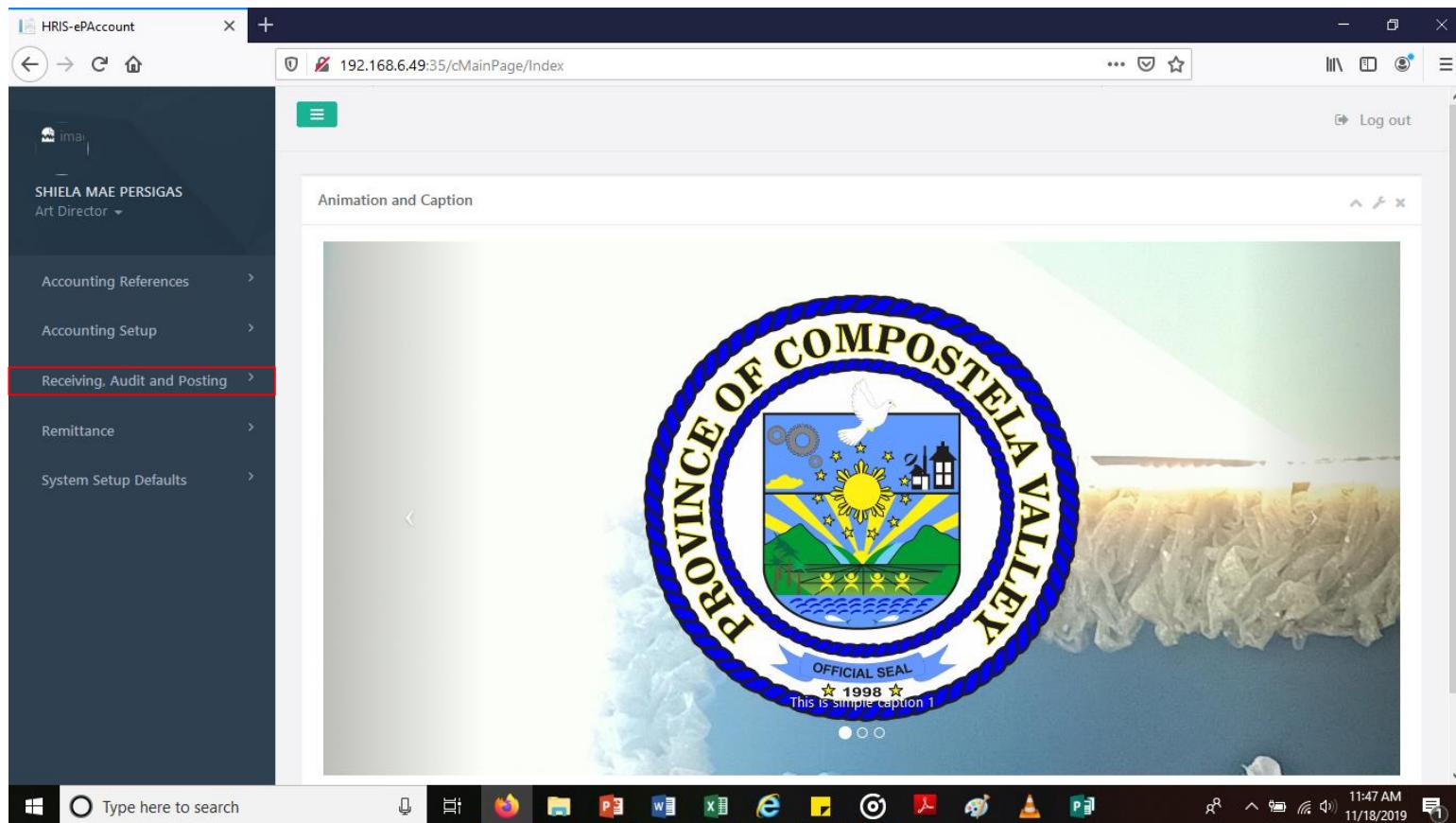


# Payroll Registry and Voucher



Navigate to Receiving, Audit and Posting -> Payroll Registry and Voucher



SHIELA MAE PERSIGAS  
Art Director

- Accounting References >
- Accounting Setup >
- Receiving, Audit and Posting >
- Payroll Registry and Voucher**
- Employee Card Printing
- Remittance >
- System Setup Defaults >

192.168.6.49:35/#carousel2

192.168.6.49:35/cMainPage/Index

... ☰ ☆ Log out

Animation and Caption

The seal is circular with a blue rope-like border. The outer ring contains the text "PROVINCE OF COMPOSTELA VALLEY" in capital letters. In the center is a shield divided into four quadrants. The top left quadrant shows a white dove flying over a sunburst. The top right quadrant shows a small town with a church. The bottom left quadrant shows green hills. The bottom right quadrant shows a body of water with small figures. Below the shield is a blue ribbon banner with the text "OFFICIAL SEAL" and "★ 1998 ★". At the bottom of the seal, there is a caption that reads "This is simple caption 1".

This is simple caption 1

11:49 AM  
11/18/2019

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry/Voucher

Search ....

Show 5 entries

Payroll Year: 2019 Month: November

Employment Type: --Select Here-- Payroll Type: --Select Here--

Payroll Template: --Select Here--

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
No data available in table						

Previous Next

Type here to search

1:27 PM 11/23/2019

## **Note:**

In order for you to receive payroll registry there must be record of payroll having a **released** status (released payroll from HR) set of payroll registry because if no data found on your main page upon accessing the system in receiving payroll, you cannot proceed and receive payroll since there is no available data.

# How to receive released payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to receive released payroll. **Receive button** main grid will be visible.

The screenshot shows the HRIS-eAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and displays a grid of payroll entries. At the top of the grid, there are dropdown filters for "Payroll Year" (2019), "Month" (September), "Employment Type" (Casual Employees), "Payroll Type" (Payroll), and "Payroll Template" (Monthly Payroll). The grid has columns for VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first row shows ABADILLA, DEVIE ANN G. ET. AL. with a gross of 342,681.99 and net pay of 242,563.48. The last row shows ABAYA, GERALD H. ET. AL. with a gross of 155,730.08 and net pay of 94,372.56. The bottom right corner of the grid shows page navigation buttons for Previous, Next, and page numbers 1, 2, 3, 4, 5, ..., 21. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 11/23/2019 at 1:31 PM.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
0000000001	ABADILLA, DEVIE ANN G. ET. AL	09/01 - 09/30/2019	342,681.99	242,563.48	WITH REMITTANCE	
1	ABANIZA, ROSITO A. ET. AL	09/01 - 09/30/2019	198,725.10	126,608.83	WITH REMITTANCE	
2	ABAO , REMBRANT B. ET. AL	09/01 - 09/30/2019	125,381.34	61,976.13	WITH REMITTANCE	
3	ABARQUEZ , JENNYFER D. ET. AL	09/01 - 09/30/2019	533,208.36	418,138.42	WITH REMITTANCE	
4	ABAYA, GERALD H. ET. AL	09/01 - 09/30/2019	155,730.08	94,372.56	WITH REMITTANCE	

## **Note:**

If no payroll registry having **released** status click number (**previous 1, 2, 3, 4, 5 - 12 next**) previous and next number representing page number wherein whatever specific entries you have selected in **show** drop-down will affect of how many record will be displayed in **payroll registry/voucher** main page. Moreover, **page number** match to the selected **show** drop-down number of entries and availability of records in main page.

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to receive.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar displays a navigation menu with the following items:

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
  - Payroll Registry/Voucher
  - Employee Card Printing
- Remittance
- System Setup Defaults

The main content area is titled "Payroll Registry/Voucher". It features a search bar and filter options for Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). The table below lists payroll records, with one record highlighted by a red border:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	[Actions]
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[Actions]
	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RELEASED	[Actions]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Actions]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Actions]

At the bottom, there are navigation links for Previous, 1, ..., 5, 6, 7, ..., 21, Next, and a system status bar showing the time (1:48 PM) and date (11/23/2019).

**Step 3:** While on the main page of payroll registry and voucher click receive button pop-up window will appear where you can receive released payroll.

The screenshot shows the HRIS-ePAccount software interface. On the left is a sidebar with user information (SHIELA MAE PERSIGAS, Art Director) and navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher" and includes search and filter fields: Show (5 entries), Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). Below these are five rows of data in a table:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,4	RELEASED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

At the bottom, there are navigation links: Previous, 1, ..., 5, 6, 7, ..., 21, Next. The status bar at the bottom right shows the time as 1:48 PM and the date as 11/23/2019.

HRIS-ePAccount + 192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Accounting References Accounting Setup Receiving, Audit and Posting Payroll Registry/Voucher Employee Card Printing Remittance System Setup Defaults

Payroll Registry Registry Nbr.: \* 002272 Date Received: 2019-11-23 01:52:06

Registry Description: ALIVIO JR., LEON M. ET. AL

Payroll Template: Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

x Close Receive

NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	[+]
13,826.35	RELEASED	[+]
102,438.88	RELEASED	[+]
76,522.66	RELEASED	[+]
53,111.31	RELEASED	[+]

5 1 ... 5 6 7 ... 21 Next

Type here to search

1:52 PM 11/23/2019

## **Note:**

Receive page will open **receive record registry nbr.** will auto-generate and other non-key fields are blank however **registry description, payroll template, date from, date to, net pay** and **gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year.** Filters are **payroll year, month, employment type, payroll type** and **payroll template.** Editable fields are **voucher nbr.** and **date received.**

Non-key fields are:

- voucher nbr.
- date received



## **Note:**

In receive modal page **date received** will have values base on current date of testing (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **date received**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

**Step 3:** To continue try to save information click **receive button** in order to receive released payroll.

**Note:** All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **receive button** without inputting values in any field.



HRIS-ePAccount + X

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

VOUCHER

Receive Record Registry Nbr | 002272

Voucher Nbr.: \*  

Registry Nbr.: 002272

Date Received: 2019-11-23 01:52:06

required field!

Registry Description:  
ALIVIO JR., LEON M. ET. AL

Payroll Template:  
Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

x Close Receive

Month: September  
Payroll Type: Payroll

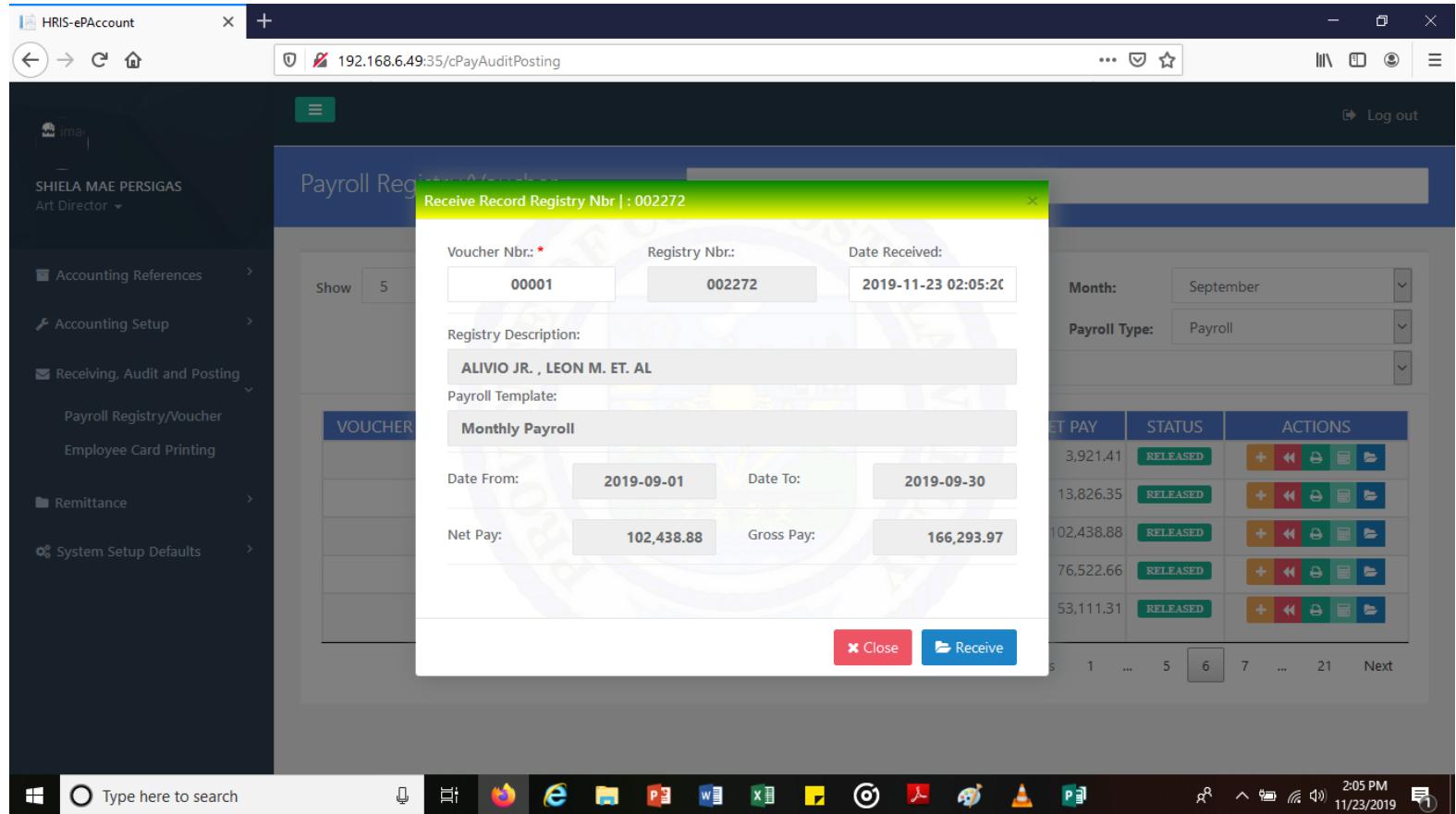
NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	<span style="color: green;">+</span> <span style="color: orange;">◀</span> <span style="color: blue;">▶</span> <span style="color: red;">✖</span> <span style="color: cyan;">⌚</span> <span style="color: purple;">📅</span>
13,826.35	RELEASED	<span style="color: green;">+</span> <span style="color: orange;">◀</span> <span style="color: blue;">▶</span> <span style="color: red;">✖</span> <span style="color: cyan;">⌚</span> <span style="color: purple;">📅</span>
102,438.88	RELEASED	<span style="color: green;">+</span> <span style="color: orange;">◀</span> <span style="color: blue;">▶</span> <span style="color: red;">✖</span> <span style="color: cyan;">⌚</span> <span style="color: purple;">📅</span>
76,522.66	RELEASED	<span style="color: green;">+</span> <span style="color: orange;">◀</span> <span style="color: blue;">▶</span> <span style="color: red;">✖</span> <span style="color: cyan;">⌚</span> <span style="color: purple;">📅</span>
53,111.31	RELEASED	<span style="color: green;">+</span> <span style="color: orange;">◀</span> <span style="color: blue;">▶</span> <span style="color: red;">✖</span> <span style="color: cyan;">⌚</span> <span style="color: purple;">📅</span>

1 2 ... 5 6 7 ... 21 Next

Type here to search

1:55 PM 11/23/2019

# Step 4: Input values specifically in all required fields.



## **Note:**

Since current date values is shown in **date received** textbox edit the existing values if necessary and if not input values only in **voucher nbr.** Be careful and be precise of the data you inputted in **voucher nbr.** and **date received** to avoid complications and hassle free. **Date received** is editable for testing purposes only but if go live data date received will not be editable.

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Log out

Payroll Registry/Voucher

Receive Record Registry Nbr | 002272

Voucher Nbr: \* 00001 Registry Nbr: 002272 Date Received: 2019-09-16 01:57:36

Registry Description: ALIVIO JR., LEON M. ET. AL

Payroll Template: Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

NET PAY STATUS ACTIONS

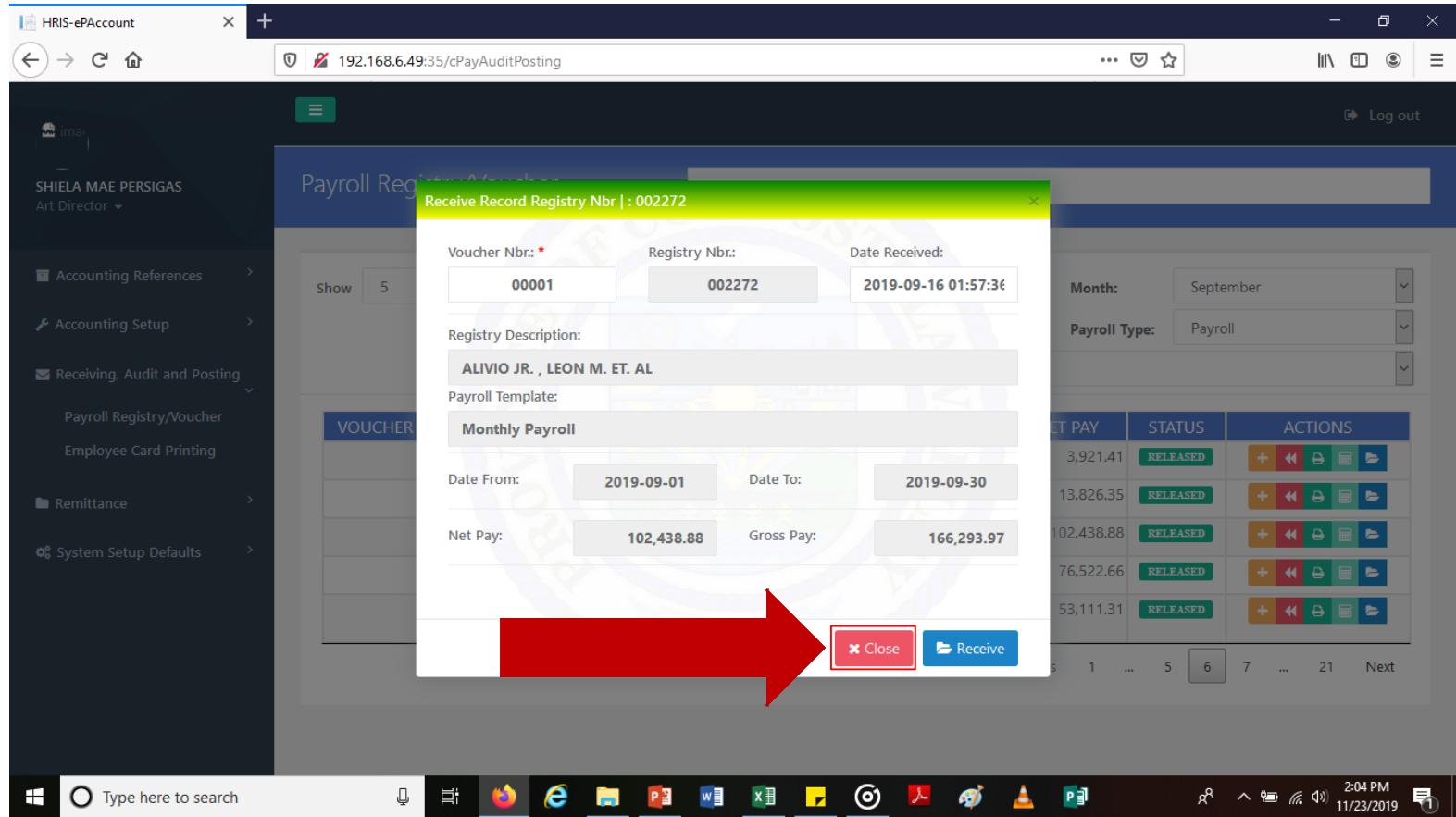
3,921.41	RELEASED	
13,826.35	RELEASED	
102,438.88	RELEASED	
76,522.66	RELEASED	
53,111.31	RELEASED	

x Close Receive

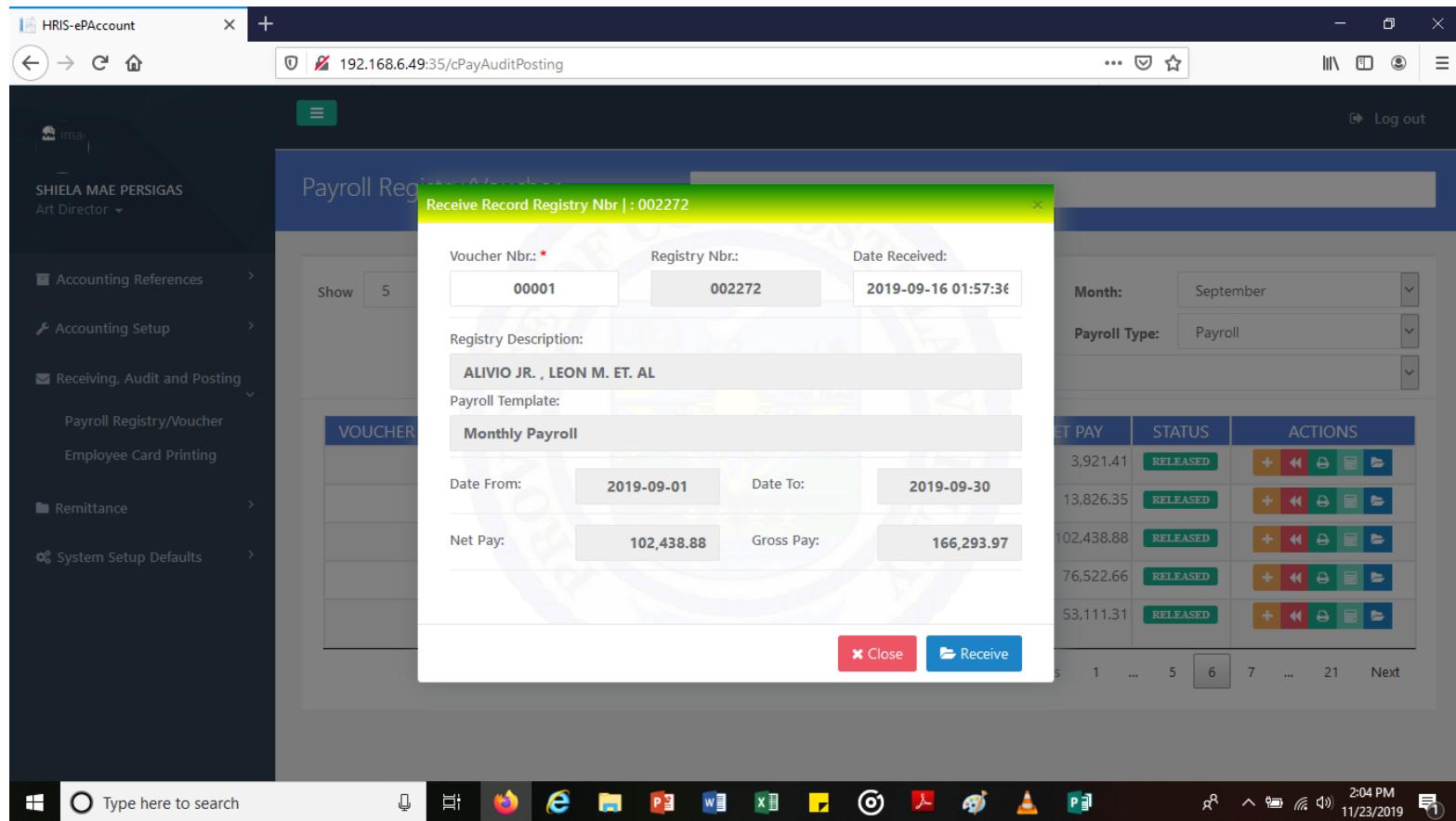
Type here to search

2:04 PM 11/23/2019

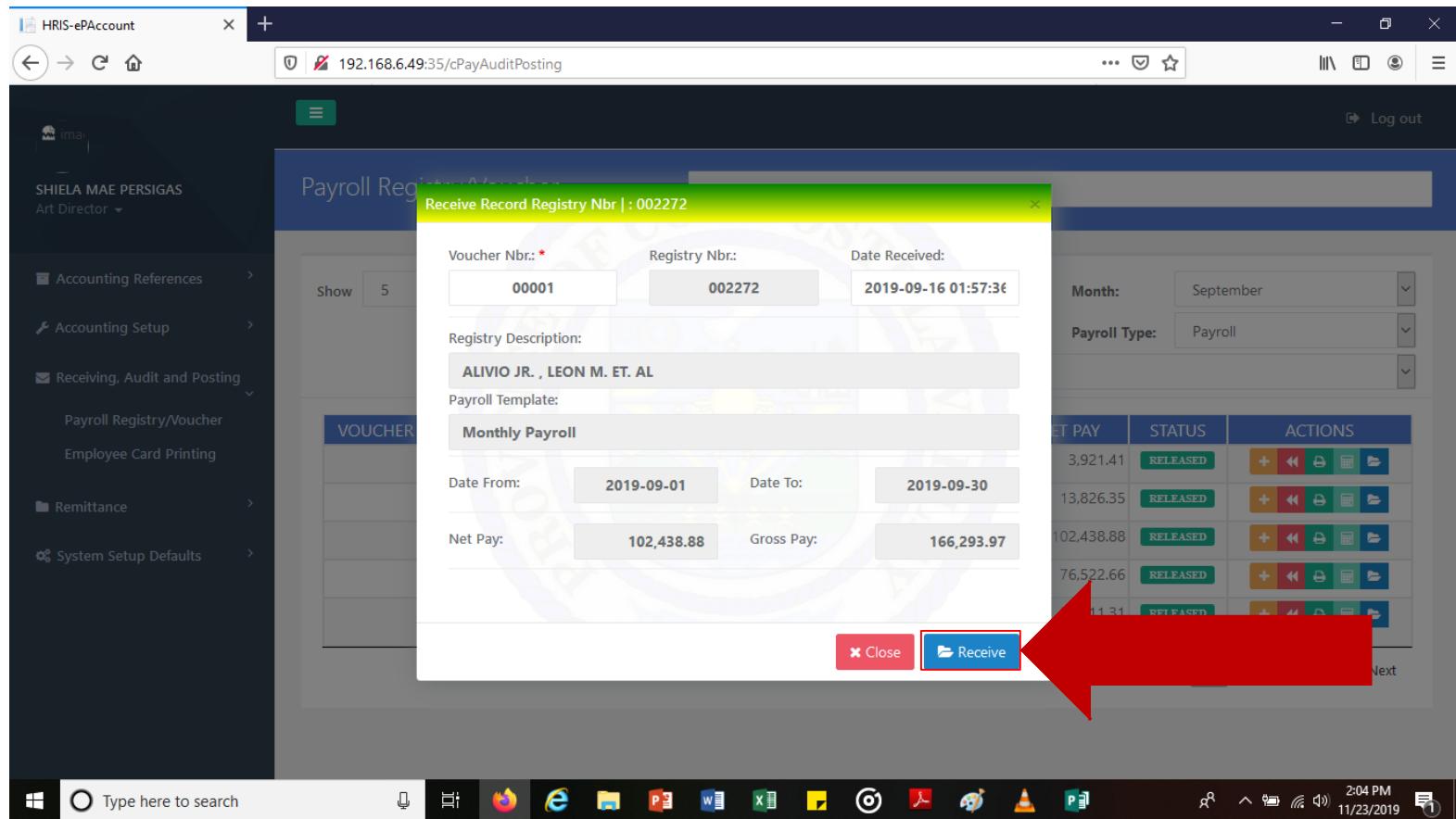
**Step 5:** To continue click **close button** if you don't want to receive released payroll.



**Step 6:** If you click **close button** record will not be receive please repeat step 4.



**Step 7:** If you want to continue click **receive button** to receive released record.



## **Note:**

If data of specific payroll has incorrect values expected **receiving section** is allowed to return the record thus he/she needs to receive first the record and proceed to receive audit process then return the record to where record suppose to be returned. If ever there are certain records to return, **receiving section** must be informed that there will be record to be return. To return go to **how to return** for you to successfully return record but if once record status is **posted** or **with remittance** record will not be returned unless record is **unposted**.

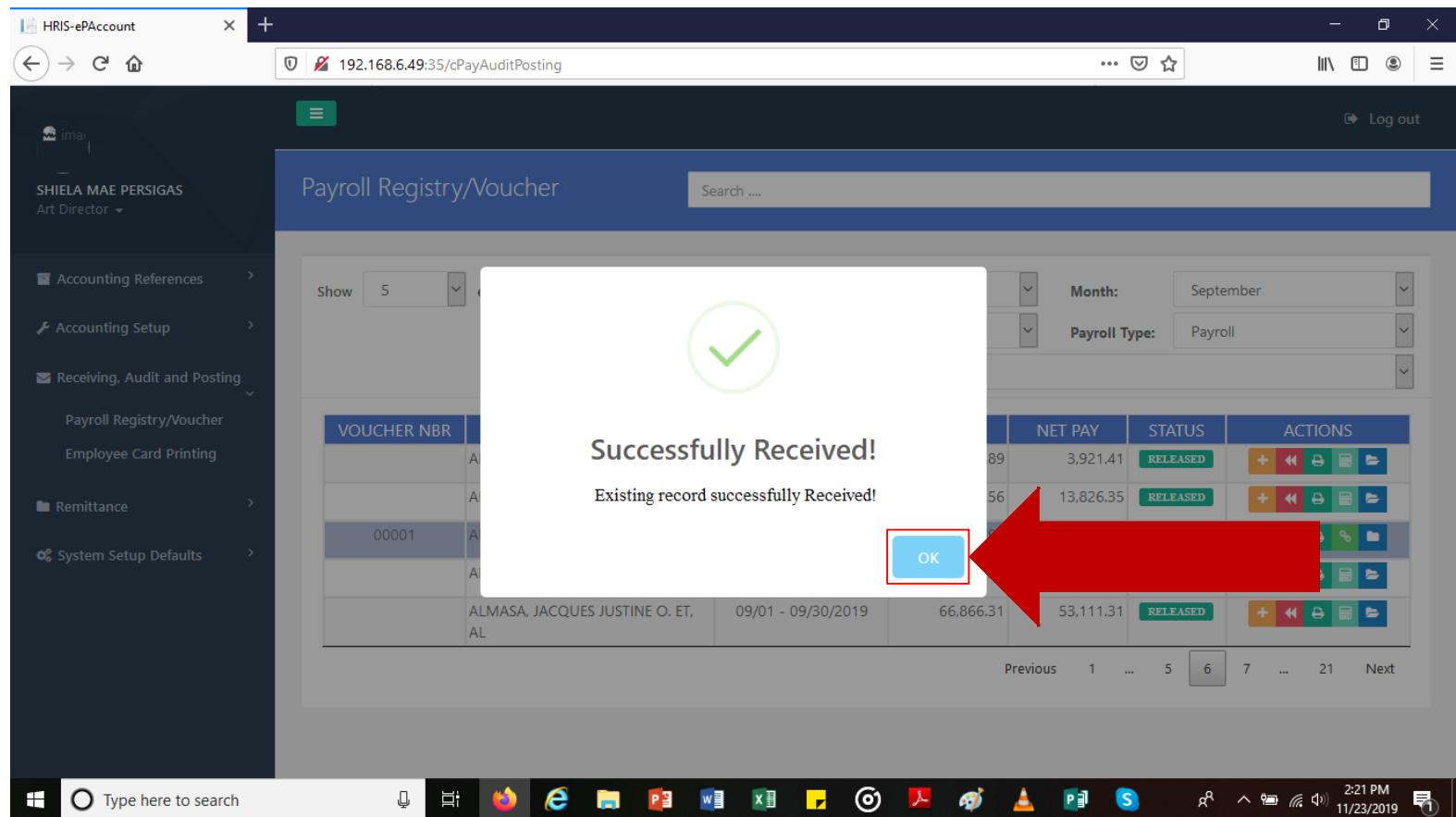
**Note:** A pop-up confirmation window will appear that record was successfully received.

The screenshot shows a web-based application titled "HRIS-ePAccount" with the URL "192.168.6.49:35/cPayAuditPosting". The user is logged in as "SHIELA MAE PERSIGAS, Art Director". The main interface is titled "Payroll Registry/Voucher" and displays a grid of payroll records. A modal dialog box is centered over the grid, containing a green checkmark icon and the message "Successfully Received! Existing record successfully Received!". At the bottom right of the modal is a blue "OK" button. The grid has columns for VOUCHER NBR, NET PAY, STATUS, and ACTIONS. The data in the grid includes:

VOUCHER NBR	NET PAY	STATUS	ACTIONS
89	3,921.41	RELEASED	[Actions]
56	13,826.35	RELEASED	[Actions]
97	102,438.88	RECEIVED	[Actions]
90	76,522.66	RELEASED	[Actions]
	66,866.31	RELEASED	[Actions]
	53,111.31	RELEASED	[Actions]

At the bottom of the grid, there are navigation links for "Previous", "1", "...", "5", "6", "...", "21", and "Next". The system status bar at the bottom shows "2:21 PM" and the date "11/23/2019".

## Step 8: Click ok button to go back in main page.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

## Payroll Registry/Voucher

Search ...

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

Windows Start button

Firefox icon

Edge icon

File Explorer icon

PowerPoint icon

Word icon

Excel icon

OneDrive icon

OneNote icon

Paint icon

Control Panel icon

File History icon

Task View icon

Network icon

Power icon

Volume icon

Network icon

2:30 PM 11/23/2019

## **Note:**

In order for you to audit receive payroll record status must be **received** first for you to continue and **audit receive** the payroll. Because you cannot proceed to the next process if record is not **received** by the **receiving section**.



# How to audit receive payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to audit receive payroll. **Audit receive button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount" and the address bar shows the URL "192.168.6.49:35/cPayAuditPosting". The top navigation bar includes a user profile for "SHIELA MAE PERSIGAS" and a "Log out" link. On the left, a sidebar menu is open under "Receiving, Audit and Posting", showing options like "Payroll Registry/Voucher", "Employee Card Printing", "Remittance", and "System Setup Defaults". The main content area is titled "Payroll Registry/Voucher" and features a search bar. It displays a table of payroll entries with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table shows five rows of data. Above the table, there are dropdown menus for "Payroll Year" (2019), "Month" (September), "Employment Type" (Casual Employees), "Payroll Type" (Payroll), and "Payroll Template" (Monthly Payroll). The "Payroll Year", "Month", "Employment Type", and "Payroll Type" dropdowns are highlighted with red boxes. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time as "11/23/2019 2:30 PM".

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount X +

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

Payroll Registry/Voucher

Employee Card Printing

Remittance >

System Setup Defaults >

Payroll Registry/Voucher

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR DESCRIPTION PERIOD COVERED GROSS NET PAY STATUS ACTIONS

	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

2:38 PM 11/23/2019

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific voucher nbr. that you want to audit receive.

The screenshot shows the HRIS-ePAccount software interface. The main title is "Payroll Registry/Voucher". On the left, there's a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (highlighted in blue), Employee Card Printing, Remittance, and System Setup Defaults. The main content area has filters for Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). Below the filters is a table with the following data:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	[Action Buttons]
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[Action Buttons]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	[Action Buttons]
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Action Buttons]
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Action Buttons]

At the bottom, there are navigation buttons for Previous, 1, ..., 5, 6, 7, ..., 21, Next. The status bar at the bottom right shows the time as 2:30 PM and the date as 11/23/2019.

# Step 3: Click audit receive button in order to audit receive record.

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher" and includes search and filter options: Show 5 entries, Payroll Year: 2019, Month: September, Employment Type: Casual Employees, Payroll Type: Payroll, and Payroll Template: Monthly Payroll. Below these filters is a table with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table contains five rows of data. A large red arrow points to the "audit receive" button (a blue icon with a white checkmark) in the Actions column for the first row, which has a Voucher NBR of 00001. The status for this row is "RELEASED".

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,431.50	RELEASED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry

Receive Record for Auditing | Registry Nbr | :002272

Voucher Nbr.: \* Registry Nbr.: Received for Auditing:

00001 002272 2019-11-23 02:43:45

Registry Description:  
ALIVIO JR. , LEON M. ET. AL

Payroll Template:  
Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

Close Audit Receive

Month: September

Payroll Type: Payroll

NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	[Actions]
13,826.35	RELEASED	[Actions]
102,438.88	RECEIVED	[Actions]
76,522.66	RELEASED	[Actions]
53,111.31	RELEASED	[Actions]

5 1 ... 5 6 7 ... 21 Next

Type here to search

2:43 PM 11/23/2019

## **Note:**

Audit receive page will open **receive record for auditing** **registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type and payroll template**. Editable field is **received for auditing** only.

Non-key fields are:

- **voucher nbr.**
- **received for auditing**



## **Note:**

In Audit receive modal page **received for auditing** will have values base on current date of testing (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **received for auditing**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

# Step 4: Input values in received for auditing for you to audit receive payroll.

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher, Employee Card Printing, Remittance, and System Setup Defaults. The main area has a title bar "Payroll Registry" and a sub-header "Receive Record for Auditing | Registry Nbr | : 002272". A modal dialog is open in the center, containing fields for Voucher Nbr. (00001), Registry Nbr. (002272), Received for Auditing (2019-09-17 02:43:45), Registry Description (ALIVIO JR., LEON M. ET. AL), and Payroll Template (Monthly Payroll). Below the dialog, a table lists payroll items with columns for Net Pay, Status, and Actions. The table includes rows for 3,921.41 (RELEASED), 13,826.35 (RELEASED), 102,438.88 (RECEIVED), 76,522.66 (RELEASED), and 53,111.31 (RELEASED). At the bottom of the modal are "Close" and "Audit Receive" buttons. The status bar at the bottom shows system icons and the date/time (11/23/2019, 2:44 PM).

NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	[Audit, Release, Print, Copy]
13,826.35	RELEASED	[Audit, Release, Print, Copy]
102,438.88	RECEIVED	[Audit, Release, Print, Copy]
76,522.66	RELEASED	[Audit, Release, Print, Copy]
53,111.31	RELEASED	[Audit, Release, Print, Copy]

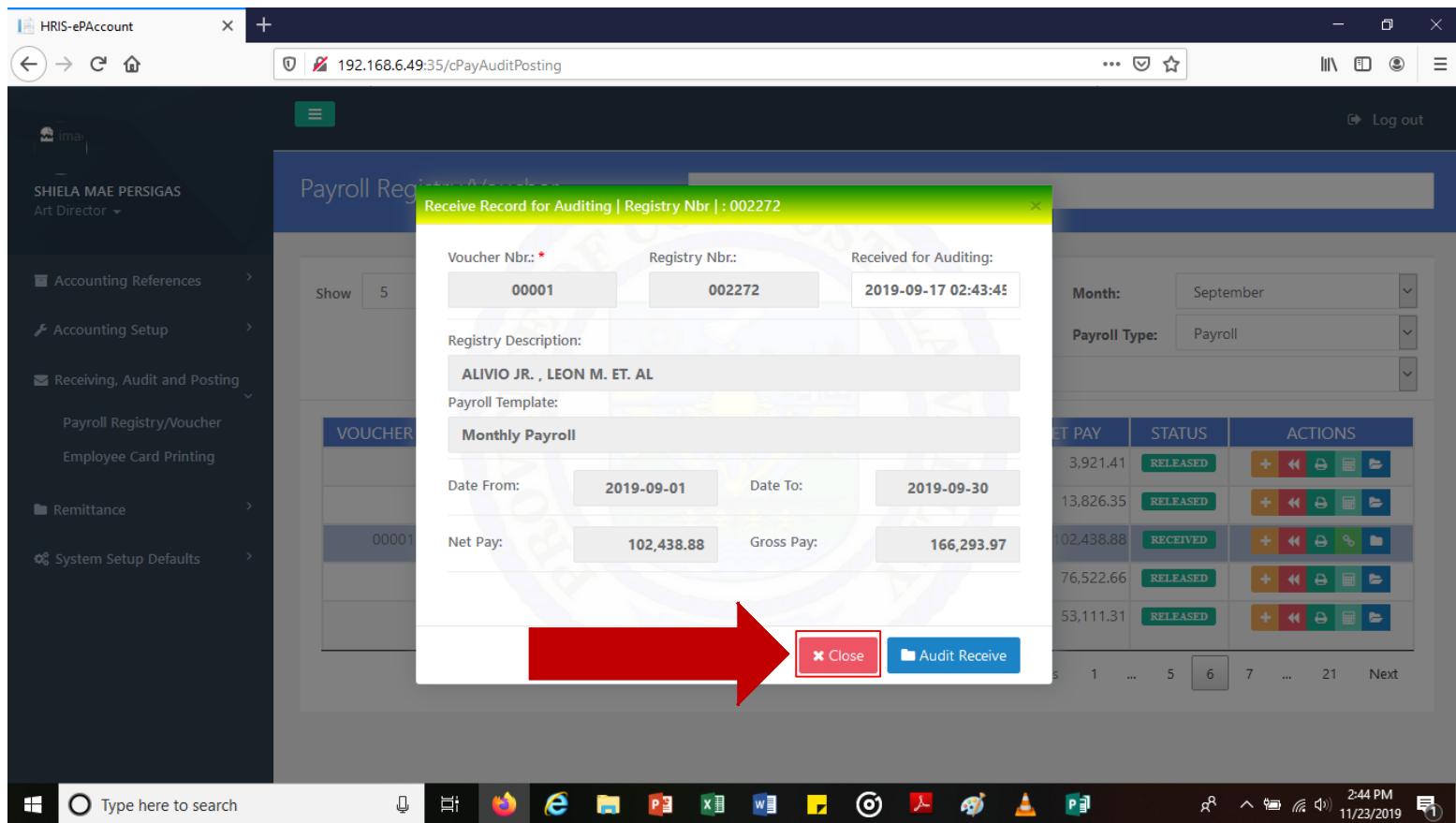
## **Note:**

Since current date values is shown in **received for auditing** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **received for auditing** to avoid complications and hassle free. **Received for auditing** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

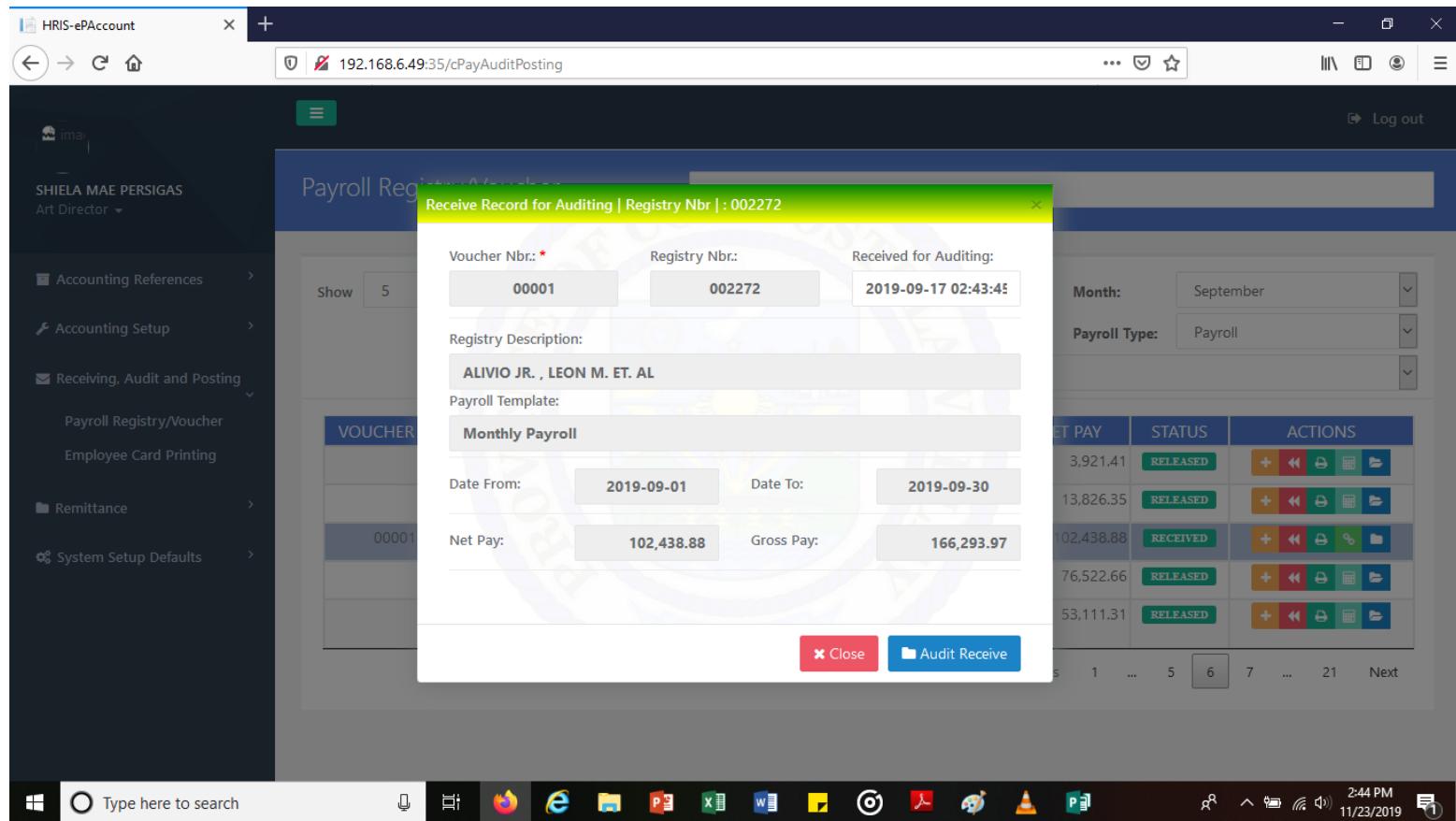
Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to audit receive payroll.



