



 easyHR by Human Incubator

# EasyHR User Manual

Author: **Butch Canada**

Version: **2023.11.29**

# Table of Contents

<b>Section I: Introduction</b>	<b>5</b>
Overview	5
Purpose of this User Manual	5
Who should use this manual	7
Best Practices	7
<b>Section II: Getting Started</b>	<b>11</b>
Introduction	11
How to Access EasyHR System	11
<b>Section III: Dashboard</b>	<b>13</b>
Dashboard Page	13
<b>Section IV: Set Up</b>	<b>14</b>
Company Setup	14
Overview	14
Company List	14
Company Detail	15
Approver	16
Settings	17
Announcement	18
Employee Setup	20
Mandatory Tables	30
Shift	34
Year	37
Other Income	41
Other Deductions	43
Users	45
<b>Section V: DTR</b>	<b>56</b>
Change Shift	56

Leave Application	63
Overtime Application	68
DTR	73
<b>Section VI: Payroll</b>	<b>84</b>
Loan	84
Other Income	88
Other Deductions	93
Payroll	98
<b>Section VII: Reports</b>	<b>114</b>
Mandatory Reports	114
Demographics	116
Payroll Worksheet Range	118
Payroll Summary Worksheet Report	120
Payroll Other Income Report	121
Payroll Other Deduction Report	122
Payroll Summary	124
Journal Voucher	125
Withholding Tax Monthly	126
ATM Bank Report	129
DTR Report	131
Bank Detail Report	132
Payslip Report	133
Payroll Other Income Payslip	134
SSS Loan	135
SSS Calamity Loan	136
Loan Summary Report	138
Loan Deduction Report	139
HDMF Loan Report	140
Leave Reports	143
Tardiness Report	144
Absent Report	145
13th Month Pay Report	146
Official Business Report	147
Training/Seminar	148
Geolocation Official Business Report	149
Geolocation Report	150
DTR Image Report	151

<b>Section VIII: Portal</b>	<b>153</b>
Employee Portal	153
<b>Section IX: Settings</b>	<b>170</b>
System Tables	170
Employee History	175
System Integration	176
<b>Section X: Logout</b>	<b>178</b>
Logout	178

# Section I: Introduction

## Overview

- EasyHR is a cloud-based payroll software solution that provides automated features for handling essential payroll tasks, including the calculation and automation of statutory payroll deductions such as BIR, HDMF, SSS, and Philhealth. It also streamlines the computation of DTR (Daily Time Record) for tardiness, absences, undertime, overtime, holidays, and various leave types, simplifying manual and repetitive tasks such as report preparation for the BIR, HDMF, SSS, and PhilHealth.

## Purpose of this User Manual

- The EasyHr user manual is designed with the primary objective of delivering clear and comprehensive guidance to users on the effective and safe utilization of the product, system, or service.

Our core aim in creating this user manual is to furnish users with detailed, step-by-step instructions pertaining to the operation, assembly, installation, and utilization of the product or system. This equips users with the knowledge necessary to optimize the utilization of the product's features and functionalities.

Moreover, this manual functions as a readily accessible reference document, allowing users to swiftly access information concerning specific functions, settings, or maintenance procedures.

This user manual offers a meticulously structured and easily understandable guide, effectively augmenting the user experience and increasing the probability that users will proficiently engage with the product or service, ultimately resulting in heightened user satisfaction.



## Who should use this manual

- Primary users within the EasyHR system are typically employees or staff members of an organization. These individuals consult the EasyHR user manual to access guidance, information, and instructions pertaining to HR-related policies, procedures, and practices.
- The EasyHR user manual functions as an all-encompassing reference resource for anyone within the organization seeking to gain insights, implement, or adhere to HR-related policies and procedures. Its purpose is to promote consistency, transparency, and alignment of HR practices with the organization's overarching goals and values.

## Best Practices

By following these best practices, an organization can streamline its HR processes, enhance employee engagement, and better manage its workforce, leading to improved productivity and compliance.

### Setting up the master files

- EasyHR offers two master files setup features: one for manual adding and another for bulk uploads. Master files on EasyHR include: **Employee**, **Users**, **DTR** and **Payroll**. Keep the following guidelines in mind to ensure successful entry when setting up the master file(s):

### Employee

- Among the employee detail fields listed below, we've set a validation to prevent the use of special characters, with the only exceptions of (- 'Ññ').
  - Select Position
  - Select Payroll Group
  - Contact Tel No.
  - Contact Mobile No.
  - Address
  - Select City

- Select Date of Birth
- Select Religion
- Select Zip Code
- Place of Birth
- Select Civil Status
- Select Sex
- Select Citizenship
- Height
- Weight
- Blood Type
- These are the special characters that were restricted: ~ ` ! @ # \$ % ^ & \* ( ) \_ + = { } [ ] | \ / : ; " < > , ? `À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß:
- Please ensure the avoidance of duplicate **ID Number**, as they must be unique to prevent any errors when users upload employee master files.
- Please ensure the avoidance of duplicate **Biometric ID Number**, as they must be unique to prevent any errors when users upload employee master files.
- Make sure all fields in the master file have a value or data to prevent any errors when uploading the employee master file.

### Users

- The users uploading the master file should be unique and all fields should have a value to prevent any errors when uploading the Users credentials master file.
  - Username
  - Passwords *Note: Must contain uppercase, lowercase, number and special character. Special characters such as [ $<>?/:;'\{\}|\_-=+()$ ] are NOT allowed.*
  - FullName
  - Employee ID number *Note: Must be the same ID number as the employee.*

### DTR

- The users uploading the master file should follow the template of the system to prevent any errors when uploading the DTR master file.
- Essential fields must contain valid values for importing DTR.



- Employee ID
- Employee Name *Note: Same as Employee ID*
- Att\_Time *Note: The format should be '9/16/2023 8:00:14 AM*

## Payroll

- The users uploading the master file should follow the template of the system to prevent any errors when uploading the Payroll master file.
- Essential fields must contain valid values for importing DTR.
  - Employee ID
  - Employee Name
  - Regular Working Day

## Internet Connection

- To ensure a smooth experience with EasyHR and to avoid unexpected issues when uploading new master files or updating existing ones, it's important to have reliable internet connection. Here are some best practices to consider:
  - **Use a Secure Network:** Connect to a secure and trusted Wi-Fi network or wired connection.
  - **Minimum Upload Speed:** For efficient uploading of new master files and updates, your internet connection should have a minimum speed of at least **25 Mbps**.

## Device Shutdown

- To maintain the condition of your device and ensure consistent access to the EasyFS cloud system, it's essential to follow these best practices for proper device shutdown:
  - **Regular Device Shutdown:** Shut down your computer or mobile devices regularly to prevent overheating and extend hardware lifespan.
  - **Graceful Closure:** Before shutting down your computer, ensure all applications, including EasyFS, are closed properly. Saving any unsaved work is essential.
  - **Close EasyFS:** Specifically, close EasyFS and log out of your EasyFS account before shutting down your device. This

ensures that any ongoing tasks are saved and that EasyFS is in a stable state.

- **Update Software:** Keep your device's operating system and EasyFS software up to date. Updates often include bug fixes and security enhancements that can prevent hardware-related issues.
- **Battery Maintenance:** If you're using a laptop or mobile device, manage your device's battery health by following the manufacturer's recommendations for charging and discharging cycles.
- **Uninterruptible Power Supply (UPS):** If possible, use a UPS to provide backup power during brief outages, ensuring that your device has enough time to shut down gracefully.

# Section II: Getting Started

## Introduction

The EasyHR system is a powerful and comprehensive software solution that has been implemented to enhance and simplify the management of human resources within our organization. Designed to meet the evolving needs of modern businesses, our EasyHR system is a vital component of our strategic approach to workforce management. It facilitates the efficient and effective handling of various HR functions, ensuring a more organized, compliant, and productive work environment.

## How to Access EasyHR System

### Logging In

- **Open your web browser:** Launch your preferred web browser. We recommend using the latest version of popular web browsers like **Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge**.
- **Visit the system's web address:** In the address bar of your web browser, enter the URL for EasyHR. The web address may look like "<https://demo.easycloudhr.com/security/login>".
- **Enter your credentials:** You will be redirected to the login page. Here, enter your username and password. Make sure to use the correct credentials associated with your EasyHR account. If you have no account yet, better inform the system's Administrator to



- **Click “Login”**: Once you’ve done entering your credentials, click the **Login** button.

### **Forgot Password**

- If you've forgotten your password, no need to worry. Simply click the "Forgot Password" link on the login page. You'll receive instructions on how to reset your password via your registered email address.

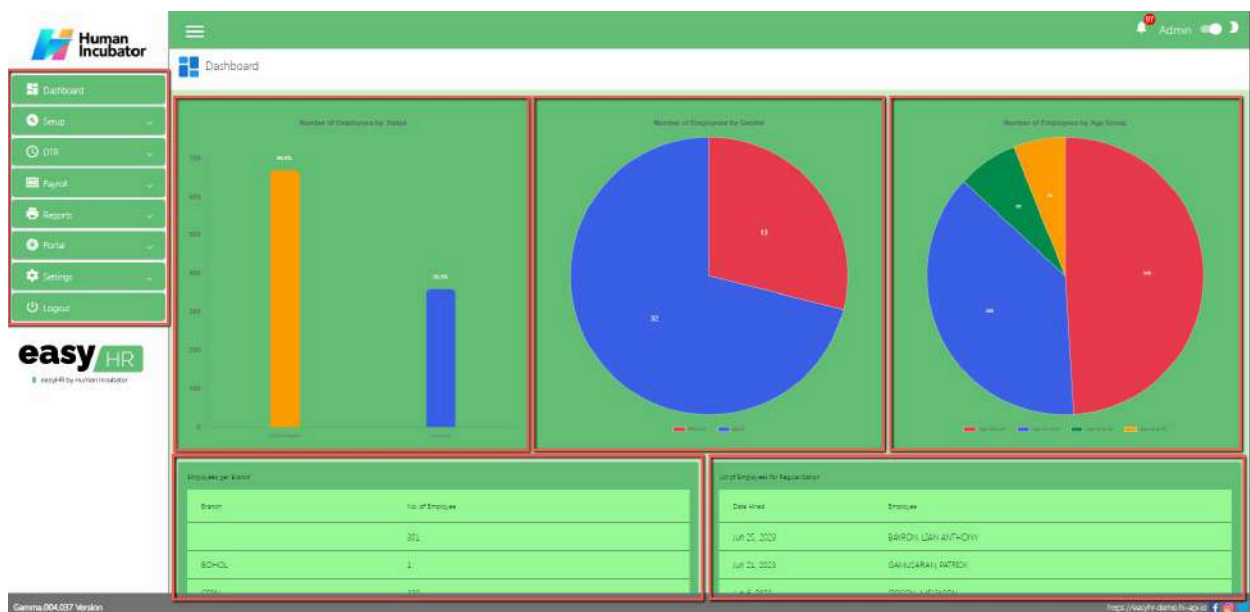
*Note: You are required to provide your username in the event that you select the "forgot password" option.*



# Section III: Dashboard

## Dashboard Page

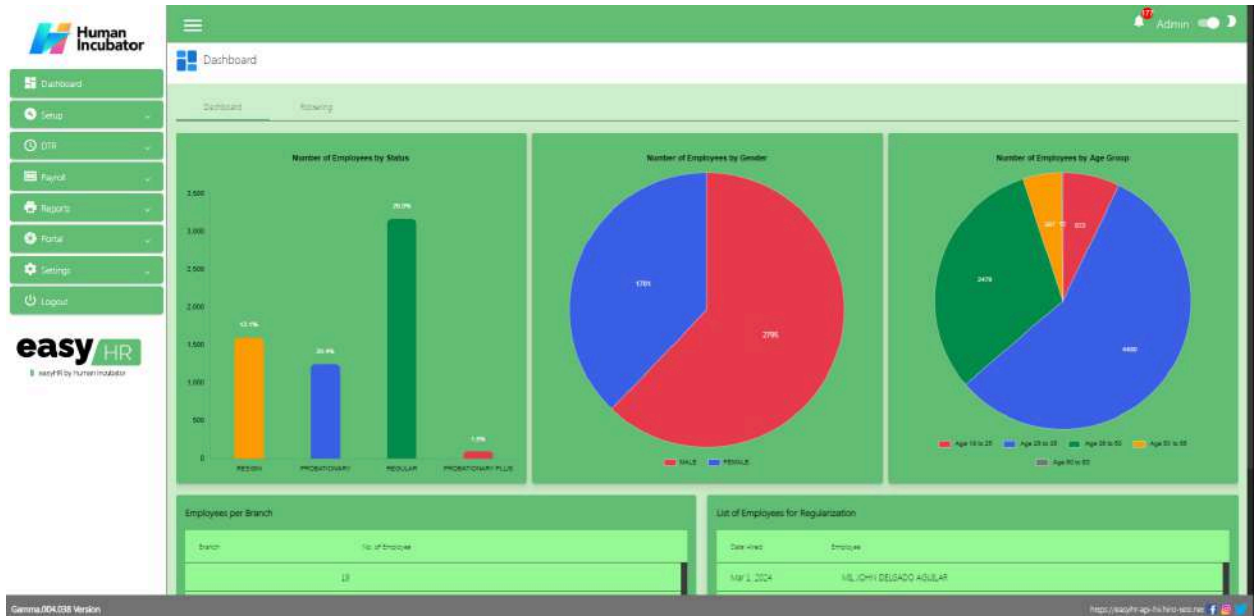
- Once login is successful, the user will be redirected to this page.
- **Module** - shows all features that users can use in the system.
- **Dashboard** - shows the employees summary ( Number of Employees by Status, by Gender, by Age Group, Employees per Branch and List of Employee for Regularization ).



