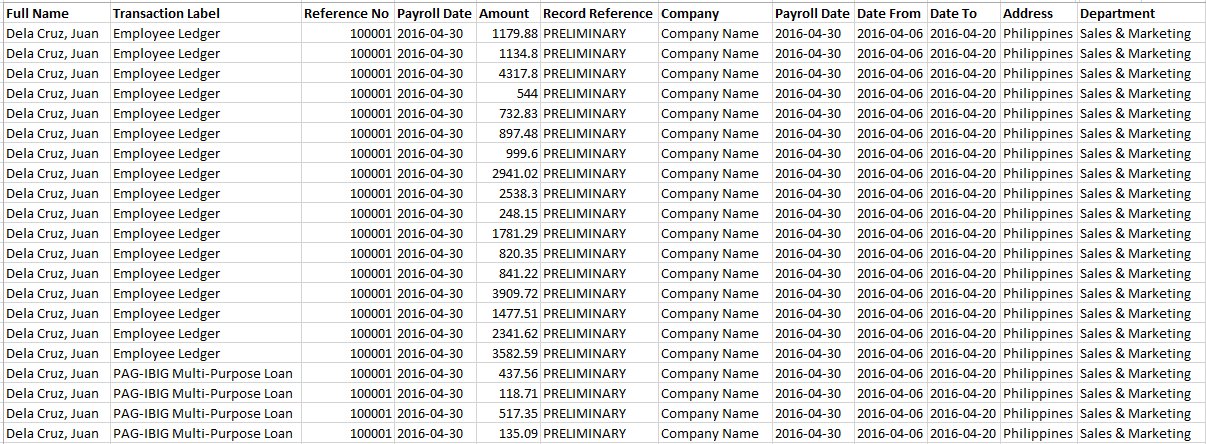


Figure 38. Deduction Schedule Detail Report

#### Journal Voucher

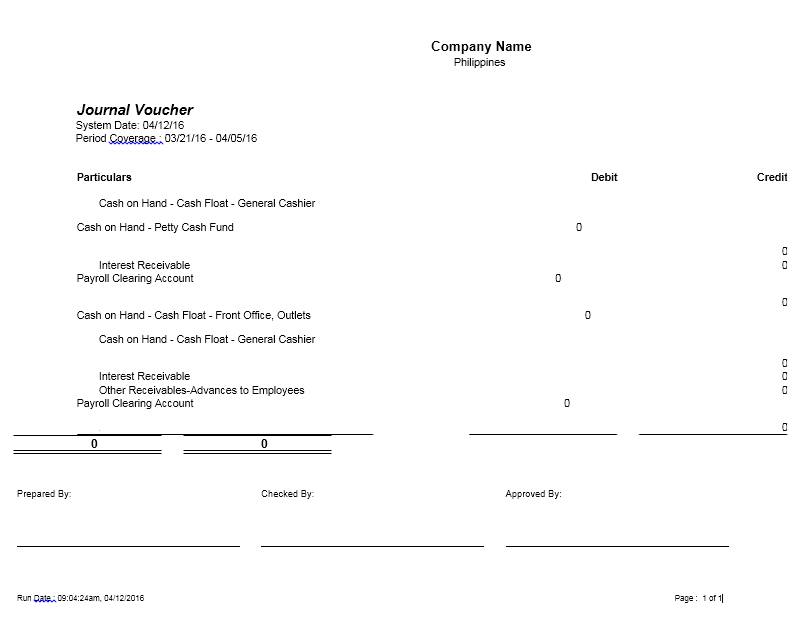


Figure 39. Journal Voucher

## 13th Month Pay

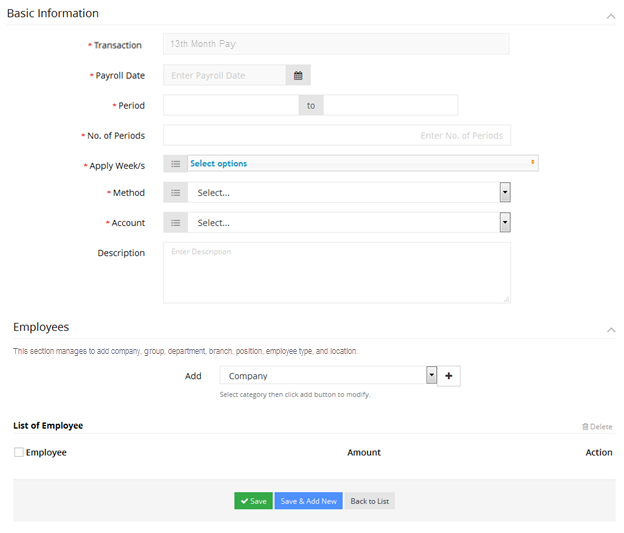


Figure 40. 13th Month Pay details

## Custom Reports

### Payroll Summary per Department

### Bank Remittance Text file

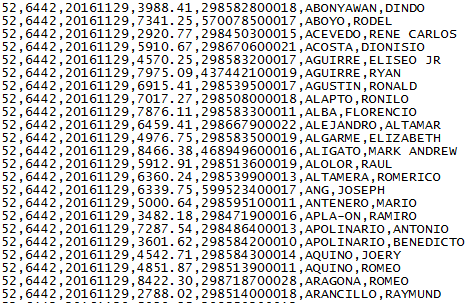


Figure 43. Bank Remittance Text File

# Signatories

This document has been approved as the Functional Requirements Specification for Payroll module.

|  |  |  |
| --- | --- | --- |
| **Prepared By:** | **Signature:** | **Date:** |
| Christi Ann Almario  *Project Manager*  Teemworx Inc. |  |  |

|  |  |  |
| --- | --- | --- |
| **Accepted By:** | **Signature:** | **Date:** |
| John Mahistrado  *Systems Development Manager*  Teemworx Inc. |  |  |

|  |  |  |
| --- | --- | --- |
| **Approved By:** | **Signature:** | **Date:** |
| Joel Mendoza  *Director*  Teemworx Inc. |  |  |

|  |  |  |
| --- | --- | --- |
| **Approved By:** | **Signature:** | **Date:** |
| Rommel Ardena  *Section Manager*  Victorias Milling Company, Inc. |  |  |
| Sheila Cabrestante  *Division Head*  Victorias Milling Company, Inc. |  |  |
| Teresita Ilagan  *Chief Finance Officer*  Victorias Milling Company, Inc. |  |  |