

System:	Human Resource Information System	Date:	July 2024
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	PAYROLL - PAYGROUP AND PAYSHEET GENERATION

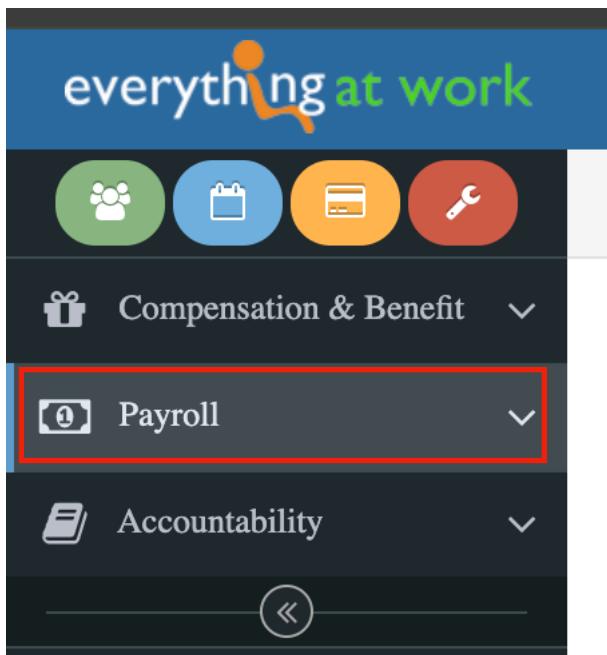
PAYGROUP - group of employees used for payroll. It determines the cut off and issue date of salaries.

HOW TO ADD PAYGROUP?

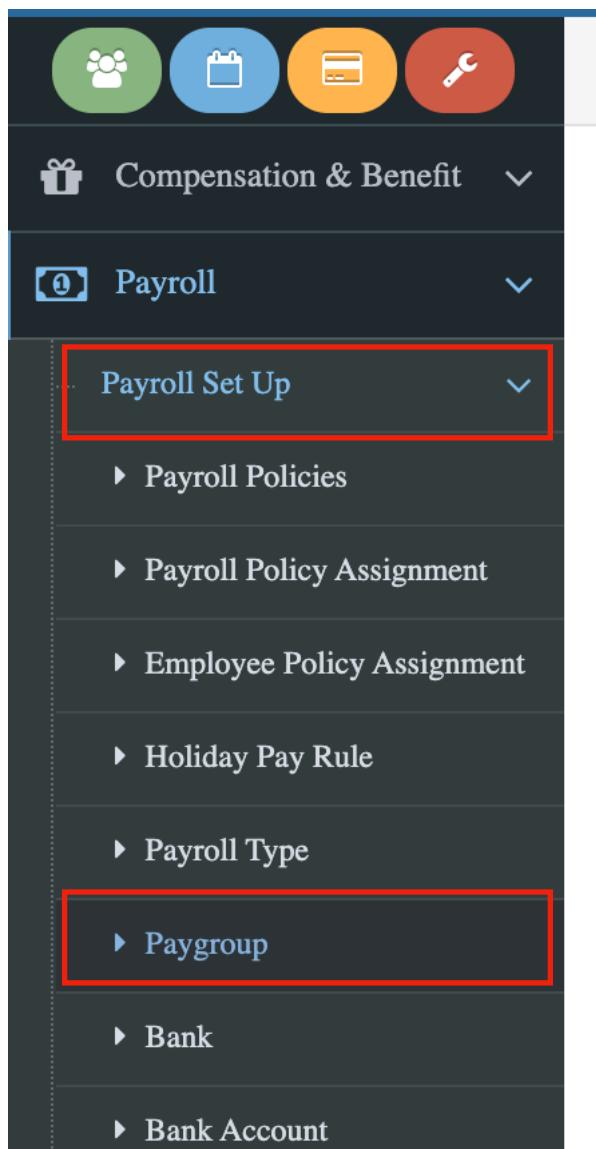
1. Upon logging in, click the yellow card icon (Payroll Module)



2. Click Payroll.



3. Click Payroll Set Up > Paygroup



4. Click the (+) add button.

Paygroup List			
	Payroll Group Code	Description	Payroll Frequency
	Non-Confidential	Non-Confidential	Semi-Monthly
	Staff Level	Staff Level	Semi-Monthly
	ABREEZA	ABREEZA	Semi-Monthly
	POWER MAC CENTER, INC.	POWER MAC CENTER, INC.	Semi-Monthly
	CHAR DINING PHILS, INC.	CHAR DINING PHILS, INC.	Semi-Monthly
	EVOLVE TECH LIFESTYLE, INC.	EVOLVE TECH LIFESTYLE, INC.	Semi-Monthly
	INDEX 94 LIFESTYLE SOLUTIONS, INC.	INDEX 94 LIFESTYLE SOLUTIONS, INC.	Semi-Monthly
	MOBILECARE SERVICES PHILS, INC.	MOBILECARE SERVICES PHILS, INC.	Semi-Monthly
	PISMO DIGITAL LIFESTYLE, INC.	PISMO DIGITAL LIFESTYLE, INC.	Semi-Monthly