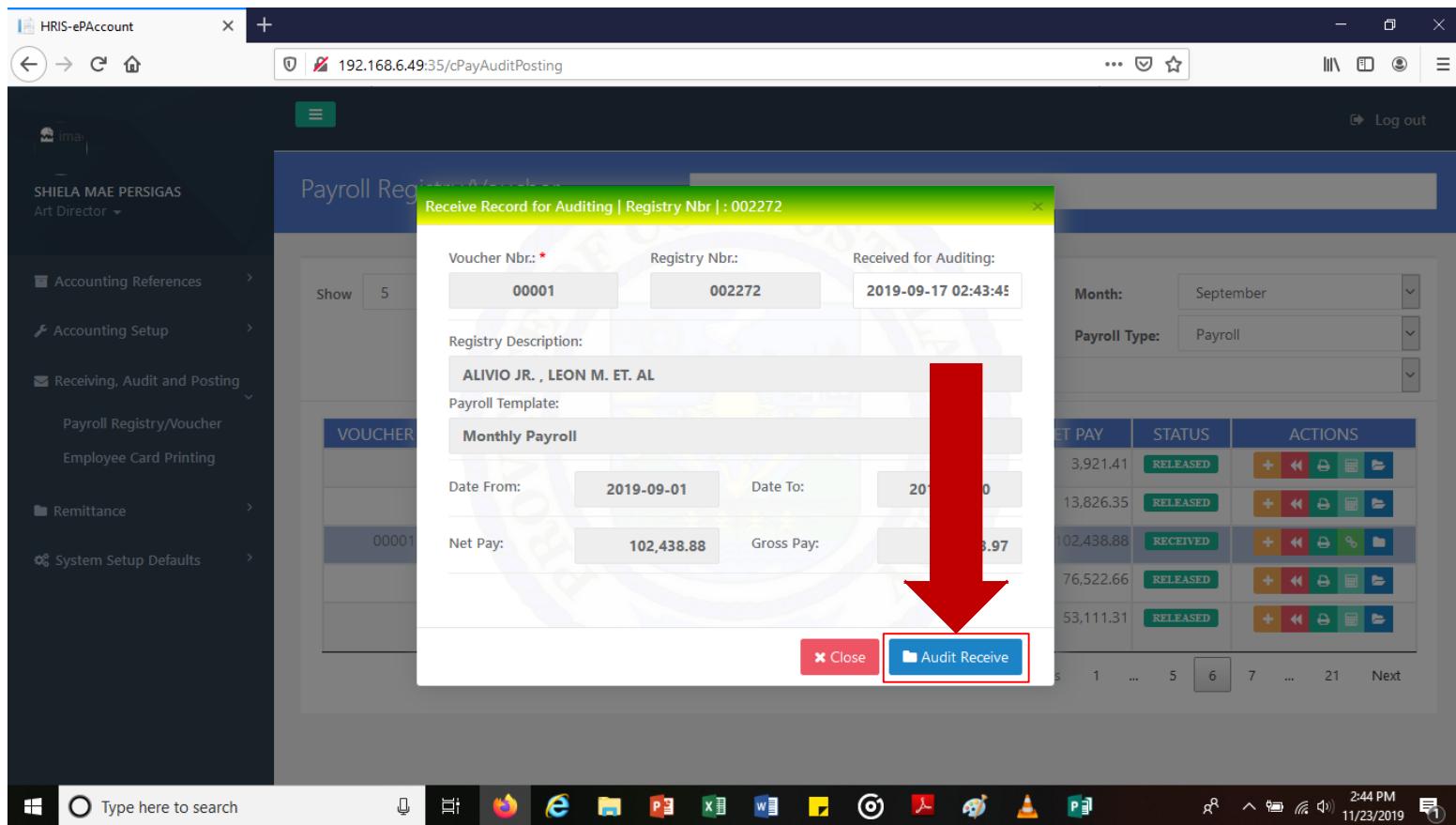
## Step 5: Click close button for you to audit receive payroll.



**Step 6:** Repeat step 3 if you want to continue and update existing received for auditing field.



## Step 7: Click audit receive button for you to audit receive payroll record.



## **Note:**

If data of specific payroll has incorrect values expected receiving audit personnel is allowed to return the record thus he/she needs to follow the **how to return process** if needed to return record to where record should be returned.

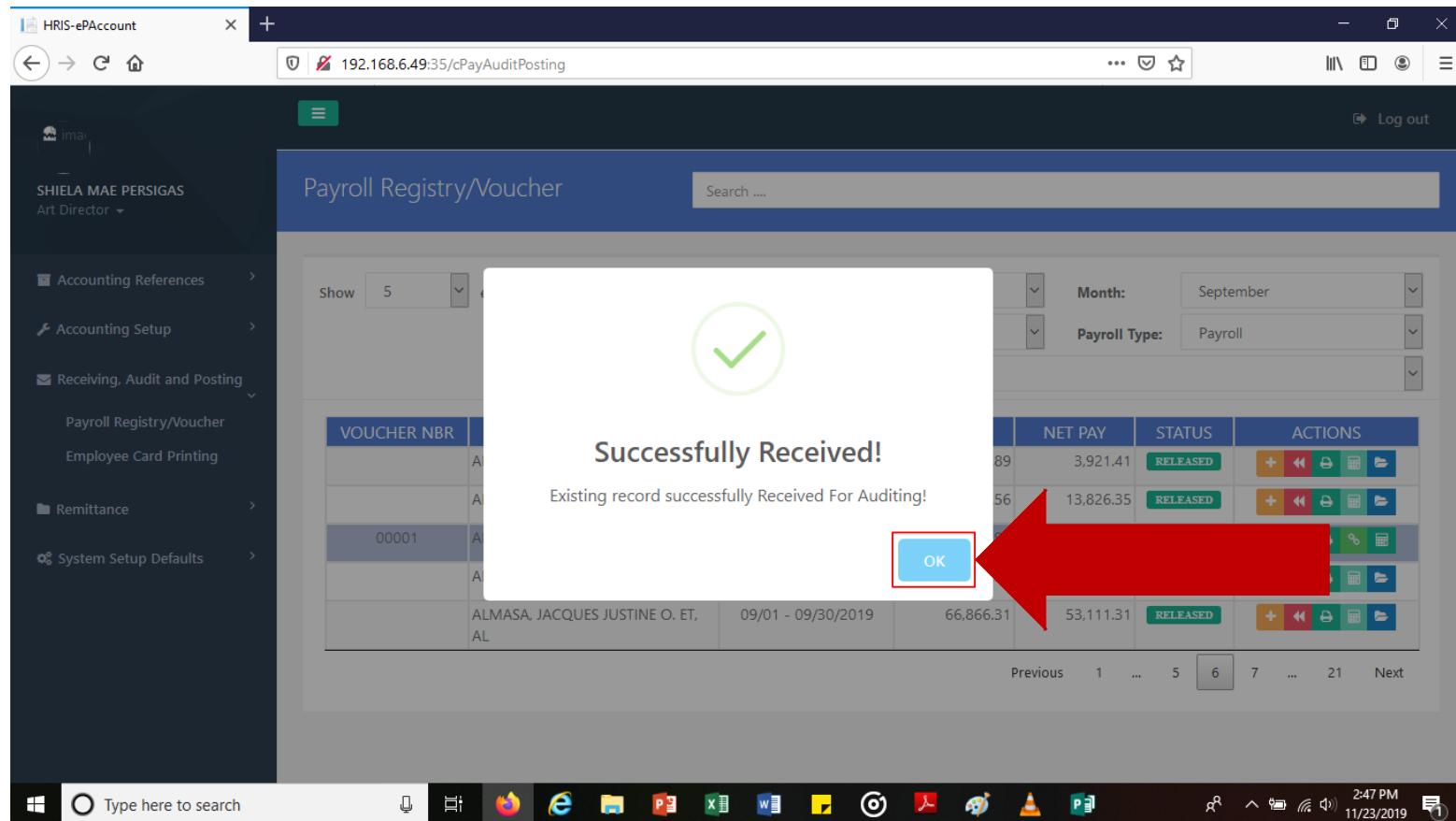


**Note:** A pop-up confirmation window will appear that record was successfully received for auditing.

The screenshot shows a Microsoft Edge browser window titled "HRIS-ePAccount" with the URL "192.168.6.49:35/cPayAuditPosting". The main interface is titled "Payroll Registry/Voucher" and displays a list of audit records. A modal dialog box in the center says "Successfully Received!" with a green checkmark icon and the message "Existing record successfully Received For Auditing!". The modal has an "OK" button. The background shows a table with columns: VOUCHER NBR, NET PAY, STATUS, and ACTIONS. The table contains several rows of data, each with a unique Voucher Number, Net Pay amount, Status (e.g., RELEASED, RECEIVED), and a set of icons for actions like Release, Back, Forward, Print, and Delete. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 11/23/2019 at 2:47 PM.

VOUCHER NBR	NET PAY	STATUS	ACTIONS
89	3,921.41	RELEASED	[Icons]
56	13,826.35	RELEASED	[Icons]
97	102,438.88	RECEIVED	[Icons]
90	76,522.66	RELEASED	[Icons]
	66,866.31	RELEASED	[Icons]

## Step 8: Click ok button to go back in main page.



HRIS-ePAccount + X

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

## Payroll Registry/Voucher

Show 5 entries

Payroll Year: 2019 Month: September  
Employment Type: Casual Employees Payroll Type: Payroll  
Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

## **Note:**

In order for you to **audit** payroll record must be **audit receive** first for you to continue and **audit** the payroll. Because you cannot proceed to the next process if record is not **audit receive**.



# How to audit payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to audit payroll. **Audit button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with a user profile for 'SHIELA MAE PERSIGAS' (Art Director) and a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting (which is expanded), Payroll Registry/Voucher, Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled 'Payroll Registry/Voucher' and features a search bar. It displays a table of payroll entries with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table shows five entries for different employees. Above the table are four dropdown filters: Show (set to 5), Payroll Year (2019), Month (September), Employment Type (Casual Employees), and Payroll Type (Payroll). The Payroll Template filter is set to 'Monthly Payroll'. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time (11/23/2019, 2:48 PM).

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

## Payroll Registry/Voucher

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

2:51 PM 11/23/2019

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to audit.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount" and the address bar shows "192.168.6.49:35/cPayAuditPosting". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting" (selected), "Payroll Registry/Voucher" (highlighted in blue), "Employee Card Printing", "Remittance", and "System Setup Defaults". The main content area is titled "Payroll Registry/Voucher" with a search bar. It displays filter options: "Show 5 entries", "Payroll Year: 2019", "Month: September", "Employment Type: Casual Employees", "Payroll Type: Payroll", and "Payroll Template: Monthly Payroll". Below these filters is a table with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table contains five rows of data. The first row (VOUCHER NBR 00001) is highlighted with a red border. The last four rows show data for ALIVIADO, ELADIO, JR. ET. AL; ALIVIADO, MITZI P. ET. AL; ALMASA, JOSEPH A. ET. AL; and ALMASA, JACQUES JUSTINE O. ET. AL. The "Actions" column for each row contains icons for Release, Back, Print, and Delete. At the bottom of the table are navigation links: Previous, 1, ..., 5, 6, 7, ..., 21, Next.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

# Step 3: Click audit button in order to audit record.

The screenshot shows the HRIS-ePAccount software interface. The main title bar reads "HRIS-ePAccount". The URL in the address bar is "192.168.6.49:35/cPayAuditPosting". The top navigation bar includes standard browser controls and a "Log out" link. On the left, a sidebar menu lists various accounting modules: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and features a search bar. Below the search bar are filter options: "Show 5 entries", "Payroll Year: 2019", "Month: September", "Employment Type: Casual Employees", "Payroll Type: Payroll", and "Payroll Template: Monthly Payroll". The main table displays payroll records with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first row (VOUCHER NBR 00001) has a blue background. The "Actions" column for this row contains several icons: a green square with a white minus sign (audit), a green square with a white plus sign, a red square with a white minus sign, a green square with a white checkmark, a blue square with a white arrow, and a blue square with a white folder. A large red arrow points to the audit icon. The table also includes a "Released" status indicator for the first row and a "Released" status indicator for the fifth row. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	76,522.66	RELEASED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	53,111.31	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

HRIS-ePAccount X + 192.168.6.49:35/cPayAuditPosting Log out

SHIELA MAE PERSIGAS Art Director

Accounting References Accounting Setup Receiving, Audit and Posting Payroll Registry/Voucher Employee Card Printing Remittance System Setup Defaults

Payroll Registry | Audit Record | Registry Nbr | : 002272

Voucher Nbr.: \* Registry Nbr.: Date Audited:

00001 002272 2019-11-23 02:54:05

Registry Description: ALIVIO JR. , LEON M. ET. AL

Payroll Template: Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

Close Audit

Month: September Payroll Type: Payroll

NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	[Icons]
13,826.35	RELEASED	[Icons]
102,438.88	RECEIVED	[Icons]
76,522.66	RELEASED	[Icons]
53,111.31	RELEASED	[Icons]

S 1 ... 5 6 7 ... 21 Next 2:54 PM 11/23/2019

Type here to search

The screenshot shows a web-based payroll system interface. A central modal dialog is open, titled 'Audit Record | Registry Nbr | : 002272'. It displays the following information: Voucher Nbr.: \* (00001), Registry Nbr.: (002272), Date Audited: (2019-11-23 02:54:05). Below this, the Registry Description is listed as 'ALIVIO JR. , LEON M. ET. AL'. The Payroll Template is set to 'Monthly Payroll'. The Date From is 2019-09-01 and the Date To is 2019-09-30. The Net Pay is 102,438.88 and the Gross Pay is 166,293.97. At the bottom of the modal are 'Close' and 'Audit' buttons. In the background, the main application window shows a list of audit records with columns for Net Pay, Status, and Actions. The status column includes entries like 'RELEASED' and 'RECEIVED', and the actions column contains icons for various operations. The overall interface is dark-themed with blue and white text.

## **Note:**

Audit page will open **audit record registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **date audited** only.

Non-key fields are:

- **voucher nbr.**
- **date audited**



## Note:

In receive modal page **date audited** will have values base on current date of testing (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **date audited**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

# Step 4: Input values in **date audited** for you to audit payroll.

The screenshot shows a Windows desktop environment with a web browser window open to the URL [192.168.6.49:35/cPayAuditPosting](http://192.168.6.49:35/cPayAuditPosting). The browser title bar reads "HRIS-ePAccount". The main content area displays a "Payroll Registry Audit Record" dialog box. The dialog box has the following fields:

- Voucher Nbr.: \* **00001**
- Registry Nbr.: **002272**
- Date Audited: **2019-09-21 02:54:05**
- Registry Description: **ALIVIO JR. , LEON M. ET. AL**
- Payroll Template: **Monthly Payroll**
- Date From: **2019-09-01**
- Date To: **2019-09-30**
- Net Pay: **102,438.88**
- Gross Pay: **166,293.97**

Below the dialog box, a table titled "AUDIT RECORD" lists several entries:

NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	[Audit Icons]
13,826.35	RELEASED	[Audit Icons]
102,438.88	RECEIVED	[Audit Icons]
76,522.66	RELEASED	[Audit Icons]
53,111.31	RELEASED	[Audit Icons]

At the bottom of the dialog box, there are "Close" and "Audit" buttons. The browser's address bar shows the full URL. The taskbar at the bottom includes icons for File Explorer, Microsoft Edge, and other system applications. The system tray shows the date and time as 2:54 PM on 11/23/2019.

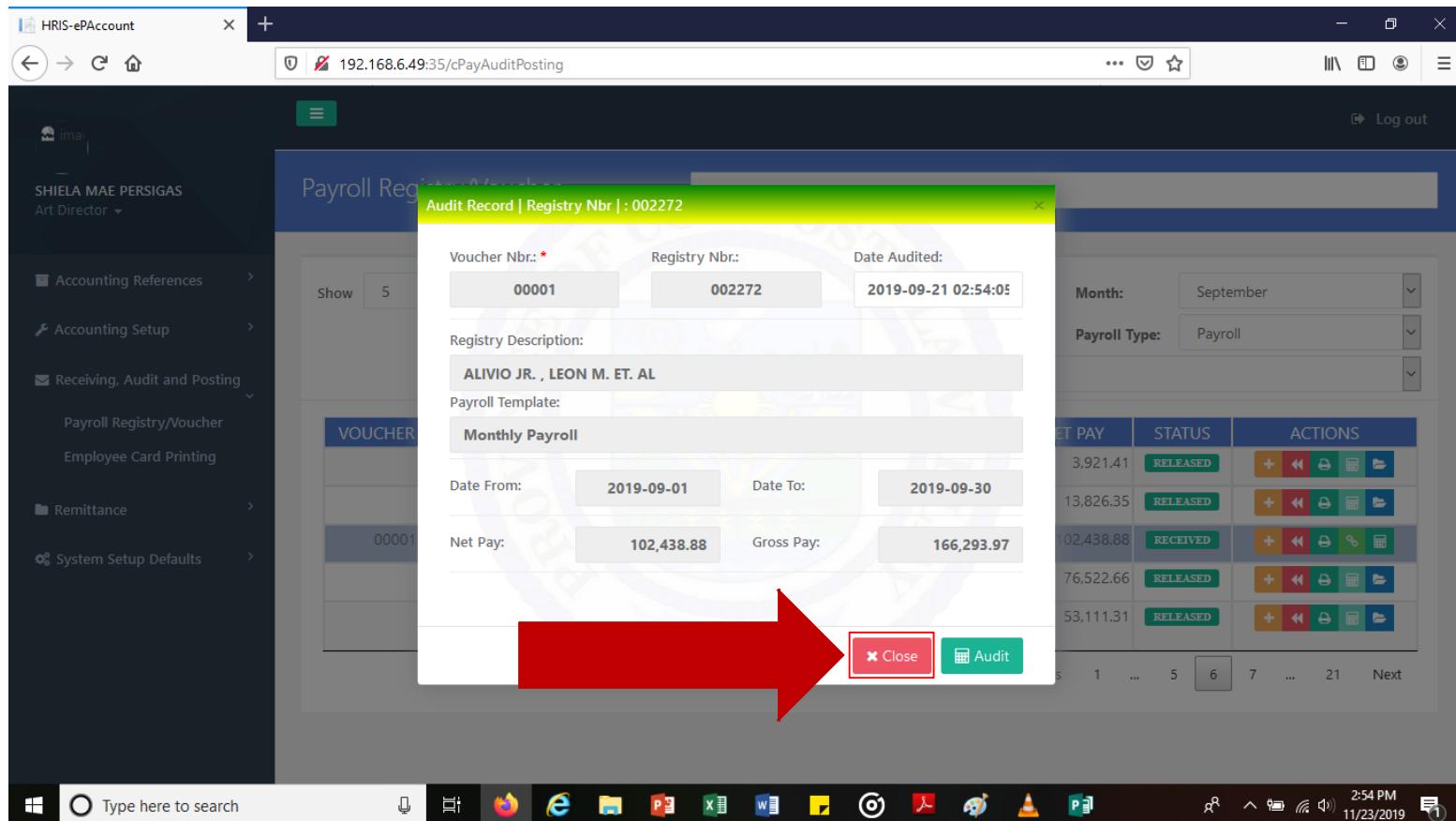
## **Note:**

Since current date values is shown in **date audited** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **date audited** to avoid complications and hassle free. **Date audited** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

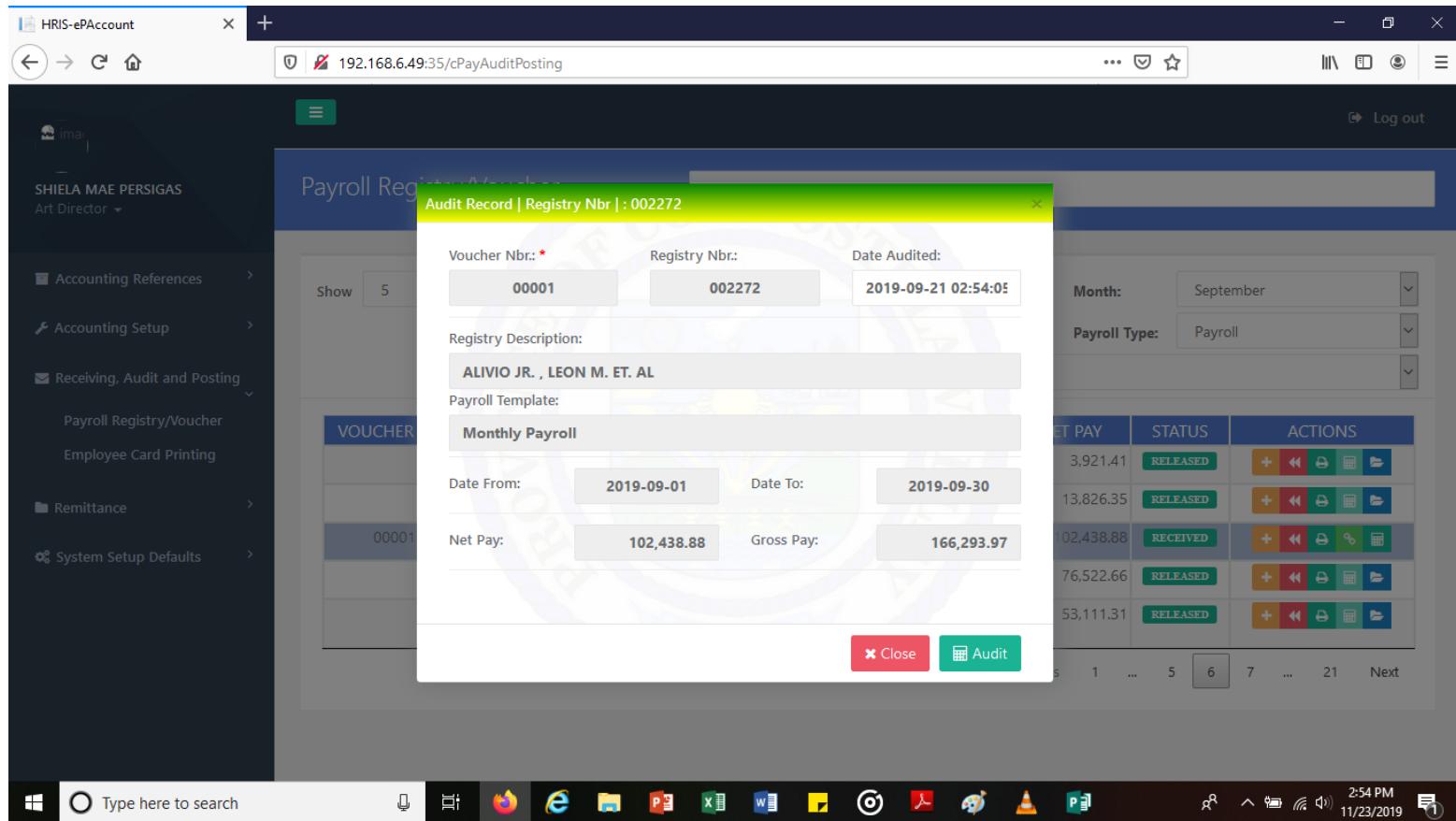
Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to audit payroll.



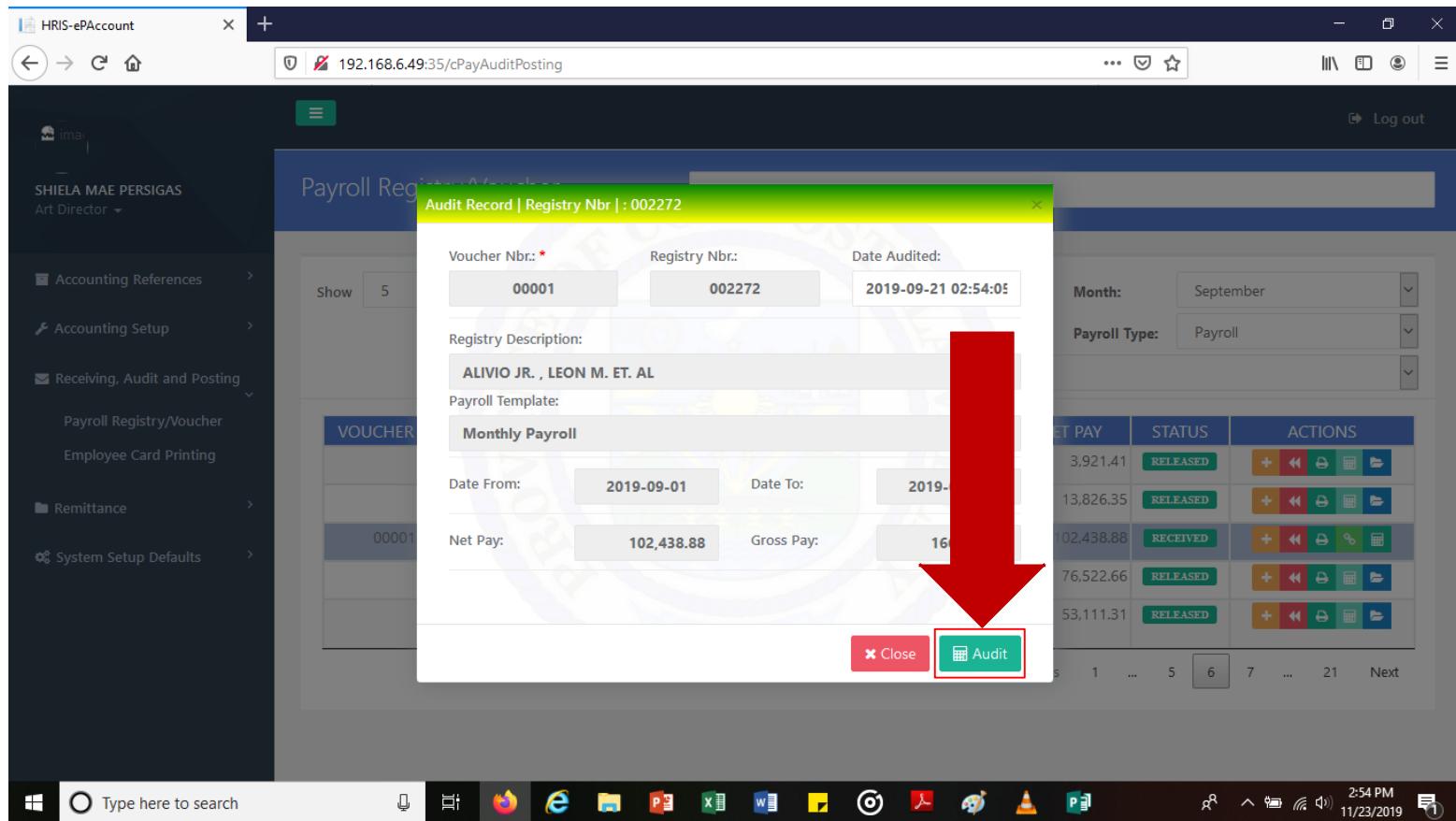
# Step 5: Click close button for you to audit payroll.



## Step 6: Repeat step 3 if you want to continue and update existing date audited field.



## Step 7: Click audit button for you to audit payroll record.



## **Note:**

If data of specific payroll has incorrect values expected audit personnel is allowed to return the record thus he/she needs to follow the **how to return process** if needed to return record to where record should be returned.

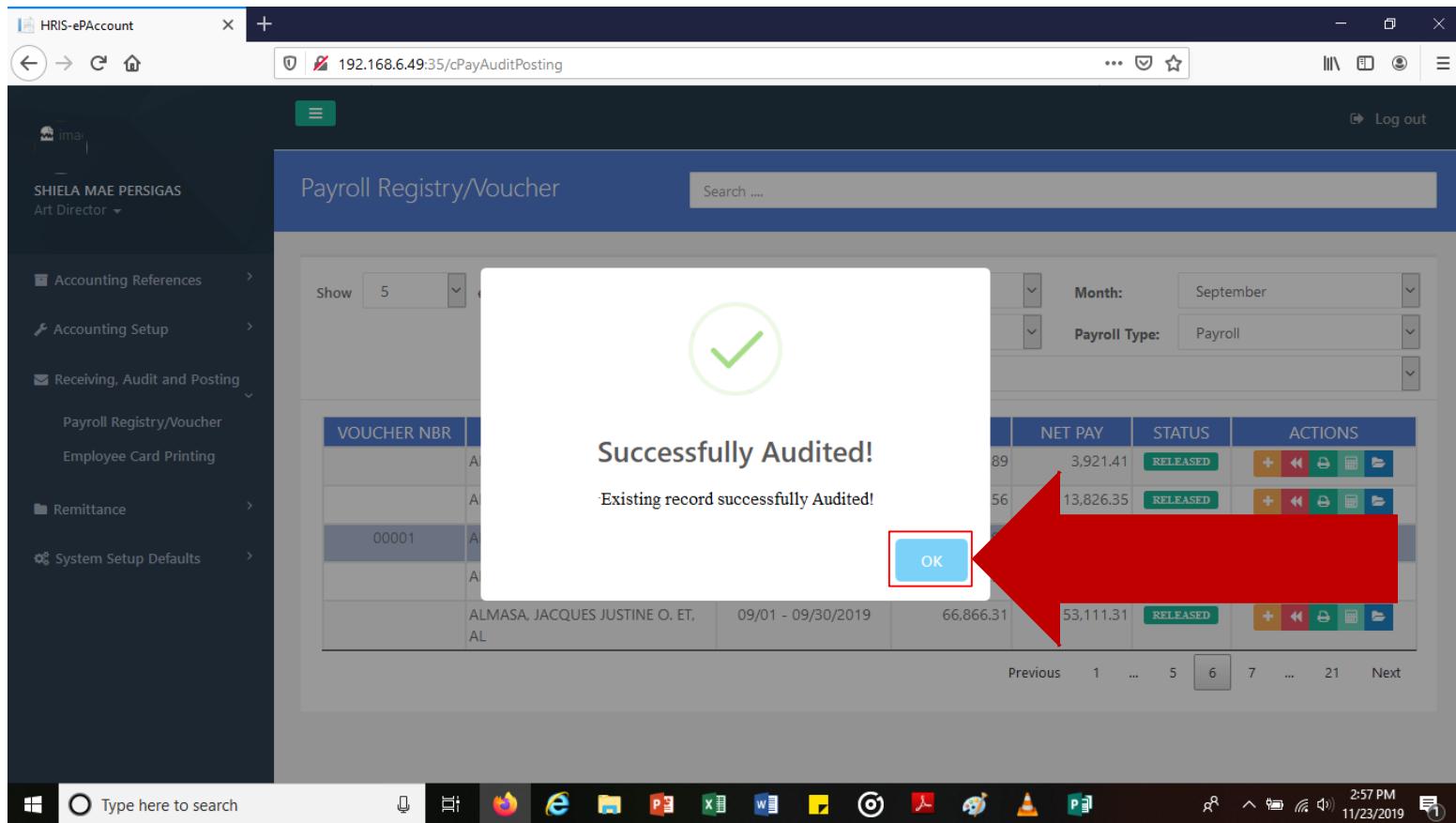


**Note:** A pop-up confirmation window will appear that record was successfully audited.

The screenshot shows a Windows desktop environment with a web browser window open to the 'HRIS-ePAccount' application at the URL '192.168.6.49:35/cPayAuditPosting'. The browser title bar reads 'HRIS-ePAccount' and the address bar shows the URL. The application interface has a dark blue header with the title 'Payroll Registry/Voucher' and a search bar. On the left, there is a navigation sidebar with links like 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting', 'Payroll Registry/Voucher' (which is currently selected), 'Employee Card Printing', 'Remittance', and 'System Setup Defaults'. The main content area displays a grid of payroll records. A modal dialog box is overlaid on the page, containing a large green checkmark icon, the message 'Successfully Audited!', and the sub-message 'Existing record successfully Audited!'. An 'OK' button is visible at the bottom right of the modal. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as '11/23/2019 2:57 PM'.

VOUCHER NBR	NET PAY	STATUS	ACTIONS
89	3,921.41	RELEASED	[Audit, Release, Print]
56	13,826.35	RELEASED	[Audit, Release, Print]
97	102,438.88	AUDITED	[Audit, Release, Print]
90	76,522.66	RELEASED	[Audit, Release, Print]
ALMASA, JACQUES JUSTINE O. ET, AL	66,866.31	RELEASED	[Audit, Release, Print]

## Step 8: Click ok button to go back in main page.



HRIS-ePAccount +

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry/Voucher

VOUCHER NBR DESCRIPTION PERIOD COVERED GROSS NET PAY STATUS ACTIONS

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS				
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED					
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED					
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED					
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED					
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED					

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

## **Note:**

In **payroll registry and voucher** main page **print button** is functional and visible in all only if payroll status is not **released** users can print payroll data but if payroll status is **released** **print button** is visible but not functional.

# How to print audited payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order to print audited payroll. **Print button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher". It features a search bar and a "Registry Nbr..." button. On the left, there's a "Show" dropdown set to "5 entries". The main table displays five rows of payroll data:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	12,564.89	5,636.88	RELEASED	[Icons]
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	194,433.36	165,900.49	RELEASED	[Icons]
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	70,303.81	34,562.69	AUDITED	[Icons]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	130,221.90	81,919.16	RELEASED	[Icons]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	105,427.32	72,251.41	RELEASED	[Icons]

At the bottom, there are navigation buttons for "Previous", "1", and "Next". The status bar at the bottom right shows "6:11 PM" and "12/13/2019".

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
Cash Advance >  
Transmittal >  
System Setup Defaults >

192.168.6.49:35/cPayAuditPosting

Log out

### Payroll Registry/Voucher

Search .... Registry Nbr...

Show    entries

Payroll Year: 2019 Month: September  
Employment Type: Casual Employees Payroll Type: Payroll  
Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	12,564.89	5,636.88	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	194,433.36	165,900.49	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	70,303.81	34,562.69	AUDITED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	130,221.90	81,919.16	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	105,427.32	72,251.41	RELEASED	

Previous  2 Next

Type here to search 6:42 PM 12/13/2019

**Step 2:** Once you have selected remittance year, remittance month and employment type, pick specific record that you want to print audited payroll.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher". It features a search bar and a registry number input field. Filter options include "Payroll Year: 2019", "Month: September", "Employment Type: Casual Employees", "Payroll Type: Payroll", and "Payroll Template: Monthly Payroll". A table lists payroll records. The first record, with Voucher Nbr 00001 and Description ALIVIO JR., LEON M. ET. AL, is highlighted with a red border and has the status "AUDITED". The table columns are VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The bottom right of the main area shows page navigation buttons for Previous, Next, and a page number 1. The taskbar at the bottom includes icons for File, Home, Back, Forward, Stop, Refresh, and various application icons like Microsoft Edge, Word, Excel, and File Explorer. The system tray shows the date and time as 6:11 PM on 12/13/2019.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	12,564.89	5,636.88	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	194,433.36	165,900.49	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	70,303.81	34,562.69	AUDITED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	130,221.90	81,919.16	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	105,427.32	72,251.41	RELEASED	

# Step 3: Click print button in order to print record.

The screenshot shows the HRIS-ePAccount software interface. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (highlighted in blue), Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher". It features a search bar and filter options for Payroll Year (2019, September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). Below these filters is a table with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table contains five rows of payroll data. A large red arrow points to the print icon (a printer symbol) in the actions column of the first row. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	12,564.89	5,636.88	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	194,433.36	165,900.49	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	70,303.00	35,151.50	RELEASED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	130,221.90	81,919.16	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	105,427.32	72,251.41	RELEASED	

HRIS-ePAccount + 192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
Cash Advance >  
Transmittal >  
System Setup Defaults >

Payroll Registry/Voucher

Search .... Registry Nbr...

Show 5 entries Payroll Year: 2019 Month: September Payroll Type: Payroll

**Report Options**

--Select Here--

VOUCHER

VOUCHER	AMOUNT	STATUS	ACTIONS
00001	5,636.88	RELEASED	
	165,900.49	RELEASED	
	34,562.69	AUDITED	
	81,919.16	RELEASED	
	105,427.32	RELEASED	

Previous 1 2 Next

Type here to search

Windows Start button, Taskbar icons (Firefox, Edge, File Explorer, Word, Excel, Powerpoint, Paint, Camera, VLC, Control Panel, Task View, File History, Firewall, Task Scheduler, System, Taskbar settings), Date/Time (6:44 PM, 12/13/2019), Notifications (3)

**Step 4:** Click **close button** if you don't want to continue and print audited payroll.

The screenshot shows the HRIS-ePAccount software interface. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher, Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher". It includes filters for Show (5 entries), Payroll Year (2019), Month (September), and Payroll Type (Payroll). A "Report Options" dialog box is overlaid on the screen, featuring a green header with the title "Report Options" and a red "Close" button. The main content area displays a table with columns: VOUCHER, PAY, STATUS, and ACTIONS. The table contains several rows of payroll data. At the bottom of the main area, there are buttons for Previous, Next, and a page number indicator (1 2).

VOUCHER	PAY	STATUS	ACTIONS
00001	5,636.88	RELEASED	[Actions]
	165,900.49	RELEASED	[Actions]
	34,562.69	AUDITED	[Actions]
	81,919.16	RELEASED	[Actions]
	105,427.32	RELEASED	[Actions]
	72,251.41	RELEASED	[Actions]

# Step 5: Repeat step 3 if you want to continue to print audited payroll.

The screenshot shows the HRIS-ePAccount software interface. The main window title is "Payroll Registry/Voucher". The left sidebar menu includes: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Remittance, Cash Advance, Transmittal, and System Setup Defaults. The top navigation bar shows the URL "192.168.6.49:35/cPayAuditPosting". The main content area displays a grid of payroll entries for September 2019. A green "Report Options" dialog box is overlaid on the grid, containing a dropdown menu labeled "VOUCHER" with the value "00001", and two buttons: "Close" and "Print". The grid columns are PAY, STATUS, and ACTIONS. The data in the grid is as follows:

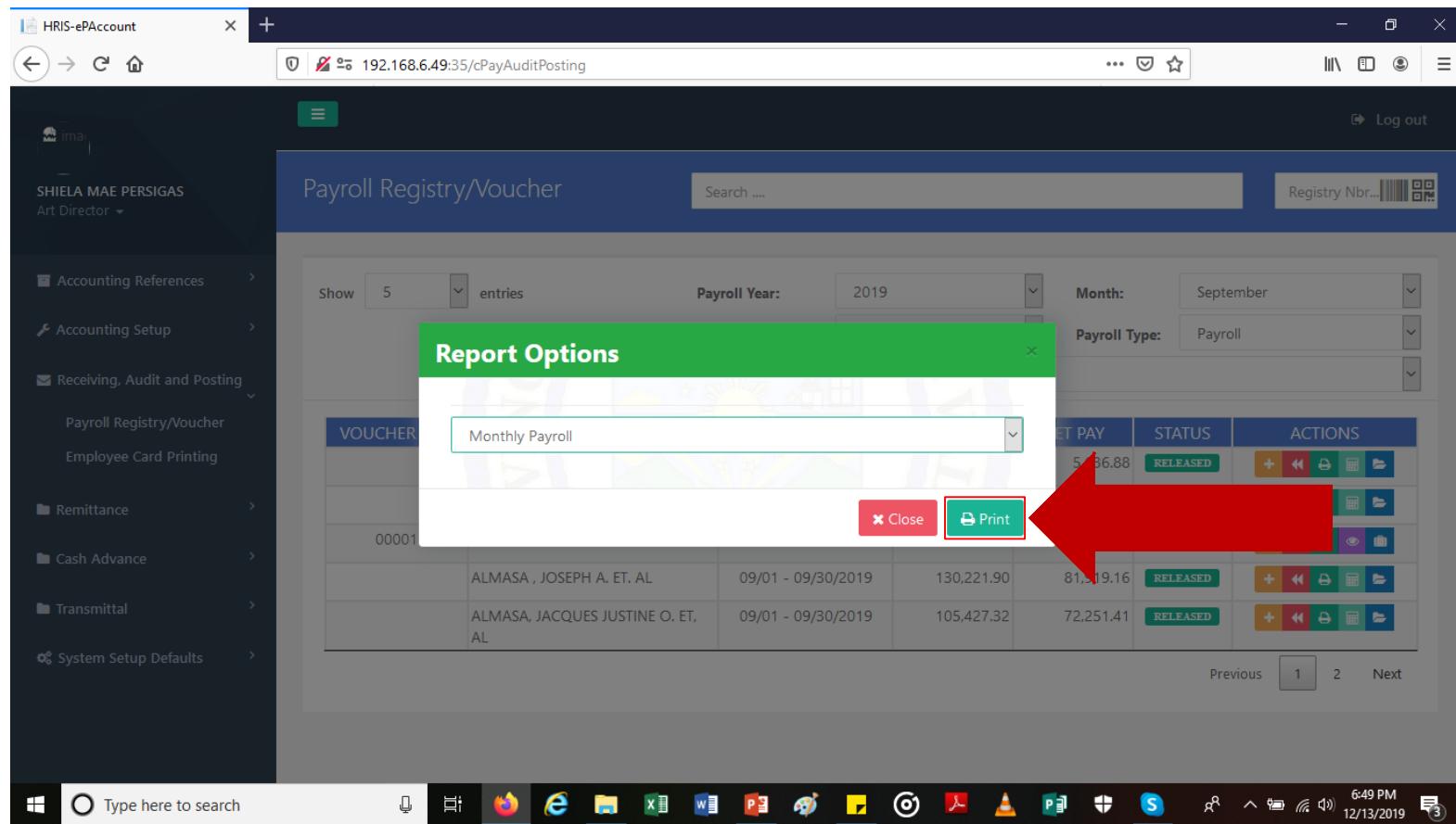
PAY	STATUS	ACTIONS
5,636.88	RELEASED	[Actions]
165,900.49	RELEASED	[Actions]
34,562.69	AUDITED	[Actions]
81,919.16	RELEASED	[Actions]
105,427.32	RELEASED	[Actions]
72,251.41	RELEASED	[Actions]

The bottom status bar shows system icons and the time "6:44 PM" and date "12/13/2019".

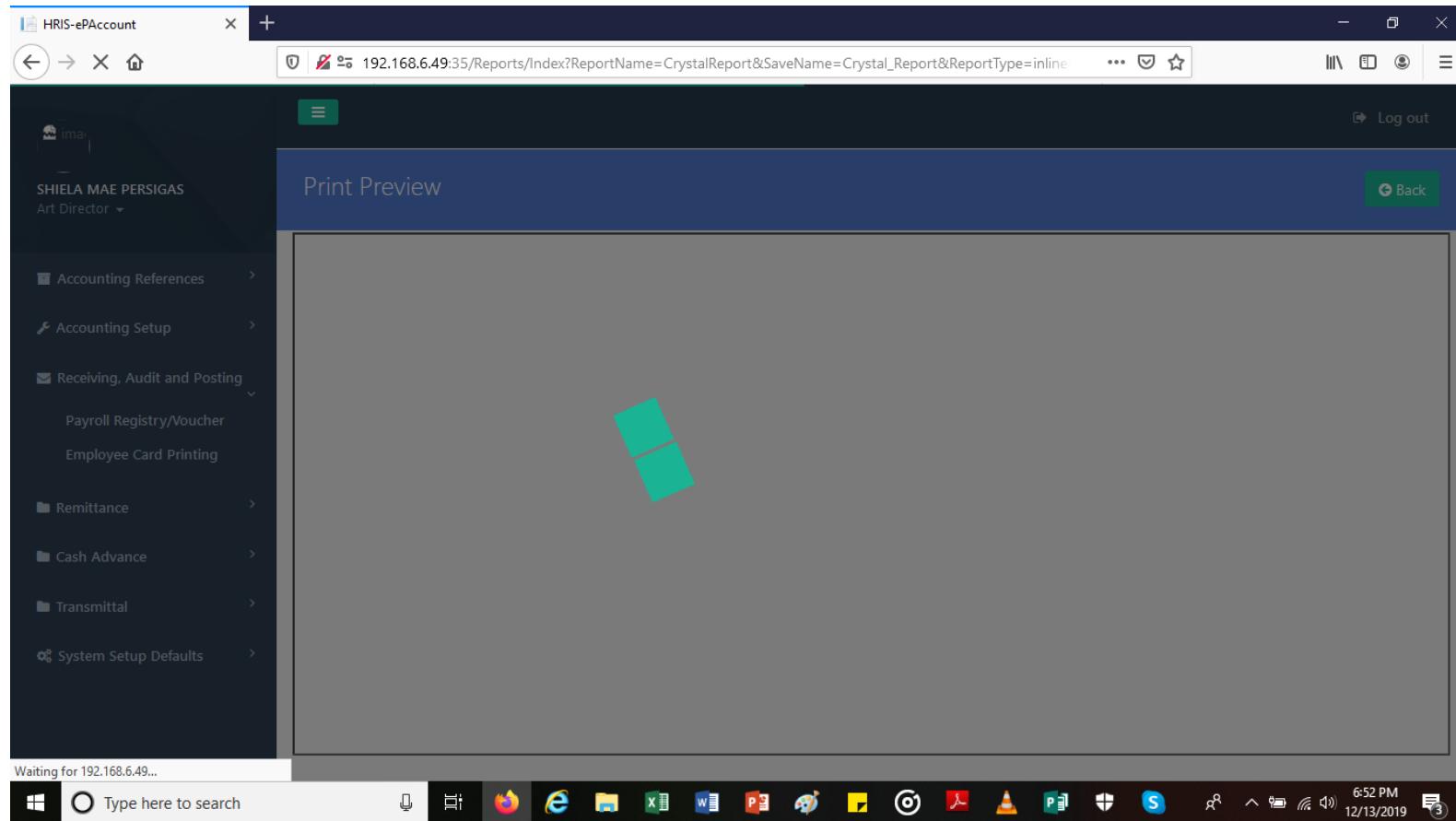
## Step 6: Select specific report options for you to print audited payroll.

