

MotorPH Payroll System Documentation

MO-IT110 - Object-oriented Programming

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01

INTRODUCTION

This section overviews the payroll system, identifies the audience, and guides users on navigating the user guide.

1.1 Overview

The **MotorPH Employee Information and Payroll System** streamlines employee record management and payroll processing. It efficiently tracks employee details, attendance, and leave while allowing employees to access personal records and submit leave requests for approval. This system enhances efficiency, accuracy, and compliance in payroll and employee data management.

1.2 Intended Audience

This guide is designed for **MotorPH Employees, HR personnel, and the Finance Team**, providing them with the necessary knowledge to navigate and use the system effectively.

1.3 How to Use This Guide

Users should refer to this guide to understand system features, navigate different sections, and perform essential tasks such as updating records, submitting leave requests, and processing payroll. Step-by-step instructions are included to ensure a smooth user experience.

02

GETTING STARTED

This section outlines the fundamental requirements for using the payroll system, including hardware or software prerequisites.

2.1 System Requirements

To run the payroll system smoothly, ensure your system meets the following requirements:

- **Software Requirements:**

- **Apache NetBeans IDE 24** – Required for running the payroll system as a local application.
- **GitHub** – Used for version control and system updates.
- **Java Development Kit (JDK)** – Ensure the latest compatible JDK is installed.

- **Hardware Requirements:**

- **Operating System:** Windows 10 or Windows 11.
- **Processor:** Intel Core i3 or higher (Core i5/i7 recommended for optimal performance).
- **RAM:** Minimum 4GB (8GB or higher recommended).
- **Storage:** At least 10GB of free disk space for system files and data.

2.2 Accessing the System

The **MotorPH Employee Information and Payroll System** can be accessed as a **local application** through NetBeans on Windows 10 or 11.

Steps to Access the System Locally:

1. Open **Apache NetBeans IDE 24**.
2. Clone or open the payroll system project from **GitHub**.
[\(click here to download\)](#)
3. Ensure all dependencies and configurations are set up.
4. Run the application within NetBeans to access the payroll system.

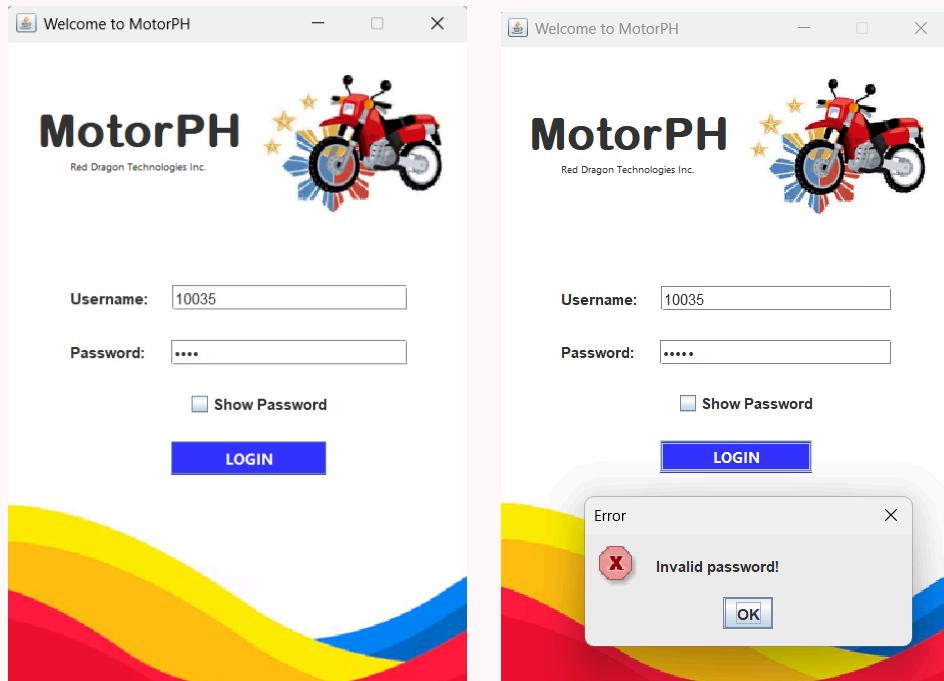
03

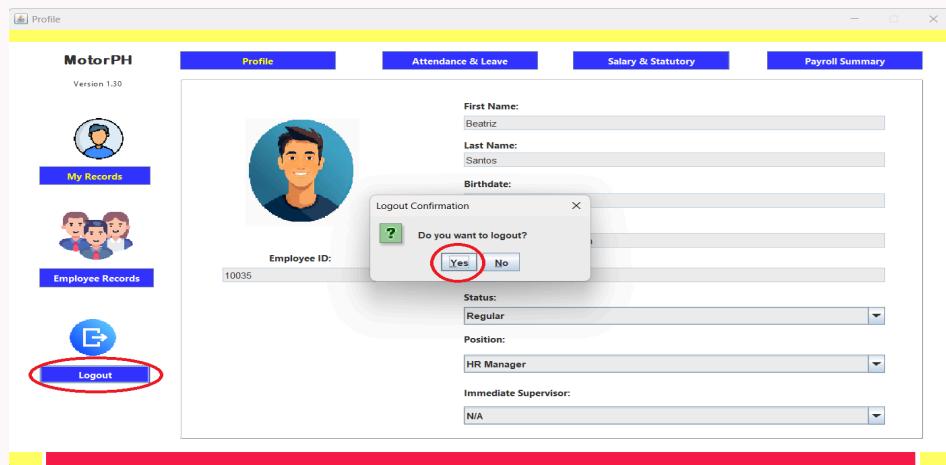
PAYROLL SYSTEM USER GUIDE

This section covers various user-related actions within the system. It serves as an end-user guide, providing step-by-step instructions on how to navigate and utilize the system effectively. Since this is a permission-based system, **access to certain features and actions may vary depending on the user's role** and assigned permissions

3.1 Login/Logout

- User to input the provided **Username and Password** > click **Login button**
- Once logged in, the user can click the **Logout button** to return to the **Login page**.

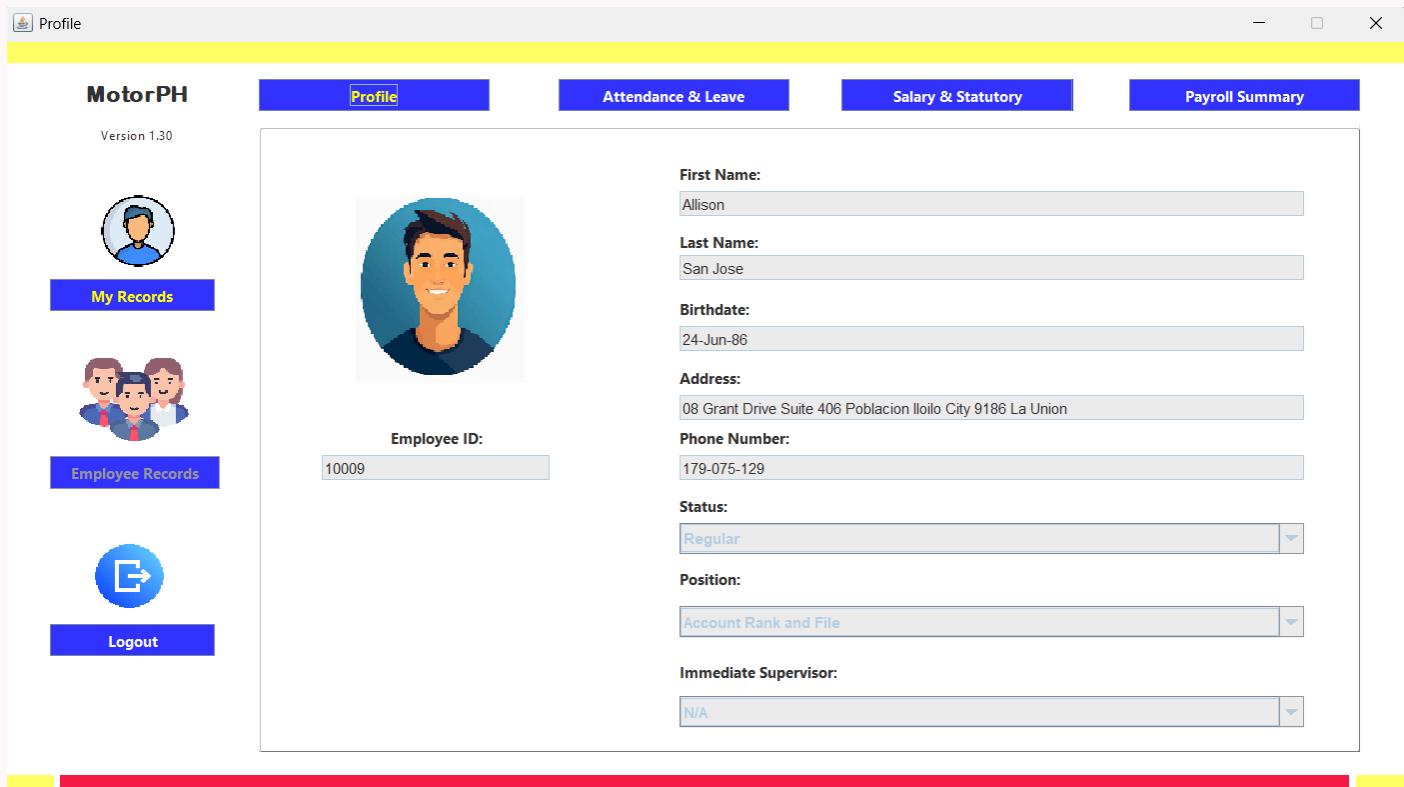




3.2 My Records

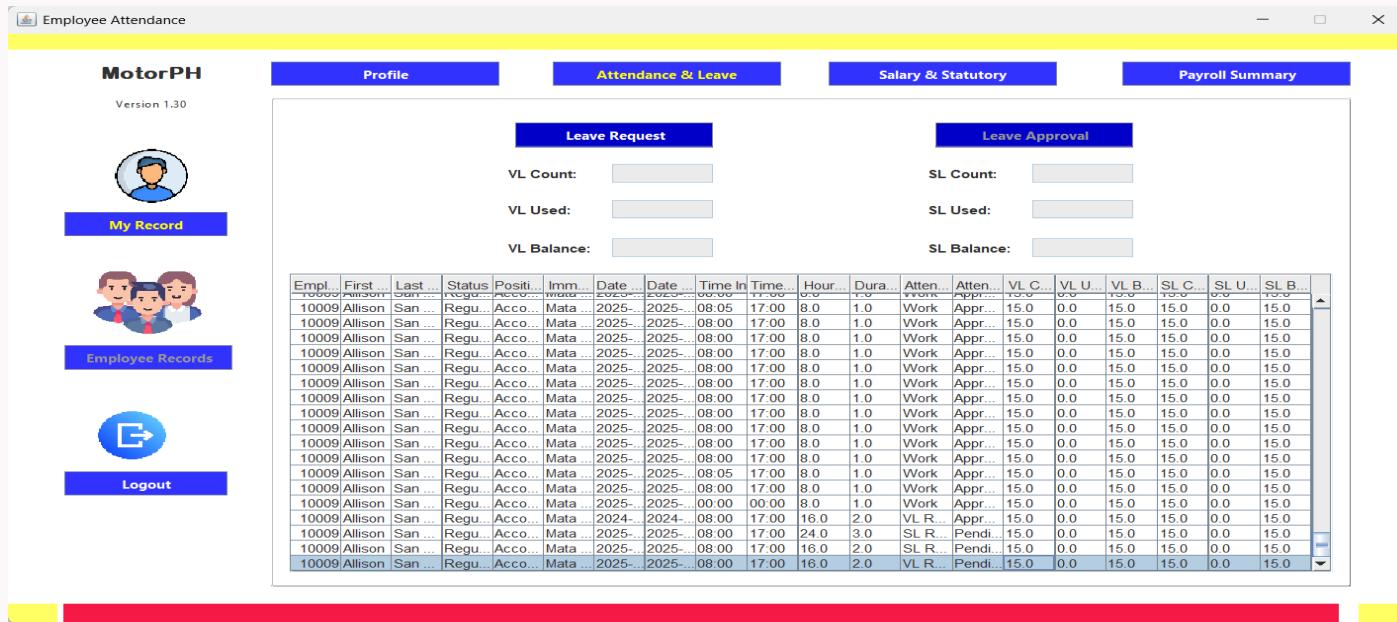
3.2.1. Individual Employee Details

- The user can view his/own Personal Details in **My Records > Profile** section with **Read Only access**.



