

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.

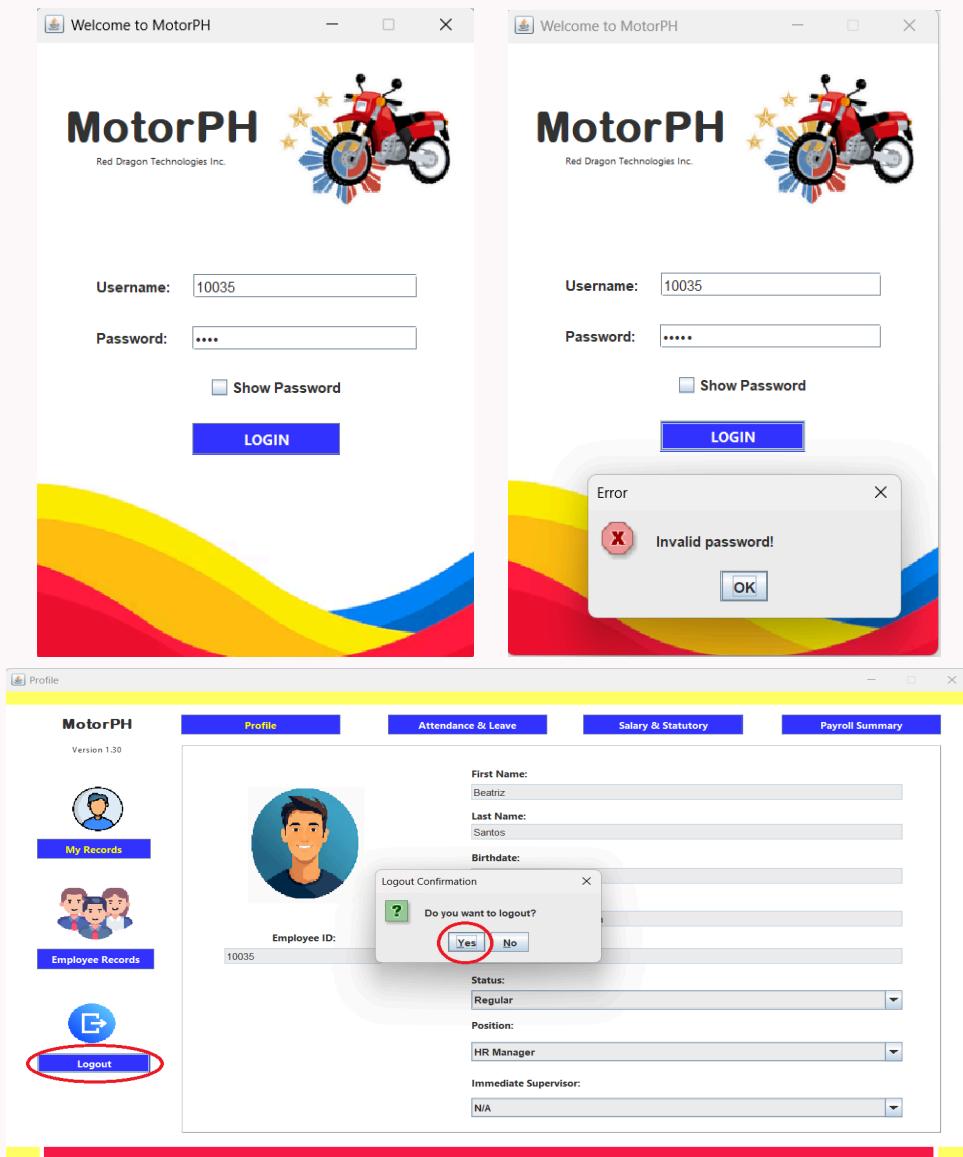
03

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**.

Profile

MotorPH
Profile
Attendance & Leave
Salary & Statutory
Payroll Summary

Version 1.30


[My Records](#)


[Employee Records](#)


[Logout](#)



Employee ID: 10009

First Name:
Allison

Last Name:
San Jose

Birthdate:
24-Jun-86

Address:
08 Grant Drive Suite 406 Poblacion Iloilo City 9186 La Union

Phone Number:
179-075-129

Status:
Regular

Position:
Account Rank and File

Immediate Supervisor:
N/A

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.