5. Enter Paygroup Code and the Description of this Paygroup.

Paygroup

Paygroup Code: OCTOPUS - SAMPLE PAYGROUP Description: OCTOPUS - SAMPLE PAYGROUP

Setup Assignment

Payroll Frequency: Please select Start Day: Please select

No. of Pay Period: End Day: Please select

Issue Day: Please select

Save Close

6. Under Setup tab, select a Payroll Frequency. Click the drop down button to see options.

The screenshot shows the 'Paygroup' setup page. At the top, there are fields for 'Paygroup Code' (OCTOPUS - SAMPLE PAYGROUP) and 'Description' (OCTOPUS - SAMPLE PAYGROUP). Below these, there are two tabs: 'Setup' (selected) and 'Assignment'. In the 'Setup' tab, there is a section for 'Payroll Frequency' with a dropdown menu. The dropdown menu is open, showing options: 'Please select', 'Weekly', 'Semi-Monthly' (which is highlighted in blue), and 'Monthly'. To the right of the frequency section, there are fields for 'Start Day', 'End Day', and 'Issue Day', each with a dropdown menu set to 'Please select'. At the bottom right are 'Save' and 'Close' buttons.

7. For example, we selected a Semi-Monthly Payroll Frequency, the No. Of period will be automatically filled out and periods on the right side will adjust.

The screenshot shows the 'Paygroup' setup page after selecting 'Semi-Monthly' as the payroll frequency. The 'Payroll Frequency' field now displays 'Semi-Monthly'. The 'No. of Pay Period' field has been populated with the value '2'. To the right, a large red box highlights a section for 'Period 1' and 'Period 2'. This section includes fields for 'Period 1 Start Day', 'Period 1 End Day', and 'Period 1 Issue Day', each with a date picker and checkboxes for 'Start Day is in Previous Month' and 'End Day is in Previous Month'. Similarly, it includes fields for 'Period 2 Start Day', 'Period 2 End Day', and 'Period 2 Issue Day'. At the bottom right are 'Save' and 'Close' buttons.

8. Kindly see below our current setup for each period of Semi-monthly payroll frequency.

Paygroup »

The screenshot shows the 'Paygroup' setup page. At the top, 'Paygroup Code' is set to 'OCTOPUS - SAMPLE PAYGROUP' and 'Description' is also 'OCTOPUS - SAMPLE PAYGROUP'. Below this, there are two tabs: 'Setup' (selected) and 'Assignment'. Under 'Setup', 'Payroll Frequency' is set to 'Semi-Monthly' and 'No. of Pay Period' is set to '2'. On the right, a red box highlights the period settings: 'Period 1 Start Day' is '16' with a checked checkbox 'Start Day is in Previous Month'; 'Period 1 End Day' is '31' with a checked checkbox 'End Day is in Previous Month'; 'Period 1 Issue Day' is '15'. Below these, 'Period 2 Start Day' is '1' with an unchecked checkbox 'Start Day is in Previous Month'; 'Period 2 End Day' is '15' with an unchecked checkbox 'End Day is in Previous Month'; 'Period 2 Issue Day' is '31'. At the bottom right are 'Save' and 'Close' buttons.

9. Go to the next tab, Assignment. We will filter the employees here that we would like to be added on this paygroup.

Payroll > Paygroup

Paygroup »

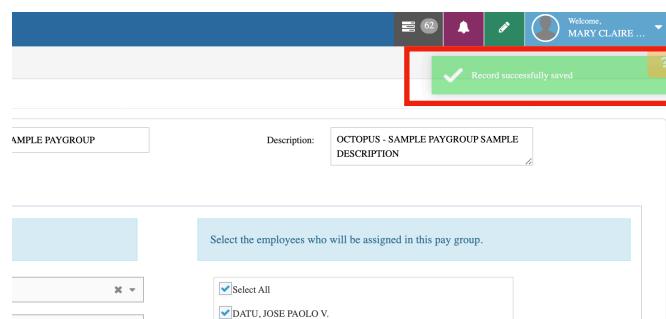
The screenshot shows the 'Paygroup' assignment page. At the top, 'Paygroup Code' is 'OCTOPUS - SAMPLE PAYGROUP' and 'Description' is 'OCTOPUS - SAMPLE PAYGROUP SAMPLE DESCRIPTION'. Below this, there are two tabs: 'Setup' (selected) and 'Assignment'. Under 'Assignment', there is a 'Filter Employees' section with dropdown menus for Company, Branch, Department, Job Rank, Job Level, and Position, all currently set to 'Please select'. To the right, a large blue box contains the text 'Select the employees who will be assigned in this pay group.' and a list of employees with checkboxes next to them. The list includes: Select All, 24, Test M., ACOSTA, DEMI JANE N., AJES, EMMANUEL ISREAL C., ALBERIO, ALBERT C., ALCANTARA, JERICHO JIGO M., ALEGRE, LAURENCE JAY M., ALTAYA, ANDRIA C., ALTURAS, LEO S., and ALVAREZ, ED SHANE L. At the bottom right are 'Save' and 'Close' buttons.

