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## Complete Payroll Calculation Rules Summary

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### Employee Classification

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#### 1. Client-Based Employees (Account Supervisors)

- **Identification:** `employee_type === "client-based"` OR position includes "ACCOUNT SUPERVISOR"
- **Display:** OT items in **Other Pay** section

#### 2. Office-Based Supervisory Employees

- **Identification:** `employee_type === "office-based"` AND position includes:

- "PAYROLL SUPERVISOR"
  - "ACCOUNT RECEIVABLE SUPERVISOR"
  - "HR OPERATIONS SUPERVISOR"
  - "HR SUPERVISOR - LABOR RELATIONS/EMPLOYEE ENGAGEMENT"
  - "HR SUPERVISOR - LABOR RELATIONS"
  - "HR SUPERVISOR - EMPLOYEE ENGAGEMENT"
- **Display:** OT items in **Other Pay** section

### 3. Office-Based Managerial Employees

- **Identification:** `employee_type === "office-based" AND job_level === "MANAGERIAL"`
- **Display:** OT items in **Other Pay** section

### 4. Office-Based Rank and File Employees

- **Identification:** `employee_type === "office-based" AND NOT supervisory AND NOT managerial`
- **Display:** All earnings in **Earnings Breakdown Table**

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## Base Pay (All Employee Types)

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### Basic Salary

- **Formula:** `Regular Hours × Hourly Rate`
- **Regular Hours:** 8 hours per day (8AM-5PM)
- **Hourly Rate:** `Daily Rate ÷ 8` or `Monthly Rate ÷ (22 days × 8 hours)`
- **Multiplier:** 1.0x
- **Display:** Earnings Breakdown Table → Basic Salary

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## Regular Overtime (OT) Calculations

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# Client-Based Employees (Account Supervisors)

- **Formula:** Fixed allowance
  - **3-4 hours OT:** ₱500 (fixed)
  - **> 4 hours OT:** ₱500 (still fixed at ₱500)
  - **< 3 hours OT:** ₱0
- **Display:** Other Pay → Regular OT Allowance
- **Examples:**
  - 3 hours OT = ₱500
  - 5 hours OT = ₱500
  - 2 hours OT = ₱0

# Office-Based Supervisory/Managerial Employees

- **Formula:** ₱200 (first 2 hours) + ₱100 × (additional hours)
  - **≥ 2 hours:** ₱200 + (hours - 2) × ₱100
  - **< 2 hours:** ₱0
- **Display:** Other Pay → Regular OT Allowance
- **Examples:**
  - 2 hours OT = ₱200
  - 3 hours OT = ₱300
  - 5 hours OT = ₱500

# Office-Based Rank and File Employees

- **Formula:** OT Hours × Hourly Rate × 1.25
- **Multiplier:** 1.25x
- **Display:** Earnings Breakdown Table → Regular Overtime
- **Example:** 2 hours × ₱125/hour × 1.25 = ₱312.50

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# Night Differential (ND) Calculations

# Night Differential Hours

- **Time Period:** 5PM (17:00) to 6AM (06:00) next day
- **Source:** Calculated from approved OT requests (`start_time` and `end_time`)
- **Multiplier:** 0.1x (10% of hourly rate)

## Office-Based Rank and File Employees

- **Formula:**  $ND\ Hours \times Hourly\ Rate \times 0.1$
- **Display:** Earnings Breakdown Table → Night Differential
- **Example:** 2 hours  $\times$  ₱125/hour  $\times$  0.1 = ₱25

## Client-Based, Supervisory, and Managerial Employees

- **Night Differential:** **NO ND** (they have OT allowance already)
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## Holiday & Rest Day Calculations

### "1 Day Before" Rule (Policy)

For Supervisory/Managerial Employees Only:

- If an employee plans to **NOT work on a holiday**, they **must work the day before the holiday** to be eligible for the daily rate on that holiday.
- **Application:** Legal Holidays and Special Holidays
- **Validation:** Employee must have worked (`regularHours ≥ 8`) on the day immediately preceding the holiday.

