



**(Payroll Sub Application)**

# **Users Manual**



**Sagesoft**  
S O L U T I O N S

Web site: <http://www.sagesoftinc.com>

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iPAY User Manual (Philippines)  
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# Introduction

The iPAY System can accommodate a variety of employee groups and payment types. Tax and statutory contributions are part of this module. The key record in this module is the employee's pay details record.

The instructions in this module are organized around four stages

1. Set up
2. TA Processing
3. Payroll Processing
4. Post-Processing

Necessary settings for the Payroll module covered under Set up. Tasks in Pre-Processing are dependent on the employee groups. At the Processing stage, pay elements (allowances/deductions/reimbursements) can be inserted. Finally, reports, pay slips, electronic submissions, bank instructions and so on can be generated at the Post-Processing stage.

## Common conventions

### Menu Commands

A large part of this manual consists of instructions that refer to specific actions to be performed on I-Pay. Most of these instructions follow a common format in the form of the following:

{Menu} > {Sub menu}  
{Module}: {Menu} > {Sub menu}

For example, the instruction 'Select Help > Register' means to click on the Help menu then select the sub menu item 'Register'. Some of the more advance features have instructions that carry across multiple I-Pay Module; in these cases the I-Pay Module is included in the instruction, otherwise the instructions refer to the current module.

In some sections, you may encounter an additional format where the specific action or actions are described:

{Module}: {Menu} > {Sub menu}; {action}

For example, the instruction 'Core Module: Help > Register; click on the Preview button' means on the Core Module, select 'Help' from the main menu, followed by the sub menu 'Register'. On the window that appears, you look for and click on a 'Preview' button.

### Mouse clicks

Pay attention to the number of times when clicking the mouse buttons. Some features are activated by a single click and another click causes it to behave differently.

# Chapter I

(Admin

Module)

# Admin Module

Admin module is composed of different menu/s that needs to be populated before doing any transactions in iPay System. This will serve as the core of iPay System.

Admin module is divided into following:

1. Libraries
2. Master Data
3. Mass Assign
4. Manage Import

## 1. LIBRARIES

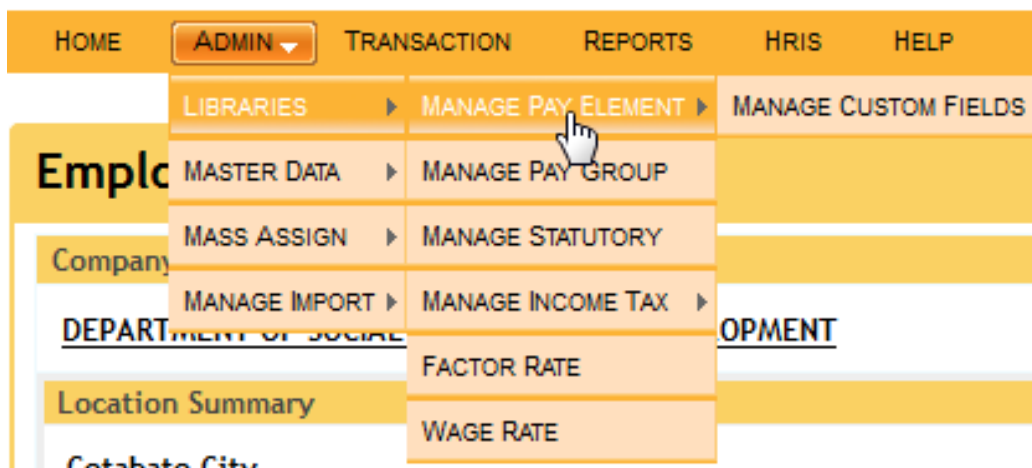
### 1.1 Manage Pay Element

- This menu is used to create and manage Pay Element that used in different transaction like Loan Setup, Amendments, etc.

**Q: How to add new pay element?**

**A: Just follow these steps to add new pay element.**

**Step 1.** Go to **Admin > Libraries > click Manage Pay Element.**



**Step 2.** Click the “Add New” icon.



**Step 3.** Select a **Status**.

|                |          |
|----------------|----------|
| Status         | Enabled  |
| Type           | Enabled  |
| Classification | Disabled |
|                | N/A      |

**Step 4.** Select **Type**.

|                |                    |
|----------------|--------------------|
| Type           | Earning            |
| Classification | Earning            |
| Property Code  | Employee Deduction |
|                | Employer Deduction |
| Name           | Total              |

**Step 5.** Select **Classification**.

- Classification is used to determine where pay element belong to.

|                |               |
|----------------|---------------|
| Classification | N/A           |
| Property Code  | N/A           |
|                | Ben & Deduc   |
| Name           | Govt/Reg Loan |

**Step 6.** Select **Property Code**.

- Property Code is important in preparation of year-end report, like alpha list, to determine the grouping or column in alpha list report.

- **Bonus Code**

- Property used to all bonus pay element.

- **Compensation Code**

- Property used to all Non-Taxable pay element that will be reflected in year-end report.

- **Non taxable Code**

- Property used to all Non-Taxable pay element that will not reflected in year-end report.

- **Recurring Tax Projection Code**

- Property used to all Taxable pay element.

- **De Minimis Code**

- Property used to all De Minimis pay element.

Property Code

Name

Order

Subject to

☐ TAX

Bonus Code

Bonus Code

Compensation Code

Non Taxable Code

Recurring Tax Projection Code

De Minimis Code

**Step 7.** Enter **Name**.

Name

**Step 8.** Enter **Order**. “Optional Field” used in sorting.

Order

**Step 9.** Choose whether pay element is subjected to **Tax or Statutory Contribution**.

Subject to

☐ TAX

☐ Statutory Contribution

**Step 10.** Choose what button you want to do.

- **Save & Exit button** – to save pay element and exit.
- **Reset button** – to reset the form.
- **Cancel button** – cancels add and goes back to pay element list.

Save & Exit   Reset   Cancel

**Q: How to edit pay element?**

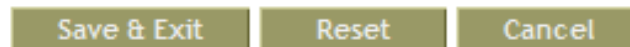
**A: Just follow these steps to edit pay element.**

**Step 1.** Go to **Admin > Libraries > click Manage Pay Element**.  
Click the “Edit” icon.



**Step 2.** After editing, choose what button you want to do.

- **Save & Exit button** – to save pay element and exit.
- **Reset button** – to reset the form.
- **Cancel button** – cancels add and goes back to pay element list.

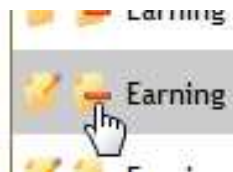


**Q: How to delete pay element?**

**A: Just follow these steps to delete pay element.**

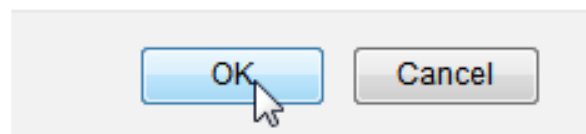
**Step 1.** Go to **Admin > Libraries > click Manage Pay Element.**

Click the **Delete** icon.



**Step 2.** A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

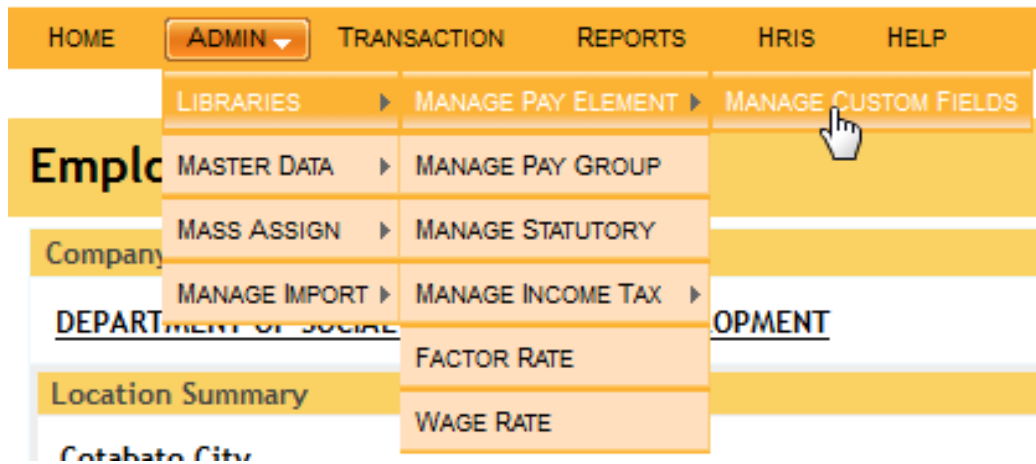
Are you sure, you want to delete?



**Q: How to add custom fields?**

**A: Just follow these steps to add custom fields.**

**Step 1.** Go to **Admin > Libraries > Manage Pay Group.**



**Step 2.** Choose the **Status** and enter some **Description**.

|             |          |
|-------------|----------|
| Status      | ACTIVE   |
| Description | ACTIVE   |
|             | INACTIVE |

Description

**Step 3.** Choose the **Custom Type**.

|             |        |
|-------------|--------|
| Custom Type | N/A    |
|             | Hour   |
|             | Day    |
|             | Amount |
|             | N/A    |

**Step 4.** Choose the operation you want to do.

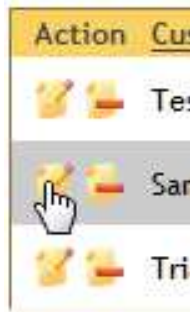
- **Save & Clear**– Saves the information and clears the forms.
- **Reset** – Resets the whole form and enters information again.

|              |       |
|--------------|-------|
| Save & Clear | Reset |
|--------------|-------|

**Q: How to edit custom fields?**

**A: Just follow these steps to edit custom fields.**

**Step 1.** Click the **Edit** button.



**Step 2.** After editing, choose the operation you want to do.

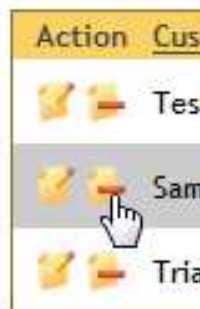
- **Update & Clear** – Updates the information and clears the form.
- **Cancel** – Cancels from entering information.

|  |  |
|--|--|
| Custom Name  | <input type="text" value="SampleCustomField"/> |
| Type   | <input type="text" value="Day"/> ▼             |
| <div><input type="button" value="Update &amp; Clear"/> <input type="button" value="Cancel"/></div> |  |

**Q: How to delete custom fields?**

**A: Just follow these steps to delete custom fields.**

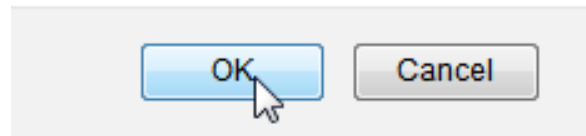
**Step 1.** Click the **Delete** button.



**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



Are you sure, you want to delete?



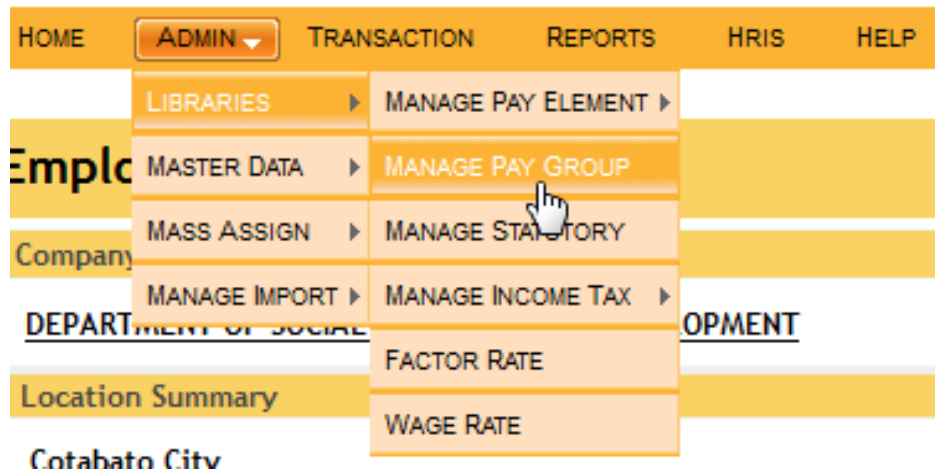
## 1.2 Manage Pay Group

- This menu is used to create different Pay Group that can be assigned per employee. (eg. Semi-Monthly Group etc.)

**Q: How to add new pay group?**

**A: Just follow these steps to add new pay group.**

**Step 1.** Go to **Admin > Libraries > Manage Pay Group**.



**Step 2.** Click the **Add New** icon.



**Step 3.** Choose **Company**.

Company

Name

|  |   |
|--|---|
| DEPARTMENT OF SOC                            | ▼ |
| DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT |   |

**Step 4.** Enter **Name**.

Name

**Step 5.** Enter some **descriptions**.

Description

**Step 6.** Select **Type**.

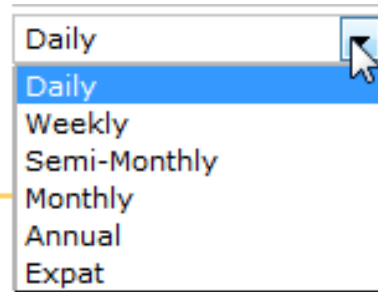
Type

Tax Table

|              |   |
|--------------|---|
| Daily        | ▼ |
| Daily        |   |
| Weekly       |   |
| Bi-Weekly    |   |
| Semi-Monthly |   |
| Monthly      |   |
| Annual       |   |

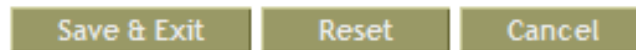
**Step 7.** Select **Tax Table**.

Tax Table



**Step 8.** Choose what button you want to click.

- **Save & Exit button** – to save pay group.
- **Reset button** – to reset the form.
- **Cancel button** – cancels add and goes back to pay group list.



**Q: How to edit pay group?**

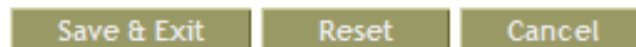
**A: Just follow these steps to edit pay group.**

**Step 1.** Go to **Setup > Libraries > Manage Pay Group**.  
Click the **Edit** icon.



**Step 2.** After editing, choose what button you want to click.

- **Save & Exit button** – to save pay group.
- **Reset button** – to reset the form.
- **Cancel button** – cancels add and goes back to pay group list.



**Q: How to delete pay group?**

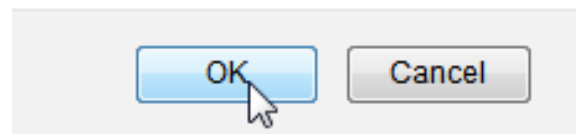
**A: Just follow these steps to delete pay group.**

**Step 1.** Go to **Admin > Libraries > click Manage Pay Group**,  
Click the **Delete** icon.



**Step 2.** A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

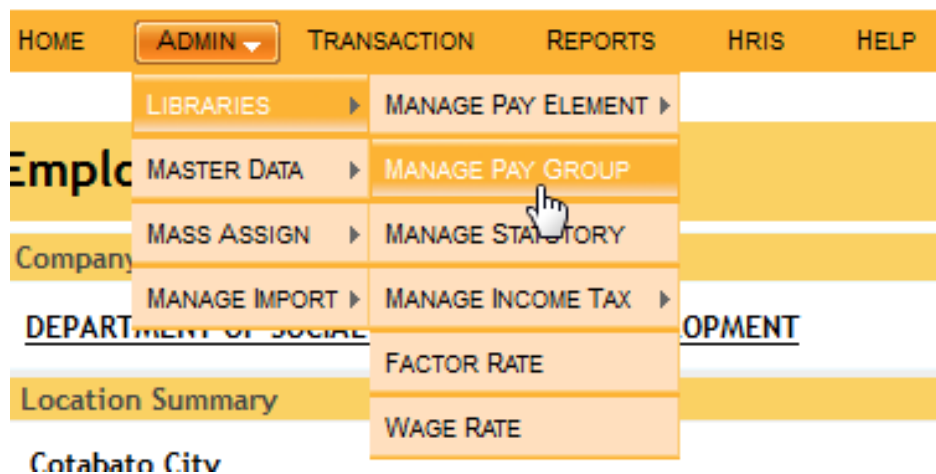
Are you sure, you want to delete?



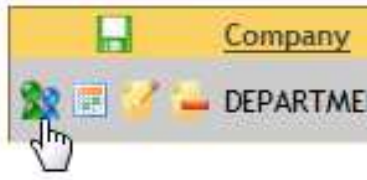
**Q: How to assign employee to pay group?**

**A: Just follow these steps to assign employee to pay group.**

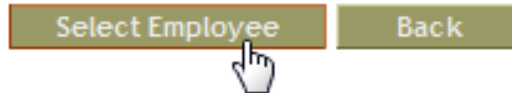
**Step 1.** Go to **Admin > Libraries > Manage Pay Group**.




**Step 2.** Click **Select Employee** icon.



**Step 3.** Click the **Select Employee** button.




**Step 4.** Click the **binocular** icon to search for a company.

*Company* :  


*Job Position* :

**Step 5.** Click the **check** icon to select a desired company.

**Company**



Page 1/1 of 1 | « First • Prev • 1 • Next • Last »

| Action  | <u>Company Code</u> | <u>Company Name</u>                          | <u>Address</u>                                  | <u>Tel</u> |
|---|---------------------|--|---|------------|
|  | DSWD                | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT | Batasan Complex, Quezon City, Philippines, 1127 | 9318101    |

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**Step 6.** Click the **binocular** icon to search for a job position.

*Job Position* :  

*Department* :

**Step 7.** Click the **check** icon to select a job position.

### Job Position

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| Action                              | Job Code | Job Position        | Job Description | Order |
|-------------------------------------|----------|---------------------|-----------------|-------|
| <input checked="" type="checkbox"/> |          | Municipal Link (ML) |                 |       |
| <input checked="" type="checkbox"/> |          | City Link           |                 |       |
| <input checked="" type="checkbox"/> |          | 4Ps City Link       |                 |       |

**Step 8.** Click the **binocular** icon to search for a department.

Department

:

Employee Number

:

**Step 9.** Click the **check** icon to select a department.

### Department

Page 1/1 of 3 | « First • Prev • 1 • Next • Last »

| Action                              | CODE           | Department Name | Description  | Parent |
|-------------------------------------|----------------|-----------------|--|--------|
| <input checked="" type="checkbox"/> | 0              | IT Dept.        | Information Technology Department                      | 0      |
| <input checked="" type="checkbox"/> |                | Admin Support   | Admin Support  | 0      |
| <input checked="" type="checkbox"/> | Central Office | ICTMS           | Information and Computer Technology Management Service | 0      |

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**Step 10.** Enter **Employee Number** and click the Search button.