The screenshot shows the MotorPH Employee Attendance application. At the top, there are four tabs: Profile, Attendance & Leave (which is highlighted in blue), Salary & Statutory, and Payroll Summary. On the left side, there are three main menu items: My Record (with a user icon), Employee Records (with a group of people icon), and Logout (with a circular arrow icon). In the center, there are two sections: 'Leave Request' and 'Leave Approval'. The 'Leave Request' section contains fields for VL Count, VL Used, and VL Balance, each with a corresponding input box. The 'Leave Approval' section contains fields for SL Count, SL Used, and SL Balance. Below these sections is a large grid table with columns for Employee ID, First Name, Last Name, Status, Position, Imm., Date In, Date Out, Time In, Time Out, Hour, Duration, Work Appr., VL C., VL U., VL B., SL C., SL U., and SL B. The table is filled with data for employee 10009 Allison San Jose, showing multiple rows of attendance records.

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

The screenshot shows the 'Add Leave/Attendance' form. At the top, there are two buttons: 'Add' and 'Submit'. A modal dialog box titled 'Success' is centered over the form, displaying the message 'Attendance request submitted successfully.' with an 'OK' button. The form itself contains various input fields and dropdown menus. The fields include: 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
Profile
Attendance & Leave
Salary & Statutory
Payroll Summary

Version 1.30



My Record



Employee Records



Logout

Leave Request

VL Count:

VL Used:

VL Balance:

Leave Approval

SL Count:

SL Used:

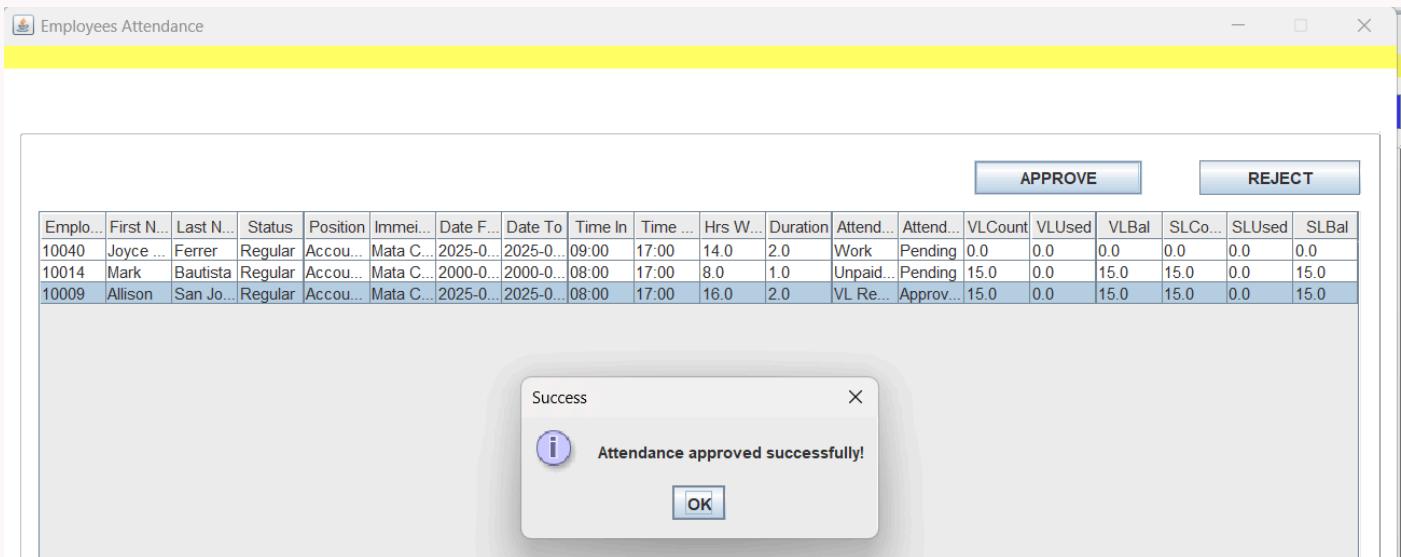
SL Balance:

Empl.	First Name	Last Name	Status	Position	Imm.	Date From	Date To	Time In	Time Out	Hour	Dura.	Attended	Attended	VL C.	VL R.	SL C.	SL R.	S. C.	S. R.
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	08:00	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 ...	2025-05-15	2025-05-15	08:00	17:00	10.0	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).

A screenshot of the "MotorPH" application interface. The top navigation bar includes "Profile", "Attendance & Leave", "Salary & Statutory", and "Payroll Summary". On the left, there are icons for "My Record", "Employee Records", and "Logout". The main area contains two sections: "Leave Request" and "Leave Approval". Both sections have input fields for VL Count, SL Count, VL Used, SL Used, and SL Balance. Below these are tables of attendance data. A specific row in the "Leave Request" table is circled in red.