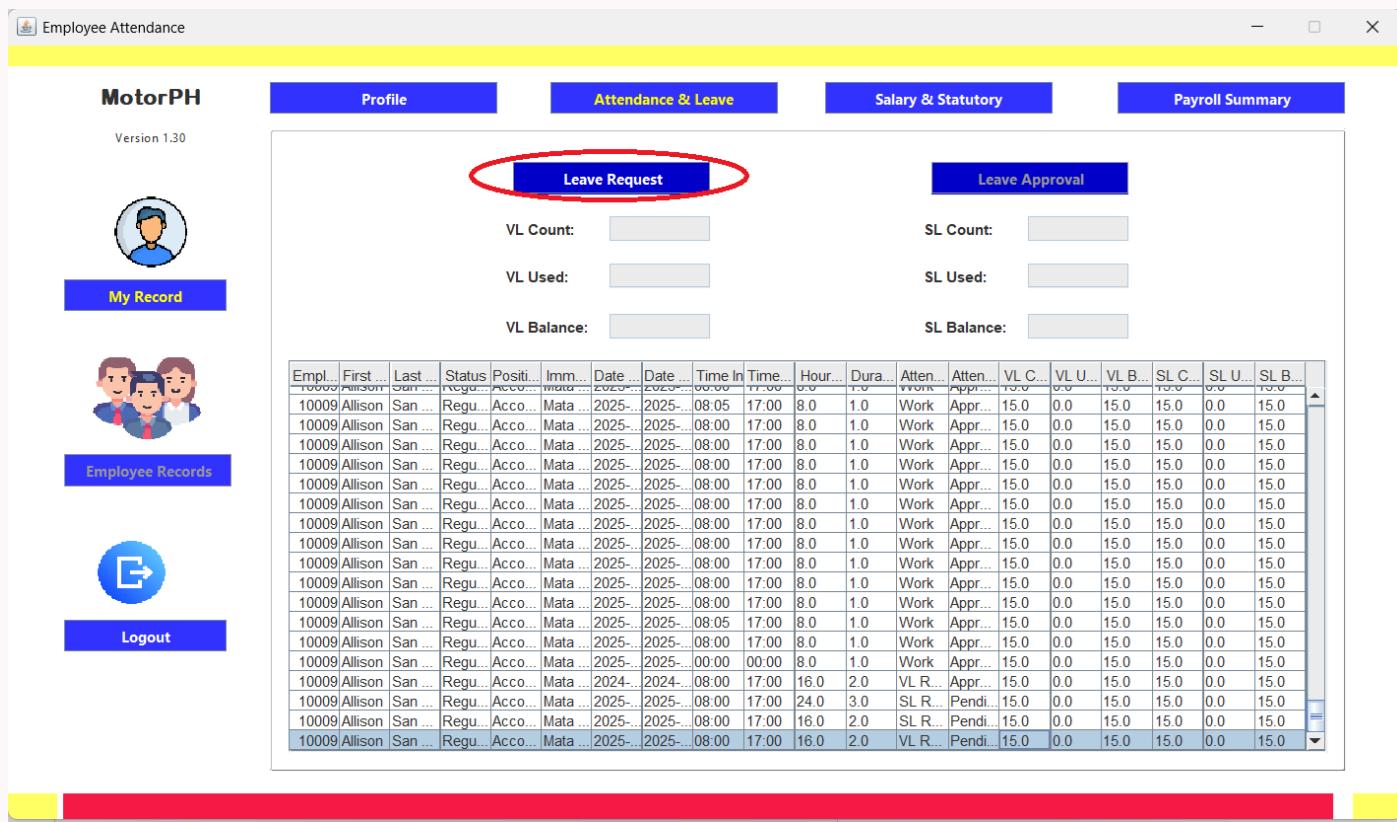
3.2.2. Individual Attendance Details

- The user can view his/own Attendance Details in **My Records > Attendance & Leave** section.



3.2.3. Leave/Attendance Request

- In My Record > Attendance & Leave > select any row > click Leave Request.



- Click **Add** > Fill up the necessary details > Submit button > OK.

Add Leave/Attendance

Success

Attendance request submitted successfully.

OK

Employee ID:	10009	Supervisor:	Mata Christian	Hrs Worked:	16.0
First Name:	Allison	Date From:	Jun 6, 2025	Duration:	2
Last Name:	San Jose	Date To:	Jun 7, 2025	Type:	VL Request
Status:	Regular	Time In:	08:00	Status:	Pending
Position:	Account Rank and File	Time Out:	17:00		
VL Count:	15.0	VL Used:	0.0	VL Balance:	15.0
SL Count:	15.0	SL Used:	0.0	SL Balance:	15.0

- Then the added Attendance/Leave Request will be added in the Attendance List with **Attendance Status = 'Pending'**. This will be **subject for approval** by the Immediate Supervisor.

Employee Attendance

MotorPH

Version 1.30

Profile **Attendance & Leave** **Salary & Statutory** **Payroll Summary**

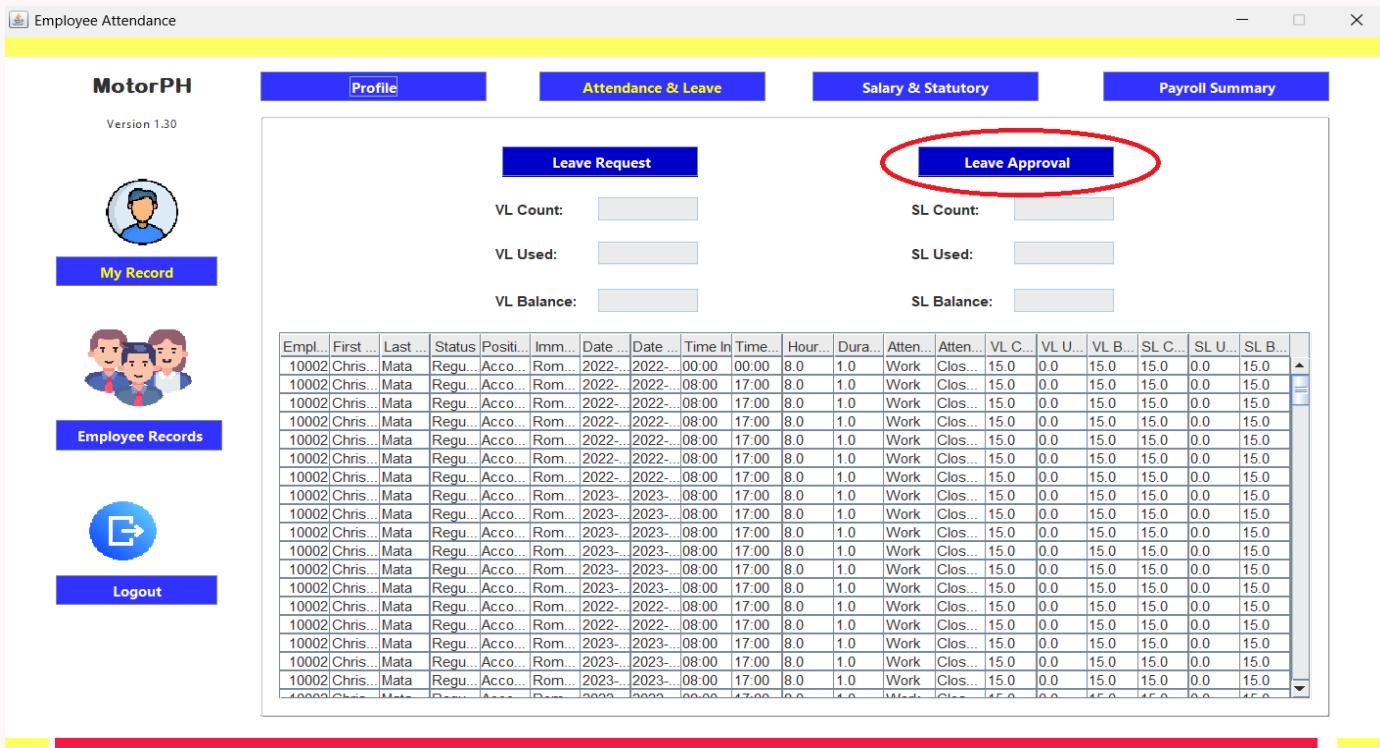
Leave Request **Leave Approval**

VL Count:	SL Count:
VL Used:	SL Used:
VL Balance:	SL Balance:

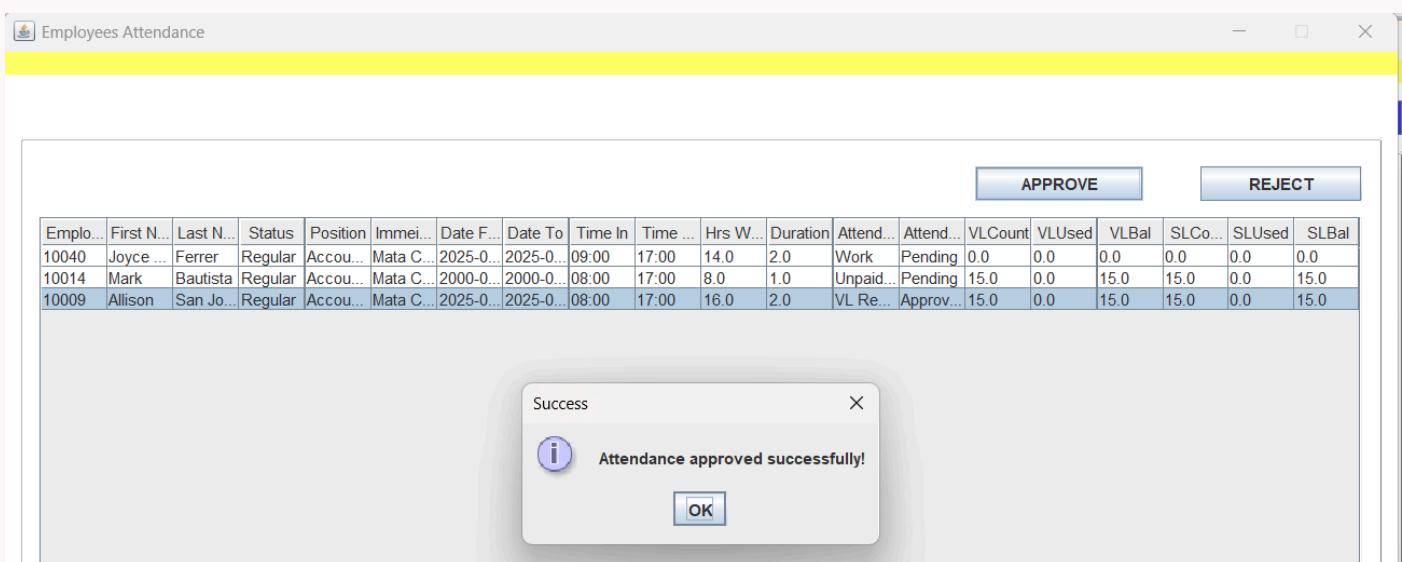
Empl...	First ...	Last ...	Status	Positi...	Imm...	Date From	Date To	Time In	Time ...	Hour...	Dura...	Atten...	Atten...	VL C...	VL ...	VL ...	SL ...	S ...	
10009	Allison	San ...	Regu...	Acco...	Mata	2025-01-10	2025-01-10	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-02-12	2025-02-12	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-09	2025-03-09	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-01-09	2025-01-09	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-02-03	2025-02-03	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-03	2025-03-03	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-04	2025-03-04	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-05	2025-03-05	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-06	2025-03-06	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-07	2025-03-07	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-25	2025-03-25	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-01-25	2025-01-25	08:05	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-02-19	2025-02-19	08:00	17:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-16	2025-03-16	00:00	00:00	8.0	1.0	Work	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2024-01-16	2024-01-01	08:00	17:00	16.0	2.0	VL R...	Appr...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-11-18	2025-11-20	08:00	17:00	24.0	3.0	SL R...	Pend...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-16	2025-03-17	08:00	17:00	16.0	2.0	SL R...	Pend...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-03-10	2025-03-10	08:00	17:00	16.0	2.0	VL R...	Pend...	15.0	0.0	15.0	15.0	0.0	1...
10009	Allison	San ...	Regu...	Acco...	Mata	2025-06-06	2025-06-07	08:00	17:00	16.0	2.0	VL R...	Pend...	15.0	0.0	15.0	15.0	0.0	1...

3.2.4. Leave/Attendance Approval - Immediate Supervisor's account

- In the Immediate Supervisor's Account, the Leave Approval button is enabled.



- The Immediate Supervisor to review the Attendance/Leave Requests of his/her employees then **click APPROVE or REJECT**.



- The Attendance Status will then be updated in the Attendance list/CSV (Employee's Account).