Employee Number :

**Step 11.** Click the **Select Employee**. It will now be assigned to Pay Group.

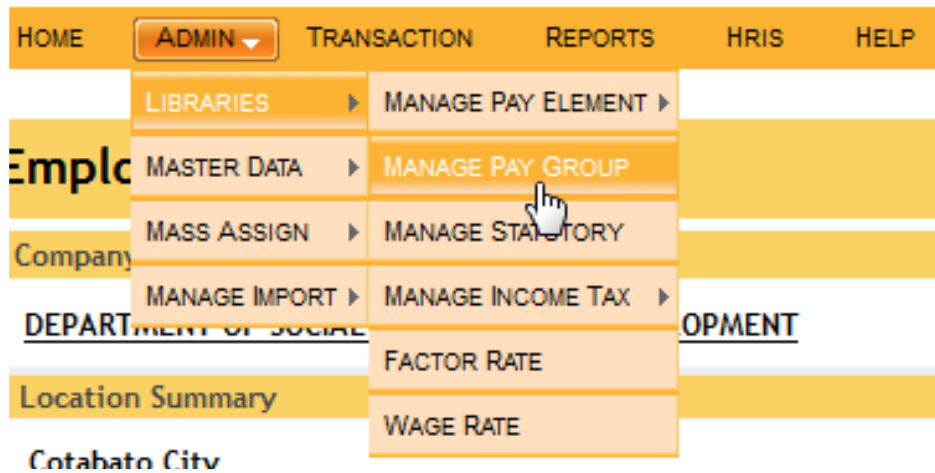
| <input checked="" type="checkbox"/> | Action | Emp No. | Last Name | First Name | Position | Company                                      | Branch      | Department    |
|-------------------------------------|--------|---------|-----------|------------|----------|--|-------------|---------------|
| <input checked="" type="checkbox"/> |        | 1065    | Bongabong | Manuelito  | CP III   | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT | Quezon City | Admin Support |

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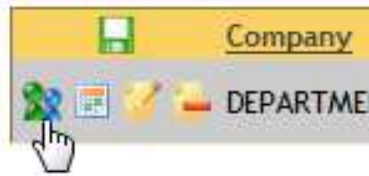
**Q: How to remove employee to pay group?**

**A: Just follow these steps to remove employee to pay group.**

**Step 1.** Go to **Admin > Libraries > Manage Pay Group**.



**Step 2.** Click the **Select Employee** icon in the list.



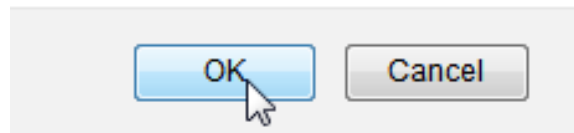
**Step 3.** Click the **Delete** icon.

| Action | Emp No. |
|--------|---------|
|        | 1067    |
|        | 0070    |
|        | 1075    |

**Step 4.** A dialog box will appear. Click OK button to confirm and Cancel button to cancel.



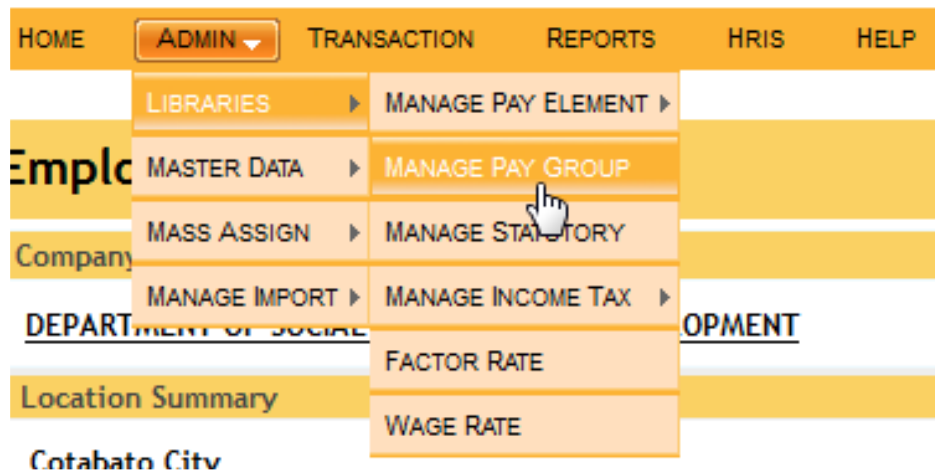
Are you sure, you want to delete?



**Q: How add new pay period?**

**A: Just follow these steps to add new pay period?**

**Step 1.** Go to **Admin> Libraries > Manage Pay Group.**



**Step 2.** Click the **View Schedule** icon.



**Step 3.** Click the drop-down arrow to choose **Type**.

|            |          |
|------------|----------|
| Type       | Normal   |
| Period     | Normal   |
| Start Date | YTD      |
| End Date   | Bonus    |
|            | Others   |
|            | Last Pay |

**Step 4.** Choose **Period**. Select a **month** and enter the **year**.

|            |                                      |      |
|------------|--------------------------------------|------|
| Period     | <input checked="" type="radio"/> 1st |      |
| Start Date | January                              | 2013 |
| End Date   | January                              |      |
| Pay Date   | February                             |      |
|            | March                                |      |
|            | April                                |      |
|            | May                                  |      |
|            | June                                 |      |
|            | July                                 |      |
|            | August                               |      |
|            | September                            |      |
|            | October                              |      |
|            | November                             |      |
|            | December                             |      |

Test MAY 01

**Step 5.** Enter **Start Date**.

|            |            |
|------------|------------|
| Start Date | 0000-00-00 |
|------------|------------|

**Step 6.** Enter **End Date**.

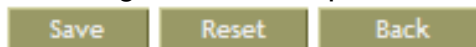
|          |            |
|----------|------------|
| End Date | 0000-00-00 |
|----------|------------|

**Step 7.** Enter **Pay Date**

|          |            |
|----------|------------|
| Pay Date | 0000-00-00 |
|----------|------------|

**Step 8.** Choose what button you want to do.

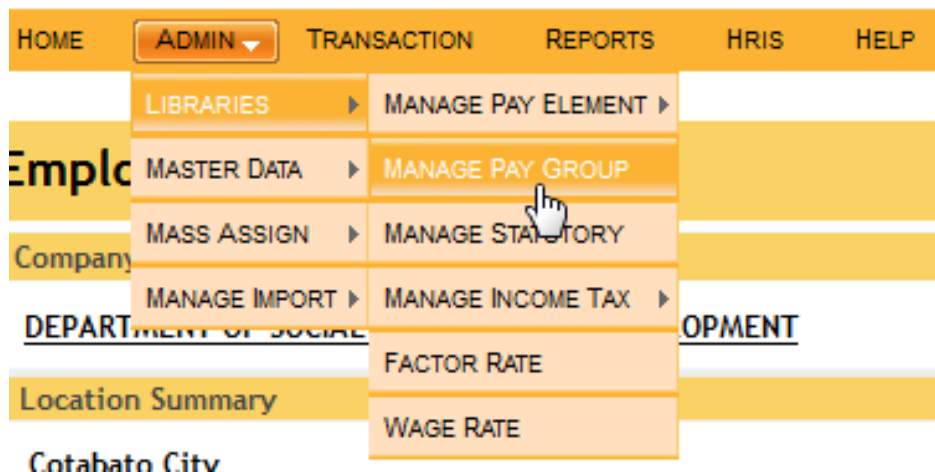
- **Save button**– to save pay period.
- **Reset button** – to reset the form.
- **Back button** – to go back to the previous form.



**Q: How to edit pay period?**

**A: Just follow these steps to edit pay period.**

**Step 1.** Go to **Admin > Libraries > Manage Pay Group**.



**Step 2.** Click the **View Schedule** icon.



**Step 3.** Click the **Edit** icon in the list.



**Step 4.** After editing, choose what button you want to do.

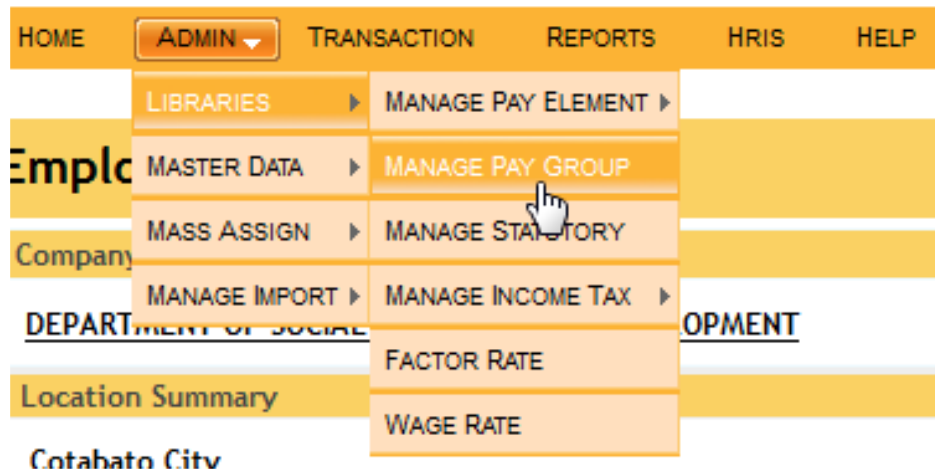
- **Update** – to update pay period.
- **Cancel** – to cancel edit.



**Q: How to delete pay period?**

**A: Just follow these steps to delete pay period.**

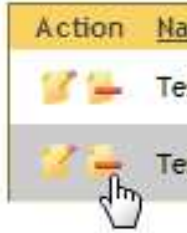
**Step 1.** Go to **Admin > Libraries > Manage Pay Group**.



**Step 2.** Click the **View Schedule** icon.



**Step 3.** Click the **Delete** icon.



**Step 4.** A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

Are you sure, you want to delete?



### 1.3 **Manage Statutory**

- This group is used to setup the statutory contributions information.

**Q: How to add new tax employer?**

**A: Just follow these steps to manage statutory.**

**Step 1.** Go to **Admin > Libraries > Manage Statutory**



**Step 2.** Select a **Scheme**. You can still change the **Scheme** chosen.

|        |  |
|--------|--|
| Scheme | Please select  |
|        | <div> <div>Please select</div> <div>SSS</div> <div>PHIC</div> <div>HDMF</div> </div> |

**Step 3.** Select a **Statutory**.

|                     |  |
|---------------------|--|
| Scheme              | SSS  |
| Statutory selection | N/A  |
| Statutory Name      | <div> <div>N/A</div> <div>SSS</div> </div> |

**Step 4.** After choosing a **Statutory**, the **Statutory Name** and **Description** form will be inputted automatically. This also goes with the other **Scheme** and **Statutory**.

|                |  |
|----------------|--|
| Statutory Name |  |
| Description    |  |

**Step 5.** Click the **Calendar** icon to choose the **Effective Date**. Click the **Update & Clear** button to update and clear the forms. Click the **Add New** button to add another one.

Effective Date  

If you click the **Delete** button, a pop-up message will appear. Click **OK** button and **Cancel** button to cancel.

Are your sure you want to delete SSS?

**Step 6.** Enter the **Minimum** and **Maximum Salaries**. Enter the **Minimum** and **Maximum Statutory Age**. Enter the **ER (Employer)**, **EE (Employee)**, **ER/EC ()**, & **()** plus the **Amount**. Click the **Save & Clear** button to save the information and clear the forms. Click **Reset** to clear the forms.

|   |                      |                                      |  |
|---|----------------------|--------------------------------------|--|
| Minimum Salary                                  |                      | Maximum Salary                       |  |
| <input type="text"/>                            |                      | <input type="text"/>                 |  |
| Minimum Statutory Age                           |                      | Maximum Statutory Age                |  |
| <input type="text"/>                            |                      | <input type="text"/>                 |  |
| ER  | EE                   | ER/EC                                |  |
| <input type="text"/>                            | <input type="text"/> | <input type="text"/>                 |  |
| %   | + Amount             |                                      |  |
| <input type="text"/>                            | <input type="text"/> |                                      |  |
| <input type="button" value="Save &amp; Clear"/> |                      | <input type="button" value="Reset"/> |  |

**Q: How to edit statutory contribution?**

**A: Just follow these steps to edit statutory contribution.**

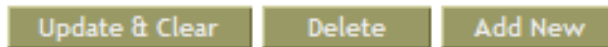
**Step 1.** Click the **Edit** icon.





**Step 2.** After editing, choose what button you want to click.

- **Update and Clear**– updates and clears the forms.
- **Delete** – deletes the created form.
- **Add New** – adds another form.



**Q: How to delete statutory contributions?**

**A: Just follow these steps to delete statutory contributions.**

**Step 1.** Click the **Delete** icon.



**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



Are your sure you want to delete SSS?



#### 1.4 Manage Income Tax

- This group is used to setup Income Tax information.

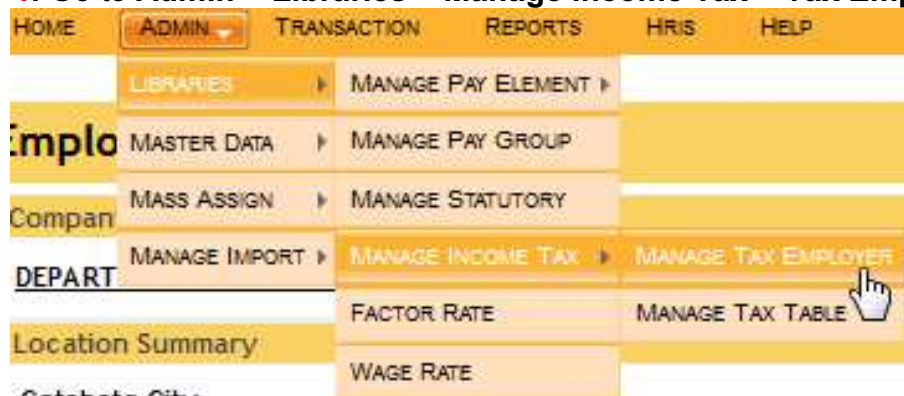
##### 1.4.1 Manage Tax Employer

- This menu is used to create or manipulate tax employer Info.

**Q: How to add new tax employer?**

**A: Just follow these steps to add new tax employer.**

**Step 1.** Go to **Admin > Libraries > Manage Income Tax > Tax Employer.**




**Step 2.** Click **binocular** icon to search for **Registered Name.**

Registered Name



**Step 3.** Click the **check** icon to choose **Registered Name**.

| Action  | Company Code | Company Name                                 | Address   | Tel     |
|---|--------------|--|---|---------|
|  | DSWD         | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT | Batasan Complex, Quezon City, Philippines, 1127 | 9318101 |

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**Step 4.** After choosing a **registered name**, the **address** will automatically appear on the address form. Enter the **Zip Code** on the next form.

Address

Zip Code

**Step 5.** After choosing a registered name, the **Telephone** and **Tax Identification numbers** are automatically on their forms. Enter the **Revenue District Office Code**.

Telephone No.

Tax Identification No.

Revenue District Office Code

**Step 6.** Enter the **Category of Withholding Agent** and **Alphanumeric Tax Code**.

|                               |  |
|-------------------------------|--|
| Category of Withholding Agent |  |
| Alphanumeric Tax Code         |  |

**Step 7.** Choose what button you want to click.

- **Save & Clear** – to “SAVE Tax Employer”
- **Reset** – to reset form.

|              |       |
|--------------|-------|
| Save & Clear | Reset |
|--------------|-------|

**Q: How to edit tax employer?**

**A: Just follow these steps to edit tax employer.**

**Step 1.** Go to **Setup > Libraries > Manage Income Tax > Tax Employer**.  
Click the **Edit** icon.



**Step 2.** After editing, choose what button you want to click.

- **Update & Clear** – to “UPDATE Tax Employer”
- **Cancel** – to cancel edit.

|                |        |
|----------------|--------|
| Update & Clear | Cancel |
|----------------|--------|

**Q: How to delete tax employer?**

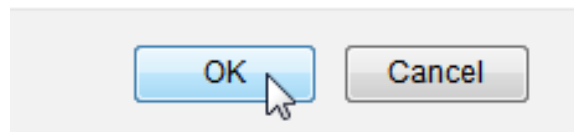
**A: Just follow these steps to delete tax employer.**

**Step 1.** Go to **Setup > Libraries > Manage Income Tax > Tax Employer**.  
Click the **Delete** icon.



**Step 2.** A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

Are you sure, you want to delete?



#### 1.4.2 Manage Tax Table

- This menu is used to create or manipulate tables of tax.

**Q: How to add new tax table?**

**A: Just follow these steps to add new tax table?**

**Step 1.** Go to **Admin > Libraries > Manage Income Tax > Tax Table**

|                           |               |                    |                     |      |      |
|---------------------------|---------------|--------------------|---------------------|------|------|
| HOME                      | ADMIN         | TRANSACTION        | REPORTS             | HRIS | HELP |
| Emplo<br>Compan<br>DEPART | LIBRARIES     | MANAGE PAY ELEMENT |                     |      |      |
|                           | MASTER DATA   | MANAGE PAY GROUP   |                     |      |      |
|                           | MASS ASSIGN   | MANAGE STATUTORY   |                     |      |      |
|                           | MANAGE IMPORT | MANAGE INCOME TAX  | MANAGE TAX EMPLOYER |      |      |
|                           |               | FACTOR RATE        | MANAGE TAX TABLE    |      |      |
| Location Summary          | WAGE RATE     |                    |                     |      |      |
| Cotabato City             |               |                    |                     |      |      |

**Step 2.** Choose **Type**.

|       |     |
|-------|-----|
| Type  | TAX |
| Table | TAX |

**Step 3.** Select a **Tax Table**.

|                  |                           |
|------------------|---------------------------|
| Select Tax Table | TAX 2009                  |
| Name             | Please select<br>TAX 2009 |

**Step 4.** After choosing any **Tax Table**, the **Name**, **Description** and **Effective Date** will be inputted automatically but can be edited for updated information. Click **Update & Clear** to update and clear the forms. Click **Delete** button to delete and **Add New** button to add another.

|  |                |
|--|----------------|
| Name   | TAX 2009       |
| Description  | Tax Table 2009 |
| Effective Date   | 2009-01-01     |
| <input type="button" value="Update &amp; Clear"/> <input type="button" value="Delete"/> <input type="button" value="Add New"/> |                |

**Step 5.** Select any **Category**.

|                |               |
|----------------|---------------|
| Category       | Daily         |
| Exemption      | Please select |
| Maximum Amount | Weekly        |
| Minimum Amount | Semi-Monthly  |
|                | Monthly       |
|                | Annual        |
|                | Expat         |

**Step 6. Select Tax Exemption.**

|                    |               |
|--------------------|---------------|
| Category           | Daily         |
| Tax Exemption      | Please select |
| Maximum Tax Amount | Please select |
| Minimum Tax Amount | Single (S)    |
|                    | Single (S1)   |
|                    | Single (S2)   |
| % over             | Single3 (S3)  |
|                    | Single4 (S4)  |
| Tax amount         | Married (ME)  |
|                    | Married (ME1) |
|                    | Married (ME2) |
|                    | Married (ME3) |
|                    | Married (ME4) |
|                    | Married (M)   |
|                    | Married (M1)  |
|                    | Married (M2)  |
| Amount             | Married (M3)  |
|                    | Married (M4)  |

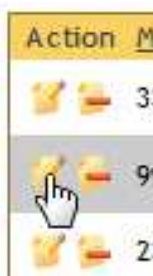
**Step 7.** Enter the **Maximum** and **Minimum Tax Amounts**. Enter the percentage **(%) over** and **Tax Amount**. Click **Save & Clear** button to save the information and clear the forms. Click **Reset** button to reset the forms.

|  |                      |
|--|----------------------|
| Maximum Tax Amount   | <input type="text"/> |
| Minimum Tax Amount   | <input type="text"/> |
| % over   | <input type="text"/> |
| Tax amount   | <input type="text"/> |
| <input type="button" value="Save &amp; Clear"/> <input type="button" value="Reset"/> |                      |

**Q: How to edit tax table?**

**A: Just follow these steps to edit tax table.**

**Step 1.** Go to **Admin > Libraries > Manage Income Tax > Tax Table**. Click the **Edit** icon.



**Step 2.** Choose what button you want to click.

- **Update and Clear**– updates and clear and forms.
- **Reset**– resets the created form.
- **Add New** – adds another form.

|   |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <input type="button" value="Update &amp; Clear"/> | <input type="button" value="Reset"/> | <input type="button" value="Cancel"/> |
|---|--------------------------------------|---------------------------------------|

**Q: How to delete tax table?**

**A: Just follow these steps to delete tax table.**

**Step 1.** Go to **Admin > Libraries > Manage Income Tax > Tax Table**. Click the **Delete** icon.



**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?



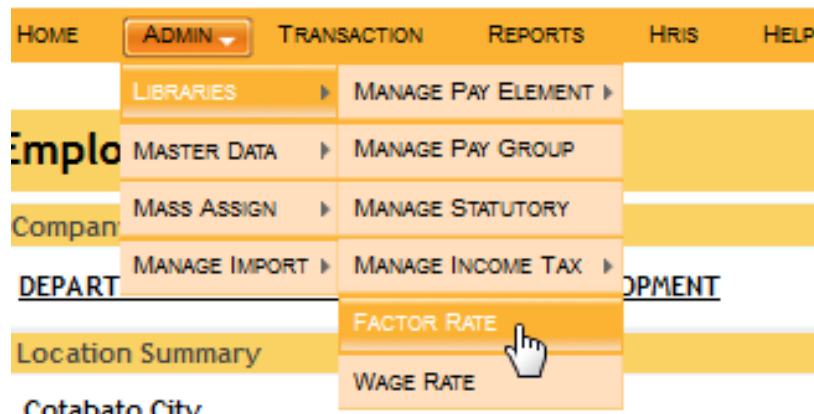
### 1.5 Factor Rate

- This menu is used to create different factor rate that used processing of payroll.