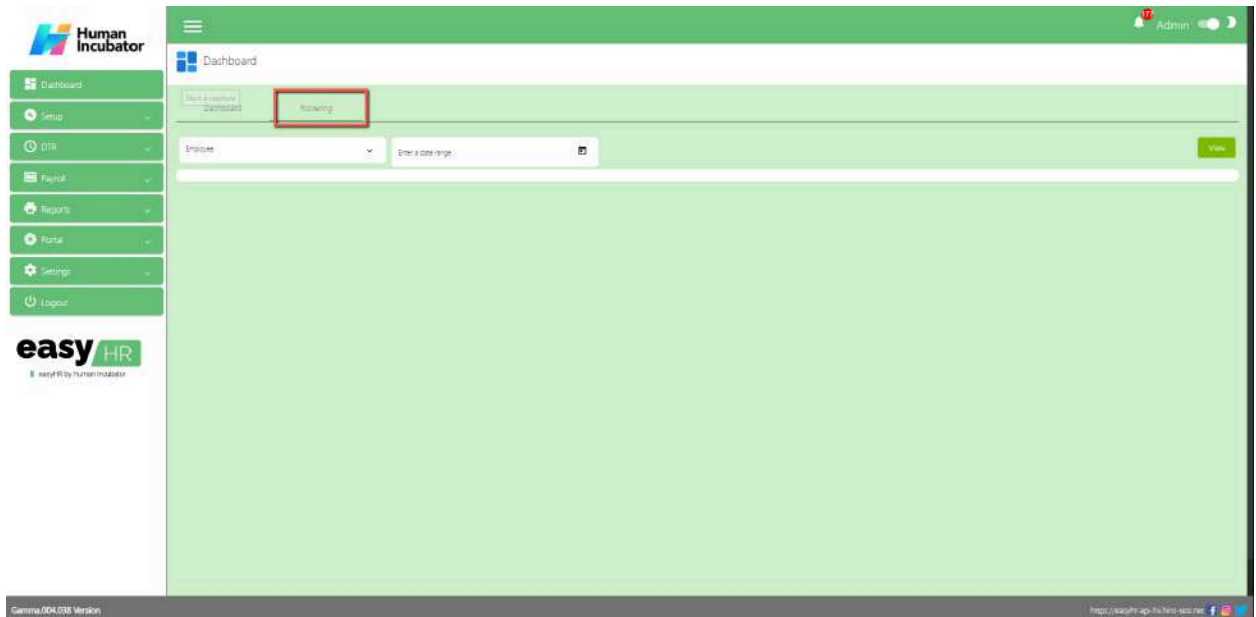
# Rostering Tab

Steps:

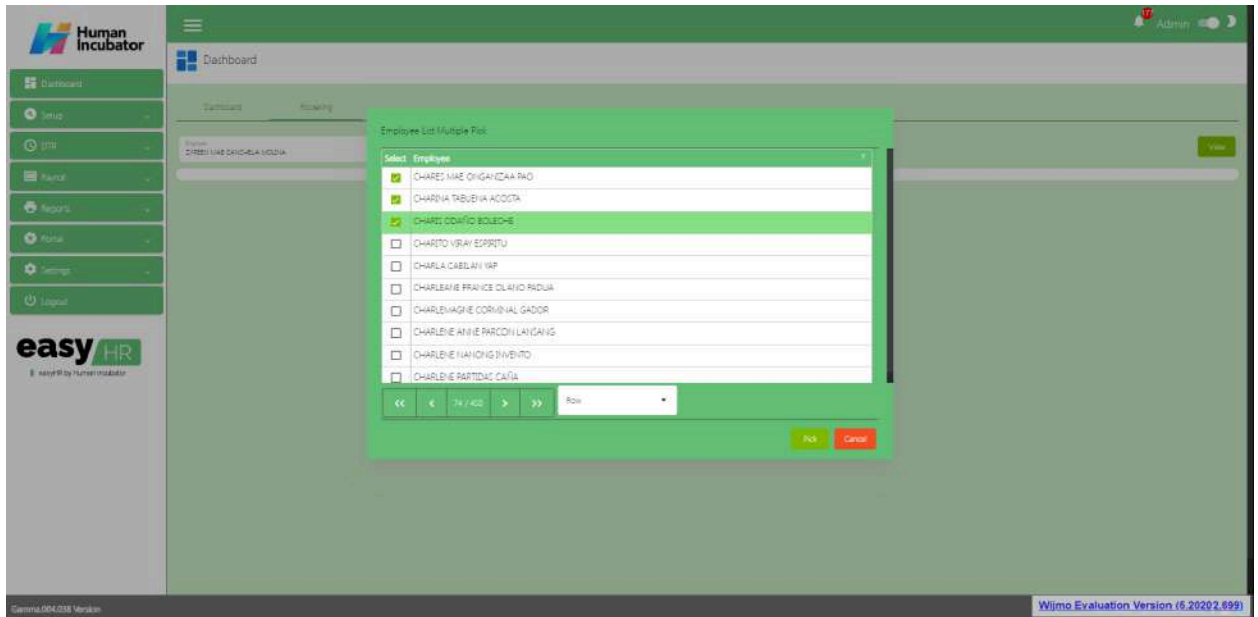
1. Go to Dashboard



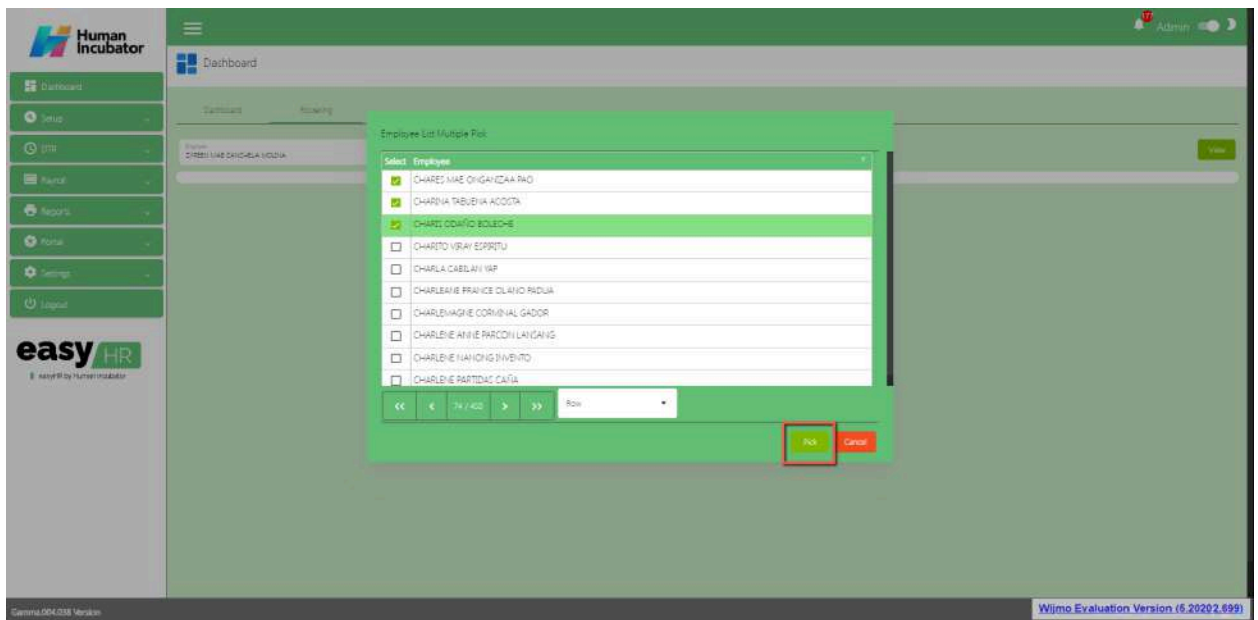
2. Go to the Rostering Tab



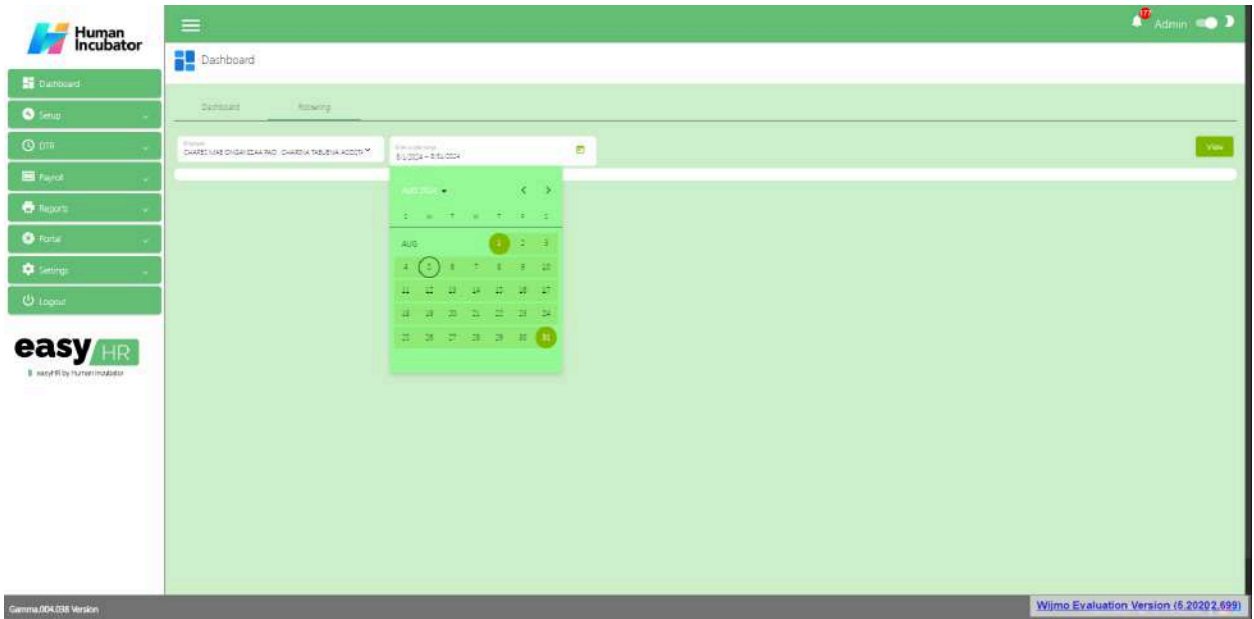
3. Click Checkbox to select one or multiple Employee



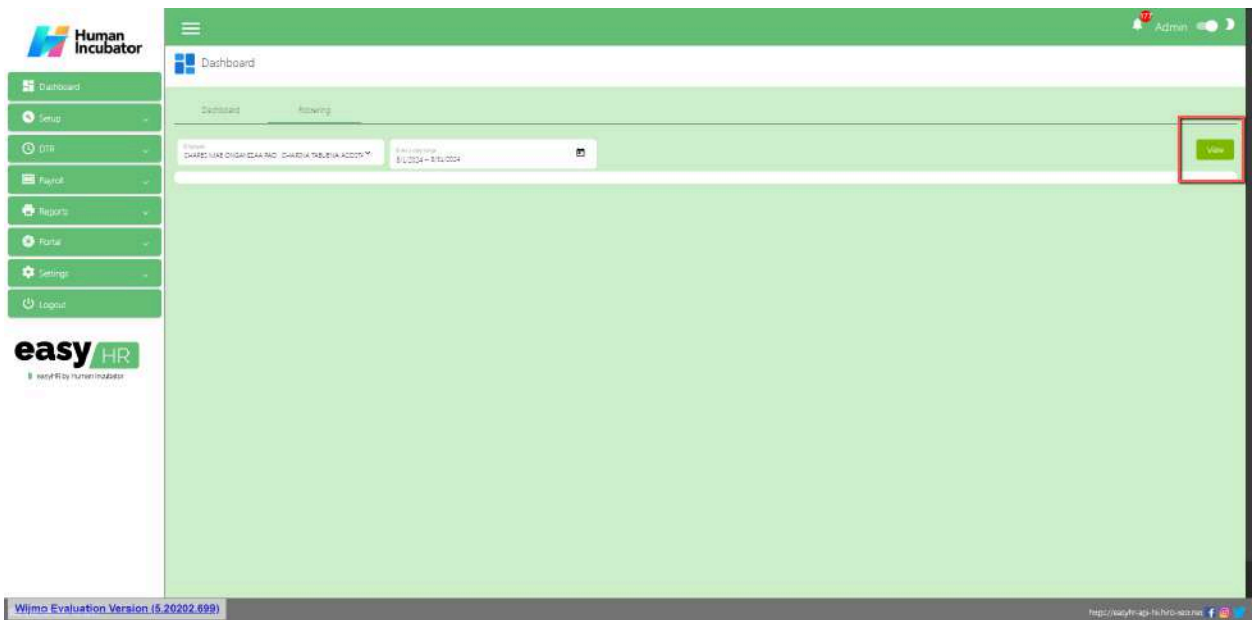
4. Click Pick



## 5. Select Date Range



## 6. Click View





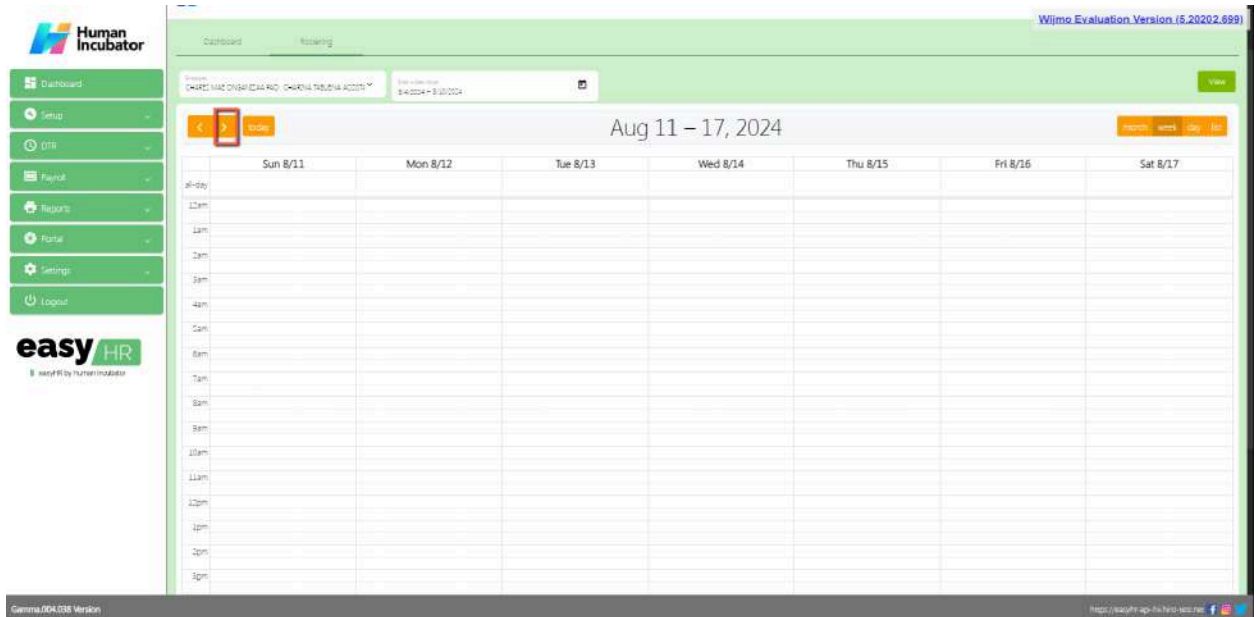
## 7. Week View

The screenshot shows the Human Incubator software interface. On the left is a navigation menu with options: Dashboard, Setup, OTR, Payroll, Reports, Profile, Settings, and Logout. Below the menu is the 'easy HR' logo. The main area is titled 'Dashboard' and 'Reporting'. It displays a calendar for the week of August 4-10, 2024. The calendar grid shows time slots from 8:00am to 7:00pm. A red box highlights the navigation arrows (left arrow, right arrow, and 'today') above the calendar. The calendar shows various status blocks for each day, such as 'PRO Restday', 'PRO Duty', and 'ACCOSTA Day'. The bottom status bar includes 'Gamma.004.038 Version' and a URL.