The screenshot shows a Windows desktop environment with a web browser window open to the URL [192.168.6.49:35/cPayAuditPosting](http://192.168.6.49:35/cPayAuditPosting). The browser title bar reads "HRIS-ePAccount". The main content area displays a "Payroll Registry/Voucher" interface. On the left, a sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Payroll Registry/Voucher" (which is currently selected), "Employee Card Printing", "Remittance", "Cash Advance", "Transmittal", and "System Setup Defaults". The main panel shows a grid of payroll entries for the year 2019, month September, and type Payroll. The grid columns are labeled "NET PAY", "STATUS", and "ACTIONS". The data rows show values like 5,636.88, 165,900.49, 34,562.69, etc., with statuses RELEASED or AUDITED. A modal dialog box titled "Report Options" is overlaid on the grid. This dialog has a dropdown menu with options: "--Select Here--", "--Select Here--", "Monthly Payroll", "Mandatory Deduction", "Optional Deduction Page 1", "Optional Deduction Page 2", "Loan Deduction Page 1", and "Loan Deduction Page 2". The "Monthly Payroll" option is highlighted with a blue background. The bottom right of the dialog shows navigation buttons for "Previous", page numbers "1" and "2", and "Next". The taskbar at the bottom of the screen shows various pinned icons, and the system tray indicates the date and time as 6:47 PM on 12/13/2019.

## Step 7: Click print button for you to print audited payroll.



**Note:** Page will load along with **loading modal** together with the information displayed in **print preview**.



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline

Log out

Print Preview

Main Report

Find... 1 of 1 100%

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabidianan, Nabunturan, Compostela Valley

Department: PROVINCIAL ENGINEER'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Payroll Registry Nbr: 002272  
Payroll Group: 3169 - ALIVIO JR., LEON M. I  
Payroll Period: 2019-09-01 - 2019-09-30

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional contribu- tions	Loans	Debt
			Worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

Type here to search

6:53 PM  
12/13/2019

## Step 8: Click back button to go back to previous page.

The screenshot shows a web browser window titled "HRIS-ePAccount". The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher), Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a "Print Preview" of a "Main Report". The report header includes the text "REPUBLIC OF THE PHILIPPINES" and "Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley". It also lists the Department as "PROVINCIAL ENGINEER'S OFFICE", Sub-Department as "-----", Division as "-----", and Section as "-----". The report type is "Monthly Payroll" with Nbr: "002272", Group: "3169 - ALIVIO JR., LEON M. I", and Period: "2019-09-01 - 2019-09-30". The main table lists three employees: ALIVIO, LEON M. JR., AYUBAN, BIENVENIDO H., and CABAB, ROMEO N., along with their respective details and pay calculations. The bottom status bar shows the date and time as "6:53 PM 12/13/2019".

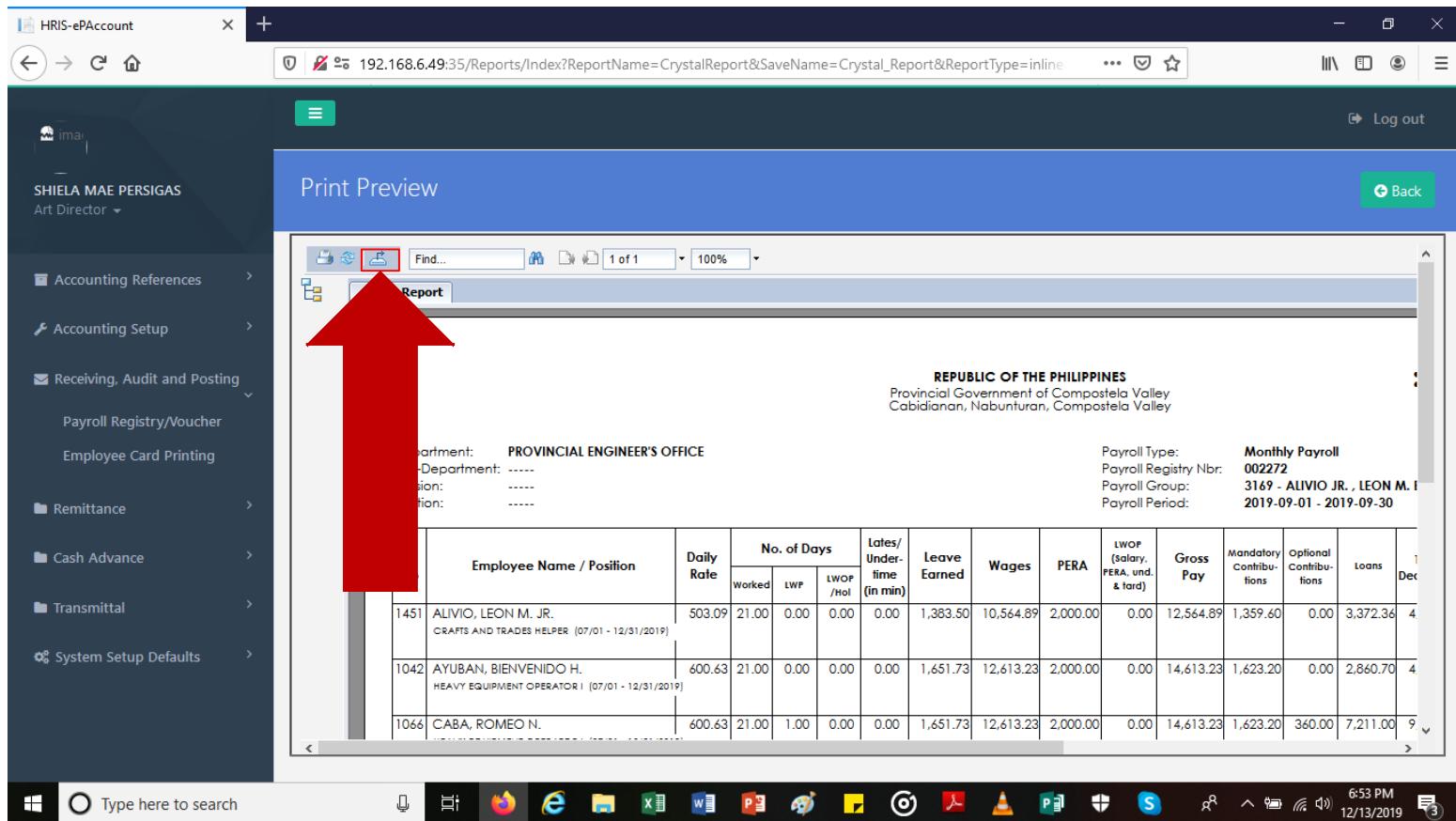
ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
			Worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. GRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

# Step 9: Repeat step 7 if you want to continue.

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-ePAccount system. The browser URL is 192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline. The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'Print Preview' and displays a 'Main Report' for the 'PROVINCIAL ENGINEER'S OFFICE'. The report header includes the text 'REPUBLIC OF THE PHILIPPINES' and 'Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley'. It shows payroll details for three employees: ALIVIO, LEON M. JR., AYUBAN, BIENVENIDO H., and CABAB, ROMEO N. The report table includes columns for ID No, Employee Name / Position, Daily Rate, No. of Days (Worked, LWF, LWOP/Hol), Rates/Under-time (in min), Leave Earned, Wages, PERA, LWOP (Salary, PERA, und. & tard), Gross Pay, Mandatory Contributions, Optional Contributions, Loans, and Dec. The payroll type is listed as 'Monthly Payroll 002272'.

ID No	Employee Name / Position	Daily Rate	No. of Days			Rates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
			Worked	LWF	LWOP/ Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABAB, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

# Step 10: Click export icon to export data.



The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area displays a "Print Preview" of a payroll report for the Provincial Government of Compostela Valley. The report header includes "REPUBLIC OF THE PHILIPPINES" and "PROVINCIAL ENGINEER'S OFFICE". It lists employee details such as Employee Name / Position, Daily Rate, and various wage components. The toolbar at the top of the print preview window contains several icons, one of which is highlighted with a red box and a large red arrow pointing towards it. The status bar at the bottom shows system information like the date (12/13/2019) and time (6:53 PM).

Employee Name / Position	Daily Rate	No. of Days			Lates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Debt
		Worked	LWF	LWOP /Hol										
1451 ALIVIO, LEON M. JR. GRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042 AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066 CABABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline

Log out

Print Preview

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

Cash Advance

Transmittal

System Setup Defaults

Main Report

Export

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Nabunturan, Compostela Valley

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002272  
Payroll Group: 3169 - ALIVIO JR., LEON M. I  
Payroll Period: 2019-09-01 - 2019-09-30

	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	De
0	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
3	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
3	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

Type here to search

7:08 PM  
12/13/2019

## **Note:**

If you click **export icon** expected result export option modal page will appear. Take note export option pop-up window varies to the browser use by the user for printing. So expected that if you use different type of browser in printing information different print setting window or option will pop-up.

If unit is already connected in specific printer expected record will be printed. However, there is browser specification like **internet explorer** with updated version and compatible adds on when you click export icon automatic export setting window will pop-up.

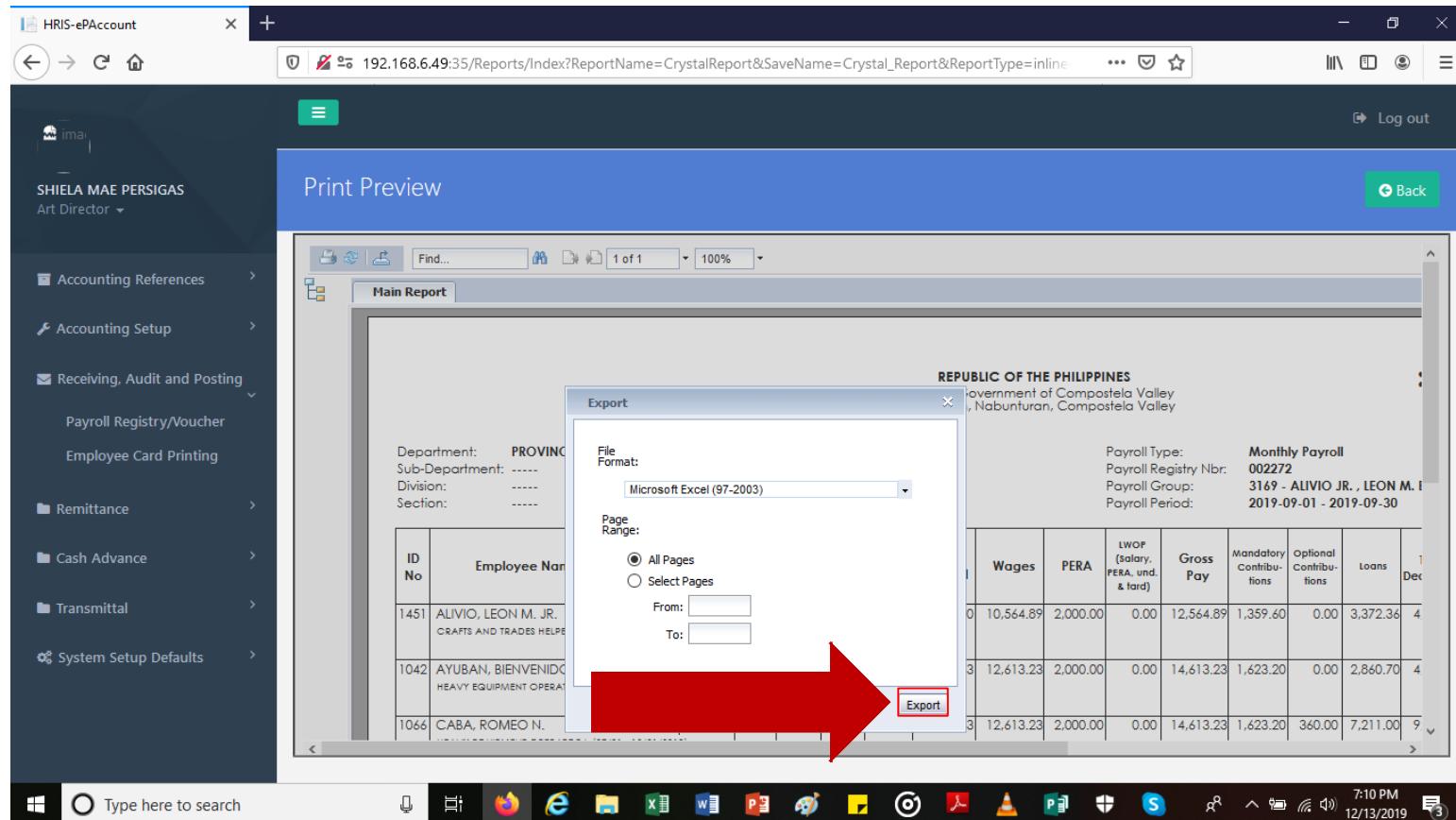


**Step 11:** Click dropdown list in order to select **pdf file format** and export file.

**Note:** Pdf file format is the recommended format for printing.

The screenshot shows a software interface titled "HRIS-eAccount". On the left, there's a sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area displays a "Print Preview" of a report titled "Main Report". The report includes fields for Department (PROVINCE), Sub-Department, Division, and Section. Below this is a table with columns for ID No and Employee Name, listing three entries: 1451 ALIVIO, LEON M. JR., CRAFTS AND TRADES HELPER; 1042 AYUBAN, BIENVENIDO, HEAVY EQUIPMENT OPERATOR; and 1066 CABAB, ROMEO N. To the right of the preview, there's a "Crystal Reports (RPT)" export dialog box. The "File Format" dropdown menu is open, showing options: Crystal Reports (RPT), PDF, Microsoft Excel (97-2003) (which is selected with a checked checkbox), Microsoft Excel (97-2003) Data-Only, Microsoft Excel Workbook Data-only, Microsoft Word (97-2003), Microsoft Word (97-2003) - Editable, Rich Text Format (RTF), Character Separated Values (CSV), and XML. Below the dropdown are "Page Range" settings with "All Pages" selected. At the bottom of the dialog is an "Export" button. In the background, the report preview shows details for the REPUBLIC OF THE PHILIPPINES, Provincial Government of Compostela Valley, Nabunturan, Compostela Valley. It lists Payroll Type: Monthly Payroll, Payroll Registry Nbr: 002272, Payroll Group: 3169 - ALIVIO JR., LEON M. I, and Payroll Period: 2019-09-01 - 2019-09-30. The preview also includes a table of wages and other payroll details. The taskbar at the bottom shows various application icons and the system clock indicating 7:09 PM on 12/13/2019.

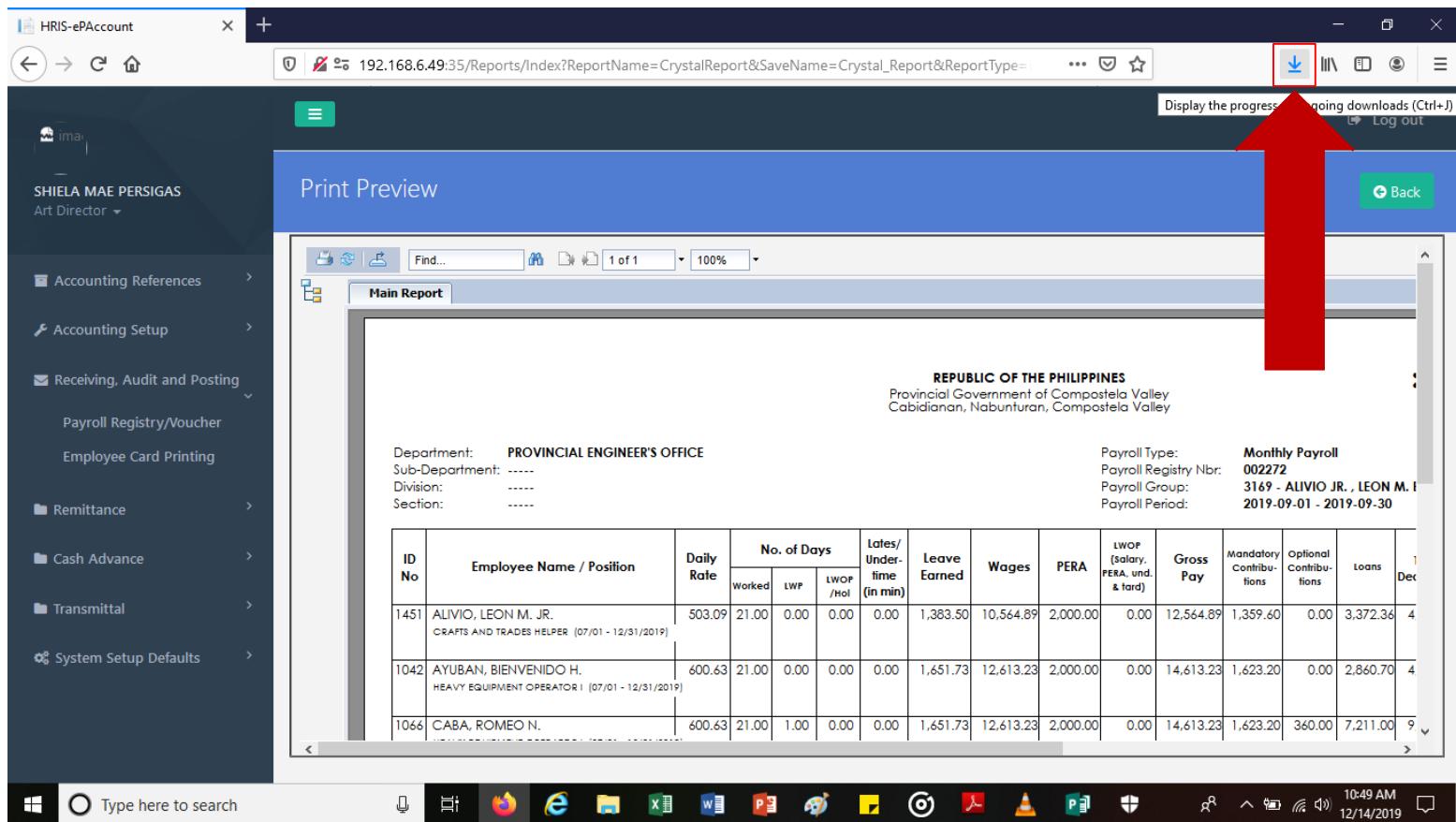
## Step 12: Click export button in order to print and download the selected file.



## **Note:**

If you click **export button** expected record will automatically download selected file format. Basically in **Firefox browser** in order to view downloaded file you need to click **view download** of the browser to view downloaded file.

## Step 13: Click view download in order to download and print the selected file.



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=

Print Preview

crvPrint(4).pdf  
Open File

Show All Downloads

Log out

Back

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

Cash Advance

Transmittal

System Setup Defaults

Main Report

Find... 1 of 1 100%

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabidianan, Nabunturan, Compostela Valley

Department: PROVINCIAL ENGINEER'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Payroll Registry Nbr: Monthly Payroll  
002272  
3169 - ALIVIO JR., LEON M. I  
Payroll Period:  
2019-09-01 - 2019-09-30

ID No	Employee Name / Position	Daily Rate	No. of Days		Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec	
			Worked	LWP											
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4	
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4	
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

Type here to search

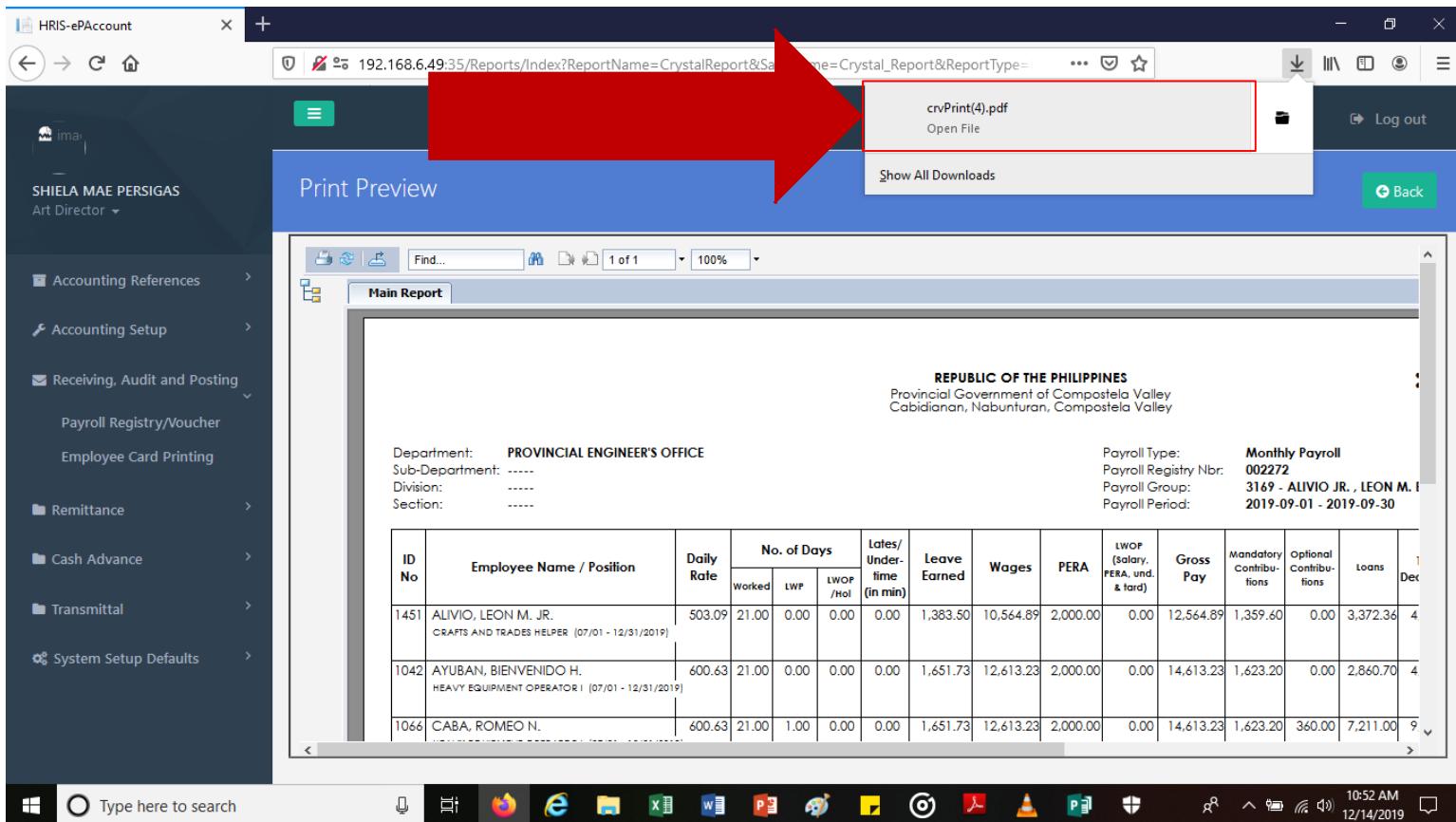
10:52 AM  
12/14/2019

## Step 14: Select specific file in order to open and print.

The screenshot shows a web-based application interface for HRIS-ePAccount. On the left is a sidebar with various menu items. The main area displays a 'Print Preview' of a 'Main Report'. The report header includes 'REPUBLIC OF THE PHILIPPINES', 'Provincial Government of Compostela Valley', 'Cabidianan, Nabunturan, Compostela Valley'. It shows payroll details for the 'PROVINCIAL ENGINEER'S OFFICE'. The report table lists employees with their ID numbers, names, daily rates, worked hours, LWP, LWOP/Hol, leave earned, wages, PERA, LWOP (salary, PERA, und., & fard), gross pay, mandatory contributions, optional contributions, loans, and deductions. Three employees are listed: ALIVIO, LEON M. JR., AYUBAN, BIENVENIDO H., and CABAB, ROMEO N. The bottom status bar shows the date and time as 10:52 AM, 12/14/2019.

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	De-
			Worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

## Step 15: Click the selected file to open and print file.



# Step 16: Click print icon in order to print file.

cnpPrint(4).pdf - Adobe Reader

File Edit View Window Help

Open  Save As Print Email

1 / 1 68.3% Tools Fill & Sign Comment

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabilianan, Nabunturan, Compostela Valley

Payroll Type: Payroll Registry Nbr: 002272  
Payroll Group: 3169 - ALIVIO JR., LEON M. ET. AL  
Payroll Period: 2019-09-01 - 2019-09-30 Payroll Checked:

Click on Tools to convert files to PDF.

Date/Time - 12/14/2019 10:56 AM  
Page 1 of 1

Department: PROVINCIAL ENGINEER'S OFFICE  
Sub-Department:  
Division:  
Section:

No. of Days

ID No.	Employee Name / Position	Daily Rate	Worked	LWP	LWOP (Hrs)	Leave Earned	Wages	PERA	LWOP (Salary, PBA, und. & fed.)	Gross Pay	Mandatory Contributions	Optional Contributions	Loans	Total Deductions	1st Quincena	2nd Quincena	Total Net Pay	Signature
1451	ALIVIO, LEON M. JR. - CRAFTS AND TRADES WORKER I (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,389.50	10,564.89	2,000.00	0.00	12,564.89	1,359.40	0.00	3,372.56	4,731.98	4,916.00 ..... 2,916.93	7,832.93	
1042	AYUBAN, ERICK - HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,413.23	2,000.00	0.00	14,613.23	1,622.20	0.00	2,860.70	4,489.90	6,044.00 ..... 4,033.33	10,129.33	
1066	CABA, ROMEO N. - HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,622.20	360.00	7,211.00	9,194.20	2,709.00 ..... 1,710.00	5,419.00	
4695	DALAGAN, ALAH M. - HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,413.23	2,000.00	0.00	14,613.23	1,622.20	360.00	8,379.99	10,363.19	3,125.00 ..... 1,125.04	4,250.04	
1450	PARADERO, FRANCISCO A. - DRIVER I (07/01 - 12/31/2019)	566.63	21.00	0.00	0.00	0.00	1,558.23	11,899.23	2,000.00	0.00	13,899.23	1,531.32	0.00	5,426.55	6,967.87	4,445.00 ..... 2,444.86	6,931.94	
Employee Count: 5		TOTALS		<=>>		7,896.92	40,303.81	10,000.00	0.00	70,303.81	7,740.82	720.00	27,260.60	35,741.12	22,279.00 ..... 12,263.49	34,562.69		

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this \_\_\_ day of \_\_\_ 20\_\_\_ paid in cash to each man whose name appears on the above roll; that amnt. set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore, unpaid services are indicated by red ink through the column amount paid.

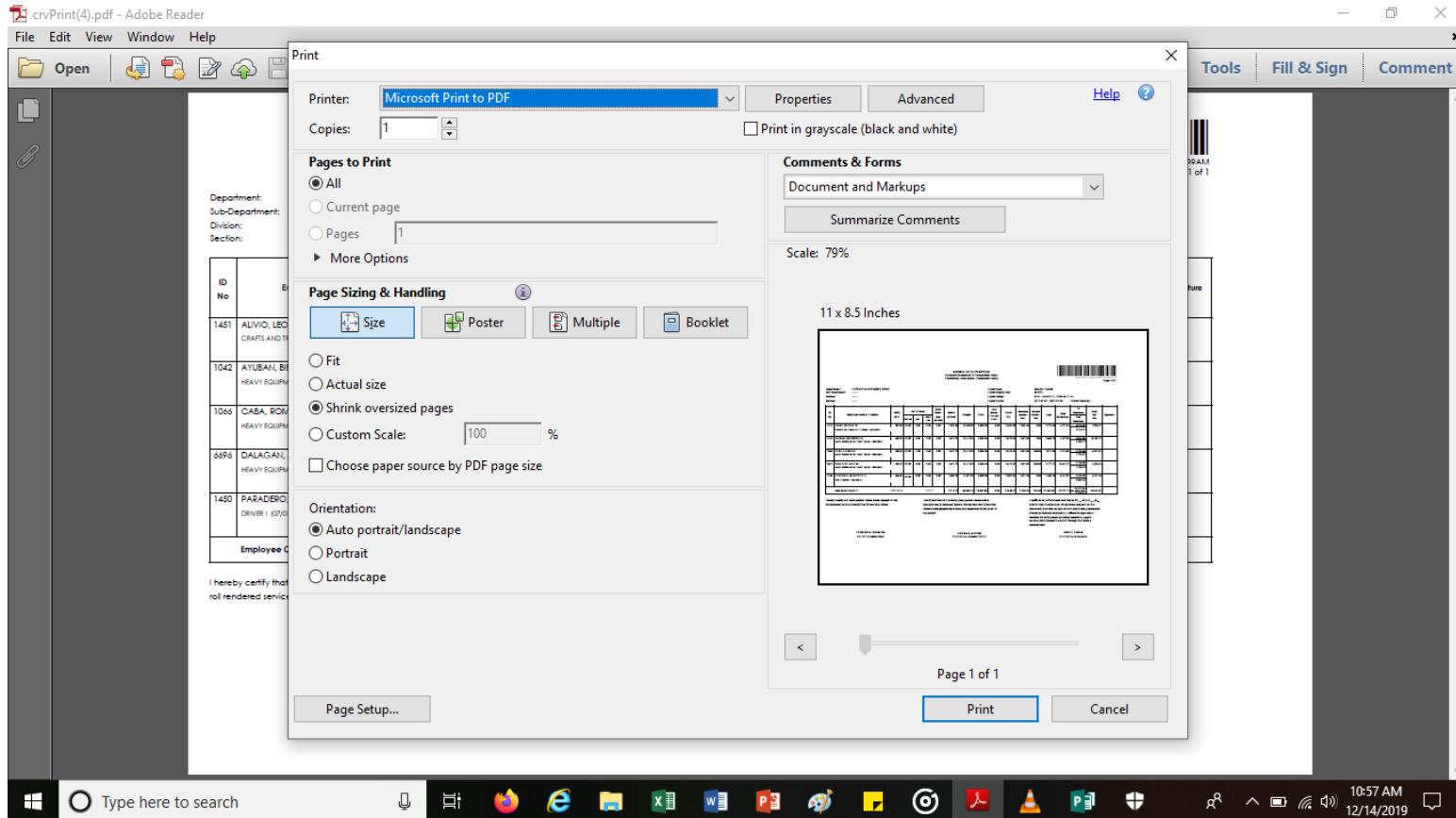
RODERICK M. DIGAMON  
PG- DEPARTMENT HEAD

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

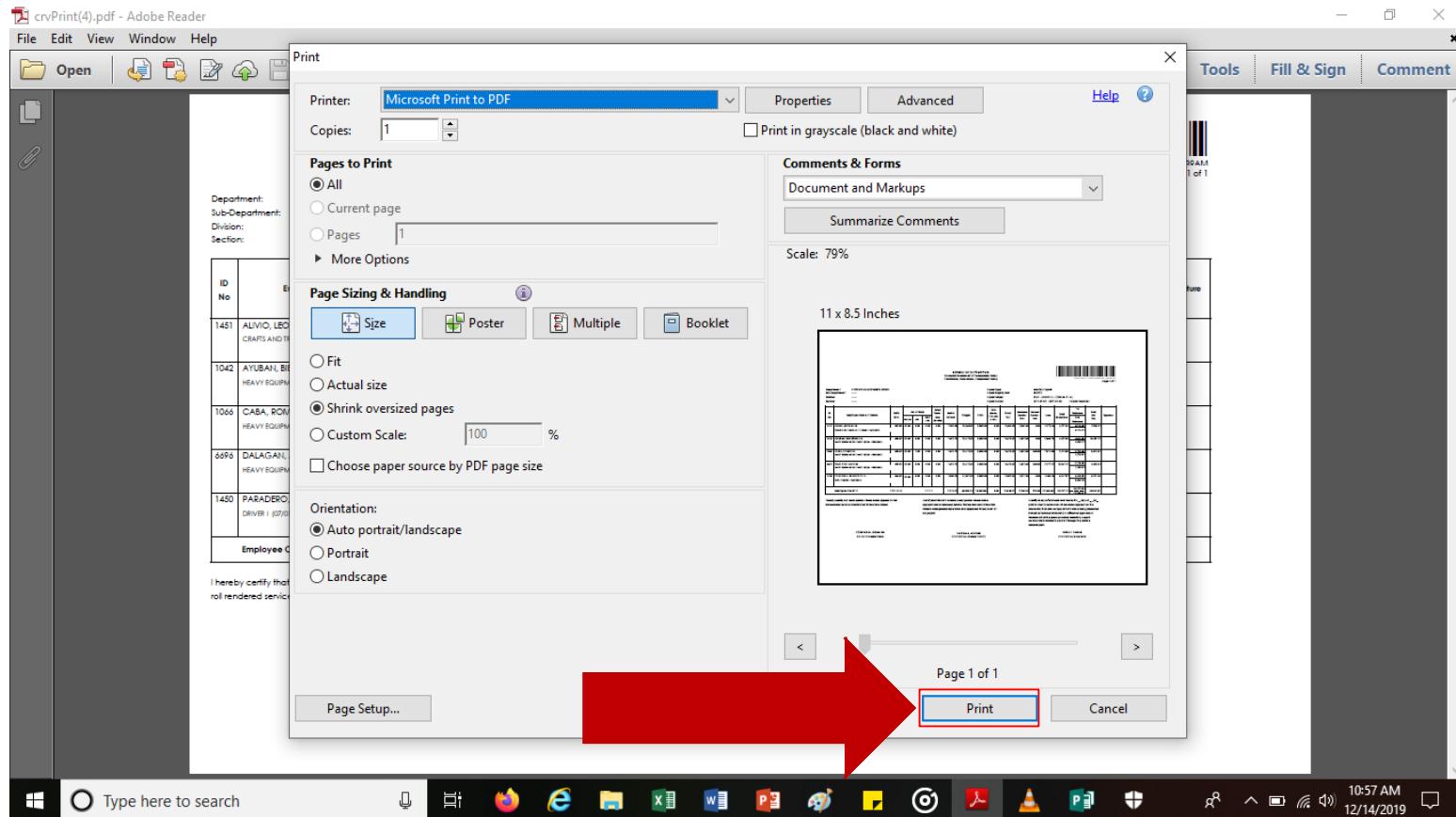
NORA F. CAGAS  
PROVINCIAL TREASURER

Type here to search

10:56 AM  
12/14/2019



# Step 17: Click print button for you to print file.



**Note:** If you use **internet explorer browser** expected that if you click **export button** record will be automatically exported and visible in **print preview main page**.

The screenshot shows a web-based application interface for HRIS-ePAccount. On the left is a sidebar menu with various options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The user is logged in as SHIELA MAE PERSIGAS, Art Director.

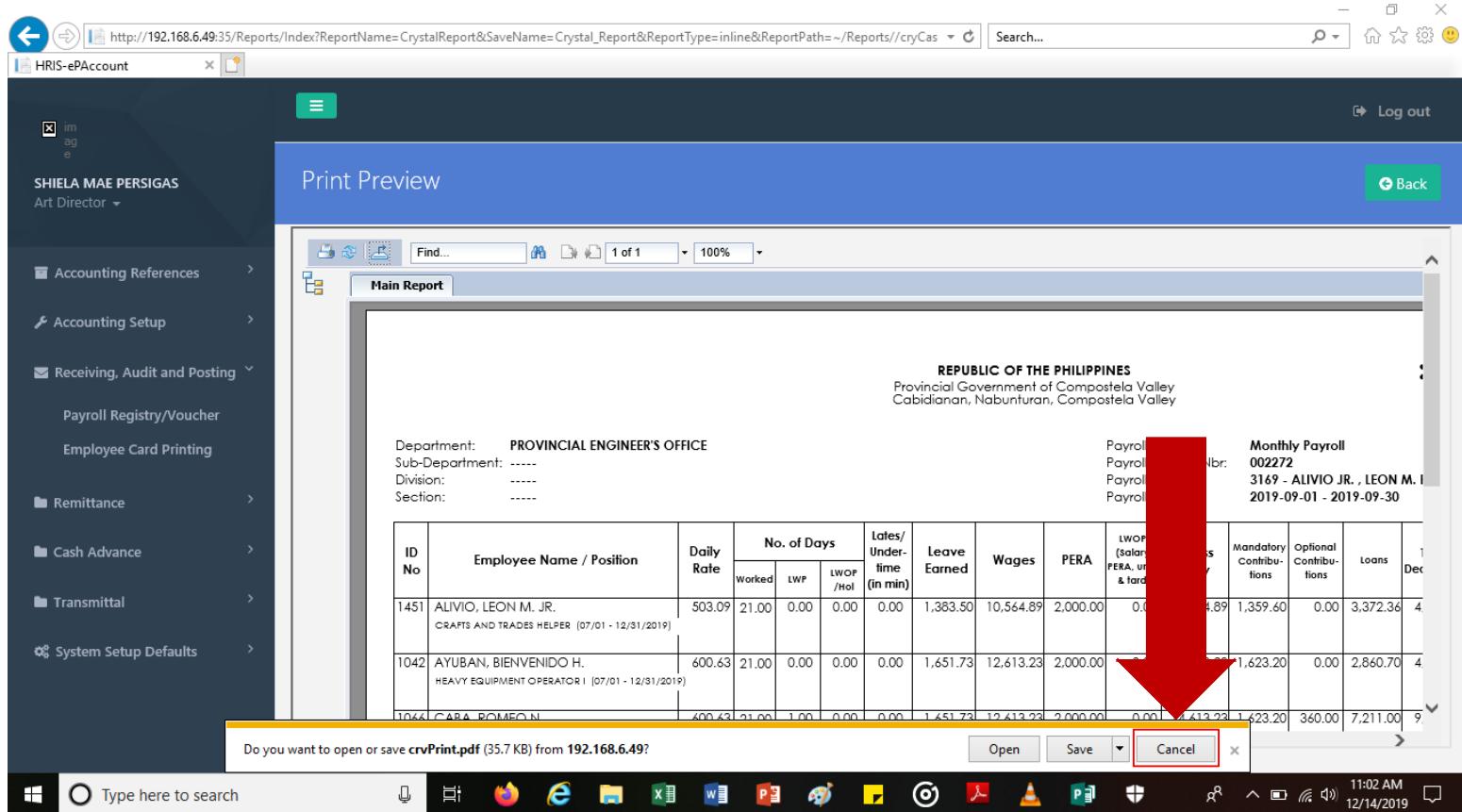
The main content area displays a "Print Preview" of a payroll report. The report header includes "REPUBLIC OF THE PHILIPPINES" and "Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley". It shows payroll details for two employees: ALIVIO, LEON M. JR. and AYUBAN, BIENVENIDO H.

The report includes a table of payroll data:

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Debt
			Worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. GRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4

A red box highlights a download dialog at the bottom of the screen, asking "Do you want to open or save crvPrint.pdf (35.7 KB) from 192.168.6.49?". The dialog has "Open", "Save", and "Cancel" buttons.

**Step 18:** If you don't want to print record click **cancel** button in order to cancel.



# Step 19: Repeat step 10, 11 and 12 if you want to continue.

The screenshot shows a software interface titled "HRIS-ePAccount". On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher), Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Print Preview" and contains a "Main Report" window. The report header includes "REPUBLIC OF THE PHILIPPINES", "Provincial Government of Compostela Valley", "Cabidianan, Nabunturan, Compostela Valley". It displays payroll details for the Provincial Engineer's Office. The report table has columns for ID No, Employee Name / Position, Daily Rate, No. of Days (Worked, LWP, LWOP/Hol), Rates/Under-time (in min), Leave Earned, Wages, PERA, LWOP (salary, PERA, und. & tard), Gross Pay, Mandatory Contributions, Optional Contributions, Loans, and 1 Dec. Two rows of data are shown: one for ALIVIO, LEON M. JR. and another for AYUBAN, BIENVENIDO H. Both rows show worked hours of 21.00 and rates of 503.09 and 600.63 respectively. The bottom of the window shows a save dialog: "Do you want to open or save crvPrint.pdf (35.7 KB) from 192.168.6.49?". The dialog has "Open", "Save", and "Cancel" buttons. The system tray at the bottom shows the date and time as 11:02 AM, 12/14/2019.

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabidianan, Nabunturan, Compostela Valley

ID No	Employee Name / Position	Daily Rate	No. of Days			Rates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	1 Dec
			Worked	LWP	LWOP/ Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1044	CABA, ROMEO N.	400.43	21.00	1.00	0.00	0.00	1,451.73	12,413.23	2,000.00	0.00	14,413.23	1,623.20	360.00	7,211.00	9

Do you want to open or save crvPrint.pdf (35.7 KB) from 192.168.6.49?

Open Save Cancel

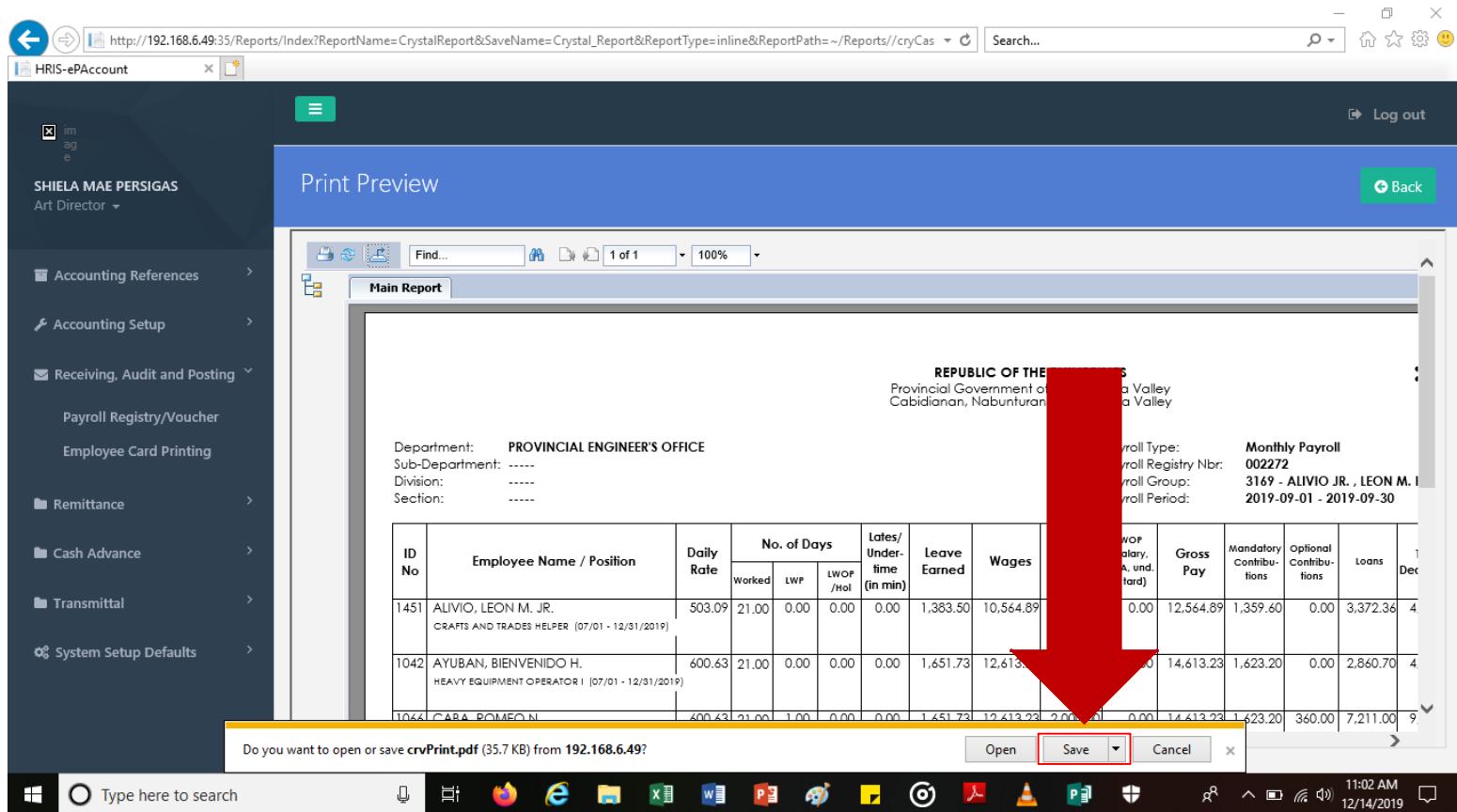
11:02 AM 12/14/2019

## **Note:**

If it happens that you click **open button** without saving first the exported file expected that record will not be save. And you need to repeat again **step 10, 11** and **12** process in order to save file and download file. Save the files first before opening it so that whenever you want to reprint it direct to printer you don't need to re-export the file.