Employee Attendance

MotorPH
Version 1.30

Profile **Attendance & Leave** **Salary & Statutory** **Payroll Summary**

Leave Request

VL Count: []

VL Used: []

VL Balance: []

Leave Approval

SL Count: []

SL Used: []

SL Balance: []

Empl...	First ...	Last ...	Status	Positi...	Imm...	Date From	Date ...	Time...	Time...	Hour...	Dura...	Atten...	Attendan...	VL ...	VL U...	VL ...	SL ...	SL ...
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-01-10	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-09	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-01-09	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-02-03	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-03	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-04	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-05	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-06	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-07	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-25	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-01-25	2025-...	08:05	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-02-19	2025-...	08:00	17:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-16	2025-...	00:00	00:00	8.0	1.0	Work	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2024-01-16	2024-...	08:00	17:00	16.0	2.0	VL R...	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-11-18	2025-...	08:00	17:00	24.0	3.0	SL R...	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-03-16	2025-...	08:00	17:00	16.0	2.0	SL R...	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-02-19	2025-...	08:00	17:00	16.0	2.0	VL R...	Approved	15.0	0.0	15.0	0.0	15.0
10009	Allison	San ...	Regu...	Acco...	Mata ...	2025-06-06	2025-...	08:00	17:00	16.0	2.0	VL R...	Approved	15.0	0.0	15.0	0.0	15.0

3.2.5 Individual Salary Details

- The user can view his/own Salary and Gov ID Numbers in **My Records > Salary & Statutory section with Read Only access.**

Payroll Information

MotorPH

Version 1.30



Profile Attendance & Leave Salary & Statutory Payroll Summary

My Records



Employee Records



Logout

SSS Number:	45-3251383-0
Philhealth Number:	745148459521
Pagibig Number:	114901859343
TIN Number:	121-203-336-000
Basic Salary:	22500.0
Rice Subsidy Allowance:	1500.0
Phone Allowance:	500.0
Clothing Allowance:	500.0
Gross Semi-Monthly Rate:	11250.0
Hourly Rate:	133.93

3.2.6 Processed Payroll View

- The user can view his/own Processed Payroll Details in **My Records > Payroll Summary section with VIEW/PRINT Payslip access.**

Payroll

MotorPH

Version 1.30



Profile Attendance & Leave Salary & Statutory Payroll Summary

My Records



Employee Records



Logout

VIEW/PRINT PAYSILP

Trans...	Emp ID	First ...	Last ...	Pay ...	Pay ...	Basic...	Hourl...	Total ...	Hrs P...	Total ...	Adj E...	Total ...	Tardi...	EE Tax	EE S...	EE P...	EE P...	Adj D...	Total ...	Net P...	Pay ...
P01M...	10009	Allison	San J...	01-Aug...	31-Aug...	22500	133.93	2500	168	80	0	13214...	88	0	990	100	321.43	0	1411...	11803...	Appro...

Payslip Preview

```
=====
EMPLOYEE PAYSLIP
=====
Employee ID: 10009
Name: Allison San Jose
Pay Period: 01-Aug-22 to 31-Aug-22
-----
Monthly Basic Salary: ₱22500
Hourly Rate: ₱133.93
Hours Worked: 80 hrs
Allowances: ₱2500
Total Earnings: ₱13214.92
Total Deductions: ₱1411.43
-----
NET PAY: ₱11803.49
=====
```

Yes **No**

3.3 Employee Records

3.3.1. Employees Details

- In the **Employee Records > Employee Profile** section, the user can view the list of employees' personal information and has the ability to **view, add, edit, or delete records**, depending on the access rights granted.

Employee ID	First Name	Last Name	Birthday	Address	Phone Number	Status	Position	Immediate Supervisor
10002	Christian	Mata	21-Oct-87	90 O'Keefe Spn...	783-776-744	Regular	Account Team L...	Romualdez Fre...
10003	Brad li	San Jose	15-Mar-96	99 Strosin Hills...	797-009-261	Regular	HR Team Leader	Villanueva Andre...
10004	Anthony	Salcedo	14-Sep-93	93/May Shanahan	070-766-300	Regular	Payroll Manager	Alvaro Roderick
10005	Alicess	Romualdez	14-May-92	12A/33 Upton Isl...	983-606-799	Regular	HR Rank and File	Villanueva Andre...
10006	Rosie	Atienza	24-Sep-48	90A Dibbert Ter...	266-038-427	Regular	HR Rank and File	Villanueva Andre...
10007	Martha	Farala	11-Jan-42	42/25 Sawaya ...	329-034-366	Regular	Payroll Rank an...	Salcedo Anthony
10008	Leila	Martinez	11-Jul-70	37/46 Kulak Ro...	877-110-749	Regular	Payroll Rank an...	Salcedo Anthony
10009	Allison	San Jose	24-Jun-86	08 Grant Drive ...	179-075-129	Regular	Account Rank a...	Mata Christian
10010	Cydney	Rosario	06-Oct-96	93A/21 Berge P...	868-819-912	Regular	Account Rank a...	Mata Christian
10011	Josie	Lopez	14-Jan-87	49 Springs Apt...	478-355-427	Regular	Payroll Team Le...	Salcedo Anthony
10012	Selena	De Leon	20-Feb-75	89A Armstrong ...	975-432-139	Regular	Account Team L...	Romualdez Fre...
10013	Fredrick	Romualdez	10-Mar-85	22A/52 Lubowitz	023-079-009	Regular	Account Manager	Lim Antonio
10014	Mark	Bautista	12-Feb-91	65 Murphy Cent...	683-725-348	Regular	Account Rank a...	Mata Christian
10015	Darlene	Lazaro	25-Nov-85	47A/94 Larkin Pl...	740-721-558	Probationary	Account Rank a...	Mata Christian
10016	Kolby	Delos Santos	26-Feb-80	06A Gulgowski ...	739-443-033	Probationary	Account Rank a...	Mata Christian
10017	Vella	Santos	31-Dec-83	99A Padberg St...	955-879-269	Probationary	Account Rank a...	Mata Christian
10018	Tomas	Del Rosario	18-Dec-78	80A/48 Ledner ...	882-550-999	Probationary	Account Rank a...	Mata Christian
10019	Jacklyn	Tolentino	19-May-84	96/48 Watsica F...	675-757-366	Probationary	Account Rank a...	De Leon Selena
10020	Percival	Gutierrez	18-Dec-70	58A Wilderman	512-899-876	Probationary	Account Rank a...	De Leon Selena
10021	Garfield	Manalaysay	28-Aug-86	60 Goyette Valle...	948-628-136	Probationary	Account Rank a...	De Leon Selena
10022	Lizeth	Villegas	12-Dec-81	66/77 Mann Vie...	332-372-215	Probationary	Account Rank a...	De Leon Selena
10023	Carol	Ramos	20-Aug-78	72/70 Stamm S...	250-700-389	Probationary	Account Rank a...	De Leon Selena
10024	Emelia	Maceda	14-Apr-73	50/A/83 Bahring...	973-358-041	Probationary	Account Rank a...	De Leon Selena
10025	Delia	Aguilar	27-Jan-89	95 Cremin Junc...	529-705-439	Probationary	Account Rank a...	De Leon Selena
10026	Manuel III	Garcia	11-Oct-83	Valero Carpark ...	966-860-270	Regular	Chief Executive	N/A
10027	Antonio	Lim	19-Jun-88	San Antonio De ...	171-867-411	Regular	Chief Operating	Garcia Manuel III
10028	Bianca Sofia	Aquino	04-Aug-89	Rm. 402 4/F Jia...	966-889-370	Regular	Chief Finance O...	Garcia Manuel III

- When adding or editing personal information, certain fields (e.g., Birthdate, Phone Number) must follow the required format, and all fields must be completed in order to save the record. Additionally, a standardized text case format will be automatically applied and saved in the CSV. If a duplicate Employee ID is detected, the system will alert the user to prevent duplicate entries.

Error

Invalid birthdate format! Use DD-MMM-YY (e.g., 10-Oct-90).

OK

First Name:

Last Name:

Birthdate (DD-MMM-YY):

Address:

Phone Number:

Status:

Select

Position:

Select

Immediate Supervisor:

Select

EDIT

SAVE

3.3.2 Employees Attendance

- In the **Employee Records > Employees Attendance & Leave**, the user can see all the attendance records. If there is a need of correction, the user can click View Attendance,

MotorPH		Employees Profile		Employees Attendance & Leave		Employees Salary & Statutory		Payroll Processing											
Version 1.30																			
	My Records																		
	Employee Records																		
	Logout																		
View Attendance																			
Empl...	First ...	Last ...	Status	Positi...	Imme...	Date ...	Date ...	Time In	Time ...	Hrs ...	Durat...	Atten...	Atten...	VLCo...	VLUs...	VLBal	SLC...	SLUs...	SLBal
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2022-	2022-	08:00	17:00	16.0	2.0	Unpai...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2000-	2000-	08:00	17:00	8.0	1.0	VL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2025-	2025-	08:00	17:00	8.0	1.0	SL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2024-	2024-	08:00	17:00	8.0	1.0	SL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2022-	2022-	08:00	17:00	16.0	2.0	VL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2024-	2024-	08:00	17:00	8.0	1.0	Unpai...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2024-	2024-	08:00	17:00	8.0	1.0	SL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10014	Mark	Bauti...	Regul...	Acco...	Mata ...	2000-	2000-	08:00	17:00	8.0	1.0	Unpai...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10015	Darle...	Lazaro	Prob...	Acco...	Mata ...	2000-	2000-	08:00	17:00	8.0	1.0	VL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10009	Allison	San J.	Regul...	Acco...	Mata ...	2024-	2024-	08:00	17:00	16.0	2.0	VL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10003	Brad	San J.	Regul...	HR T...	Villan...	2022-	2022-	16:00	17:00	2.0	2.0	Overt...	Rejec...	15.0	0.0	15.0	15.0	0.0	15.0
10003	Brad	San J.	Regul...	HR T...	Villan...	2024-	2024-	08:00	17:00	8.0	1.0	SL R...	Rejec...	15.0	0.0	15.0	15.0	0.0	15.0
10003	Brad	San J.	Regul...	HR T...	Villan...	2022-	2022-	17:00	17:00	2.0	2.0	SL R...	Rejec...	15.0	0.0	15.0	15.0	0.0	15.0
10003	Brad	San J.	Regul...	HR T...	Villan...	2025-	2025-	08:00	17:00	16.0	2.0	VL R...	Rejec...	15.0	0.0	15.0	15.0	0.0	15.0
10031	Andre...	Villan...	Regul...	HR M...	Lim A...	2024-	2024-	08:00	17:00	8.0	1.0	SL R...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10011	Josie	Lopez	Regul...	Payr...	Salce...	2025-	2025-	08:00	17:00	16.0	2.0	SL R...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10004	Antho...	Salce...	Regul...	Payr...	Alvar...	2025-	2025-	08:00	17:00	8.0	1.0	VL R...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10009	Allison	San J.	Regul...	Acco...	Mata ...	2025-	2025-	08:00	17:00	24.0	3.0	SL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10005	Alice	Rom...	Regul...	HR R...	San J...	2025-	2025-	08:00	17:00	24.0	3.0	SL R...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10005	Alice	Rom...	Regul...	HR R...	San J...	2025-	2025-	08:00	17:00	16.0	2.0	SL R...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10009	Allison	San J.	Regul...	Acco...	Mata ...	2025-	2025-	08:00	17:00	16.0	2.0	SL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10009	Allison	San J.	Regul...	Acco...	Mata ...	2025-	2025-	08:00	17:00	16.0	2.0	VL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0
10005	Alice	Rom...	Regul...	HR R...	San J...	2025-	2025-	08:00	17:00	8.0	1.0	SL R...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10055	Test ...	"Test "	Regul...	Acco...	Villan...	2000-	2000-	09:00	09:00	0.0	0.0			0.0	0.0	0.0	0.0	0.0	0.0
10055	Test ...	"Test "	Regul...	Acco...	Villan...	2000-	2000-	09:00	09:00	0.0	0.0			0.0	0.0	0.0	0.0	0.0	0.0
10035	Beatriz	Santos	Regul...	Cust...	Reye...	2025-	2025-	08:00	17:00	18.0	2.0	Overt...	Pendi...	15.0	0.0	15.0	15.0	0.0	15.0
10009	Allison	San J.	Regul...	Acco...	Mata ...	2025-	2025-	08:00	17:00	16.0	2.0	VL R...	Appro...	15.0	0.0	15.0	15.0	0.0	15.0

- Edit > Fill in the necessary fields > Click the Submit button. The Attendance Type will then be set to "Pending" for the Immediate Supervisor's review and approval.