**Q: How to add new factor rate?**

**A: Just follow these steps to add new factor rate.**

**Step 1.** Go to **Admin > Libraries > Factor Rate**.





**Step 2.** Enter **Name**, **Hours per Day**, **Hours per Week**, **Average Work Days per Week**, **Days per Year**. Select **Minimum Wage Rates**.

|                            |                      |
|----------------------------|----------------------|
| Name                       | <input type="text"/> |
| Hours per Day              | <input type="text"/> |
| Hours per Week             | <input type="text"/> |
| Average Work Days per Week | <input type="text"/> |
| Days per Year              | <input type="text"/> |
| Minimum Wage Rates         | N/A ▼                |

**Step 3.** Choose what button you want to click.

- **Save & Clear** – to “SAVE Factor Rate”
- **Reset** – to reset form.

|              |       |
|--------------|-------|
| Save & Clear | Reset |
|--------------|-------|

**Q: How to edit factor rate?**

**A: Just follow these steps to edit factor rate.**

**Step 1.** Go to **Setup > Libraries > Factor Rate**.  
Click the **Edit** icon.



**Step 2.** Choose what button you want to click.

- **Update & Clear** – to “UPDATE Factor Rate”
- **Cancel** – to cancel edit.

|                |        |
|----------------|--------|
| Update & Clear | Cancel |
|----------------|--------|

**Q: How to delete factor rate?**

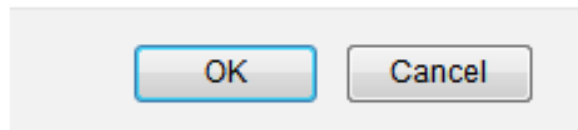
**A: Just follow these steps to delete factor rate.**

**Step 1.** Go to **Setup > Libraries > Factor Rate**.  
Click the **Delete** icon.



**Step 2.** A dialog box will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?



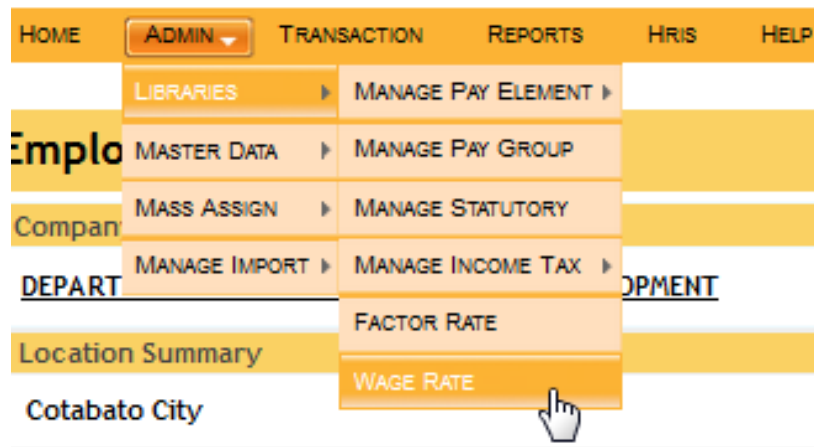
## 1.6 Wage Rate

- This menu is used to manage wage rate.

**Q: How to manage wage rate?**

**A: Just follow these steps to manage wage rate.**

**Step 1.** Go to **Admin > Libraries > Wage Rate**



**Step 2.** Enter a **Name** and **Sector or Industry**.

Name

Sector/Industry

**Step 3.** Select a **Region**.

Region

gration

- A.R.M.M
- C.A.R.
- N.C.R.
- Region I
- Region II
- Region III
- Region IV-A
- Region IV-B
- Region IX
- Region V
- Region VI
- Region VII
- Region VIII
- Region X
- Region XI
- Region XII
- Region XIII

**Step 4.** Enter **Basic Wage After COLA Integration**. Click **Save & Clear** to save the information the clear the forms. Click **Reset** to rest the forms.

Save &amp; Clear

Reset

**Q: How to edit wage rate?****A: Just follow these steps to edit wage rate.****Step 1.** Click the **Edit** icon.**Step 2.** Choose what button you want to click.

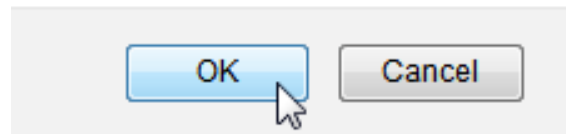
- **Update and Clear**– updates and clear forms.
- **Cancel**– cancels the created form.

Update &amp; Clear

Cancel

**Q: How to delete wage rate?****A: Just follow these steps to delete wage rate?.****Step 1.** Click the **Delete** icon.**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?



## 2 Master Data

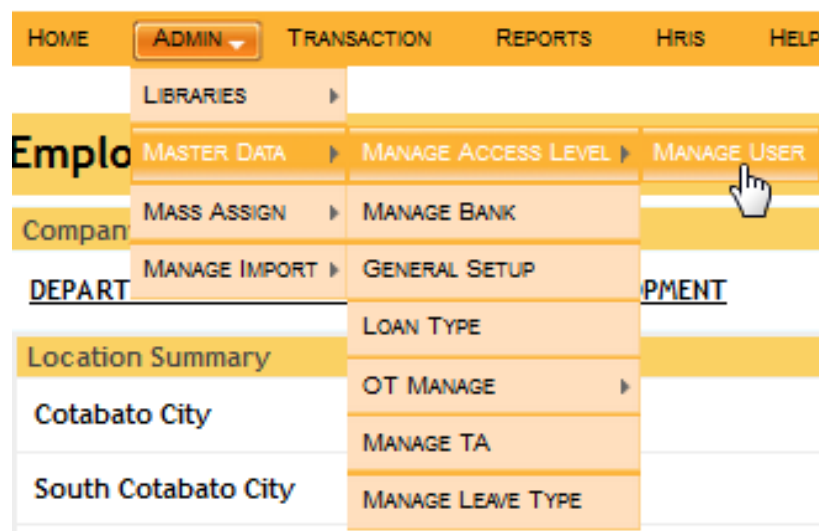
- This group will serve as the management for all the data and information.

### 2.1 Manage Access Level

**Q: How to manage user?**

**A: Just follow these steps to manage user.**

**Step 1.** Go to **Admin > Master Data > Manage Access Level > Manage User**



**Q: How to edit user?**

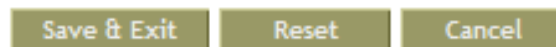
**A: Just follow these steps to edit user.**

**Step 1.** Click the **Edit** icon.



**Step 2.** After editing, choose the operation you want to do.

- **Save & Exit** – Save the information and exit.
- **Reset** – Reset all the forms.
- **Cancel** – Cancel from entering information.

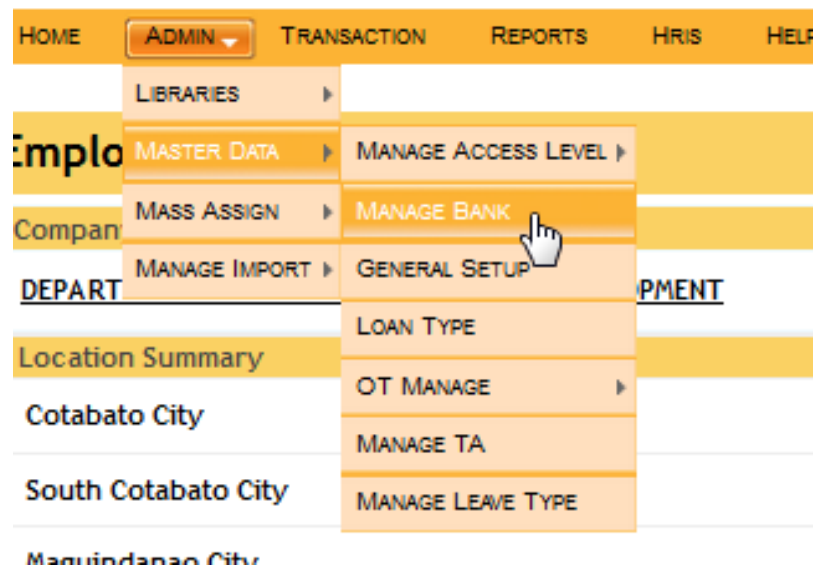


## 2.2 Manage Bank


**Q: How to manage bank?**

**A: Just follow these steps to manage bank.**

**Step 1.** Go to **Admin > Master Data > Manage Bank**.



**Step 2.** Click the **Magnifying Glass** icon to view the data.

| Action  | Company Code |
|---|--------------|
|  | STC          |

**Step 3.** Select **Status**. Enter **Bank Name**, **Presenting Office Code**, **Company Code** and **Account Number**.

|                        |                            |                      |
|------------------------|----------------------------|----------------------|
| Status                 | <div>Please select ▼</div> |                      |
| Bank Name              | <div>Please select</div>   | <input type="text"/> |
| Presenting Office Code | <div>Active</div>          | <input type="text"/> |
|                        | <div>Inactive</div>        | <input type="text"/> |
| Company Code           | <input type="text"/>       |                      |
| Account No.            | <input type="text"/>       |                      |

**Step 4.** Select type of **Account**. Enter **Default Ceiling Amount**, **Swift Code**, **Branch** and **Account Name**.

|                        |                        |                      |
|------------------------|------------------------|----------------------|
| Account Type           | <div>Saving ▼</div>    |                      |
| Default Ceiling Amount | <div>Saving</div>      | <input type="text"/> |
|                        | <div>Current</div>     | <input type="text"/> |
| Swift Code             | <div>Credit Card</div> | <input type="text"/> |
|                        | <div>Others</div>      | <input type="text"/> |
| Branch                 | <div>Current</div>     | <input type="text"/> |
| Account Name           | <input type="text"/>   |                      |


**Step 5.** Choose the button you want to choose.

|                             |                  |
|-----------------------------|------------------|
| <div>Save &amp; Clear</div> | <div>Reset</div> |
|-----------------------------|------------------|

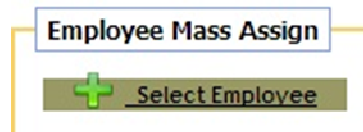
**Q: How to select employee?**

**A: Just follow these steps to select employee.**

**Step 1.** Go to **Admin > Master Data > Manage Bank > View**. Click **Select Employee** on the lower left side.

| Action  | Bank Name |
|---|-----------|
|  | BPI       |

**Step 2.** Click **Select Employee**.



**Step 3.** Click the checkbox to select employee. Click **Select Employee** to add.

| <input type="checkbox"/>            | Emp No. | Employee Name     | Bank | Acct Name        | Acct No     | Acct Type |
|-------------------------------------|---------|-------------------|------|------------------|-------------|-----------|
| <input checked="" type="checkbox"/> | 0001    | Aquino, Charity   | BPI  | Charity          | 12345678    | Saving    |
| <input checked="" type="checkbox"/> | 0002    | Yu, Jason         | BPI  | Jason Yu         | 12344556751 | Saving    |
| <input checked="" type="checkbox"/> | 0003    | Sy, Eddie         | BPI  | Eddie Sy         | 12344556735 | Saving    |
| <input type="checkbox"/>            | 0005    | Alvarez, Allan    | BPI  | Allan Alvarez    | 12344956745 | Saving    |
| <input type="checkbox"/>            | 0006    | Solidad, Maricris | BPI  | Maricris Solidad | 12344856351 | Saving    |
| <input type="checkbox"/>            | 0007    | Yap, Alfredo      | BPI  | Alfredo Yap      | 12344556767 | Saving    |
| <input type="checkbox"/>            | 0008    | Tan, Leilani      | BPI  | Leilani Tan      | 12644556753 | Saving    |
| <input type="checkbox"/>            | 0009    | Bernales, Zenaída | BPI  | Zenaída Bernales | 12374556735 | Saving    |

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Select Employee Cancel

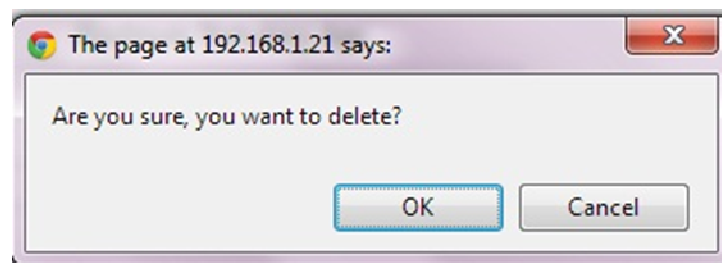
**Q: How to delete employee?**

**A: Just follow these steps to delete employee.**

**Step 1.** Click the **Delete** icon.

| Action  | Emp No. | Employee Name   |
|---|---------|-----------------|
|  | 0001    | Aquino, Charity |

**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

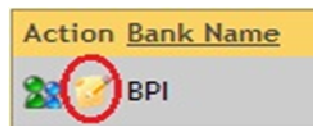


**Q: How to edit company bank?**

**A: Just follow these steps to edit company bank.**



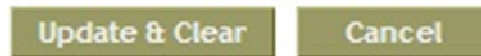
**Step 1.** Click the **Edit** icon.



**Step 2.** Choose what button you want to click.

**3.1.1 Update and Clear**– updates and clear forms.

**3.1.2 Cancel**– cancels the created form.

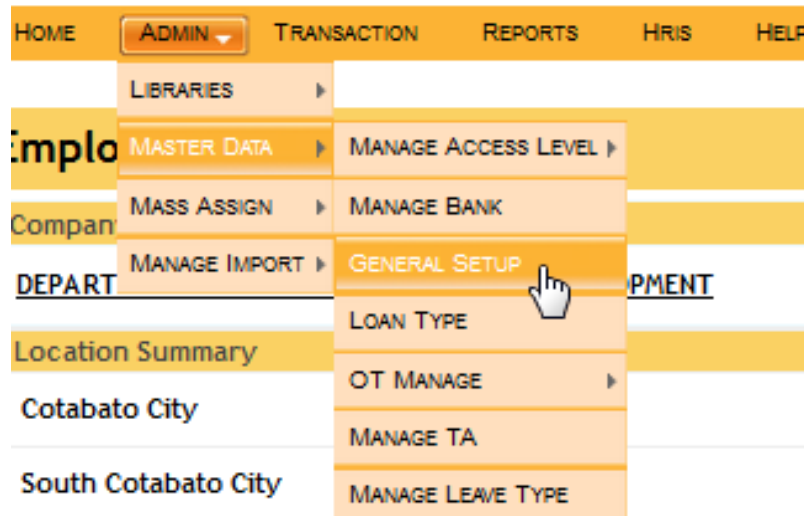


## 2.3 General Setup

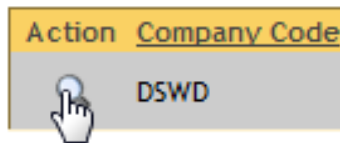
**Q: How to setup generally?**

**A: Just follow these steps to setup generally.**

**Step 1.** Go to **Admin > Master Data > General Setup**.



**Step 2.** Click the **Magnifying Glass** icon to view the data.



**Step 3.** Enter settings for **General and Final Decimals**.

**Decimal Policy**

|                          |   |
|--------------------------|---|
| General Decimal Settings | 5 |
| Final Decimal Settings   | 2 |

**Step 4.** Select the **Name** and where it is **Base** for **Tax, SSS, PHIC** and **HDMF** tables.

**Government Policy**

|            | <i>Name</i> | <i>Effective Date</i> | <i>Base on</i> | <i>Subject to Statutory</i> |
|------------|-------------|-----------------------|----------------|-----------------------------|
| TAX Table  | TAX 2009    | 2009-01-01            | Gross Amount   | YES                         |
| SSS Table  | SSS         | 2007-01-01            | Gross Amount   |                             |
| PHIC Table | PHIC 2013   | 2013-01-01            | Gross Amount   |                             |
| HDMF Table | HDMF        | 2005-01-01            | Gross Amount   |                             |

**Step 5.** Select the **TA Import** and **Payslip** form.

**Default FORMAT**

|                |                   |
|----------------|-------------------|
| TA Import Form | TA FORM1 - NORMAL |
| Payslip FORM   | PAYSLIP FORMAT1   |

**Step 6.** Select the **Location as Company**. Click **Update and Exit** to update the data exit the form. Click the **Cancel** button to cancel.

Location as Company YES

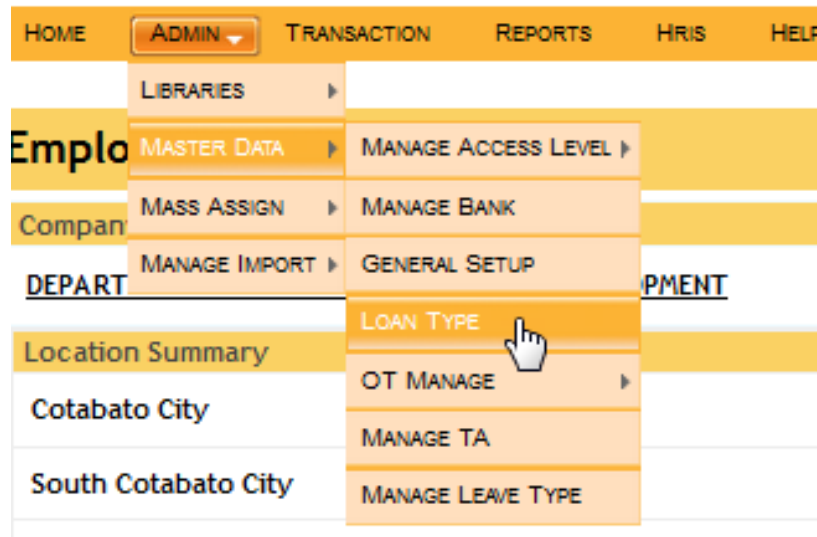
Update and Exit Cancel

## 2.4 Loan Type

**Q: How to manage loan type?**

**A: Just follow these steps to manage loan type.**

**Step 1.** Go to **Admin > Master Data > Loan Type**.



**Step 2.** Enter **Loan Code** and some **Description**. Click **Save and Clear**

|                                      |                      |
|--------------------------------------|----------------------|
| Loan Code                            | <input type="text"/> |
| Description                          | <input type="text"/> |
| <div>Save &amp; Clear    Reset</div> |                      |

**Q: How to edit loan type?**

**A: Just follow these steps to edit loan type?**

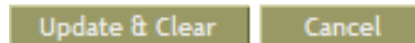
**Step 1.** Click the **Edit** icon.

| Action  | CODE |
|---|------|
|     | S    |
|    | C    |
|     | R    |

**Step 2.** Choose what button you want to click.

**Update and Clear**– updates and clear forms.

**Cancel**– cancels the created form.



**Q: How to delete loan type?**

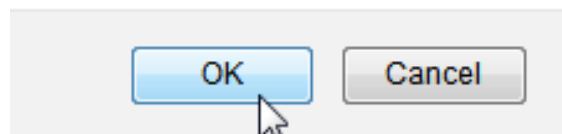
**A: Just follow these steps to delete loan type?**

**Step 1.** Click the **Delete** icon.

| Action  | CODE |
|---|------|
|     | S    |
|    | C    |
|     | R    |

**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?



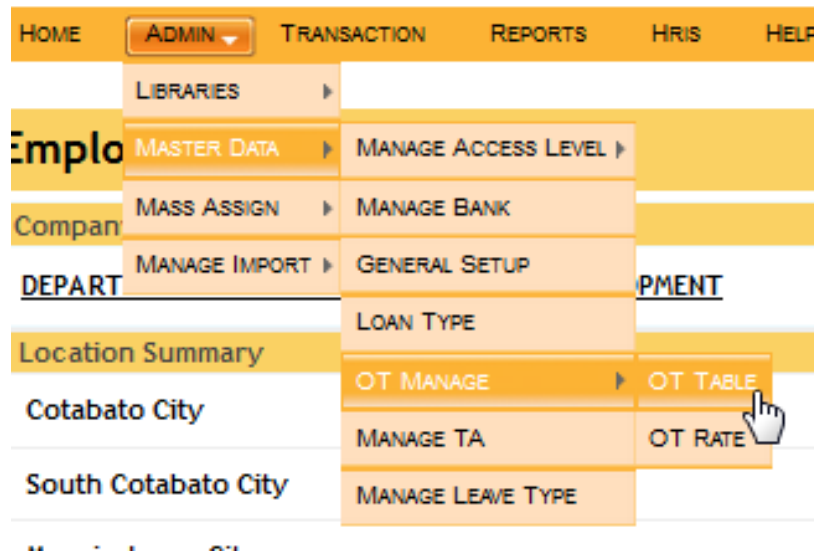
## 2.5 OT Manage

### 2.5.1 OT Table

**Q: How to add overtime table?**

**A: Just follow these steps to manage overtime table.**

**Step 1.** Go to **Admin > Master Data > OT Manage > OT Table**.



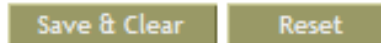
**Step 2.** Enter **Name** and some **Description**.

|             |                      |
|-------------|----------------------|
| Name        | <input type="text"/> |
| Description | <input type="text"/> |

**Step 3.** Choose whether pay element is subjected to **Tax**

**Subject to TAX** ☐

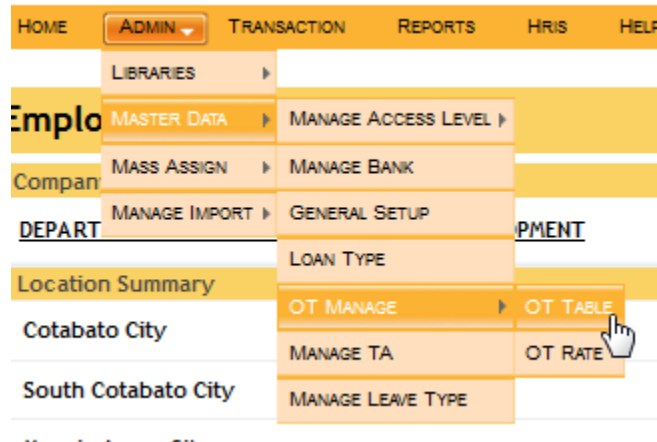
**Step 4.** Click **Save and Clear**



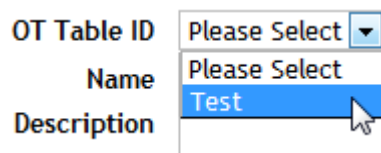
**Q: How to update or delete overtime table?**

**A: Just follow these steps to manage overtime table.**

**Step 1.** Go to **Admin > Master Data > OT Manage > OT Table**.

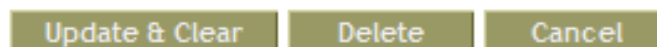


**Step 2.** Select which overtime table to be edited.



**Step 3.** Choose what button you want to click.

- **Update and Clear**– updates the selected overtime table.
- **Delete**– deletes the selected overtime table.
- **Cancel**– cancels the created form.

