

System:	Human Resource Information System	Date:	April 2023
Portal URL	https://hr.hris-in-powermaccenter.com/	Name:	PAYROLL - PAYSHEET GENERATION

PAYSHEET - is a Payroll Summary for a given period.

CHECKLIST BEFORE PAYSHEET GENERATION

- ☐ MAKE SURE TO HAVE AN APPROVED ATTENDANCE
- ☐ ATTENDANCE POLICY ASSIGNMENT FOR EACH EMPLOYEE
- ☐ PAYGROUP LIKE SEMI MONTHLY OR MONTHLY PAYROLL
- ☐ YOU ALSO NEED TO UPLOAD ALL THE ALLOWANCES, DEDUCTIONS, AND LOANS
- ☐ BANK FILE SET UP - WHAT BANK IS USED FOR EACH PAYROLL (BPI, BDO ETC)
- ☐ BANK ACCT SET UP FOR EACH EMPLOYEE (THIS SETUP CAN BE FOUND IN EMPLOYEE 201, BUT BEFORE THIS, COMPANY/ BRANCH BANK SHOULD BE SET)
- ☐ PAYROLL POLICY, TAX EXEMPTION, SALARY DETAILS

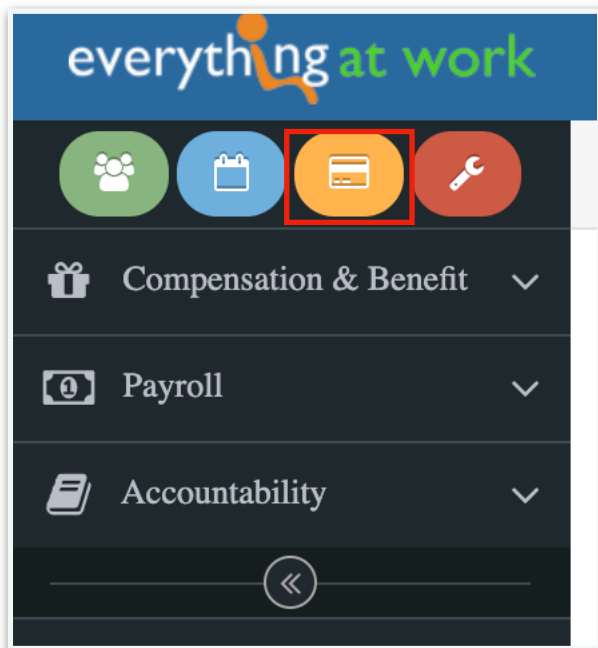
HOW TO GENERATE PAYSHEET



The screenshot shows the 'HUMAN RESOURCE PORTAL' login interface. It features a blue header with the portal name. Below the header, there are two input fields: 'USERNAME' with a person icon and 'PASSWORD' with a magnifying glass icon. A 'Forgot Password?' link is positioned to the right of the password field. At the bottom, there is a blue 'SIGN IN' button with a right-pointing arrow.

- **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)

everythingat work

Dashboard >

Change Layout

40
Open Request

Manpower Comp

Category	Value
1	90
2	75
3	15
4	10
5	5
6	10
7	5
8	10
9	5
10	10
11	5
12	10
13	5
14	10
15	5

Memorandum

Compensation & Benefit

Payroll

Payroll Set Up

Employee Savings

Allowances & Other Earning

Other Deduction

Deduction

Deputising Pay

Loan Request

Employee Payroll On Hold

Bereavement Assistance

Paysheet

Bank File Breakdown

Bank File

Schedule of Remittances

4. Click the "Paysheet".















5. Click the “Add” (+) button

everything at work

Payroll > Paysheet List

Paysheet List >

Search Filters

	Status	Payroll Type	Reference No.	Paygroup	Month/Year	Cut Off	Date Issued	Period	End Of Month	Company
	 Approved	Regular Payroll	PAY20240212215	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	PAY20230711213	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.

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Add button

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”.

Paysheet Generation

1 Enter parameters 2 Filter employees 3 Select employees 4 Validate

Payroll Type: Regular Payroll

Payroll Group: POWER MAC CENTER, INC.

Month/Year: 01/2024

Issue Date: 02/15/2024

Cut-Off: 01/16/2024 - 01/31/2024

Period: 2

☒ End Of Month

☐ Adjust Insufficient Net Pay

Prev Next

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

Paysheet Generation

1

2

3

4

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

1

2

3

4

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.