(Refer to 3.2.4. Leave/Attendance Approval - Immediate Supervisor's account)

Employee ID:	10009	Supervisor:	Mata Christian	Hrs Worked:	8.0
First Name:	Allison	Date From:	Jun 7, 2025	Duration:	1
Last Name:	San Jose	Date To:	Jun 7, 2025	Type:	VL Request
Status:	Regular	Time In:	08:00	Status:	Pending
Position:	Account Rank and File	Time Out:	17:00		
VL Count:	15.0	VL Used:	0.0	VL Balance:	15.0
SL Count:	15.0	SL Used:	0.0	SL Balance:	15.0

3.3.3 Employees Salary Details

- In **Employee Records > Employees Salary & Statutory**, the user can view the list of employees along with their government ID numbers and salary details. Newly added employees will automatically have an entry with blank government ID fields and a salary set to "0.00" by default.
- To view OR edit, click the row > View Pay Info

Employee...	First Name	Last Name	SSS No.	Philhealth ...	TIN No.	Pagibig No.	Basic	Rice Allow	Phone All...	Clothing A.	Gross Se...	Hourly Rate
10012	Selena	De Leon	27-209020...	58727246...	482-259-4...	71900760...	41850.0	1500.0	800.0	800.0	20925.0	249.11
10013	Fredrick	Romualdez	26-876837...	30836686...	598-065-7...	22305770...	53500.0	1500.0	1000.0	1000.0	26750.0	318.45
10014	Mark	Bautista	49-164734...	39966515...	273-970-9...	26005458...	23250.0	1500.0	500.0	500.0	11625.0	138.39
10015	Darlene	Lazaro	45-561716...	60638691...	354-650-9...	10490770...	23250.0	1500.0	500.0	500.0	11625.0	138.39
10016	Kolby	Delos San...	52-010957...	35745127...	187-500-3...	11301798...	24000.0	1500.0	500.0	500.0	12000.0	142.86
10017	Vella	Santos	52-998352...	54867048...	101-558-9...	36002810...	22500.0	1500.0	500.0	500.0	11250.0	133.93
10018	Tomas	Del Rosario	45-586633...	95390153...	560-735-7...	91310864...	22500.0	1500.0	500.0	500.0	11250.0	133.93
10019	Jacklyn	Tolentino	47-169279...	75380065...	841-177-8...	21054666...	24000.0	1500.0	500.0	500.0	12000.0	142.86
10020	Percival	Gutierrez	40-950465...	79763938...	502-995-6...	21089709...	24750.0	1500.0	500.0	500.0	12375.0	147.32
10021	Garfield	Manalaysay	45-329816...	81090928...	336-676-4...	21127447...	24750.0	1500.0	500.0	500.0	12375.0	147.32
10022	Lizeth	Villegas	40-240071...	93438965...	210-395-3...	12223807...	24000.0	1500.0	500.0	500.0	12000.0	142.86
10023	Carol	Ramos	60-115220...	35183046...	395-032-7...	21214189...	22500.0	1500.0	500.0	500.0	11250.0	133.93
10024	Emelia	Maceda	54-133100...	46508789...	215-973-0...	51501257...	22500.0	1500.0	500.0	500.0	11250.0	133.93
10025	Delia	Aguilar	52-185925...	13645130...	599-312-5...	11001881...	22500.0	1500.0	500.0	500.0	11250.0	133.93
10026	Manuel III	Garcia	44-450605...	82012685...	442-605-6...	69129533...	90000.0	1500.0	2000.0	1000.0	45000.0	535.71
10027	Antonio	Lim	52-206127...	33173564...	683-102-7...	66390499...	60000.0	1500.0	2000.0	1000.0	30000.0	357.14
10028	Bianca So	Aquino	30-887040...	17745118...	971-711-2...	17151977...	60000.0	1500.0	2000.0	1000.0	30000.0	357.14
10029	Isabella	Reyes	40-251181...	34191141...	876-809-4...	41694677...	60000.0	1500.0	2000.0	1000.0	30000.0	357.14
10030	Eduard	Hernandez	50-557763...	95743619...	031-702-3...	95234722...	52670.0	1500.0	1000.0	1000.0	26335.0	313.51
10031	Andrea Mae	Villanueva	49-163202...	38218945...	317-674-0...	44109336...	52670.0	1500.0	1000.0	1000.0	26335.0	313.51
10032	Roderick	Alvaro	64-760505...	57811485...	252-420-4...	79925409...	52670.0	1500.0	1000.0	1000.0	26335.0	313.51
10033	John Rafael	Castro	26-714513...	60164490...	404-768-3...	69776406...	52670.0	1500.0	1000.0	1000.0	26335.0	313.51
10034	Carlos Ian	Martinez	11-506297...	38068538...	256-436-2...	99337296...	52670.0	1500.0	1000.0	1000.0	26335.0	313.51
10035	Beatriz	Santos	20-298750...	91846005...	911-529-7...	87404225...	52670.0	1500.0	1000.0	1000.0	26335.0	313.51
10040	Joyce Test	Ferrer	12-123123...	12345678...	123-123-1...	12345678...	0.0	0.0	0.0	0.0	0.0	0.0
10055	Testtest	Testtest	"				0.0	0.0	0.0	0.0	0.0	0.0
10055	Test	Test					0.0	0.0	0.0	0.0	0.0	0.0

- Click **Edit** > Fill in the necessary fields > Click the **Save** button. Each field follows a standard format to ensure consistency in the records.

Employee ID:	10055	Basic Salary:	0.0
First Name:	Testtest	Rice Subsidy Allowan...	0.0
Last Name:	Testtest	Phone Allowance:	0.0
SSS Number:	XX - XXXXXXXX - X 0	Clothing Allowance:	0.0
Philhealth Number:	12 numeric digits	Gross Semi-Monthly Rate:	0.0
Pagibig Number:	12 numeric digits	Hourly Rate:	0.0
TIN Number:	XXX - XXX - XXX - XXX [empty]		

3.3.4 Employees Payroll Processing

- In the **Employee Records > Payroll Processing**, the user can do these functions:
 - Compute
 - Edit Adj
 - Edit PayDate
 - Process
 - Access Payroll Summary
- By default, the **Date From** is set to the first day of the current month, and the **Date To** is set to the last day of the current month. Only users with **Edit Pay Date** access can modify the payroll period.
- Similarly, for **Edit Adj**, only users with the appropriate access can add **Adjustment Earnings** and/or **Adjustment Deductions**.

Employees Payroll Summary

MotorPH																																																																																																																																																												
Employees Profile			Employees Attendance & Leave			Employees Salary & Statutory			Payroll Processing																																																																																																																																																			
Version 1.30		Date From: Mar 1, 2025		Date To: Mar 31, 2025		COMPUTE		EDIT ADJ		EDIT PAYDATE		PROCESS		PAYROLL SUMMARY																																																																																																																																														
	My Records		<table border="1"> <thead> <tr> <th>Employee ID</th> <th>First Name</th> <th>Last Name</th> <th>SSS No.</th> <th>Philhealth No.</th> <th>TIN No.</th> <th>Pagibig No.</th> <th>Basic</th> <th>Rice Allow</th> <th>Phone Allow</th> <th>Clothing Allow</th> <th>Gross Semi ...</th> <th>Hourly Rate</th> </tr> </thead> <tbody> <tr><td>10002</td><td>Christian</td><td>Mata</td><td>49-2959312-6t</td><td>824187961962</td><td>103-100-522-</td><td>631052853464</td><td>42975.0</td><td>1500.0</td><td>800.0</td><td>800.0</td><td>21487.5</td><td>255.8</td></tr> <tr><td>10003</td><td>Brad li</td><td>San Jose</td><td>40-2400714-1</td><td>23919226939</td><td>672-474-690-</td><td>210850209964</td><td>42975.0</td><td>1500.0</td><td>800.0</td><td>800.0</td><td>21487.5</td><td>255.8</td></tr> <tr><td>10004</td><td>Anthony</td><td>Salcedo</td><td>26-9647608-3...</td><td>126445315651</td><td>210-805-911-</td><td>218002473454</td><td>50825.0</td><td>1500.0</td><td>1000.0</td><td>1000.0</td><td>25412.5</td><td>302.53</td></tr> <tr><td>10005</td><td>Alicess</td><td>Romualdez</td><td>55-4476527-2</td><td>546652640232</td><td>888-572-294-</td><td>21138556888</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10006</td><td>Rosie</td><td>Atienza</td><td>41-0644692-3</td><td>708988234853</td><td>604-997-793-</td><td>260107732354</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10007</td><td>Martha</td><td>Farala</td><td>45-5656375-0</td><td>233693897247</td><td>210-835-851-</td><td>631130283546</td><td>24000.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>12000.0</td><td>142.86</td></tr> <tr><td>10008</td><td>Leila</td><td>Martinez</td><td>27-2090996-4</td><td>515741057496</td><td>275-792-513-</td><td>101205445886</td><td>24000.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>12000.0</td><td>142.86</td></tr> <tr><td>10009</td><td>Allison</td><td>San Jose</td><td>45-3251383-0</td><td>745148459521</td><td>121-203-336-</td><td>114901859343</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10010</td><td>Cydney</td><td>Rosario</td><td>49-1629900-2</td><td>579253435499</td><td>122-244-511-</td><td>265104358643</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10011</td><td>Josie</td><td>Lopez</td><td>44-856348-3</td><td>431709011012</td><td>218-489-737-</td><td>113071293354</td><td>38475.0</td><td>1500.0</td><td>800.0</td><td>800.0</td><td>19237.5</td><td>229.02</td></tr> </tbody> </table>											Employee ID	First Name	Last Name	SSS No.	Philhealth No.	TIN No.	Pagibig No.	Basic	Rice Allow	Phone Allow	Clothing Allow	Gross Semi ...	Hourly Rate	10002	Christian	Mata	49-2959312-6t	824187961962	103-100-522-	631052853464	42975.0	1500.0	800.0	800.0	21487.5	255.8	10003	Brad li	San Jose	40-2400714-1	23919226939	672-474-690-	210850209964	42975.0	1500.0	800.0	800.0	21487.5	255.8	10004	Anthony	Salcedo	26-9647608-3...	126445315651	210-805-911-	218002473454	50825.0	1500.0	1000.0	1000.0	25412.5	302.53	10005	Alicess	Romualdez	55-4476527-2	546652640232	888-572-294-	21138556888	22500.0	1500.0	500.0	500.0	11250.0	133.93	10006	Rosie	Atienza	41-0644692-3	708988234853	604-997-793-	260107732354	22500.0	1500.0	500.0	500.0	11250.0	133.93	10007	Martha	Farala	45-5656375-0	233693897247	210-835-851-	631130283546	24000.0	1500.0	500.0	500.0	12000.0	142.86	10008	Leila	Martinez	27-2090996-4	515741057496	275-792-513-	101205445886	24000.0	1500.0	500.0	500.0	12000.0	142.86	10009	Allison	San Jose	45-3251383-0	745148459521	121-203-336-	114901859343	22500.0	1500.0	500.0	500.0	11250.0	133.93	10010	Cydney	Rosario	49-1629900-2	579253435499	122-244-511-	265104358643	22500.0	1500.0	500.0	500.0	11250.0	133.93	10011	Josie	Lopez	44-856348-3	431709011012	218-489-737-	113071293354	38475.0	1500.0	800.0	800.0	19237.5	229.02
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	Employee Records		Emp ID: 10002		First Name: Christian		Last Name: Mata		EE Tax: 955.81		ER Tax: 955.81																																																																																																																																																	
			Basic Monthly Rate: 42975.00				EE SSS: 1125.00		ER SSS: 1125.00																																																																																																																																																			
			Hourly Rate: 255.80				EE Pagibig: 100.00		ER Pagibig: 100.00																																																																																																																																																			
			Standard Hrs Per Month: 168.00				EE Philhealth: 675.31		ER Philhealth: 675.31																																																																																																																																																			
			Tardiness/Absences (Hrs): 80.00				Adj Earnings: 0.00		Net Pay: 23711.74																																																																																																																																																			
			Total Hrs Worked: 88.00				Deductions: 1900.31		Status: Pending																																																																																																																																																			
			Basic Prorata: 22510.40																																																																																																																																																									
			Allowance: 3100.00																																																																																																																																																									
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			Earnings: 25612.05																																																																																																																																																									

- To compute the employees' salary, the user must click **Compute**. If the calculation is correct, adjustments can be applied if needed.