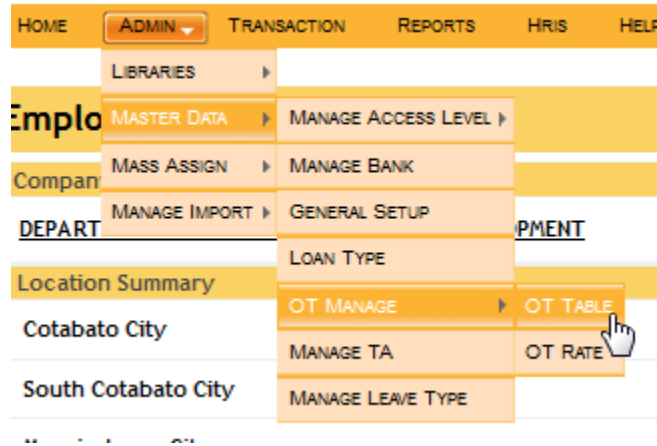


**Q: How to add overtime rate to overtime table?**

**A: Just follow these steps to manage overtime table.**

*\*If there are no OT Rate, the system will not be able to proceed.*

**Step 1.** Go to **Admin > Master Data > OT Manage > OT Table.**



**Step 2.** Select which overtime table to be edited.

|             |               |
|-------------|---------------|
| OT Table ID | Please Select |
| Name        | Please Select |
| Description | Test          |

**Step 3.** Click the **binocular** icon to add OT Rates.

|             |      |  |
|-------------|------|--|
| OT Table ID | Test |  |
| Name        | Test |  |

**Step 4.** Check which one to add.

| Name                                |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | X |

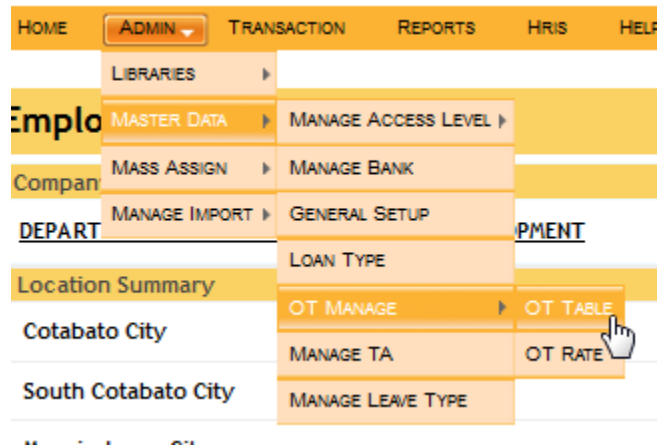
**Step 5.** Click the **Apply changes** button to add.

Apply changes

**Q: How to remove overtime rate to overtime table?**

**A: Just follow these steps to manage overtime table.**

**Step 1.** Go to **Admin > Master Data > OT Manage > OT Table**.

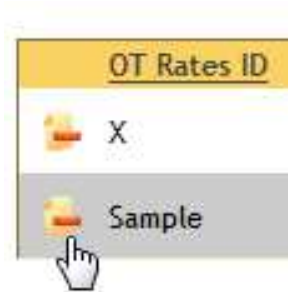


**Step 2.** Select which overtime table to be edited.

|             |               |
|-------------|---------------|
| OT Table ID | Please Select |
| Name        | Please Select |
| Description | Test          |

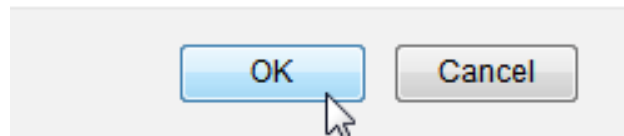


**Step 4.** Check the **Delete** icon.



**Step 5.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete Sample?

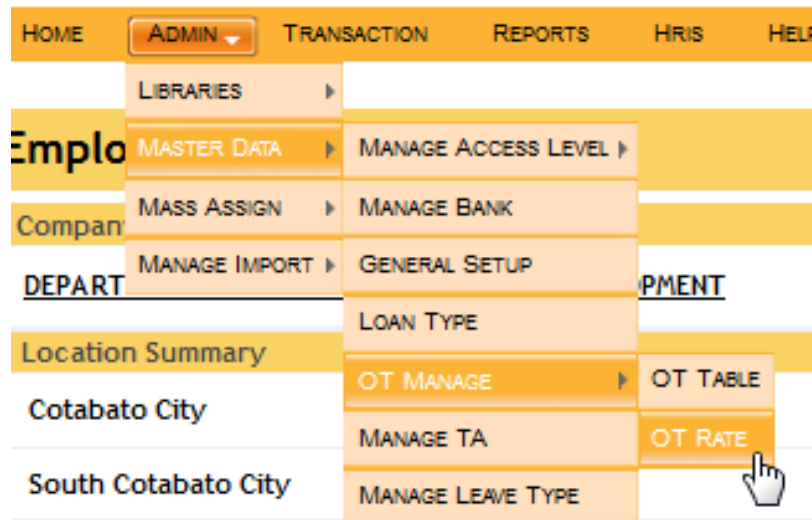


## 2.5.2 OT Rate

**Q: How to manage overtime rate?**

**A: Just follow these steps to manage overtime rate.**

**Step 1.** Go to **Admin > Master Data > OT Manage > OT Rate**



**Step 2.** Enter **Code** and some **Description**.

|             |                      |
|-------------|----------------------|
| Code        | <input type="text"/> |
| Description | <input type="text"/> |

**Step 3.** Select the type of **OT Rate**.

|              |       |
|--------------|-------|
| OT Rate Type | N/A   |
| Rate Factor  | Hour  |
| Rate Amount  | Fixed |
|              | Day   |
|              | N/A   |

**Step 4.** Enter the **Rate Factor** and **Maximum Rate Amount**.

|                     |                      |
|---------------------|----------------------|
| Rate Factor         | <input type="text"/> |
| Maximum Rate Amount | <input type="text"/> |

**Step 5.** Choose the button you want to use.

|   |                                      |
|---|--------------------------------------|
| <input type="button" value="Save &amp; Clear"/> | <input type="button" value="Reset"/> |
|---|--------------------------------------|

**Q: How to edit overtime rate?**

**A: Just follow these steps to edit overtime rate.**

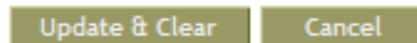
**Step 1.** Click the **Edit** icon.



**Step 2.** Choose what button you want to click.

**Update and Clear**– updates and clear forms.

**Cancel**– cancels the created form.



**Q: How to delete overtime rates.**

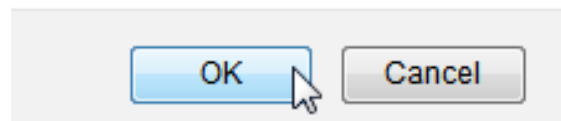
**A: Just follow these steps to delete overtime rates.**

**Step 1.** Click the **Delete** icon.



**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?

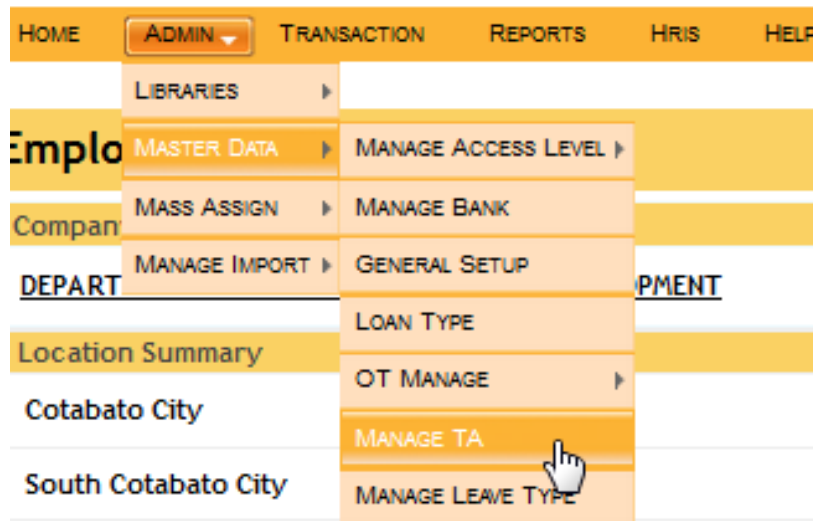


**2.6 Manage TA**

**Q: How to manage TA?**

**A: Just follow these steps to manage TA.**

**Step 1.** Go to **Admin > Master Data > Manage TA**



**Step 2.** Enter **TA Name** and **TA Rate**.

A form with two input fields. The first field is labeled 'TA Name' and is empty. The second field is labeled 'TA Rate' and has a dropdown menu with 'Hour' selected. Below the dropdown menu are two buttons: 'Clear' and 'Reset'.

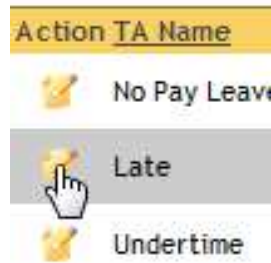
**Step 3.** Choose the button you want to use.

Two buttons: 'Save & Clear' and 'Reset'.

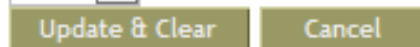
**Q: How to edit TA?**

**A: Just follow these steps to edit TA.**

**Step 1.** Click the **Edit** icon.



**Step 2.** Choose what button you want to click.

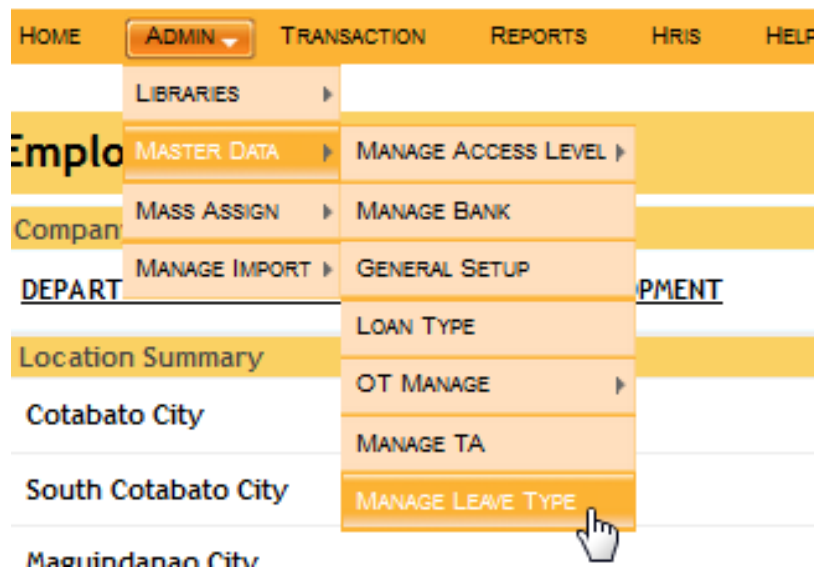


## 2.7 Manage Leave Type

**Q: How to manage leave type?**

**A: Just follow these steps to manage leave type.**

**Step 1.** Go to **Admin > Master Data > Manage Leave Type**



**Step 2.** Enter **Leave Code**, **Leave Type** and **Day(s) of Leave**.

|                        |                      |
|------------------------|----------------------|
| <i>Leave Code</i>      | <input type="text"/> |
| <i>Leave Type</i>      | <input type="text"/> |
| <i>Day(s) of Leave</i> | <input type="text"/> |

**Step 3.** Select whether **with Pay**, **convert to Cash** and your **Gender**.

|   |                                       |
|---|---------------------------------------|
| <i>With Pay</i>                                 | <input type="button" value="Yes"/>    |
| <i>Convert to Cash</i>                          | <input type="button" value="Yes"/>    |
| <i>Gender</i>                                   | <input type="button" value="No"/>     |
| <br>  |                                       |
| <i>Convert to Cash</i>                          | <input type="button" value="Yes"/>    |
| <i>Gender</i>                                   | <input type="button" value="Yes"/>    |
| <i>Gender</i>                                   | <input type="button" value="No"/>     |
| <i>Gender</i>                                   | <input type="button" value="Male"/>   |
| <i>Gender</i>                                   | <input type="button" value="Male"/>   |
| <i>Gender</i>                                   | <input type="button" value="Female"/> |
| <i>Gender</i>                                   | <input type="button" value="Both"/>   |
| <input type="button" value="Save &amp; Clear"/> | <input type="button" value="Reset"/>  |

**Step 4.** Choose the button you want to use.

|   |                                      |
|---|--------------------------------------|
| <input type="button" value="Save &amp; Clear"/> | <input type="button" value="Reset"/> |
|---|--------------------------------------|

**Q: How to edit leave type?**

**A: Just follow these steps to edit leave type.**

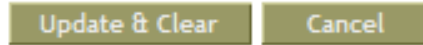
**Step 1.** Click the **Edit** icon.



**Step 2.** Choose what button you want to click.

**Update and Clear**– updates and clear forms.

**Cancel**– cancels the created form.



**Q: How to delete leave type?**

**A: Just follow these steps to delete leave type.**

**Step 1.** Click the **Delete** icon.



**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?



### 3 Mass Assign

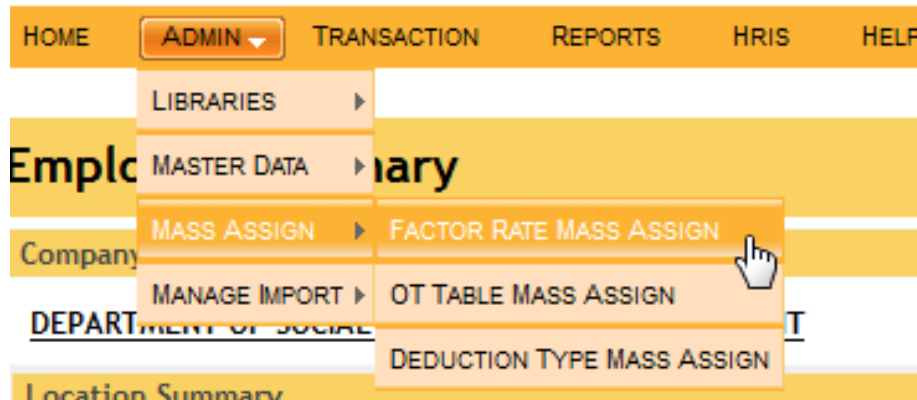
- This group will serve as the distribution of information.

#### 3.1 Factor Rate Mass Assign

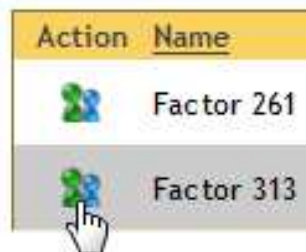
**Q: How to assign factor rate mass?**

**A: Just follow these steps to assign factor rate mass.**

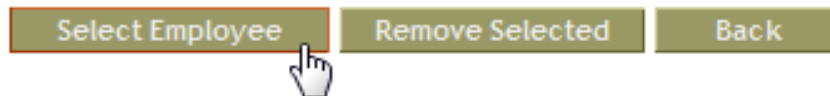
**Step 1.** Go to **Admin > Mass Assign > Factor Rate Mass Assign**



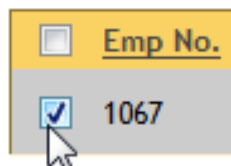
**Step 2.** Click the icon to view the assigned employee.



**Step 3.** Click on the **Select Employee** button.



**Step 4.** Check to name of the employee to be selected.



**Step 5.** Click the **Assign Employee** button to assign the checked name. Click **Cancel** button if you want to cancel.



Assign Employee

Cancel

**Step 6.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to Assign the Selected Employee/s to this Factor Rate?

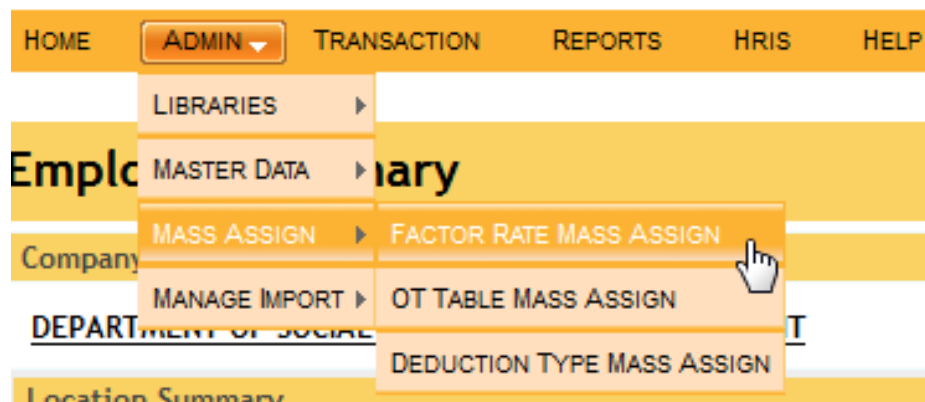
OK

Cancel



**Q: How to remove assigned factor rate mass?**

**A: Just follow these steps to remove factor rate mass.**

**Step 1.** Go to **Admin > Mass Assign > Factor Rate Mass Assign**



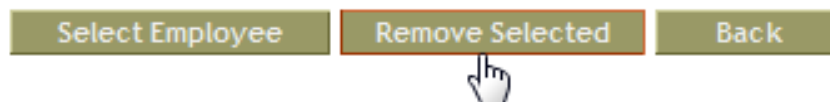
**Step 2.** Click the icon to view the assigned employee.

| Action  | Name       |
|---|------------|
|  | Factor 261 |
|  | Factor 313 |

**Step 3.** Check to name of the employee to be selected.

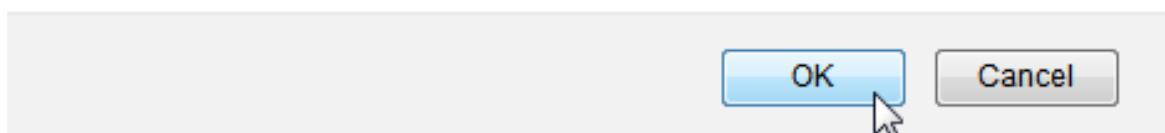
| <input type="checkbox"/>            | Emp No. |
|-------------------------------------|---------|
| <input type="checkbox"/>            | 1067    |
| <input checked="" type="checkbox"/> | 1075    |

**Step 4.** Click on the **Remove Selected** button.



**Step 5.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to Remove the Selected Employee/s from this Factor Rate?

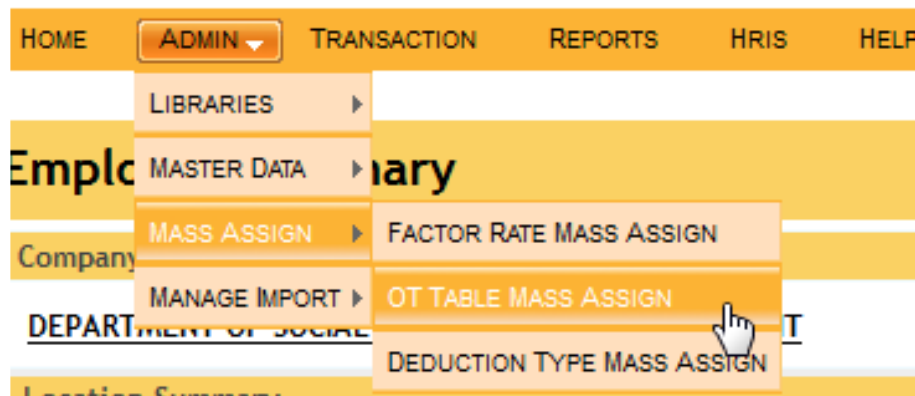


### 3.2OT Table Mass Assign

**Q: How to assign OT Table Mass?**

**A: Just follow these steps to assign OT table mass.**

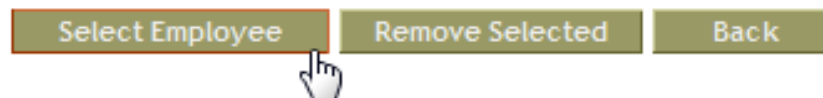
**Step 1.** Go to **Admin > Mass Assign > OT Table Mass Assign**



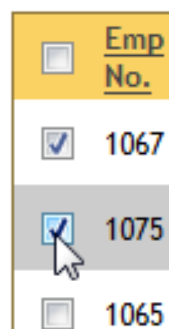
**Step 2.** Click the icon to view the assigned employee.