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

Screenshot of the MotorPH Payroll Information application. The window title is "Payroll Information". The main menu bar includes "Profile", "Attendance & Leave", "Salary & Statutory" (which is highlighted in blue), and "Payroll Summary". On the left sidebar, there are icons for "My Records" (user profile), "Employee Records" (three people icon), and "Logout". The central content area displays various salary details in a grid:

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.

Screenshot of the MotorPH Payroll application. The window title is "Payroll". The main menu bar includes "Profile", "Attendance & Leave", "Salary & Statutory", and "Payroll Summary" (which is highlighted in blue). On the left sidebar, there are icons for "My Records" (user profile), "Employee Records" (three people icon), and "Logout". The central content area shows a table of payroll data and a "VIEW/PRINT PAYSILP" button. A modal dialog titled "Payslip Preview" displays the following text:

=====
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
=====

At the bottom of the dialog are "Yes" and "No" buttons.

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.

The screenshot shows the MotorPH Employee Records application interface. At the top, there are tabs for 'Employees Profile', 'Employees Attendance & Leave', 'Employees Salary & Statutory', and 'Payroll Processing'. The 'Employees Profile' tab is active. On the left, there are navigation links for 'My Records', 'Employee Records', and 'Logout'. The main area displays a grid of employee records with columns for Employee ID, First Name, Last Name, Birthday, Address, Phone Number, Status, Position, and Immediate Supervisor. Buttons for 'ADD', 'DEL', and 'REFRESH' are located above the grid. A 'View Employee' button is at the top right of the grid area.

Employee ID	First Name	Last Name	Birthday	Address	Phone Number	Status	Position	Immediate Supv.
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	93/45 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	Linn 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 ...	882-550-989	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-88	60 Goettet Valle...	948-628-138	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	50A/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 Carpant...	966-880-270	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.

The screenshot shows the 'Add Employee' form. It includes fields for First Name, Last Name, Birthdate (DD-MMM-YY), Address, Phone Number, Status (dropdown), Position (dropdown), and Immediate Supervisor (dropdown). Below the form are 'EDIT' and 'SAVE' buttons. An 'OK' button is visible on the error dialog. A red circle highlights the 'SAVE' button on the form.

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,

The screenshot shows the MotorPH Employee Attendance & Leave module interface. On the left, there's a sidebar with icons for 'My Records', 'Employee Records', and 'Logout'. The main area has tabs for 'Employees Profile', 'Employees Attendance & Leave' (which is active and highlighted in blue), 'Employees Salary & Statutory', and 'Payroll Processing'. A 'View Attendance' button is located in the top right corner of the main content area, which is circled in red.

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	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...	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	Prob...	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.

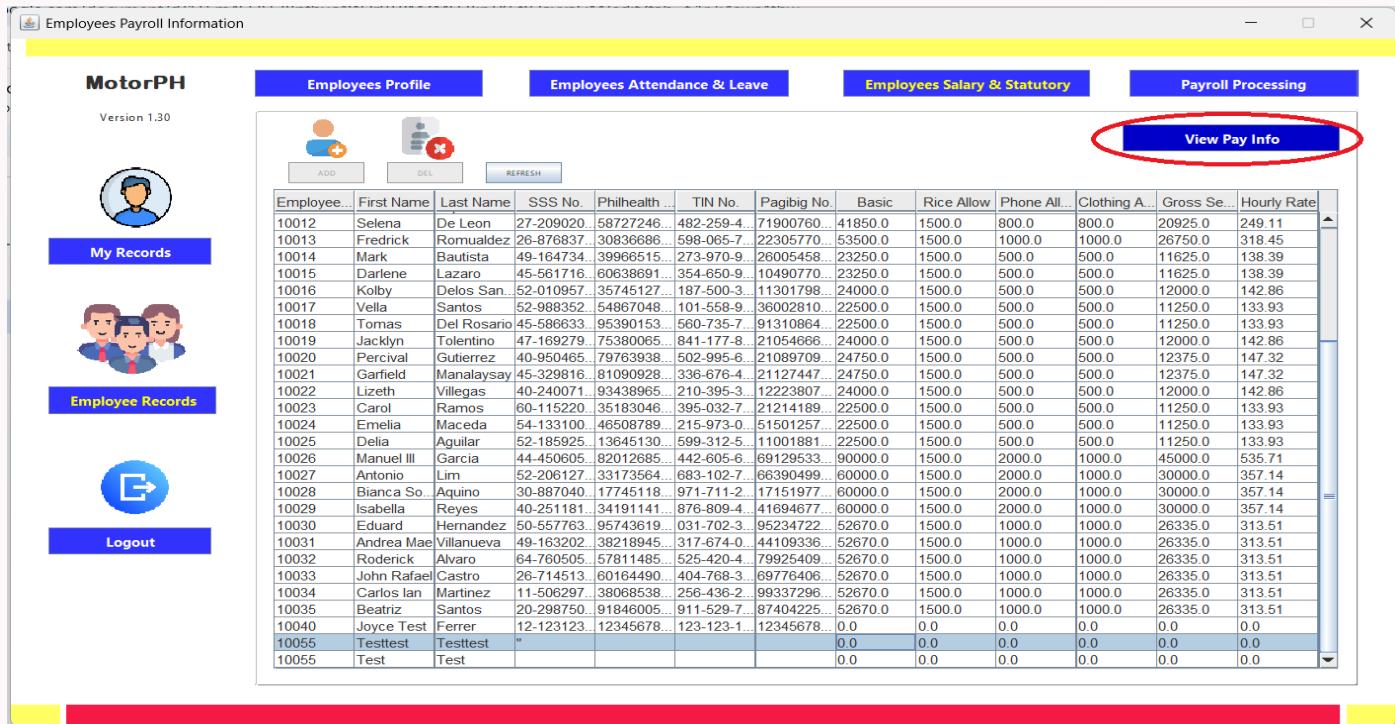
(Refer to 3.2.4. Leave/Attendance Approval - Immediate Supervisor's account)