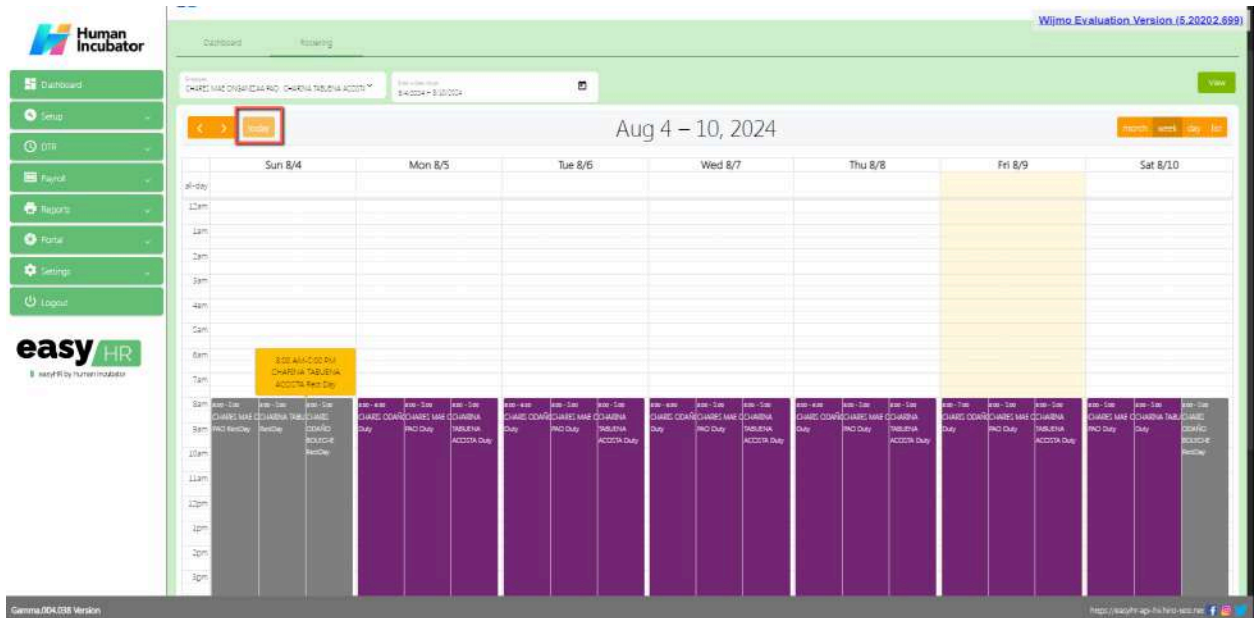
## 8. Click this arrow to view previous week

This screenshot shows the same Human Incubator interface but for the week of July 28-Aug 3, 2024. A red box highlights the left-pointing arrow in the navigation bar above the calendar, indicating the action to view the previous week. The calendar grid shows time slots from 8:00am to 3:00pm. The bottom status bar includes 'Gamma.004.038 Version' and a URL.

9. Click this arrow to view next week



10. Click this today button to view current week



## 11. Month View

The screenshot shows the Human Incubator dashboard with the month view for August 2024. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, and Logout. The main area displays a calendar grid with dates from Sun to Sat. A red box highlights the 'month' button in the top right corner of the calendar header.

## 12. Click this arrow to view previous month

The screenshot shows the Human Incubator dashboard with the month view for July 2024. The interface is similar to the previous screenshot, but the calendar displays the month of July. A red box highlights the left-pointing arrow button in the top left corner of the calendar header, which is used to navigate to the previous month.

13. Click this arrow to view next month

The screenshot shows the Human Incubator dashboard with a calendar for September 2024. The calendar is displayed in a grid format with days of the week as columns and dates as rows. A red box highlights the right-pointing arrow next to the 'Today' button, indicating the action to view the next month.

14. Click today button to view current month

The screenshot shows the Human Incubator dashboard with a calendar for August 2024. The calendar is displayed in a grid format with days of the week as columns and dates as rows. A red box highlights the 'Today' button, indicating the action to view the current month.

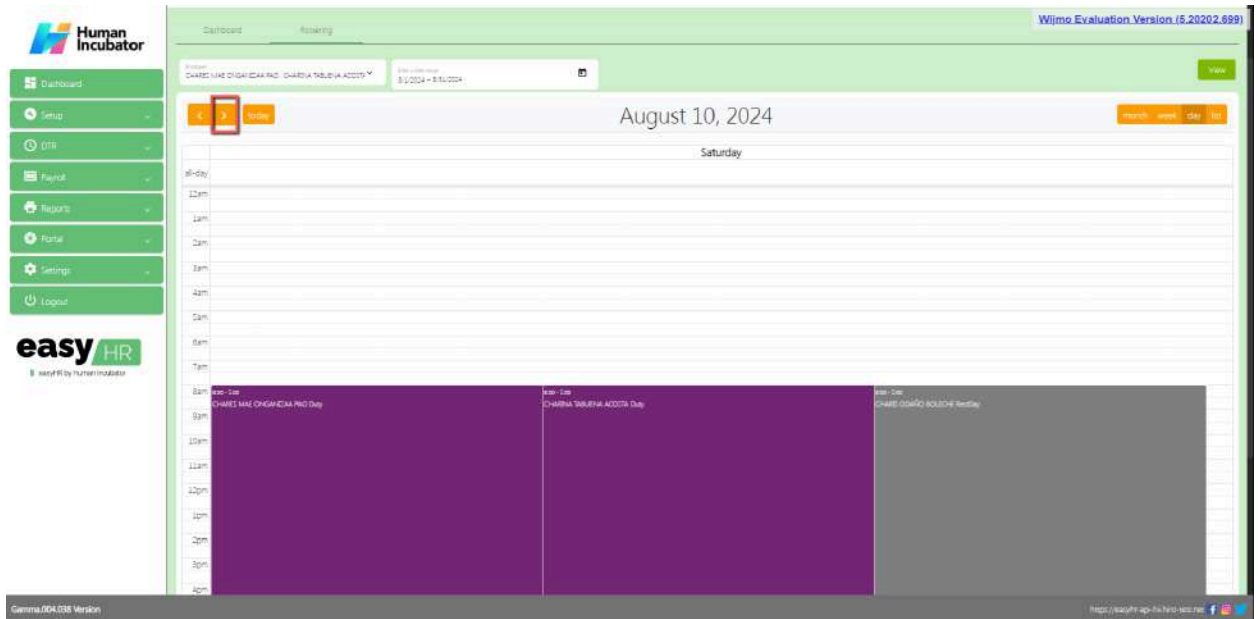
## 15. Day View

The screenshot shows the 'Day View' of the Human Incubator system for Friday, August 9, 2024. The interface includes a sidebar with navigation options: Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, and Logout. The main area displays a calendar grid for the day, with three purple blocks representing shifts for employees CHARLE GARCIA RAO, CHARNE MAE DINGACIA RAO, and CHARINA TABUENA ACOSTA. A red box highlights the 'day' button in the top right corner of the calendar header.

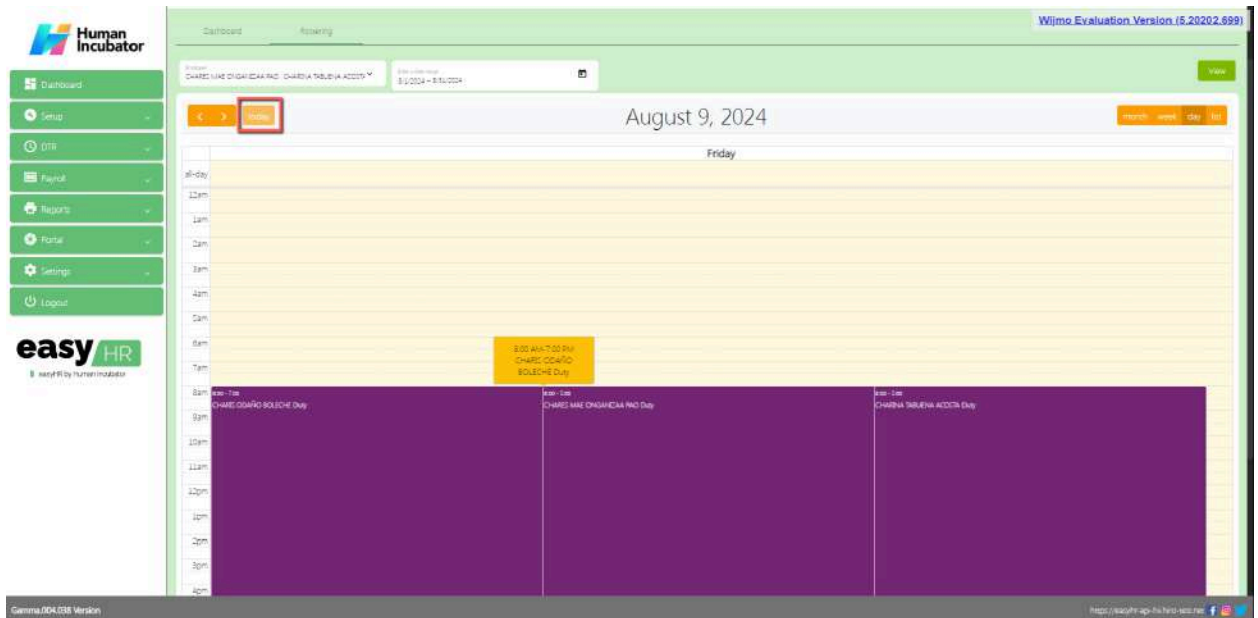
## 16. Click to view previous day

The screenshot shows the 'Day View' of the Human Incubator system for Thursday, August 8, 2024. The interface is identical to the previous screenshot, but the 'previous' button (left arrow) in the top left corner of the calendar header is highlighted with a red box, indicating the action to view the previous day.

17. Click to view next day



18. Click today to view current day



## 19. List View

The screenshot displays the Human Incubator HR system interface. On the left is a navigation menu with options: Dashboard, Setup, OTR, Payroll, Reports, Portal, Settings, and Logout. Below the menu is the 'easy HR' logo. The main content area shows a calendar view for 'Aug 4 - 10, 2024'. The calendar is organized by day, with each day listing three shifts: 8:00am - 2:00pm, 8:00am - 3:00pm, and 8:00am - 2:00pm. Each shift is associated with a specific employee name and a 'Duty' status. For example, on Sunday, August 4, 2024, the shifts are assigned to CHARES MAE OHSANIZAA RAO, CHARNA TABUBHA ACOSTA, and CHARC ODAÑO BOLECHE. The interface includes a 'View' button in the top right corner and a 'Wimo Evaluation Version (5.20202.699)' watermark at the bottom.

## 20. Click this arrow to view previous week

This screenshot shows the same Human Incubator HR system interface, but the calendar view is set to 'Jul 28 - Aug 3, 2024'. The navigation menu and 'easy HR' logo remain on the left. The main content area displays the schedule for Thursday, Friday, and Saturday. A red box highlights the left arrow navigation button in the calendar header, indicating the action to view the previous week. The schedule details for each day are consistent with the previous screenshot, showing shifts for CHARES MAE OHSANIZAA RAO, CHARNA TABUBHA ACOSTA, and CHARC ODAÑO BOLECHE. The 'Wimo Evaluation Version (5.20202.699)' watermark is visible at the bottom.

21. Click this arrow to view next week

The screenshot shows the Human Incubator dashboard with a sidebar on the left containing navigation options: Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, and Logout. The main content area displays a weekly schedule for August 11-17, 2024. At the top of the schedule, there are navigation buttons: a left arrow, a 'Today' button (highlighted with a red arrow), and a right arrow. The schedule lists duties for each day from Sunday to Thursday, with specific time slots and employee names.

Day	Date	Time Slot	Employee
Sunday	August 11, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO RestDay
Sunday	August 11, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA RestDay
Sunday	August 11, 2024	8:00am - 2:00pm	CHAREC ODAFI OBOLECHE RestDay
Monday	August 12, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Monday	August 12, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty
Monday	August 12, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA Duty
Tuesday	August 13, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Tuesday	August 13, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty
Tuesday	August 13, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA Duty
Wednesday	August 14, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Wednesday	August 14, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty
Wednesday	August 14, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA Duty
Thursday	August 15, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Thursday	August 15, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty

22. Click today button to view current week

The screenshot shows the Human Incubator dashboard with a sidebar on the left containing navigation options: Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, and Logout. The main content area displays a weekly schedule for August 4-10, 2024. At the top of the schedule, there are navigation buttons: a left arrow, a 'Today' button (highlighted with a red arrow), and a right arrow. The schedule lists duties for each day from Sunday to Thursday, with specific time slots and employee names.

Day	Date	Time Slot	Employee
Sunday	August 4, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO RestDay
Sunday	August 4, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA RestDay
Sunday	August 4, 2024	8:00am - 2:00pm	CHAREC ODAFI OBOLECHE RestDay
Monday	August 5, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Monday	August 5, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty
Monday	August 5, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA Duty
Tuesday	August 6, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Tuesday	August 6, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty
Tuesday	August 6, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA Duty
Wednesday	August 7, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Wednesday	August 7, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty
Wednesday	August 7, 2024	8:00am - 2:00pm	CHARSHA TABUBHA ACOTTA Duty
Thursday	August 8, 2024	8:00am - 8:30pm	CHAREC ODAFI OBOLECHE Duty
Thursday	August 8, 2024	8:00am - 2:00pm	CHAREC NAE OHSANIEDAA RAO Duty



# Section IV: Set Up

## Company Setup

### Overview

- Company it will use to add company, add Approver, setting for showable in payslip report, Non- Taxable/ Taxable and inclusion for 13th month and also Announcement for company.

### Company List

- Shows the list of all added Company.

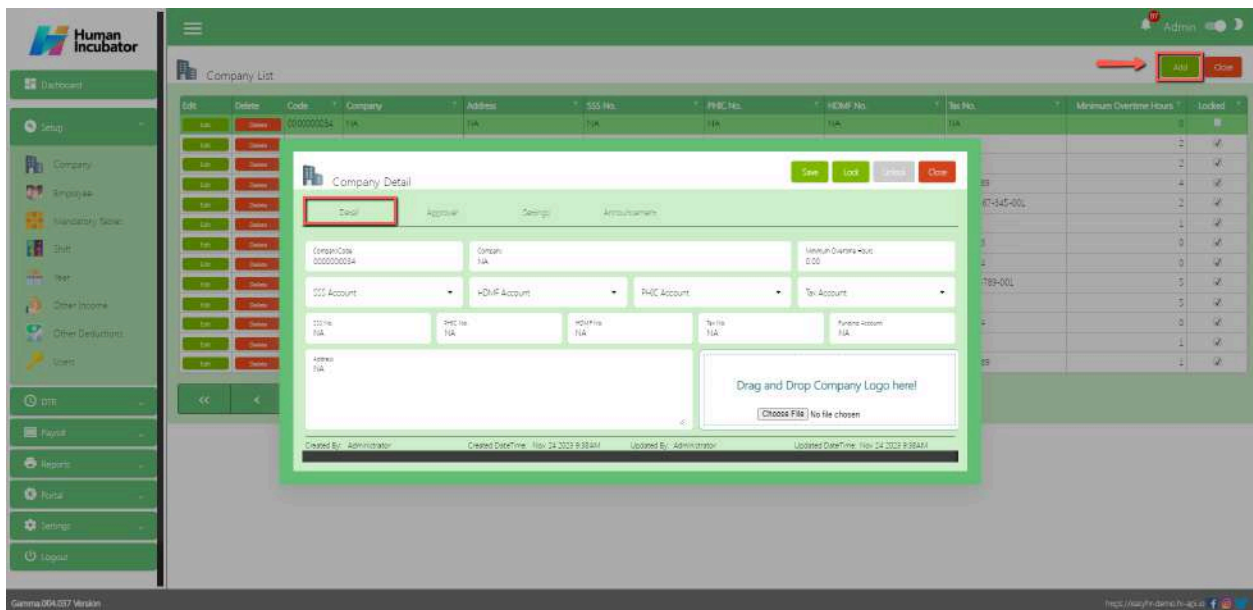
### Company List Table

- Edit: This is a button that has the function to edit the company
- Delete: This is a button that has the function to Delete the company (**Note: You cannot delete the company once it already has a transaction data**)
- Code: This will automatically generate according to the sequence of the added company
- Company: This column is for the Company Name
- Address: This column is for the Company Address
- SSS No.: This column is for the Company SSS No.
- PHIC No.: This column is for the Company PHIC No.
- HDMF No.: This column is for the Company HDMF No.
- Tax No.: This column is for the Company Tax No.
- Minimum Overtime Hours: You can input minimum overtime hours applicable to the company.
- Locked: If the Checkbox is checked then it is locked but if uncheck then it is unlocked. (**Note: If the Company is unlocked it will not show in the other module**)