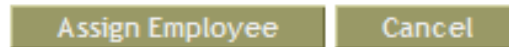
**Step 3.** Click the **Select Employee** button.



**Step 4.** Check to name of the employee to be selected.

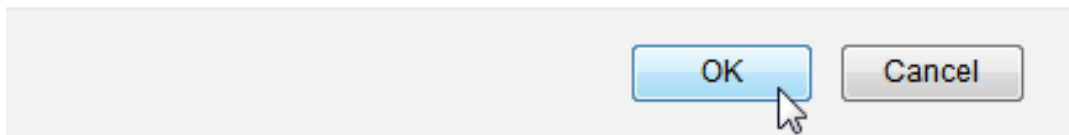


**Step 5.** Click the **Assign Employee** button to assign the checked name. Click **Cancel** button if you want to cancel.



**Step 6.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

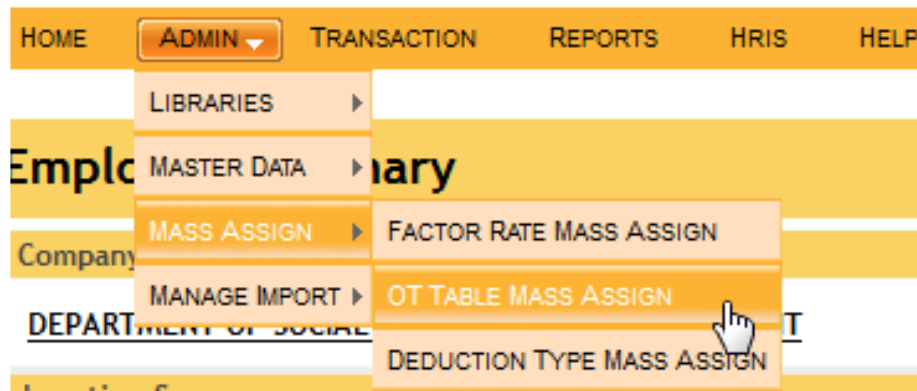
Are you sure, you want to Assign the Selected Employee/s to this OT Table?



**Q: How to remove OT Table Mass?**

**A: Just follow these steps to remove OT table mass.**

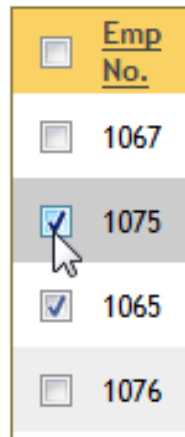
**Step 1.** Go to **Admin > Mass Assign > OT Table Mass Assign**



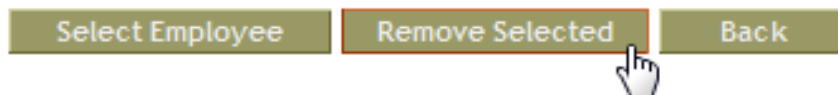
**Step 2.** Click the icon to view the assigned employee.



**Step 3.** Check to name of the employee to be selected.

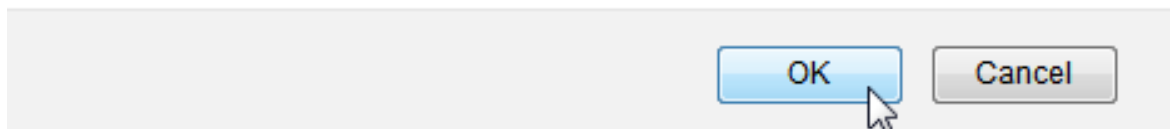


**Step 4.** Click on the **Remove Selected** button.



**Step 5.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to Remove the Selected Employee/s from this OT Table?

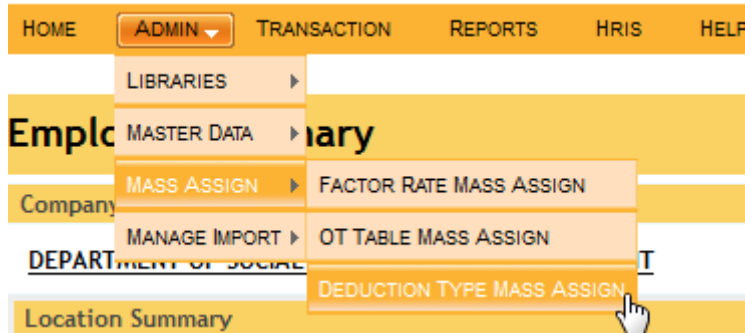


### 3.3 Deduction Type Assign Mass

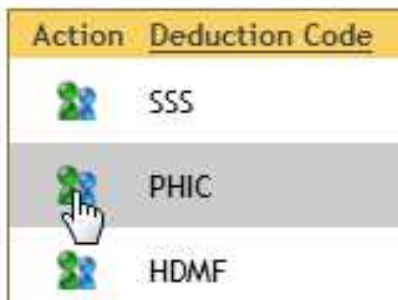
**Q: How to assign deduction type mass?**

**A: Just follow these steps to assign deduction type mass?**

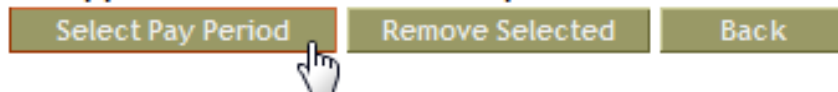
**Step 1.** Go to **Admin > Mass Assign > Deduction Type Mass Assign**



**Step 2.** Click the icon to view the assigned employee.



**Step 3.** Click the **Select Pay Period** button.



**Step 4.** Select the period from the buttons. Click **Back** button if you want have clarifications.

|                |
|----------------|
| 1st Pay Period |
| 2nd Pay Period |
| 3rd Pay Period |
| 4th Pay Period |
| 5th Pay Period |

Back

**Step 5.** Check to name of the employee to be selected.

| <input type="checkbox"/>            | Emp. No. | Last Name |
|-------------------------------------|----------|-----------|
| <input type="checkbox"/>            | 1067     | Aguilar   |
| <input checked="" type="checkbox"/> | 1075     | Asuncion  |
| <input checked="" type="checkbox"/> | 1065     | Bongabong |
| <input checked="" type="checkbox"/> | 1076     | Castro    |
| <input type="checkbox"/>            | 1072     | Cawaling  |

**Step 6.** Click the **Assign Employee** button to assign the checked name. Click **Cancel** button if you want to cancel.

Assign Employee

Cancel

**Step 7.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to Assign the Selected Employee/s to this Deduction Type and Pay Period?

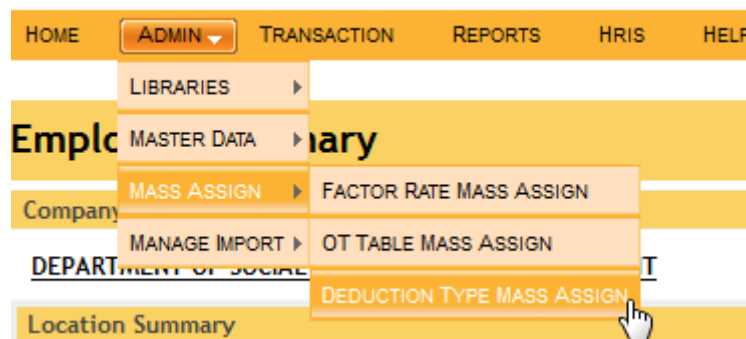
OK

Cancel




**Q: How to remove deduction type mass?**

**A: Just follow these steps to remove deduction type mass?**

**Step 1.** Go to **Admin > Mass Assign > Deduction Type Mass Assign**



**Step 2.** Click the icon to view the assigned employee.

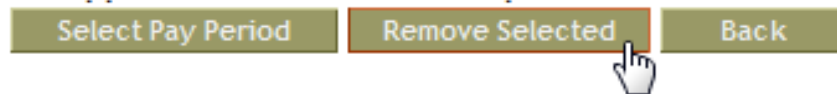
| Action  | Deduction Code |
|---|----------------|
|  | SSS            |
|  | PHIC           |
|  | HDMF           |

**Step 3.** Check to name of the employee to be selected.



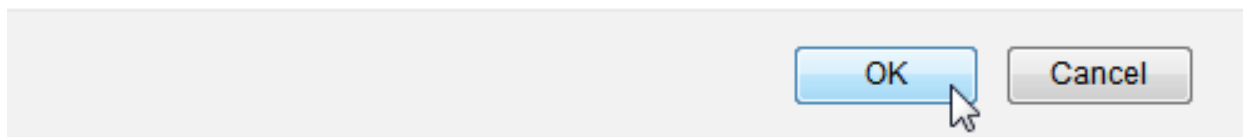
| <input type="checkbox"/>            | <u>Emp. No.</u> | <u>Last Name</u> |
|-------------------------------------|-----------------|------------------|
| <input type="checkbox"/>            | 1075            | Asuncion         |
| <input checked="" type="checkbox"/> | 1065            | Bongabong        |
| <input type="checkbox"/>            | 1076            | Castro           |

**Step 4.** Click **Remove Selected** button to remove them from the Deduction Type.



**Step 5.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to Remove the Selected Employee/s from this Deduction Type?



## 4 Manage Import

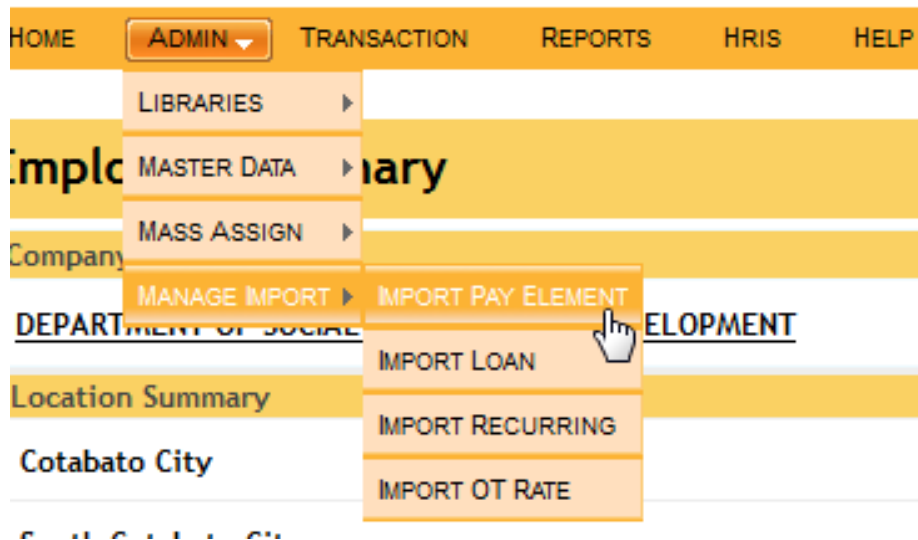
- This group will serve the management of imports.

### 4.1 Import Pay Element

**Q: How to import pay element?**

**A: Just follow these steps to import pay element.**

**Step 1.** Go to **Admin > Manage Import > Import Pay Element**



**Step 2.** Choose the file. Click **Upload** button to upload the file.

**Upload Pay Element Information**

Select File \*

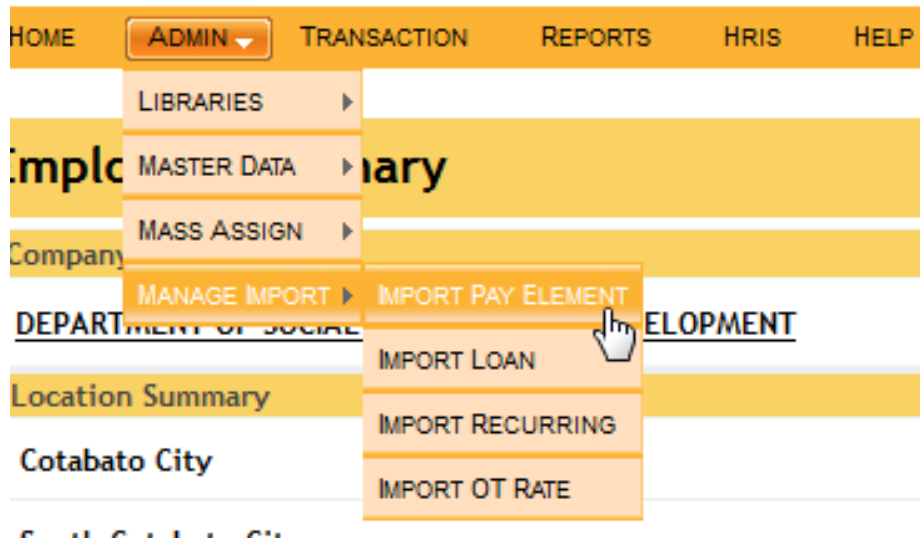
**\*\*Note**

## 4.2 Import Loan

**Q: How to import loan?**

**A: Just follow these steps to import loan.**

**Step 1.** Go to **Admin > Manage Import > Import Loan**



**Step 2.** Choose the file. Click **Upload** button to upload the file.

**Upload Loan Information**

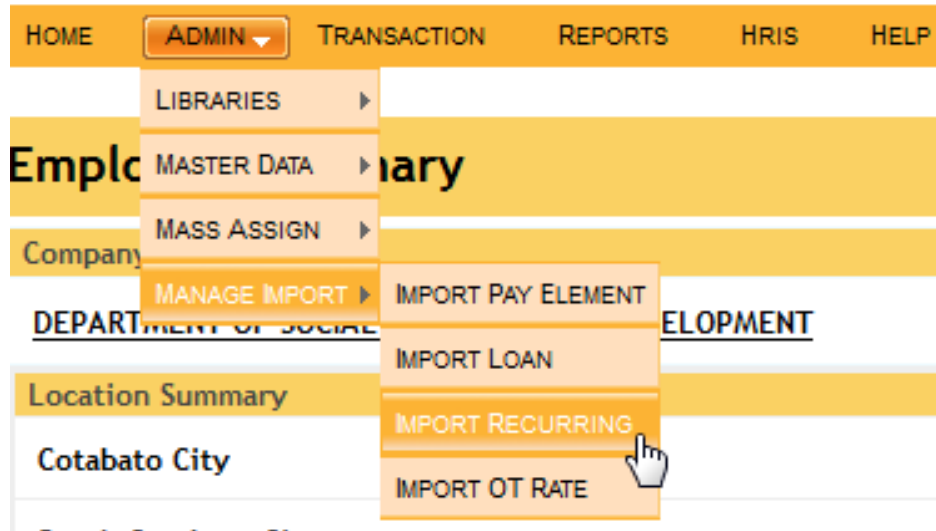
Select File \*

#### 4.3 Import Recurring

**Q: How to import recurring?**

**A: Just follow these steps to import recurring.**

**Step 1.** Go to **Admin > Manage Import > Import Recurring**



**Step 2.** Choose the file. Click **Upload** button to upload the file.

**Upload Recurring Benefits and Deduction Information**

Select File \*

Browse...

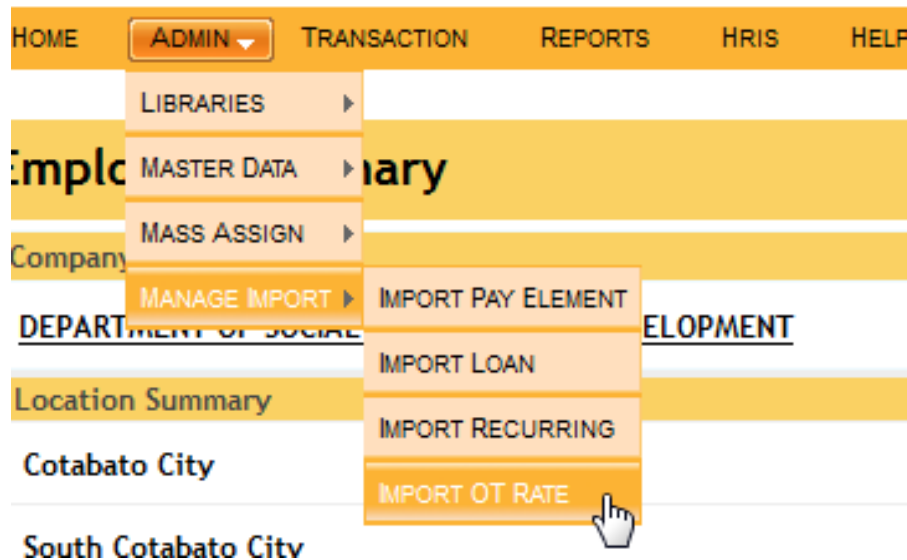
Upload File

#### 4.4 Import OT Rate

**Q: How to import OT rate?**

**A: Just follow these steps to import OT rate.**

**Step 1.** Go to **Admin > Manage Import > Import OT Rate**



**Step 2.** Choose the file. Click **Upload** button to upload the file.

**Upload OT Rate Information**

Select File \*

**\*\*Note**

# **Chapter II**

**(Transaction Module)**



## Transaction Module

Transaction module composes of different menu/s that creates transaction like Loan Setup, Recurring Setup and Import of Payroll. But before you create any transaction in this module make sure that you finished entering data in our admin module.

Transaction Module is divided into following:

1. 201 Review
2. Pay Detail
3. Employee Detail
4. Recurring Setup
5. Loan Setup
6. Payroll Import
7. Payroll Entry

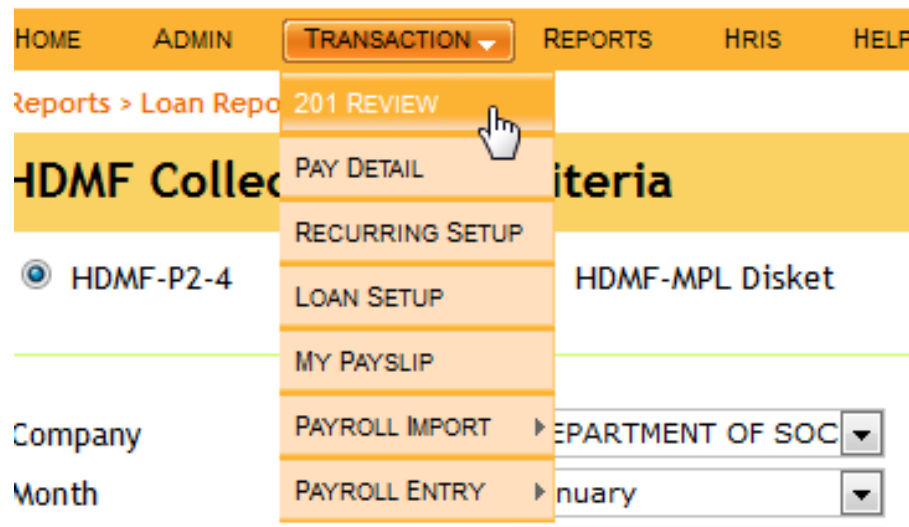
### 1. 201 Review

- This menu is used to review previous transactions.

