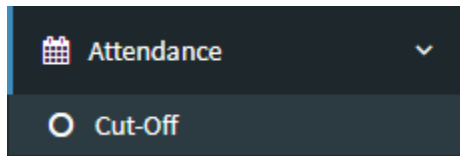


# LITS PAYROLL AND ATTENDANCE SYSTEM SOFTWARE GUIDE

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

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



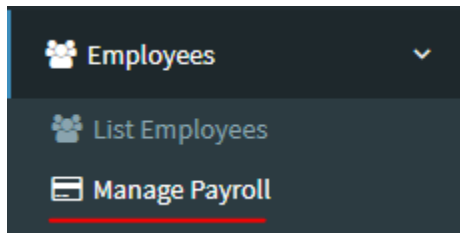
a.

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.

Select Cut-Off Period

Show: 10 entries

Search:

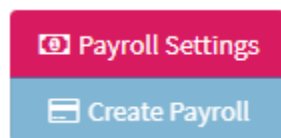
ID	Cut-Off Period	Date Uploaded	Action
2	2020-12-21 - 2020-12-31	Jan. 14, 2021	 
3	2021-01-01 - 2021-01-05	Jan. 14, 2021	 
4	2021-01-06 - 2021-01-21	Jan. 27, 2021	 
5	2021-02-01 - 2021-02-20	Feb. 22, 2021	 
6	2021-02-21 - 2021-02-25	Feb. 22, 2021	 

Showing 1 to 5 of 5 entries

Previous 1 Next

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, Townies Inc 916

Antonio Arnaiz Ave/Village, Makati,

1223 Metro Manila 916 Passay Road

916 Antonio Arnaiz Ave,

Email: info@lits.com.ph

To

Lloyd Salazar Garcia

Bulacan

Email: lloydgarcia77@gmail.com

Employee ID: 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 Hour:	₱	0.0	.00
Overtime Pay:	₱	0.0	.00
Holiday Pay:	₱	0.0	.00
Salary/Cash Advances:	₱		.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

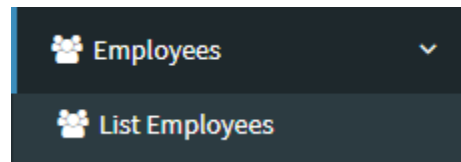
Submit Payment

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.

Employee Attendance Table

Show  entries Search:

ID	Cut-Off Period	Date Uploaded	Action
2	2020-12-21 ~ 2020-12-31	Jan. 14, 2021	<a href="#">Manage</a>
3	2021-01-01 ~ 2021-01-05	Jan. 14, 2021	<a href="#">Manage</a>
4	2021-01-06 ~ 2021-01-21	Jan. 27, 2021	<a href="#">Manage</a>
5	2021-01-06 ~ 2021-02-10	Feb. 22, 2021	<a href="#">Manage</a>
6	2021-01-21 ~ 2021-02-05	Feb. 22, 2021	<a href="#">Manage</a>
ID	Cut-Off Period	Date Uploaded	Action

Showing 1 to 5 of 5 entries Previous **1** Next

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).

Employee Attendance Cut-Off Period Table (2020-12-21 ~ 2020-12-31) Working hours: (8:00am-5:00pm)

**Yearly Holidays**  
To get the latest updates for this year's holidays please click [here](#).

Days of week	Date	Time In	Time Out	Late (Min)	Undertime (Min)	Overtime (Hour)	Itinerary	Leaves	Overtime Category	Holiday
MON	21	08:47	17:04	47		0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
TUE	22	08:05	08:24	5	0	0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
WED	23					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
THU	24					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
FRI	25					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
SAT	26					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
SUN	27					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
MON	28					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
TUE	29					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
WED	30					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday
THU	31					0.00	<input type="checkbox"/>	<input type="checkbox"/>	No Overtime	No Holiday

[Reset Default](#)
[Apply Changes](#)
[Itinerary Form](#)
[Leaves Form](#)
[Overtime Form](#)

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.