Employees Payroll Summary

MotorPH																																																																																																																																																												
Employees Profile			Employees Attendance & Leave			Employees Salary & Statutory			Payroll Processing																																																																																																																																																			
Version 1.30		Date From: Mar 1, 2025		Date To: Mar 31, 2025		COMPUTE		EDIT ADJ		EDIT PAYDATE		PROCESS		PAYROLL SUMMARY																																																																																																																																														
	My Records		<table border="1"> <thead> <tr> <th>Employee ID</th> <th>First Name</th> <th>Last Name</th> <th>SSS No.</th> <th>Philhealth No.</th> <th>TIN No.</th> <th>Pagibig No.</th> <th>Basic</th> <th>Rice Allow</th> <th>Phone Allow</th> <th>Clothing Allow</th> <th>Gross Semi ...</th> <th>Hourly Rate</th> </tr> </thead> <tbody> <tr><td>10002</td><td>Christian</td><td>Mata</td><td>49-2959312-6t</td><td>824187961962</td><td>103-100-522-</td><td>631052853464</td><td>42975.0</td><td>1500.0</td><td>800.0</td><td>800.0</td><td>21487.5</td><td>255.8</td></tr> <tr><td>10003</td><td>Brad li</td><td>San Jose</td><td>40-2400714-1</td><td>23919226939</td><td>672-474-690-</td><td>210850209964</td><td>42975.0</td><td>1500.0</td><td>800.0</td><td>800.0</td><td>21487.5</td><td>255.8</td></tr> <tr><td>10004</td><td>Anthony</td><td>Salcedo</td><td>26-9647608-3...</td><td>126445315651</td><td>210-805-911-</td><td>218002473454</td><td>50825.0</td><td>1500.0</td><td>1000.0</td><td>1000.0</td><td>25412.5</td><td>302.53</td></tr> <tr><td>10005</td><td>Alicess</td><td>Romualdez</td><td>55-4476527-2</td><td>546652640232</td><td>888-572-294-</td><td>21138556888</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10006</td><td>Rosie</td><td>Atienza</td><td>41-0644692-3</td><td>708988234853</td><td>604-997-793-</td><td>260107732354</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10007</td><td>Martha</td><td>Farala</td><td>45-5656375-0</td><td>233693897247</td><td>210-835-851-</td><td>631130283546</td><td>24000.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>12000.0</td><td>142.86</td></tr> <tr><td>10008</td><td>Leila</td><td>Martinez</td><td>27-2090996-4</td><td>515741057496</td><td>275-792-513-</td><td>101205445886</td><td>24000.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>12000.0</td><td>142.86</td></tr> <tr><td>10009</td><td>Allison</td><td>San Jose</td><td>45-3251383-0</td><td>745148459521</td><td>121-203-336-</td><td>114901859343</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10010</td><td>Cydney</td><td>Rosario</td><td>49-1629900-2</td><td>579253435499</td><td>122-244-511-</td><td>265104358643</td><td>22500.0</td><td>1500.0</td><td>500.0</td><td>500.0</td><td>11250.0</td><td>133.93</td></tr> <tr><td>10011</td><td>Josie</td><td>Lopez</td><td>44-856348-3</td><td>431709011012</td><td>218-489-737-</td><td>113071293354</td><td>38475.0</td><td>1500.0</td><td>800.0</td><td>800.0</td><td>19237.5</td><td>229.02</td></tr> </tbody> </table>											Employee ID	First Name	Last Name	SSS No.	Philhealth No.	TIN No.	Pagibig No.	Basic	Rice Allow	Phone Allow	Clothing Allow	Gross Semi ...	Hourly Rate	10002	Christian	Mata	49-2959312-6t	824187961962	103-100-522-	631052853464	42975.0	1500.0	800.0	800.0	21487.5	255.8	10003	Brad li	San Jose	40-2400714-1	23919226939	672-474-690-	210850209964	42975.0	1500.0	800.0	800.0	21487.5	255.8	10004	Anthony	Salcedo	26-9647608-3...	126445315651	210-805-911-	218002473454	50825.0	1500.0	1000.0	1000.0	25412.5	302.53	10005	Alicess	Romualdez	55-4476527-2	546652640232	888-572-294-	21138556888	22500.0	1500.0	500.0	500.0	11250.0	133.93	10006	Rosie	Atienza	41-0644692-3	708988234853	604-997-793-	260107732354	22500.0	1500.0	500.0	500.0	11250.0	133.93	10007	Martha	Farala	45-5656375-0	233693897247	210-835-851-	631130283546	24000.0	1500.0	500.0	500.0	12000.0	142.86	10008	Leila	Martinez	27-2090996-4	515741057496	275-792-513-	101205445886	24000.0	1500.0	500.0	500.0	12000.0	142.86	10009	Allison	San Jose	45-3251383-0	745148459521	121-203-336-	114901859343	22500.0	1500.0	500.0	500.0	11250.0	133.93	10010	Cydney	Rosario	49-1629900-2	579253435499	122-244-511-	265104358643	22500.0	1500.0	500.0	500.0	11250.0	133.93	10011	Josie	Lopez	44-856348-3	431709011012	218-489-737-	113071293354	38475.0	1500.0	800.0	800.0	19237.5	229.02
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• Calculation Formula:

- **Basic Monthly Rate:** Based on Employees' Salary details
- **Hourly Rate:** Based on Employees' Salary Details
- **Standard Hours Per Month:** Default 168.00 hours per month
(Basic Monthly / Per Hour Rate)
- **Tardiness/Absences:**
Standard Hours Per Month - Total Hrs Worked = Tardiness/Absences
- **Total Hrs Worked:** The calculation of total hours worked considers only attendance entries within the selected pay period. It includes records where:
 - The employee ID matches the current employee based on the attendance record/CSV.
 - The **attendance type** is Work, Overtime, VL Request, or SL Request.
 - The **attendance status** is Closed, Closed-Late, Closed-On Time, or Approved.
 - The **Hrs Worked** attendance field is computed based on these attendance entries, then the total sum is captured and displayed in **Payroll → Total Hrs Worked**.
- **Basic Prorata:** Hourly Rate x Total Hrs Worked = Basic Prorata
- **Allowances:** Total allowance based on the Employees' Salary details
- **Adj Earnings:** user can add amount for the Salary Adjustment
- **Earnings:** Basic Prorata + Allowances + Adj Earnings = Earnings
- **EE Tax:** Tax system based on monthly gross income
 - ₱20,833 or below – No tax.
 - ₱20,834 - ₱33,332 – 20% of the excess over ₱20,833.
 - ₱33,333 - ₱66,666 – ₱2,500 + 25% of the excess over ₱33,332.
 - ₱66,667 - ₱166,666 – ₱10,833 + 30% of the excess over ₱66,666.
 - ₱166,667 - ₱666,666 – ₱40,833 + 32% of the excess over ₱166,666.
 - Above ₱666,666 – ₱200,833 + 35% of the excess over ₱666,666.
- **EE SSS:** Employee's SSS contribution based on monthly gross income
 - ₱21,750 or below = ₱990.00
 - ₱21,751 - ₱22,250 = ₱1,012.50
 - ₱22,251 - ₱22,750 = ₱1,035.00
 - ₱22,751 - ₱23,250 = ₱1,057.50
 - ₱23,251 - ₱23,750 = ₱1,080.00
 - ₱23,751 - ₱24,250 = ₱1,102.50
 - Above ₱24,250 = ₱1,125.00
- **EE Pagibig:** fixed Php 100.00 (2022 rate)
- **EE Philhealth:** 30% of Basic Prorata (Basic Prorata x .30)
- **Adj Deductions:** user can add amount for the Salary Adjustment
- **Deductions:** EESSS + EEPilhealth + EEPagibig + Adj Deductions = Deductions
- **NET PAY:** Earnings - Deductions = Netpay
- **ER Tax, ER SSS, ER Pagibig, ER Philhealth:** Replicated the same formula but this will be paid by the Employer. Hence will not be included in the Earnings and Deductions calculation.
- Click the **Process button**, this payroll entry will be saved in the Payroll Summary CSV.

Employees Payroll Summary

MotorPH
Version 1.30

My Records

Employee Records

Logout

Employees Profile				Employees Attendance & Leave				Employees Salary & Statutory				Payroll Processing				
Date From:	Mar 1, 2025	Date To:	Mar 31, 2025					COMPUTE	EDIT ADJ		EDIT PAYDATE		PROCESS	PAYROLL SUMMARY		
Employee ID	First Name	Last Name	SSS No.	Philhealth No.	TIN No.	Pagibig No.	Basic	Rice Allow	Phone Allow	Clothing Allow	Gross Semi ...	Hourly Rate				
10002	Christian	Mata	49-2959312-6t	824187961962	103-100-522...	631052853464	42975.0	1500.0	800.0	800.0	21487.5	255.8				
10003	Brad li	San Jose	40-2400714-1	239192926939	672-474-690-	210850209964	42975.0	1500.0	800.0	800.0	21487.5	255.8				
10004	Anthony	Salcedo	26-9647608-3	126445315651	210-805-911-	218002473454	50825.0	1500.0	1000.0	1000.0	25412.5	302.53				
10005	Alicess	Romualdez	55-4476527-2	545652640232	888-572-294-	211385556888	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10006	Rosie	Atienza	41-0644692-3	708988234853	604-997-793-	260107732354	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10007	Martha	Farala	45-5656375-0	233693897247	210-835-851-	631130283546	24000.0	1500.0	500.0	500.0	12000.0	142.86				
10008	Leila	Martinez	27-2090996-4	515741057496	275-792-513-	260105445886	24000.0	1500.0	500.0	500.0	12000.0	142.86				
10009	Allison	San Jose	45-3251383-0	745148459521	121-203-336-	114901859343	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10010	Cydney	Rosario	49-1629900-2	579253435499	122-244-511-	265104358643	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10011	Josie	Lopez	44-8863448-3	431709011012	218-489-737-	113071293354	38475.0	1500.0	800.0	800.0	19237.5	229.02				
				X												

Emp ID: 10002 **Payroll approved and processed successfully!** **Last Name:** Mata

Basic Monthly Rate: 42975.00 **Hourly Rate:** 255.80 **Standard Hrs Per Month:** 168.00 **EE SSS:** 1125.00 **ER Tax:** 955.81

Tardiness/Absences (Hrs): 80.00 **EE Pagibig:** 100.00 **ER SSS:** 1125.00 **ER Pagibig:** 100.00

Total Hrs Worked: 88.00 **EE Philhealth:** 675.31 **ER Philhealth:** 675.31

Basic Prorata: 22510.40 **Allowance:** 3100.00 **Adj Earnings:** 0.00 **Adj Deductions:** 0.00 **Net Pay:** 23711.74

Earnings: 25612.05 **Deductions:** 1900.31 **Status:** Pending

- Click the **Payroll Summary** button to check the list of payroll for verification and approval.

Employees Payroll Summary

MotorPH
Version 1.30

My Records

Employee Records

Logout

Employees Profile				Employees Attendance & Leave				Employees Salary & Statutory				Payroll Processing				
Date From:	Mar 1, 2025	Date To:	Mar 31, 2025					COMPUTE	EDIT ADJ		EDIT PAYDATE		PROCESS	PAYROLL SUMMARY		
Employee ID	First Name	Last Name	SSS No.	Philhealth No.	TIN No.	Pagibig No.	Basic	Rice Allow	Phone Allow	Clothing Allow	Gross Semi ...	Hourly Rate				
10002	Christian	Mata	49-2959312-6t	824187961962	103-100-522...	631052853464	42975.0	1500.0	800.0	800.0	21487.5	255.8				
10003	Brad li	San Jose	40-2400714-1	239192926939	672-474-690-	210850209964	42975.0	1500.0	800.0	800.0	21487.5	255.8				
10004	Anthony	Salcedo	26-9647608-3	126445315651	210-805-911-	218002473454	50825.0	1500.0	1000.0	1000.0	25412.5	302.53				
10005	Alicess	Romualdez	55-4476527-2	545652640232	888-572-294-	211385556888	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10006	Rosie	Atienza	41-0644692-3	708988234853	604-997-793-	260107732354	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10007	Martha	Farala	45-5656375-0	233693897247	210-835-851-	631130283546	24000.0	1500.0	500.0	500.0	12000.0	142.86				
10008	Leila	Martinez	27-2090996-4	515741057496	275-792-513-	260105445886	24000.0	1500.0	500.0	500.0	12000.0	142.86				
10009	Allison	San Jose	45-3251383-0	745148459521	121-203-336-	114901859343	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10010	Cydney	Rosario	49-1629900-2	579253435499	122-244-511-	265104358643	22500.0	1500.0	500.0	500.0	11250.0	133.93				
10011	Josie	Lopez	44-8863448-3	431709011012	218-489-737-	113071293354	38475.0	1500.0	800.0	800.0	19237.5	229.02				
				X												

Emp ID: 10002 **First Name:** Mata **Last Name:** Mata

Basic Monthly Rate:

Hourly Rate:

Standard Hrs Per Month:

Tardiness/Absences (Hrs):

Total Hrs Worked:

Basic Prorata:

Allowance:

Adj Earnings:

Earnings:

EE Tax:

EE SSS:

EE Pagibig:

EE Philhealth:

ER Tax:

ER SSS:

ER Pagibig:

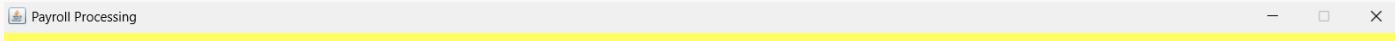
ER Philhealth:

Net Pay:

Deductions:

Status:

- A user with **Verify** access must first verify the payroll. Then, a user with **Approve** access must approve it to process the payment and generate the Payroll Report and Payslips.