**Step 20: Click save button if you want to save the exported file.**

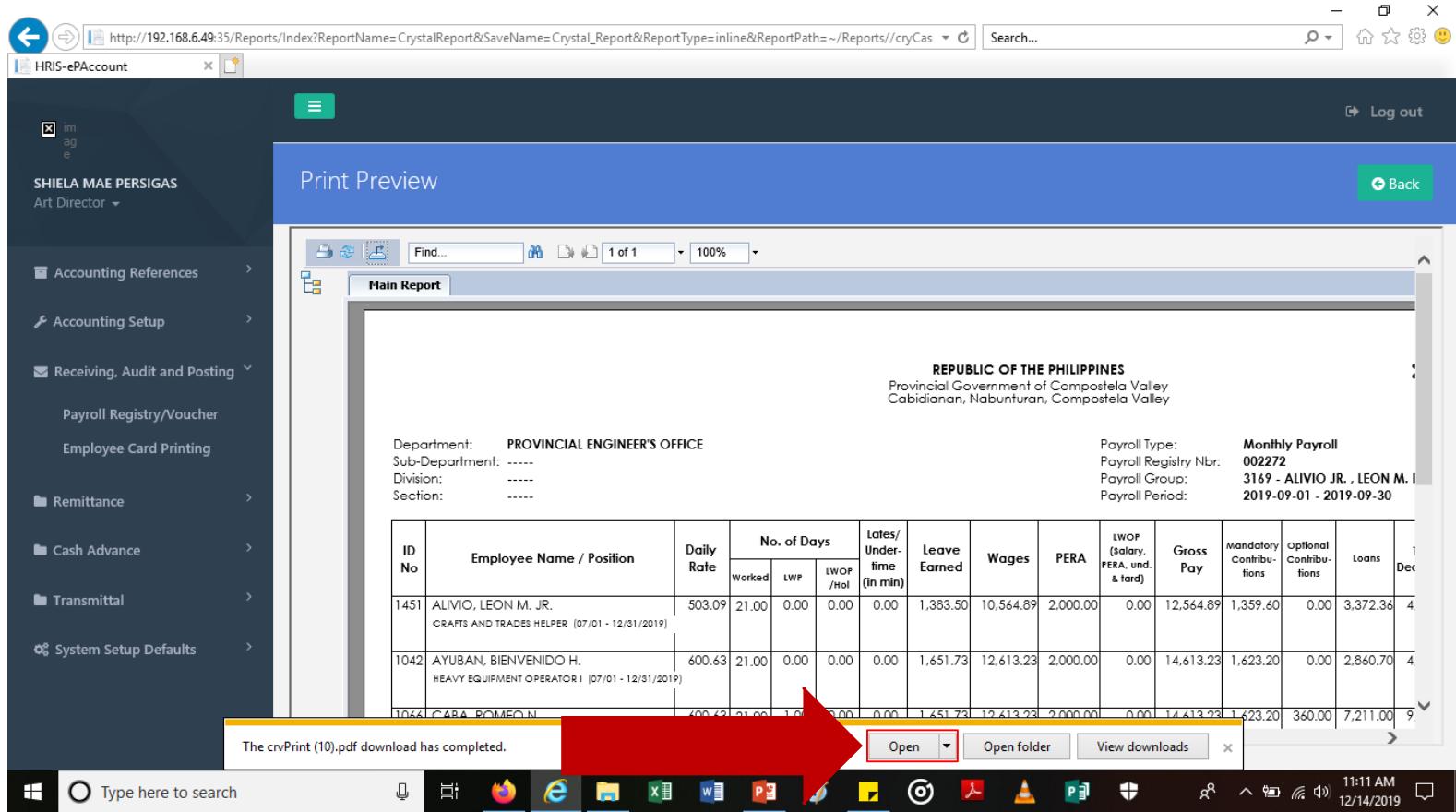


**Note:** If you click **save button** expected that file is completely downloaded and **open, open folder, view downloads** button will be visible.

The screenshot shows a web browser window for 'HRIS-ePAccount' at the URL [http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\\_Report&ReportType=inline&ReportPath=~/Reports//cryCas](http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Reports//cryCas). The page title is 'Print Preview'. The left sidebar contains navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher and Employee Card Printing), Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a 'Main Report' titled 'REPUBLIC OF THE PHILIPPINES, Provincial Government of Compostela Valley, Cabidianan, Nabunturan, Compostela Valley'. The report header includes details like Department: PROVINCIAL ENGINEER'S OFFICE, Sub-Department: -----, Division: -----, Section: -----, Payroll Type: 002272, Payroll Registry Nbr: 3169 - ALIVIO JR., LEON M. I, Payroll Group: 2019-09-01 - 2019-09-30, and Payroll Period: 2019-09-01 - 2019-09-30. Below the header is a table showing employee payroll details. At the bottom of the page, a message says 'The crvPrint (10).pdf download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'. The taskbar at the bottom shows various application icons and the system clock indicating 11:11 AM on 12/14/2019.

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	1 Dec
			Worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER [07/01 - 12/31/2019]	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I [07/01 - 12/31/2019]	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	400.43	21.00	1.00	0.00	0.00	1,451.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

**Step 21:** If you want to continue click **open** button to open the downloaded file.



**Note: If you click open button expected that file will automatically open in pdf file format.**

crvPrint (10).pdf - Adobe Reader

File Edit View Window Help

Open Tools Fill & Sign Comment

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabilianan, Nabunturan, Compostela Valley

Barcode Date/Time : 12/14/2019 11:49:47AM  
Page 1 of 1

Department: PROVINCIAL ENGINEER'S OFFICE  
Sub-Department: \*\*\*\*\*  
Division: \*\*\*\*\*  
Section: \*\*\*\*\*

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002272  
Payroll Group: 316P - ALIVIO JR., LEON M. ET. AL  
Payroll Period: 2019-09-01 - 2019-09-30  
Payroll Checked:

ID No	Employee Name / Position	Daily Rate	No. of Days		Leave Earned	Wages	PERA	LWOP (Leave Without Pay and Accr.)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Total Deductions	1st Quincena	2nd Quincena	Total Net Pay	Signature
			Worked	LWP													
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HEFVER (07/01 - 12/31/2019)	500.09	21.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4,731.96	4,916.00 2,916.93	7,832.99	
1042	AYUBAN, BIBIBWIIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	1,651.73	12,413.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4,483.90	6,054.00 4,003.33	10,129.33	
1056	CABA, ROMEO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	1.00	0.00	1,651.73	12,413.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9,194.20	3,700.00 1,710.03	5,419.03	
6598	DALAGAN, ALAH M. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	1,651.73	12,413.23	2,000.00	0.00	14,613.23	1,623.20	360.00	8,379.99	10,363.19	3,125.00 1,125.04	4,250.04	
1450	PARADERO, FRANCISCO A. DRIVER I (07/01 - 12/31/2019)	566.63	21.00	0.00	0.00	1,558.23	11,899.23	2,000.00	0.00	13,899.23	1,531.32	0.00	5,436.55	6,967.87	4,465.00 2,465.35	6,931.36	
Employee Count: 5		TOTALS		>>		7,896.92	60,303.81	10,000.00	0.00	70,303.81	7,760.52	720.00	27,260.60	35,741.12	22,279.00 12,283.69	34,562.69	

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this \_\_\_ day of \_\_\_ 20\_\_\_ paid in cash to each man whose name appear on the above roll; that am, set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore, unpaid services are indicated by red ink through the column amount paid.

RODERICK M. DIGAMON  
PG- DEPARTMENT HEAD

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

NORA F. CAGAS  
PROVINCIAL TREASURER

Type here to search

11:13 AM  
12/14/2019

## Step 22: Click print icon in order to print the downloaded file.

The screenshot shows a PDF document titled "crvPrint (10).pdf" open in Adobe Reader. The document is a payroll statement for the Provincial Government of Compostela Valley. A large red arrow points upwards from the bottom of the page towards the print icon in the top toolbar. The toolbar also includes icons for Open, Save, Print, and Email. The main content of the document includes:

**REPUBLIC OF THE PHILIPPINES**  
Provincial Government of Compostela Valley  
Cabilianan, Nabunturan, Compostela Valley

**Payroll Type:** Monthly Payroll  
**Payroll Registry No.:** 002272  
**Payroll Group:** 3169 - AUvio Jr., Leon M. Et. Al  
**Payroll Period:** 2019-09-01 - 2019-09-30  
**Payroll Checked:** Yes

**Barcode:** Date/Time: 19/14/2019 11:09:57AM  
Page 1 of 1

**Employee Details:**

ID No	Employee Name / Position	Daily Rate	No. of Days		Leave Earned	Wages	PERA	UMOP (Salary, HRA, und. & paid)	Gross Pay	Mandatory Contributions	Optional Contribution	Loan	Total Deductions	1st Quincena	2nd Quincena	Total Net Pay	Signature	
			Worked	LWP														UNPAID
1451	AUVIO, LEON M. JR. CRATI AND TAN	503.09	21.00	0.00	0.00	1,283.30	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4,731.96	4,916.00	2,914.93	7,832.93	
1042	AYUBAN, BERNARD	600.69	21.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4,482.90	6,064.00	4,065.33	10,129.33	
1056	CABA, ROMEO N.	600.69	21.00	1.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9,194.20	3,709.00	1,710.00	5,419.03	
6595	DALAGAN, ALAN M.	600.69	21.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	8,379.99	10,363.19	3,125.00	1,125.04	4,250.04	
1450	PARADERO, FRANCISCO A.	566.69	21.00	0.00	0.00	1,558.23	11,899.23	2,000.00	0.00	13,899.23	1,531.92	0.00	5,436.55	6,967.87	4,465.00	2,464.36	6,931.36	
Employee Count: 5		TOTALS		<=>>		7,896.92	60,303.61	10,000.00	0.00	70,303.61	7,760.52	720.00	27,240.40	35,741.12	22,279.00	12,283.69	34,562.69	

**Signatures:**

RODERICK M. DIGAMON  
PG- DEPARTMENT HEAD

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

NORA F. CAGAS  
PROVINCIAL TREASURER

At the bottom of the document, there are three statements in bold:

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this \_\_\_ day of \_\_\_ 20\_\_\_ paid in cash to each man whose name appears on the above roll; that amt. set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore. unpaid services are indicated by red ink through the column amount paid.

crvPrint (10).pdf - Adobe Reader

File Edit View Window Help

Print

Printer: Microsoft Print to PDF

Copies: 1

Pages to Print:

All

Current page

Pages 1

More Options

Page Sizing & Handling

Size

Poster

Multiple

Booklet

Fit

Actual size

Shrink oversized pages

Custom Scale: 100 %

Choose paper source by PDF page size

Orientation:

Auto portrait/landscape

Portrait

Landscape

Comments & Forms

Document and Markups

Summarize Comments

Scale: 79%

11 x 8.5 Inches

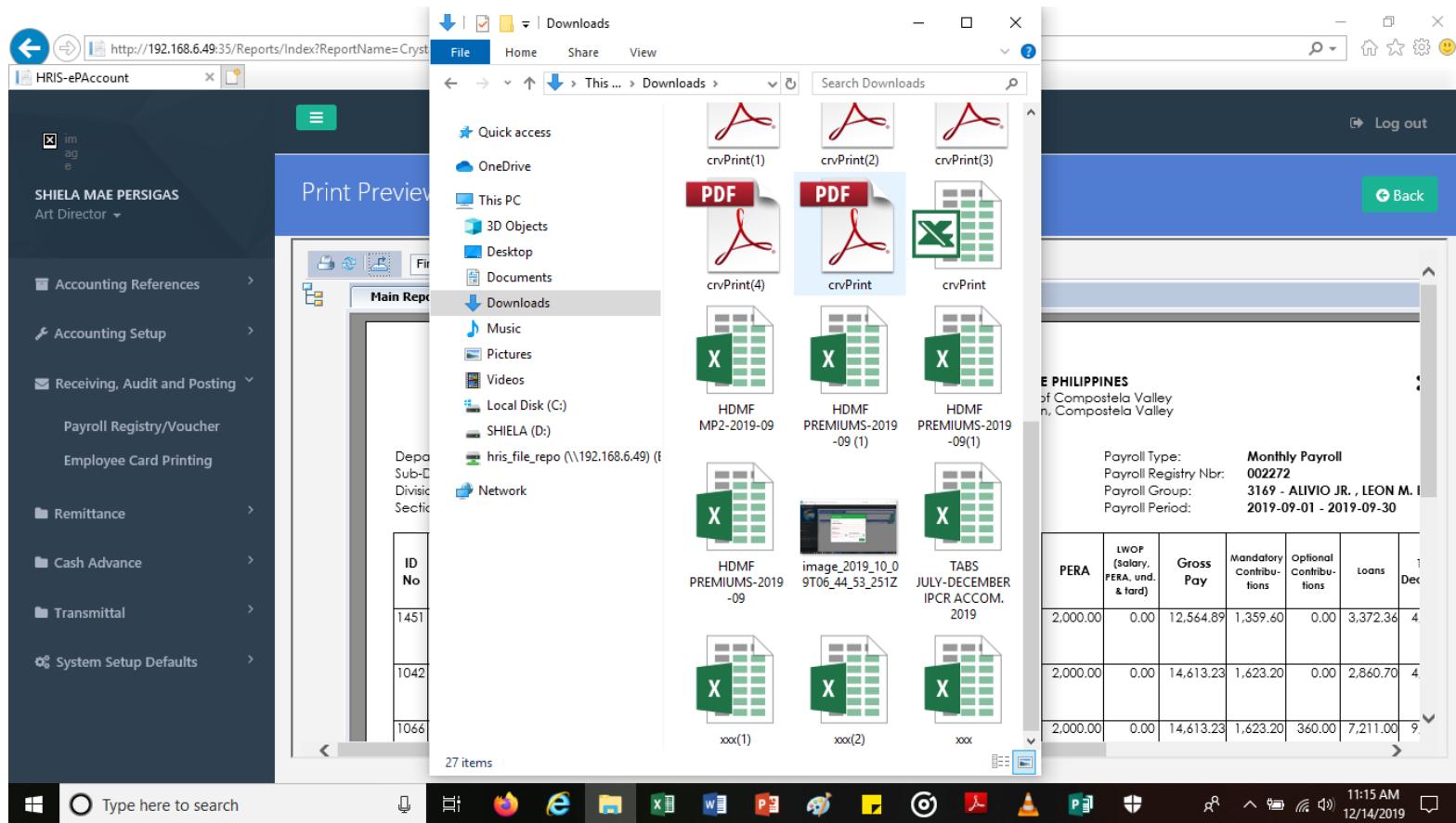
Page 1 of 1

Print Cancel

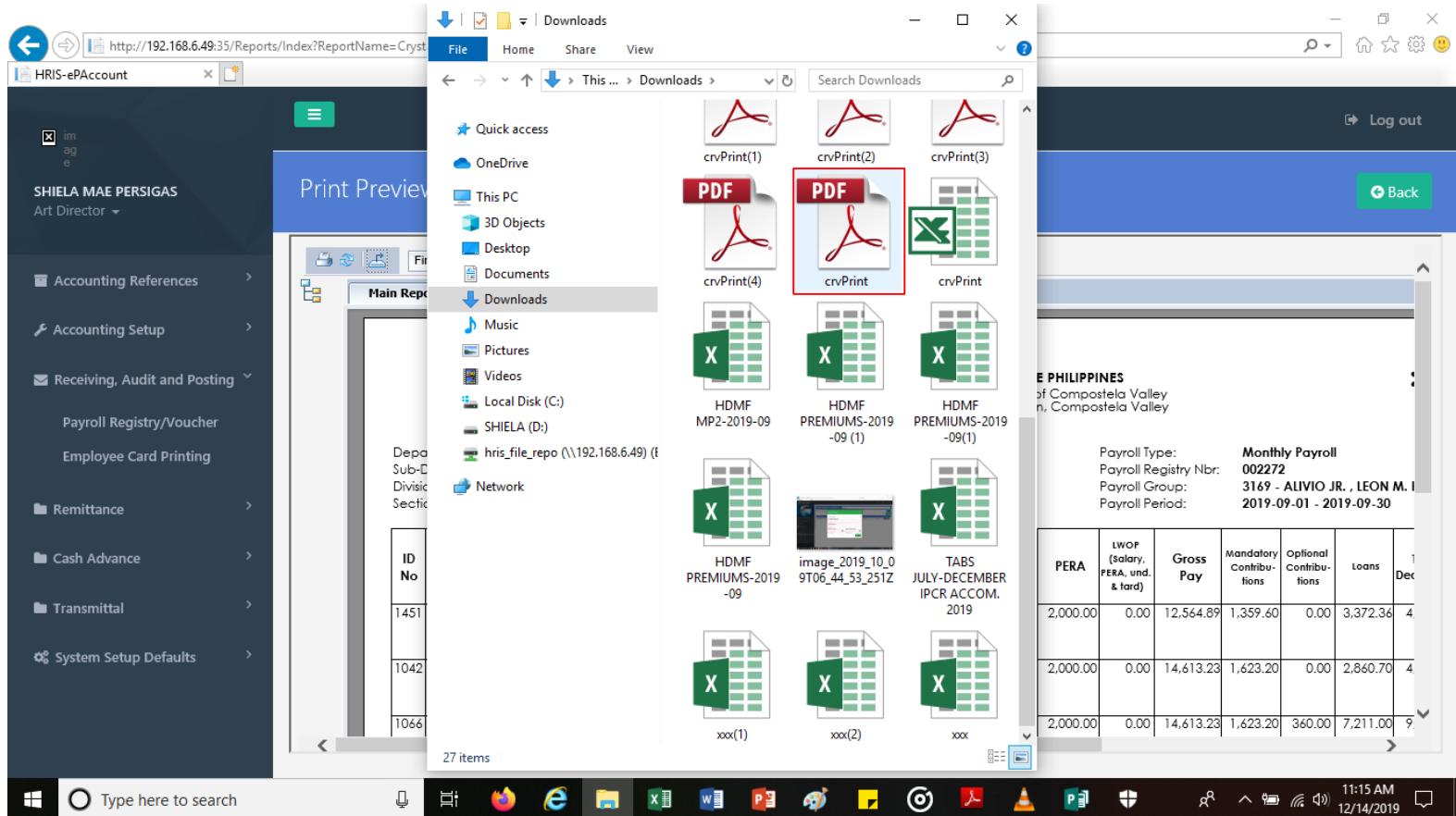
Type here to search

11:14 AM 12/14/2019

**Note:** If ever you click first **open folder button** instead of **open button**, expected that the folder to where the file is save and downloaded will pop-up.



## Step 23: Pick the specific record, double click selected record in order to print information.



File Edit View Window Help

Open Print Save Send Tools Fill & Sign Comment

1 / 1 68.3% Date/Time - 10/14/2018 11:00:52AM Page 1 of 1

**REPUBLIC OF THE PHILIPPINES**  
Provincial Government of Compostela Valley  
Cabiganan, Nabunturan, Compostela Valley

ID No	Employee Name / Position	Daily Rate	No. of Days		Leave Earned	Wages	PERA	UROP (Salary PERA und. & fed)	Gross Pay	Mandatory Contributions	Optional Contributions	Loan	Total Deductions	1st Quincena	2nd Quincena	Total Net Pay	Signature
			Worked	UWP													
1451	ALVIO, LEON M. JR. CRATS AND TRADES HEALER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	1,383.30	10,564.89	2,000.00	0.00	12,564.89	1,359.50	0.00	3,372.38	4,731.96	4,916.00 2,916.93	7,832.93	
1042	AYUBAN, BIBIBENDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	1,651.73	12,619.22	2,000.00	0.00	14,619.22	1,623.20	0.00	2,860.70	4,483.90	6,064.00 4,065.33	10,129.39	
1066	CABA, ROMEO N. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	1.00	0.00	1,651.73	12,619.22	2,000.00	0.00	14,619.22	1,623.20	360.00	7,211.00	9,194.20	3,709.00 1,710.03	5,419.03	
6698	DALAGAN, ALAN M. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	1,651.73	12,619.22	2,000.00	0.00	14,619.22	1,623.20	360.00	8,379.99	10,363.19	3,125.00 1,125.04	4,250.04	
1450	PARADERO, FRANCISCO A. DRIVER I (07/01 - 12/31/2019)	566.63	21.00	0.00	0.00	1,558.23	11,899.22	2,000.00	0.00	13,899.22	1,531.22	0.00	5,436.55	6,967.87	4,465.00 2,464.38	6,931.36	
Employee Count: 5		TOTALS		< = >		7,896.92	60,303.81	10,000.00	0.00	70,303.81	7,760.52	720.00	27,260.60	35,741.12	22,279.00 12,283.49	34,562.69	

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_ paid in cash to each man whose name appears on the above roll; that am, set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore; unpaid services are indicated by red ink through the column amount paid.

RODERICK M. DIGAMON  
PG- DEPARTMENT HEAD

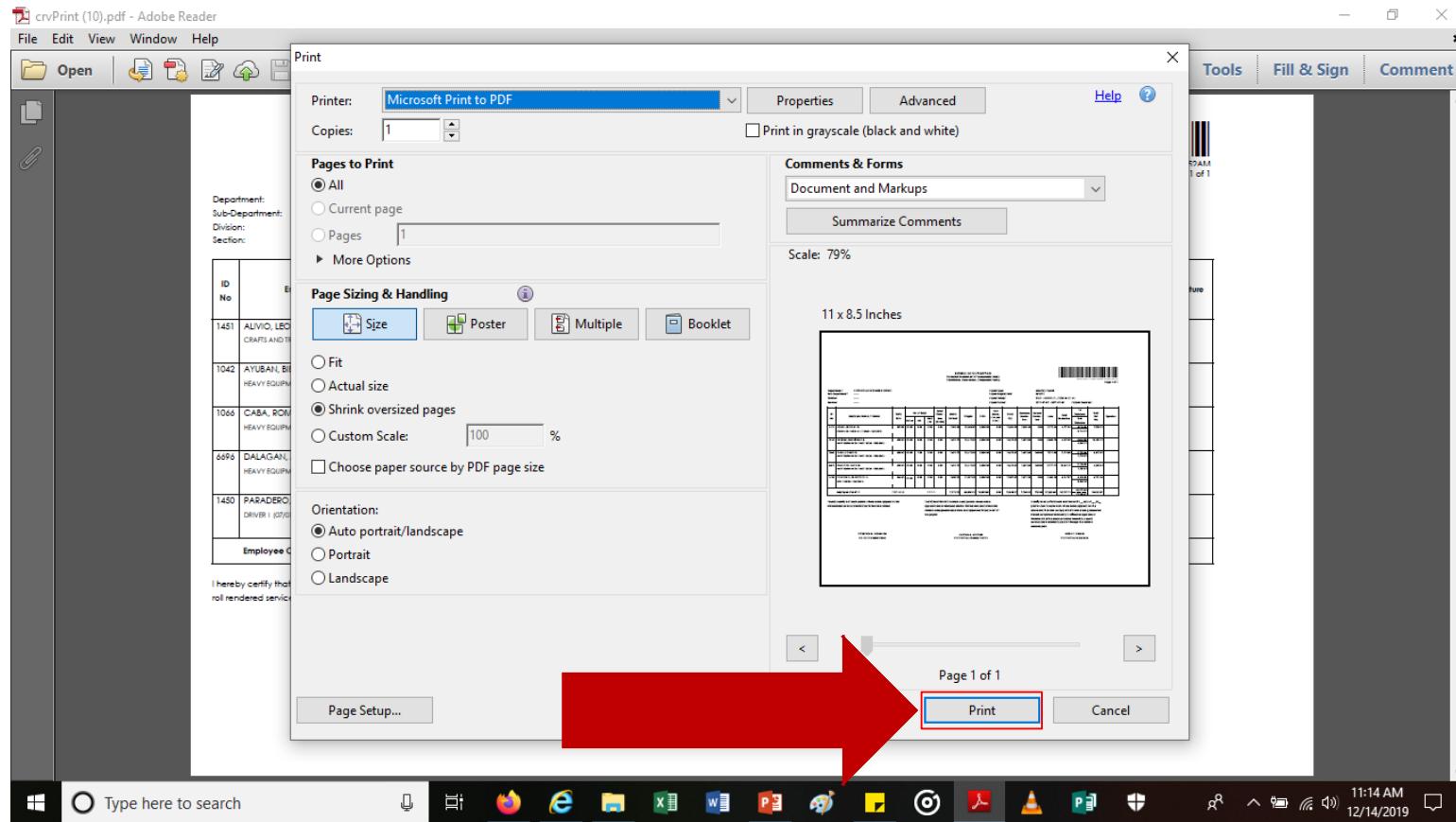
VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

NORA F. CAGAS  
PROVINCIAL TREASURER

Type here to search

11:13 AM 12/14/2019

**Step 24:** In order to print repeat **step 16** and **17** for you to continue and print record.



## **Note:**

In order to identify what version of internet explorer browser you are using, click **settings icon** then click **about internet explorer**. **Internet Explorer Version 11** is the recommended IE version which is the updated version and has compatible adds to HRIS system. So that the view of the reports, page and other information's within HRIS system will not be broken.

**Print Preview**

Main Report

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabidianan, Nabunturan, Compostela Valley

Department: PROVINCIAL ENGINEER'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002272  
Payroll Group: 3169 - ALIVIO JR., LEON M. I  
Payroll Period: 2019-09-01 - 2019-09-30

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	1 Dec
			Worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADERS HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

Type here to search

Print  
File  
Zoom (100%)  
Safety  
Open with Microsoft Edge Ctrl+Shift+E  
Add site to Apps  
View downloads  
Manage add-ons  
F12 Developer Tools  
Go to pinned sites  
Compatibility View settings  
Internet options  
**About Internet Explorer**

REPUBLIC OF THE PHILIPPINES  
Provincial Government of Compostela Valley  
Cabidanan, Nabunturan, Compostela Valley

Department: PROVINCIAL ENGINEER'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002272  
Payroll Group: 3169 - ALIVIO JR., LEON M. I  
Payroll Period: 2019-09-01 - 2019-09-30

ID No	Employee Name / Position	Daily Rate	No. of Days			Overtime/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salaried, PERA, und. & fad)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
			worked	LWP	LWOP /Hol										
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

Type here to search

http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline&ReportPath=~/Reports//cryCas

HRIS-ePAccount

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

Cash Advance

Transmittal

System Setup Defaults

Print Preview

Main Report

About Internet Explorer

Internet Explorer 11

Version: 11.914.17763.0  
Update Versions: 11.0.165 (KB4530677)  
Product ID: 00150-20000-00003-AA459  
© 2015 Microsoft Corporation. All rights reserved.

REPUBLIC OF THE PHILIPPINES  
Local Government of Compostela Valley  
Bulan, Nabunturan, Compostela Valley

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002272  
Payroll Group: 3169 - ALIVIO JR., LEON M. I  
Payroll Period: 2019-09-01 - 2019-09-30

ID No	Employee Name / Position	Rate	Worked	LWP	LWOP /Hol	Time (in min)	Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & fard)	Gross Pay	Mandatory Contributions	Optional Contributions	Loans	Dec
1451	ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER (07/01 - 12/31/2019)	503.09	21.00	0.00	0.00	0.00	1,383.50	10,564.89	2,000.00	0.00	12,564.89	1,359.60	0.00	3,372.36	4
1042	AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I (07/01 - 12/31/2019)	600.63	21.00	0.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	0.00	2,860.70	4
1066	CABA, ROMEO N.	600.63	21.00	1.00	0.00	0.00	1,651.73	12,613.23	2,000.00	0.00	14,613.23	1,623.20	360.00	7,211.00	9

Type here to search

11:20 AM  
12/14/2019

## **Note:**

In order for you to **post receive** payroll record must be **audited** first for you to continue and **post receive** the payroll. Because you cannot proceed to the next process if record is not **audited**.



How to post  
receive audited  
payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to post receive audited payroll. **Post receive button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with a user profile for 'SHIELA MAE PERSIGAS' and a 'Art Director' dropdown. The main menu includes 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting' (which is expanded), 'Payroll Registry/Voucher', 'Employee Card Printing', 'Remittance', and 'System Setup Defaults'. The 'Payroll Registry/Voucher' section is currently active, displaying a grid of payroll entries. At the top of the main area, there are four dropdown filters: 'Payroll Year' (set to 2019), 'Month' (set to September), 'Employment Type' (set to Casual Employees), and 'Payroll Type' (set to Payroll). Below these filters is a search bar labeled 'Search ....'. The main grid has columns for 'VOUCHER NBR', 'DESCRIPTION', 'PERIOD COVERED', 'GROSS', 'NET PAY', 'STATUS', and 'ACTIONS'. The first five rows of the grid show entries for ALIVIADO, ELADIO, JR. ET. AL; ALIVIADO, MITZI P. ET. AL; ALIVIO JR., LEON M. ET. AL; ALMASA, JOSEPH A. ET. AL; and ALMASA, JACQUES JUSTINE O. ET. AL. The 'STATUS' column for the third row is 'AUDITED' with a green button, while others are 'RELEASED' with blue buttons. The 'ACTIONS' column contains icons for edit, delete, audit, and other operations. Navigation buttons at the bottom of the grid include 'Previous', '1', '...', '5', '6' (which is highlighted in grey), '7', '...', '21', and 'Next'. The bottom taskbar shows the Windows Start button, a search bar with placeholder 'Type here to search', and various pinned application icons. The system tray shows the date and time as '3:02 PM 11/23/2019'.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Log out

## Payroll Registry/Voucher

Search ...

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS			
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED				
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED				
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED				
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED				
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED				

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Edge, FileZilla, Excel, Word, Paint, VLC, Control Panel, Task View, File History, OneDrive, Task Scheduler, Task Manager, Power User, Network, File Explorer, Task View, File History, OneDrive, Task Scheduler, Task Manager

System tray: Volume, Battery, Signal strength, Network, Date and Time (3:05 PM, 11/23/2019)

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to post receive.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting (which is expanded to show Payroll Registry/Voucher and Employee Card Printing), Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher". It features a search bar and filters for Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). A table lists payroll records with columns for VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The record with Voucher NBR 00001 is highlighted with a red border. The bottom of the screen shows a taskbar with various icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	[Actions]
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[Actions]
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED	[Actions]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Actions]
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Actions]

# Step 3: Click post receive button in order to post receive record.

The screenshot shows the HRIS-ePAccount software interface. The main title bar reads "HRIS-ePAccount" and the address bar shows "192.168.6.49:35/cPayAuditPosting". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting" (selected), "Payroll Registry/Voucher" (selected), "Employee Card Printing", "Remittance", and "System Setup Defaults". The main content area is titled "Payroll Registry/Voucher" and displays a grid of payroll records. The grid columns are: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The STATUS column for all rows shows "RELEASED". The ACTIONS column contains icons for various actions, with a red arrow pointing to the blue "Post Receive" icon for the first row (VOUCHER NBR 00001). The bottom status bar shows system icons and the date/time "3:02 PM 11/23/2019".

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	112,221.90	RELEASED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHEILA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry

Receive Record for Posting | Registry Nbr | : 002272

Voucher Nbr.: \* Registry Nbr.: Received for Posting:

00001 002272 2019-11-23 03:09:51

Registry Description: ALIVIO JR., LEON M. ET. AL

Payroll Template: Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

Close Post Receive

Month: September

Payroll Type: Payroll

NET PAY	STATUS	ACTIONS
3,921.41	RELEASED	[+]
13,826.35	RELEASED	[+]
102,438.88	AUDITED	[+]
76,522.66	RELEASED	[+]
53,111.31	RELEASED	[+]

5 1 ... 5 6 7 ... 21 Next

Type here to search

3:10 PM 11/23/2019

## **Note:**

Post receive page will open **audit record for posting registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **received for posting** only.

Non-key fields are:

- **voucher nbr.**
- **received for posting**



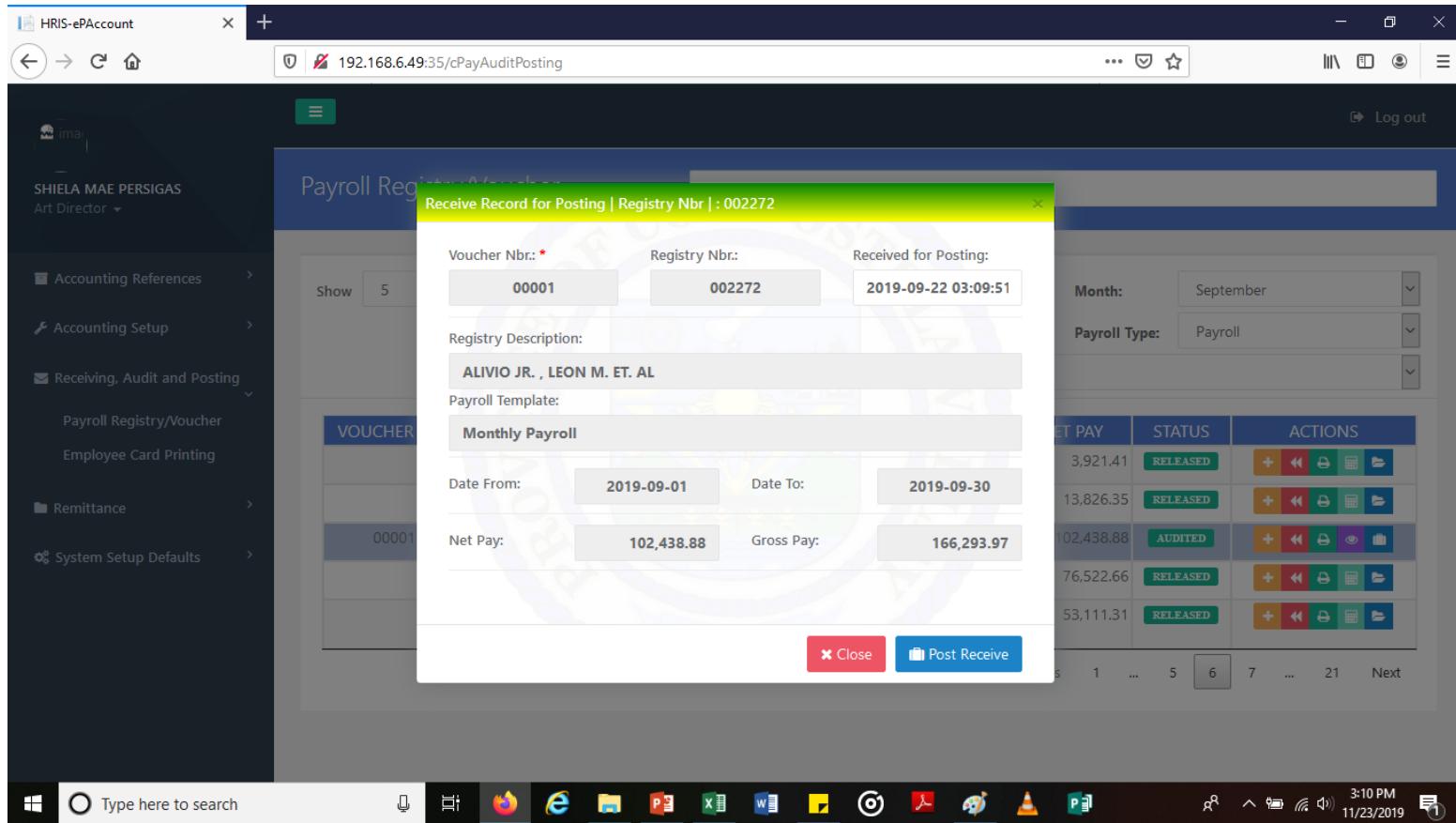
## **Note:**

In post receive modal page **received for posting** will have values base on current date (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **received for posting**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

# Step 4: Input values in received for posting for you to post receive payroll.

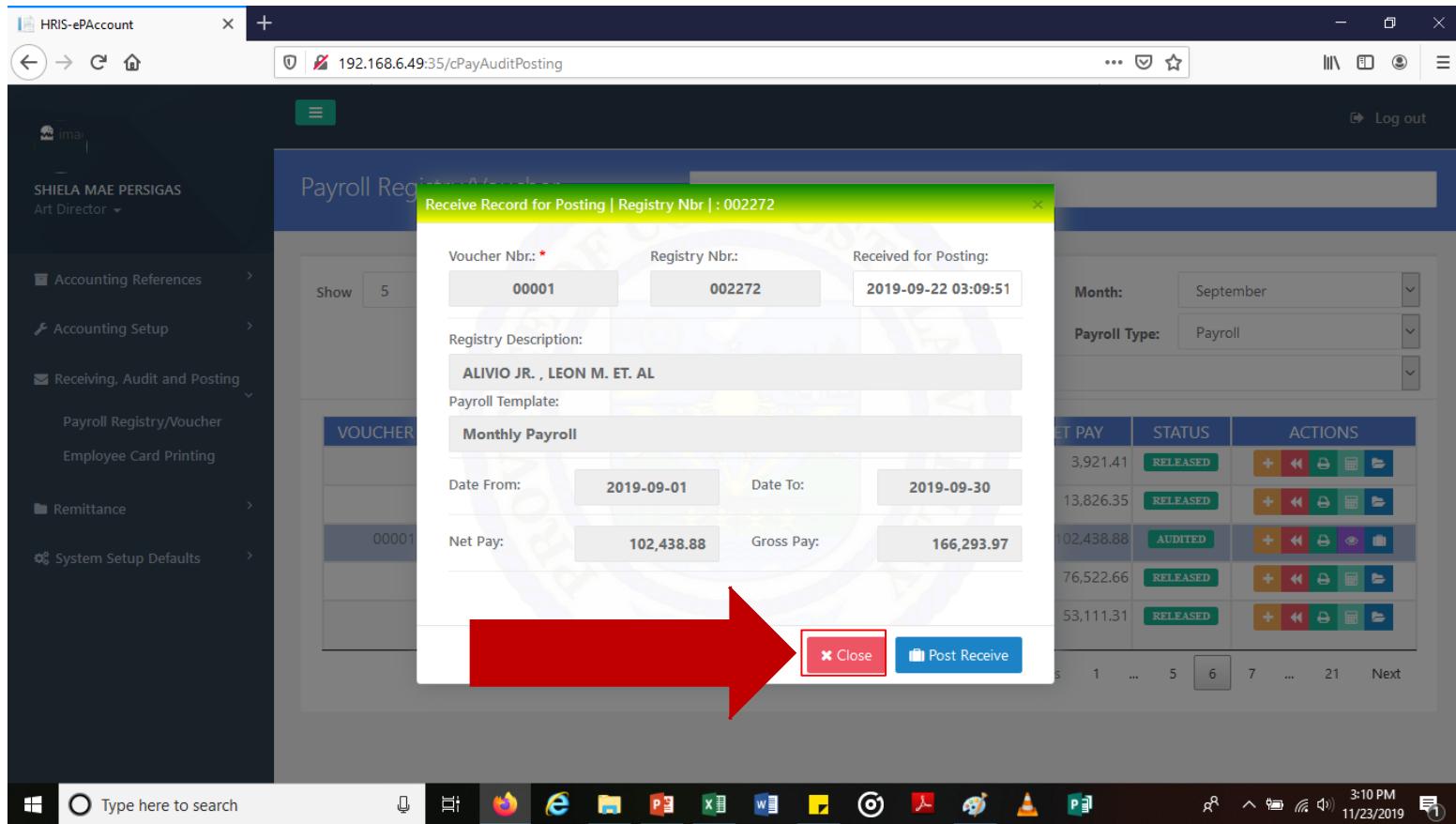


## **Note:**

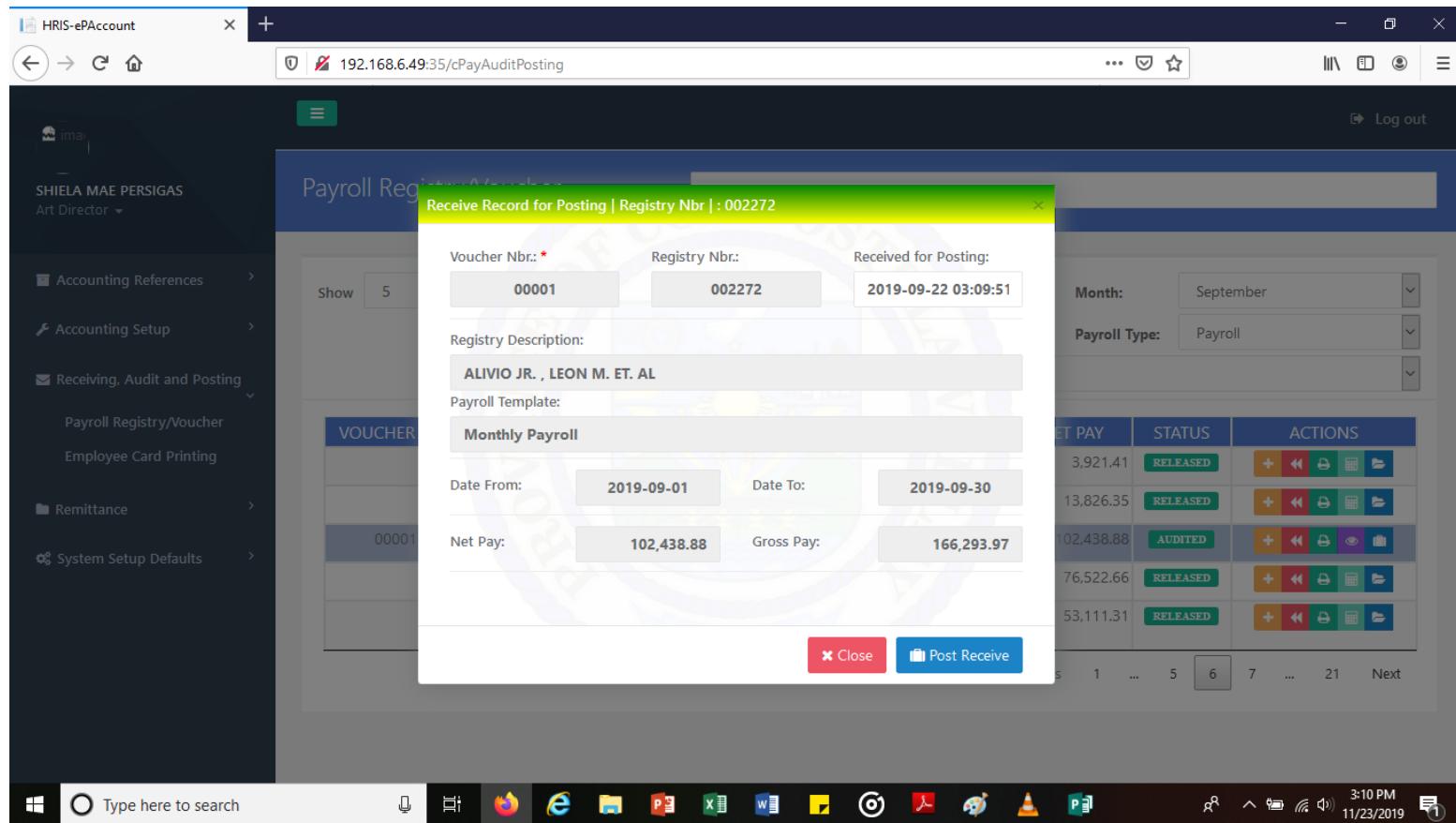
Since current date values is shown in **received for posting** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **received for posting** to avoid complications and hassle free. **Received for posting** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to audit payroll.

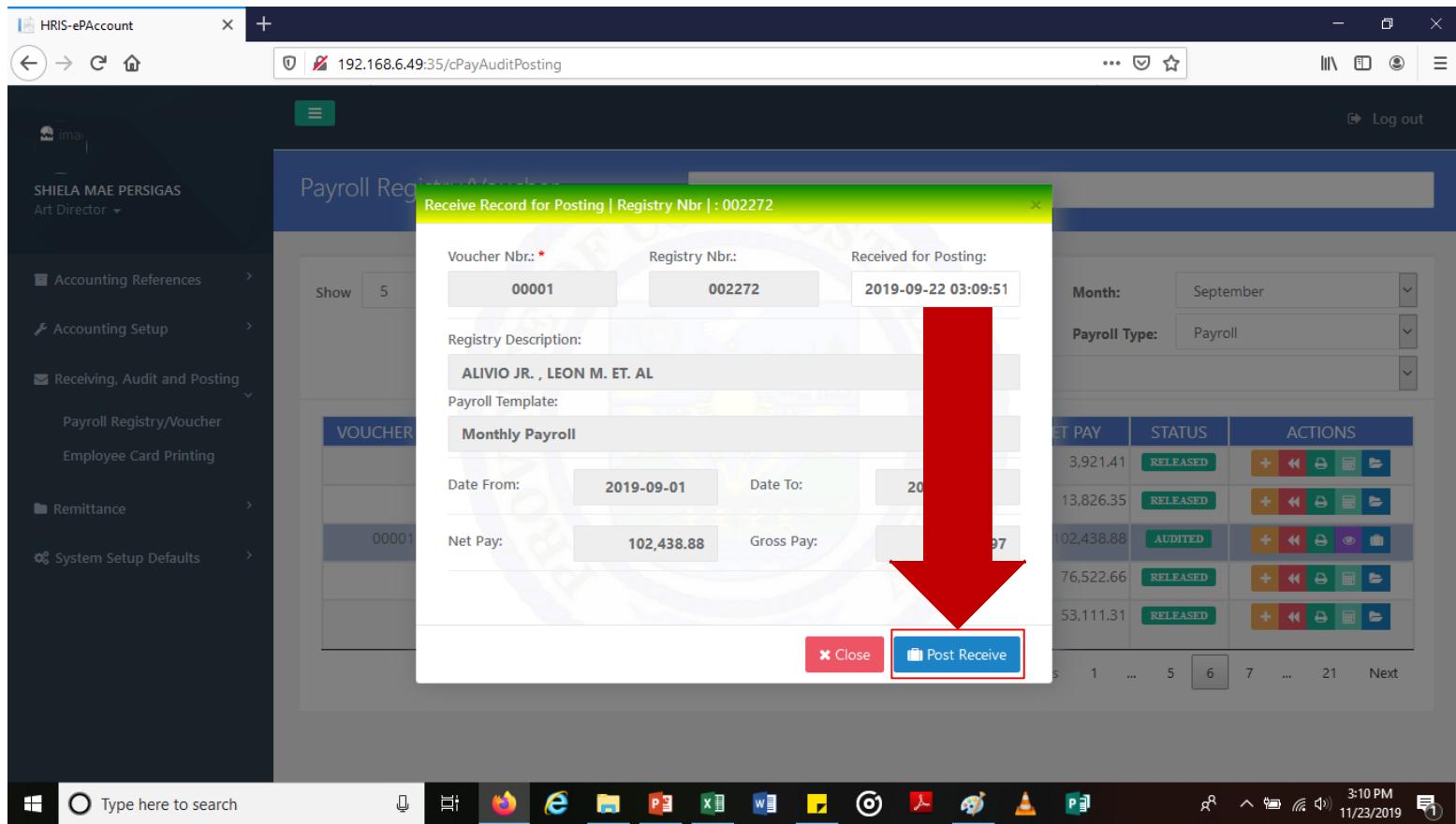
# Step 5: Click close button for you to audit payroll.