10. In this sample, we want to include all employees that belongs to the company: Octopus POS System, Inc. Then all employees that belong to Octopus Company will appear on the right side. Note: You can narrow down the list if applicable on your situation by clicking on the next dropdowns.

11. On the right side, select all employees that you want to be added on this paygroup.
12. Click Save.

The screenshot shows the Paygroup setup screen. At the top, it displays the Paygroup Code: OCTOPUS - SAMPLE PAYGROUP and Description: OCTOPUS - SAMPLE PAYGROUP SAMPLE DESCRIPTION. Below this, there are two tabs: 'Setup' (selected) and 'Assignment'. A 'Filter Employees' section is on the left, containing dropdown menus for Company (Octopus POS Systems, Inc.), Branch, Department, Job Rank, Job Level, and Position, all of which are currently set to 'Please select'. A red box labeled '10' highlights this section. To the right, a list of employees is shown with checkboxes: 'Select All' (checked), DATU, JOSE PAOLO V. (checked), LOSITO, RODOLFO A. (checked), and SY, WINNIE C. (unchecked). A red box labeled '11' highlights this list. At the bottom right, there is a 'Save' button (highlighted with a red box) and a 'Close' button.

13. A message will appear once it is successfully saved: “Record successfully saved”



You may now check your newly added playgroup on the list.

[Paygroup List »](#)

	Payroll Group Code	Description	Payroll Frequency	
 	POWER MAC CENTER, INC.	POWER MAC CENTER, INC.	Semi-Monthly	
 	CHAR DINING PHILS, INC.	CHAR DINING PHILS, INC.	Semi-Monthly	
 	EVOLVE TECH LIFESTYLE, INC.	EVOLVE TECH LIFESTYLE, INC.	Semi-Monthly	
 	INDEX 94 LIFESTYLE SOLUTIONS, INC.	INDEX 94 LIFESTYLE SOLUTIONS, INC.	Semi-Monthly	
 	MOBILECARE SERVICES PHILS, INC.	MOBILECARE SERVICES PHILS, INC.	Semi-Monthly	
 	PISMO DIGITAL LIFESTYLE, INC.	PISMO DIGITAL LIFESTYLE, INC.	MOBILECARE SERVICES PHILS, INC.	
 	PMC BUSINESS SYSTEMS, INC.	PMC BUSINESS SYSTEMS, INC.	Semi-Monthly	
 	OCTOPUS - SAMPLE PAYGROUP	OCTOPUS - SAMPLE PAYGROUP SAMPLE DESCRIPTION	Semi-Monthly	