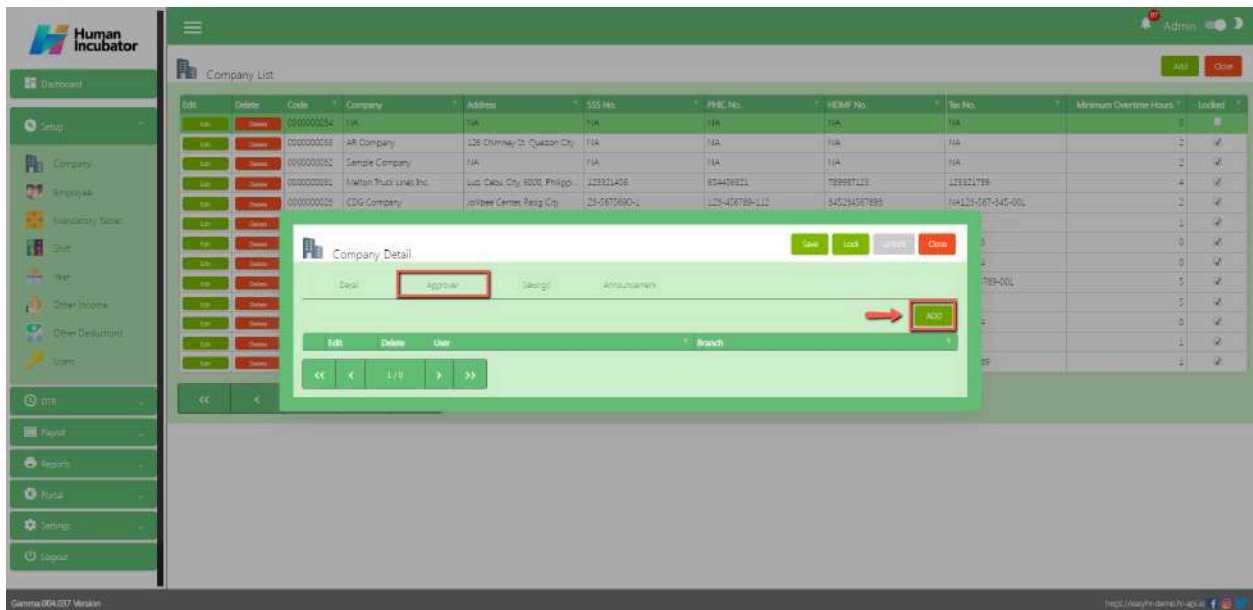
## Company Detail

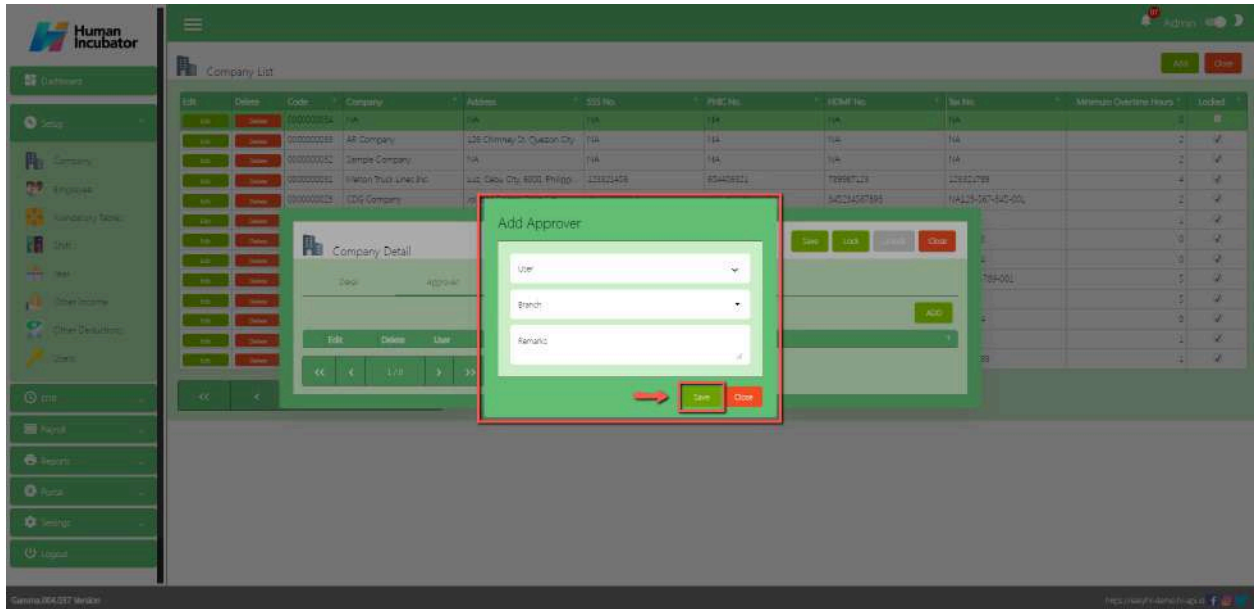
- **Assumption:** The user already clicked the **Add** button on the upper right corner in the company list.
- There are 4 tabs in company detail
  - Detail, Approver, Settings and Announcement
- The user need to select and fill up all the necessary information like
  - Company name, Minimum overtime hours, SSS no., PHIC no., HDMF no., Tax no., Funding Account, Address and company logo.
- There are some fields user need to select
  - SSS Account, HDMF Account, PHIC Account and Tax Account



## Approver

- In Approver tab the user can **Add** the approver per branch
  - Select user, select the branch and also put a remarks
  - Click save button

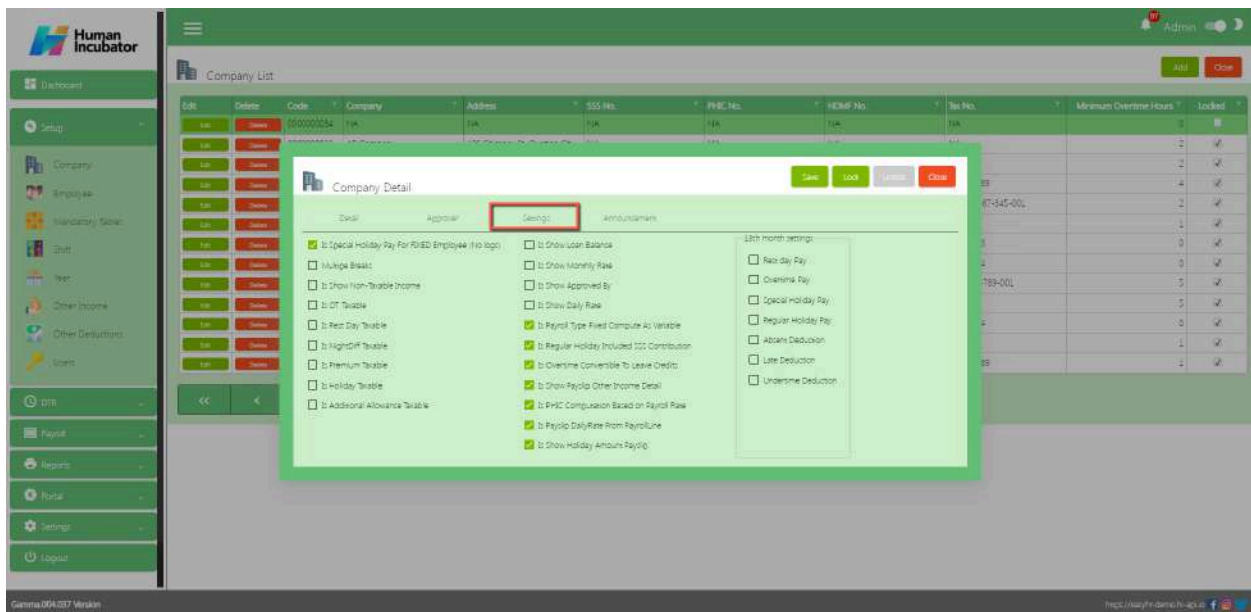




## Settings

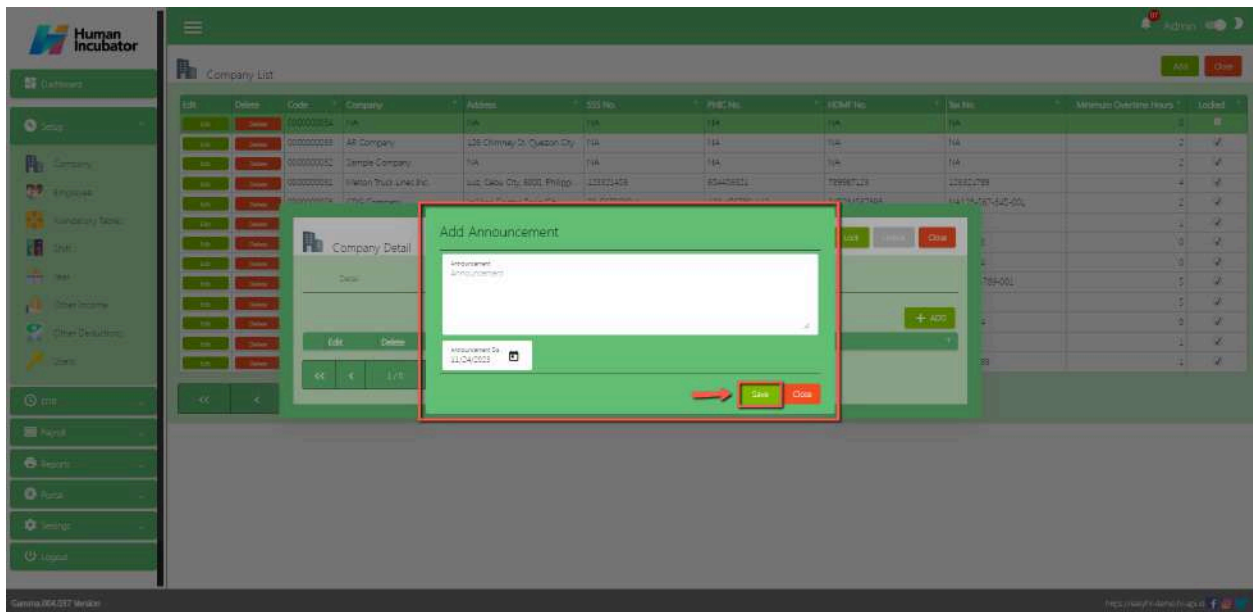
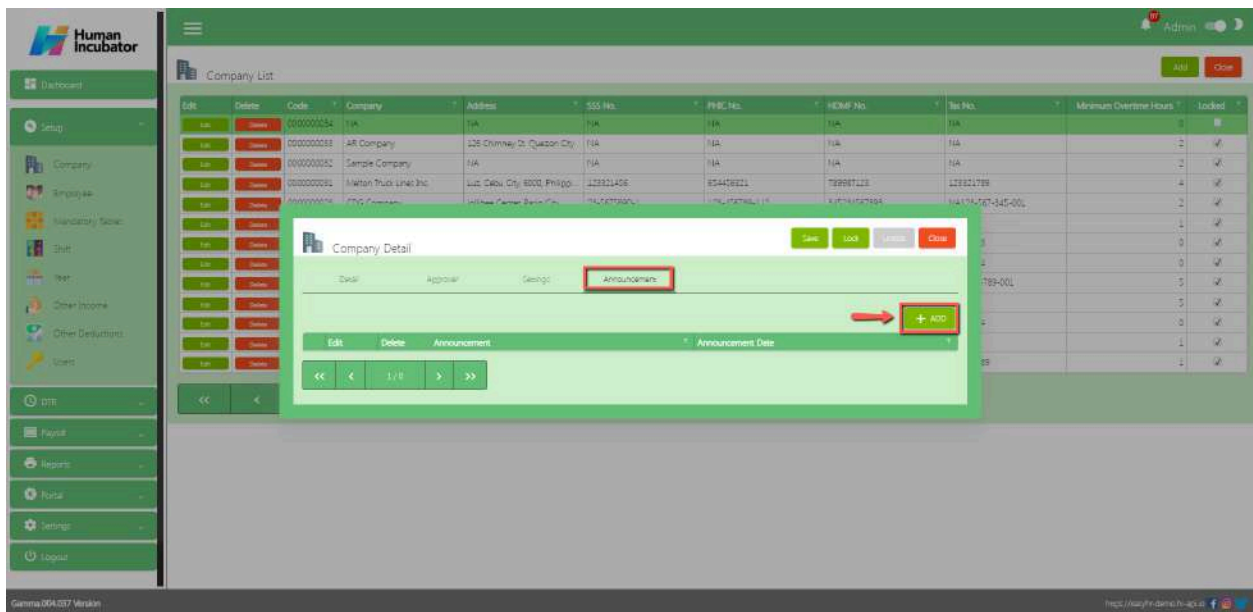
- In Settings tab the user can check the **check box**
  - The Left side in the settings is for Non-taxable/Taxable
  - The Center of the settings of for the of Showable in payslip report
  - The Right side of the settings is for Inclusion for 13th Month
    - **Is Special Holiday Pay for FIXED Employee (No logs)** - This setting is for the Fixed Employee to have a special holiday pay even if no logs.
    - **Is Payroll Type Fixed Compute As Variable** - This Setting is for Fixed Employee and the salary is computed as a variable.
    - **Is Regular Holiday Included SSS Contribution** - This setting is for the regular holiday pay will be added in SSS contribution if the employee works in regular holiday.
    - **Is Overtime Convertible To Leave Credits** - This setting is for the employee applying for overtime the employee has an option to convert to leave credits.

- **Is Show Payslip Other Income Detail** - This setting is for showing the other income detail in payslip.
- **Is PHIC Computation Based on Payroll Rate** - This setting is for the PHIC Computation Base on payroll rate.
- **Is Payslip DailyRate From PayrollLine** -
- **Is Show Holiday Amount Payslip** - This setting is for showing the amount of holiday pay in payslip.



