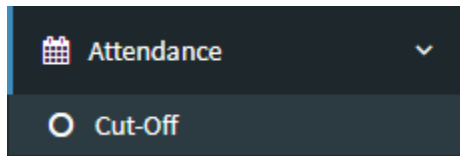# LITS PAYROLL AND ATTENDANCE SYSTEM SOFTWARE GUIDE

(Basic guides on how to create payroll from generated attendance)

1. Login your administrator account.
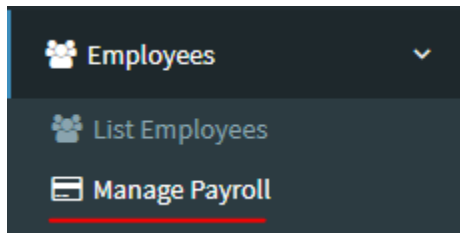2. From the left navigation menu, -> **Attendance** -> **Cut-off**.

   a.

3. From **cut-off period page** -> **upload attendance** button.

   a.

4. Select the **attendance file** to be uploaded (.**xlsx**).
5. Must complete these steps first before proceeding to the next step.
6. From the left navigation menu, -> **Employees** -> **Manage Payroll.**

   a.

7. Select the cut-off period you want to generate payroll.

   a.

8. From the **employee management page**, select the employee you want to create payroll. **Note:** the admin must set the employee salary first through the payroll settings button.
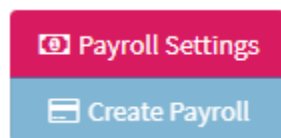
   a.

Update Employee Payroll (Lloyd Salazar Garcia) ✕

Enter employee base salary...

Amount:

| 💰 | 20000.00 |

Allowance:

| 📅 | 0.00 |

Reason:

| ? | None |

| Close | Save changes |

b.

9. After setting the payroll salary and allowance, The admin can now create payroll **Note:** *The admin must upload first the attendance file (.xlsx) on the system before creating payroll.*

10. From the employee management table, select the employee then select **create/manage payroll** button.

🌐 LBPASCUAL INFORMATION TECHNOLOGY SOLUTIONS.   Date: 03/22/2021

From
LBPASCUAL INFORMATION TECHNOLOGY SOLUTIONS.
The Penthouse, Townes Inc 916
Antonio Arnaiz Ave,Village, Makati,
1223 Metro Manila 916 Pasay Road
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Email: info@lits.com.ph

To
Lloyd Salazar Garcia
Bulcacan
Email: lloydgarcia77@gmail.com

Employee #: 180418-0002

Cut-Off ID: 2
Payroll Cut-Off Period: 2020-12-21 ~ 2020-12-31
Payroll Date: 03/22/2021
Monthly Salary: 20,000.00
Monthly Allowance: 0.00

Payment Method

Basic Pay:	₱ 10000.0	.00
Allowance:	₱ 0.0	.00
Overtime Hours:	₱ 0.0	.00
Overtime Pay:	₱ 0.0	.00
Holiday Pay:	₱ 0.0	.00
Salary/Cash Advance:	₱	.00
Gross Pay:	₱ 10000.0	.00
Net Pay:	₱ 3538.09	.00

This computation maybe change for future purposes and include other payment method for further details and for computation update as standards for the company.

Deductions

|		
Philhealth Contribution:	₱	.00
Pag-ibig Contribution:	₱	.00
SSS Premiums:	₱	.00
Late Minutes:	₱ 52.0	.00
Undertime Minutes:	₱ 0.0	.00
Late/Undertime Amount:	₱ 98.28	.00
Absences:	₱ 7.0	.00
Absences Amount:	₱ 6363.63	.00
Withholding Tax:	₱	.00
Pag-ibig Loan:	₱	.00
Salary/Cash Advance:	₱	.00
Total Deductions:	₱ 6461.91	.00

📧 Submit Payment

a.

11. The admin can now create payroll for employees.

12. If the admin desires to change/update employee attendance or apply the leaves on the payroll.

13. From the left navigation menu -> **Employee** -> **Employee List:**
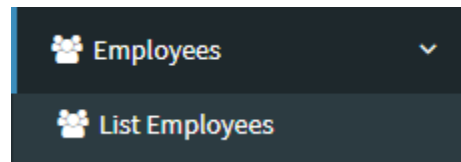
a.

14. From the **employee list** table select the view attendance button from the **action** column.

a.

15. From the **employee attendance table** select the **cut-off period** you want to create/update employee attendance.

a.

16. From the employee attendance cut-off period table the admin can modify the attendance of the employee (**Note:** All changes have been made on this form will be applied also on payroll computation).

a.

END OF DOCUMENT

This is the version 1 of the LPAMS (LITS Payroll and Attendance Management System) any concern or question about the document you may contact the developer.