| Page

1

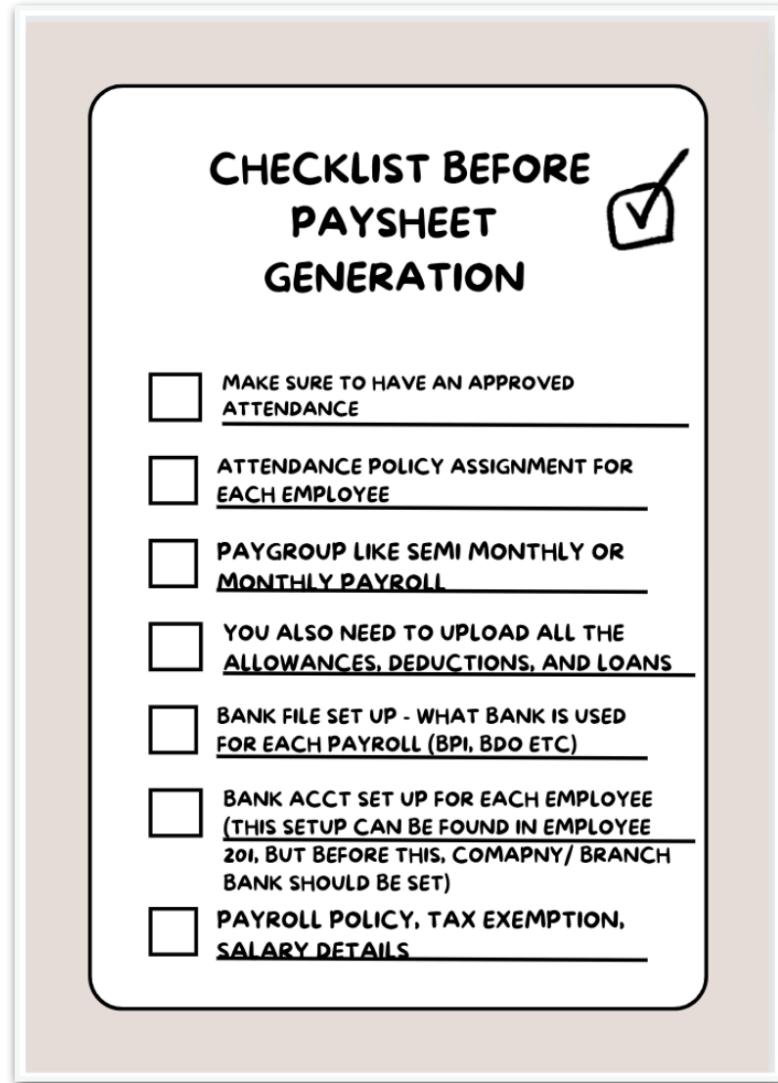
of 1



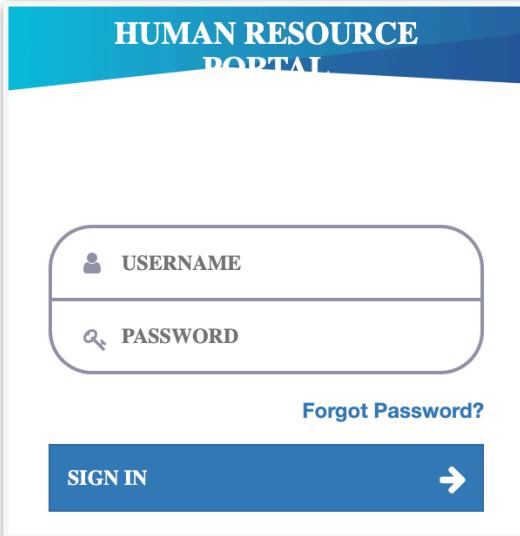
15



PAYSHEET - is a Payroll Summary for a given period.

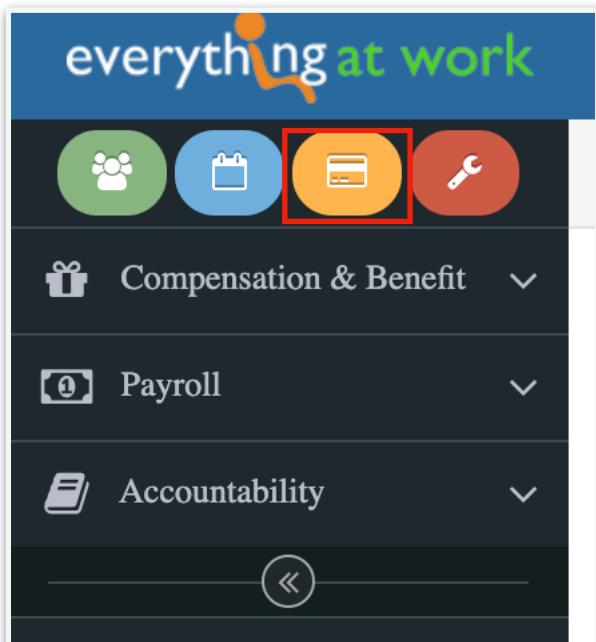


HOW TO GENERATE PAYSHEET



- **SIGN IN**

1. Go to <https://hr.hris-in-powermaccenter.com>
2. Enter your USERNAME and PASSWORD.



3. Go to PAYROLL, click the card icon (yellow icon)

everything at work

The screenshot shows the software's main dashboard. On the left, a sidebar menu is open under the 'Payroll' category. The menu items include: Payroll Set Up, Employee Savings, Allowances & Other Earnings, Other Deduction, Deduction, Deputising Pay, Loan Request, Employee Payroll On Hold, Bereavement Assistance, Paysheet, Bank File Breakdown, Bank File, and Schedule of Remittances. The 'Paysheet' item is highlighted with a red box. In the center, there is a teal-colored box titled 'Open Requests' with the number '40' next to it. Below this is a bar chart titled 'Manpower Comp' with a vertical axis ranging from 0 to 300. The chart has several bars of varying heights, with the highest bar reaching approximately 80 on the scale. At the bottom right, there is a section titled 'Memorandum'.

