### Scope

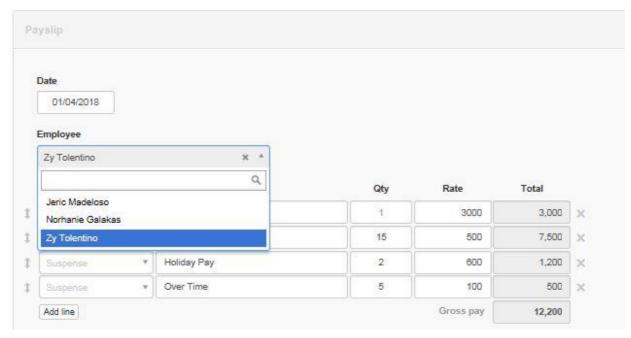
- The system will have a file management where it covers the records of employee and system transaction log.
- The system also covers the Payroll Processing and Reporting which includes the pay calculation of salary slip and time off tracking.
- The employee will use biometrics to time-in and time-out 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 13<sup>th</sup> Month Pay, Withholding Tax, SSS, and Pag-IBIG Contributions.

#### **Functions**

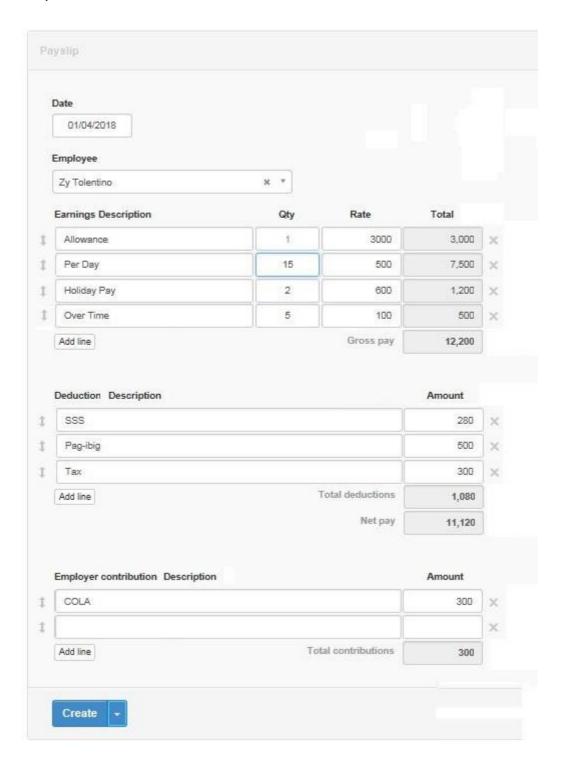
- Employee module
  - Employee details
  - Attendance
  - Leave
- Salary module
  - Allowance
  - Deduction
  - o Pay Slip
- Pay Slip Module
  - 1. **New Payslip** to create new payslip of the employee
  - 2. **View** to view summary of the payslip and to print payslip
  - 3. **Edit** to edit the details in the payslip



# ♣ Selection of Employee

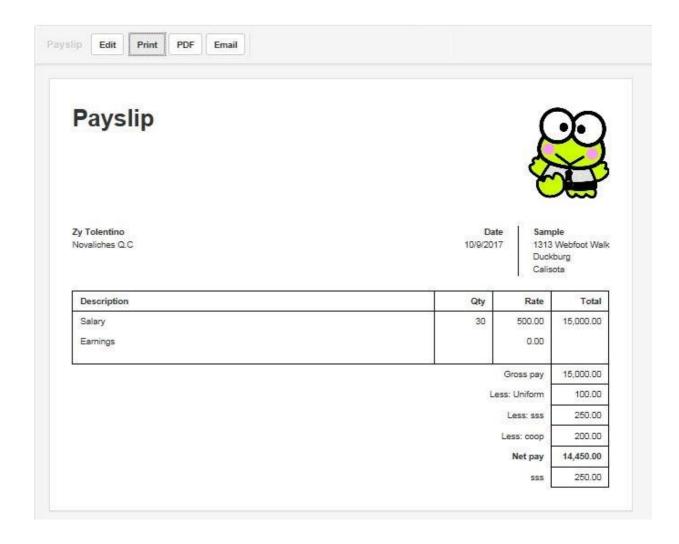


## ♣ Fill up fields.



## 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



1.