**Step 6:** Repeat step 3 if you want to continue and update existing received for posting field.



**Step 7: Click post receive button for you to post receive payroll record in post receive edited record.**

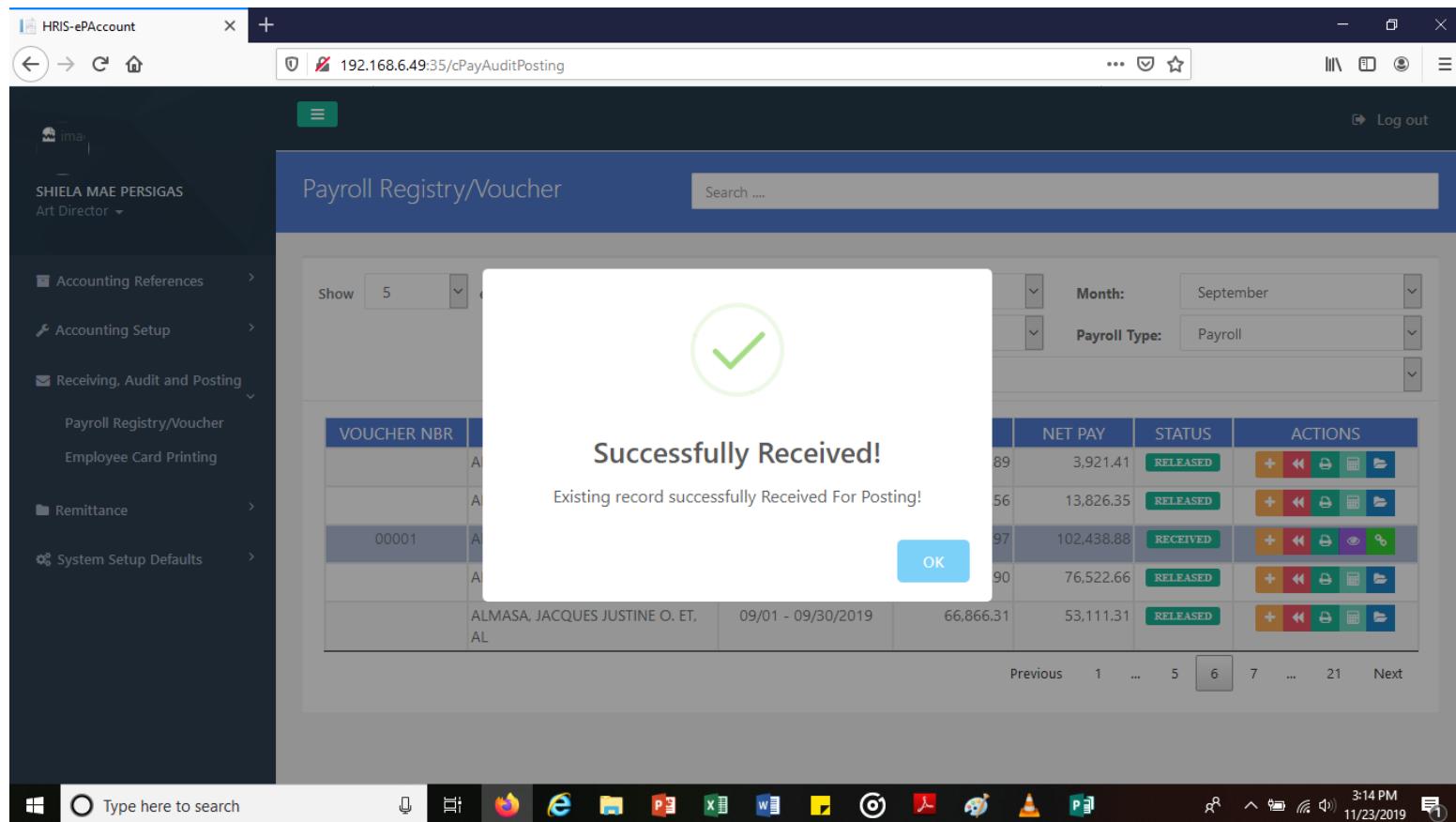


## **Note:**

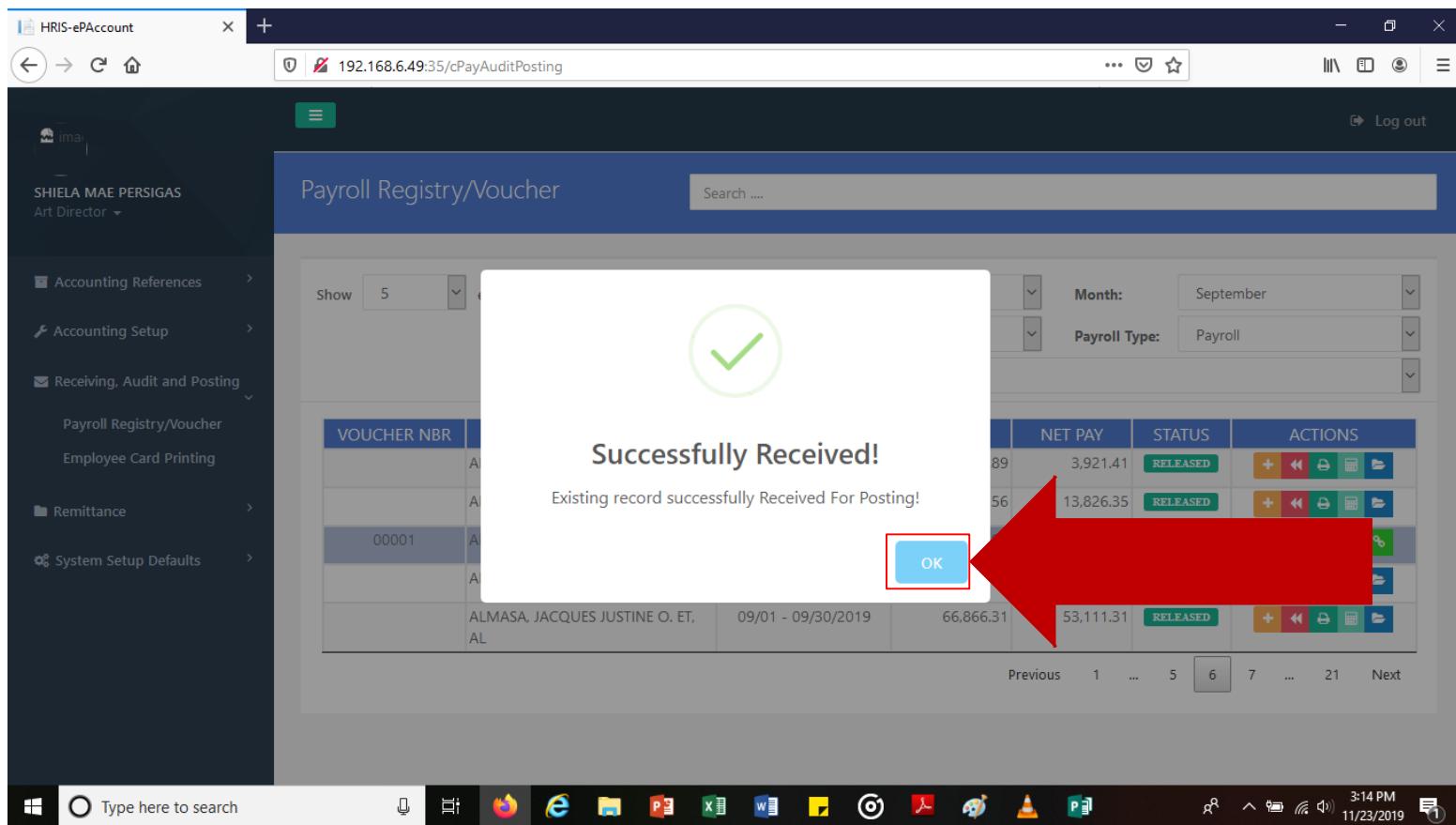
If data of specific payroll has incorrect values expected post receive personnel is allowed to return the record thus he/she needs to follow the return process if needed to return record to where record should be returned. **Receiving section** must be informed if ever there are record to be return because receiving section will be the last touch of the return record. Post receive personnel will be able to return record if status is not **posted** or **with remittance**. If status is posted unpost the record for you to enable to return the record, to unpost follow the how to unpost process.

---

**Note:** A pop-up confirmation window will appear that record was successfully received for posting.



## Step 8: Click ok button to go back in main page.



HRIS-ePAccount X + 192.168.6.49:35/cPayAuditPosting ... ⌂ ⌂ ⌂ Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

## Payroll Registry/Voucher

Show 5 entries

Payroll Year: 2019 Month: September  
Employment Type: Casual Employees Payroll Type: Payroll  
Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

**Note:** Usually **post receive personnel** will be the one who will review. To review open **show details button** and checking will be per employee.

How to check in show  
registry details receive  
audit payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to show registry details of specific payroll. **Show registry details button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar displays the user profile "SHIELA MAE PERSIGAS Art Director" and a navigation menu with options like Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (highlighted in blue), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and features a search bar. It includes filter dropdowns for "Payroll Year" (2019), "Month" (September), "Employment Type" (Casual Employees), "Payroll Type" (Payroll), and "Payroll Template" (Monthly Payroll). Below these filters is a table with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table lists five entries. The first entry has a blue background and is labeled "00001". The last entry is also highlighted with a blue background. The "Actions" column contains icons for Release, Receive, Print, and Delete. At the bottom of the table is a navigation bar with links for Previous, 1, ..., 5, 6, 7, ..., 21, and Next. The status bar at the bottom shows the Windows taskbar with various pinned icons and the system tray indicating the date and time (11/23/2019, 3:16 PM).

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount + X

192.168.6.49:35/cPayAuditPosting

SHEILA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

Payroll Registry/Voucher

Show 5 entries

Payroll Year: 2019 Month: September  
Employment Type: Casual Employees Payroll Type: Payroll  
Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

Previous 1 ... 5 6 7 ... 21 Next

Type here to search

**Step 2:** While on the main page of **payroll registry and voucher** list of specific records will appear pick specific payroll registry that you want to view details in show registry details button.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with white text. It includes a user profile for 'SHIELA MAE PERSIGAS' (Art Director), a navigation menu with items like 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting' (which is expanded to show 'Payroll Registry/Voucher', 'Employee Card Printing', 'Remittance', and 'System Setup Defaults'), and a search bar at the top. The main content area has a light blue header with the title 'Payroll Registry/Voucher' and a search bar. Below it is a filter section with dropdowns for 'Payroll Year' (2019), 'Month' (September), 'Employment Type' (Casual Employees), 'Payroll Type' (Payroll), and 'Payroll Template' (Monthly Payroll). A table lists five payroll entries. The first entry, '00001 ALIVIO JR., LEON M. ET. AL', is highlighted with a red border. The table columns are: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The 'Actions' column contains icons for Release, Receive, Print, and Delete. At the bottom, there are navigation links for 'Previous', '1', '...', '5', '6' (which is highlighted in grey), '7', '...', '21', and 'Next'.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

**Step 3: Click show registry details button in order to show list of employees record.**

The screenshot shows the HRIS-ePAccount software interface. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher" and includes search and filter fields: Show 5 entries, Payroll Year: 2019, Month: September, Employment Type: Casual Employees, Payroll Type: Payroll, and Payroll Template: Monthly Payroll. Below these are five rows of data in a table:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, ELADIO, JR. ET. AL	09/01 - 09/30/2019	10,564.89	3,921.41	RELEASED	
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	10,810.56	12,826.25	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019				
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019				
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	

A large red arrow points to the "RELEASED" status button for the first row. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

HRIS-ePAccount

192.168.6.49:35/cPayRegistrySalaryCasual

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

## Monthly Payroll

Search ...

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

ID Nbr.	Employee Name	Position Title	Gross Pay	Net Pay	Actions
1451	ALIVIO, LEON M. JR.	Crafts And Trades Helper	10,564.89	5,832.93	
5123	DAVIRAO, PELAGIO S.	Heavy Equipment Operator I	14,613.23	9,822.88	
5173	JALOP, MARCOS M.	Driver I	13,899.23	8,739.59	
5258	PILOTON, DANILO P.	Light Equipment Operator	11,226.39	7,183.86	
5259	PINO, EFREN M.	Heavy Equipment Operator I	14,613.23	8,966.10	

Previous 1 2 3 Next

Type here to search

Windows Start button

Firefox icon

Internet Explorer icon

File Explorer icon

PowerPoint icon

Excel icon

Word icon

OneDrive icon

Calculator icon

Volume icon

Network icon

Task View icon

Help icon

3:30 PM 11/23/2019

**Step 4: Click back to payroll registry button if you want to go back payroll registry and voucher main page.**

The screenshot shows the 'Monthly Payroll' screen of the HRIS-ePAccount software. On the left, there is a sidebar with various menu items. The main area displays a table of employee payroll data for the month of September 2019. A large red arrow points to the 'Back To Payroll Registry' button in the top right corner of the main panel.

ID Nbr.	Employee Name	Position Title	Gross Pay	Net Pay	Actions
1451	ALIVIO, LEON M. JR.	Crafts And Trades Helper	10,564.89	5,832.93	
5123	DAVIRAO, PELAGIO S.	Heavy Equipment Operator I	14,613.23	9,822.88	
5173	JALOP, MARCOS M.	Driver I	13,899.23	8,739.59	
5258	PILOTON, DANILO P.	Light Equipment Operator	11,226.39	7,183.86	
5259	PINO, EFREN M.	Heavy Equipment Operator I	14,613.23	8,966.10	

HRIS-ePAccount +

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Log out

## Payroll Registry/Voucher

Search ....

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

3:33 PM 11/23/2019

# Step 5: Repeat step 3 if you want to continue.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount". The address bar shows the URL "192.168.6.49:35/cPayRegistrySalaryCasual". The left sidebar menu includes: Accounting References, Accounting Setup, Receiving, Audit and Posting (with sub-options Payroll Registry/Voucher, Employee Card Printing), Remittance, and System Setup Defaults. The main content area is titled "Monthly Payroll". It features a search bar and buttons for "Back To Payroll Registry", "Log out", and "Print". Filter options include "Show 5 entries", "Payroll Year: 2019", "Month: September", "Employment Type: Casual Employees", "Payroll Type: Payroll", and "Payroll Template: Monthly Payroll". A table lists employee payroll details:

ID Nbr.	Employee Name	Position Title	Gross Pay	Net Pay	Actions
1451	ALIVIO, LEON M. JR.	Crafts And Trades Helper	10,564.89	5,832.93	
5123	DAVIRAO, PELAGIO S.	Heavy Equipment Operator I	14,613.23	9,822.88	
5173	JALOP, MARCOS M.	Driver I	13,899.23	8,739.59	
5258	PILOTON, DANILO P.	Light Equipment Operator	11,226.39	7,183.86	
5259	PINO, EFREN M.	Heavy Equipment Operator I	14,613.23	8,966.10	

Navigation buttons at the bottom include "Previous", page numbers "1", "2", "3", and "Next". The taskbar at the bottom shows various pinned icons and the system clock "3:30 PM 11/23/2019".

## **Note:**

If you click **show details button** expected that list of employees under that specific payroll group will be visible as well as the **view button**.



## Step 6: Select specific employee to view and check record.

The screenshot shows the HRIS-ePAccount software interface. The title bar indicates the application is running on a local host at 192.168.6.49:35/cPayRegistrySalaryCasual. The left sidebar contains a navigation menu with links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, and System Setup Defaults. The main content area is titled "Monthly Payroll" and features a search bar and filter options for Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). A table lists employee details with columns for ID Nbr., Employee Name, Position Title, Gross Pay, Net Pay, and Actions. The row for employee 5258, PILOTON, DANIEL P., is highlighted with a red border. The bottom status bar shows system information including the date (11/23/2019) and time (3:35 PM).

ID Nbr.	Employee Name	Position Title	Gross Pay	Net Pay	Actions
1451	ALIVIO, LEON M. JR.	Crafts And Trades Helper	10,564.89	5,832.93	
5123	DAVIRAO, PELAGIO S.	Heavy Equipment Operator I	14,613.23	9,822.88	
5173	JALOP, MARCOS M.	Driver I	13,899.23	8,739.59	
5258	PILOTON, DANIEL P.	Light Equipment Operator	11,226.39	7,183.86	
5259	PINO, EFREN M.	Heavy Equipment Operator I	14,613.23	8,966.10	

## Step 7: Click view button for you to view employee record.

The screenshot shows the 'Monthly Payroll' screen in the HRIS-eAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, and System Setup Defaults. The main area displays search filters for Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). Below the filters is a table with columns: ID Nbr., Employee Name, Position Title, Gross Pay, Net Pay, and Actions. The table lists five employees: ALIVIO, LEON M. JR., DAVIRAO, PELAGIO S., JALOP, MARCOS M., PILOTON, DANIEL P., and PINO, EFREN M. A large red arrow points to the 'Actions' column for the fifth row, where a blue eye icon is highlighted with a red box. The bottom status bar shows system icons and the date/time (11/23/2019, 3:35 PM).

ID Nbr.	Employee Name	Position Title	Gross Pay	Net Pay	Actions
1451	ALIVIO, LEON M. JR.	Crafts And Trades Helper	10,564.89	5,832.93	
5123	DAVIRAO, PELAGIO S.	Heavy Equipment Operator I	14,613.23	822.88	
5173	JALOP, MARCOS M.	Driver I	12,666.22	59	
5258	PILOTON, DANIEL P.	Light Equipment Operator			
5259	PINO, EFREN M.	Heavy Equipment Operator I			

HRIS-ePAccount

192.168.6.49:35/cPayRegistrySalaryCasual

View Record | Registry No : 002272

Employee's Name: PILOTON, DANILO P. ID Nbr: 5258

Position Title: Light Equipment Operator

Department: PROVINCIAL ENGINEER'S OFFICE

Sub-Department:

Division:

Section:

Fund Charges:

Daily Rate: 534.59 Days Worked: 21.00 LWP Days(Ord): 0.00

Lates(min.): 0 LWOP Days: 0.00 LWP Days (SPL): 0.00

LWOP Remarks:

**Summary Totals**

SALARY PERA Mandatory Optional Loans

Wages Amount: 11,226.39 Consol : 1,582.13 MPL: 655.67 GSISHOUS : 0.00

Net Pay Actions

Net Pay	Actions
5,832.93	[eye]
9,822.88	[eye]
8,739.59	[eye]
7,183.86	[eye]
8,966.10	[eye]

1 2 3 Next

Type here to search

3:37 PM 11/23/2019

## Step 8: Click PERA tab for you to view employee PERA tab information.

The screenshot shows the HRIS-ePAccount software interface. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, and System Setup Defaults. The main area displays a "Summary Totals" window for employee SHIELA MAE PERSIGAS. The window has two tabs at the top: "SALARY" (selected) and "PERA". A large red arrow points to the "PERA" tab. The "SALARY" tab displays various financial details:

Wages Amount:	11,226.39
Less	
LWOP Amt:	0.00
Lates Amt:	0.00
Net - Wages Amt:	11,226.39
Gross Pay :	11,226.39
Less	
Mandatory :	3,217.76
Optional :	360.00
Loans :	2,237.80
Net Pay :	7,183.86
Net Pay(1H) :	3,591.00
Net Pay(2H) :	3,592.86
LEAVE EARNED :	1,470.12

The "PERA" tab displays a grid of deductions:

	Consol :	1,582.13	MPL:	655.67	GSISHOUS :	0.00
Pol. Reg :	0.00	Housing:	0.00	(Reserved1):	0.00	
Pol. Optnl:	0.00	Calamity:	0.00	(Reserved2):	0.00	
OULI Loan:	0.00	CCMPC :	0.00	(Reserved3):	0.00	
Emergency:	0.00	NICO:	0.00	(Reserved4):	0.00	
E-Card:	0.00	Net. Bnk:	0.00	(Reserved5):	0.00	
Educ. Asst:	0.00	NHMFC :	0.00			
Real State:	0.00	NAFC :	0.00			
SOS:	0.00	GSIS HELP :	0.00			

On the right side of the screen, there is a sidebar titled "Payroll" for September, showing a list of net pay amounts for various dates. At the bottom right, there is a status bar showing the date and time.

HRIS-ePAccount

192.168.6.49:35/cPayRegistrySalaryCasual

Summary Totals

SALARY PERA Mandatory Optional Loans

PERA:	0.00
Less	
LWOP Amt:	0.00
Lates Amt:	0.00
Net - Wages Amt:	0.00
Gross Pay :	11,226.39
Less	
Mandatory :	3,217.76
Optional :	360.00
Loans :	2,237.80
Net Pay :	7,183.86
Net Pay(1H) :	3,591.00
Net Pay(2H) :	3,592.86
LEAVE EARNED :	1,470.12
Consol :	1,582.13
MPL:	655.67
GSISHOUS :	0.00
Pol. Reg :	0.00
Housing:	0.00
(Reserved1):	0.00
Pol. Optnl:	0.00
Calamity:	0.00
(Reserved2):	0.00
OULI Loan:	0.00
CCMPC :	0.00
(Reserved3):	0.00
Emergency:	0.00
NICO:	0.00
(Reserved4):	0.00
E-Card:	0.00
Net. Bnk:	0.00
(Reserved5):	0.00
Educ. Asst:	0.00
NHMFC:	0.00
Real State:	0.00
NAFC:	0.00
SOS:	0.00
GSIS HELP :	0.00

Back To Payroll Registry

September

Payroll

	Net Pay	Actions
89	5,832.93	[eye]
23	9,822.88	[eye]
23	8,739.59	[eye]
39	7,183.86	[eye]
23	8,966.10	[eye]

Previous 1 2 3 Next

Close

192.168.6.49:35/#tab-1

Type here to search

3:39 PM 11/23/2019

**Step 9: Click mandatory tab for you to view employee mandatory tab information.**

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, and System Setup Defaults. The main area displays a 'Summary Totals' page for an employee named SHIELA MAE PERSIGAS. The page has two tabs at the top: 'SALARY' (selected) and 'PERA'. Below these tabs, there are sections for 'Less' (LWOP Amt, Lates Amt, Net - Wages Amt), 'Gross Pay' (11,226.39), 'Less' (Mandatory, Optional, Loans), 'Net Pay' (7,183.86), 'Net Pay(1H)' (3,591.00), 'Net Pay(2H)' (3,592.86), and 'LEAVE EARNED' (1,470.12). To the right of the main table, there's a section titled 'Mandatory' which contains various deduction items like Consol., PL, GSISHOUS, Pol. Reg., Housing, Calamity, CCMPC, NICO, Net. Bnk, NHMFC, NAFC, and GSIS HELP. A large red arrow points to the 'Mandatory' tab. In the bottom right corner of the main window, there's a table showing 'Net Pay' (5,832.93, 9,822.88, 8,739.59, 7,183.86, 8,966.10) and 'Actions' (represented by icons). The status bar at the bottom shows the URL 192.168.6.49:35/#tab-1, the date 11/23/2019, and the time 3:39 PM.

HRIS-ePAccount

192.168.6.49:35/cPayRegistrySalaryCasual

Summary Totals

SALARY PERA

Mandatory Optional Loans

PERA:	0.00		
Less			
LWOP Amt:	0.00		
Lates Amt:	0.00		
Net - Wages Amt:	0.00		
Gross Pay :	11,226.39		
Less			
Mandatory :	3,217.76		
Optional :	360.00		
Loans :	2,237.80		
Net Pay :	7,183.86		
Net Pay(1H) :	3,591.00		
Net Pay(2H) :	3,592.86		
LEAVE EARNED :	1,470.12		

GSIS - GS : 1,411.32 HDMF-PS : 224.53

GSIS - PS : 1,058.49 PHIC - GS : 161.71

SIF : 100.00 PHIC - PS : 161.71

HDMF-GS : 100.00 BIR Tax : 0.00

Net Pay Actions

89	5,832.93	(eye)
23	9,822.88	(eye)
23	8,739.59	(eye)
39	7,183.86	(eye)
23	8,966.10	(eye)

Previous 1 2 3 Next

OFFICIAL SEAL  
★ 1998 ★

Close

Type here to search

3:40 PM 11/23/2019

# Step 9: Click optional tab for you to view employee optional tab information.

The screenshot shows the 'Summary Totals' page of the HRIS-eAccount software. The top navigation bar has two tabs: 'Mandatory' (selected) and 'Optional'. A large red arrow points to the 'Optional' tab. The main area displays various payroll components and their amounts:

Summary Totals	
SALARY	PERA
PERA:	0.00
Less	
LWOP Amt:	0.00
Lates Amt:	0.00
Net - Wages Amt:	0.00
Gross Pay :	11,226.39
Less	
Mandatory :	3,217.76
Optional :	360.00
Loans :	2,237.80
Net Pay :	7,183.86
Net Pay(1H) :	3,591.00
Net Pay(2H) :	3,592.86
LEAVE EARNED :	1,470.12
GSIS - GS :	1,411.32
GSIS - PS :	1,058.49
SIF :	100.00
HDMF-GS :	100.00
HDI - PS :	224.53
PHIC - GS :	161.71
PHIC - PS :	161.71
BIR Tax :	0.00

On the right side, there is a grid of payroll records with columns for Net Pay and Actions. The bottom right corner shows the date and time: 3:40 PM 11/23/2019.

HRIS-ePAccount

192.168.6.49:35/cPayRegistrySalaryCasual

Summary Totals

SALARY PERA Mandatory Optional Loans

PERA:	0.00	GSIS-OLUL:	0.00	HDMFLCD:	0.00	(Reserved4):	0.00
<b>Less</b>		OULI-45:	0.00	PHIL LF:	0.00	(Reserved5):	0.00
LWOP Amt:	0.00	OULI-50:	0.00	EHP:	0.00		
Lates Amt:	0.00	OULI-55:	0.00	HIP:	0.00		
Net - Wages Amt:	0.00	OULI-60:	0.00	CEAP:	0.00		
 Gross Pay :	<b>11,226.39</b>	OULI-65:	0.00	GSIS A.I.:	0.00		
<b>Less</b>		SSS :	<b>360.00</b>	(Reserved1):	0.00		
Mandatory :	<b>3,217.76</b>	HDMF-PS2 :	0.00	(Reserved2):	0.00		
Optional :	<b>360.00</b>	HDMFMP2:	<b>0.00</b>	(Reserved3):	0.00		
Loans :	<b>2,237.80</b>						
Net Pay :	<b>7,183.86</b>						
Net Pay(1H) :	<b>3,591.00</b>						
Net Pay(2H) :	<b>3,592.86</b>						
LEAVE EARNED :	<b>1,470.12</b>						

**\* Close**

Log out

Back To Payroll Registry

September

Payroll

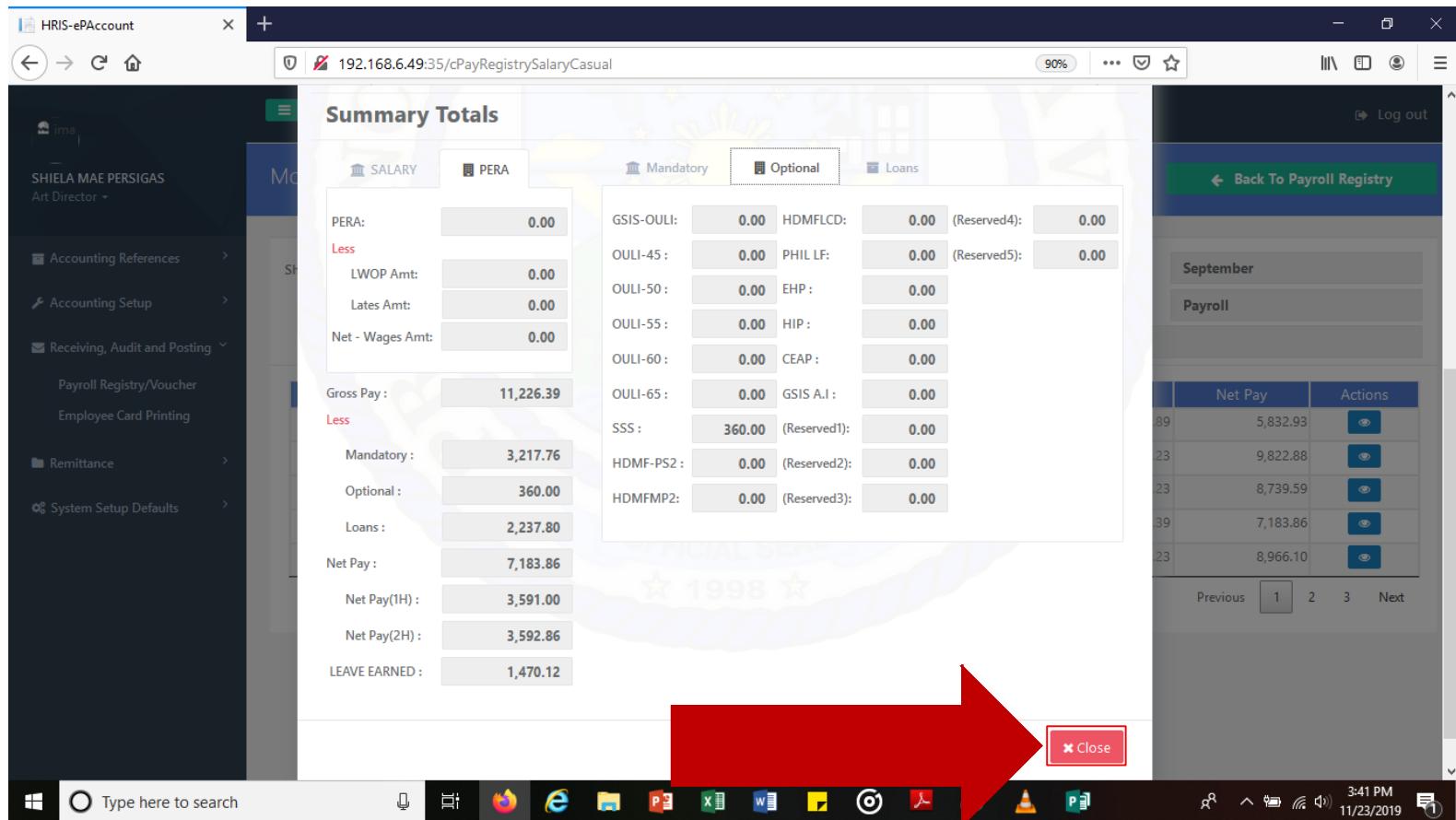
	Net Pay	Actions
39	5,832.93	[eye]
23	9,822.88	[eye]
23	8,739.59	[eye]
39	7,183.86	[eye]
23	8,966.10	[eye]

Previous 1 2 3 Next

Type here to search

Windows Taskbar icons: File Explorer, Firefox, Edge, FileZilla, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Access, Microsoft OneNote, Microsoft Paint, VLC, Putty, Task View, Task Manager, Task Scheduler, Task History.

# Step 10: Click close button to exit and go back to monthly payroll main page.



HRIS-ePAccount

192.168.6.49:35/cPayRegistrySalaryCasual

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

## Monthly Payroll

Search ....

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

ID Nbr.	Employee Name	Position Title	Gross Pay	Net Pay	Actions
1451	ALIVIO, LEON M. JR.	Crafts And Trades Helper	10,564.89	5,832.93	
5123	DAVIRAO, PELAGIO S.	Heavy Equipment Operator I	14,613.23	9,822.88	
5173	JALOP, MARCOS M.	Driver I	13,899.23	8,739.59	
5258	PILOTON, DANILO P.	Light Equipment Operator	11,226.39	7,183.86	
5259	PINO, EFREN M.	Heavy Equipment Operator I	14,613.23	8,966.10	

Previous 1 2 3 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Mozilla Firefox, Microsoft Edge, FileZilla, Microsoft Word, Microsoft Excel, VLC, Control Panel, Task View, File Explorer, Task Manager, Power User, Network, Battery, Signal, Volume, 3:43 PM, 11/23/2019, Chat

# Step 11: Repeat step 4 for you to go back in payroll registry and voucher main page.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount" and the address bar shows "192.168.6.49:35/cPayAuditPosting". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Payroll Registry/Voucher" (which is currently selected), "Employee Card Printing", "Remittance", and "System Setup Defaults". The main content area is titled "Payroll Registry/Voucher" and displays a grid of payroll records. The grid columns are: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The STATUS column shows "RELEASED" for most records and "RECEIVED" for one record (VOUCHER NBR 00001). The ACTIONS column contains icons for various operations like edit, delete, and print. The grid shows five entries:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[icons]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	[icons]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[icons]
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[icons]
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[icons]

Below the grid are navigation buttons: Previous, 1, ..., 5, 6, 7, ..., 20, Next. The bottom taskbar includes icons for file, browser, and system functions, along with the date and time "3:45 PM 11/23/2019".

**Note:**

**Post receive personnel** can also check record in excel by clicking **print button** then **export file** to excel file then download the exported file. In order for you to post payroll record it must be **post receive** first for you to continue and **post** the payroll. Because you cannot proceed to the next process if record is not **post receive**.

# How to post payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to post payroll. **Post button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with white text. It includes links for Accounting References, Accounting Setup, Receiving, Audit and Posting (which is expanded to show Payroll Registry/Voucher, Employee Card Printing), Remittance, and System Setup Defaults. The main content area has a light blue header bar with the title "Payroll Registry/Voucher" and a search bar. Below this is a table with several filter dropdowns at the top. The filters are: Show (set to 5), Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). The table lists five rows of payroll data. Each row includes columns for Voucher NBR, Description, Period Covered, Gross, Net Pay, Status (with a green "RELEASED" button), and Actions (with icons for add, back, forward, print, etc.). The bottom of the table shows navigation buttons for Previous, 1, ..., 5, 6, 7, ..., 20, Next. At the very bottom of the screen is a taskbar with various icons and a system tray on the right showing the date and time (11/23/2019, 3:45 PM).

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZ P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[icons]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	[icons]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[icons]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[icons]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[icons]

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

### Payroll Registry/Voucher

Search ....

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

3:47 PM 11/23/2019

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to post.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount" and the address bar shows "192.168.6.49:35/cPayAuditPosting". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Payroll Registry/Voucher" (which is currently selected and highlighted in blue), "Employee Card Printing", "Remittance", and "System Setup Defaults". The main content area is titled "Payroll Registry/Voucher" and features a search bar. Below it, there are filters for "Payroll Year: 2019", "Month: September", "Employment Type: Casual Employees", "Payroll Type: Payroll", and "Payroll Template: Monthly Payroll". A table lists payroll entries with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. One row, with Voucher NBR 00001 and Description ALIVIO JR., LEON M. ET. AL, has its entire row highlighted with a red border. The table also includes a "Show" dropdown set to 5 entries and a navigation bar at the bottom with buttons for Previous, 1, ..., 5, 6, 7, ..., 20, Next. The bottom taskbar shows various system icons and the date/time "11/23/2019 3:45 PM".

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	RECEIVED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

# Step 3: Click post button in order to post record.

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Employee Card Printing, Remittance, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher" and includes search and filter fields: Show (5 entries), Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). Below these are five rows of data in a grid:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS		
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,815.55	17,806.25	<span style="background-color: green; color: white;">RELEASED</span>			
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166.29	166.29	<span style="background-color: green; color: white;">RELEASED</span>			
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112.22	112.22	<span style="background-color: green; color: white;">RELEASED</span>			
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	<span style="background-color: green; color: white;">RELEASED</span>			
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	<span style="background-color: green; color: white;">RELEASED</span>			

At the bottom right of the grid, a large red arrow points to the "RELEASED" button in the actions column of the last row. The status column for this row also contains a green "RELEASED" button. The bottom of the screen shows a taskbar with various icons and a system tray with the date and time (11/23/2019, 3:45 PM).

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry | Voucher

VOUCHER

Post Record | Registry Nbr : 002272

Voucher Nbr.: \* Registry Nbr.: Date Posted:

00001 002272 2019-11-23 03:50:39

Registry Description: ALIVIO JR., LEON M. ET. AL

Payroll Template: Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

**ACTIONS**

NET PAY	STATUS	ACTIONS
13,826.35	RELEASED	[+] [REVERSE] [PRINT] [EDIT] [DELETE]
102,438.88	RECEIVED	[+] [REVERSE] [PRINT] [EYE] [DELETE]
76,522.66	RELEASED	[+] [REVERSE] [PRINT] [EDIT] [DELETE]
53,111.31	RELEASED	[+] [REVERSE] [PRINT] [EDIT] [DELETE]
163,524.75	RELEASED	[+] [REVERSE] [PRINT] [EDIT] [DELETE]

1 ... 5 6 7 ... 20 Next

Type here to search

3:50 PM 11/23/2019

## **Note:**

Post receive page will open **post record registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **date posted** only.

Non-key fields are:

- **voucher nbr.**
- **date posted**



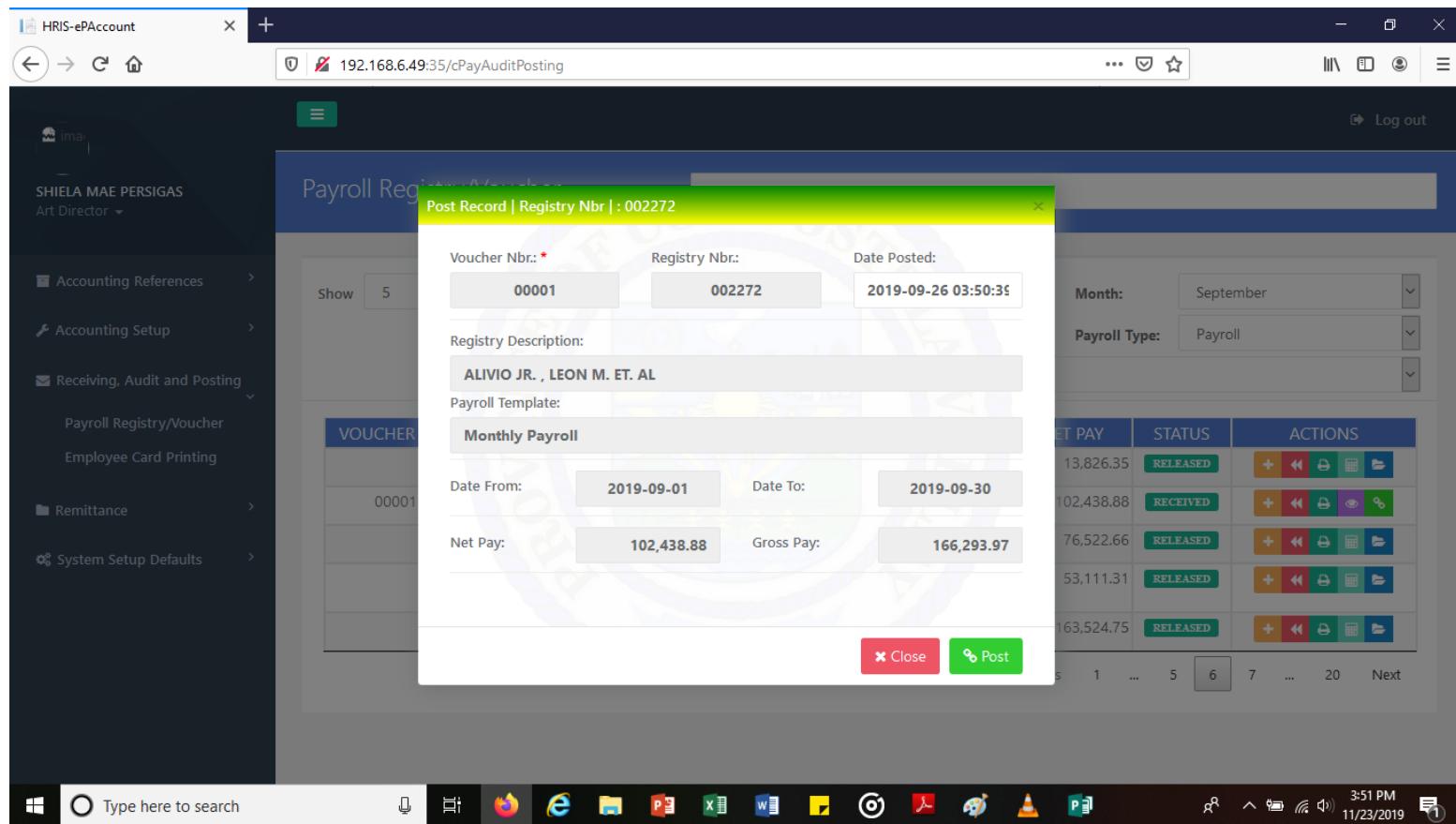
## Note:

In post modal page **date posted** will have values base on current date (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **date posted**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

## Step 4: Input values in date posted for you to post payroll.



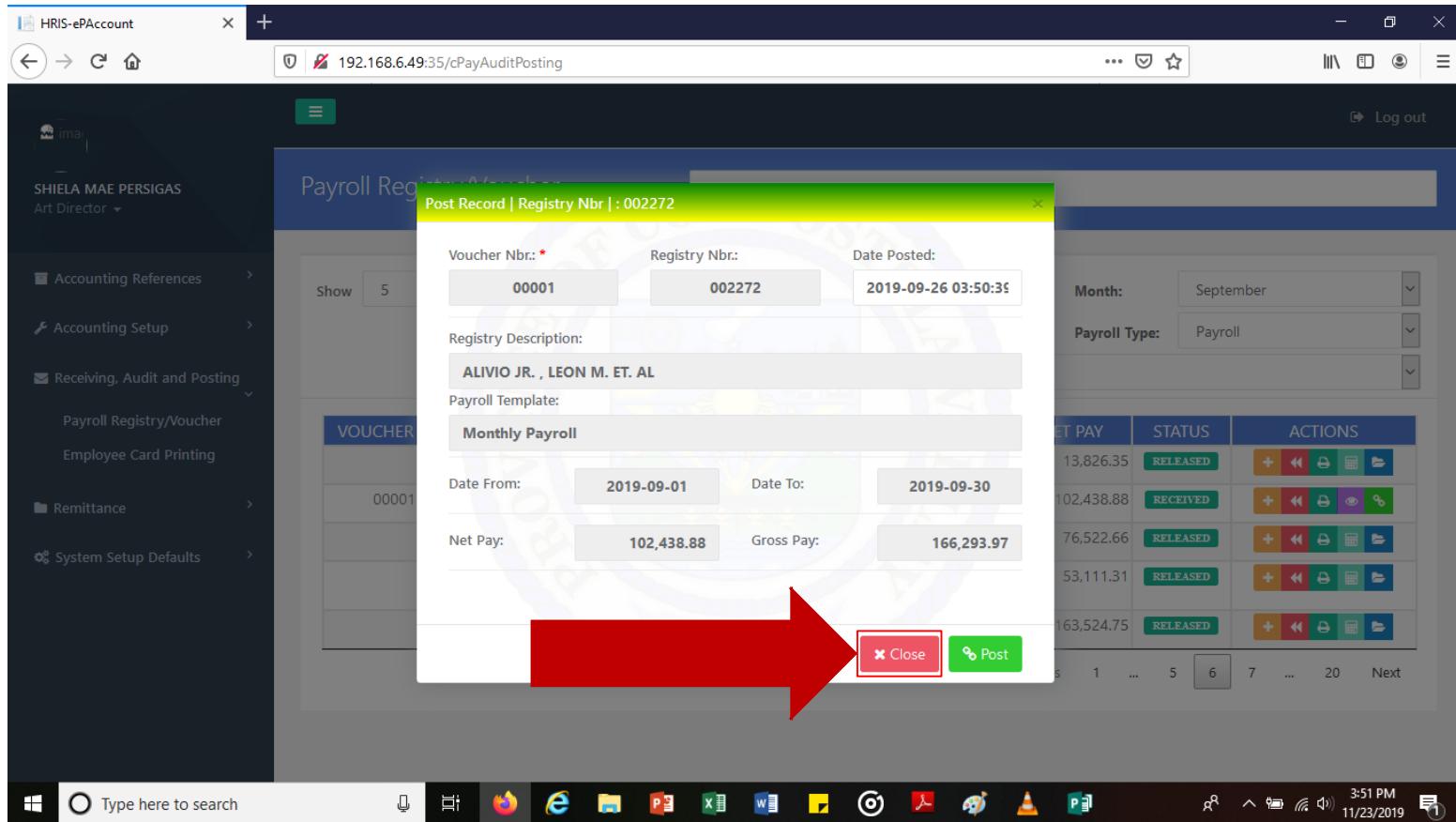
## **Note:**

Since current date values is shown in **date posted** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **date posted** to avoid complications and hassle free. **Date posted** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to audit payroll.