- Compensation & Benefit
- Payroll
 - Payroll Set Up
 - Employee Savings
 - Allowances & Other Earnings
 - Other Deduction
 - Deduction
 - Deputising Pay
 - Loan Request
 - Employee Payroll On Hold
 - Bereavement Assistance
 - Paysheet
 - Bank File Breakdown
 - Bank File
 - Schedule of Remittances

Dashboard >

Change Layout

40 Open Requests

Manpower Comp

Memorandum

4. Click the “Paysheet”.

5. Click the “Add” (+) button

The screenshot shows the 'Paysheet List' page within the 'Payroll' section of the software. A table displays various payroll entries with columns for Status, Payroll Type, Reference No., Paygroup, Month/Year, Cut Off, Date Issued, Period, End Of Month, and Company. An arrow points from the text 'Add button' to a red box surrounding the 'Add' button icon at the bottom left of the table.

Status	Payroll Type	Reference No.	Paygroup	Month/Year	Cut Off	Date Issued	Period	End Of Month	Company
Approved	Regular Payroll	PAY2024021215	EVOLVE TECH LIFESTYLE, INC.	Nov 2023	11/27/2023 - 12/15/2023	12/15/2023	1	No	Evolve Tech Lifestyle, Inc.
Posted	Regular Payroll	PAY20230711213	EVOLVE TECH LIFESTYLE, INC.	Apr 2023	04/16/2023 - 04/30/2023	07/30/2023	2	Yes	Evolve Tech Lifestyle, Inc.
Approved	Regular Payroll	PAY20230823214	EVOLVE TECH LIFESTYLE, INC.	Apr 2023	04/01/2023 - 04/15/2023	07/30/2023	1	No	Evolve Tech Lifestyle, Inc.
Posted	Regular Payroll	PAY20230823214	EVOLVE TECH LIFESTYLE, INC.	Jan 2023	01/01/2023 - 01/15/2023	01/31/2023	1	Yes	Evolve Tech Lifestyle, Inc.
Approved	Regular Payroll	PAY20191121210	POWER MAC CENTER, INC.	Oct 2019	09/16/2019 - 09/30/2019	10/15/2019	1	No	Power Mac Center, Inc.
Draft	Regular Payroll	PAY20191121209	POWER MAC CENTER, INC.	Oct 2019	09/16/2019 - 09/30/2019	10/15/2019	1	No	Power Mac Center, Inc.
Draft	Regular Payroll		EVOLVE TECH LIFESTYLE, INC.	May 2019	05/01/2019 - 05/15/2019	05/31/2019	2	Yes	Evolve Tech Lifestyle, Inc.

6. Enter Parameters: Select Payroll type, Payroll Group, Month/Year of this payroll, issue date, Cut off, period and tick end of month if applicable. Click “Next”.

The screenshot shows the 'Paysheet Generation' step 1 form. It consists of four numbered steps: 1. Enter parameters, 2. Filter employees, 3. Select employees, and 4. Validate. Step 1 is active and contains the following fields:

- Payroll Type: Regular Payroll
- Cut-Off: 01/16/2024 - 01/31/2024
- Payroll Group: POWER MAC CENTER, INC.
- Period: 2
- Month/Year: 01/2024
- Issue Date: 02/15/2024
- Checkboxes: End Of Month (checked), Adjust Insufficient Net Pay (unchecked)

At the bottom are 'Prev' and 'Next' buttons.

7. Filter employees that should be included in this payroll. Click “Next” once done.

Paysheet Generation X

Enter parameters Filter employees Select employees Validate

Company:	Power Mac Center, Inc. ✖️ ▾	Unit:	Please select ▾
Branch:	Please select ▾	Job Rank:	Please select ▾
Department:	Please select ▾	Line:	Please select ▾
Position:	Please select ▾	Office:	HR, OD & Legal Office ✖️ ▾
Division:	Please select ▾	Team:	Please select ▾
Project:	Please select ▾	Group:	Please select ▾
Location:	Please select ▾		