Paysheet Generation

Enter parameters Filter employees Select employees Validate

Success! No pending request found!

← Prev **Generate Paysheet →**

It will take some time during the process.

Paysheet

Paysheet Information

Payroll Type:	Regular Payroll	Company:	Power Mac Center, Inc.
Payroll Group:	POWER MAC CENTER, INC.	Branch:	
Reference No.:		Department:	
Month/Year:	01/2024	Position:	
Issue Date:	02/15/2024		
Cut-Off:	01/16/2024 - 01/31/2024		
Period:	2		
End Of Month:	Yes		
Create Date:		Division:	
Last Update Date:		Line:	
Hide 0 amounts:	<input type="checkbox"/>	Status:	Draft

Payroll processing...

Generate Paysheet Save Remove Employees Approve Email Payslip View Audit File Attachments Close

Paysheet

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.

Paysheet »

Payroll Type: Regular Payroll

Payroll Group: POWER MAC CENTER, INC.

Reference No.:

Month/Year: 01/2024

Issue Date: 02/15/2024

Cut-Off: 01/16/2024 - 01/31/2024

Period: 2

End Of Month: Yes

Create Date: 05/06/2024 02:31:03 PM

Last Update Date: 05/06/2024 02:30:27 PM

Hide 0 amounts: ☐

Company: Power Mac Center, Inc.

Position:

Job Rank:

Project:

Location:

Unit:

Division:

Line:

Status: Draft

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

Generate Paysheet Save Remove Employees Approve Email Payslip View Audit File Attachments Close

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.**

Paysheet »

Payroll Type: Regular Payroll

Payroll Group: POWER MAC CENTER, INC.

Reference No.: PAY20240506217

Month/Year: 01/2024

Issue Date: 02/15/2024

Cut-Off: 01/16/2024 - 01/31/2024

Period: 2

End Of Month: Yes

Create Date: 05/06/2024 02:31:03 PM

Last Update Date: 05/06/2024 02:39:27 PM

Hide 0 amounts: ☒

Company: Power Mac Center, Inc.

Department:

Position:

Job Rank:

Project:

Location:

Unit:

Division:

Line:

Status: Approved

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

Set to Draft Post Print Email Payslip View Audit File Attachments Close

Paysheet

Employee	Department	Position	Salary Type	Salary Rate	Late Hrs	Undertime Hrs	Absent Hrs	Basic Hrs	Basic Pay
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

Paysheet Summary Report lets you download the paysheet into file.

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 displays the 'everything at work' application interface. On the left is a dark sidebar menu with icons for Compensation & Benefit, Payroll, and Reports. The 'Reports' menu item at the bottom is highlighted with a red box and labeled with a large black '1'. The main content area on the right shows the breadcrumb 'Payroll > Report List' and a 'Report List' section. Under 'Report List', several report categories are listed: Payroll Reports, Loan Reports, Earning and Deduction Reports, Schedule of Contributions, Annual Statutory Reports, and Custom Payroll Report. The 'Payroll Reports' item is highlighted with a red box and labeled with a large black '2'.

everything at work

Payroll > Report List

Report List »

- > Payroll Reports 2
- > Loan Reports
- > Earning and Deduction Reports
- > Schedule of Contributions
- > Annual Statutory Reports
- > Custom Payroll Report

Compensation & Benefit

Payroll

Payroll Set Up

Employee Savings

Allowances & Other Earning

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

Paysheet File

Reports 1

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

Payroll > Report List

?

Report List »

▼ Payroll Reports

▶ Company Payroll Report per Department with Breakdown

This report will show the payroll with complete breakdown for a company organized by Department

Print

▶ Paysheet Summary Report

This report will show the Payroll summary for a given period.

Print

▶ Payroll Comparison

No description to display

Print

▶ Monthly Payroll Issuance Summary Report

This report will show the total amount issued for an Earning Code per Month.

Print

▶ Payroll Deduction Schedule Report

This will show the payroll deductions of employees for a particular period.

Print

▶ Company Payroll Report per Department

This report will show the payroll for a company organized by Department.

Print

▶ Company Payroll Report with no Sub Total

This report will show the payroll with complete breakdown for a company.