# Step 5: Click close button for you to post payroll.



**Step 6:** Repeat step 3 if you want to continue and update existing date posted field.

The screenshot shows the HRIS-ePAccount software interface. On the left, a sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Remittance, and System Setup Defaults. The main area is titled "Payroll Registry" and shows a "Post Record | Registry Nbr | 002272". The modal window contains the following information:

Voucher Nbr.*	Registry Nbr.:	Date Posted:
00001	002272	2019-09-26 03:50:35

Below this, the "Registry Description" is listed as "ALIVIO JR., LEON M. ET. AL" and the "Payroll Template" is "Monthly Payroll". The "Date From" is 2019-09-01 and "Date To" is 2019-09-30. Transaction details are shown in a grid:

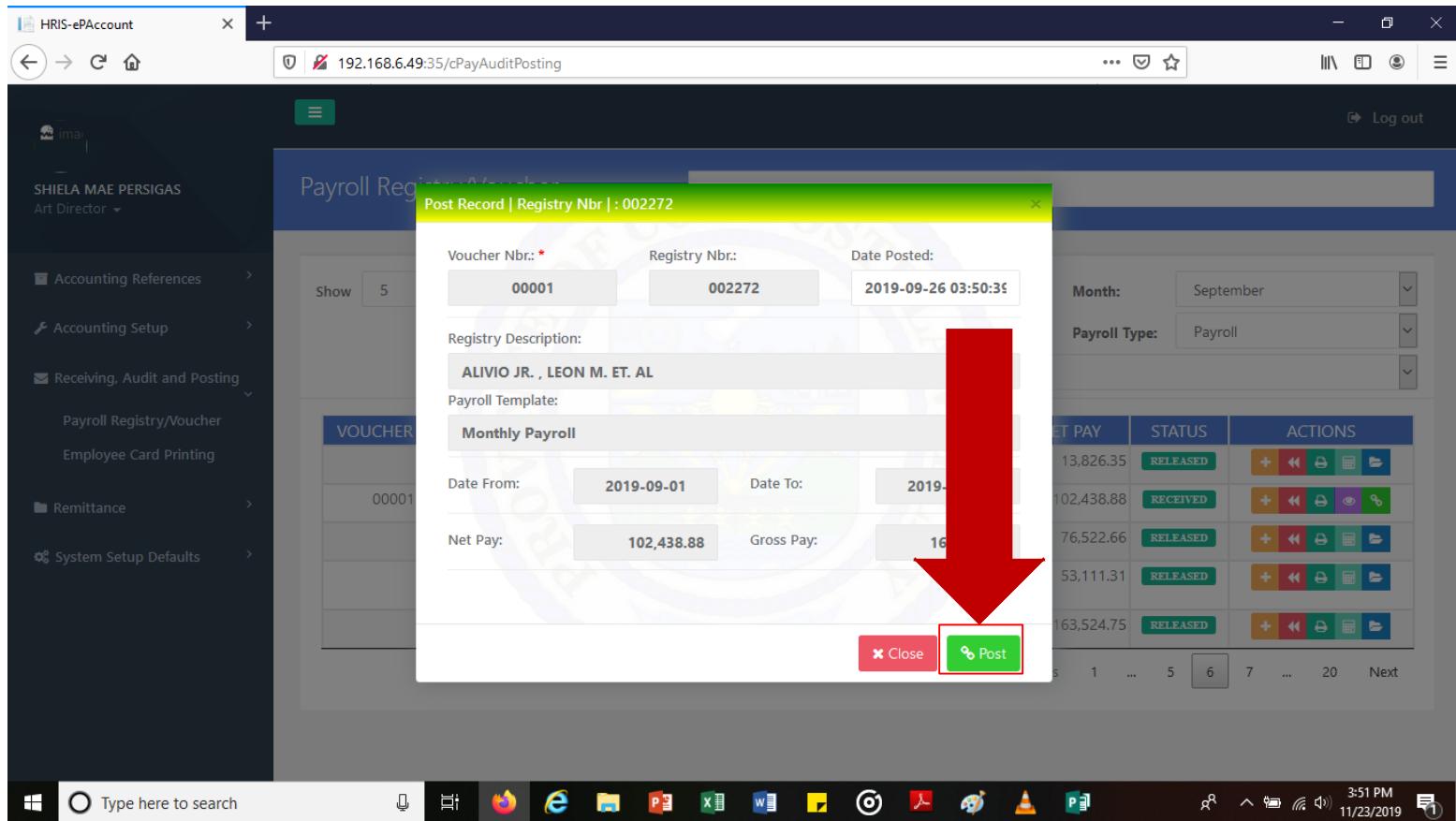
NET PAY	STATUS	ACTIONS
13,826.35	RELEASED	[Edit, Back, Forward, Delete, Print]
102,438.88	RECEIVED	[Edit, Back, Forward, Print]
76,522.66	RELEASED	[Edit, Back, Forward, Print]
53,111.31	RELEASED	[Edit, Back, Forward, Print]
163,524.75	RELEASED	[Edit, Back, Forward, Print]

At the bottom of the modal, there are "Close" and "Post" buttons. The status bar at the bottom right shows the time as 3:51 PM and the date as 11/23/2019.

## **Note:**

In **posting section** usually incorrect data and information of specific payroll is spotted that will be the time that they will return the record and for them to return the record **receiving section** must be inform of the record to be return because receiving section will be the last touch of the return record. Post personnel will be able to return record if status is **not posted or with remittance.**

## Step 7: Click post button for you to post payroll record.



**Note:** A pop-up confirmation window will appear that record was successfully posted.

The screenshot shows a web-based application titled "Payroll Registry/Voucher" from the "HRIS-ePAccount" system. The URL in the browser is 192.168.6.49:35/cPayAuditPosting. The user is logged in as SHIELA MAE PERSIGAS, Art Director. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area displays a grid of payroll records with columns for VOUCHER NBR, NET PAY, STATUS, and ACTIONS. A modal dialog box in the center says "Successfully Posted!" and "Existing record successfully Posted!". The bottom status bar shows the date and time as 11/23/2019 3:54 PM.

VOUCHER NBR	NET PAY	STATUS	ACTIONS
56	13,826.35	RELEASED	[Actions]
97	102,438.88	POSTED	[Actions]
90	76,522.66	RELEASED	[Actions]
31	53,111.31	RELEASED	[Actions]

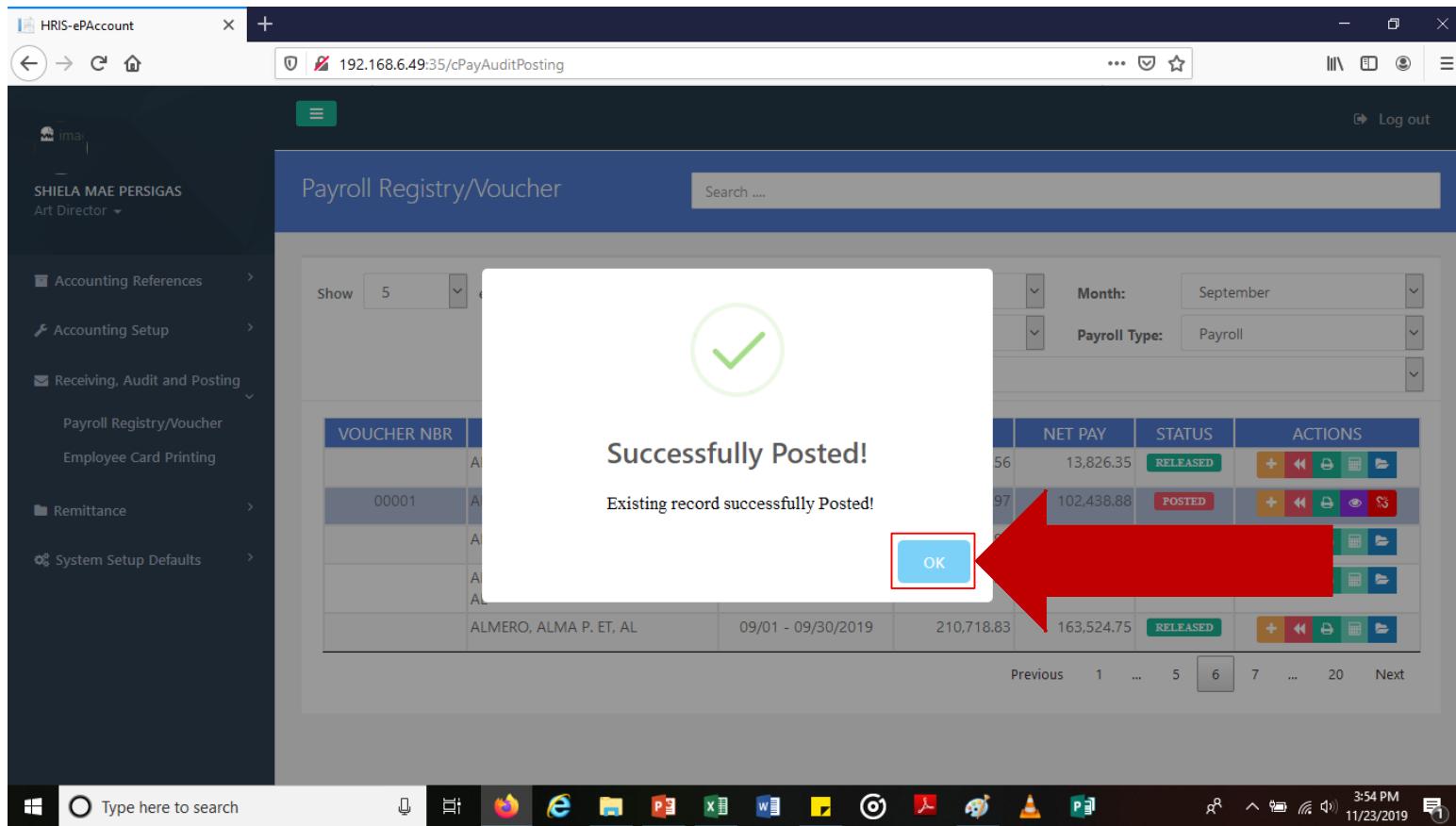
Existing record successfully Posted!

OK

Previous 1 ... 5 6 7 ... 20 Next

11/23/2019 3:54 PM

## Step 8: Click ok button to go back in main page.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

- Payroll Registry/Voucher
- Employee Card Printing

Remittance

System Setup Defaults

## Payroll Registry/Voucher

Show 5 entries

Search ....

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

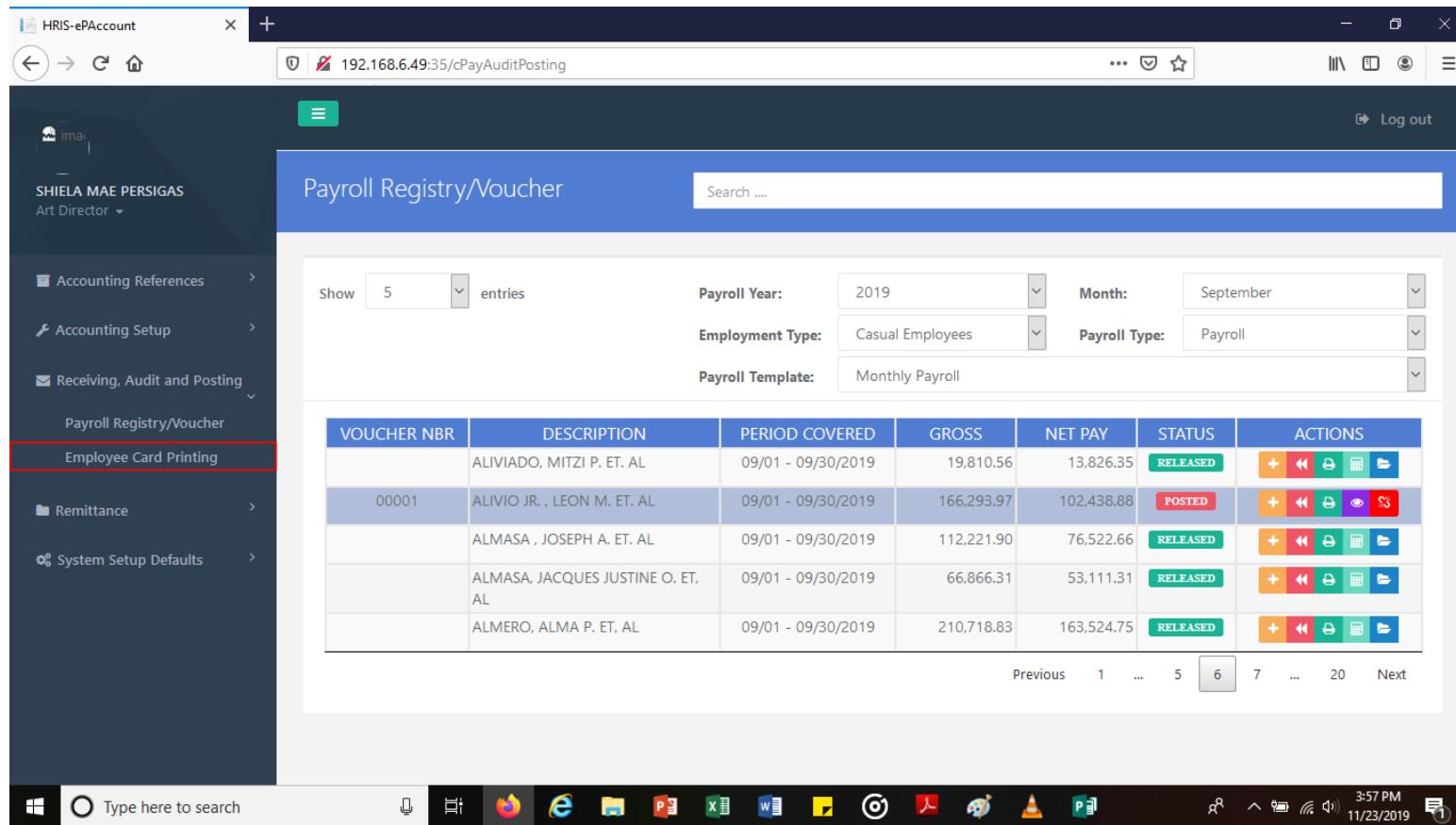
Type here to search

3:57 PM 11/23/2019

Employee card  
printing posted  
payroll



# Navigate to Receiving, Audit and Posting -> Employee Card Printing



The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with white text. It includes a user profile for "SHIELA MAE PERSIGAS Art Director". The main menu items are Accounting References, Accounting Setup, Receiving, Audit and Posting (which is expanded to show Payroll Registry/Voucher and Employee Card Printing), Remittance, and System Setup Defaults. The "Employee Card Printing" option is highlighted with a red box. The central area is titled "Payroll Registry/Voucher" and shows a table of payroll entries. The table has columns for VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The STATUS column shows "RELEASED" for most entries and "POSTED" for one. The ACTIONS column contains icons for various actions like edit, delete, and print. The table shows five entries:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

At the bottom, there are navigation links for Previous, 1, ..., 5, 6, 7, ..., 20, Next. The status bar at the bottom right shows the time as 3:57 PM and the date as 11/23/2019.

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry/Voucher

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

Search ....

Show 5 entries

		PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[Actions]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	[Actions]
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Actions]
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Actions]
		09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[Actions]

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

3:57 PM 11/23/2019



HRIS-ePAccount

192.168.6.49:35/cEmployeeCardRep

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Employee's Card Printing..

PAYROLL YEAR: 2019

PERIOD FROM: [ ]

PERIOD TO: [ ]

DEPARTMENT NAME: --Select Here--

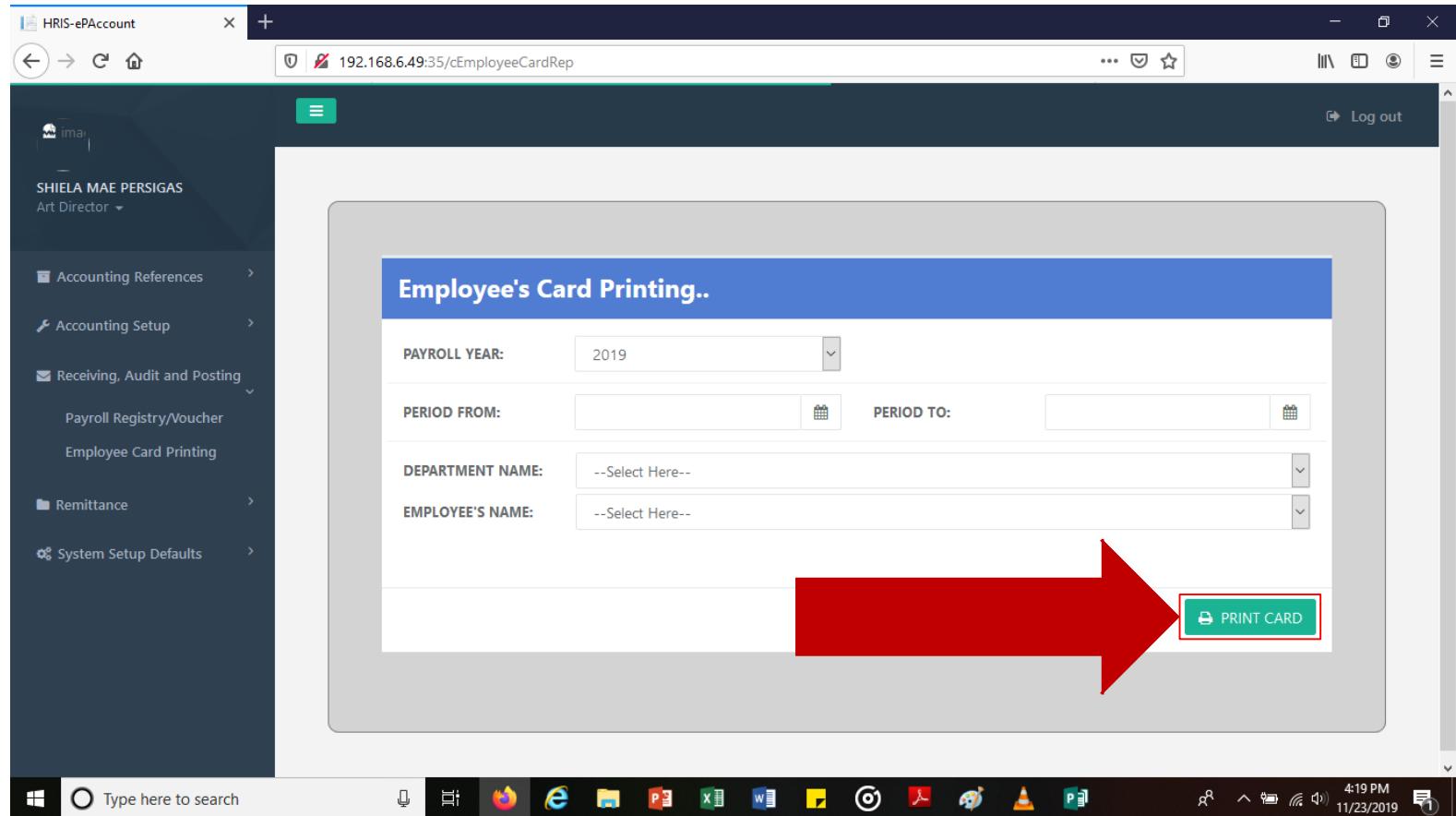
EMPLOYEE'S NAME: --Select Here--

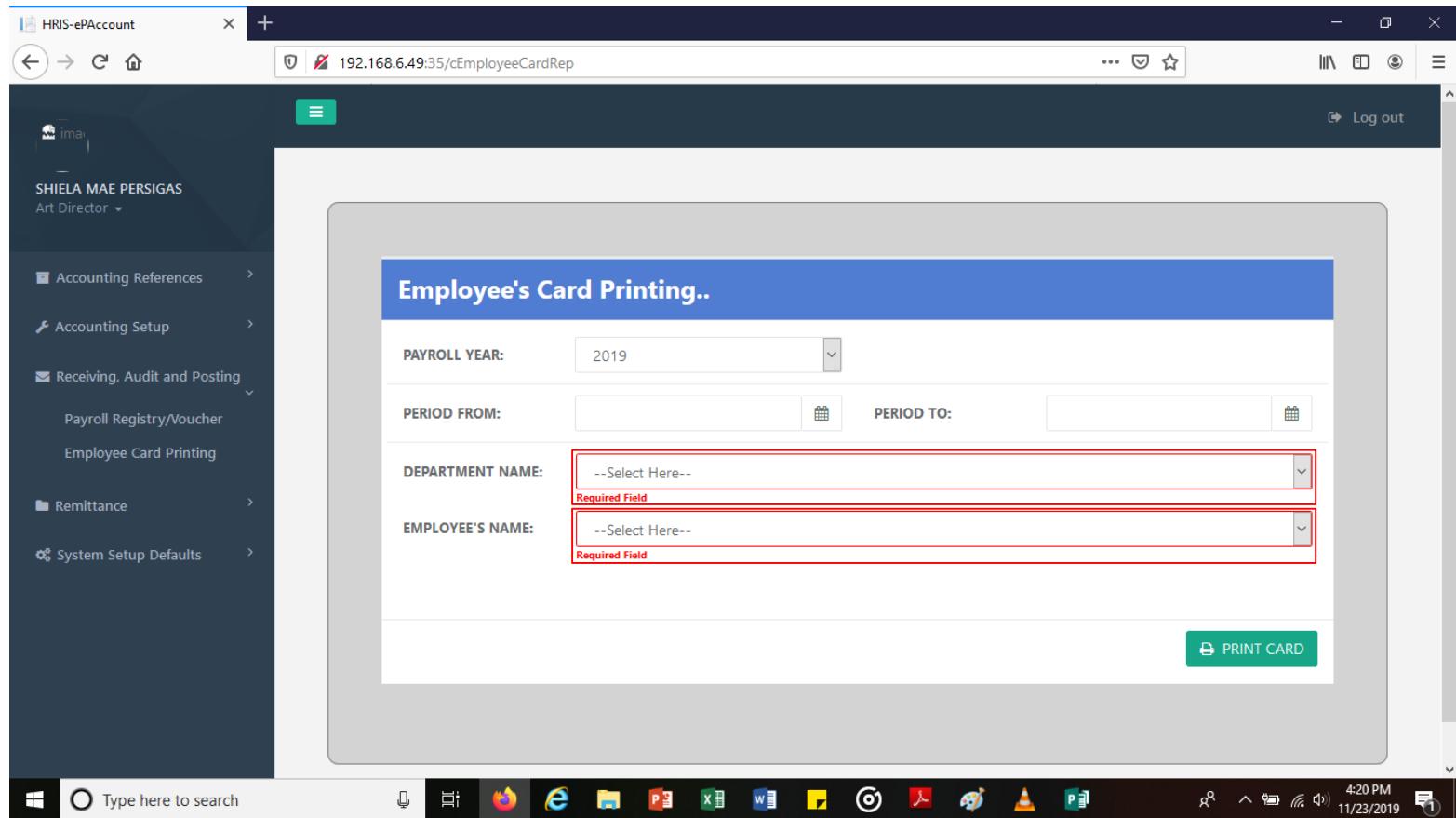
Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Edge, FileZilla, Excel, Word, Powerpoint, VLC, Filezilla, Putty, Task View, Task Manager, System Tray showing date/time (11/23/2019 4:19 PM)

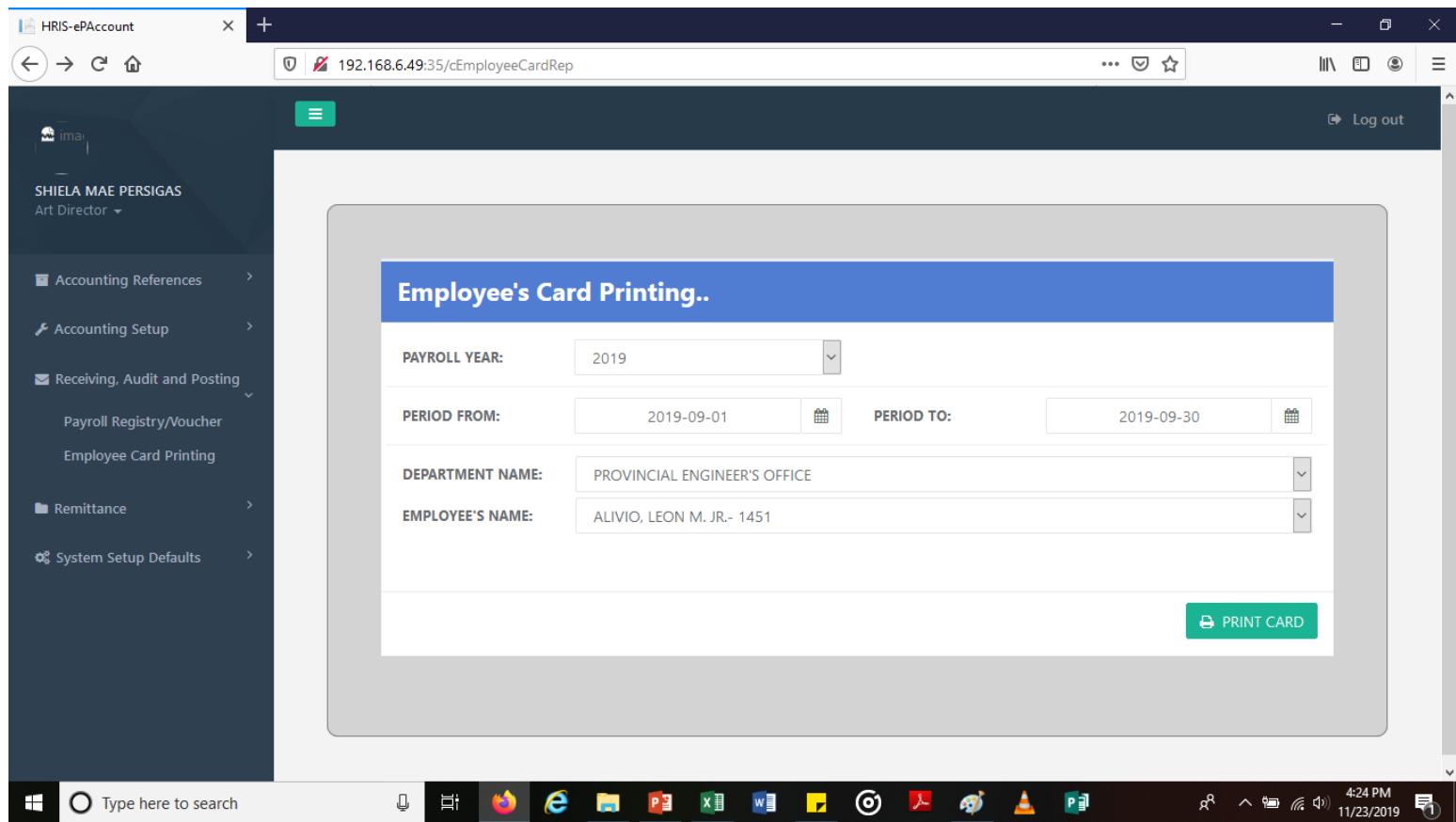
**Step 1:** While on the main page of **employee card printing** click **print card button** in order to review posted record.



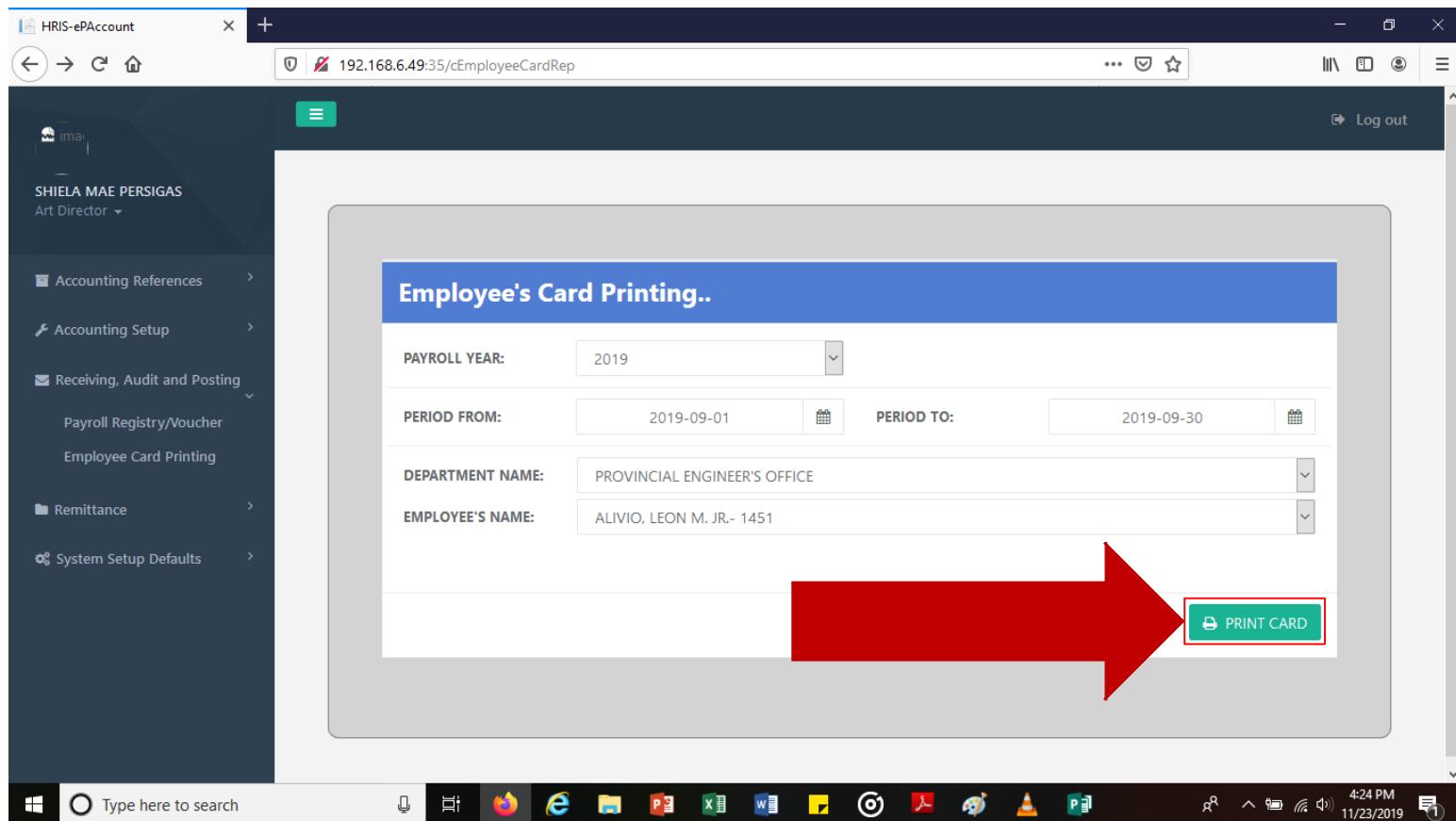


**Note:** All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **print card** button without inputting values in any field.

## Step 2: Input values in all required fields to continue.



## Step 3: Click print card button to print record.



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline&R

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Print Preview

Log out

Back

Waiting for 192.168.6.49...

Type here to search

4:25 PM 11/23/2019

HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline&R...

Log out

Print Preview

Main Report

GENERAL FORM 82-1 INDEX OF PAYMENT TO EMPLOYEES

ID NBR.	1451	NAME	ALIVIO, LEON M. JR.	DEPARTMENT NAME	POSITION TITLE	EMPL. TYP
PROVINCIAL ENGINEER'S OFFICE			Crafts And Trades Helper			CASUAL
			Crafts And Trades Helper			CASUAL
DATE	PERIOD COVERED	VOUCHER NBR.				
2019-09-26	09/01-09/30	00001	GROSS : 10,564.89	NET 1 : 2,916.00	NET 2 : 2,916.93	NET PAY : 5,832.93
(PERA)(LVD)(LWOP)(LATES) ==>			PERA : 0.00	LVD ERN: 1,383.50	LWOP : 0.00	LATES : 0.00
MANDATORY DEDUCTIONS ==>			GSIS PS : 996.12	GSIS GS : 1,328.16	HDMF PS : 211.30	HDMF GS : 100.00
OPTIONAL DEDUCTIONS ==>			OUILI : 0.00	SSS : 0.00	PS2 : 0.00	PHIC PS : 152.18
ADDL INS: 0.00			CEAP : 0.00	OTHER : 0.00	MP2 : 0.00	PHIC GS : 152.18
LOANS ==>			CONSOL: 2,061.24	POL REG: 0.00	POL OPT : 0.00	OUILI LOAN : 0.00
HSE LN : 0.00			MPL : 0.00	HSNG LN : 0.00	CAL : 0.00	EMERG : 1,311.12
OTHER : 0.00			REL STATE: 0.00	NICO : 0.00	NHMPC : 0.00	ECARD : 0.00
REMARKS ==>						

Type here to search

4:28 PM 11/23/2019

## **Note:**

In order for you to **review** payroll record must be **posted** first for you to continue and **review** the payroll. Because you cannot proceed to the next process if record is not **posted**.



# How to review posted payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to review posted payroll. **Review button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar displays a navigation menu with the following items:

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
  - Payroll Registry/Voucher
  - Employee Card Printing
- Remittance
- System Setup Defaults

The main content area is titled "Payroll Registry/Voucher". It features a search bar and a table of payroll entries. The table has the following columns:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[Action icons]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	[Action icons]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Action icons]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Action icons]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[Action icons]

Below the table are buttons for "Previous", "1", "...", "5", "6", "7", "...", "20", and "Next". The status bar at the bottom shows the date and time: 9:37 AM 11/25/2019.

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Log out

## Payroll Registry/Voucher

Search ....

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

Windows Start button

9:39 AM 11/25/2019

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to review posted record.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with white text and icons. It includes links for Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Remittance, and System Setup Defaults. The main content area has a light blue header bar with the title "Payroll Registry/Voucher" and a search bar. Below the header are filter options: "Show 5 entries", "Payroll Year: 2019", "Month: September", "Employment Type: Casual Employees", "Payroll Type: Payroll", and "Payroll Template: Monthly Payroll". The main table lists payroll entries with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. One row, "00001 ALIVIO JR. , LEON M. ET. AL", is highlighted with a red border. The table footer shows navigation buttons for Previous, 1, ..., 5, 6, 7, ..., 20, and Next. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

# Step 3: Click review button in order to review posted record.

The screenshot shows the HRIS-ePAccount software interface. On the left, a sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher (which is selected), Employee Card Printing, Remittance, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher" and displays a grid of payroll records. The grid columns include VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first row in the grid has a "STATUS" cell containing "RELEASED" with a green background. A large red arrow points to this "RELEASED" button. The grid also shows other rows with different employee names and status indicators like "PENDING APPROVAL". At the bottom of the grid, there are navigation buttons for Previous, 1, ..., 5, 6, 7, ..., 20, Next. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	12,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,		PENDING APPROVAL	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,		PENDING APPROVAL	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Payroll Registry | Registry Nbr : 002272

Voucher Nbr.: \* 00001 Registry Nbr.: 002272 Reviewed Date: 2019-11-25 09:41:54

Registry Description: ALIVIO JR. , LEON M. ET. AL

Payroll Template: Monthly Payroll

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

Close Review

NET PAY	STATUS	ACTIONS
13,826.35	RELEASED	[+]
102,438.88	POSTED	[+]
76,522.66	RELEASED	[+]
53,111.31	RELEASED	[+]
163,524.75	RELEASED	[+]

Type here to search

9:41 AM 11/25/2019

## **Note:**

Review receive page will open **review record registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **reviewed date** only.

Non-key fields are:

- **voucher nbr.**
- **reviewed date**



## **Note:**

In post modal page **date posted** will have values base on current date (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **date posted**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

# Step 4: Input values in reviewed date for you to review payroll.

The screenshot shows a Windows desktop environment with a web browser window open to the URL [192.168.6.49:35/cPayAuditPosting](http://192.168.6.49:35/cPayAuditPosting). The browser title bar reads "HRIS-ePAccount". The main application window is titled "Payroll Registry" and displays a "Review Record" for Registry Nbr.: 002272. The review details are as follows:

Voucher Nbr.: *	Registry Nbr.:	Reviewed Date:
00001	002272	2019-09-27 09:41:54

Below this, the "Registry Description:" field contains "ALIVIO JR. , LEON M. ET. AL". The "Payroll Template:" field is set to "Monthly Payroll". The "Date From:" and "Date To:" fields show "2019-09-01" and "2019-09-30" respectively. The "Net Pay:" and "Gross Pay:" fields show "102,438.88" and "166,293.97" respectively. At the bottom of the dialog are two buttons: "Close" (red) and "Review" (purple).

In the background, the main application interface shows a grid of payroll entries with columns for Net Pay, Status, and Actions. The first few entries are:

NET PAY	STATUS	ACTIONS
13,826.35	RELEASED	[Actions]
102,438.88	POSTED	[Actions]
76,522.66	RELEASED	[Actions]
53,111.31	RELEASED	[Actions]
163,524.75	RELEASED	[Actions]

The application also includes a sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Employee Card Printing, Remittance, and System Setup Defaults. The user's name, "SHIELA MAE PERSIGAS Art Director", is displayed at the top left. The system status bar at the bottom right shows the time as 10:04 AM and the date as 11/25/2019.

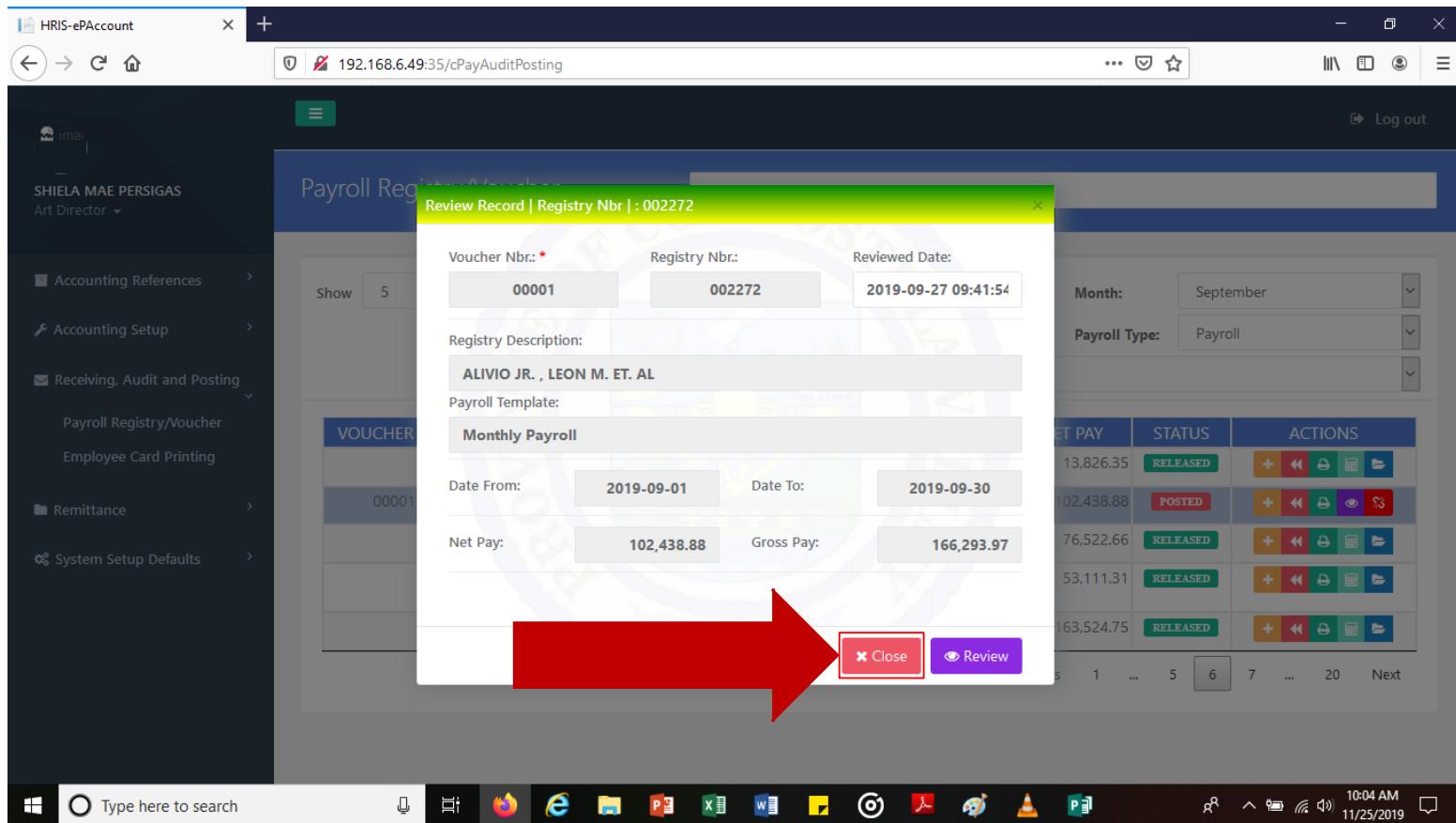
## **Note:**

Since current date values is shown in **reviewed date** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **reviewed date** to avoid complications and hassle free. **Reviewed date** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to audit payroll.



# Step 5: Click close button for you to audit payroll.



# Step 6: Repeat step 3 if you want to continue and update existing reviewed date field.

The screenshot shows the HRIS-ePAccount software interface. On the left, there is a navigation sidebar with the following menu items:

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Payroll Registry/Voucher
- Employee Card Printing
- Remittance
- System Setup Defaults

The main area displays a "Payroll Registry" screen with a modal dialog titled "Review Record | Registry Nbr | : 002272". The modal contains the following information:

Voucher Nbr.*	Registry Nbr.*	Reviewed Date:
00001	002272	2019-09-27 09:41:54

Below this, the "Registry Description" is listed as "ALIVIO JR., LEON M. ET. AL". The "Payroll Template" is set to "Monthly Payroll".

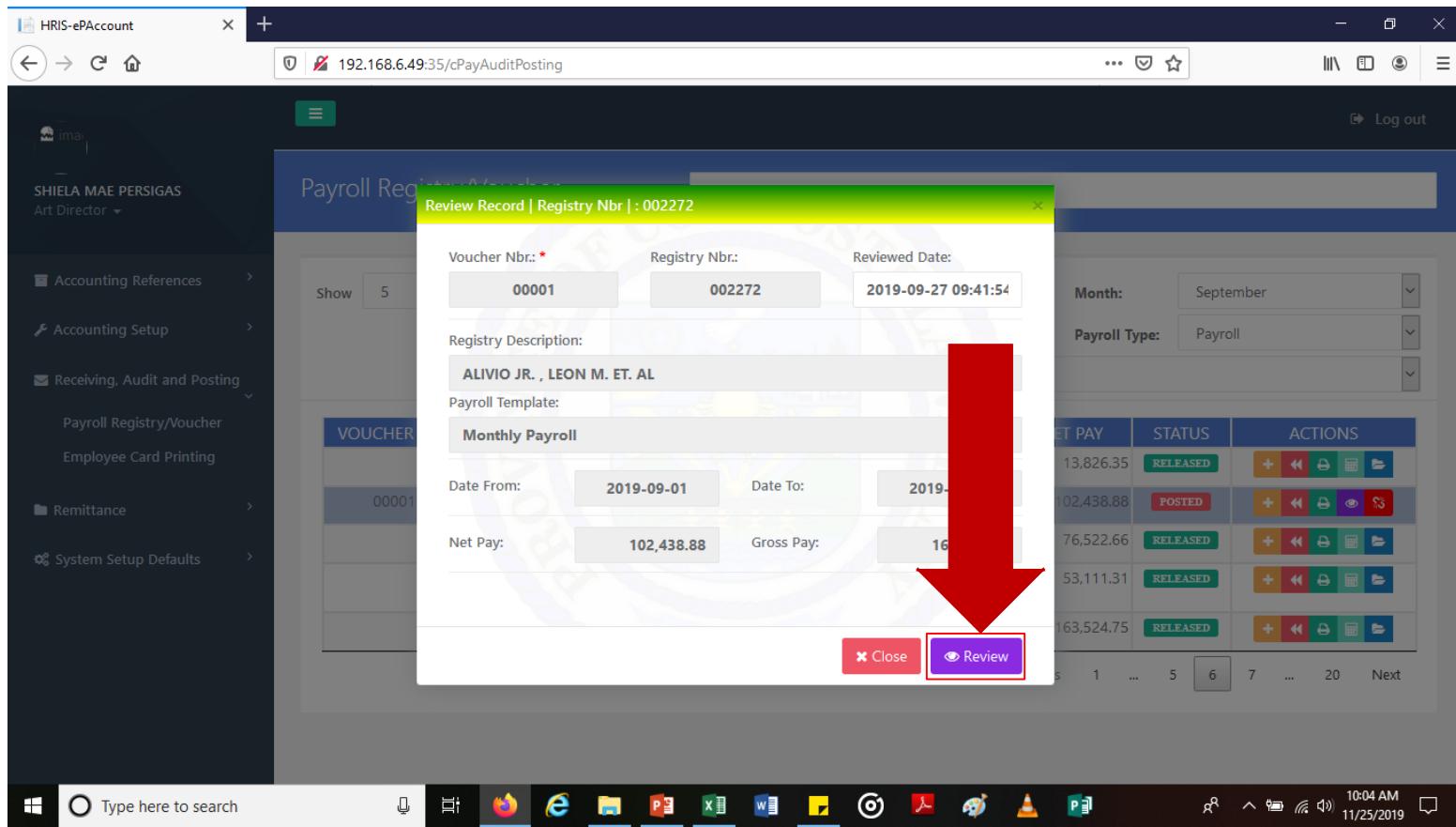
On the right side of the main screen, there are filters for "Month: September" and "Payroll Type: Payroll". Below these filters is a table with the following data:

NET PAY	STATUS	ACTIONS
13,826.35	RELEASED	[+]
102,438.88	POSTED	[+]
76,522.66	RELEASED	[+]
53,111.31	RELEASED	[+]
163,524.75	RELEASED	[+]

At the bottom of the modal, there are two buttons: "Close" and "Review".

The taskbar at the bottom of the screen includes icons for File, Home, Back, Forward, Stop, Refresh, and several application icons. The system tray shows the date and time as "10:04 AM 11/25/2019".