**Note:** This rule does NOT apply to Rank and File employees.

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### Regular Holiday (Legal Holiday)

## Regular Hours Pay

Employee Type	Formula	Multiplier	Display
<b>Supervisory/Managerial</b>	Hours × Rate/Hour × <b>1.0</b>	1.0x	Earnings Breakdown Table → Legal Holiday
<b>Rank and File</b>	Hours × Rate/Hour × <b>2.0</b>	2.0x	Earnings Breakdown Table → Legal Holiday

### Examples:

- Supervisory/Managerial: 8 hours × ₱125/hour × 1.0 = ₱1,000 (if worked day before)
- Rank and File: 8 hours × ₱125/hour × 2.0 = ₱2,000

## OT on Regular Holiday

Employee Type	Formula	Display
<b>Rank and File</b>	OT Hours × Rate/Hour × <b>2.6</b>	Earnings Breakdown Table → Legal Holiday OT
<b>Client-Based/Supervisory/Managerial</b>	Fixed allowance: <ul style="list-style-type: none"> <li>• ≥ 8 hours OT: ₱600</li> <li>• ≥ 4 hours OT: ₱350</li> <li>• &lt; 4 hours OT: ₱0</li> </ul>	Other Pay → Legal Holiday OT Allowance

## ND on Regular Holiday

Employee Type	Formula	Display
<b>Rank and File</b>	ND Hours × Rate/Hour × <b>0.1</b>	Earnings Breakdown Table → Legal Holiday ND
<b>Client-Based/Supervisory/Managerial</b>	<b>NO ND</b>	-

# Special Holiday (Non-Working Holiday)

## Regular Hours Pay

Employee Type	Formula	Multiplier	Display
<b>Supervisory/Managerial</b>	Hours × Rate/Hour × <b>1.0</b>	1.0x	Earnings Breakdown Table → Special Holiday
<b>Rank and File</b>	Hours × Rate/Hour × <b>1.3</b>	1.3x	Earnings Breakdown Table → Special Holiday

## Examples:

- Supervisory/Managerial: 8 hours × ₦125/hour × 1.0 = ₦1,000 (if worked day before)
- Rank and File: 8 hours × ₦125/hour × 1.3 = ₦1,300

## OT on Special Holiday

Employee Type	Formula	Display
<b>Rank and File</b>	OT Hours × Rate/Hour × <b>1.69</b>	Earnings Breakdown Table → Special Holiday OT
<b>Client-Based/Supervisory/Managerial</b>	Fixed allowance: <ul style="list-style-type: none"> <li>• ≥ 8 hours OT: ₦600</li> <li>• ≥ 4 hours OT: ₦350</li> <li>• &lt; 4 hours OT: ₦0</li> </ul>	Other Pay → Special Holiday OT Allowance

## ND on Special Holiday

Employee Type	Formula	Display
<b>Rank and File</b>	ND Hours × Rate/Hour ×	Earnings Breakdown Table → Special Holiday

Employee Type	Formula	Display
	0.1	ND
Client-Based/Supervisory/Managerial	NO ND	-

## Rest Day (Sunday or Scheduled Rest Day)

**Rest Day Detection:** `day_off: true` in employee schedule OR is Sunday

### Regular Hours Pay

Employee Type	Formula	Multiplier	Display
Supervisory/Managerial	Hours × Rate/Hour × 1.0	1.0x	Earnings Breakdown Table → Rest Day
Rank and File	Hours × Rate/Hour × 1.3	1.3x	Earnings Breakdown Table → Rest Day

### Examples:

- Supervisory/Managerial: 8 hours × ₦125/hour × 1.0 = ₦1,000
- Rank and File: 8 hours × ₦125/hour × 1.3 = ₦1,300

### OT on Rest Day

Employee Type	Formula	Display
Rank and File	OT Hours × Rate/Hour × 1.69	Earnings Breakdown Table → Rest Day OT
Client-Based/Supervisory/Managerial	Fixed allowance: • ≥ 8 hours OT: ₦600 • ≥ 4 hours OT: ₦350 • < 4 hours OT: ₦0	Other Pay → Rest Day OT Allowance

## ND on Rest Day

Employee Type	Formula	Display
<b>Rank and File</b>	ND Hours × Rate/Hour × 0.1	Earnings Breakdown Table → Rest Day ND
<b>Client-Based/Supervisory/Managerial</b>	<b>NO ND</b>	-

## Sunday + Special Holiday

### Regular Hours Pay

Employee Type	Formula	Multiplier	Display
<b>Supervisory/Managerial</b>	Hours × Rate/Hour × 1.0	1.0x	Earnings Breakdown Table → Special Holiday
<b>Rank and File</b>	Hours × Rate/Hour × 1.5	1.5x	Earnings Breakdown Table → Special Holiday