MotorPH

Date From: Date To: BACK

Version 1.30

My Records

Employee Records

Logout

VERIFY		UNDO VERIFICATI...		APPROVE PAYMENT		UNDO APPROVAL		PRINT REPORT		VIEW/PRINT PAYSL...											
Trans...	Emp ID	First...	Last N...	Pay D...	Pay D...	Basic...	Hourly...	Total...	Hrs P...	Total...	Adj Ea...	Total...	Tardin...	EE Tax...	EE S...	EE P...	EE P...	Adj D...	Total...	Net...	Pay St...
Trans...	EmplD	FirstN...	LastN...	Payrol...	Payrol...	Basic...	Hourly...	Allowa...	Hrs P...	Hrs W...	Adj Ea...	Total...	Tardin...	EE Ta...	EE S...	EE Pa...	EE P...	Adj De...	Total...	Netpay...	PaySta...
5KLG...	10003	Brad II	San J...	01-Ja...	31-Ma...	42975	255.8	3100	168	16	0	7193.1	152	0	990	100	122.78	0	1212.78	5980...	Approved
UVWF...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27337...	1125	100	3650.45	5	4875.45	1168...	Approved
M5A...	10002	Christi.	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
CNKS...	10022	Lizeth	Villegas	01-Ma...	31-Ma...	24000	142.86	2500	168	72	0	12786...	96	0	990	100	308.58	0	1398.58	1138...	Pending
N5MB...	10035	Beatriz	Santos	01-Ma...	31-Ma...	52670	313.51	3500	168	0	0	3500	168	0	990	100	0	0	1090	2410	Approved
H1EV...	10002	Christi.	Mata	01-Ma...	31-Ma...	42975	255.8	3100	168	72	0	18524...	-544	46777...	1125	100	5463.89	0	6688.89	1785...	Approved
WNS...	10002	Christi.	Mata	01-Ja...	31-Ja...	42975	255.8	3100	168	24	0	6139.2	144	0	990	100	184.18	0	1274.18	7965...	Approved
FZQS...	10003	Brad II	San J...	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	120.00	0.00	33798...	46.00	2616.56	1125.00	100.00	920.88	0.00	2145.88	3165...	Approved
EF3V...	10010	Cydney	Rosario	01-Ma...	31-Ma...	22500	133.93	2500	168	16	0	4642.98	152	0	990	100	64.29	0	1154.29	3488.7	Approved
OMS2...	10010	Cydney	Rosario	01-Ma...	31-Ma...	22500	133.93	2500	168	80	0	13214...	88	0	990	100	321.43	0	1411.43	1180...	Pending
R1G...	10016	Kolby	Delos	01-Ja...	31-Ma...	24000	142.86	2500	168	16	0	4785.85	152	0	990	100	68.57	0	1158.57	3627...	Verified
Q6XH...	10029	Isabella	Reyes	01-Ma...	31-Ma...	6000	357.14	4500	168	40	0	18786...	128	0	990	100	428.57	0	1518.57	17268	Pending
MYEH...	10009	Allison	San J...	01-Ma...	31-Ma...	22500	133.93	2500	168	120	0	18572...	48	0	990	100	482.15	0	1572.15	1700...	Pending
2LTM...	10031	Andre	Villanu...	01-Ma...	31-Ma...	52670	313.51	3500	168	40	0	16041...	128	0	990	100	376.21	0	1466.21	1457...	Pending
P01M...	10009	Allison	San J...	01-Au...	31-Au...	22500	133.93	2500	168	80	0	13214...	88	0	990	100	321.43	0	1411.43	1180...	Approved
XN4K...	10032	Roderi.	Alvare	01-Ma...	31-Ma...	52670	313.51	3500	168	40	0	16041...	128	0	990	100	376.21	0	1466.21	1457...	Pending
WHT...	10004	Anthony	Salcedo	01-Ma...	31-Ma...	50825	302.53	3500	168	112	0	37385...	56	3513.34	1125	100	1016.5	0	2241.5	3514...	Pending
2UAY...	10003	Brad II	San J...	01-Ja...	31-Ja...	42975	255.8	3100	168	8	0	5146.55	160	0	990	100	61.39	0	1151.39	3995...	Approved
SCO...	10011	Josie	Lopez	01-Ma...	31-Ja...	38475	229.02	3100	168	8	0	4932.25	160	0	990	100	54.96	0	1144.96	3787...	Verified
LIRQ5...	10032	Roderi.	Alvare	01-Ja...	31-Ja...	52670	313.51	3500	168	0	0	3500	168	0	990	100	0	0	1090	2410	Approved
RGEA...	10008	Leila	Martini	01-Ma...	31-Ma...	24000	142.86	2500	168	80	0	13929...	88	0	990	100	342.86	0	1432.86	1249...	Approved
ZTVTZ...	10005	Alices	Romu	01-Ma...	31-Ma...	22500	133.93	2500	168	72	0	12143...	96	0	990	100	289.29	0	1379.29	1076...	Approved
JY6N...	10006	Rosie	Atienza	01-Ma...	31-Ma...	22500	133.93	2500	168	72	0	12143...	96	0	990	100	289.29	0	1379.29	1076...	Approved
WRA...	10007	Martina	Farala	01-Ma...	31-Ma...	24000	142.86	2500	168	112	0	18500...	56	0	990	100	480.01	0	1570.01	1693...	Approved
GBEB4...	10011	Josie	Lopez	01-Ma...	31-Ma...	38475	229.02	3100	168	80	0	2142...	88	117.9	990	100	549.65	0	1639.65	1978...	Approved
XJVB...	10012	Selena	De Le...	01-Ma...	31-Ma...	41850	249.11	3100	168	72	0	21036...	96	40.76	990	100	538.08	0	1628.08	1940...	Approved
4LM5...	10013	Fredrick	Romu	01-Ma...	31-Ma...	53500	318.45	3500	168	72	0	26429...	96	1119.39	1125	100	687.85	0	1912.85	2451...	Approved

MotorPH

Date From: Date To: BACK

Version 1.30

My Records

Employee Records

Logout

VERIFY		UNDO VERIFICATI...		APPROVE PAYMENT		UNDO APPROVAL		PRINT REPORT		VIEW/PRINT PAYSL...											
Trans...	Emp ID	First...	Last N...	Pay D...	Pay D...	Basic...	Hourly...	Total...	Hrs P...	Total...	Adj Ea...	Total...	Tardin...	EE Tax...	EE S...	EE P...	EE P...	Adj D...	Total...	Net...	Pay St...
Trans...	EmplD	FirstN...	LastN...	Payrol...	Payrol...	Basic...	Hourly...	Allowa...	Hrs P...	Hrs W...	Adj Ea...	Total...	Tardin...	EE Ta...	EE S...	EE Pa...	EE P...	Adj De...	Total...	Netpay...	PaySta...
5KLG...	10003	Brad II	San J...	01-Ja...	31-Ma...	42975	255.8	3100	168	16	0	7193.1	152	0	990	100	122.78	0	1212.78	5980...	Approved
UVWF...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27337...	1125	100	3650.45	5	4875.45	1168...	Approved
M5A...	10002	Christi.	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
CNKS...	10022	Lizeth	Villegas	01-Ma...	31-Ma...	24000	142.86	2500	168	72	0	12786...	96	0	990	100	308.58	0	1398.58	1138...	Pending
N5MB...	10035	Beatriz	Santos	01-Ma...	31-Ma...	52670	313.51	3500	168	0	0	3500	168	0	990	100	0	0	1090	2410	Approved
H1EV...	10002	Christi.	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
WNS...	10002	Christi.	Mata	01-Ja...	31-Ja...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
FZQS...	10003	Brad II	San J...	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
EF3V...	10010	Cydney	Rosario	01-Ja...	31-Ma...	2250	133.93	2500	168	40	0	16041...	128	0	990	100	321.43	0	1411.43	1180...	Pending
OMS2...	10010	Cydney	Rosario	01-Ma...	31-Ma...	2250	133.93	2500	168	40	0	16041...	128	0	990	100	321.43	0	1411.43	1180...	Pending
R1G...	10016	Kolby	Delos	01-Ja...	31-Ma...	2400	142.86	2500	168	16	0	12143...	96	0	990	100	68.57	0	1158.57	3627...	Verified
Q6XH...	10029	Isabella	Reyes	01-Ma...	31-Ma...	6000	357.14	4500	168	40	0	18786...	128	0	990	100	428.57	0	1518.57	17268	Pending
MYEH...	10009	Allison	San J...	01-Ma...	31-Ma...	2250	133.93	2500	168	80	0	2142...	88	117.9	990	100	482.15	0	1572.15	1700...	Pending
2LTM...	10031	Andre	Villanu...	01-Ma...	31-Ma...	52670	313.51	3500	168	40	0	16041...	128	0	990	100	376.21	0	1466.21	1457...	Pending
XN4K...	10032	Roderi.	Alvare	01-Ma...	31-Ma...	52670	313.51	3500	168	40	0	16041...	128	0	990	100	376.21	0	1466.21	1457...	Pending
WHT...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27337...	1125	100	3650.45	5	4875.45	1168...	Approved
2UAY...	10003	Brad II	San J...	01-Ja...	31-Ja...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
H1EV...	10002	Christi.	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
WNS...	10002	Christi.	Mata	01-Ja...	31-Ja...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
FZQS...	10003	Brad II	San J...	01-Ja...	31-Ja...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Pending
EF3V...	10010	Cydney	Rosario	01-Ja...	31-Ma...	2250	133.93	2500	168	40	0	16041...	128	0	990	100	321.43	0	1411.43	1180...	Pending
OMS2...	10010	Cydney	Rosario	01-Ma...	31-Ma...	2250	133.93	2500	168	40	0	16041...	128	0	990	100	321.43	0	1411.43	1180...	Pending
R1G...	10016	Kolby	Delos	01-Ja...	31-Ma...	2400	142.86	2500	168	16	0	12143...	96	0	990	100	68.57	0	1158.57	3627...	Verified
Q6XH...	10029	Isabella	Reyes	01-Ma...	31-Ma...	6000	357.14	4500	168	40	0	18786...	128	0	990	100	428.57	0	1518.57	17268	Pending
MYEH...	10009	Allison	San J...	01-Ma...	31-Ma...	2250	133.93	2500	168	80	0	2142...	88	117.9	990	100	482.15	0	1572.15	1700...	Pending
2LTM...																					

Payroll Processing

MotorPH

Date From: Date To: **BACK**

Version 1.30

VERIFY		UNDO VERIFICATI...		APPROVE PAYMENT										UNDO APPROVAL		PRINT REPORT			VIEW/PRINT PAYSL...			
Trans...	Emp ID	First...	Last N...	Pay D...	Pay D...	Basic...	Hourly...	Total...	Hrs P...	Total...	Adj Ea...	Total...	Tardin...	EE Tax...	EE S...	EE P...	EE P...	Adj D...	Total...	Net...	Pay St...	
Trans...	EmpID	FirstN...	LastN...	Payrol...	Payrol...	Basic...	Hourly...	Allowa...	Hrs P...	Hrs W...	Adj Ea...	Total...	Tardin...	EE Tax...	EE S...	EE Pa...	EE Pa...	Adj De...	Total...	Netpay...	PayStat...	
5KLG...	10003	Brad II	San J...	01-Ma...	31-Ma...	42975	255.8	3100	168	16	0	7193.1	152	0	990	100	122.78	0	1212.78	5980...	Approved	
UWFW8...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27337...	1125	100	3650.45	45	4875.45	1168...	Approved	
M54A...	10002	Christi...	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Approved	
CNKS...	10002	Lizeth	Villegas	01-Ma...	31-Ma...	24000	142.86	2500	168	72	0	12786...	96	0	990	100	308.58	0	1398.58	1138...	Pending	
N5MB...	10035	Beatriz	Santos	01-Ma...	31-Ma...	52670	313.51	3500	168	0	0	3500...	168	0	990	100	0	0	1090	2410	Approved	
HTEV...	10002	Christi...	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	9524...	544	46777...	1125	100	5463.89	0	6688.89	1785...	Approved	
WNS...	10002	Christi...	Mata	01-Ja...	31-Ja...	4297	Message					x	39.2	144	0	990	100	184.18	0	1274.18	7965...	Approved
FZQS...	10003	Brad II	San J...	01-Ma...	31-Ma...	4297						798...	48.00	2616.56	1125.00	100.00	920.88	0.00	2145.88	3165...	Approved	
EF3V...	10010	Cydney	Rosario	01-Ja...	31-Ma...	2250						42.98	152	0	990	100	64.29	0	1154.29	3488.7	Approved	
OMS2...	10010	Cydney	Rosario	01-Ma...	31-Ma...	2250						3214...	88	0	990	100	321.43	0	1411.43	1180...	Pending	
RH1G...	10016	Kolby	Delos	01-Ja...	31-Ma...	2400						785.85	152	0	990	100	68.57	0	1158.57	3627...	Verified	
Q6XH...	10029	Isabella	Reyes	01-Ma...	31-Ma...	6000						786...	128	0	990	100	428.57	0	1518.57	17268	Pending	
MYEH...	10009	Allison	San J...	01-Ma...	31-Ma...	2250						3572...	48	0	990	100	482.15	0	1572.15	1700...	Pending	

Payroll approved successfully!