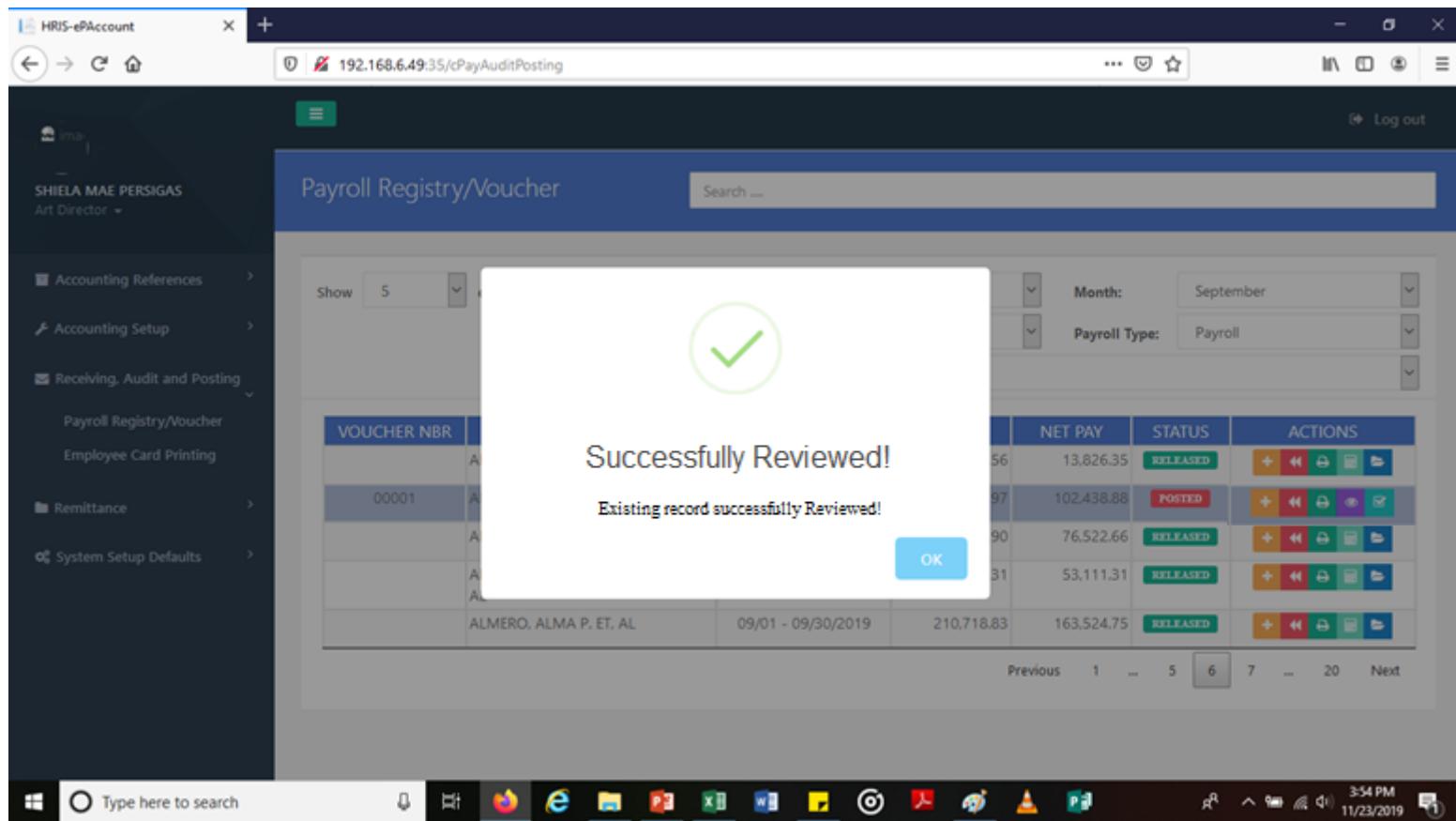
## Step 7: Click reviewed button for you to review posted payroll record.



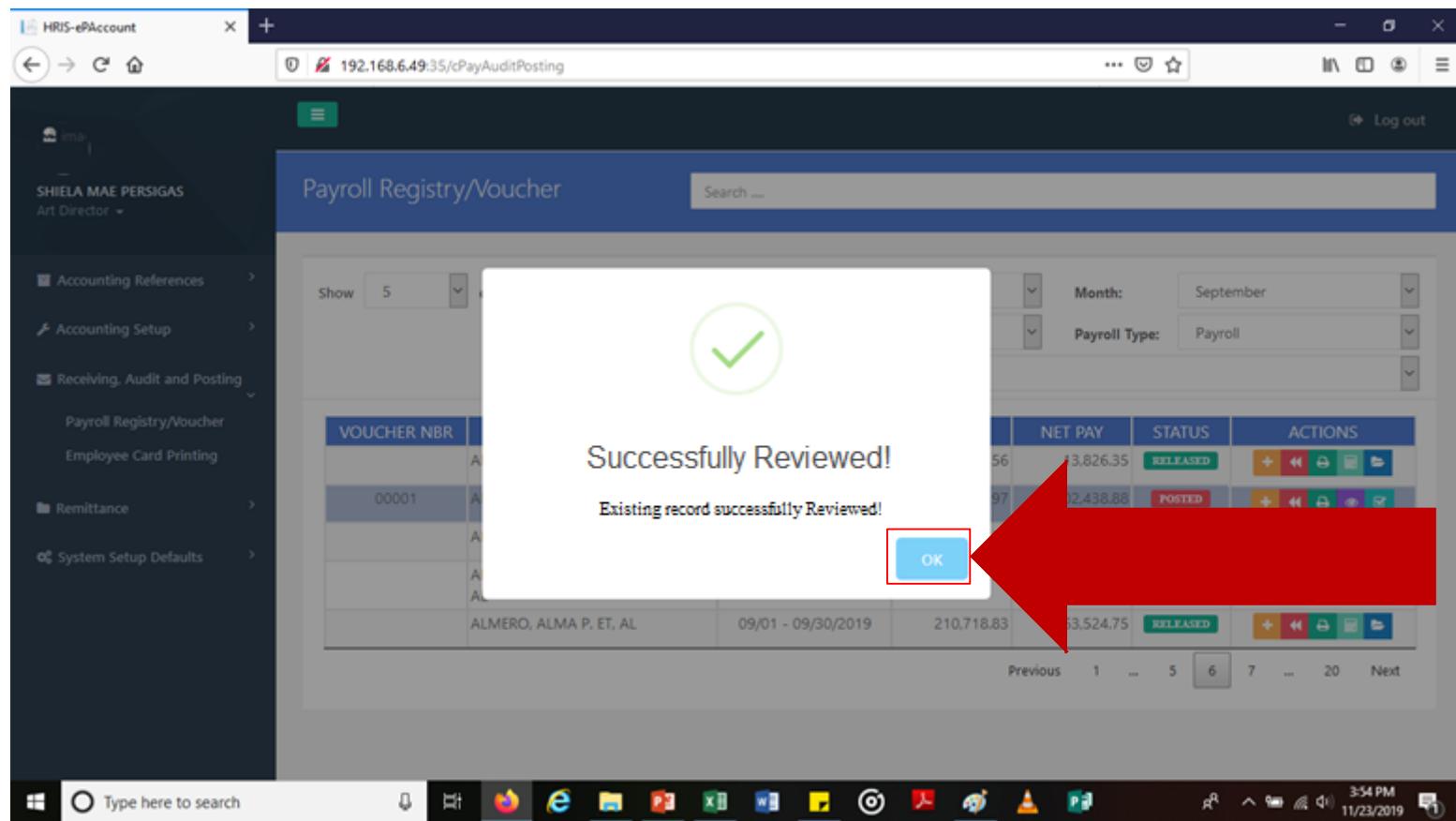
## **Note:**

If data of specific payroll has incorrect values expected post personnel is not allowed to return the record since record status is now **posted**. In order to return record unpost it then you can return the record. If ever record status is reviewed already you can no longer unpost the record since status is **reviewed**, if reviewed next process will be how to release payroll not the unposted.

**Note:** A pop-up confirmation window will appear that record was successfully reviewed.



## Step 8: Click ok button to go back in main page.



HRIS-ePAccount + ×

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

Payroll Registry/Voucher

Show 5 entries

Payroll Year: 2019 Month: September  
Employment Type: Casual Employees Payroll Type: Payroll  
Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

**Note:**

In order for you to **released** payroll record must be **reviewed** first for you to continue and **released** the payroll. Because you cannot proceed to the next process if record is not **reviewed**.



# How to release reviewed payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to release reviewed payroll. **Release button** main grid will be visible.

The screenshot shows a web-based application interface for payroll management. The top navigation bar includes a logo for 'HRIS-eAccount', a search bar with the URL '192.168.6.49:35/cPayAuditPosting', and a 'Log out' link. On the left, a sidebar menu lists various accounting and payroll functions: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled 'Payroll Registry/Voucher' and features a search bar. Below it, there are four dropdown filters: 'Payroll Year' (set to 2019), 'Month' (set to September), 'Employment Type' (set to Casual Employees), and 'Payroll Type' (set to Payroll). A 'Payroll Template' dropdown is also present. A table displays a list of payroll entries with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table shows five entries for different employees. The bottom of the screen shows a taskbar with various icons and system status information.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	[Actions]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Actions]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Actions]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[Actions]
	AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED	[Actions]

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-eAccount + 192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

## Payroll Registry/Voucher

Search ...

Show 5 entries

Payroll Year: 2019 Month: September  
Employment Type: Casual Employees Payroll Type: Payroll  
Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	
	AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to release reviewed record.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher". It features a search bar and filters for Payroll Year (2019), Month (September), Employment Type (Casual Employees), Payroll Type (Payroll), and Payroll Template (Monthly Payroll). A table lists payroll entries. The first entry, VOUCHER NBR 00001, has its status set to "POSTED" and is highlighted with a red border. The other four entries have their statuses set to "RELEASED" and are also highlighted with a red border. Each row in the table includes a set of action buttons. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	[Action Buttons]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Action Buttons]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Action Buttons]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[Action Buttons]
	AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED	[Action Buttons]

**Step 3: Click review button in order to release reviewed record.**

The screenshot shows a web-based application titled "HRIS-ePAccount" with the URL "192.168.6.49:35/cPayAuditPosting". The left sidebar contains navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and includes search and filter fields: Show 5 entries, Payroll Year: 2019, Month: September, Employment Type: Casual Employees, Payroll Type: Payroll, and Payroll Template: Monthly Payroll. Below these are two tables. The first table lists vouchers with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, and RELEASED (with a blue border). The second table lists employees with columns: NAME, PERIOD COVERED, GROSS, and RELEASED (with a blue border). A large red arrow points to the "RELEASED" button in the toolbar above the first table. The status bar at the bottom shows the date and time: 8:43 AM 11/26/2019.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.00	RELEASED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.00	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED
	AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED

NAME	PERIOD COVERED	GROSS	RELEASED	
ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.00	RELEASED	
ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.00	RELEASED	
ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED
ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED
AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED

HRIS-ePAccount X + 192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

Payroll Registry | Release Record | Registry Nbr | 002272

Voucher Nbr: \* 00001 Registry Nbr: 002272 Released Date: 2019-11-26 08:49:50

Registry Description: ALIVIO JR., LEON M. ET. AL

Payroll Template: Monthly Payroll

NET PAY	STATUS	ACTIONS
102,438.88	POSTED	[+]
76,522.66	RELEASED	[+]
53,111.31	RELEASED	[+]
163,524.75	RELEASED	[+]
173,042.47	RELEASED	[+]

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

x Close  Release

1 ... 5 6 7 ... 20 Next

Type here to search

8:49 AM 11/26/2019

## **Note:**

Released page will open **release record registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **released date** only.

Non-key fields are:

- **voucher nbr.**
- **released date**



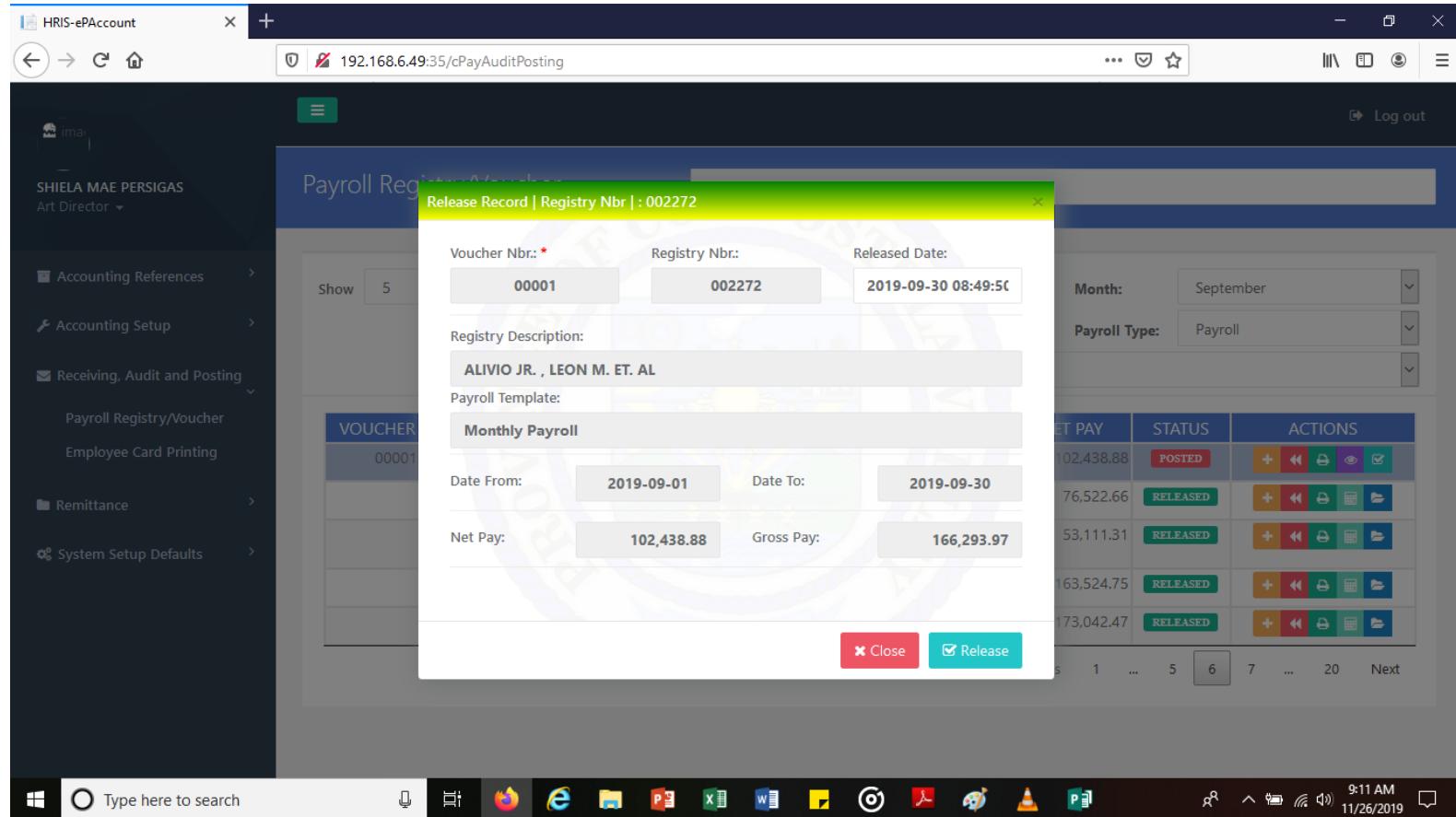
## **Note:**

In post modal page **released date** will have values base on current date (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **released date**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

# Step 4: Input values in released date for you to released payroll.



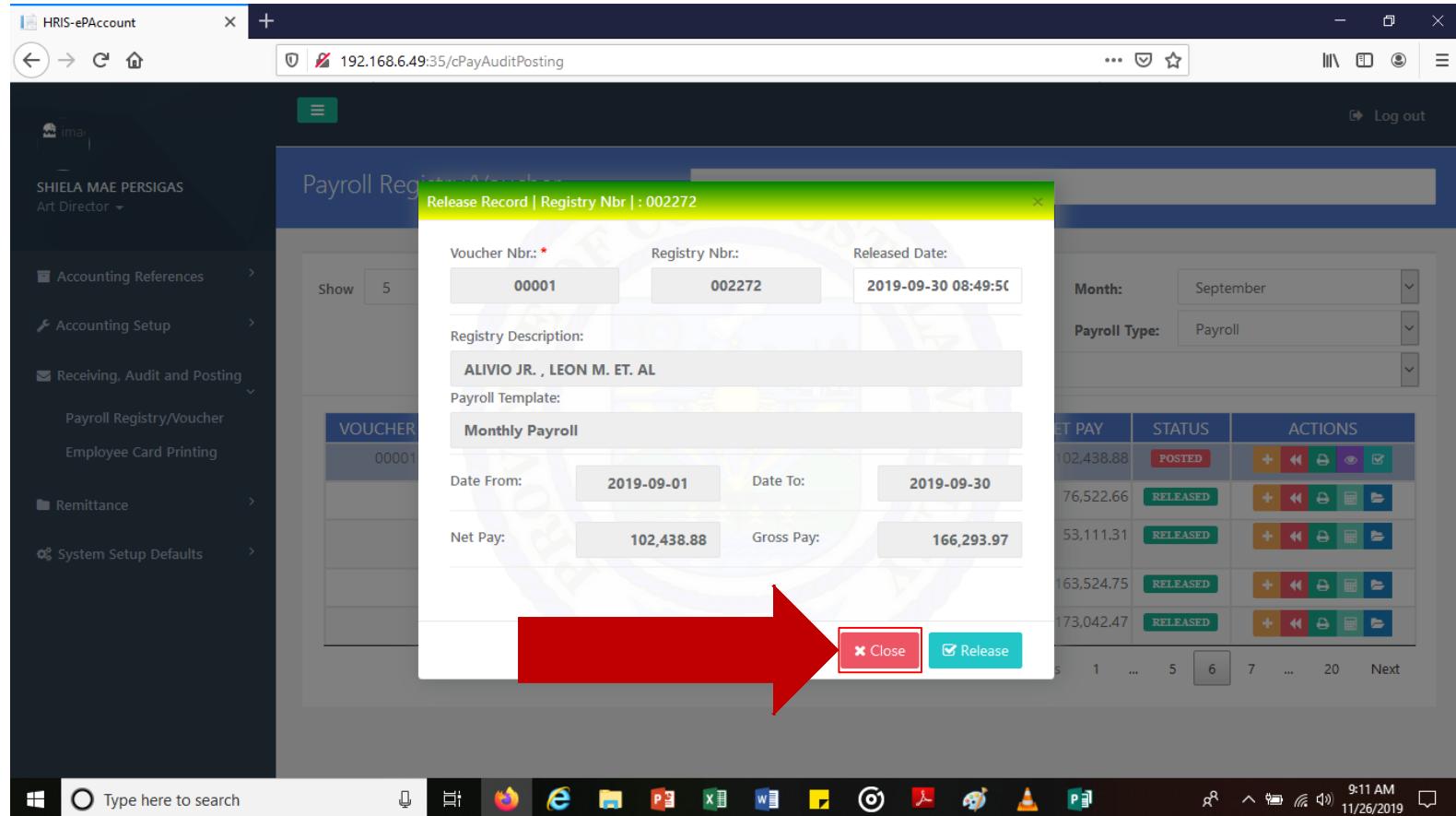
## **Note:**

Since current date values is shown in **released date** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **released date** to avoid complications and hassle free. **Released date** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to audit payroll.



# Step 5: Click close button for you to release payroll.



**Step 6: Repeat step 3 if you want to continue and update existing released date field.**

The screenshot shows a software interface titled "HRIS-ePAccount" with a sub-menu "192.168.6.49:35/cPayAuditPosting". The main window displays a "Payroll Registry" screen. A modal dialog box is open, titled "Release Record | Registry Nbr | : 002272". The dialog contains the following information:

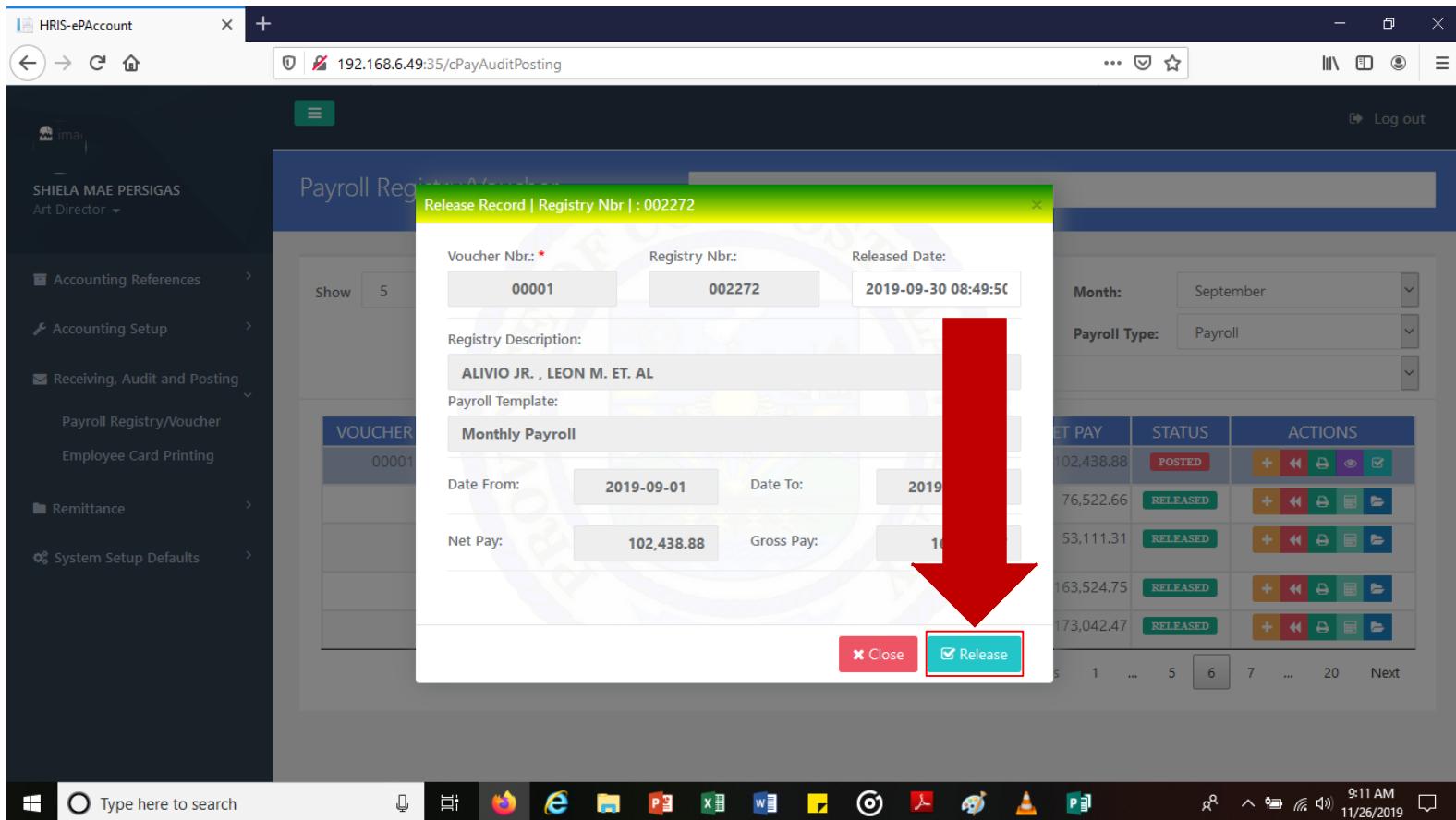
- Voucher Nbr.: \* 00001
- Registry Nbr.: 002272
- Released Date: 2019-09-30 08:49:50
- Registry Description: ALIVIO JR. , LEON M. ET. AL
- Payroll Template: Monthly Payroll
- Date From: 2019-09-01
- Date To: 2019-09-30
- Net Pay: 102,438.88
- Gross Pay: 166,293.97

At the bottom of the dialog are two buttons: "Close" (red) and "Release" (green). The background of the main window shows a list of payroll records with columns: NET PAY, STATUS, and ACTIONS. The records listed are:

NET PAY	STATUS	ACTIONS
102,438.88	POSTED	[Actions]
76,522.66	RELEASED	[Actions]
53,111.31	RELEASED	[Actions]
163,524.75	RELEASED	[Actions]
173,042.47	RELEASED	[Actions]

The bottom of the screen shows a taskbar with various application icons and the system clock indicating 9:11 AM on 11/26/2019.

## Step 7: Click released button for you to release reviewed record.



## **Note:**

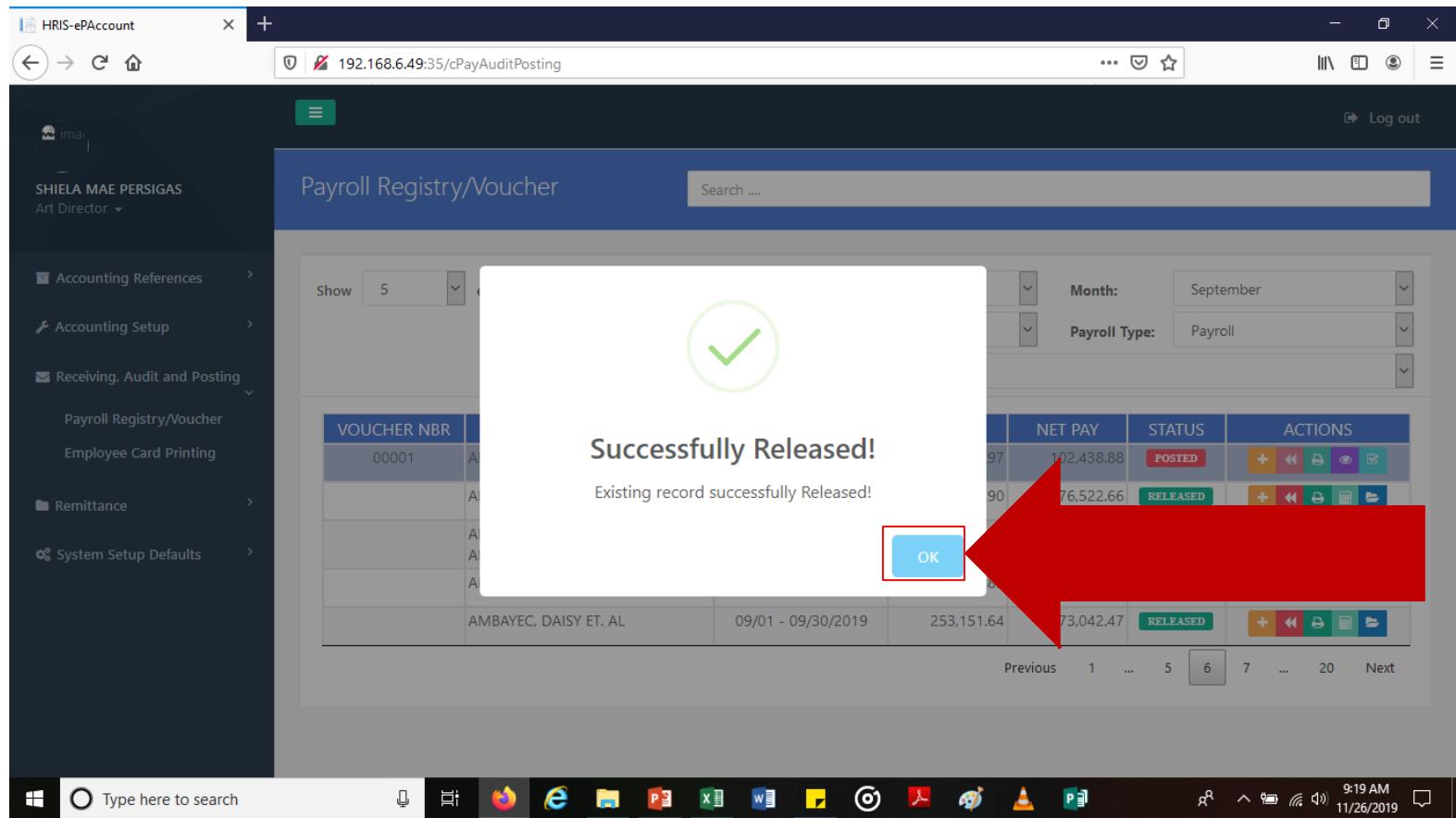
If data of specific payroll has incorrect values expected post personnel is not allowed to return the record since record status is now **released**. In order to return record unpost it then you can return the record. If ever record status is **reviewed** or **released** already you can no longer **unpost** the record since status is **reviewed** or **released**.

**Note:** A pop-up confirmation window will appear that record was successfully released.

The screenshot shows a web-based application titled "Payroll Registry/Voucher" from the URL [192.168.6.49:35/cPayAuditPosting](http://192.168.6.49:35/cPayAuditPosting). The user is logged in as SHIELA MAE PERSIGAS, Art Director. The left sidebar includes links for Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area displays a table of payroll records. A modal dialog box is centered over the table, containing a green checkmark icon and the message "Successfully Released!". Below the message, it says "Existing record successfully Released!" and has an "OK" button. The table has columns for VOUCHER NBR, NET PAY, STATUS, and ACTIONS. The STATUS column shows "POSTED" for the first row and "RELEASED" for the other four rows. The ACTIONS column contains icons for edit, delete, print, and file. The table footer shows the date range "09/01 - 09/30/2019" and the total amount "253,151.64". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	NET PAY	STATUS	ACTIONS
00001	102,438.88	POSTED	[Edit, Delete, Print, File]
	76,522.66	RELEASED	[Edit, Delete, Print, File]
	53,111.31	RELEASED	[Edit, Delete, Print, File]
	163,524.75	RELEASED	[Edit, Delete, Print, File]
AMBAYEC, DAISY ET. AL	253,151.64	RELEASED	[Edit, Delete, Print, File]

## Step 8: Click ok button to go back in main page.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Log out

## Payroll Registry/Voucher

Show 5 entries

Search ....

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	     
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	     
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	     
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	     
	AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED	     

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

9:23 AM 11/26/2019

## **Note:**

In order for you to **unpost** payroll record must be **posted** first for you to continue and **unpost** the payroll. Because you cannot proceed to the next process if record is not **posted**. And also, if status is **released** or **reviewed** you cannot **unpost** since the required status is **posted** for you to **unpost** record.

# How to unpost posted payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to unpost posted payroll. **Unpost button** main grid will be visible.

The screenshot shows the HRIS-eAccount software interface. The left sidebar has a dark theme with a user profile for 'SHIELA MAE PERSIGAS' and a 'Log out' button. The main content area is titled 'Payroll Registry/Voucher' with a search bar. It displays a table of payroll entries with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The 'Payroll Year' is set to 2019, 'Month' to September, 'Employment Type' to Casual Employees, and 'Payroll Type' to Payroll. The 'Payroll Template' is set to Monthly Payroll. The table shows five entries with various status buttons like RELEASED, POSTED, and UNPOSTED. The bottom navigation bar includes a search bar, taskbar icons, and system status indicators.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[Actions]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	[Actions]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[Actions]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[Actions]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[Actions]

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

SHIELA MAE PERSIGAS  
Art Director

Log out

## Payroll Registry/Voucher

Search ...

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Edge, FileZilla, Excel, Word, Powerpoint, VLC, Adobe Reader, Paint, Traffic Light, File Manager, Task View, Taskbar settings, Date/Time

**Step 2:** Once you have selected payroll year, month, employment type, payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to unpost.

The screenshot shows the HRIS-eAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and displays a table of payroll records. The table has columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first record (VOUCHER NBR: 00001) is highlighted with a red border and labeled "POSTED" in the STATUS column. Other records show "RELEASED" in the STATUS column. The table includes search and filter options at the top: Show 5 entries, Payroll Year: 2019, Month: September, Employment Type: Casual Employees, Payroll Type: Payroll, and Payroll Template: Monthly Payroll. The bottom of the screen shows a taskbar with various icons and the system clock indicating 3:57 PM on 11/23/2019.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	POSTED	
	ALIVADO, MITZ P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

## Step 3: Click unpost button in order to unpost record.

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Remittance, and System Setup Defaults. The main area is titled "Payroll Registry/Voucher" and displays a grid of payroll records. The grid columns include VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first row has a status of "RELEASED". A large red arrow points to the "UNPOST" button in the Actions column for this row. The grid also shows other employees like ALIVADO, MITZI P. ET. AL, ALIVIO JR., LEON M. ET. AL, ALMASA, JOSEPH A. ET. AL, ALMASA, JACQUES JUSTINE O. ET. AL, and ALMERO, ALMA P. ET. AL. The bottom of the screen shows the Windows taskbar with various icons and the date/time (3:57 PM, 11/23/2019).

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	12,226.37	RELEASED	
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166.29			
	ALMASA, JOSEPH A. ET. AL	09/01 - 09/30/2019	112.22			
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

HRIS-eAccount

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

Unpost Record | Registry Nbr | : 002272

Voucher Nbr.: \* Registry Nbr.: Unpost Date:

00001 002272 2019-11-23 04:46:55

Registry Description:  
ALIVIO JR., LEON M. ET. AL

Payroll Template:  
Monthly Payroll

VOUCHER

00001

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

Remarks:

NET PAY STATUS ACTIONS

13,826.35	RELEASED	[+] [←] [≡] [eye] [file]
102,438.88	POSTED	[+] [←] [≡] [eye] [file]
76,522.66	RELEASED	[+] [←] [≡] [eye] [file]
53,111.31	RELEASED	[+] [←] [≡] [eye] [file]
163,524.75	RELEASED	[+] [←] [≡] [eye] [file]

x Close Unpost

Type here to search

4:46 PM 11/23/2019

## **Note:**

Unpost page will open **unpost record registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay** and **gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **unpost date** and **remarks** only.

Non-key fields are:

- **voucher nbr.**
- **unpost date**
- **remarks**



## Note:

In unpost modal page **unpost date** will have values base on current date however (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **unpost date**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

---

# Step 4: Input values in **unpost date** for you to unpost payroll.

The screenshot shows the HRIS-ePAccount application interface. On the left, there's a sidebar with user information (SHIELA MAE PERSIGAS, Art Director) and various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Payroll Registry/Voucher, Remittance, and System Setup Defaults. The main area has a "Payroll Registry" title. A modal dialog box is open in the center, titled "Unpost Record | Registry Nbr | : 002272". It contains fields for Voucher Nbr. (00001), Registry Nbr. (002272), and Unpost Date (2019-09-27 04:46:55). Below these are fields for Registry Description (ALIVIO JR., LEON M. ET. AL) and Payroll Template (Monthly Payroll). Further down are Date From (2019-09-01), Date To (2019-09-30), Net Pay (102,438.88), and Gross Pay (166,293.97). A Remarks section is also present. At the bottom of the dialog are "Close" and "Unpost" buttons. In the background, there's a table with columns PAY, STATUS, and ACTIONS, showing several rows of payroll data. The bottom of the screen shows the Windows taskbar with various icons and the system tray.

PAY	STATUS	ACTIONS
13,826.35	RELEASED	[Actions]
102,438.88	POSTED	[Actions]
76,522.66	RELEASED	[Actions]
53,111.31	RELEASED	[Actions]
163,524.75	RELEASED	[Actions]

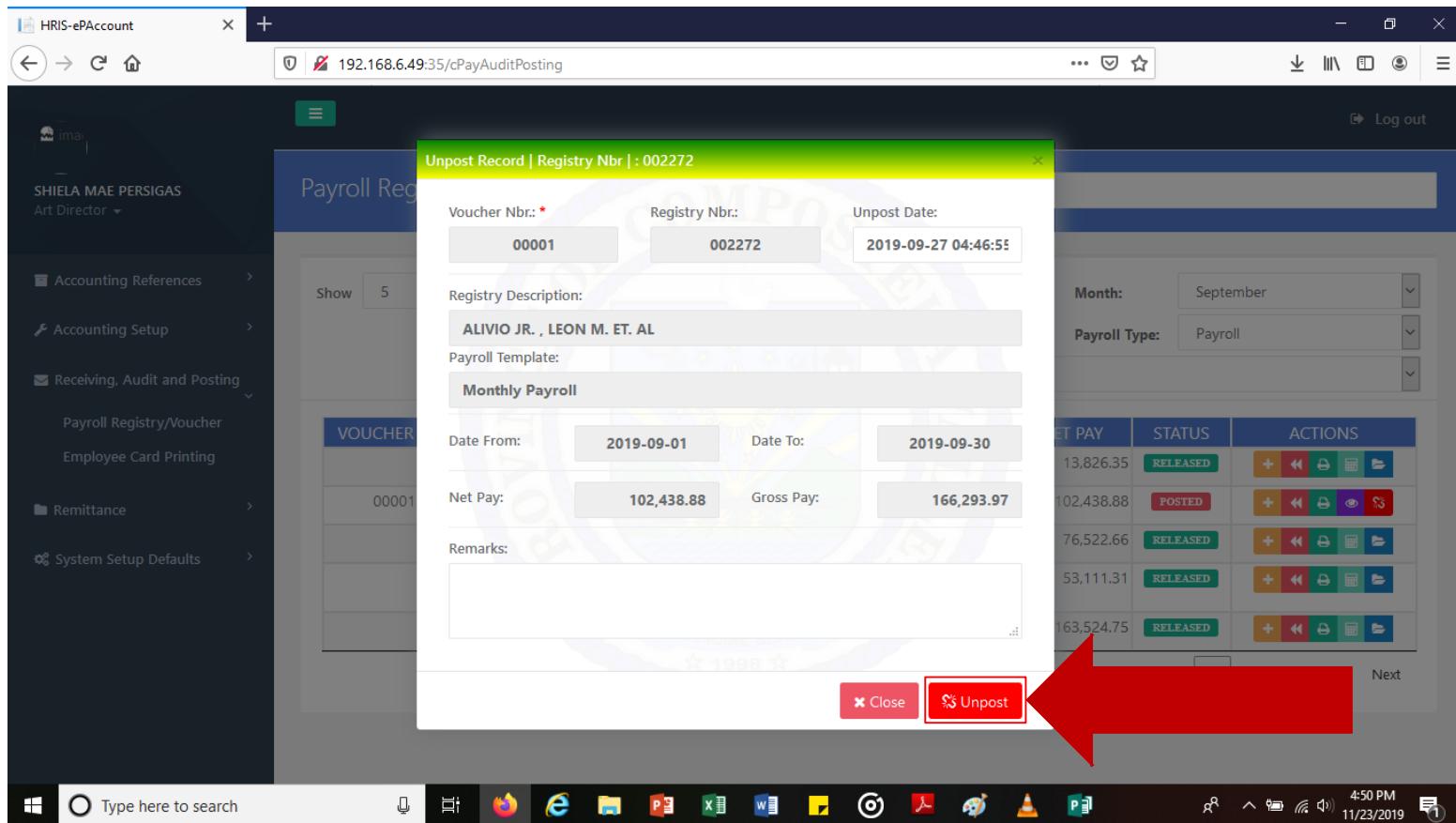
## **Note:**

Since current date values is shown in **unpost date** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **unpost date** to avoid complications and hassle free. **Unpost date** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

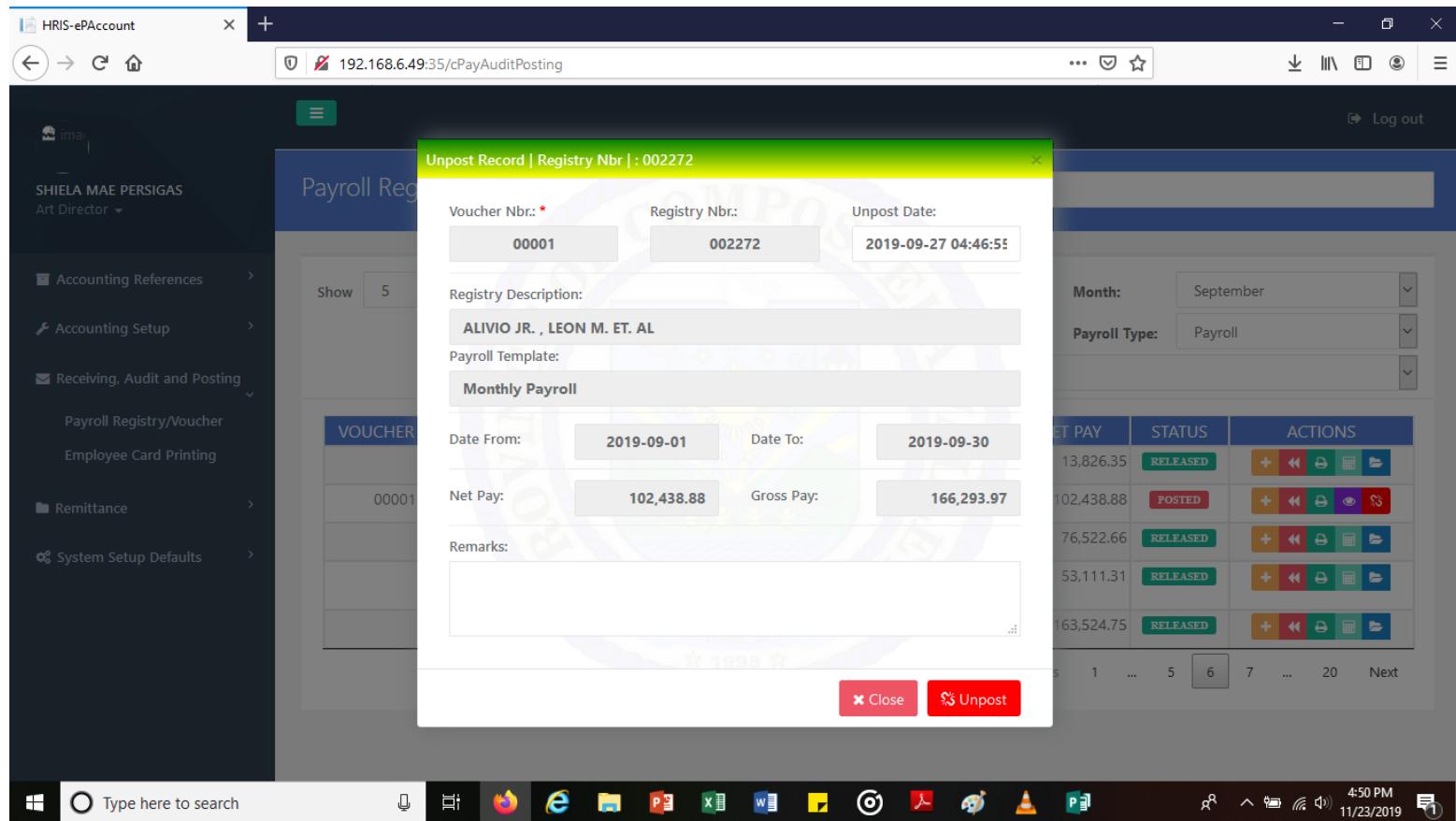
Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to unpost payroll.



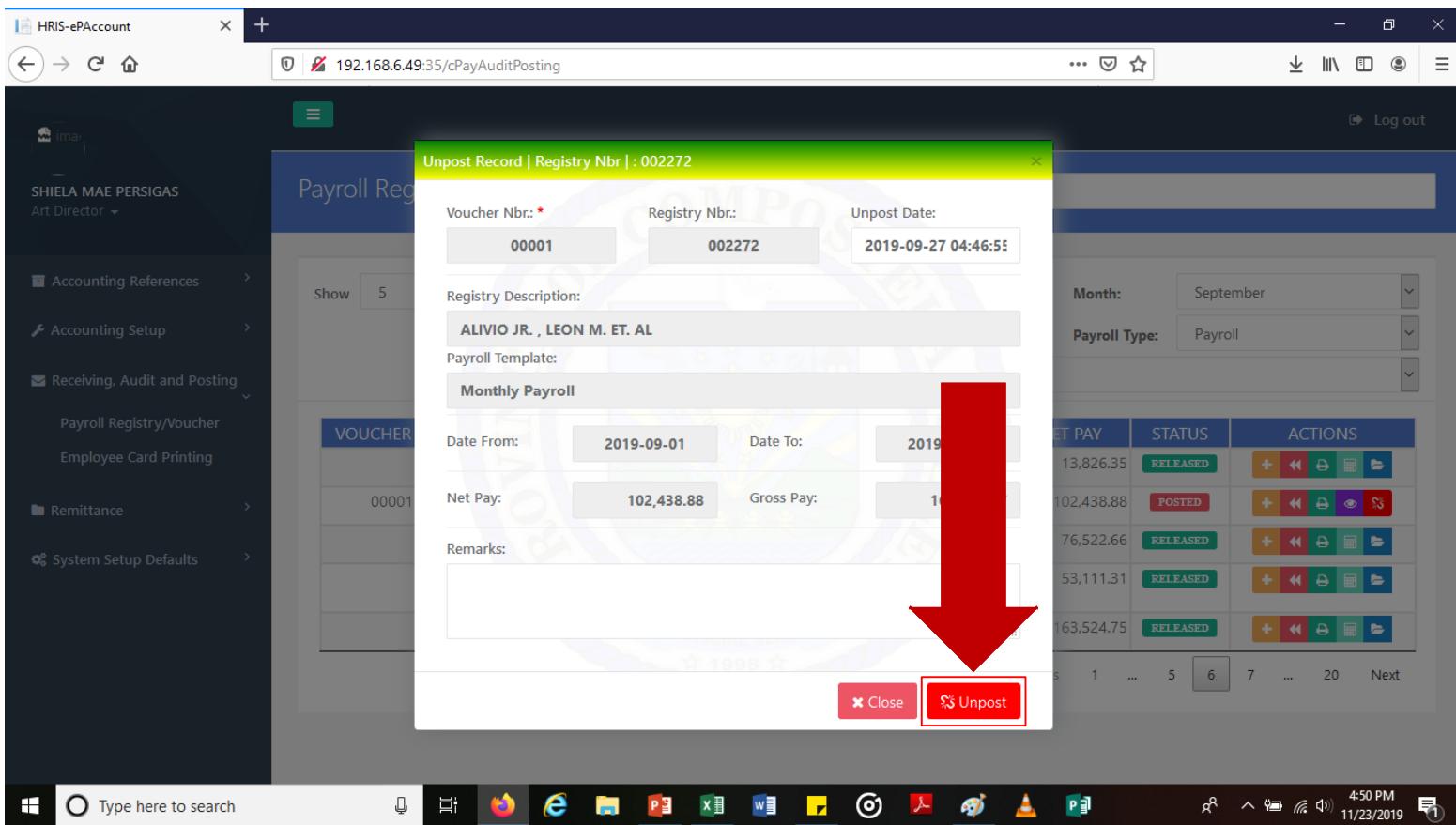
# Step 5: Click close button for you to unpost payroll.