The screenshot shows the Leave / Attendance Request form. At the top, a success message box says "Attendance request submitted successfully." Below it, there are input fields for employee details, supervisor, dates, times, and leave types. A status dropdown is highlighted with a red circle. The bottom part of the screen shows a table with employee data.

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



- 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-XXXXXXX-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

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**.

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

- **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 + EEPhilhealth + 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

Payroll Processing												
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	239192926839	672-474-690...	210850209964	42975.0	1500.0	800.0	800.0	21487.5	255.8
10004	Anthony	Salcedo	26-9647608-3	128445315651	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...	211385568888	22500.0	1500.0	500.0	500.0	11250.0	133.93
10006	Rosi	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	49-162899^	579253435499	122-244-511...	265104358643	22500.0	1500.0	500.0	500.0	11250.0	133.93
10011	Josie	Lopez	44-85634	Message				1500.0	800.0	800.0	19237.5	229.02

Employee Records

Logout

OK Payroll approved and processed successfully!

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

Employees Payroll Summary

Payroll Processing												
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	239192926839	672-474-690...	210850209964	42975.0	1500.0	800.0	800.0	21487.5	255.8
10004	Anthony	Salcedo	26-9647608-3	128445315651	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...	211385568888	22500.0	1500.0	500.0	500.0	11250.0	133.93
10006	Rosi	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	49-162899^	579253435499	122-244-511...	265104358643	22500.0	1500.0	500.0	500.0	11250.0	133.93
10011	Josie	Lopez	44-8563448-3	431709011012	218-489-737...	113071293354	38475.0	1500.0	800.0	800.0	19237.5	229.02

Employee Records

Logout

- 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

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My Records

Employee Records

Logout

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...	EmplID	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
UWVF...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27373...	1125	100	3650.45	5	4875.45	1168...	Approved
M5AA...	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	712	0	18524...	544	46777...	1125	100	5463.89	0	6668.89	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-Ja...	31-Ma...	42975	255.80	3100.00	168.00	120.00	0.00	33798...	48.00	2616.56	125.00	100.00	920.88	0.00	2145.88	3165...	Approved
EF3V...	10010	Cydney	Rosario	01-Ja...	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
RI1G...	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
QX6H...	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...	Alvaro	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-Ja...	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...	Alvaro	01-Ja...	31-Ja...	52670	313.51	3500	168	0	0	3500	168	0	990	100	0	0	1090	2410...	Approved
RGEA...	10008	Leila	Martin...	01-Ma...	31-Ma...	24000	142.86	2500	168	80	0	13929...	88	0	990	100	342.86	0	1432.86	1249...	Approved
ZTVNZ...	10005	Alices...	Romua...	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	Martha	Farala	01-Ma...	31-Ma...	24000	142.86	2500	168	112	0	18500...	56	0	990	100	480.01	0	1570.01	1693...	Approved
GEB4...	10011	Josie	Lopez	01-Ma...	31-Ma...	38475	229.02	3100	168	80	0	21422...	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
4L5M...	10013	Fredrick	Romua...	01-Ma...	31-Ma...	53500	318.45	3500	168	72	0	26429...	96	1119.39	1125	100	687.85	0	1912.85	2451...	Approved