**Q: How to review transactions?**

**A: Just follow these steps to “Review Transactions”**

**Step 1.** Go to **Transaction > 201 Review**.





**Step 2.** Select the **Status** from the drop-down menu.

**Step 3.** Click the **Magnifying Glass** icon to go to the Employment Details page.

***\*If ever there were no previous transactions, the system cannot find any record.***

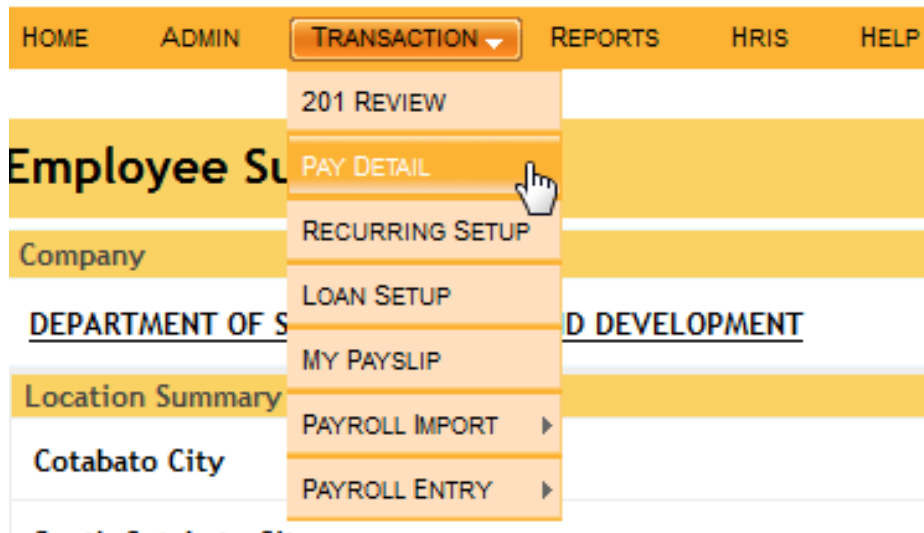
## 2. Pay Detail

- This menu is used to review the details of the payment.

**Q: How to review pay detail?**

**A: Just follow these steps to review pay detail.**

**Step 1.** Go to **Transaction> Pay Detail**



**Step 2.** Enter the **Employee Name** and **Employee ID**. Select a **Location** and **Department**.

|               |   |             |   |
|---------------|---|-------------|---|
| Employee Name | <input type="text" value="Type Employee Name"/> | Employee ID | <input type="text" value="Type Employee ID"/> |
| Location      | <input type="text" value="All"/>                | Department  | <input type="text" value="All"/>              |

**Step 3.** Select the **Position** and the **Company**.




|          |                                  |         |                                  |
|----------|----------------------------------|---------|----------------------------------|
| Position | <input type="text" value="All"/> | Company | <input type="text" value="All"/> |
|----------|----------------------------------|---------|----------------------------------|

**Step 4.** Choose the operation you want to do.

- **Search** – Scan for previous transactions.
- **Reset** – Reset the whole form and enter information again.



**Step 5.** Click the icon to go to the Employment Details page.

| Action  | Emp No      |
|---|-------------|
|  | <u>1072</u> |
|  | <u>1077</u> |
|  | <u>1080</u> |




*\*If ever there were no previous transactions, the system cannot find any record.*

### 3. Employee Detail




**Q: How to review employee detail?**

**A: Just follow these steps to review employee detail.**

**Step 1.** Access the Employee Detail page by clicking **Magnifying Glass** icon on the **201 Review** page

| Action  | Emp No |
|---|--------|
|  | 1067   |
|  | 1075   |
|  | 1065   |

or the icon on the **Pay Detail** page.

| Action  | Emp No      |
|---|-------------|
|  | <u>1072</u> |
|  | <u>1077</u> |
|  | <u>1080</u> |

**Step 2.** Choose what header you want to click.

**General Information** – view employment, personal and government information of the selected employee

**Compensation** – view compensation received of the selected employee

**Bank Detail/s**– view registered bank information of the selected employee

**Leave**– view the leaves of the selected employee.

**Benefit/Deduction**– view the recurring benefits and/or deductions of the selected employee.

**Loan**– view the applied loans of the selected employee.

**Pay Calculation**– view which factor rate, pay group and OT table the selected employee belongs to.

**Government Policy**– views the deductions mandated by the government for the selected employee.

**Dependent**– view the dependents registered to the selected employee.

|                     |              |               |       |                   |      |                 |                   |           |
|---------------------|--------------|---------------|-------|-------------------|------|-----------------|-------------------|-----------|
| General Information | Compensation | Bank Detail/s | Leave | Benefit/Deduction | Loan | Pay Calculation | Government Policy | Dependent |
|---------------------|--------------|---------------|-------|-------------------|------|-----------------|-------------------|-----------|

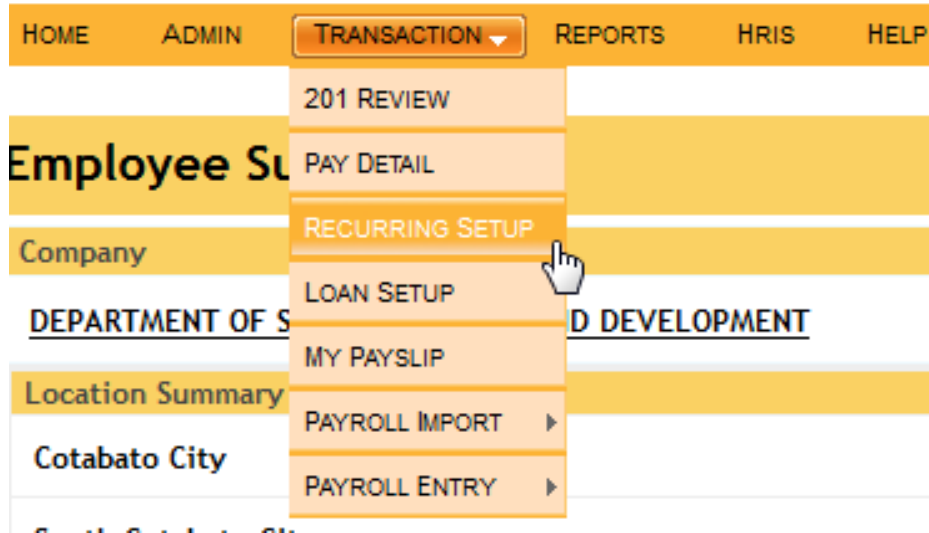
***\*If ever there were no previous transactions, the system cannot find any record.***

## 4. Recurring Setup

**Q: How to review recurring setup?**

**A: Just follow these steps to review recurring setup.**

**Step 1.** Go to **Transaction > Recurring Setup**



**Step 2.** Enter the **Employee Name** and **Employee ID**. Select a **Location** and **Department**.

|               |   |             |   |
|---------------|---|-------------|---|
| Employee Name | <input type="text" value="Type Employee Name"/> | Employee ID | <input type="text" value="Type Employee ID"/> |
| Location      | <input type="text" value="All"/> ▼              | Department  | <input type="text" value="All"/> ▼            |

**Step 3.** Select the **Position** and the **Company**.

Position  Company

**Step 4.** Choose the operation you want to do.

- **Search** – Scan for previous transactions.
- **Reset** – Reset the whole form and enter information again.

*\*If ever there were no previous transactions, the system cannot find any record.*

## 5. Loan Setup

**Q: How to apply for loan?**

**A: Just follow these steps to applying for loan.**

**Step 1.** Go to **Transaction> Loan Setup**

**Step 2.** Enter the **Employee Name** and **Employee ID**. Select a **Location** and **Department**.

|               |   |             |   |
|---------------|---|-------------|---|
| Employee Name | <input type="text" value="Type Employee Name"/> | Employee ID | <input type="text" value="Type Employee ID"/> |
| Location      | <input type="text" value="All"/>                | Department  | <input type="text" value="All"/>              |

**Step 3.** Select the **Position** and the **Company**.

|          |                                  |         |                                  |
|----------|----------------------------------|---------|----------------------------------|
| Position | <input type="text" value="All"/> | Company | <input type="text" value="All"/> |
|----------|----------------------------------|---------|----------------------------------|

**Step 4.** Choose the operation you want to do.

- **Search** – Scan for previous transactions.
- **Reset** – Reset the whole form and enter information again.

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="button" value="Search"/> | <input type="button" value="Reset"/> |
|---------------------------------------|--------------------------------------|

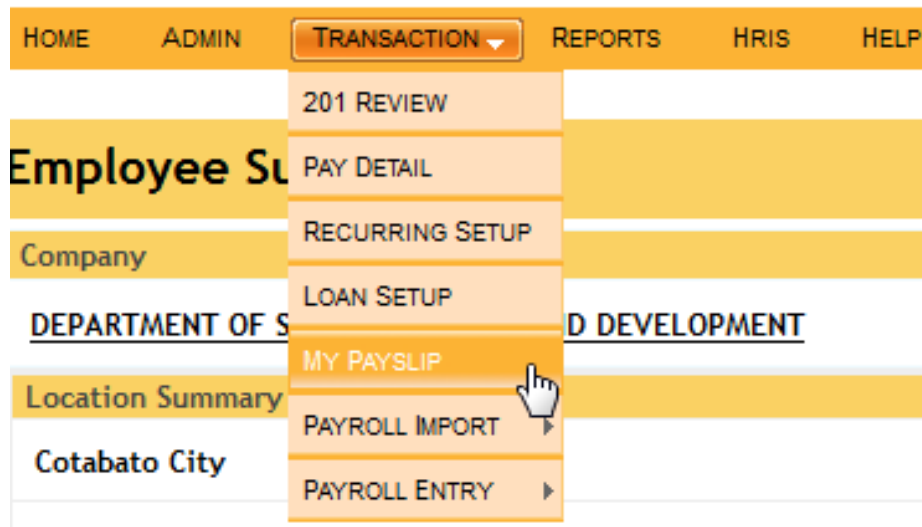
***\*If ever there were no previous transactions, the system cannot find any record.***

## 6. My Payslip

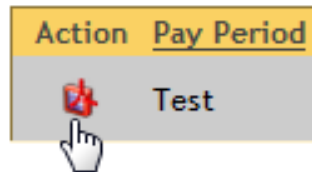
**Q: How to review my payslip?**

**A: Just follow these steps to import amend.**

**Step 1.** Go to **Transaction> Payroll Import > My Pay slip**



**Step 2.** Click on the icon to view payslip.



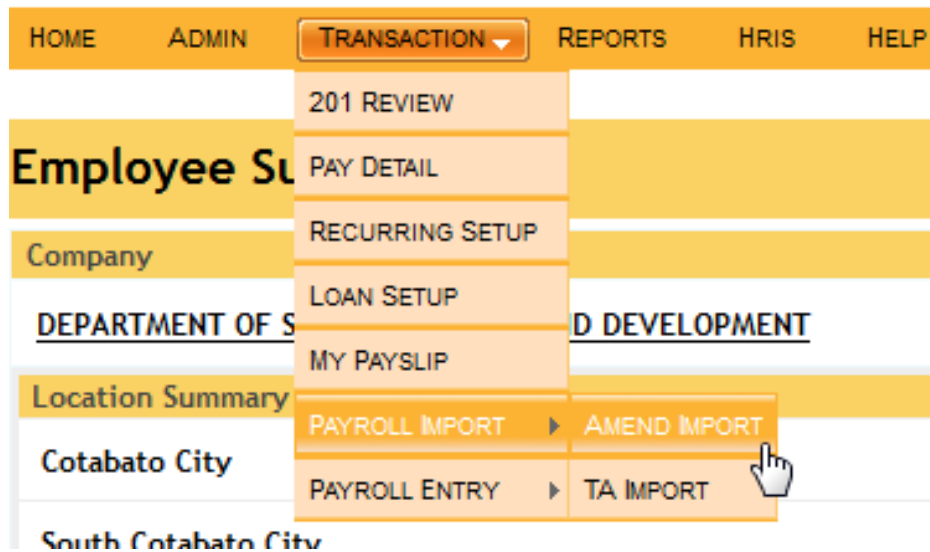
## 7. Payroll Import

**Q: How to import amendments?**

**A: Just follow these steps to import amendments.**

**Step 1.** Go to Transaction > Payroll Import > Amend Import





**Step 2.** Select the file. Click **Upload File** button to upload the file.

**Upload Amendments Information**

Select File \*




**Step 3.** Take note of the following. Click **Download** to download the sample XLS file.

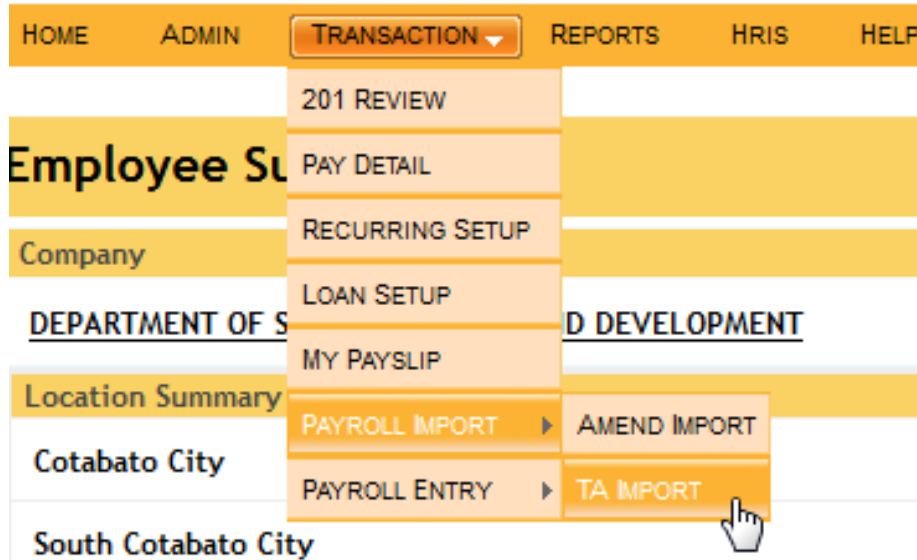
**\*\*Note**

- All header in **"Red Font"** are compulsory
- All date fields should be in YYYY-MM-DD format
- Each import file should be configured for 1000 records or less
- Sample XLS file: [Download](#)

**Q: How to import TA?**

**A: Just follow these steps to import TA.**

**Step 1.** Go to **Transaction > Payroll Import > TA Import**



HOME ADMIN TRANSACTION REPORTS HRIS HELP

201 REVIEW

PAY DETAIL

RECURRING SETUP

LOAN SETUP

MY PAYSIP

PAYROLL IMPORT ▶ AMEND IMPORT

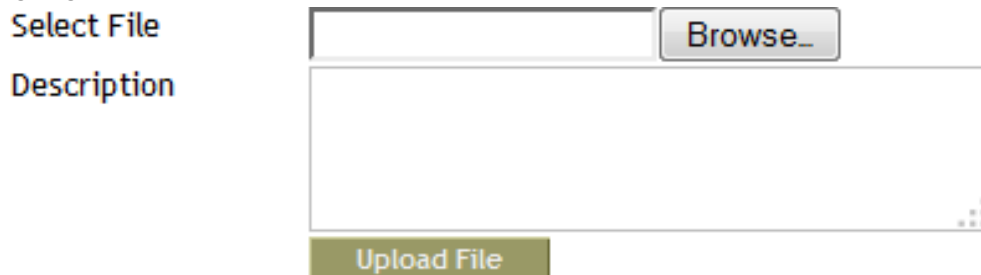
PAYROLL ENTRY ▶ TA IMPORT

**Step 2.** Select which pay period to use.

| Name | Type  | Status | Start                |
|------|-------|--------|----------------------|
| Test | Daily | OPEN   | 20 May 2013 12:00 AM |

**\*If there are no OT Rate, the system will not be able to proceed.**

**Step 3.** Select the file. Add description if desired. Click **Upload File** button to upload the file.

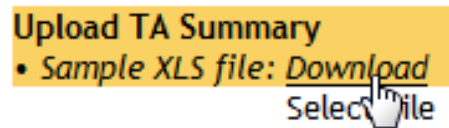


Select File

Description

Upload File

**Step 3.** Click **Download** to download the sample XLS file.



*\*If ever there were no imported TA, the system cannot find any record.*

## 8. Payroll Entry

### 8.1 Amendments

**Q: How to add new amend?**

**A: Just follow these steps to import amend.**

**Step 1.** Go to **Transaction> Payroll Entry > Amendments**

| HOME                | ADMIN | TRANSACTION ▼    | REPORTS         | HRIS | HELP |
|---------------------|-------|------------------|-----------------|------|------|
|                     |       | 201 REVIEW       |                 |      |      |
| Employee Su         |       | PAY DETAIL       |                 |      |      |
| Company             |       | RECURRING SETUP  |                 |      |      |
| DEPARTMENT OF S     |       | LOAN SETUP       | D DEVELOPMENT   |      |      |
| Location Summary    |       | MY PAYSIP        |                 |      |      |
| Cotabato City       |       | PAYROLL IMPORT ▶ |                 |      |      |
| South Cotabato City |       | PAYROLL ENTRY ▶  | AMENDMENTS      |      |      |
| Maguindanao City    |       |                  | PAYROLL PROCESS |      |      |
|                     |       |                  | PAYROLL DETAILS |      |      |

**Step 2.** Go to **Add New** button.

| Name      |
|-----------|
| ALLOWANCE |

**Step 3.** Select the **Status**. Enter **Name**.

| Status | Name |
|--------|------|
| Active |      |
| Active |      |

**Step 4.** Select the type of **Pay Slip**.

Pay Slip Account

Effective Date

Description

Please select

Please select

- EE Ded - Bond Settlement
- EE Ded - Phone Expense
- Earning - OTHER ALLOWANCE
- Earning - OT adjustment
- Earning - BONUS
- EE Ded - lost mobile phone
- Earning - ALLOWANCE
- Earning - DEMINIMIS
- Earning - SL CONVERSION
- Earning - OT Backpay
- Earning - Pro-rated De Minimis
- EE Ded - Lost Equipment
- EE Ded - Cebu Pacific Itinera
- Earning - TRANSPO ALLOWANCE
- Earning - Meal and Transpo
- Earning - Adj Meal Transpo
- EE Ded - Basic Adjustment
- EE Ded - Commission Overpay
- Earning - Referral Fee

**Step 5.** Select the **Effective Date**.

Effective Date

Description

2013-05-23

May, 2013

« < Today > »

| wk | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----|-----|-----|-----|-----|-----|-----|-----|
| 18 |     |     | 1   | 2   | 3   | 4   | 5   |
| 19 | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 20 | 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 21 | 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 22 | 27  | 28  | 29  | 30  | 31  |     |     |

Select date

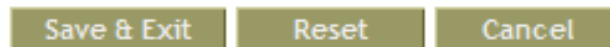
**Step 6.** Enter some **Description**.

Description



**Step 7.** Choose the operation you want to do.

- **Save & Exit** – Save the information given and exit.
- **Reset** – Reset the whole form and enter information again.
- **Cancel** – Cancel from entering information



**Step 8.** After saving, click the **Add Employee**.



**Step 9.** Click the **binocular** icons to look for the **Job Position** and **Department**.



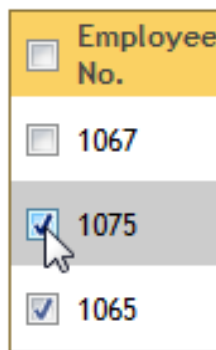
Use the **Employee** to search for the name.



Click the **Go** button to filter the results.



**Step 10.** Check to name of the employee to be selected.



A screenshot of a software interface showing a list of employee numbers. The list has a yellow header bar with the text 'Employee No.'. Below the header, there are three rows. The first row has an unchecked checkbox and the number '1067'. The second row has a checked checkbox and the number '1075', and it is highlighted with a grey background. The third row has a checked checkbox and the number '1065'. A mouse cursor is pointing at the checked checkbox for '1075'.

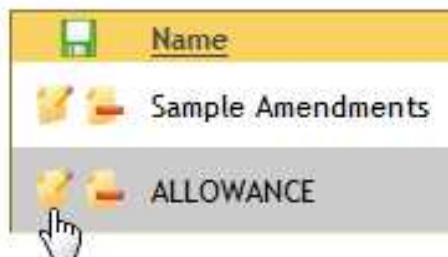
**Step 11.** Click the **Add Employee**.