OK

- Once approved, the user can generate the **Payroll Report** and **Payslips**, and the processed payroll will be viewable to each employee.

(Refer to 3.2.6 My Records > Payroll Summary > Processed Payroll View)

Payroll Processing

MotorPH

Date From: Date To:

BACK

Version 1.30

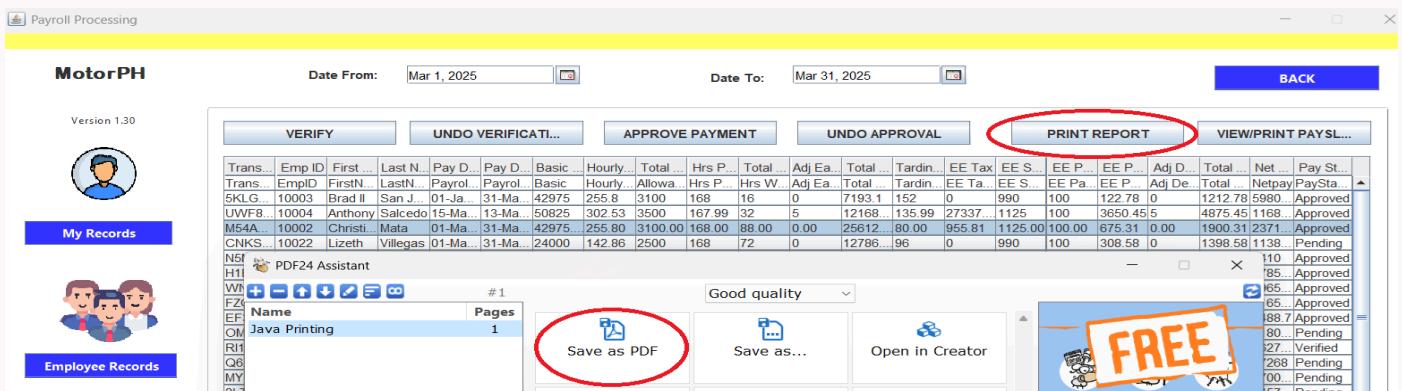


My Records

VERIFY UNDO VERIFICATION APPROVE PAYMENT UNDO APPROVAL PRINT REPORT **VIEW/PRINT PAYSLIP...**

Trans...	Emp ID	First ...	Last N...	Pay D...	Pay D...	Basic ...	Hourly ...	Total ...	Hrs P...	Total ...	Adj Ea...	Total ...	Tardin...	EE Tax...	EE S...	EE P...	EE P...	Adj D...	Total ...	Net ...	Pay St...
Trans...	EmpID	FirstN...	LastN...	Payrol...	Payrol...	Basic...	Hourly...	Allowa...	Hrs P...	Hrs W...	Adj Ea...	Total ...	Tardin...	EE Tax...	EE S...	EE Pa...	EE Pa...	Adj De...	Total ...	Netpay...	PaySta...
5KLG...	10003	Brad II	San J...	01-Ma...	31-Ma...	42975	255.8	3100	168	16	0	7193.1	152	0	990	100	122.78	0	1212.78	5980...	Approved
UWF8...	10004	Anthony	Salcedo	15-Ma...	31-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27337...	1125	100	3650.45	5	4875.45	1168...	Approved
M54A...	10002	Christi.	Mata	01-Ma...	31-Ma...	42975	255.80	3100.00	168.00	88.00	0.00	25612...	80.00	955.81	1125.00	100.00	675.31	0.00	1900.31	2371...	Approved
CNK5...	10022	Lizeth	Villegas	01-Ma...	31-Ma...	2400	143.98	2500	168	72	0	1786...	96	0	990	100	308.58	0	1398.58	1138...	Approved
N5MB...	10035	Beatriz	Santos	01-Ma...	31-Ma...	5267	Paylip Preview					10	168	0	990	100	0	0	1090	2410	Pending
H1EV...	10002	Christi.	Mata	01-Ma...	31-Ma...	4297						124...	544	46777...	1125	100	5463.89	0	6688.89	1785...	Approved
WNS...	10002	Christi.	Mata	01-Ja...	31-Ja...	4297						19.2	144	0	990	100	184.18	0	1274.18	7965...	Approved
FZQ5...	10003	Brad li	San J...	01-Ma...	31-Ma...	4297						79.8	48.00	2616.56	1125.00	100.00	920.88	0.00	2145.88	3165...	Approved
EF3V...	10010	Cydney	Rosario	01-Ja...	31-Ma...	2250						12.98	152	0	990	100	64.29	0	1154.29	3488.7	Approved
OMS2...	10010	Cydney	Rosario	01-Ma...	31-Ma...	2250						14...	88	0	990	100	321.43	0	1411.43	1180...	Pending
RT1G...	10016	Kolby	Delos	01-Ja...	31-Ma...	2400						15.85	152	0	990	100	68.57	0	1158.57	3627...	Verified
QGXH...	10029	Isabella	Reyes	01-Ma...	31-Ma...	6000						78...	128	0	990	100	428.57	0	1518.57	17268...	Pending
MYEH...	10009	Allison	San J...	01-Ma...	31-Ma...	2250						72...	48	0	990	100	492.15	0	1572.15	1700...	Pending
2LTM...	10031	Andrea	Villanu...	01-Ma...	31-Ma...	5267						141...	128	0	990	100	376.21	0	1466.21	1457...	Pending
P01M...	10009	Allison	San J...	01-Au...	31-Au...	2250						14...	88	0	990	100	321.43	0	1411.43	1180...	Approved
XN4K...	10032	Roderi...	Alvaro	01-Ma...	31-Ma...	5267						141...	128	0	990	100	376.21	0	1466.21	1457...	Pending
WHT...	10004	Anthony	Salcedo	01-Ma...	31-Ma...	5082						185...	56	3513.34	1125	100	1016.5	0	2241.15	3514...	Pending
ZUAY...	10003	Brad li	San J...	01-Ja...	31-Ja...	4297						16.55	160	0	990	100	61.39	0	1151.39	3995...	Approved
SCO...	10011	Josie	Lopez	01-Ja...	31-Ja...	3847						12.25	160	0	990	100	54.96	0	1144.96	3787...	Verified
LIRQ5...	10032	Roderi...	Alvaro	01-Ja...	31-Ja...	5267						10	168	0	990	100	0	0	1090	2410	Approved
RGEA...	10008	Leila	Martin...	01-Ma...	31-Ma...	2400						129...	88	0	990	100	342.86	0	1432.86	1249...	Approved
ZVTZ...	10005	Alices...	Romu...	01-Ma...	31-Ma...	2250						143...	96	0	990	100	289.29	0	1379.29	1076...	Approved
JYGN...	10006	Rosie	Atienza	01-Ma...	31-Ma...	2250						143...	96	0	990	100	289.29	0	1379.29	1076...	Approved
WRA...	10007	Martha	Farala	01-Ma...	31-Ma...	2400						500...	56	0	990	100	480.01	0	1570.01	1693...	Approved
GEB4...	10011	Josie	Lopez	01-Ma...	31-Ma...	3847						122...	88	117.9	990	100	549.65	0	1639.65	1978...	Approved
XJVB...	10012	Selena	De Le...	01-Ma...	31-Ma...	4183						136...	96	40.76	990	100	538.08	0	1628.08	1940...	Approved
4L5M...	10013	Frederick	Romu...	01-Ma...	31-Ma...	5350						129...	96	1119.39	1125	100	687.85	0	1912.85	2451...	Approved

- Print Payroll Report



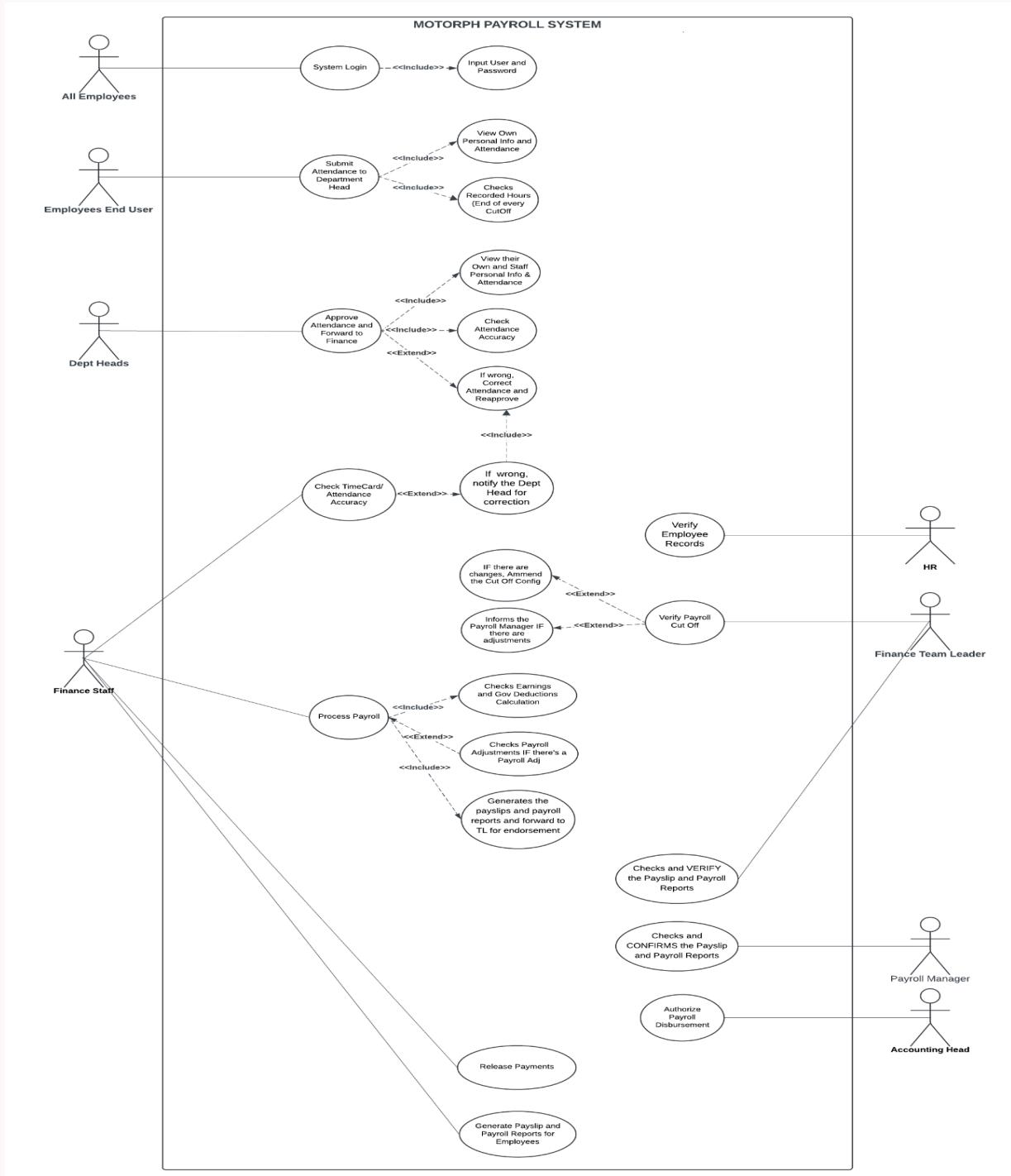
Transaction ID | Emp ID | First Name | Last Name | Pay Date From | Pay Date To | Net Pay | Pay Status