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My Records

Employee Records

Logout

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...	EmplID	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
UWVF...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27373...	1125	100	3650.45	5	4875.45	1168...	Approved
M5AA...	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	712	0	18524...	544	46777...	1125	100	5463.89	0	6668.89	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-N	Message															
EF3V...	10010	Cydney	Rosario	01-Ja...	31-N	Message															
OMS2...	10010	Cydney	Rosario	01-Ma...	31-N	Message															
RI1G...	10016	Kolby	Delos	01-Ja...	31-N	Message															
QX6H...	10029	Isabella	Reyes	01-Ma...	31-N	Message															
MYEH...	10009	Allison	San J...	01-Ma...	31-N	Message															
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...	Alvaro	01-Ma...	31-Ma...	52670	313.51	3500	168	40	0	16041...	128	0	990	100	376.21	0	1466.21	1457...	Pending

MotorPH

Date From: Date To: BACK

Version 1.30

My Records

Employee Records

Logout

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...	EmplID	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
UWVF...	10004	Anthony	Salcedo	15-Ma...	13-Ma...	50825	302.53	3500	167.99	32	5	12168...	135.99	27373...	1125	100	3650.45	5	4875.45	1168...	Approved
M5AA...	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	712	0	18524...	544	46777...	1125	100	5463.89	0	6668.89	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-N	Message															
EF3V...	10010	Cydney	Rosario	01-Ja...	31-N	Message															
OMS2...	10010	Cydney	Rosario	01-Ma...	31-N	Message															
RI1G...	10016	Kolby	Delos	01-Ja...	31-N	Message															
QX6H...	10029	Isabella	Reyes	01-Ma...	31-N	Message															
MYEH...	10009	Allison	San J...	0																	

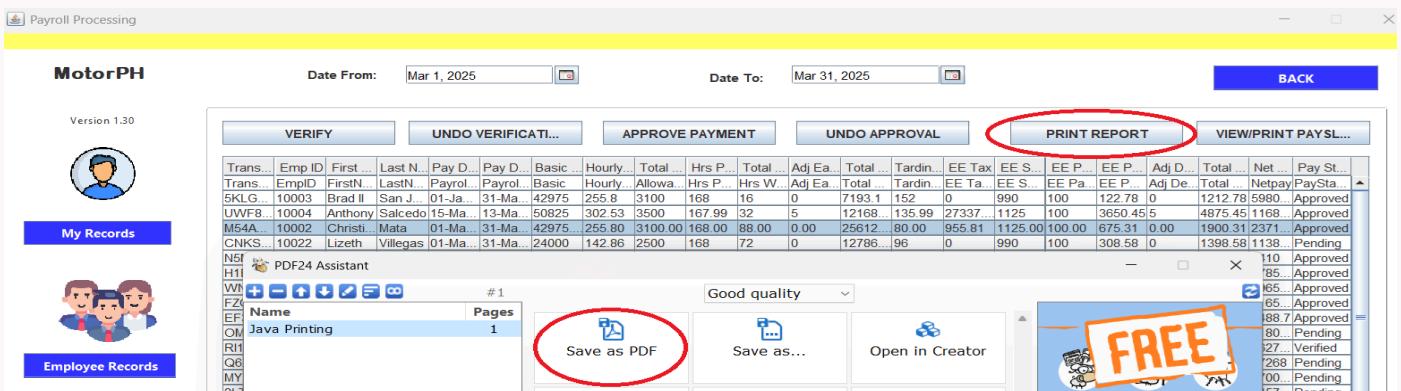
MotorPH		Date From:	Date To:	BACK
Version 1.30				
VERIFY	UNDO VERIFICATI...	APPROVE PAYMENT	UNDO APPROVAL	PRINT REPORT
VIEW/PRINT PAYS...				
Trans... EmpID First... LastN... Pay D... Pay D... Basic... Hourly... Total... Hrs P... Total... Adj Ea... Total... Tardin... EE Tax... EE S... EE P... EE P... Adj D... Total... Net... Pay St...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... EE P... Adj De... Total... Netpay/PaySta...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... EE P... Adj De... Total... Netpay/PaySta...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... EE P... Adj De... Total... Netpay/PaySta...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... 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	UWF8... 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	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	CINKS... 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... 42977 255.80 3100 168 16 0 7193.1 152 0 990 100 122.78 0 1212.78 5980... Approved	WNS... 10002 Christi... Mata 01-Ja... 31-Ja... 4297 Message	X FZQS... 10003 Brad II San J... 01-Ma... 31-Ma... 4297	i Payroll approved successfully!	H1EV... 10002 Christi... Mata 01-Ma... 31-Ma... 4297 255.80 3100 168 16 0 7193.1 152 0 990 100 122.78 0 1212.78 5980... Approved
EF3V... 10010 Cydney Rosario 01-Ja... 31-Ma... 2250 124.98 152 0 990 100 64.29 0 1154.29 3488.7 Approved	OMIS2... 10010 Cydney Rosario 01-Ma... 31-Ma... 2250 124.98 152 0 990 100 64.29 0 1154.29 3488.7 Approved	RHIG... 10016 Kolby Delos 01-Ja... 31-Ma... 2400 124.85 152 0 990 100 68.57 0 1158.57 3627... Verified	Q6XH... 10029 Isabella Reyes 01-Ma... 31-Ma... 6000 124.86 128 0 990 100 428.57 0 1518.57 17268 Pending	MYEH... 10009 Allison San J... 01-Ma... 31-Ma... 2250 124.72 128 0 990 100 482.15 0 1572.15 1700... Pending
Employee Records		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)