Print

▶ Overtime Summary Report

No description to display

Print

▶ Summary of Payroll and Headcount Report

No description to display

Print

▶ Employee Payroll Detail Report with Breakdown

No description to display

Print

> 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

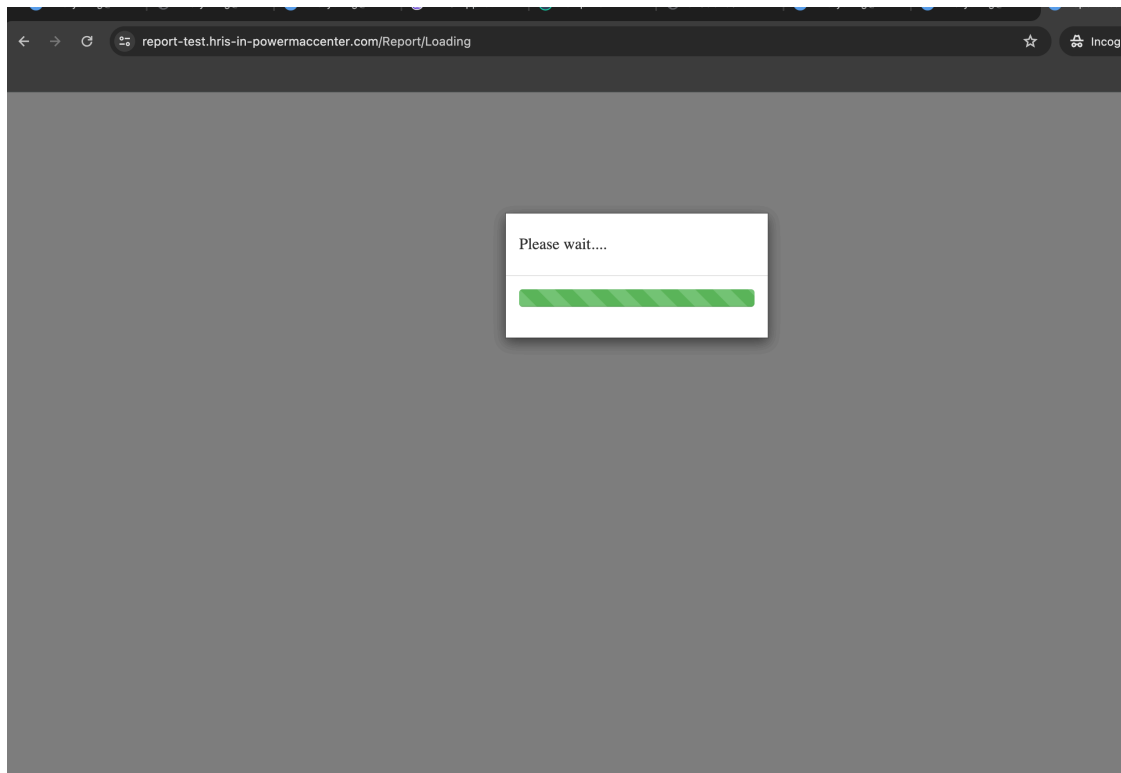
☒ Hide Zero Values

Portable Document Format

Send to Email

Print

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' for Power Mac Center, Inc. The report includes employee details, pay breakdown, and deductions. A red box highlights the download icon in the top right corner.

PAYSHEET SUMMARY REPORT

Issue Date: 02/15/2024 - 05/15/2024
Month Year: Jan 2024
Company: Power Mac Center, Inc.
Status: Approved , Draft
Hide Zero Values

EMPLOYEE NAME	ABSENCES TARDINESS	BASIC PAY	OT + HOL + REST + NS	LEAVE PAY	ALLOWANCE	OTHERS (NT/BENEFIT)	OTHERS (TAXABLE)	OTHERS	GROSS PAY	SSS	PHIL	PAGIBIG	WTAX	LOANS	DEDUCTIONS	OTHER DEDUCTIONS	NET PAY
GENETIANO,	5,626.60	4,373.40							4,373.40								4,373.40
ABRYGAIL G.	3,461.54	6,538.46							6,538.46	292.50	250.00	100.00					5,895.96
PINEDA, EVITA MA. R.																	
GRAND TOTALS:	9,088.14	10,911.86							10,911.86	292.50	250.00	100.00					10,269.36

System generated report. CONFIDENTIAL

- END OF PAYSHEET USER MANUAL -