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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

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# 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** × **Hourly Rate** × **0.1**
- **Display:** Earnings Breakdown Table → Night Differential
- **Example:** 2 hours × ₱125/hour × 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

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### "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
Supervisory/Managerial	$\text{Hours} \times \text{Rate/Hour} \times 1.0$	1.0x	Earnings Breakdown Table → Legal Holiday
Rank and File	$\text{Hours} \times \text{Rate/Hour} \times 2.0$	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
Rank and File	$\text{OT Hours} \times \text{Rate/Hour} \times 2.6$	Earnings Breakdown Table → Legal Holiday OT
Client-Based/Supervisory/Managerial	Fixed allowance: • ≥ 8 hours OT: ₱600 • ≥ 4 hours OT: ₱350 • < 4 hours OT: ₱0	Other Pay → Legal Holiday OT Allowance

## ND on Regular Holiday

Employee Type	Formula	Display
Rank and File	$\text{ND Hours} \times \text{Rate/Hour} \times 0.1$	Earnings Breakdown Table → Legal Holiday ND
Client-Based/Supervisory/Managerial	NO ND	-

# Special Holiday (Non-Working Holiday)

## Regular Hours Pay

Employee Type	Formula	Multiplier	Display
Supervisory/Managerial	Hours ×		Earnings Breakdown
	Rate/Hour × 1.0	1.0x	Table → Special Holiday
Rank and File	Hours ×		Earnings Breakdown
	Rate/Hour × 1.3	1.3x	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
Rank and File	OT Hours ×	Earnings Breakdown
	Rate/Hour × 1.69	Table → Special Holiday OT
Client-Based/Supervisory/Managerial	Fixed allowance:	
	• ≥ 8 hours OT:	
	₱600	Other Pay → Special
	• ≥ 4 hours OT:	Holiday OT Allowance
	₱350	
	• < 4 hours OT: ₱0	

## ND on Special Holiday

Employee Type	Formula	Display
Rank and File	ND Hours ×	Earnings Breakdown
	Rate/Hour ×	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: <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 → Rest Day OT Allowance



ND on Rest Day

Employee Type	Formula	Display
Rank and File	$ND\ Hours \times Rate/Hour \times 0.1$	Earnings Breakdown Table → Rest Day ND
Client-Based/Supervisory/Managerial	NO ND	-

Sunday + Special Holiday

Regular Hours Pay

Employee Type	Formula	Multiplier	Display
Supervisory/Managerial	$Hours \times Rate/Hour \times 1.0$	1.0x	Earnings Breakdown Table → Special Holiday
Rank and File	$Hours \times Rate/Hour \times 1.5$	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
Rank and File	$OT\ Hours \times Rate/Hour \times 1.95$	Earnings Breakdown Table → Special Holiday on Rest Day OT
Client-Based/Supervisory/Managerial	Fixed allowance: <ul style="list-style-type: none"><li>≥ 8 hours OT: ₱600</li><li>≥ 4 hours OT:</li></ul>	Other Pay → Special Holiday on Rest Day OT Allowance

Employee Type	Formula	Display
	$\text{P}350$ • < 4 hours OT: $\text{P}0$	

### ND on Sunday + Special Holiday

Employee Type	Formula	Display
Rank and File	$\text{ND Hours} \times$ $\text{Rate/Hour} \times$ $0.1$	Earnings Breakdown Table → Special Holiday ND
Client-Based/Supervisory/Managerial	NO ND	-

## Sunday + Regular Holiday

### Regular Hours Pay

Employee Type	Formula	Multiplier	Display
Supervisory/Managerial	$\text{Hours} \times$ $\text{Rate/Hour} \times$ $1.0$	1.0x	Earnings Breakdown Table → Legal Holiday
Rank and File	$\text{Hours} \times$ $\text{Rate/Hour} \times$ $2.6$	2.6x	Earnings Breakdown Table → Legal Holiday

### Examples:

- Supervisory/Managerial: 8 hours  $\times$   $\text{P}125/\text{hour} \times 1.0 = \text{P}1,000$
- Rank and File: 8 hours  $\times$   $\text{P}125/\text{hour} \times 2.6 = \text{P}2,600$

### OT on Sunday + Regular Holiday

Employee Type	Formula	Display
Rank and File	$\text{OT Hours} \times$ $\text{Rate/Hour} \times$	Earnings Breakdown Table → Legal Holiday on

Employee Type	Formula	Display
	3.38	Rest Day OT
Client-Based/Supervisory/Managerial	Fixed allowance: • $\geq 8$ hours OT: ₱600 • $\geq 4$ 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	$\text{ND Hours} \times \text{Rate/Hour} \times 0.1$	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  $\times$  ₱125/hour  $\times$  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)

# Complete Multiplier Reference Table

## Rank and File Employees

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

## Supervisory/Managerial Employees

Day Type	Regular Hours	OT Allowance	ND
Regular Day	1.0x	Fixed (see OT rules)	NO
Legal Holiday	1.0x	Fixed (P350/P600)	NO
Special Holiday	1.0x	Fixed (P350/P600)	NO
Rest Day	1.0x	Fixed (P350/P600)	NO
Sunday + Special Holiday	1.0x	Fixed (P350/P600)	NO
Sunday + Legal Holiday	1.0x	Fixed (P350/P600)	NO

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# Total Salary Calculation

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## 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
```

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## Key Rules Summary

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

## 1. Regular OT:

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

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