### Examples:

- Supervisory/Managerial: 8 hours × ₱125/hour × 1.0 = ₱1,000
- Rank and File: 8 hours × ₱125/hour × 1.5 = ₱1,500

## OT on Sunday + Special Holiday

Employee Type	Formula	Display
<b>Rank and File</b>	OT Hours × Rate/Hour × 1.95	Earnings Breakdown Table → Special Holiday on Rest Day OT
<b>Client-Based/Supervisory/Managerial</b>	Fixed allowance: • ≥ 8 hours OT: ₱600 • ≥ 4 hours OT:	Other Pay → Special Holiday on Rest Day OT Allowance

<b>Employee Type</b>	<b>Formula</b>	<b>Display</b>
	₱350 • < 4 hours OT: ₱0	
<b>ND on Sunday + Special Holiday</b>		
<b>Employee Type</b>	<b>Formula</b>	<b>Display</b>
<b>Rank and File</b>	<b>ND Hours × Rate/Hour × 0.1</b>	Earnings Breakdown Table → Special Holiday ND
<b>Client-Based/Supervisory/Managerial</b>	<b>NO ND</b>	-

## Sunday + Regular Holiday

### Regular Hours Pay

<b>Employee Type</b>	<b>Formula</b>	<b>Multiplier</b>	<b>Display</b>
<b>Supervisory/Managerial</b>	<b>Hours × Rate/Hour × 1.0</b>	1.0x	Earnings Breakdown Table → Legal Holiday
<b>Rank and File</b>	<b>Hours × Rate/Hour × 2.6</b>	2.6x	Earnings Breakdown Table → Legal Holiday

### Examples:

- Supervisory/Managerial: 8 hours × ₱125/hour × 1.0 = ₱1,000
- Rank and File: 8 hours × ₱125/hour × 2.6 = ₱2,600

### OT on Sunday + Regular Holiday

<b>Employee Type</b>	<b>Formula</b>	<b>Display</b>
<b>Rank and File</b>	<b>OT Hours × Rate/Hour ×</b>	Earnings Breakdown Table → Legal Holiday on

Employee Type	Formula	Display
	3.38	Rest Day OT
Client-Based/Supervisory/Managerial	Fixed allowance: • ≥ 8 hours OT: ₱600 • ≥ 4 hours OT: ₱350 • < 4 hours OT: ₱0	Other Pay → Legal Holiday on Rest Day OT Allowance

### ND on Sunday + Regular Holiday

Employee Type	Formula	Display
Rank and File	ND Hours × Rate/Hour × 0.1	Earnings Breakdown Table → Legal Holiday ND
Client-Based/Supervisory/Managerial	NO ND	-

## Regular Night Differential OT (NDOT)

**Definition:** Overlap of OT hours and ND hours on regular days

### Office-Based Rank and File Employees

- **Formula:**  $\min(\text{OT Hours}, \text{ND Hours}) \times \text{Rate/Hour} \times 0.1$
- **Display:** Earnings Breakdown Table → Regular Night Differential OT
- **Example:** If OT = 3 hours and ND = 2 hours, use 2 hours × ₱125/hour × 0.1 = ₱25

### Client-Based, Supervisory, and Managerial Employees

- **NO NDOT:** They don't have ND (they have OT allowance already)

# **Summary: Display Locations**

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## **Office-Based Rank and File Employees**

### **Earnings Breakdown Table:**

- Basic Salary
- Regular Overtime
- Night Differential
- Legal Holiday
- Legal Holiday OT
- Legal Holiday ND
- Special Holiday
- Special Holiday OT
- Special Holiday ND
- Rest Day
- Rest Day OT
- Rest Day ND
- Special Holiday on Rest Day OT
- Legal Holiday on Rest Day OT
- Regular Night Differential OT

**Other Pay:** Empty or minimal (if any adjustments)

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## **Client-Based, Supervisory, and Managerial Employees**

### **Earnings Breakdown Table:**

- Basic Salary
- Legal Holiday (regular hours only)
- Special Holiday (regular hours only)
- Rest Day (regular hours only)
- Working Dayoff

**Other Pay Section:**

- Regular OT Allowance
- Legal Holiday OT Allowance
- Special Holiday OT Allowance
- Rest Day OT Allowance
- Special Holiday on Rest Day OT Allowance
- Legal Holiday on Rest Day OT Allowance