M54AS0P | 10002 | Christian | Mata | 01-Mar-25 | 31-Mar-25 | 23711.74 | Approved
 N5MB949 | 10035 | Beatriz | Santos | 01-Mar-25 | 31-Mar-25 | 2410 | Approved
 FZQSOCL | 10003 | Brad II | San Jose | 01-Mar-25 | 31-Mar-25 | 31652.38 | Approved
 RGEAX5Q | 10008 | Leila | Martinez | 01-Mar-25 | 31-Mar-25 | 12496.39 | Approved
 Z7V7Z2R | 10005 | Alicesss | Romualdez | 01-Mar-25 | 31-Mar-25 | 10764.14 | Approved
 JY6NOB3 | 10006 | Rosie | Atienza | 01-Mar-25 | 31-Mar-25 | 10764.14 | Approved
 WRARC9J | 10007 | Martha | Farala | 01-Mar-25 | 31-Mar-25 | 16930.94 | Approved
 GEB4Q69 | 10011 | Josie | Lopez | 01-Mar-25 | 31-Mar-25 | 19782.87 | Approved
 XJVBLK6 | 10012 | Selena | De Leon | 01-Mar-25 | 31-Mar-25 | 19408.7 | Approved
 4L5MQ2V | 10013 | Fredrick | Romualdez | 01-Mar-25 | 31-Mar-25 | 24517.08 | Approved
 9HA7AXC | 10014 | Mark | Bautista | 01-Mar-25 | 31-Mar-25 | 14297.94 | Approved
 00QZQ8T | 10015 | Darlene | Lazaro | 01-Mar-25 | 31-Mar-25 | 15371.94 | Approved
 WTFZ5V1 | 10016 | Kolby | Delos Santos | 01-Mar-25 | 31-Mar-25 | 15822.3 | Approved
 AZV0VOM | 10017 | Vella | Santos | 01-Mar-25 | 31-Mar-25 | 10764.14 | Approved
 N0E4NAB | 10018 | Tomas | Del Rosario | 01-Mar-25 | 31-Mar-25 | 10764.14 | Approved
 ECA83ZV | 10020 | Percival | Gutierrez | 01-Mar-25 | 31-Mar-25 | 17415.99 | Approved

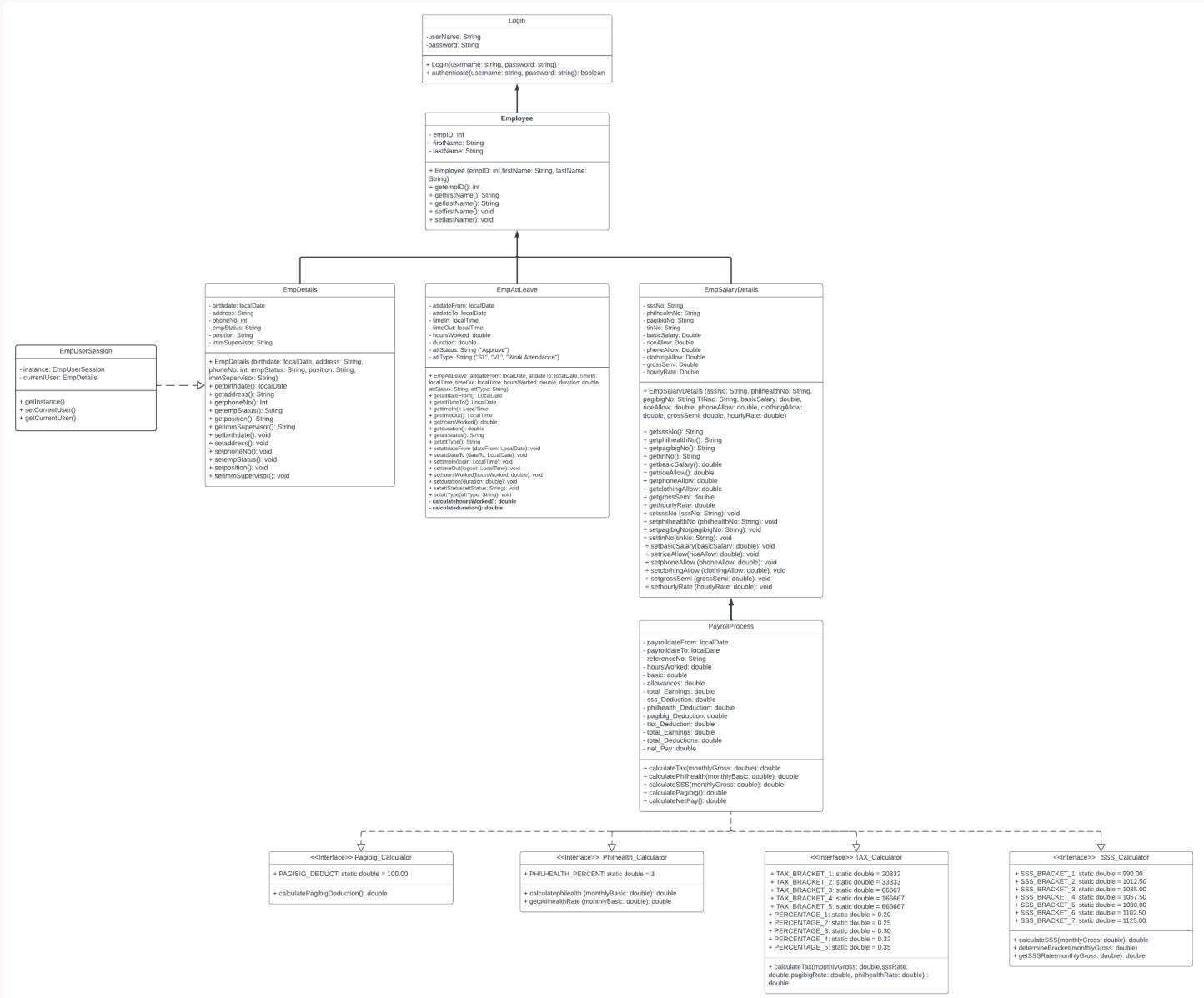
04 TECHNICAL INFORMATION

This section provides details and insights into the inner workings of the payroll system.

4.1 Use Case Diagram ([click here to view](#))



4.2 Class Diagram (click here to view)



4.3 Test Document (click here to view)

Test Case Document (External) - TA											
	SCENARIO	TEST EMPLOYEE #	TEST CASE ID #	TEST CASE	STEPS	EXPECTED RESULT	ACTUAL RESULT	TEST RESULT	JOHN PAUL REMARKS	JOYCE REMARKS	
30			10003	22	My Records > Payroll Summary	User clicks My Profile > Payroll Summary 2. User sees the list of his/her processed payroll and click 'View/Print Payslip'	User should view his/her own Processed Payroll and able to Print/View Payslip	User is able to view his/her Processed Payroll and able to View/Print Payslip	Pass		
31	Role: HR			23	Logout	1. User clicks Logout and redirects to Login Page	User should be prompted if she/he really want to logout and if Yes, it will go back to the login page. If 'No', it will remain in the current page.	User is prompted and redirected to the Login Page upon confirmation	Pass		
32				24	Employee Records > Profile	1. User clicks the Employee Record > Employee Profile 2. User is able to Add, Edit, Delete Employee Details 3. Click Refresh button to see the newly added/edited records.	The user should be able to view, add, edit, and delete employee details, and the correct format should be automatically saved and displayed upon saving (e.g. autocapitalization). The user will be prompted if there are incorrect inputs or required fields left blank and will not be able to save the data.	User was able to Add, Edit, Delete employees	Pass	To create a JOptionPane alert that prevents saving if the name contains a comma (,).	

The user will be prompted if the firstname or lastname contains a comma and will not be able to save.



4.4 External Testing ([click here to view](#))

Remarks from the external testers have been resolved.

SCENARIO	TEST EMPLOYEE	TEST CASE ID #	TEST CASE	STEPS	EXPECTED RESULT	ACTUAL RESULT	TEST RESULT	JOHN PAUL REMARKS	JOYCE REMARKS
Role Employee	10009	4	My Records > Attendance & Leave	1. User clicks My Profile > Attendance & Leave. 2. User sees the list of his own attendance. 3. Click 'Leave Request' 4. Click Add & Fill up the Attendance Details with Attendance Type > Submit.	User should view his/her own Attendance and should be able to Add Leave and Overtime then will automatically set to "Pending" for their Manager's approval.	User is able to view their Attendance and successfully add Leave and Overtime, which are correctly set to "Pending" for Immediate Supervisor's approval.	Pass	Pass with Issues: --> Unable to view and compute the Leave Day Balance --> No overtime request	- For the leavedays balance, we didn't include it in our test case since we are planning to fix it in ADOOP For now, our system can only file and approve leaves. Can consider as System Limitation for now. - Upon checking, there is an 'Overtime' in the Attendance Type Dropdown list

Add Employee

First Name: TEST

Last Name: test

Employee ID: 100060

Status: Regular

Position: Account Team Leader

Immediate Supervisor: Villanueva Andrea Mae

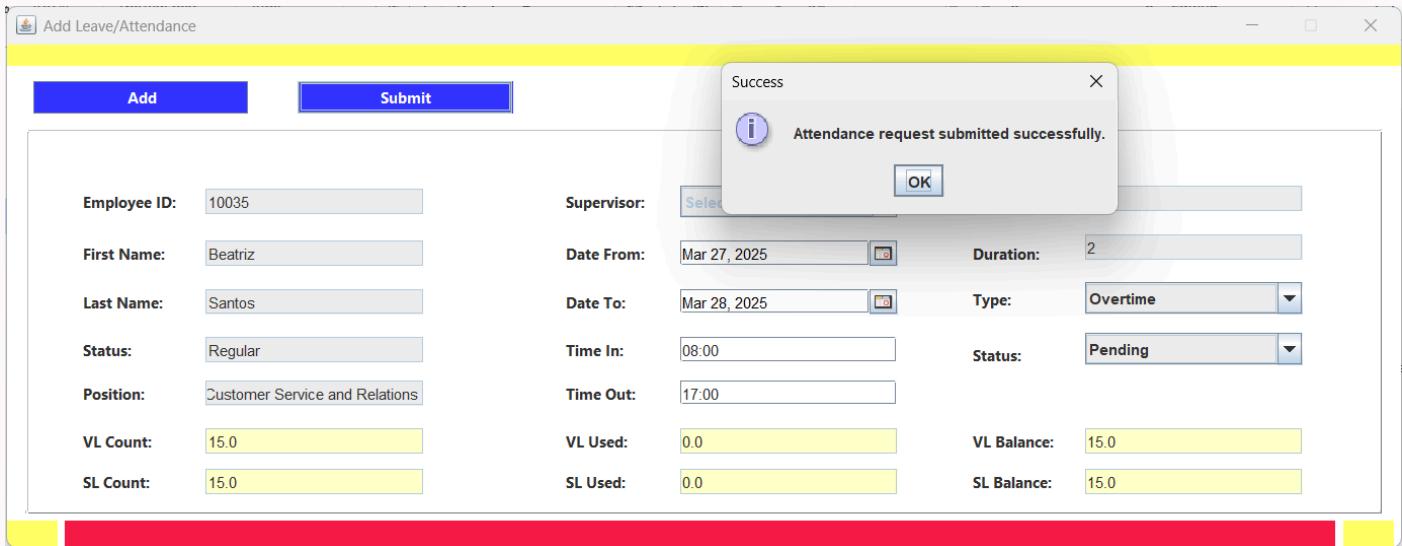
Invalid Input

First name and last name cannot contain commas.

SCENARIO	TEST EMPLOYEE	TEST CASE ID #	TEST CASE	STEPS	EXPECTED RESULT	ACTUAL RESULT	TEST RESULT	JOHN PAUL REMARKS	JOYCE REMARKS
		24	Employee Records > Profile	1. User clicks the Employee Record > Employee Profile 2. User to Add, Edit, Delete Employee 3. Click Refresh button to see the newly added/edited records.	The user should be able to view, add, edit, and delete employee details, and the correct format should be automatically saved and displayed upon saving (e.g. autocapitalization). The user will be prompted if there are incorrect inputs or required fields left blank and will not be able to save the data.	User was able to Add, Edit, Delete employees	Pass	To create a JOptionPane alert that prevents saving if the name contains a comma (,).	The user will be prompted if the first name or last name contains "comma" and will not be able to save.

Restricted the user to save Employee Names with comma ", ,".

```
// Check if first name or last name contains a comma
if (firstName.contains(",") || lastName.contains(",")) {
    JOptionPane.showMessageDialog(this, "First name and last name cannot contain commas.", "Invalid Input", JOptionPane.ERROR_MESSAGE);
    return;
}
```



Added Attendance Status = 'Overtime' in the Payroll Calculation.

```
// Compute total hours worked only within the selected pay period
for (EmpAttLeave att : attendanceList) {
    if (att.getEmpID().equals(empDetails.getEmpID()) &&
        (att.getAttendanceType().equals("Work") || att.getAttendanceType().equals("Overtime") || att.getAttendanceType().equals("VL Request") ||
        att.getAttendanceStatus().equals("Closed") || att.getAttendanceStatus().equals("Closed-Late") || att.getAttendanceStatus().equals("Closed-On Time") || att.getAttendanceStatus().equals("Approved"))) {
```