◀ Prev Next →

8. Select Employees. Click “Next” once done.

Paysheet Generation X

Enter parameters Filter employees Select employees Validate

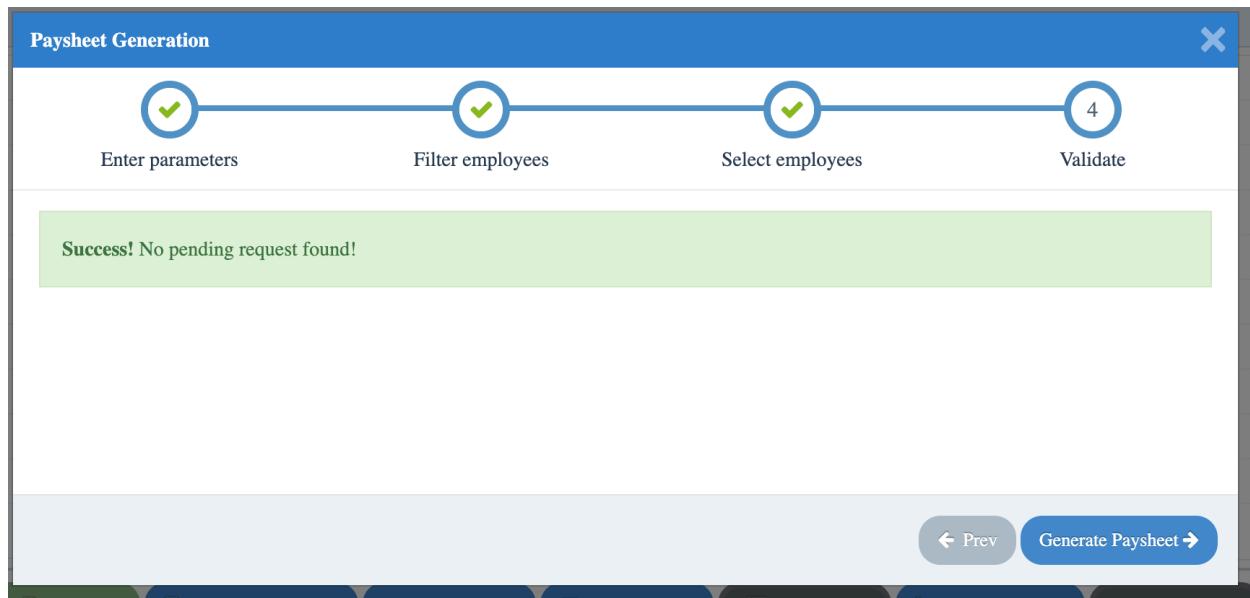
Show inactive

Search Employee 🔍

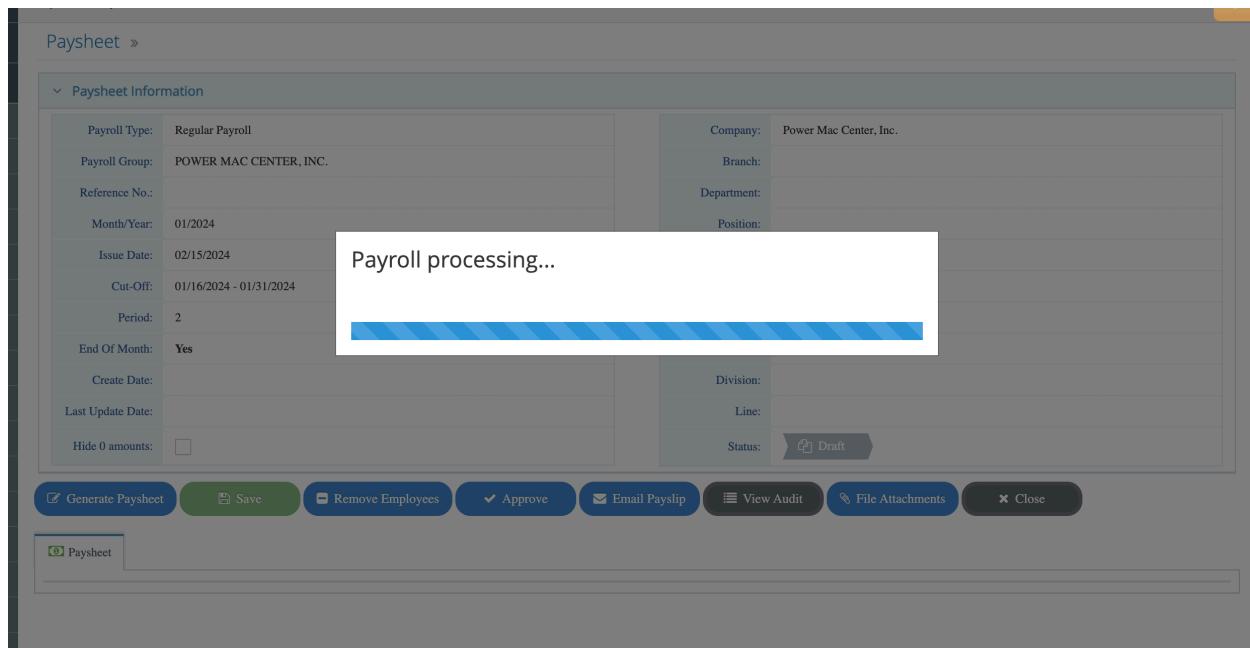
- FLORES, RUSSEL D.
- GARDUQUE-GUERRA, LULUBELLE B.
- GENETIANO, ABBYGAIL G.
- GONZALES, KRIZZIA LYNN A.
- GRANIL, CAMILLE S.
- LEGASPI, CATHERINE S.
- LIWANAG, SAMANTHA NICHOLE O.
- LIZARDO, MARY GRACE C.
- MANLA, ROBE KATE J.
- PINEDA, EVITA MA. R.