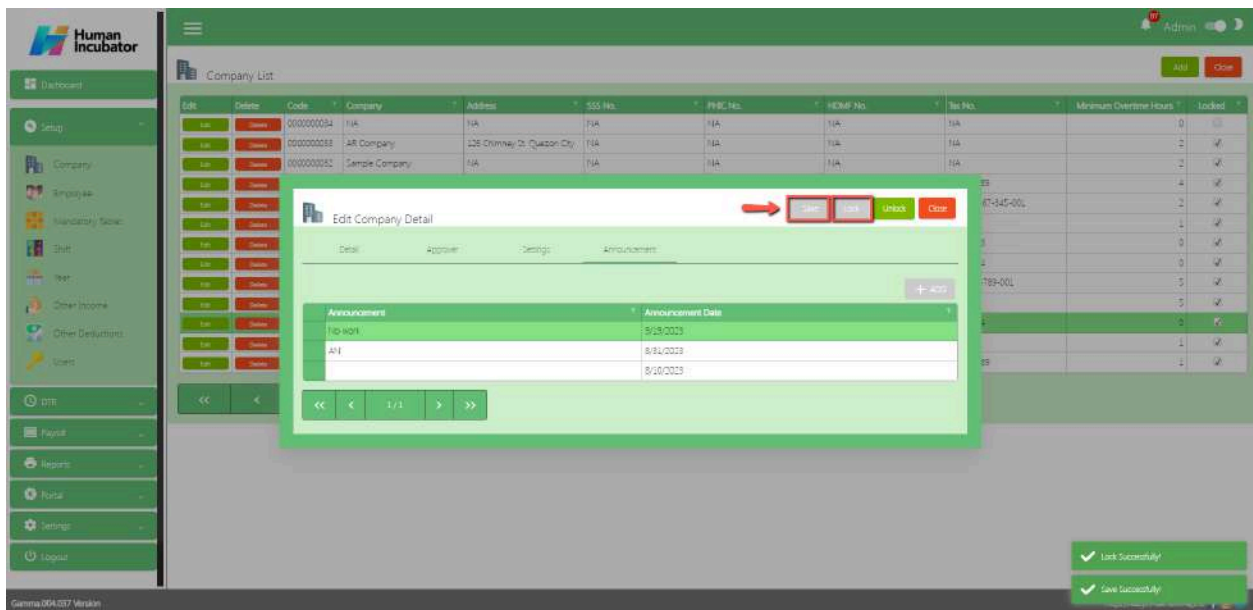
## Announcement

- In Announcement tab the user can **Add** the announcement in company
  - Input the announcement and Announcement date
  - Click save button



## Save/Lock

- Make sure to save/lock the record so that in every transaction the company details will show.



## Employee Setup

### Overview

- Employee is used for add Employee, Employee detail, Payroll, Shift Schedule, Payroll Group

### Employee List

- Shows all the list of the employee

### Employee List Column

- Edit: This is a button that has the function to edit the company
- Delete: This is a button that has the function to Delete the Employee  
(Note: You cannot delete the Employee once it already has a transaction data)
- Code: This will automatically generate according to the sequence of the added Employee
- ID: This is for the Employee ID
- Biometric ID: This is for the Employee Biometric ID if the Company is using a Biometric Device for their Employee's logs
- Full Name: This is for the Employees Fullname
- Company: This is for the Employees Company
- Branch: This is for the Employees Branch
- Position: This is for the Employees Position
- Address: This is for the Employees Address

- Contact No.: This is for the Employees Contact No.
- Mobile No.: This is for the Employees Mobile No.
- Email Address: This is for the Employee's Email Address
- Remarks: You can put any Remarks for this Employee
- Locked: If the Checkbox is checked then it is locked but if uncheck then it is unlocked. (Note: If the Employee is unlocked it will not show in the other module)

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	0000000029	2029-0000	0000000000	ABOROT, JOY ANA	Melton Truck Lines I.	CEBU	ASSOCIATE	1801 L. Zamora St.	9270472548	09554762596	nel.joseph@hr-inc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000017	0017	0017	Alice Christian Jolie	Demo Company Ltd.	CEBU	ASSOCIATE	N/A	N/A	N/A	christian@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000024	0024	0024	Bay, Ato H.	EADYHR DEHQ CO.	CEBU	ASSOCIATE	CEBU CITY	1234	12312	N/A
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	0000000004	0000000004	Calhoun, Burch	EADYHR DEHQ CO.	CEBU	TEAM LEAD	CEBU CITY	1234	2341	burch@hrinc.net
<input type="checkbox"/>	<input type="checkbox"/>	0000000002	0000000002	0000000002	Culancutan, Beverly	EADYHR DEHQ CO.	CEBU	PHD	Dipolog	1234	1234	beverly@hrinc.net
<input type="checkbox"/>	<input type="checkbox"/>	0000001021	2021-11000	0000001000	EDIAN, CAESAR A.	Melton Truck Lines I.	CEBU	ASSOCIATE	1801 L. Zamora St.	8270472548	N/A	caesar@hrinc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000005	0000000005	0000000005	Jolie, Chan	Demo Company Ltd.	CEBU	ASSOCIATE	N/A	1234	1234	N/A
<input type="checkbox"/>	<input type="checkbox"/>	0000001027	0000001027	0000001027	Maldonado, Graciela D.	Demo Company Ltd.	MARILA	ASSOCIATE	Reliance St.	N/A	N/A	gracia@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	0000001016	0000001016	0000001016	Marapoc, Melody A.	Melton Truck Lines I.	CEBU	ASSOCIATE	Luc. Cebu City 6000	N/A	09554762596	joseph@hrinc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000001032	0000001032	0000001032	Ramos, Robin G. N/A	AR Company	MARILA	ASSOCIATE	111 Champion St.	N/A	N/A	robin@arcompany.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000001	0000000001	0000000001	Rajak, David K.	Demo Company Ltd.	MARILA	TEAM LEAD	Pacig	1234	1234	david@hrinc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000990	002	002	Salmon, Malicia	Dalton Precision, Inc.	CEBU	ASSOCIATE	Alcantara	N/A	N/A	malicia@dalton.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000003	0000000003	0000000003	Samson, Angelica	Demo Company Ltd.	MARILA	ASSOCIATE	N/A	1234	3421	anna@samson.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000984	001	001	Tantos, Lajla	Dalton Precision, Inc.	CEBU	ASSOCIATE	Alcantara	09876765432	09876765432	Lajla@dalton.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000081	89276	8787	Tantos123, Lujla A	Demo Company Ltd.	MARILA	ASSOCIATE	N/A	N/A	N/A	N/A

## Employee Detail

- **Assumption:** The user already clicked the **Add** button that can be seen on the Employee List.
- Fill all the important fields for Employee Detail like:
  - Click **Edit Name** button to fill up the Last name, First name, Middle name, Extension name
  - ID number
  - Biometric number
  - Select Company
  - Select Branch
  - Upload Photo
  - Select Position
  - Select Payroll Group

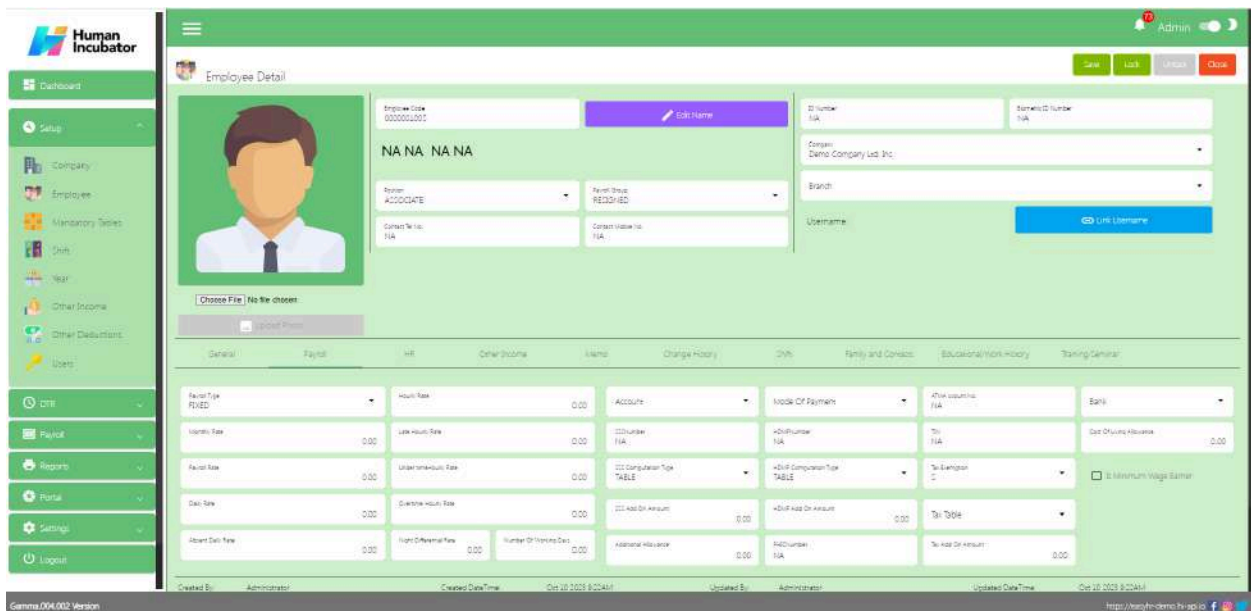


- Contact Tel No.
- Contact Mobile No.
- Address
- Select City
- Select Date of Birth
- Select Religion
- Select Zip Code
- Place of Birth
- Email Address
- Select Civil Status
- Select Sex
- Select Citizenship
- Height
- Weight
- Blood Type

## Payroll

- In **Payroll** tab the user can input monthly rate and mandatory account of employee
- Select and Fill all the important fields for Employee Detail like:
  - Select Payroll Type
  - Monthly Rate

- Number of Working Days
- Input SSS Number
- Input HDMF Number
- Input PHIC Number
- Input TIN
- Tax Exemption
- Select SSS Computation Table
- Select HDMF Computation Table
- Tax Table
- Select Mode of Payment
- Input Additional Allowance if Necessary
- Input ATM Account Number
- Select Bank



## HR

- In the **HR** tab the user can select the status of the employee and also the Date hired.
- Select the important fields like:
  - Employee Status
  - Shift Code
  - Date Hired

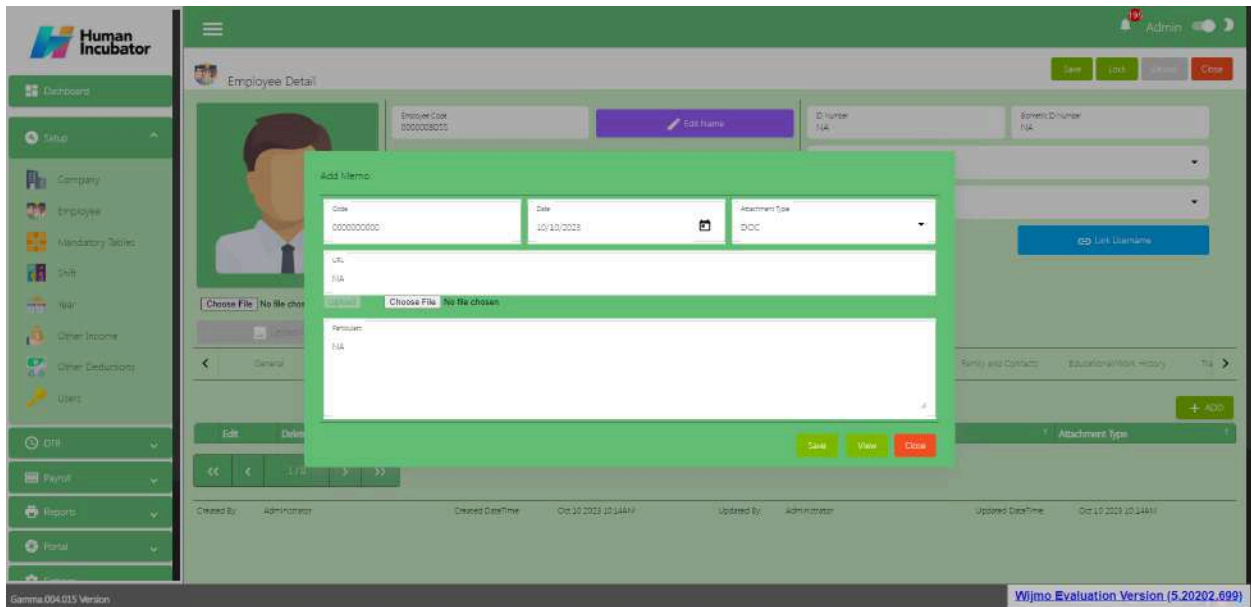
- Date Regular
- Division
- Department
- Approver's Name

## Other Income

- In **Other Income** tab the use can add the other income of the employee
  - Click the **Add** button
  - Select other Income
  - Input Amount
  - Check the box **IsActive, IsWorkRequired**
  - Click **Save** button to add in Other Income table

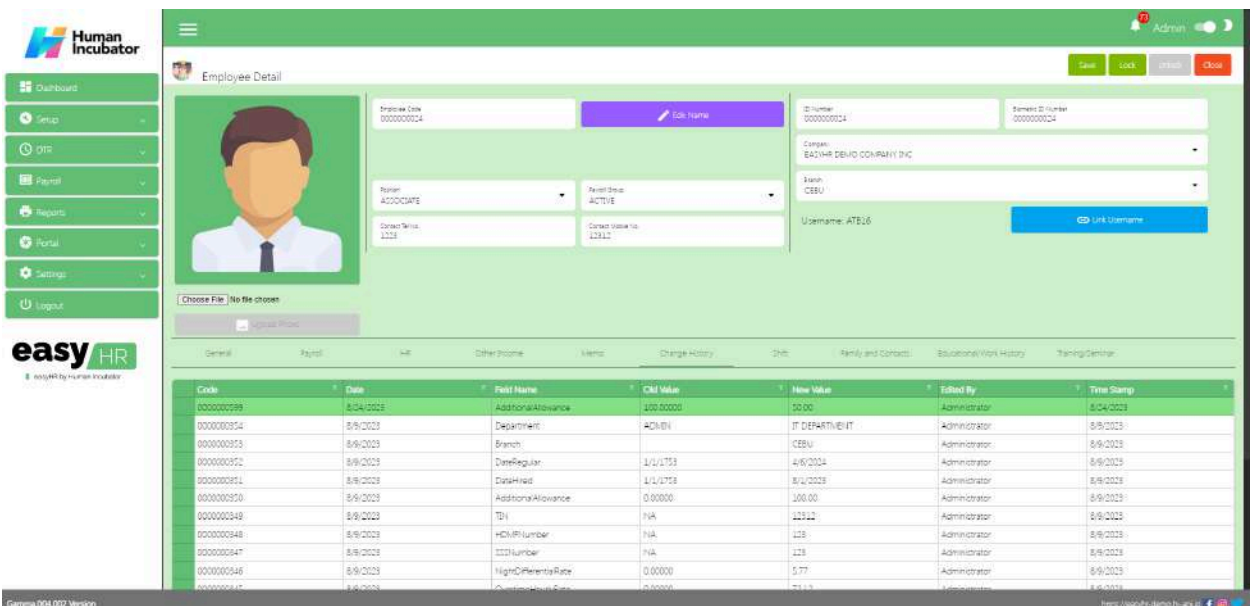
## Memo

- In **Memo** tab the user can **Add** the file for employee
  - Click **Add** button
  - Select Date
  - Select Attachment Type and Choose file
  - Input Particulars if Necessary
  - Can click **View** button
  - Click **Save** button to Add in Memo table