# Step 6: Repeat step 3 if you want to continue and update existing unpost date field.



## Step 7: Click unpost button for you to unpost payroll record in unpost record.



## **Note:**

If data of specific payroll has incorrect values expected unpost personnel is allowed to return the record thus he/she needs to follow the return process if needed to return record to where record should be returned. To return record go to **how to return process**.



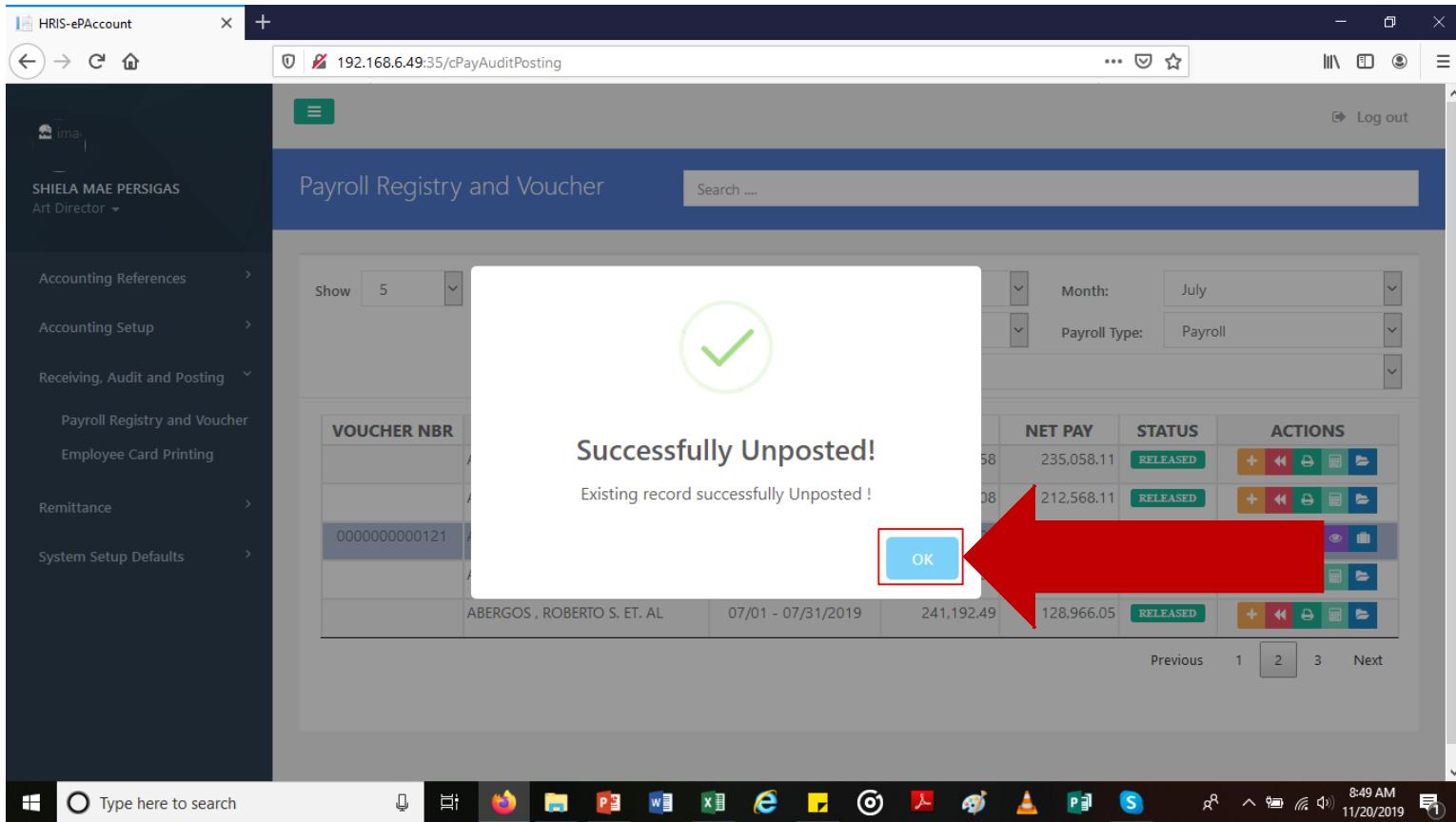
**Note:** A pop-up confirmation window will appear that record was successfully unposted.

The screenshot shows a Windows desktop environment with the HRIS-ePAccount application open in a browser window. The application title is "Payroll Registry and Voucher". A central modal dialog box displays a green checkmark icon and the message "Successfully Unposted! Existing record successfully Unposted !". Below the modal, a table lists payroll records with columns for VOUCHER NBR, NET PAY, STATUS, and ACTIONS. The table data is as follows:

VOUCHER NBR	NET PAY	STATUS	ACTIONS
58	235,058.11	RELEASED	[Action icons]
08	212,568.11	RELEASED	[Action icons]
26	43,497.60	RELEASED	[Action icons]
03	46,070.86	RELEASED	[Action icons]
	241,192.49	RELEASED	[Action icons]

The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 8:49 AM on 11/20/2019.

## Step 8: Click ok button to go back in main page.



HRIS-ePAccount X +

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

Payroll Registry/Voucher

Employee Card Printing

Remittance >

System Setup Defaults >

## Payroll Registry/Voucher

Search ....

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS			
ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED					
00001 ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED					
ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED					
ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED					
ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED					

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Edge, File Manager, PDF Reader, Excel, Word, Powerpoint, VLC, Internet Explorer, VLC, File Manager, Task View, Taskbar icons, Network, Battery, Volume, Signal, Date/Time.

## **Note:**

In order for you to **return** payroll record must be **unposted** first for you to continue and **return** the payroll. Because you cannot proceed to the next process if record is **posted** and not **unposted**.



# How to return unposted payroll?



**Step 1:** Select payroll year, month, employment type, payroll type and payroll template by clicking available drop list in order for you to return payroll. **Return button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. On the left is a sidebar with a dark blue header containing the user's name, SHIELA MAE PERSIGAS, Art Director. Below this are several menu items: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area has a light blue header with the title "Payroll Registry/Voucher" and a search bar. Below this is a table with columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The table contains five rows of data. At the top of the main content area, there are four dropdown menus with red borders around them: Payroll Year (2019), Month (September), Employment Type (Casual Employees), and Payroll Type (Payroll). The bottom right corner of the screen shows the Windows taskbar with various pinned icons and the system tray.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[action icons]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED	[action icons]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[action icons]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[action icons]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[action icons]

## **Note:**

If you want to view various data click **show** drop-down list to show only how many records. In fact, **show** drop-down list have numerical choices **5, 10, 15** and **20**. And the very latest record added will be found in the list of specified voucher number.



HRIS-eAccount    +

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >  
Accounting Setup >  
Receiving, Audit and Posting >  
Payroll Registry/Voucher  
Employee Card Printing  
Remittance >  
System Setup Defaults >

Payroll Registry/Voucher

Search ...

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

10:37 AM  
11/25/2019

**Step 2:** Once you have selected payroll year, month, employment type payroll type and payroll template, list of specific records will appear pick specific payroll registry that you want to return.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount" and the address bar shows the URL "192.168.6.49:35/cPayAuditPosting". The user is logged in as "SHIELA MAE PERSIGAS, Art Director". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting" (selected), "Payroll Registry/Voucher" (highlighted in blue), "Employee Card Printing", "Remittance", and "System Setup Defaults". The main content area is titled "Payroll Registry/Voucher" and displays a table of payroll records. The table has columns: VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first record (VOUCHER NBR 00001) is highlighted with a red border. The table shows the following data:

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	[+] [Back] [Forward] [Print] [Excel] [File]
00001	ALIVIO JR., LEON M. ET. AL	09/01 - 09/30/2019	166,293.97	102,438.88	AUDITED	[+] [Back] [Forward] [Print] [Excel] [File]
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	[+] [Back] [Forward] [Print] [Excel] [File]
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	[+] [Back] [Forward] [Print] [Excel] [File]
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	[+] [Back] [Forward] [Print] [Excel] [File]

Below the table are navigation links: Previous, 1, ..., 5, 6, 7, ..., 20, Next. The bottom status bar shows the time as "5:00 PM" and the date as "11/23/2019".

## Step 3: Click return button in order to return record.

The screenshot shows the HRIS-ePAccount software interface. On the left, a sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and displays a grid of payroll records. The grid columns include VOUCHER NBR, DESCRIPTION, PERIOD COVERED, GROSS, NET PAY, STATUS, and ACTIONS. The first row's STATUS is "RELEASED". A large red arrow points to the "RELEASED" button in the ACTIONS column for the first row. The grid shows five rows of data. At the bottom, there are navigation buttons for Previous, 1, ..., 5, 6, 7, ..., 20, Next. The status bar at the bottom right shows the time as 5:00 PM and the date as 11/23/2019.

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	10,010.56	12,826.25	RELEASED	
00001	ALIVIO JR. , LEON M. ET. AL	09/01 - 09/30/2019				
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019				
	ALMASA, JACQUES JUSTINE O. ET. AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET. AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	

HRIS-ePAccount

192.168.6.49:35/cPayAuditPosting

Return Record | Registry Nbr : 002272

Voucher Nbr.: \* Registry Nbr.: Return Date:

00001 002272 2019-11-25 10:40:42

Registry Description:  
ALIVIO JR., LEON M. ET. AL

Payroll Template:  
Monthly Payroll

VOUCHER

Date From: 2019-09-01 Date To: 2019-09-30

Net Pay: 102,438.88 Gross Pay: 166,293.97

Remarks:

X Close    Return

Month: September  
Payroll Type: Payroll

NET PAY	STATUS	ACTIONS
13,826.35	RELEASED	[+] [Back] [Forward] [Print] [Audit]
102,438.88	AUDITED	[+] [Back] [Forward] [Print] [Audit]
76,522.66	RELEASED	[+] [Back] [Forward] [Print] [Audit]
53,111.31	RELEASED	[+] [Back] [Forward] [Print] [Audit]
163,524.75	RELEASED	[+] [Back] [Forward] [Print] [Audit]

1 ... 5 6 7 ... 20 Next

Type here to search

10:40 AM 11/25/2019

## **Note:**

Return page will open **return record registry nbr.** will auto-generate and other non-key fields are blank however **voucher nbr., registry description, payroll template, date from, date to, net pay and gross pay** already have a values. Primary keys are **voucher nbr.** and **transaction year**. Filters are **payroll year, month, employment type, payroll type** and **payroll template**. Editable field is **return date** only.

Non-key fields are:

- **voucher nbr.**
- **return date**



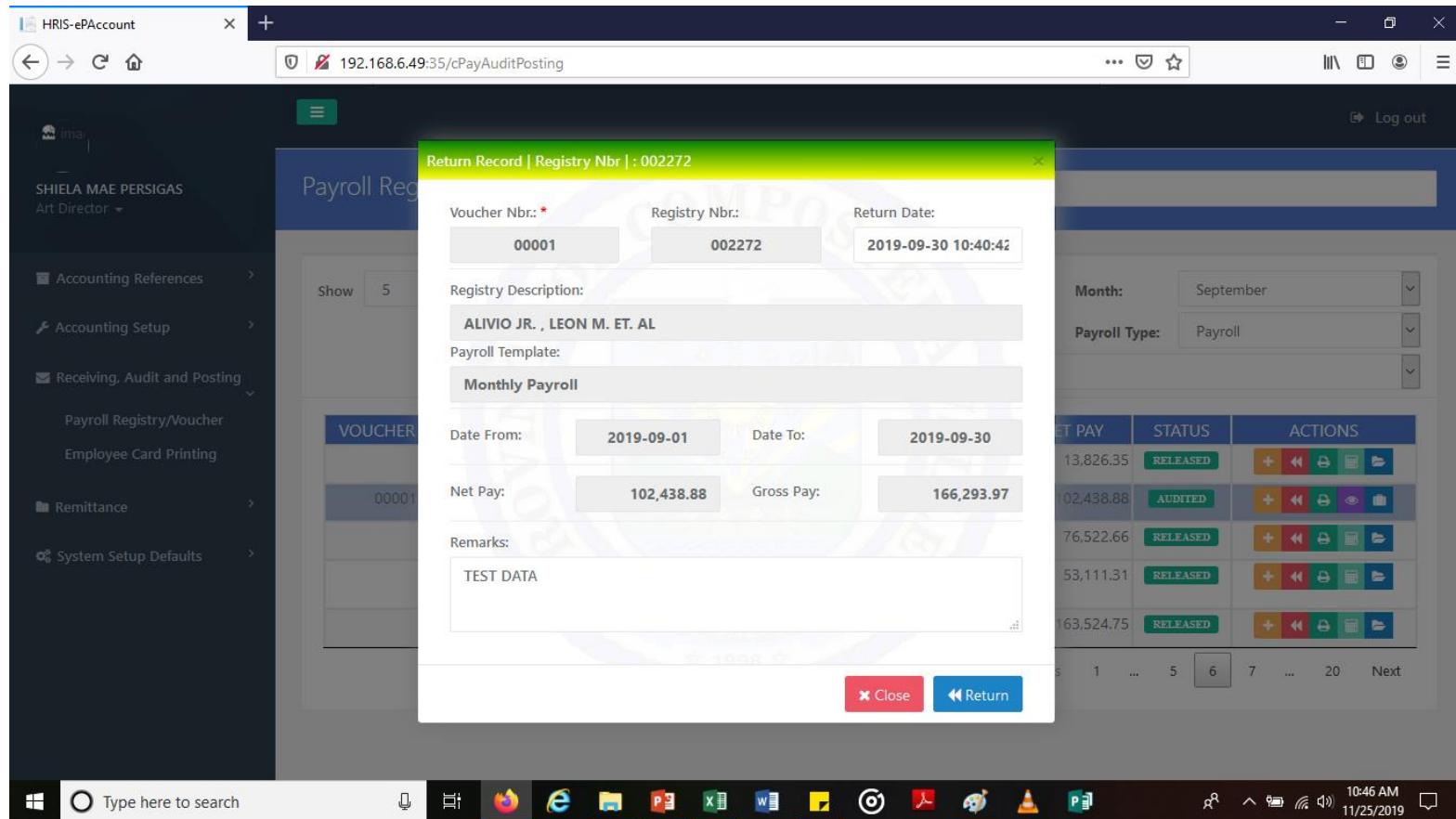
## Note:

In return modal page **return date** will have values base on current date (current base on specific date page is used) however, you can edit values since it is editable for data testing only but if go live data automatic you cannot edit even update **return date**. So, upon testing be sure to input specific date to avoid confusions and complications during data testing.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

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# Step 4: Input values in **return date** for you to return payroll.



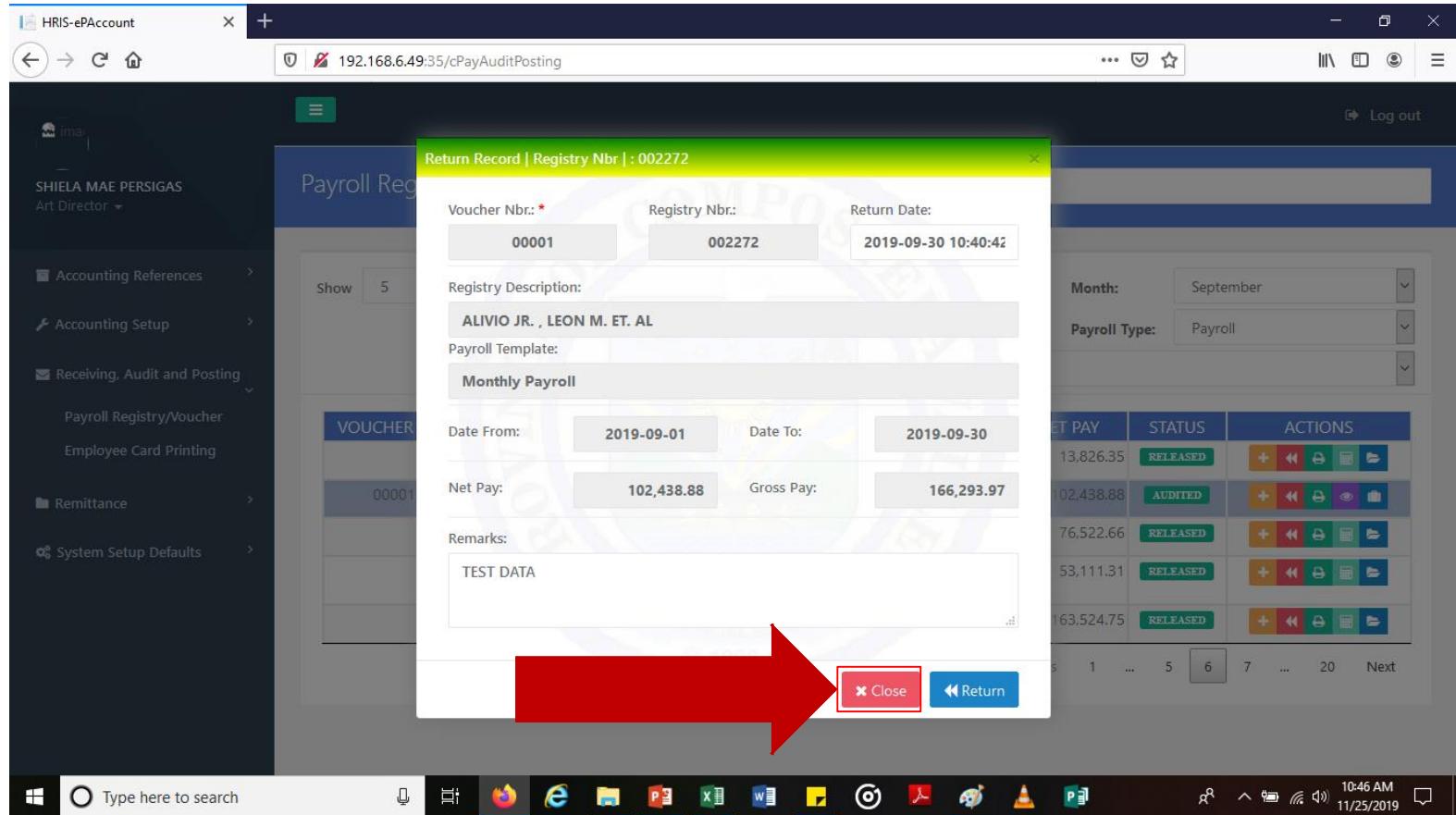
## **Note:**

Since current date values is shown in **return date** textbox edit the existing values if necessary. Be careful and be precise of the data you inputted in **return date** to avoid complications and hassle free. **Return date** is editable for testing purposes only but if go live data, received for auditing will not be editable and page is for viewing purposes only.

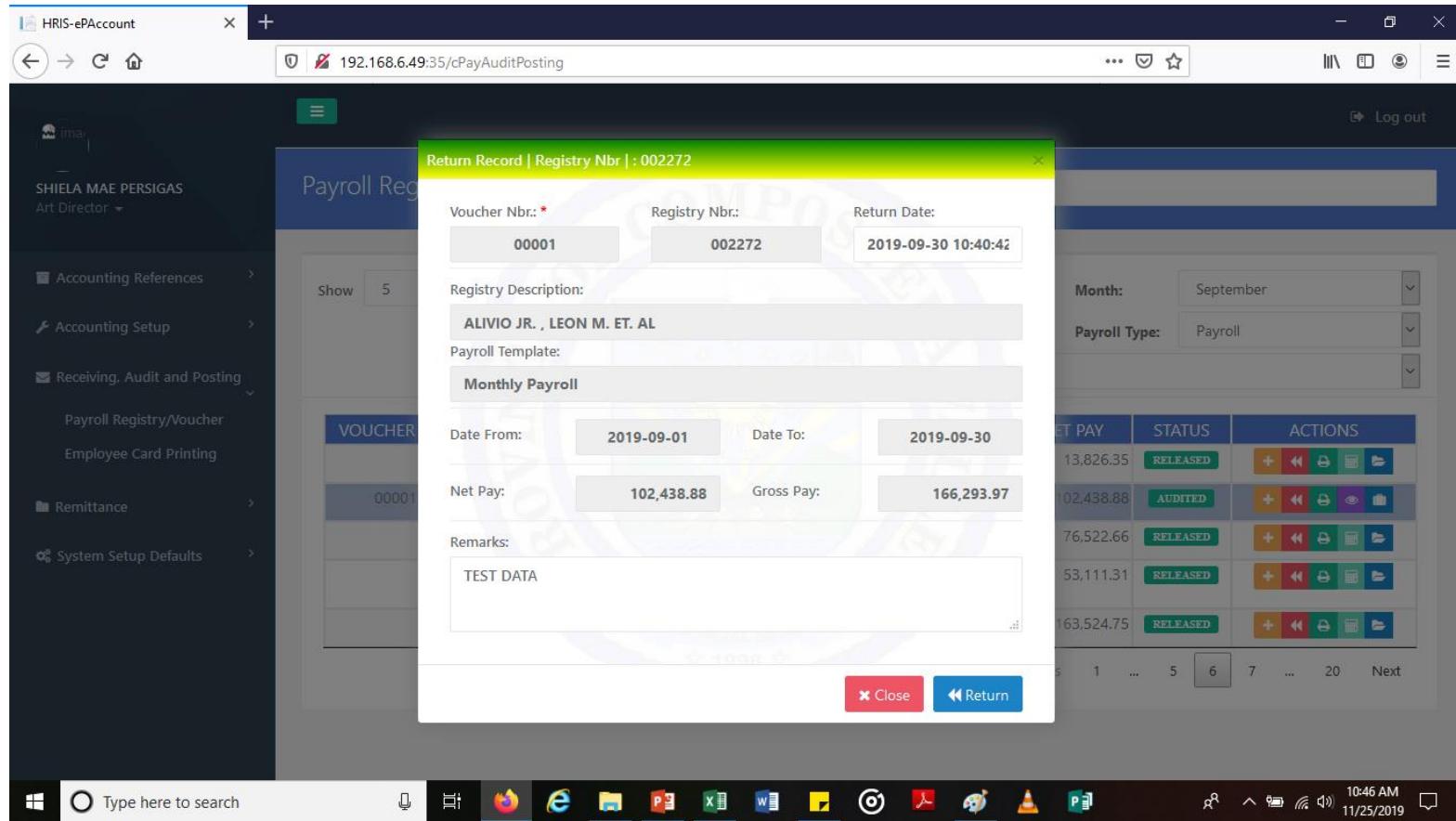
Check whether if **net pay** and **gross pay** of specific payroll record is correct then if data is correct click **close button** to unpost payroll.



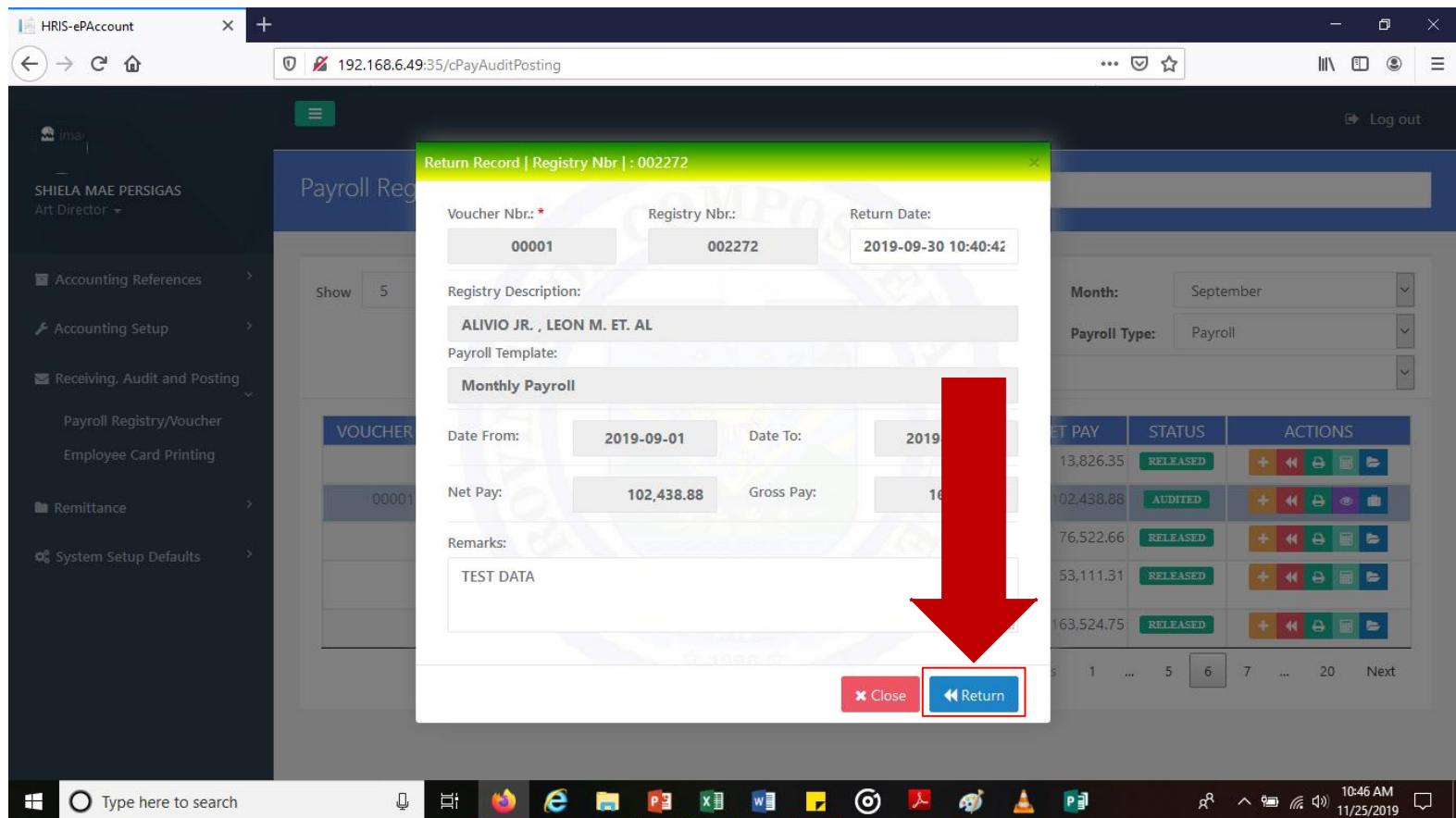
# Step 5: Click close button for you to return payroll.



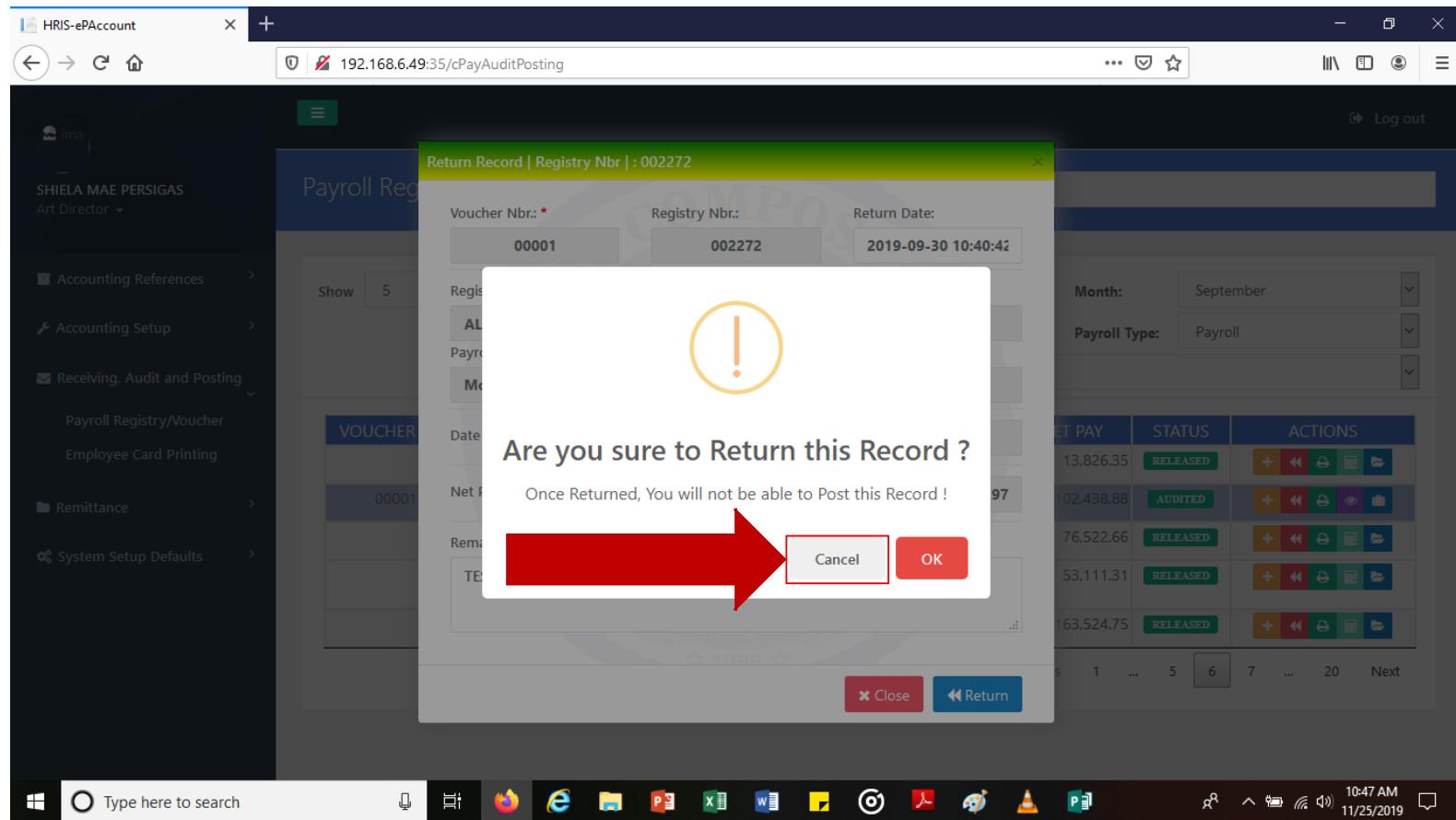
# Step 6: Repeat step 3 if you want to continue and update existing return date field.



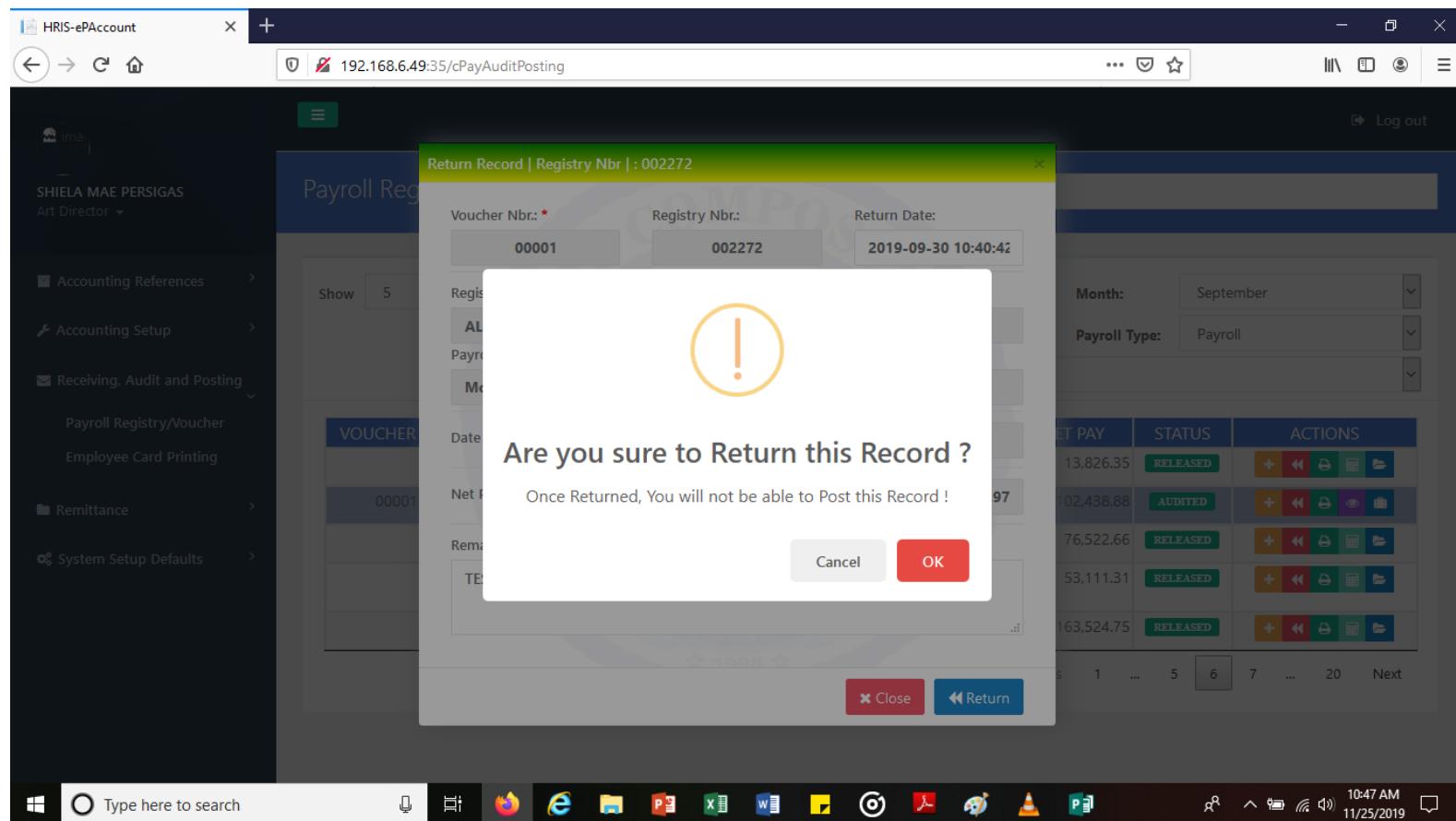
## Step 7: Click return button for you to return record.



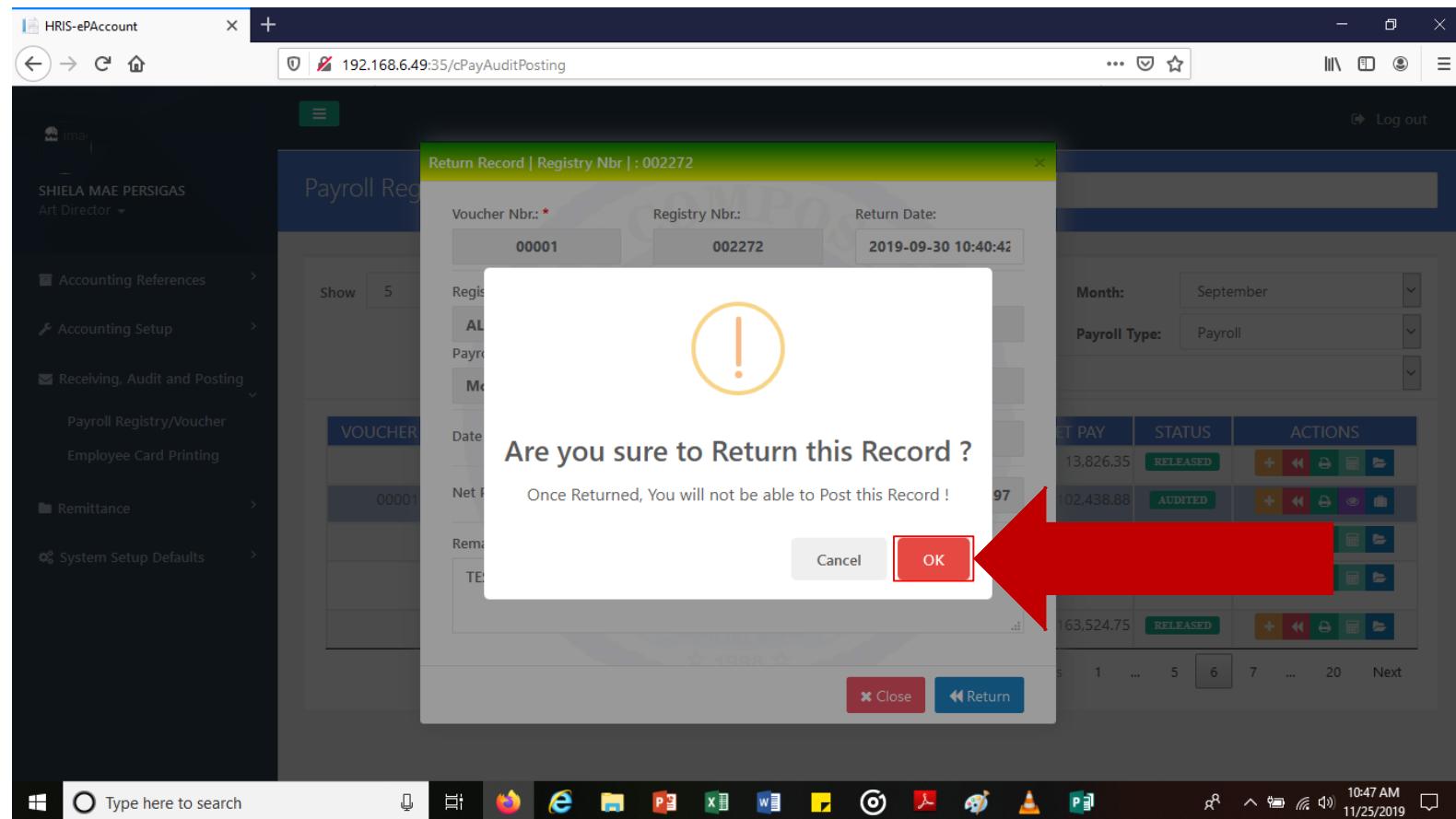
**Step 8: Click cancel button if you don't want to return the selected record.**



# Step 9: Repeat step 7 for you to continue and return specific record.



# Step 10: Click ok button if you want to return the record.



**Note:** A pop-up confirmation window will appear that record was successfully returned.

The screenshot shows a web-based application titled "HRIS-ePAccount" with the URL "192.168.6.49:35/cPayAuditPosting". The left sidebar displays a navigation menu for "SHIELA MAE PERSIGAS" (Art Director) with options like Accounting References, Accounting Setup, Receiving, Audit and Posting (selected), Payroll Registry/Voucher (selected), Employee Card Printing, Remittance, and System Setup Defaults. The main content area is titled "Payroll Registry/Voucher" and shows a table of "VOUCHER NBR" entries. A modal dialog box in the center displays a green checkmark icon and the message "Successfully Returned! Existing record successfully Returned!". In the bottom right corner of the modal, there is an "OK" button. The status bar at the bottom shows system information including the date "11/25/2019" and time "10:54 AM".

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Payroll Registry/Voucher

Employee Card Printing

Remittance

System Setup Defaults

192.168.6.49:35/cPayAuditPosting

Log out

Payroll Registry/Voucher

Search ...

Show 5

Month: September

Payroll Type: Payroll

VOUCHER NBR

NET PAY STATUS ACTIONS

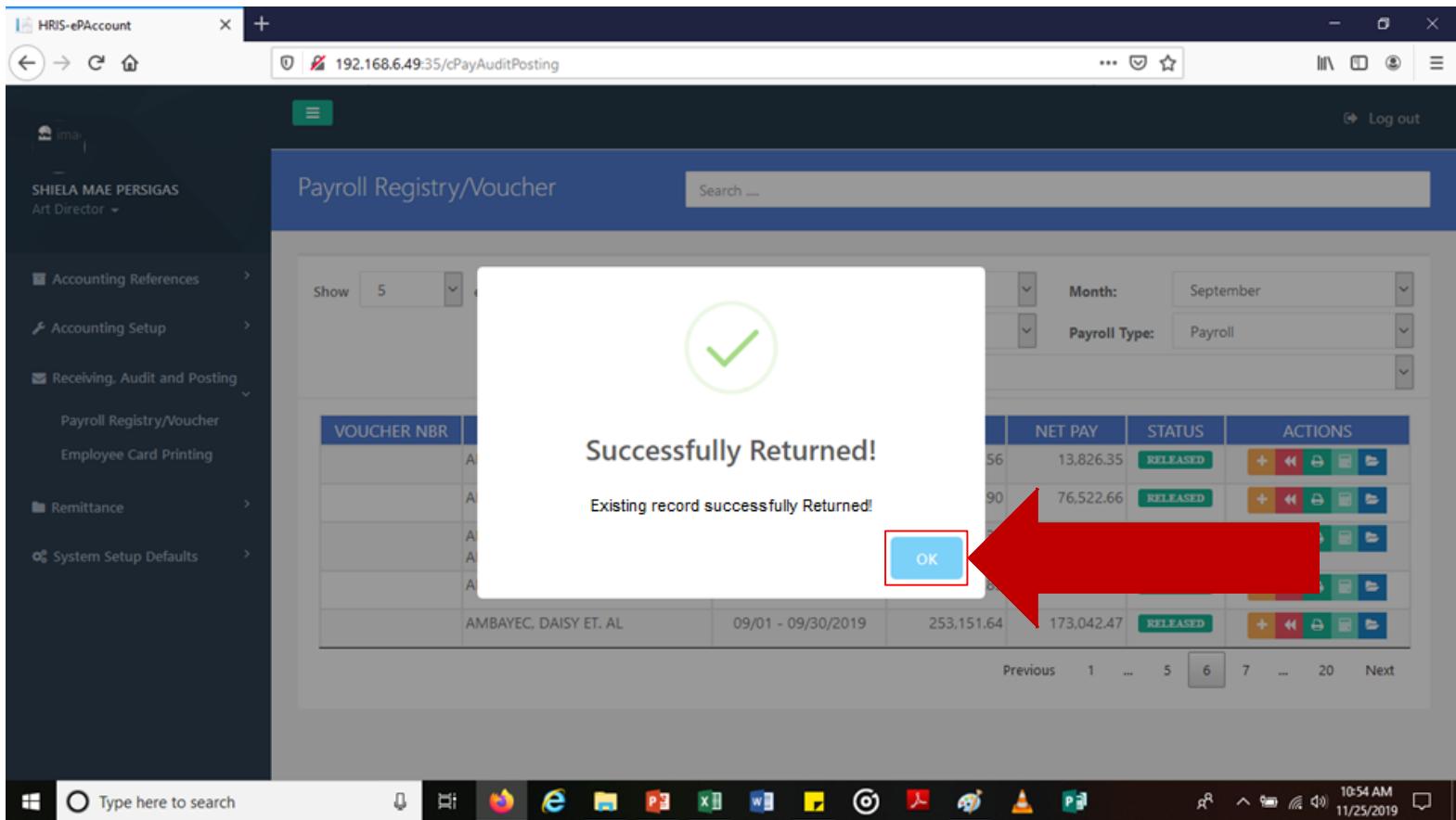
56	13,826.35	RELEASED	[Actions]
90	76,522.66	RELEASED	[Actions]
31	53,111.31	RELEASED	[Actions]
83	163,524.75	RELEASED	[Actions]
AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

10:54 AM 11/25/2019

## Step 11: Click ok button to go back in main page.



HRIS-ePAccount X +

192.168.6.49:35/cPayAuditPosting

Log out

SHIELA MAE PERSIGAS  
Art Director

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

- Payroll Registry/Voucher
- Employee Card Printing

Remittance >

System Setup Defaults >

## Payroll Registry/Voucher

Search ....

Show 5 entries

Payroll Year: 2019 Month: September

Employment Type: Casual Employees Payroll Type: Payroll

Payroll Template: Monthly Payroll

VOUCHER NBR	DESCRIPTION	PERIOD COVERED	GROSS	NET PAY	STATUS	ACTIONS
	ALIVIADO, MITZI P. ET. AL	09/01 - 09/30/2019	19,810.56	13,826.35	RELEASED	
	ALMASA , JOSEPH A. ET. AL	09/01 - 09/30/2019	112,221.90	76,522.66	RELEASED	
	ALMASA, JACQUES JUSTINE O. ET, AL	09/01 - 09/30/2019	66,866.31	53,111.31	RELEASED	
	ALMERO, ALMA P. ET, AL	09/01 - 09/30/2019	210,718.83	163,524.75	RELEASED	
	AMBAYEC, DAISY ET. AL	09/01 - 09/30/2019	253,151.64	173,042.47	RELEASED	

Previous 1 ... 5 6 7 ... 20 Next

Type here to search

10:58 AM 11/25/2019

## **Note:**

Since, specific record is successfully **returned** even if you use the search bar and input desired data that you returned, expected record will no longer be visible in **payroll registry and voucher** main page.