◀ Prev Next →

9. The system will validate here if the selected employees have pending request that are still subject for approval, it will be displayed here if there is. Click “Generate Paysheet” to proceed.



It will take some time during the process.



10. The Paysheet will now be displayed with their salary rates, number of absences, undertime, deductions, and etc. After reviewing you may now click the “Approve” button.

You may check the “Hide 0 amounts” to lessen the columns displayed on the paysheet.

Employee	Department	Position	Salary Type	Salary Rate	Remarks	AUDIT FINDINGS (GENERAL)	AUDIT FINDINGS 3 (CASHIER SHORTAGE)	AUDIT FINDINGS (LATE OPENING)
GENETIANO, ABBYGAIL G.	HR, OD and Legal	HR Specialist	Monthly	10,000.00				
PINEDA, EVITA MA. R.	HR, OD and Legal	HR Assistant	Monthly	10,000.00				

11. After checking, you may now post the pay sheet, this means that the payslips will now be available/viewable at the employee portal. Please be noted that once the pay sheet is posted, this cannot be undone.

You also have the option to email the payslip individually to the employee’s registered email address on HRIS.

Employee	Department	Position	Salary Type	Salary Rate	Late Hrs	Undertime Hrs	Absent Hrs	Basic Hrs	Basic I
GENETIANO, ABBYGAIL G.	HR, OD and Legal	HR Specialist	Monthly	10,000.00	2.5167		56.0000	37.4833	
PINEDA, EVITA MA. R.	HR, OD and Legal	HR Assistant	Monthly	10,000.00		4.0000	32.0000	60.0000	

PAYSHEET SUMMARY REPORT

1. Go to Payroll > Reports (In case you can't find the Report from the menu, you may ask for access to the system admin)

2. Click on "Payroll Reports"

The screenshot shows the 'everything at work' software interface. The top navigation bar includes icons for Home, Compensation & Benefit, Payroll, Reports, and Settings. The 'Payroll' section is currently selected, indicated by a blue background. The left sidebar contains a hierarchical menu under 'Payroll': Payroll Set Up, Employee Savings, Allowances & Other Earnings, Other Deduction, Deduction, Deputising Pay, Loan Request, Employee Payroll On Hold, Bereavement Assistance, Paysheet, Bank File Breakdown, Bank File, Schedule of Remittances, Accounting Entry, Annual Statutory Files, and Paysheet File. A red box labeled '1' highlights the 'Reports' option at the bottom of the sidebar. The main content area is titled 'Report List' and lists several report categories: Payroll Reports (highlighted with a red box labeled '2'), Loan Reports, Earning and Deduction Reports, Schedule of Contributions, Annual Statutory Reports, and Custom Payroll Report.

3. Click the “Print” button beside the Paysheet Summary Report.

The screenshot shows a web-based payroll reporting system. At the top left, it says "Payroll > Report List". On the right side, there is a blue question mark icon. Below this, the title "Report List" is followed by a double arrow icon. The main content area is titled "Payroll Reports" with a downward arrow icon. It lists several report types, each with a "Print" button (a blue circle with a white printer icon). The reports are:

- Company Payroll Report per Department with Breakdown**: This report will show the payroll with complete breakdown for a company organized by Department. Print button.
- Paysheet Summary Report**: This report will show the Payroll summary for a given period. Print button. This report is highlighted with a red rectangular border.
- Company Payroll Report per Department**: This report will show the payroll for a company organized by Department. Print button.
- Company Payroll Report with no Sub Total**: This report will show the payroll with complete breakdown for a company. Print button.
- Payroll Comparison**: No description to display. Print button.
- Overtime Summary Report**: No description to display. Print button.
- Monthly Payroll Issuance Summary Report**: This report will show the total amount issued for an Earning Code per Month. Print button.
- Summary of Payroll and Headcount Report**: No description to display. Print button.
- Payroll Deduction Schedule Report**: This will show the payroll deductions of employees for a particular period. Print button.
- Employee Payroll Detail Report with Breakdown**: No description to display. Print button.
- Loan Reports**
- Earning and Deduction Reports**

4. Enter parameters based on the paysheet period you want report to be generated thank click “Print”

Paysheet Summary Report

Issue Date: 02/15/2024 - 05/15/2024

Month Year: Jan 2024

Company: Power Mac Center, Inc.