Add Employee

**Q: How edit amendments?**

**A: Just follow these steps to edit amendments.**

**Step 1.** Click the **Edit** button.



A screenshot of a software interface showing a list of amendments. The list has a yellow header bar with the text 'Name'. Below the header, there are two rows. The first row has an icon of a document with a red arrow and the text 'Sample Amendments'. The second row has an icon of a document with a red arrow and the text 'ALLOWANCE', and it is highlighted with a grey background. A mouse cursor is pointing at the 'ALLOWANCE' row.

**Step 2.** Choose the operation you want to do.

- **Save & Exit** – Save the information given and exit.
- **Reset** – Reset the whole form and enter information again.
- **Cancel** – Cancel from entering information

Save & Exit    Reset    Cancel

**Step 3.** Click the **Add Employee** to add other employees.

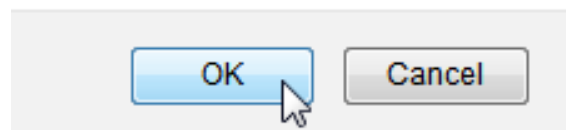


**Step 4.** Click the **Delete** icon to remove previously added employees.



**Step 5.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?



**Q: How to delete amendments?**

**A: Just follow these steps to delete amendments.**

**Step 1.** Click the **Delete** button.





**Step 2.** A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

Are you sure, you want to delete?

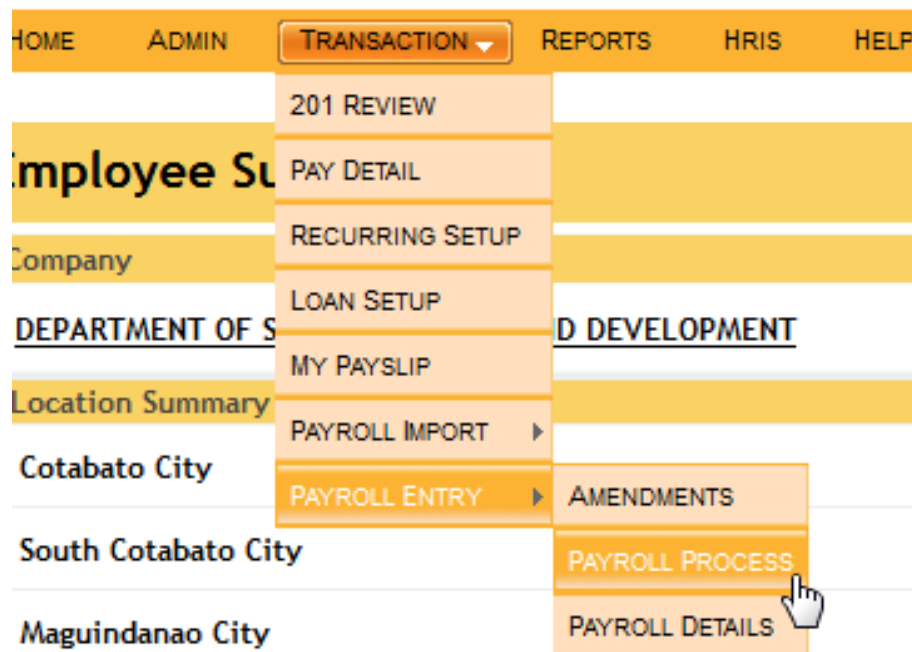


## 8.2 Payroll Process

**Q: How to process payroll?**

**A: Just follow these steps to process payroll.**

**Step 1.** Go to **Transaction > Payroll Entry > Payroll Process**



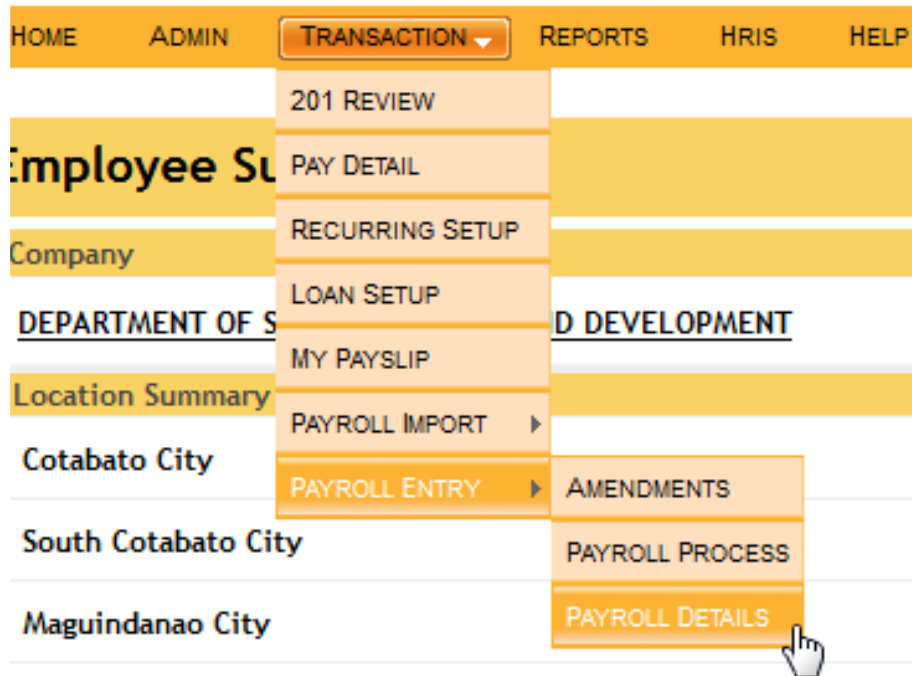
*\*If ever there are no payrolls, the system cannot find any record.*

### 8.3 Payroll Details

**Q: How to review payroll details?**

**A: Just follow these steps to review payroll details.**

**Step 1.** Go to **Transaction > Payroll Entry > Payroll Process**



***\*If ever there are no payrolls, the system cannot find any record.***



# **Chapter III**

**(Reports**

**Module)**

## Reports Module

Reports module composes of different menu/s that creates transaction like Tax Report, Loan Report and Payslip Report. But before you create any report in this module, make sure that you finished entering data in our admin and transaction modules.

Transaction Modules is divided into following:

1. 201 Reports
2. Analysis Tools
3. Premium Report
4. Tax Report
5. Loan Report
6. Payslip Report
7. Bank Export Report

### 1 . 201 Reports

#### 1.1 201 Master List

- This menu is used to see the different lists.

**Q: How to process 201 master list?**

**A: Just follow these steps to process 201 master list.**

**Step 1.** Go to **Reports > 201 Reports > 201 Master List**

| HOME                         | ADMIN | TRANSACTION | REPORTS ▼          | HRIS  | HELP |
|------------------------------|-------|-------------|--------------------|---|------|
|                              |       |             | 201 REPORTS ▶      | 201 MASTER LIST   |      |
| <b>Employee Summary</b>      |       |             | ANALYSIS TOOLS ▶   | BIRTHDAY LIST  |      |
| Company                      |       |             | PREMIUM REPORT ▶   |   |      |
| DEPARTMENT OF SOCIAL WELFARE |       |             | TAX REPORT ▶       |   |      |
| Location Summary             |       |             | LOAN REPORT ▶      |   |      |
| Cotabato City                |       |             | PAYSLIP REPORT     |   |      |
|                              |       |             | BANK EXPORT REPORT |   |      |


**Step 2.** Select the **Company** and the **Branch**.

*Company*  ▼  
*Branch*  ▼

**Step 3.** Select the **Department** and the **Employee Status**.

*Department*  ▼  
*Employee Status*  ▼

**Step 4.** Select how you want it to be sorted. Select also its file format. Click the **Process** button to download the file.

*Sorted by* ☐ Department ☐ Last Name  
*File Format* ☒  Excel

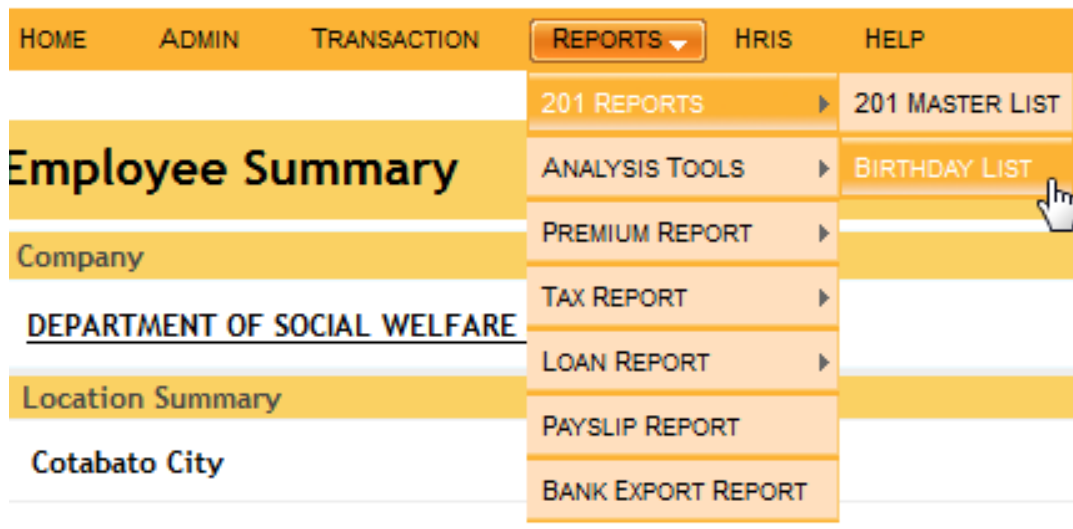
## 1.2 Birthday List

- This menu is used to see the lists of employee's birthday.

**Q: How to review birthday list?**

**A: Just follow these steps to review birthday list.**

**Step 1.** Go to **Reports > 201 Reports > Birthday List**



**Step 2.** Select the **Company** and the **Branch**.

*Company*

*Branch*

**Step 3.** Select the **Month** and **Employee Status**.

*Month*

*Employee Status*

**Step 4.** Select the **File Format**. Click the **Process** button to download the file.

*File Format* ☐ Excel

## 2 . Analysis Tools

### 2.1 Payroll Register

- This menu is used to review the registered payroll.

**Q: How to review registered payroll?**

**A: Just follow these steps to review registered payroll.**

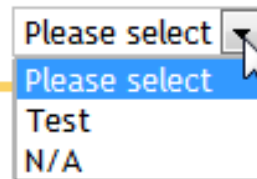
**Step 1.** Go to **Reports > Analysis Tools > Payroll Register**





**Step 2.** Select the **Pay Period**.

*Select Pay Period*



*\*If ever there is no registered payroll, the system cannot find any record.*

## 2.2 YTD Report

- This menu is used to review the YTD report.

**Q: How to review YTD report?**

**A: Just follow these steps to review YTD report.**

**Step 1.** Go to **Reports > Analysis Tools > YTD Report**



**Step 2.** Select the **Company**, **Department** and **Status**. Click the checkbox if you want to group them by department.

|                     |                          |
|---------------------|--------------------------|
| Company             | DEPARTMENT OF SOC ▼      |
| Department          | All Department ▼         |
| Group by Department | <input type="checkbox"/> |
| Status              | All Employee ▼           |

**Step 3.** Select the range of **Month** and **Year**.

|            |           |
|------------|-----------|
| From Month | January ▼ |
| From Year  | 2013 ▼    |
| To Month   | January ▼ |
| To Year    | 2013 ▼    |

**Step 4.** Select whether the format of the report is **Per Employee** or **Summary**. Also select the file's file format. Click **Process** button to download the file.

|               |   |
|---------------|---|
| Report Format | <input checked="" type="radio"/> Per Employee <input type="radio"/> Summary |
| File Format   | <input checked="" type="radio"/> Excel                                      |

---

Process

## 2.3 OT Report

- This menu is used to review the reports of overtime.

**Q: How to review OT report?**

**A: Just follow these steps to review OT report.**

**Step 1.** Go to **Reports > Analysis Tools > click OT Report**

| HOME    ADMIN    TRANSACTION <b>REPORTS</b> HRIS    HELP   |  |                    |                  |
|--|--|--------------------|------------------|
| <b>Employee Summary</b><br>Company<br>DEPARTMENT OF SOCIAL WELFARE<br>Location Summary<br>Cotabato City<br>South Cotabato City |  | 201 REPORTS        |                  |
|  |  | ANALYSIS TOOLS     | PAYROLL REGISTER |
|  |  | PREMIUM REPORT     | YTD REPORT       |
|  |  | TAX REPORT         | OT REPORT        |
|  |  | LOAN REPORT        | OT RATE LIST     |
|  |  | PAYSLIP REPORT     |                  |
|  |  | BANK EXPORT REPORT |                  |
|  |  |                    | Total            |
|  |  |                    | 2                |
|  |  |                    |                  |

**Step 2.** Select the **Pay Period**.

*Select Pay Period*

Please select

Please select  
Test  
N/A

*\*If ever there is no recorded OT report, the system cannot find any record.*

### 2.3.1 OT Rate List

- This menu is used to review the rates for every overtime.

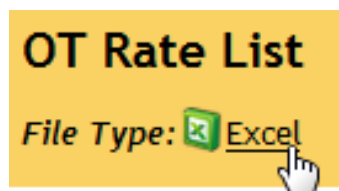
**Q: How review OT rate list?**

**A: Just follow these steps to review OT rate list.**

**Step 1.** Go to **Reports > Analysis Tools > OT Report > OT Rate List**

| HOME   ADMIN   TRANSACTION <b>REPORTS</b> HRIS   HELP |                  |              |  |
|---|------------------|--------------|--|
| <b>Employee Summary</b>                               | 201 REPORTS ▶    |              |  |
|   | ANALYSIS TOOLS ▶ |              |  |
|   | PAYROLL REGISTER |              |  |
|   | PREMIUM REPORT ▶ |              |  |
|   | YTD REPORT       |              |  |
|   | TAX REPORT ▶     |              |  |
|   | OT REPORT ▶      |              |  |
| Company   |                  | OT RATE LIST |  |
| DEPARTMENT OF SOCIAL WELFARE                          |                  | Total        |  |
| Location Summary                                      |                  | Total        |  |
| Cotabato City   |                  | 2            |  |
| South Cotabato Citv                                   |                  | 5            |  |

**Step 2.** The list of rate per description will appear. Click the **Excel** icon to download the file.



*\*If ever there is no recorded OT Rate, the system cannot find any record.*

### 3 . Premium Report

#### 3.1 Premium Summary

- This menu is used to review the summary of statutory.

**Q: How to review premium summary?**

**A: Just follow these steps to review premium summary.**

**Step 1.** Go to **Reports > Premium Report > Premium Summary**



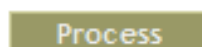
The screenshot shows the HRIS application interface. At the top is a navigation bar with links: HOME, ADMIN, TRANSACTION, REPORTS (with a dropdown arrow), HRIS, and HELP. Below this is a sidebar menu with sections: Employee Summary, Company (DEPARTMENT OF SOCIAL WELFARE), Location Summary (Cotabato City, South Cotabato City), and a list of reports. The 'REPORTS' dropdown menu is open, showing a list of report categories: 201 REPORTS, ANALYSIS TOOLS, PREMIUM REPORT, TAX REPORT, LOAN REPORT, PAYSLIP REPORT, and BANK EXPORT REPORT. The 'PREMIUM REPORT' category is selected, and its sub-menu is displayed, showing: PREMIUM SUMMARY, SSS PREMIUM, PHIC PREMIUM, and HDMF PREMIUM. A mouse cursor is pointing at the 'PREMIUM SUMMARY' option.

**Step 2.** Select the **Company, Month** and the **Year**.



The screenshot shows the 'Premium Summary' selection form. It has three rows of dropdown menus. The first row is labeled 'Company' and has 'DEPARTMENT OF SOC' selected. The second row is labeled 'Month' and has 'January' selected. The third row is labeled 'Year' and has '2013' selected.

**Step 3.** Click the **Process** button to view the file.



A rectangular button with the text 'Process' in a bold, sans-serif font.

*\*If ever there is no recorded statutory, the system cannot find any record.*

### 3.2 SSS Premium

- This menu is used to review the SSS Premium.

**Q: How to review SSS premium?**

**A: Just follow these steps to review SSS premium.**

**Step 1.** Go to **Reports > Premium Report > SSS Premium**



**Step 2.** Choose which SSS Form to produce.

- |   |   |
|---|---|
| <input checked="" type="radio"/> SSS R-1A Form    | <input type="radio"/> SSS Transmittal Certification |
| <input type="radio"/> SSS R-5 Supporting Document | <input type="radio"/> SSS R-3 Disket                |
| <input type="radio"/> SSS R-5                     |   |

#### 3.2.1 SSS R-1A Form

**Q: How to review SSS R-1A form?**

**A: Just follow these steps to review SSS R-1A form.**



**Step 1.** Select the **Company, Location, Report Type, Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position**.

|                           |  |
|---------------------------|--|
| SBR#/OR#                  | <input type="text"/>   |
| Date Paid                 | 0000-00-00  |
| Amount Paid               | <input type="text"/>   |
| Certified Correct         | <input type="text"/>   |
| Position                  | <input type="text"/>   |
| Show Monthly Compensation | <input checked="" type="checkbox"/>  |

**Step 3.** If you want to show **Monthly Compensation**, click the checkbox. Click the file format and click the **Process** button to view the file.

|  |  |
|--|--|
| Show Monthly Compensation              | <input checked="" type="checkbox"/>  |
| File Format                            |   PDF |
| <input type="button" value="Process"/> |  |

### 3.2.2 SSS R-5 Supporting Document

**Q: How to review SSS R-5 supporting document?**

**A: Just follow these steps to review SSS R-5 supporting document.**

**Step 1.** Select the **Company, Location, Report Type, Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position**.

|                           |   |
|---------------------------|---|
| SBR#/OR#                  | <input type="text"/>  |
| Date Paid                 | 0000-00-00  |
| Amount Paid               | <input type="text"/>  |
| Certified Correct         | <input type="text"/>  |
| Position                  | <input type="text"/>  |
| Show Monthly Compensation | <input checked="" type="checkbox"/>   |

**Step 3.** Click the **Process** button to view the file with the chosen file format.

|  |                                      |
|--|--------------------------------------|
| Show Monthly Compensation              | <input checked="" type="checkbox"/>  |
| File Format                            | <input checked="" type="radio"/> PDF |
| <input type="button" value="Process"/> |                                      |



### 3.2.3 SSS R-5

**Q: How to review SSS R-5?**

**A: Just follow these steps to review SSS R-5.**

**Step 1.** Select the **Company**, **Location**, **Report Type**, **Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **SBR** number or the **OR** number. Enter the **Date Paid**, **Amount**, **Certified Correct** and the **Position**.

|                           |  |
|---------------------------|--|
| SBR#/OR#                  | <input type="text"/>   |
| Date Paid                 | 0000-00-00  |
| Amount Paid               | <input type="text"/>   |
| Certified Correct         | <input type="text"/>   |
| Position                  | <input type="text"/>   |
| Show Monthly Compensation | <input checked="" type="checkbox"/>  |

**Step 3.** Click the **Process** button to view the file with the chosen file format.

Show Monthly Compensation ☒

File Format

 PDF

Process

### 3.2.4 SSS Transmittal Certification


**Q: How to review SSS transmittal certification?**

**A: Just follow these steps to transmittal certification.**

**Step 1.** Select the **Company**, **Location**, **Report Type**, **Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **SBR** number or the **OR** number. Enter the **Date Paid**, **Amount**, **Certified Correct** and the **Position**.

|                   |  |
|-------------------|--|
| SBR#/OR#          | <input type="text"/>   |
| Date Paid         | 0000-00-00  |
| Amount Paid       | <input type="text"/>   |
| Certified Correct | <input type="text"/>   |
| Position          | <input type="text"/>   |

**Step 3.** Click the **Process** button to view the file with the chosen file format.

File Format

  PDF

Process

### 3.2.5 SSS R-3 Disket


**Q: How to review SSS R-3 disket?**

**A: Just follow these steps to review SSS R-3 disket.**

**Step 1.** Select the **Company**, **Location**, **Report Type**, **Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **SBR** number or the **OR** number. Enter the **Date Paid**, **Amount**, **Certified Correct** and the **Position**.

|                   |  |
|-------------------|--|
| SBR#/OR#          | <input type="text"/>   |
| Date Paid         | 0000-00-00  |
| Amount Paid       | <input type="text"/>   |
| Certified Correct | <input type="text"/>   |
| Position          | <input type="text"/>   |

**Step 3.** Click the **Process** button to view the file.

Process

### 3.3 PHIC Premium

- This menu is used to review the PHIC Premium.