**Note: NO Night Differential items** (they have OT allowance already)

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## Complete Multiplier Reference Table

### Rank and File Employees

Day Type	Regular Hours	OT Hours	ND Hours
<b>Regular Day</b>	1.0x	1.25x	0.1x
<b>Legal Holiday</b>	2.0x	2.6x	0.1x
<b>Special Holiday</b>	1.3x	1.69x	0.1x
<b>Rest Day</b>	1.3x	1.69x	0.1x
<b>Sunday + Special Holiday</b>	1.5x	1.95x	0.1x
<b>Sunday + Legal Holiday</b>	2.6x	3.38x	0.1x

### Supervisory/Managerial Employees

Day Type	Regular Hours	OT Allowance	ND
<b>Regular Day</b>	1.0x	Fixed (see OT rules)	NO
<b>Legal Holiday</b>	1.0x	Fixed (₱350/₱600)	NO
<b>Special Holiday</b>	1.0x	Fixed (₱350/₱600)	NO
<b>Rest Day</b>	1.0x	Fixed (₱350/₱600)	NO
<b>Sunday + Special Holiday</b>	1.0x	Fixed (₱350/₱600)	NO
<b>Sunday + Legal Holiday</b>	1.0x	Fixed (₱350/₱600)	NO

# Total Salary Calculation

## Office-Based Rank and File Employees

```
Total Salary = Basic Salary  
+ Regular OT  
+ Night Differential  
+ Legal Holiday  
+ Legal Holiday OT  
+ Legal Holiday ND  
+ Special Holiday  
+ Special Holiday OT  
+ Special Holiday ND  
+ Rest Day  
+ Rest Day OT  
+ Rest Day ND  
+ Special Holiday on Rest Day OT  
+ Legal Holiday on Rest Day OT  
+ Regular NDOT
```

## Client-Based, Supervisory, and Managerial Employees

```
Total Salary = Basic Salary  
+ Legal Holiday (regular hours)  
+ Special Holiday (regular hours)  
+ Rest Day (regular hours)  
+ Working Dayoff  
+ Other Pay Total
```

```
Other Pay Total = Regular OT Allowance  
+ Legal Holiday OT Allowance  
+ Special Holiday OT Allowance  
+ Rest Day OT Allowance  
+ Special Holiday on Rest Day OT Allowance  
+ Legal Holiday on Rest Day OT Allowance
```

## Key Rules Summary

# Fixed Allowances (Client-Based, Supervisory, Managerial)

## 1. Regular OT:

- Client-Based: ₱500 if  $\geq$  3 hours, ₱0 if  $<$  3 hours
- Supervisory/Managerial: ₱200 + (hours - 2)  $\times$  ₱100 if  $\geq$  2 hours

## 2. Holiday/Rest Day OT:

- All: ₱600 if  $\geq$  8 hours, ₱350 if  $\geq$  4 hours, ₱0 if  $<$  4 hours
- **NO PRO-RATING:** Must meet exact hour thresholds

## 3. Night Differential:

- **NO ND** for client-based, supervisory, or managerial employees

# Standard Calculations (Rank and File)

- All components use Philippine Labor Code multipliers
- All displayed in Earnings Breakdown Table
- Calculations are pro-rated (no fixed thresholds)

# Display Location

- **Rank and File:** Earnings Breakdown Table
- **Client-Based/Supervisory/Managerial:** Basic earnings in table, OT in Other Pay section (NO ND)

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# Important Notes

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1. **Night Differential Source:** Always calculated from approved OT requests, NOT from clock entries
2. **No Pro-Rating:** Fixed allowances require exact hour thresholds (4 or 8 hours)
3. **Rest Days for Account Supervisors:** Determined by weekly schedule submission  
(**day\_off: true**)

4. **Leave Days:** Only SIL (Sick Leave) counts as 8 hours regular day; other leaves don't count
5. **Deductions:** Applied monthly, only during 2nd cutoff (day 16+)
6. **Gross Pay Recalculation:** System recalculates from attendance\_data if stored value seems incorrect
7. **Employee Type Field:** `employee_type` field determines if employee is "office-based" or "client-based"
8. **Supervisory Identification:** Based on position title matching specific supervisory roles
9. **Managerial Identification:** Based on `job_level` field equal to "MANAGERIAL"
10. **"1 Day Before" Rule:** Applies only to Supervisory/Managerial employees for holiday eligibility