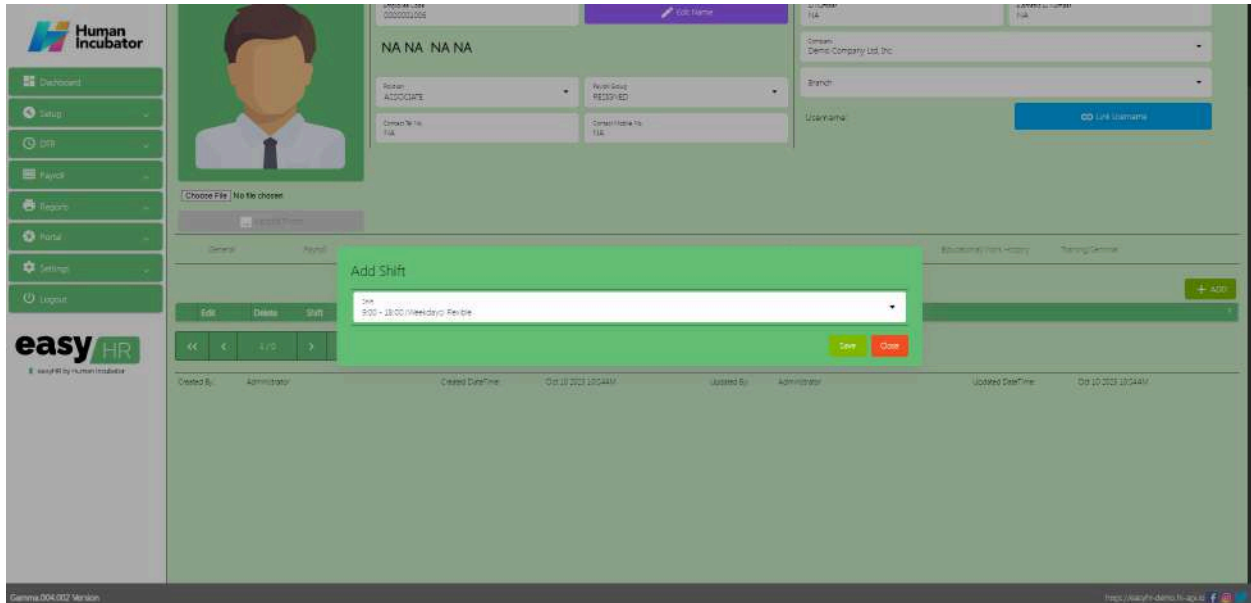
## Change History

- In the **Change History** tab the user can identify what are those changes in employee 201 or employee detail.



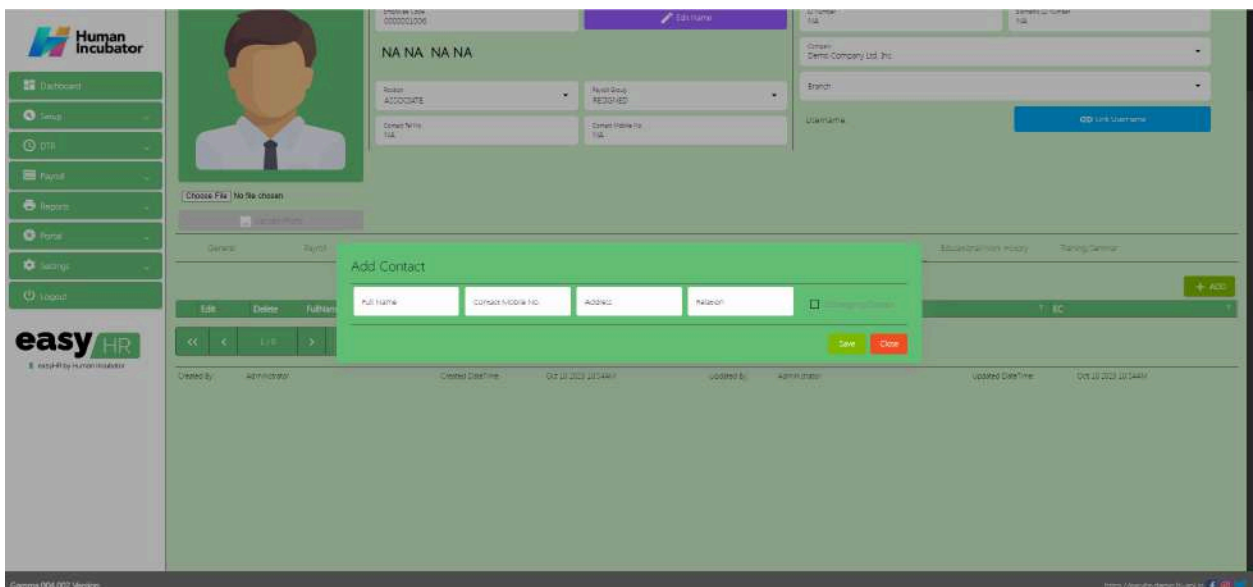
## Shift

- In **Shift** tab the user can **Add** other shift of employee
  - Click **Add** button
  - Select Shift
  - Click **Save** button to add in Shift table



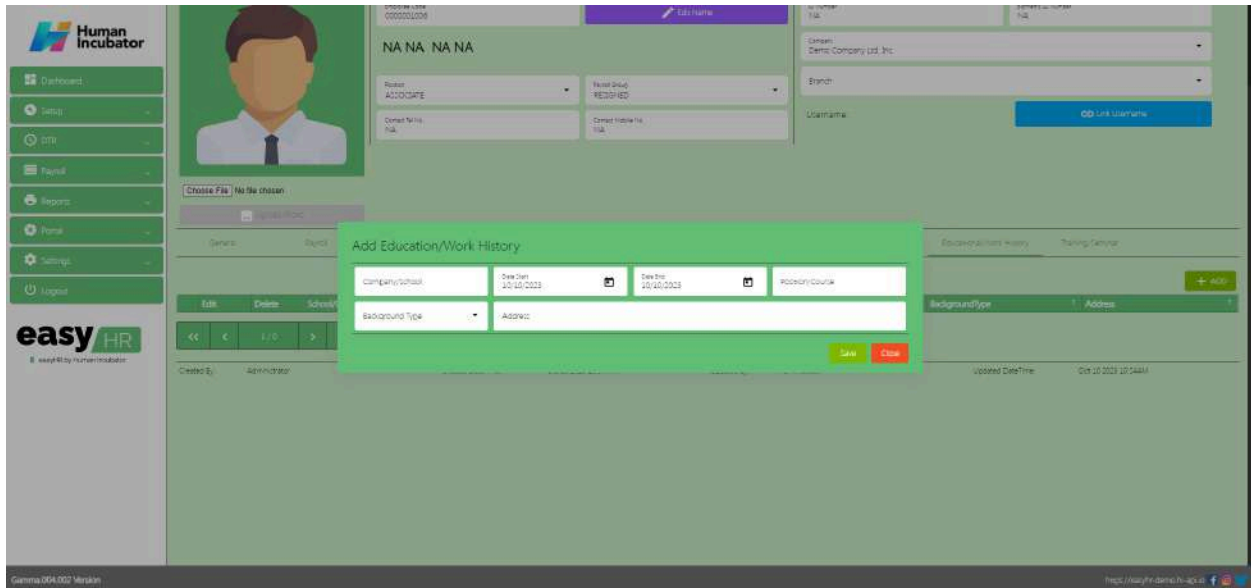
## Family and Contacts

- In **Family and Contacts** tab the user can **Add** contacts for his family
  - Click **Add** button
  - Fill all the important fields
  - Click **Save** button to **Add** in table



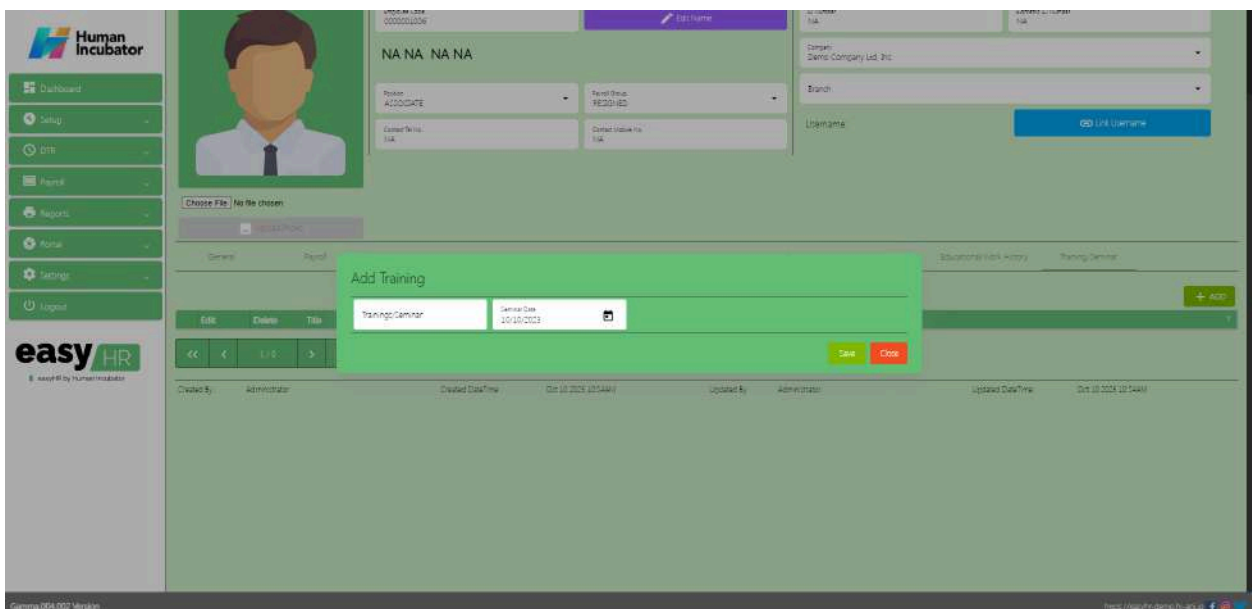
## Educational/Work History

- In **Educational/ Work History** tab the user can **Add** the educational attainment and Work History
  - Click **Add** button
  - Fill all the important fields
  - Click **Save** button to **Add** in table



## Training/Seminar

- In **Training/Seminar** tab the user can **Add** if the employee has a seminar
  - Click **Add** button
  - Fill all the important fields
  - Click **Save** button to **Add** in table



## Save/Lock

- Make sure to save/lock the record so that in every transaction the employee details will show.

The screenshot shows the 'Employee Detail' page for Butch Cañada. The form includes fields for Employee Code (000000004), ID Number (000000004), and various other identifiers. The employee's role is listed as 'TEAM LEAD' and their status is 'ACTIVE'. The form also displays a 'Lock Successfully' and 'Save Successfully' message at the bottom right.

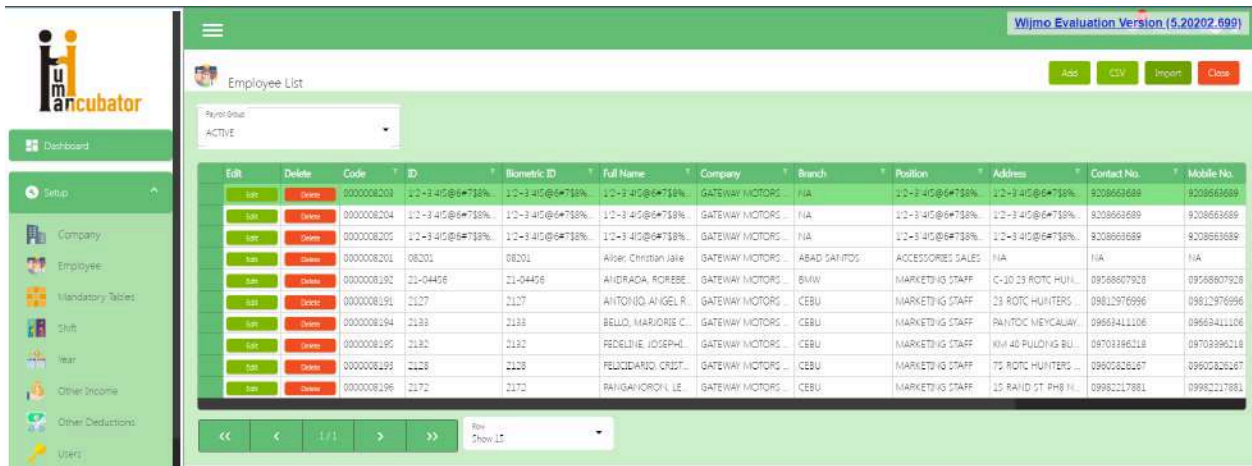
## Employee Special Characters Importing

- Input special Characters in all the fields that is not Integer required

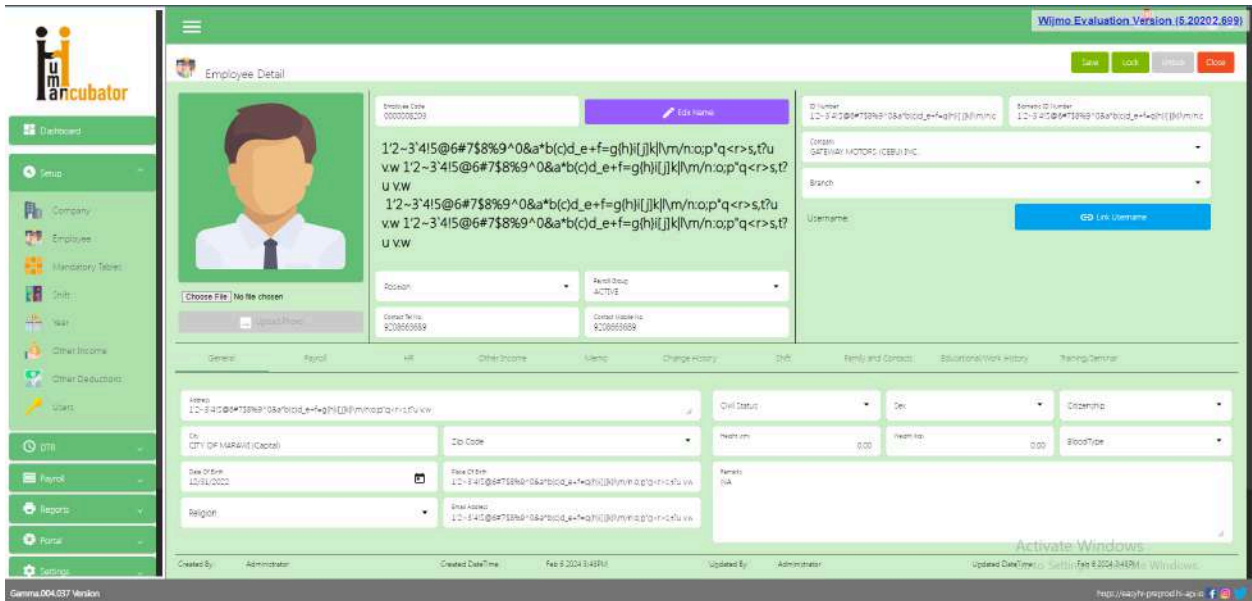
The top screenshot shows an Excel spreadsheet with columns A through T. The data includes employee IDs, biometric numbers, last names, and other identifiers. The bottom screenshot shows an Excel spreadsheet with columns Q through AP. The data includes citizenship, religion, payroll group, and employee status.

Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP				
1	Citizenship	BloodType	Religion	PayrollGroup	MonthlyRate	DailyRate	HourlyRate	AbsentDail	LateHourly	OvertimeH	CostOfLiving	Additional	ATM	Accou	SSN	Number	HDM	FNum	PHI	Num	TIN	Branch	DateHired	DateRegul	DateResig	Division	Department	Position	EmployeeStatus
2	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&
3	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&
4	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&	1'2'-3'4'5@6#7\$8%*0&

- Import in the Employee 201



- Can now accept Special Characters



## Import Employee Incorrect File format Error Message

- Delete column name "EmployeeStatus"

R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	
1	BloodType	Religion	PayrollGroup	MonthlyRate	DailyRate	HourlyRate	AbsentDail	LateHourly	OvertimeH	CostOfLivi	Additional	ATMAccou	SSNNumber	HDMFNum	PHICNum	TIN	Branch	DateHired	DateRegular	DateResigned	Division	Department	Position	
2	O	NA	ACTIVE	20000	919.55	114.94	919.55	114.94	145.67	NA	NA	5234234	423523	5233423	523423	411234123	Cebu	11/11/2011	11/11/2011	11/11/2011	NA	NA	NA	NA
3	O	NA	ACTIVE	25000	1,149.42	143.67	1,149.42	143.67	179.59	NA	NA	5234234	423523	5233423	523423	411234123	Cebu	11/11/2011	11/11/2011	11/11/2011	NA	NA	NA	NA
4	O	NA	ACTIVE	30000	1,379.30	172.41	1,379.30	172.41	215.51	NA	NA	5234234	423523	5233423	523423	411234123	Cebu	11/11/2011	11/11/2011	11/11/2011	NA	NA	NA	NA
5																								
6																								
7																								
8																								



- Import Employee

Wijmo Evaluation Version (5.20202.699)

Employee List

Filter: ACTIVE

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
		000008203	12-340@6#738%	12-340@6#738%	12-340@6#738%	GATEWAY MOTORS	NA	12-340@6#738%	12-340@6#738%	0208663689	9208663689
		000008204	12-340@6#738%	12-340@6#738%	12-340@6#738%	GATEWAY MOTORS	NA	12-340@6#738%	12-340@6#738%	0208663689	9208663689
		000008205	12-340@6#738%	12-340@6#738%	12-340@6#738%	GATEWAY MOTORS	NA	12-340@6#738%	12-340@6#738%	0208663689	9208663689
		000008201	08201	08201	Aiser Chohan Jaise	GATEWAY MOTORS	ASAO SAI TOI	ACCESSORIES SALE	NA	NA	NA
		000008192	21-04456				BMW	MARKETING STAFF	C-10 23 ROTC HILL	09628807928	09628807928
		000008191	2127				CEBU	MARKETING STAFF	23 ROTC HUNTERS	09812976996	09812976996
		000008194	2193				CEBU	MARKETING STAFF	PAVTOC MENCALAY	09669411206	09669411206
		000008195	2192				CEBU	MARKETING STAFF	KM 40 PULOGING BU	09703996218	09703996218
		000008193	2128	2128	FELICIDAD, CRIST	GATEWAY MOTORS	CEBU	MARKETING STAFF	72 ROTC HUNTERS	09602826187	09602826187
		000008196	2172	2172	PAVGANORON, LE	GATEWAY MOTORS	CEBU	MARKETING STAFF	13 RAHID ST PHATI	09982217881	09982217881

Gamma 004.037 Version

PRIVATE WINDOW: Please import the correct file format and try again.

## Mandatory Tables

### Overview

- Mandatory table is used for mandatory deduction for employee
- Note: Please do not change the mandatory table it's all based on the government mandate (Update the range mandatory deduction if there is changes in government mandate )*

Human Incubator

Mandatory Tables

Edit	Delete	Amount Start	Amount End	Employee Tax Percentage	Employee Additional Amount
		10,427	26,866	15	0
		33,333	999,999,999,999	32	91,770.70
		83,333	333,332	30	16,770.70
		33,333	83,332	25	4,270.70
		26,667	33,332	20	937.50
		0	20,427	0	0

Human Incubator

Admin

https://www.humanincubator.com/software/years.htm

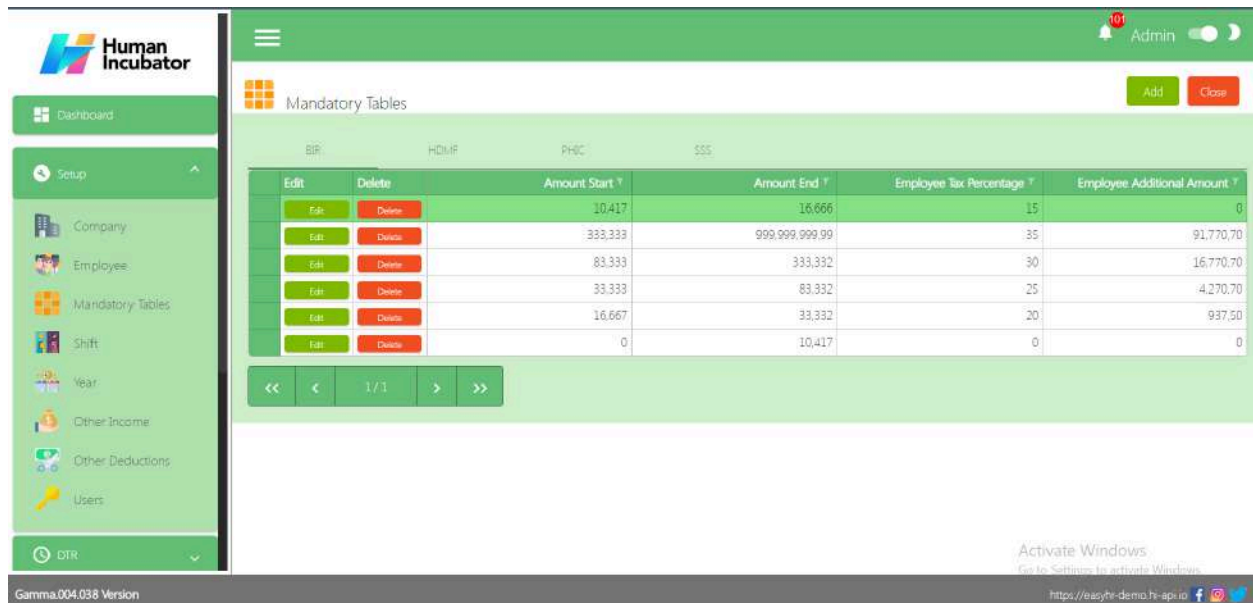
https://www.humanincubator.com/software/years.htm

## BIR Mandatory

BIR Mandatory is based on the Employee's Payroll Rate

### Column Table

- Edit: This is a button that has the function to edit the mandatory per line
- Delete: This is a button that has the function to Delete the mandatory per line
- Amount Start: This is the Range for the Employees Payroll Rate
- Amount End: This is the Range for the Employees Payroll Rate
- Employee Tax Percentage: Tax Percentage according to the Employees Payroll Range
- Employee Additional Amount: Additional Amount according to the employee's Payroll Range



	BIR	HDMF	PHIC	SSS	Amount Start	Amount End	Employee Tax Percentage	Employee Additional Amount
Edit	Delete				10,417	16,666	15	0
Edit	Delete				333,333	999,999,999.99	35	91,770.70
Edit	Delete				83,333	333,332	30	16,770.70
Edit	Delete				33,333	83,332	25	4,270.70
Edit	Delete				16,667	33,332	20	937.50
Edit	Delete				0	10,417	0	0

## HDMF Mandatory

HDMF Mandatory is based on the Employee's Payroll Rate

### Column Table

- Edit: This is a button that has the function to edit the mandatory per line
- Delete: This is a button that has the function to Delete the mandatory per line
- Amount Start: This is the Range for the Employees Payroll Rate

- Amount End: This is the Range for the Employees Payroll Rate
- Employee Contribution Percentage: Contribution Percentage according to the Employees Payroll Range
- Employer Contribution Percentage: Contribution Percentage according to the Employers Payroll Range
- Employee Contribution Value: Contribution Value according to the employees Payroll Range
- Employer Contribution Value: Contribution Value according to the employers Payroll Range
- Remarks: You can input any remarks

		BIR	HDMF	PHIC	SSS				
Edit	Delete	Amount Start	Amount End	Employee Contribution Percentage	Employer Contribution Percentage	Employee Contribution Value	Employer Contribution Value	Remarks	
Edit	Delete	1,500.01	999,999	2	2	100	100	NA	
Edit	Delete	0	1,500	1	2	100	100	NA	

## PHIC Mandatory

PHIC Mandatory is based on the Employee's Payroll Rate

### Column Table

- Edit: This is a button that has the function to edit the mandatory per line
- Delete: This is a button that has the function to Delete the mandatory per line
- Amount Start: This is the Range for the Employees Payroll Rate
- Amount End: This is the Range for the Employees Payroll Rate
- Employee Contribution Percentage: Contribution Percentage according to the Employees Payroll Range

- Employer Contribution Percentage: Contribution Percentage according to the Employers Payroll Range
- Employee Contribution Value: Contribution Value according to the employees Payroll Range
- Employer Contribution Vaue: ontribution Value according to the employers Payroll Range
- Remarks: You can input any remarks

		BIR	HDMF	PHIC	SSS			
Edit	Delete	Amount Start	Amount End	Employee Contribution Percentage	Employer Contribution Percentage	Employee Contribution Value	Employer Contribution Value	Remarks
Edit	Delete	80,000	999,999,999.99	0	0	1,600	1,600	BRACKET 3
Edit	Delete	10,000.01	79,999.99	2	2	0	0	BRACKET 2
Edit	Delete	0	10,000	0	0	200	200	BRACKET 1

## SSS Mandatory

SSS Mandatory is based on the Employee's Payroll Rate

### Column Table

- Edit: This is a button that has the function to edit the mandatory per line
- Delete: This is a button that has the function to Delete the mandatory per line
- Amount Start: This is the Range for the Employees Payroll Rate
- Amount End: This is the Range for the Employees Payroll Rate
- Employee Contribution Value: Contribution Value according to the employees Payroll Range
- Employer Contribution Vaue: ontribution Value according to the employers Payroll Range
- Employer EC Value: This is also part of the Employers Contribution
- Remarks: You can input any remarks

Edit	Delete	Amount Start	Amount End	Employee Contribution Value	Employer Contribution Value	Employer EC Value	Remarks
Edit	Delete	29,750	99,999,999.99	1,350	2,850	30	NA
Edit	Delete	29,250	29,749.99	1,327.50	2,802.50	30	NA
Edit	Delete	28,750	29,249.99	1,305	2,755	30	NA
Edit	Delete	28,250	28,749.99	1,282.50	2,707.50	30	NA
Edit	Delete	27,750	28,249.99	1,260	2,660	30	NA
Edit	Delete	27,250	27,749.99	1,237.50	2,612.50	30	NA
Edit	Delete	26,750	27,249.99	1,215	2,565	30	NA
Edit	Delete	26,250	26,749.99	1,192.50	2,517.50	30	NA
Edit	Delete	25,750	26,249.99	1,170	2,470	30	NA
Edit	Delete	25,250	25,749.99	1,147.50	2,422.50	30	NA
Edit	Delete	24,750	25,249.99	1,125	2,375	30	NA
Edit	Delete	24,250	24,749.99	1,102.50	2,327.50	30	NA
Edit	Delete	23,750	24,249.99	1,080	2,280	30	NA
Edit	Delete	23,250	23,749.99	1,057.50	2,232.50	30	NA

## Shift

### Overview

- Shift setup is used for Shift schedule for employees and also the user can add more shift base in company shift schedule.

### Shift Code List

- Shows all list of shift schedule

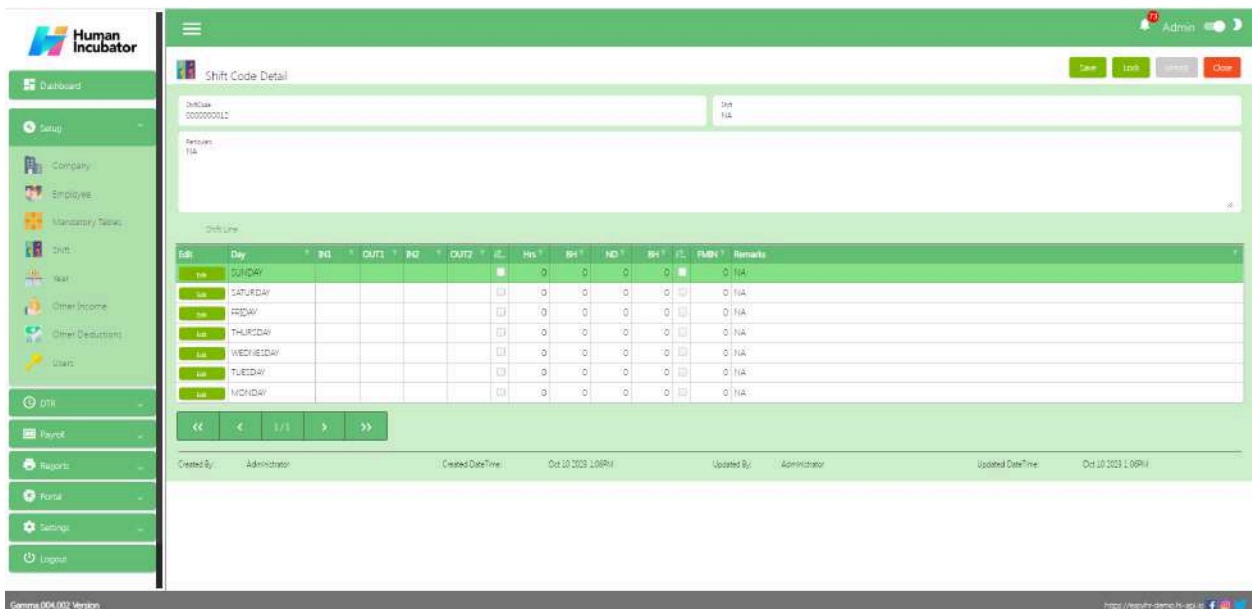
### Column Table:

- Edit: This has a function to Edit the Shift
- Delete: This has a function to Delete the Shift
- Code: This code will automatically generate according to the sequence of the added shift
- Shift: The name of the shift
- Particulars: in the Particulars this is just like the remarks you can input any details
- Locked: If the Checkbox is checked then it is locked but if uncheck then it is unlocked. (Note: If the Shift is unlocked it will not show in the other module)