MotorPH		Date From:	Date To:	BACK
Version 1.30				
VERIFY	UNDO VERIFICATI...	APPROVE PAYMENT	UNDO APPROVAL	PRINT REPORT
VIEW/PRINT PAYS...				
Trans... EmpID First... LastN... 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 Ta... EE S... EE P... EE P... Adj De... Total... Netpay/PaySta...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... EE P... Adj De... Total... Netpay/PaySta...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... EE P... Adj De... Total... Netpay/PaySta...	Trans... EmpID FirstN... LastN... Payrol... Payrol... Basic... Hourly... Allowa... Hrs P... Hrs W... Adj Ea... Total... Tardin... EE Ta... EE S... EE P... 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	UWF8... 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	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	CINKS... 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... 42977 255.80 3100 168 16 0 7193.1 152 0 990 100 122.78 0 1212.78 5980... Approved	WNS... 10002 Christi... Mata 01-Ja... 31-Ja... 4297 Message	X FZQS... 10003 Brad II San J... 01-Ma... 31-Ma... 4297	i Payroll approved successfully!	H1EV... 10002 Christi... Mata 01-Ma... 31-Ma... 4297 255.80 3100 168 16 0 7193.1 152 0 990 100 122.78 0 1212.78 5980... Approved
EF3V... 10010 Cydney Rosario 01-Ja... 31-Ma... 2250 124.98 152 0 990 100 64.29 0 1154.29 3488.7 Approved	OMIS2... 10010 Cydney Rosario 01-Ma... 31-Ma... 2250 124.98 152 0 990 100 64.29 0 1154.29 3488.7 Approved	RHIG... 10016 Kolby Delos 01-Ja... 31-Ma... 2400 124.85 152 0 990 100 68.57 0 1158.57 3627... Verified	Q6XH... 10029 Isabella Reyes 01-Ma... 31-Ma... 6000 124.86 128 0 990 100 428.57 0 1518.57 17268 Pending	MYEH... 10009 Allison San J... 01-Ma... 31-Ma... 2250 124.72 128 0 990 100 482.15 0 1572.15 1700... Pending
Employee Records		OK		
Logout		Yes	No	