**Q: How to review PHIC premium?**

**A: Just follow these steps to review PHIC premium.**

**Step 1.** Go to **Reports > Premium Report > PHIC Premium**



**Step 2.** Choose which PHIC Premium to produce.

- |  |  |
|--|--|
| <input checked="" type="radio"/> PHIC RF-1 | <input type="radio"/> PHIC RF-1 Disket |
| <input type="radio"/> PHIC ME-5            | <input type="radio"/> PHIC Er-2        |

#### 3.3.1 PHIC RF-1


**Q: How to review PHIC RF-1?**

**A: Just follow these steps to review PHIC RF-1.**

**Step 1.** Select the **Company, Location, Report Type, Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **ME-5** number of the **OR** number. Enter the **Date Paid**, **Amount Paid**, **Signatory** and the **Position**.

|               |  |
|---------------|--|
| ME-5 # / OR # | <input type="text"/>   |
| Date Paid     | 0000-00-00  |
| Amount Paid   | <input type="text"/>   |
| Signatory     | <input type="text"/>   |
| Position      | <input type="text"/>   |

**Step 3.** Click the **Process** button to choose whether to view the PDF file or download the Excel file.

|             |   |
|-------------|---|
| File Format |  PDF  Excel |
|             | <input type="button" value="Process"/>  |

### 3.3.2 PHIC ME-5


**Q: How to review PHIC ME-5?**

**A: Just follow these steps to review PHIC ME-5.**

**Step 1.** Select the **Company, Location, Report Type, Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **ME-5** number of the **OR** number. Enter the **Date Paid, Amount Paid, Signatory** and the **Position**.

|               |  |
|---------------|--|
| ME-5 # / OR # | <input type="text"/>   |
| Date Paid     | 0000-00-00  |
| Amount Paid   | <input type="text"/>   |
| Signatory     | <input type="text"/>   |
| Position      | <input type="text"/>   |

**Step 3.** If you want to show **Monthly Compensation**, click the checkbox. Click the file format and click the **Process** button to view the file.

|             |   |
|-------------|---|
| File Format |   PDF   Excel |
|             | <input type="button" value="Process"/>  |

### 3.3.3 PHIC RF-1 Disket


**Q: How to review PHIC RF-1 disket?**

**A: Just follow these steps to review PHIC RF-1 disket.**

**Step 1.** Select the **Company**, **Location**, **Report Type**, **Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **ME-5** number of the **OR** number. Enter the **Date Paid**, **Amount Paid**, **Signatory** and the **Position**.

|               |   |
|---------------|---|
| ME-5 # / OR # | <input type="text"/>  |
| Date Paid     | 0000-00-00  |
| Amount Paid   | <input type="text"/>  |
| Signatory     | <input type="text"/>  |
| Position      | <input type="text"/>  |

**Step 3.** Click the **Process** button to view the file.

|             |   |
|-------------|---|
| File Format |  PDF  Excel |
|             | <input type="button" value="Process"/>  |

### 3.3.4 PHIC Er-2

**Q: How to review PHIC Er-2?**

**A: Just follow these steps to review PHIC Er-2.**

**Step 1.** Select the **Company**, **Location**, **Report Type**, **Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **ME-5** number of the **OR** number. Enter the **Date Paid**, **Amount Paid**, **Signatory** and the **Position**.

|               |  |
|---------------|--|
| ME-5 # / OR # | <input type="text"/>   |
| Date Paid     | 0000-00-00  |
| Amount Paid   | <input type="text"/>   |
| Signatory     | <input type="text"/>   |
| Position      | <input type="text"/>   |

**Step 3.** Click the **Process** button to view the file with the chosen file format.

File Format

|   |     |
|---|-----|
|  | PDF |
| <input type="button" value="Process"/>  |     |

### 3.4 HDMF Premium

- This menu is used to review the HDMF Premium.



**Q: How to review HDMF premium?**

**A: Just follow these steps to review HDMF premium.**

**Step 1.** Go to **Reports > Premium Report > HDMF Premium**

The screenshot shows the HRIS interface. At the top is a navigation bar with links: HOME, ADMIN, TRANSACTION, REPORTS (with a dropdown arrow), HRIS, and HELP. Below this is a sidebar on the left with sections: 'Employee Summary' (containing 'Company' and 'DEPARTMENT OF SOCIAL WELFARE'), 'Location Summary' (containing 'Cotabato City'), and 'Company' (containing 'DEPARTMENT OF SOCIAL WELFARE'). The main area displays a 'REPORTS' dropdown menu with the following options: 201 REPORTS, ANALYSIS TOOLS, PREMIUM REPORT, TAX REPORT, LOAN REPORT, PAYSリップ REPORT, and BANK EXPORT REPORT. The 'PREMIUM REPORT' option is expanded, showing a sub-menu with: PREMIUM SUMMARY, SSS PREMIUM, PHIC PREMIUM, HDMF PREMIUM (highlighted with a mouse cursor), and an additional unlabeled option.

**Step 2.** Choose which HDMF Premium to produce.

☒ MCRF

☐ HDMF Diskette

### 3.4.1 MCRF

**Q: How to review MCRF?**

**A: Just follow these steps to review MCRF.**

**Step 1.** Select the **Company, Location, Report Type, Month** and **Year**.

|             |                     |
|-------------|---------------------|
| Company     | DEPARTMENT OF SOC ▼ |
| Location    | SELECT ALL ▼        |
| Report Type | Monthly ▼           |
| Month       | January ▼           |
| Year        | 2013 ▼              |

**Step 2.** Enter the **Signatory** and **Position**.

|           |                      |
|-----------|----------------------|
| Signatory | <input type="text"/> |
| Position  | <input type="text"/> |

**Step 3.** Click the **Process** button to choose whether to view the PDF file or download the Excel file.

|  |                           |                             |
|--|---------------------------|-----------------------------|
| File Format                            | <input type="radio"/> PDF | <input type="radio"/> Excel |
| <input type="button" value="Process"/> |                           |                             |

### 3.4.2 HDMF Diskette

**Q: How to review HDMF diskette?**

**A: Just follow these steps to review HDMF diskette.**

**Step 1.** Select the **Company, Location, Report Type, Month and Year.**

|             |                   |   |
|-------------|-------------------|---|
| Company     | DEPARTMENT OF SOC | ▼ |
| Location    | SELECT ALL        | ▼ |
| Report Type | Monthly           | ▼ |
| Month       | January           | ▼ |
| Year        | 2013              | ▼ |

**Step 2.** Enter the **Signatory** and **Position**.

|           |                      |
|-----------|----------------------|
| Signatory | <input type="text"/> |
| Position  | <input type="text"/> |

**Step 3.** Click the **Process** button to view the file.

Process

## 4 Tax Report

### 4.1 Tax

- This menu is used to review the tax deductions.

**Q: How to review taxes?**

**A: Just follow these steps to “Review Taxes”**

**Step 1.** Go to **Reports > Tax Report > Tax**



**Step 2.** Choose which report type to produce.

Report Type

☒ BIR Form 1601

☐ BIR Form 1601-C

#### 4.1.1 BIR Form 1601C

**Q: How to review BIR form 1601C?**

**A: Just follow these steps to review BIR form 1601C.**

**Step 1.** Select the **Company, Location, Month** and **Year**.

|          |                     |
|----------|---------------------|
| Company  | DEPARTMENT OF SOC ▼ |
| Location | SELECT ALL ▼        |
| Month    | January ▼           |
| Year     | 2013 ▼              |

**Step 2.** Click the **Process** button to choose whether to view the PDF file or download the Excel file.

File Format:

☒ PDF ☐ Excel

Process

#### 4.1.2 BIR Form 1601-C

**Q: How to review BIR form 1601-C?**

**A: Just follow these steps to “Review BIR Form 1601-C”**

**Step 1.** Select the **Company, Location, Month** and **Year**.

|          |                     |
|----------|---------------------|
| Company  | DEPARTMENT OF SOC ▼ |
| Location | SELECT ALL ▼        |
| Month    | January ▼           |
| Year     | 2013 ▼              |

**Step 2.** Enter the **Authorized Representative**, **Title** or the **Position**, **TIN** number, **Tax Agent Account Number** or the **Attorney's Roll Number**.

Authorized Representative:

Title/Position:

TIN:

Tax Agent Acc. No./Atty. Roll No.:

**Step 3.** Enter the **Date of Issuance** and **Date of Expiration**. You can do this manually or click the **Calendar** button to choose the date from the calendar.

Date of Issuance:

2013-05-01



Date of Expiration:

2013-05-24



Treasurer/Asst. Treasurer:

Title/Position:

TIN:

| May, 2013   |     |     |     |     |     |       |
|-------------|-----|-----|-----|-----|-----|-------|
| Today       |     |     |     |     |     |       |
| «           | <   |     |     |     | >   | »     |
| wk          | Mon | Tue | Wed | Thu | Fri |       |
| 18          |     |     | 1   | 2   | 3   | 4 5   |
| 19          | 6   | 7   | 8   | 9   | 10  | 11 12 |
| 20          | 13  | 14  | 15  | 16  | 17  | 18 19 |
| 21          | 20  | 21  | 22  | 23  | 24  | 25 26 |
| 22          | 27  | 28  | 29  | 30  | 31  |       |
| Select date |     |     |     |     |     |       |

**Step 4.** Enter the **Name** of the **Treasurer** or the **Assistant Treasurer**. Enter the **Title** of the **Position** and the **TIN** number.

Treasurer/Asst. Treasurer:

Title/Position:

TIN:

**Step 5.** Click the **Process** button to view the file.

Process

#### 4.2 BIR Alphalist

- This menu is used to review the BIR Alphalist.

**Q: How to review BIR Alphalist?**

**A: Just follow these steps to review BIR Alphalist.**

**Step 1.** Go to **Reports > Tax Report > BIR Alphalist**



**Step 2.** Choose the **Report Type** you want to view.

- ☒ 1604-CF - SUMMARY
- ☐ SCHEDULE 7.1 - ALPHALIST OF EMPLOYEES TERMINATED BEFORE DEC. 21
- ☐ SCHEDULE 7.2 - ALPHALIST OF EMPLOYEES WHOSE COMPENSATION INCOME ARE EXCEMPT FROM TAX BUT SUBJECT TO TAX INCOME
- ☐ SCHEDULE 7.3 - ALPHALIST OF EMPLOYEES AS DEC. 31 WITH NO PREVIOUS EMPLOYER WITHIN THE YEAR
- ☐ SCHEDULE 7.4 - ALPHALIST OF EMPLOYEES AS DEC. 31 WITH PREVIOUS EMPLOYER WITHIN THE YEAR
- ☐ SCHEDULE 7.5 - ALPHALIST OF MINIMUM WAGE EARNERS

**Step 3.** Choose the **Company**, **Location** and the **Year**.

|          |                     |
|----------|---------------------|
| Company  | DEPARTMENT OF SOC ▼ |
| Location | SELECT ALL ▼        |
| Year     | 2013 ▼              |

**Step 4.** Click the **Process** button to view the file.

Process

## 5 Loan Report

### 5.1 Loan Information

- This menu is used to review the information of loans.

**Q: How to review loan information?**

**A: Just follow these steps to review loan information.**

**Step 1.** Go to **Reports > Loan Report > Loan Information**

| HOME    ADMIN    TRANSACTION <b>REPORTS</b> HRIS    HELP |                    |                  |
|--|--------------------|------------------|
| <b>Employee Summary</b>                                  | 201 REPORTS        |                  |
|  | ANALYSIS TOOLS     |                  |
|  | PREMIUM REPORT     |                  |
|  | TAX REPORT         |                  |
|  | LOAN REPORT        | LOAN INFORMATION |
|  | PAYSLIP REPORT     | SSS COLLECTION   |
|  | BANK EXPORT REPORT | HDMF COLLECTION  |
| <b>Company</b>   |                    |                  |
| <u>DEPARTMENT OF SOCIAL WELFARE</u>                      |                    |                  |
| <b>Location Summary</b>                                  |                    |                  |
| Cotabato City  |                    |                  |
| South Cotabato City                                      |                    |                  |

**Step 2.** Choose the **Company**, **Branch** and **Department**.

|                   |            |   |
|-------------------|------------|---|
| <b>Company</b>    | SELECT ALL | ▼ |
| <b>Branch</b>     | SELECT ALL | ▼ |
| <b>Department</b> | SELECT ALL | ▼ |

**Step 3.** Choose the **Status** of the **Loan**. Choose how to sort them.

|                    |   |   |
|--------------------|---|---|
| <b>Loan Status</b> | ACTIVE  | ▼ |
| <b>Sorted by</b>   | <input type="checkbox"/> Department<br><input type="checkbox"/> Last Name |   |

**Step 4.** Click the **Process** button to view the file with the chosen file format.

|                    |  |
|--------------------|--|
| <b>File Format</b> | <input checked="" type="radio"/> Excel |
| <b>PROCESS</b>     |  |

## 5.2 SSS Collection



- This menu is used to review the SSS Collection.

**Q: How to review SSS collection?**

**A: Just follow these steps to review SSS Collection.**

**Step 1.** Go to **Reports > Loan Report > SSS Collection**

The screenshot shows the software's navigation menu. At the top, there are tabs: HOME, ADMIN, TRANSACTION, REPORTS (with a dropdown arrow), HRIS, and HELP. The REPORTS dropdown is open, showing a list of options: 201 REPORTS, ANALYSIS TOOLS, PREMIUM REPORT, TAX REPORT, LOAN REPORT, PAYSLIP REPORT, and BANK EXPORT REPORT. The LOAN REPORT option is highlighted, and its sub-menu is visible, containing LOAN INFORMATION, SSS COLLECTION (which is highlighted with a mouse cursor), and HDMF COLLECTION. On the left side of the interface, there are sections for 'Employee Summary' (with a 'Company' dropdown set to 'DEPARTMENT OF SOCIAL WELFARE'), 'Location Summary' (with a 'Cotabato City' dropdown), and 'South Cotabato City'.

**Step 2.** Choose which one to produce.

☒ SSS Loan Summary
 ☐ SSS-LCL Disket

### 5.2.1 SSS Loan Summary

**Q: How to review SSS loan summary?**

**A: Just follow these steps to review SSS loan summary.**

**Step 1.** Select the **Company, Month** and **Year**.

|         |                     |
|---------|---------------------|
| Company | DEPARTMENT OF SOC ▼ |
| Month   | January ▼           |
| Year    | 2013 ▼              |

**Step 2.** Enter who **Certified** the loan and its **Position**.

Certified By

Position

**Step 3.** Click the **Process** button to view the file with the chosen file format.

File Format

 Excel

Process

### 5.2.2 SSS-LCL Disket

**Q: How to review SSS-LCL disket?**

**A: Just follow these steps to review SSS-LCL disket.**

**Step 1.** Select the **Company**, **Month** and **Year**.

Company

DEPARTMENT OF SOC ▼

Month

January ▼

Year

2013 ▼

**Step 2.** Click the **Process** button to view the file.

Process

### 5.3 HDMF Collection

- This menu is used to review the HDMF Collection.

**Q: How to review HDMF collection?**

**A: Just follow these steps to review HDMF collection.**

**Step 1.** Go to **Reports > Loan Report > HDMF Collection**

The screenshot shows a software interface with a top navigation bar containing 'HOME', 'ADMIN', 'TRANSACTION', 'REPORTS', 'HRIS', and 'HELP'. The 'REPORTS' menu is expanded, showing a list of report categories: '201 REPORTS', 'ANALYSIS TOOLS', 'PREMIUM REPORT', 'TAX REPORT', 'LOAN REPORT', 'PAYSIP REPORT', and 'BANK EXPORT REPORT'. The 'LOAN REPORT' category is further expanded, showing sub-options: 'LOAN INFORMATION', 'SSS COLLECTION', and 'HDMF COLLECTION'. A mouse cursor is pointing at the 'HDMF COLLECTION' option. On the left side of the interface, there is a sidebar with 'Employee Summary' and a filter section for 'Company' (listing 'DEPARTMENT OF SOCIAL WELFARE') and 'Location Summary' (listing 'Cotabato City' and 'South Cotabato City').

**Step 2.** Choose which one to produce.

☒ HDMF-P2-4

☐ HDMF-MPL Disket

#### 5.3.1 HDMF-P2-4

**Q: How to review HDMF-P2-4?**

**A: Just follow these steps to review HDMF-P2-4.**

**Step 1.** Select the **Company**, **Month** and **Year**.

The screenshot shows a form with three rows. The first row is labeled 'Company' and has a dropdown menu with 'DEPARTMENT OF SOC' selected. The second row is labeled 'Month' and has a dropdown menu with 'January' selected. The third row is labeled 'Year' and has a dropdown menu with '2013' selected.

**Step 2.** Enter the **Name** and **Position** of the one who **prepared** the form.

|                      |                      |
|----------------------|----------------------|
| Prepared By          | <input type="text"/> |
| Prepared By Position | <input type="text"/> |

**Step 3.** Enter the **Name** and **Position** of the one who **checked and verified** the form.

|                             |                      |
|-----------------------------|----------------------|
| Checked & Verified          | <input type="text"/> |
| Checked & Verified Position | <input type="text"/> |

**Step 4.** Enter the **Name** and **Position** of the one who **approved** the form.

|                      |                      |
|----------------------|----------------------|
| Approved By          | <input type="text"/> |
| Approved By Position | <input type="text"/> |

**Step 5.** Click the **Process** button to choose whether to view the PDF file or download the Excel file.

|  |                           |                             |
|--|---------------------------|-----------------------------|
| File Format                            | <input type="radio"/> PDF | <input type="radio"/> Excel |
| <input type="button" value="Process"/> |                           |                             |

### 5.3.2 HDMF-MPL Disket

**Q: How to review HDMF-MPL disket?**

**A: Just follow these steps to review HDMF-MPL disket.**

**Step 1.** Select the **Company**, **Month** and **Year**.

|         |                     |
|---------|---------------------|
| Company | DEPARTMENT OF SOC ▼ |
| Month   | January ▼           |
| Year    | 2013 ▼              |

**Step 2.** Click the **Process** button to view the file.

Process

## 6 PaySlip Report

### 6.1 PaySlip Report

- This menu is used to review the reports of payslips.

**Q: How to review PaySlip report?**

**A: Just follow these steps to review PaySlip report.**

**Step 1.** Go to **Reports > PaySlip Report**



*\*If ever there is no recorded payslips, the system cannot find any record.*

## 7 Bank Export Report

### 7.1 Bank Export Report

- This menu is used to review the reports of bank export.

**Q: How to review bank export report?**

**A: Just follow these steps to review bank export report.**


**Step 1.** Go to Reports > Bank Export Report



**Step 2.** Click the **Add New** button.




**Step 3.** Click the **binocular** icon to view the list of **Pay Group**. Enter the range of the **Cut-Off Date** and the **Pay Date**.

|              |                      |   |
|--------------|----------------------|---|
| Pay Group    | <input type="text"/> |  |
| Cut-Off Date | <input type="text"/> | to <input type="text"/>   |
| Pay Date     | <input type="text"/> |   |

**Step 4.** Click the **binocular** icon to view the list of available **name of banks**. Enter the **Presenting Office Code** of receiving BPI Branch only. Then enter the **Company Code**, **Company Account Number** and the **Default Ceiling Amount**.

|                        |                      |   |
|------------------------|----------------------|---|
| Bank Name              | <input type="text"/> |  |
| Presenting Office Code | <input type="text"/> | (receiving BPI branch code)   |
| Company Code           | <input type="text"/> |   |
| Company Account No.    | <input type="text"/> |   |
| Default Ceiling Amount | <input type="text"/> |   |

**Step 5.** Enter the **Batch Number** that has a range from 1-99. Enter the **credit date**. You can do this manually or click the **calendar** icon to choose from the calendar. Then enter the **name** of the one who **prepared** and **approved** the form.

|                      |   |   |
|----------------------|---|---|
| Batch Number (01-99) | <input type="text"/>                    |   |
| Credit Date          | <input type="text" value="0000-00-00"/> |  |
| Prepared by          | <input type="text"/>                    |   |
| Approved by          | <input type="text"/>                    |   |

**Step 6.** Choose the operation you want to do.

- **Generate Bank** – Generate the latest bank.
- **Cancel** – Cancel the application.

|  |                                       |
|--|---------------------------------------|
| <input type="button" value="Generate Bank"/> | <input type="button" value="Cancel"/> |
|--|---------------------------------------|