Branch: Please select

Cost Center: Please select

Group: Please select

Job Rank: Please select

Division: Please select

Pay Group: Please select

Unit:

Search Here

Select All
 AGENCY
 Apple Center Phils, Inc.
 Before Anything Else, Corp.
 Char Dining Philippines, Inc.

Payroll Type:

Search Here

Final Payroll
 Previous Employer Payroll
 Previous Payroll
 Regular Payroll
 Regular Payroll - MSPI
 Separation Payroll

Status:

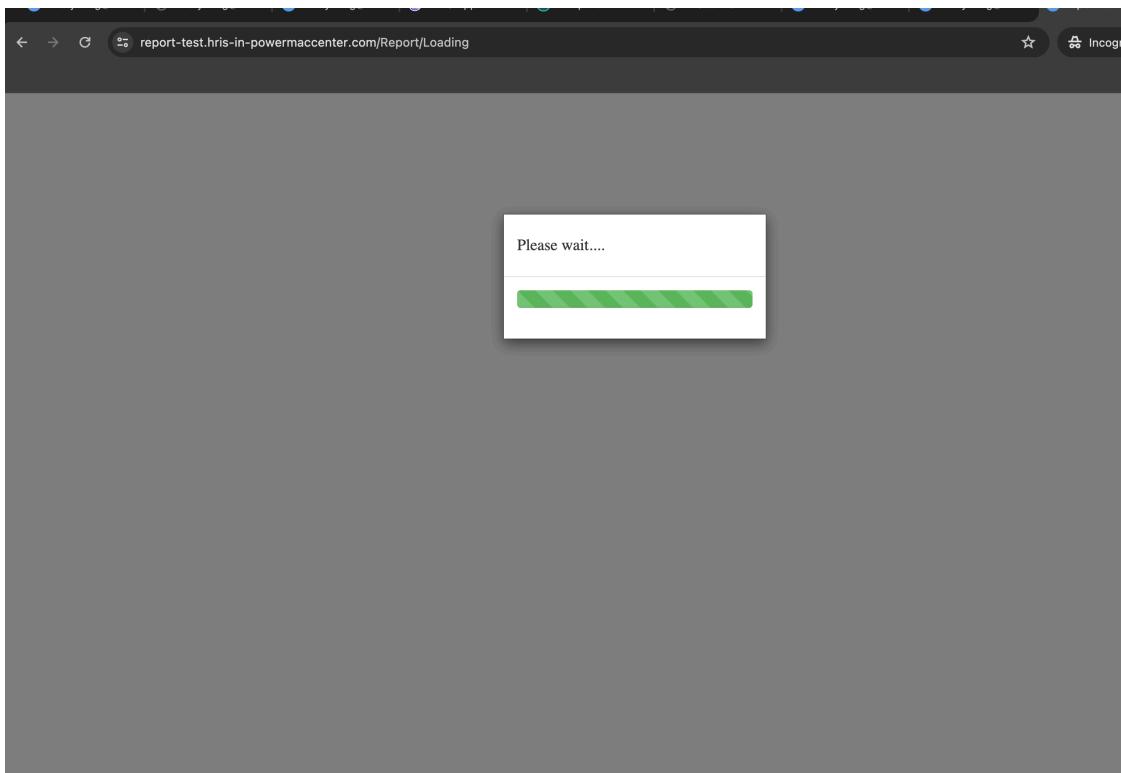
Search Here

Select All
 Approved
 Draft

Hide Zero Values

Portable Document Format

Process may take a while.



5. You may now download the paysheet by clicking the download icon.

A screenshot of a web browser displaying a "PAYSHEET SUMMARY REPORT". The page has a dark header with various icons and a search bar. Below the header, there's a sidebar on the left showing a thumbnail of the document and the number "1". The main content area starts with the "POWER MAC CENTER" logo. It then displays the report title and some metadata: "Issue Date: 02/15/2024 - 05/15/2024", "Month Year: Jan 2024", "Company: Power Mac Center, Inc.", "Status: Approved, Draft", and "Hide Zero Values". The main table is titled "PAYSHEET SUMMARY REPORT" and includes columns for Employee Name, Absences, Basic Pay, OT + HOL + REST + NS, Leave Pay, Allowance, Others (Int/Benefit), Others (Taxable), Gross Pay, SSS, PHL, Pagibig, Wtax, Loans, Deductions, Other Deductions, and Net Pay. The table lists three employees: GENETIANO, ABBYGAIL G., PINEDA, EVITA MA. R., and shows Grand Totals at the bottom. At the bottom of the page, it says "System generated report." and "CONFIDENTIAL". On the right side of the browser window, there is a vertical toolbar with several icons, one of which is highlighted with a red box.

- END OF PAYSHEET USER MANUAL -