- Print Payroll Report



Java Printing.pdf - Foxit PDF Reader

File Home Comment View Form Protect Foxit eSign Share Help AI Assistant

Start Java Printing.pdf

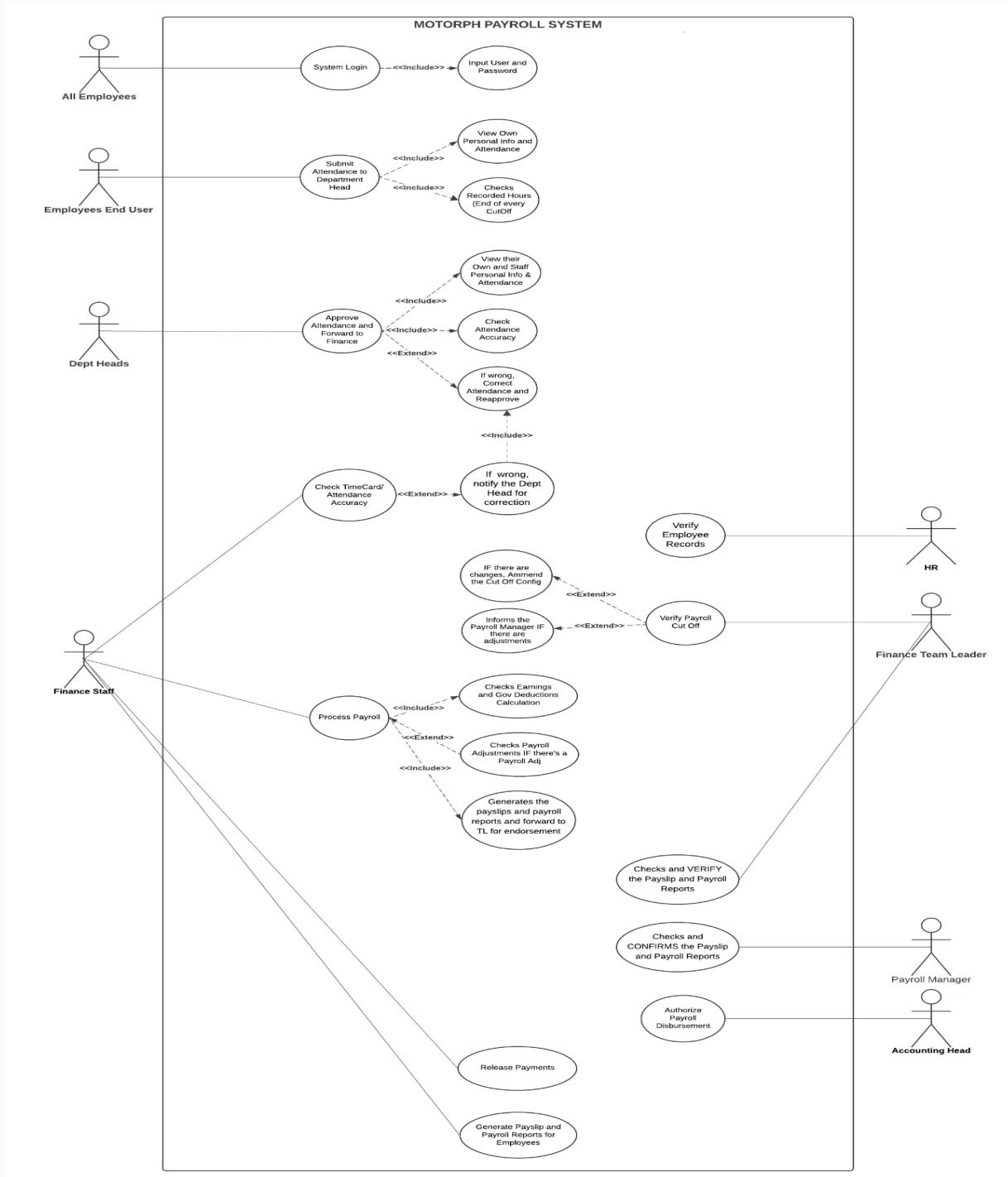
Transaction ID | Emp ID | First Name | Last Name | Pay Date From | Pay Date To | Net Pay | Pay Status

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 li	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

