

Scope

- The system will have a file management where it covers the records of employee and system transaction log.
- The system also covers the Payroll Processing and Reporting which includes the pay calculation of salary slip and time off tracking.
- The employee will use biometrics to time-in and time-out for cording of timekeeping.
- The system will have a report consist of summary of time sheet, summary of Payroll Computation, Summary of Tax Refund and 13th Month Pay, Withholding Tax, SSS, and Pag-IBIG Contributions.

Functions

- **Employee module**
 - Employee details
 - Attendance
 - Leave
- **Salary module**
 - Allowance
 - Deduction
 - Pay Slip

Pay Slip Module

1. **New Payslip** – to create new payslip of the employee
2. **View** – to view summary of the payslip and to print payslip
3. **Edit** – to edit the details in the payslip



Payroll Management		New Payslip		Search	
Date	Employee	Gross pay	Deduction	Net pay	Contribution
1/4/2018	Zy Tolentino	12,200.00	1,080.00	11,120.00	300.00
10/9/2017	Zy Tolentino	15,000.00	550.00	14,450.00	250.00

Export (2)

Selection of Employee

Payslip

Date
01/04/2018

Employee

Zy Tolentino

Jeric Madeloso

Norhanie Galakas

Zy Tolentino

		Qty	Rate	Total	
		1	3000	3,000	X
		15	500	7,500	X
	Suspense	Holiday Pay	2	600	1,200 X
	Suspense	Over Time	5	100	500 X
Gross pay				12,200	

Add line

✚ Fill up fields.

Payslip

Date

01/04/2018

Employee

Zy Tolentino

Earnings Description	Qty	Rate	Total
Allowance	1	3000	3,000
Per Day	15	500	7,500
Holiday Pay	2	600	1,200
Over Time	5	100	500
Gross pay			12,200

Add line

Deduction Description	Amount
SSS	280
Pag-ibig	500
Tax	300
Total deductions	1,080
Net pay	11,120

Add line

Employer contribution Description	Amount
COLA	300
Total contributions	300

Add line

Create




Sample Payslip

1. **Edit** – edit details of payslip
2. **Print** – print payslip
3. **PDF** – download payslip as pdf
4. **Email** – email payslip to the employer

Payslip

EditPrintPDFEmail

Payslip



Zy Tolentino
Novaliches Q.C

Date
10/9/2017

Sample
1313 Webfoot Walk
Duckburg
Calisota

Description	Qty	Rate	Total
Salary	30	500.00	15,000.00
Earnings		0.00	
Gross pay			15,000.00
Less: Uniform			100.00
Less: sss			250.00
Less: coop			200.00
Net pay			14,450.00
sss			250.00

1.