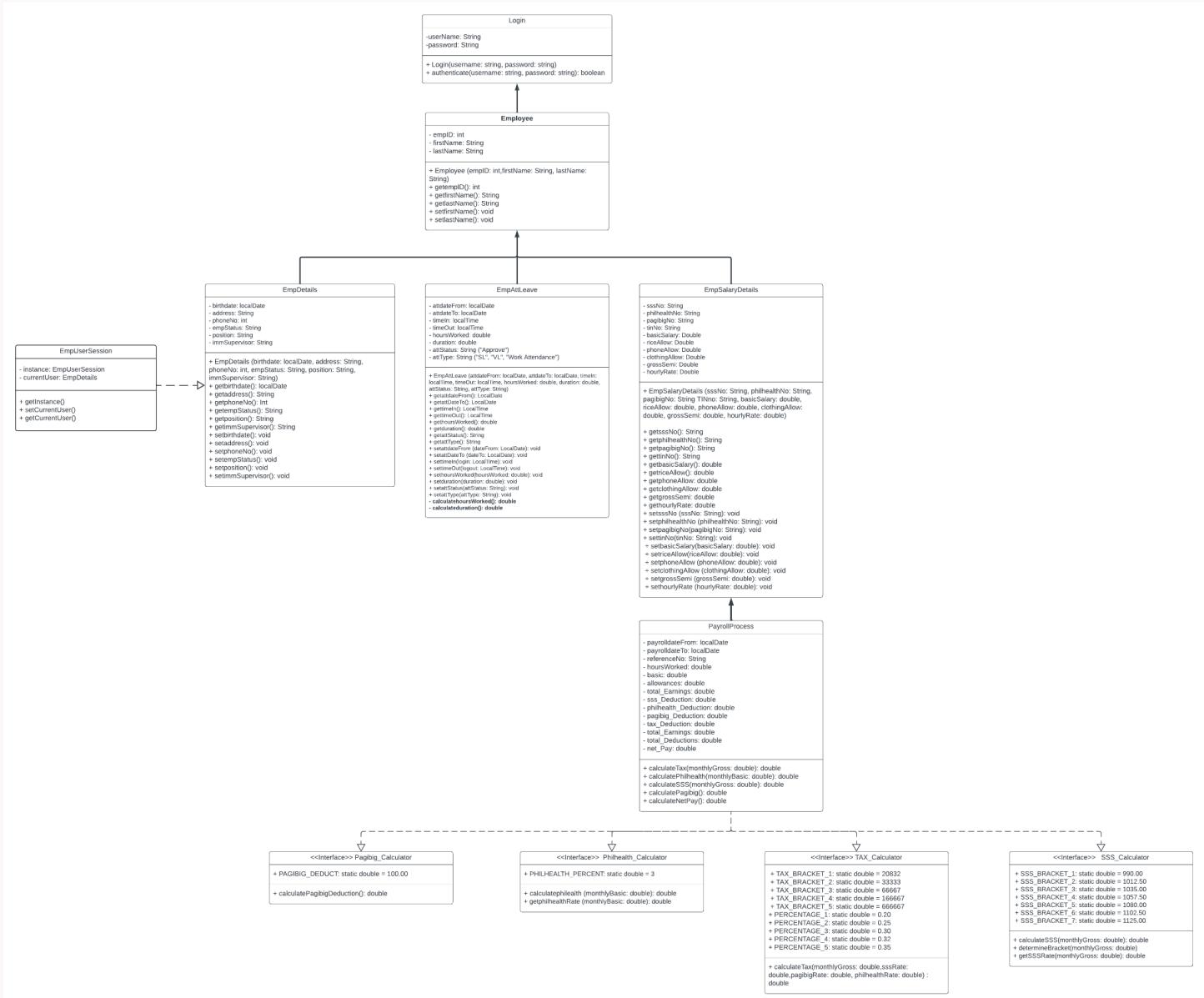
04 TECHNICAL INFORMATION

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	Role: HR		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	Pass			
31				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.	Pass			
32				24	Employee Records > Profile	1. User clicks the Employee Record > Employee Profile 2. User 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](#))

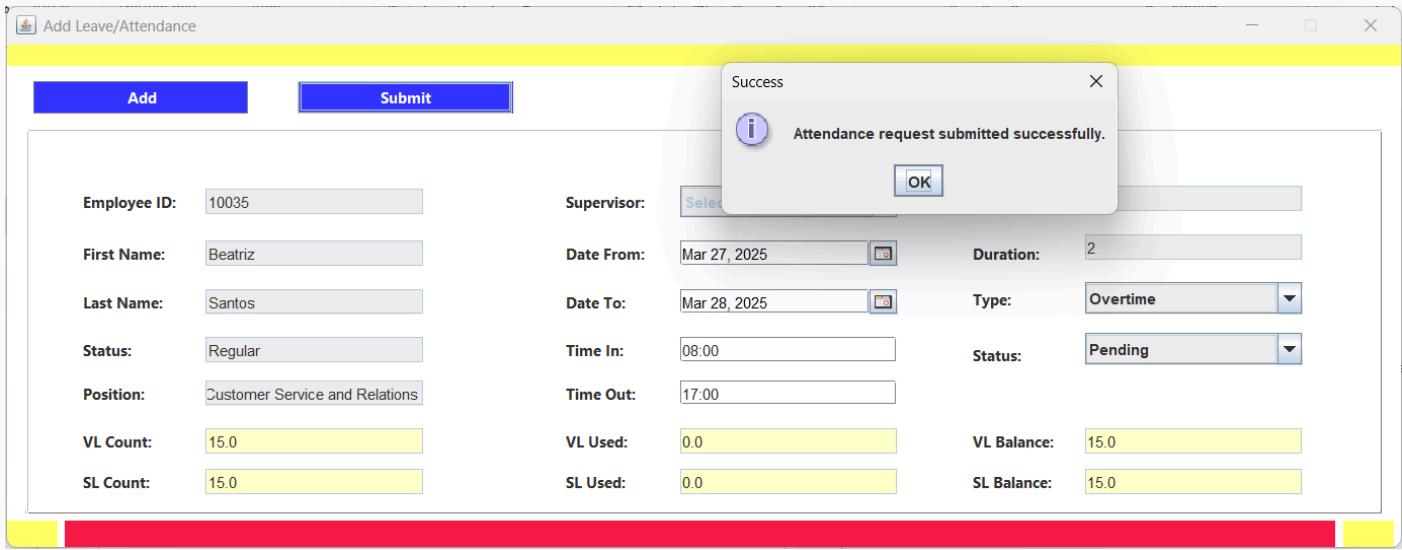
Remarks from the external testers have been resolved.

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 which are correctly 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

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"))) {
```