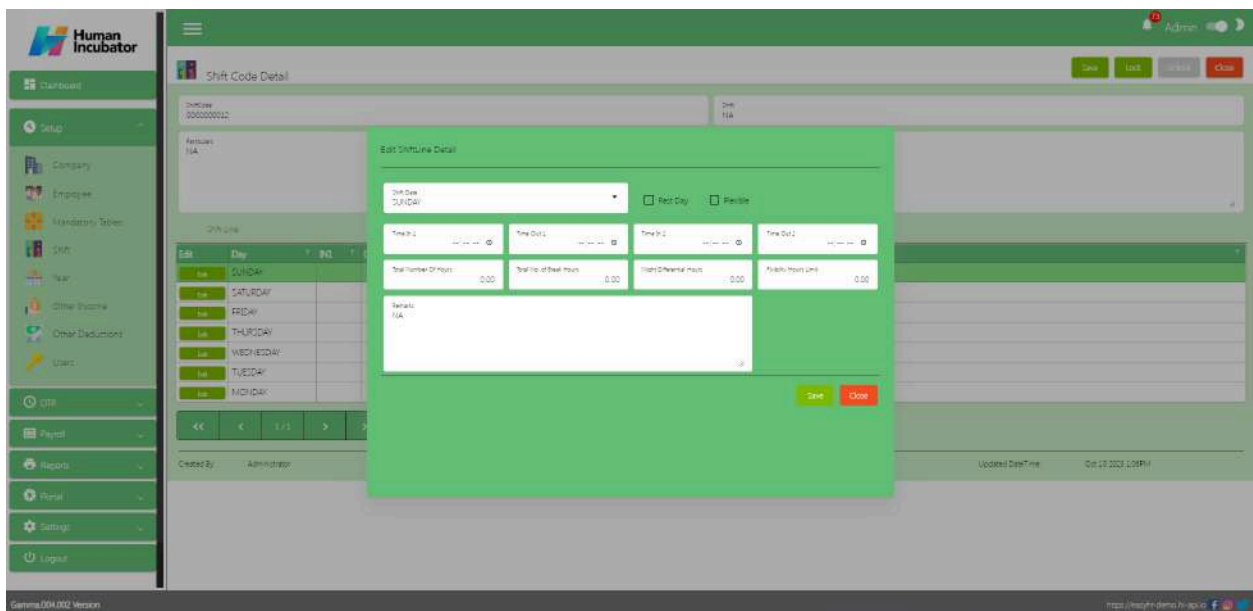
## Shift Code Detail

- **Assumption:** To **Add** a new shift, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields for Shift Code Detail like:
  - Shift
  - Particulars



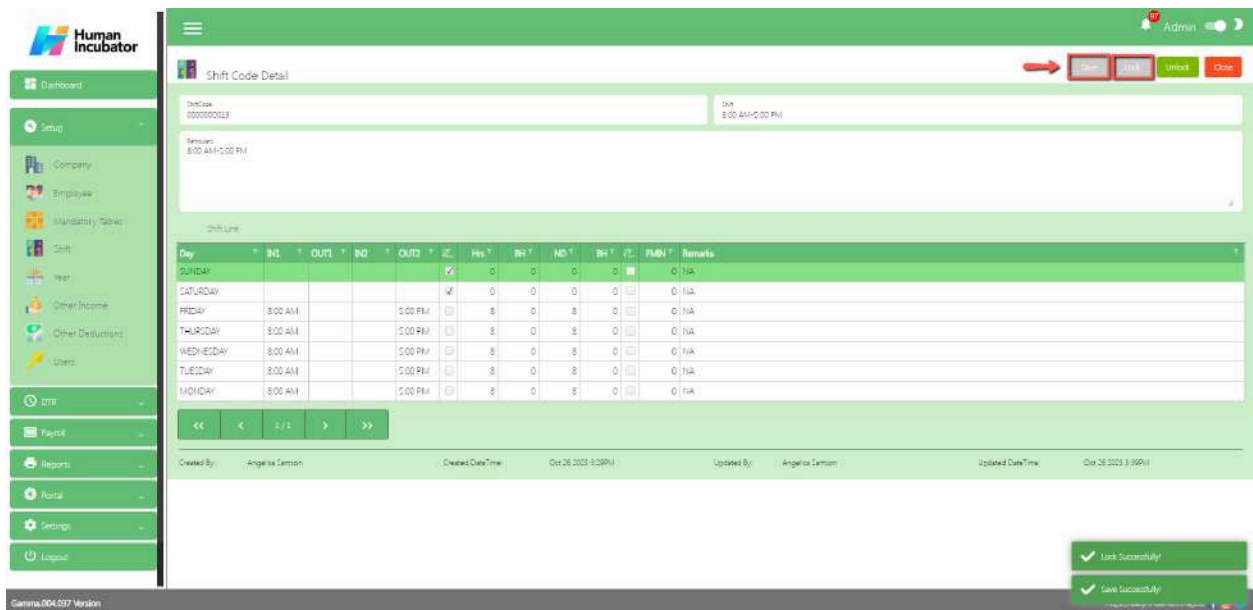
## Shift Line

- In **Shift line** the user need to click **Edit** to set the shift schedule of the employee ( **Edit** Sunday to Monday and set the Rest Day of employee )
  - Input the **Time In 1** hour and **Time Out 2**
  - Input the Total Number of Hours
  - Input the Total Number of break Hours
  - Input the Night Differential Hours if necessary
  - Input the Fix Hours Limit if necessary
  - Remarks
  - Click **Save** button to add in table



## Save/Lock

- Make sure to save/lock the record so that in every transaction the Shift will show.



## Year

### Overview

- Year setup is used for setting up a holiday in that particular year and also to Add leave credits per employee.

*Note: Always make sure the current Year is locked.*

### Year List

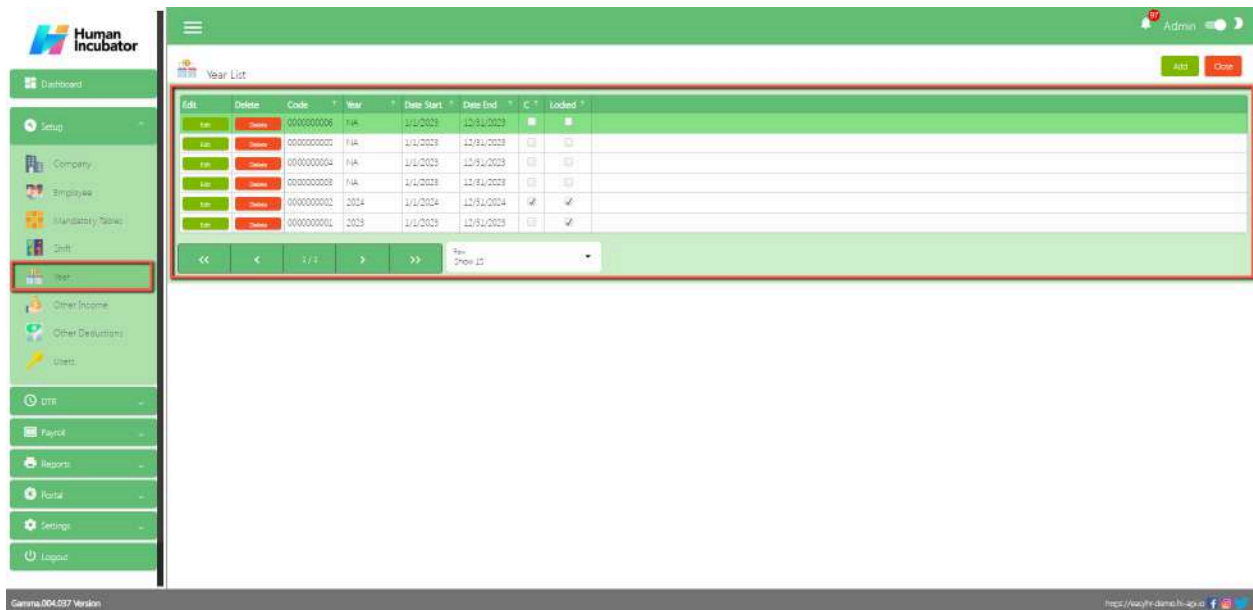
- Shows all list of year

### Column Table

- Edit: This has the function to edit the Year
- Delete: This has a function to delete the Year
- Code: This code will automatically generate according to the sequence of the added shift
- Year: The is an input on what year added

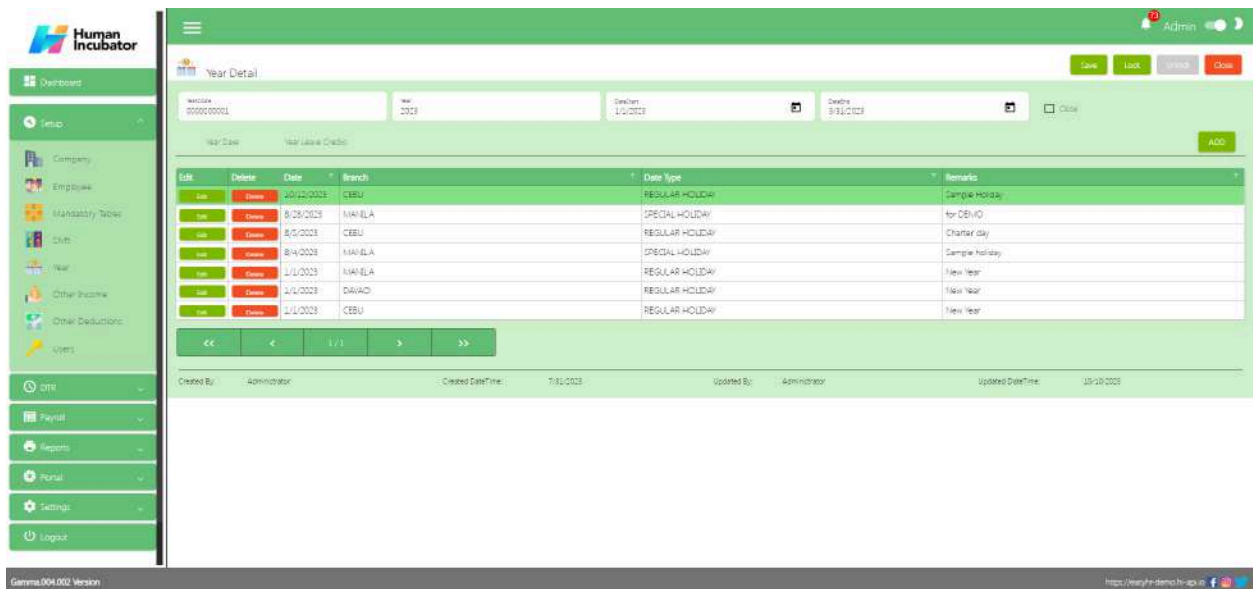


- Date Start: Date Start of the Year
- Date End: Date End of the Year
- Closed: You can no longer select if the year is closed.



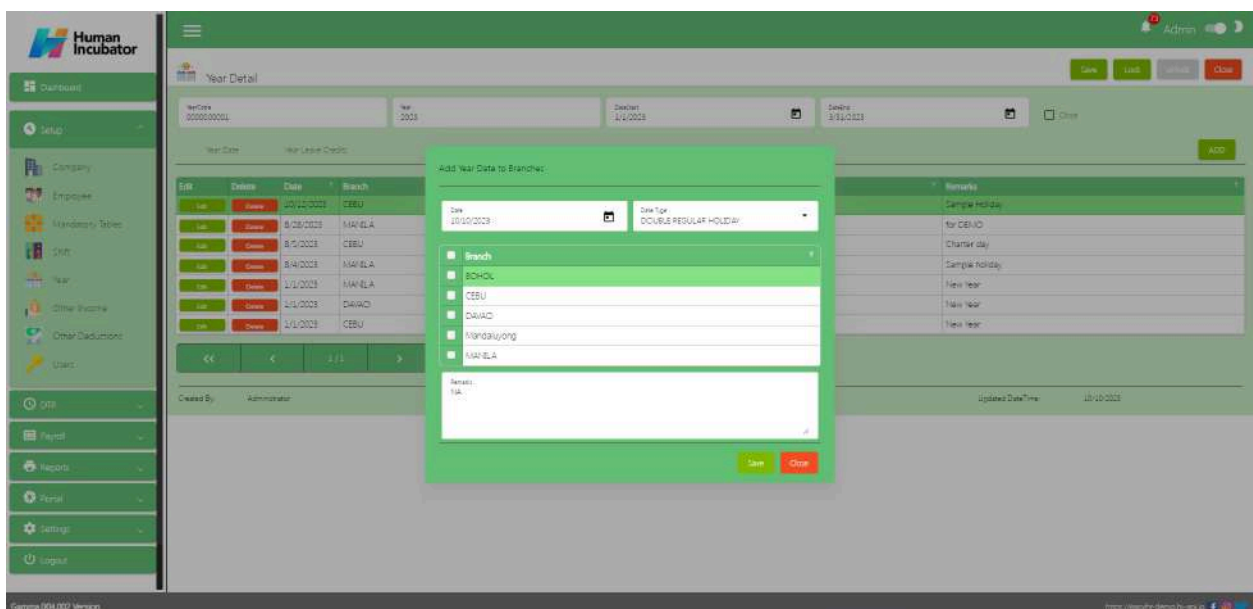
## Year Detail

- **Assumption:** To **Add** a new year, click the **Add** button that can be seen on the right side of the screen
- There are 2 tabs that show in year detail
  - Year Date
  - Year Leave Credits
- Fill all the important fields for Year Detail like:
  - Year
  - Select Date Start
  - Select Date End



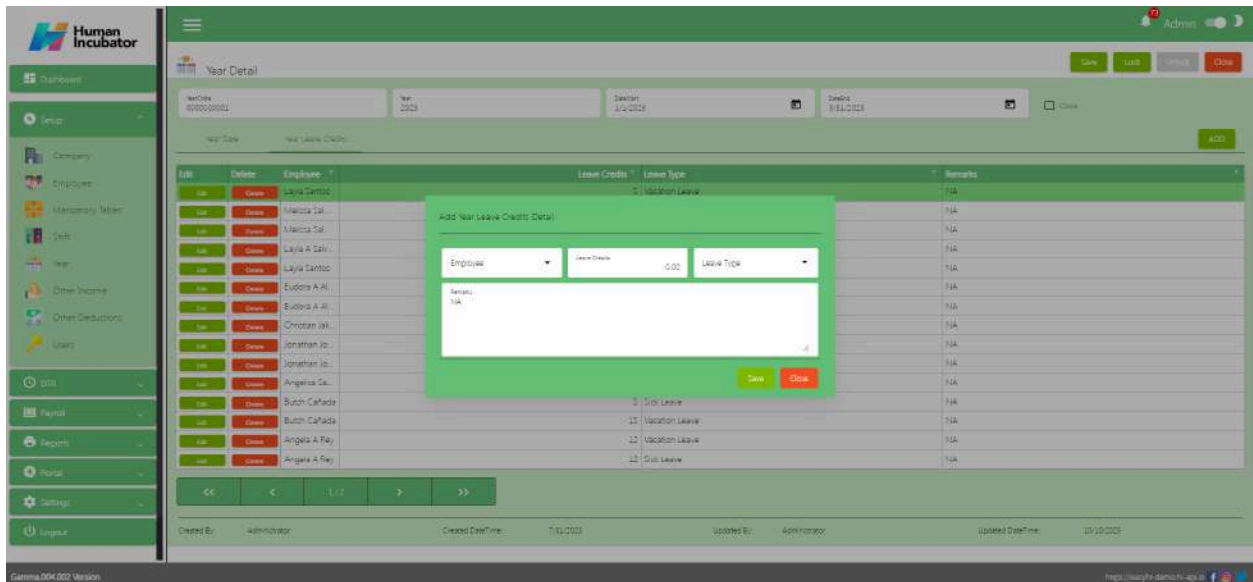
## Year Date

- In **Year Date** tab the user can **Add** all the regular holiday in that particular year
  - Click **Add** button
  - Select Date
  - Select Date Type
  - Select Branch
  - Input remarks
  - Click **Save** button to **Add** in table



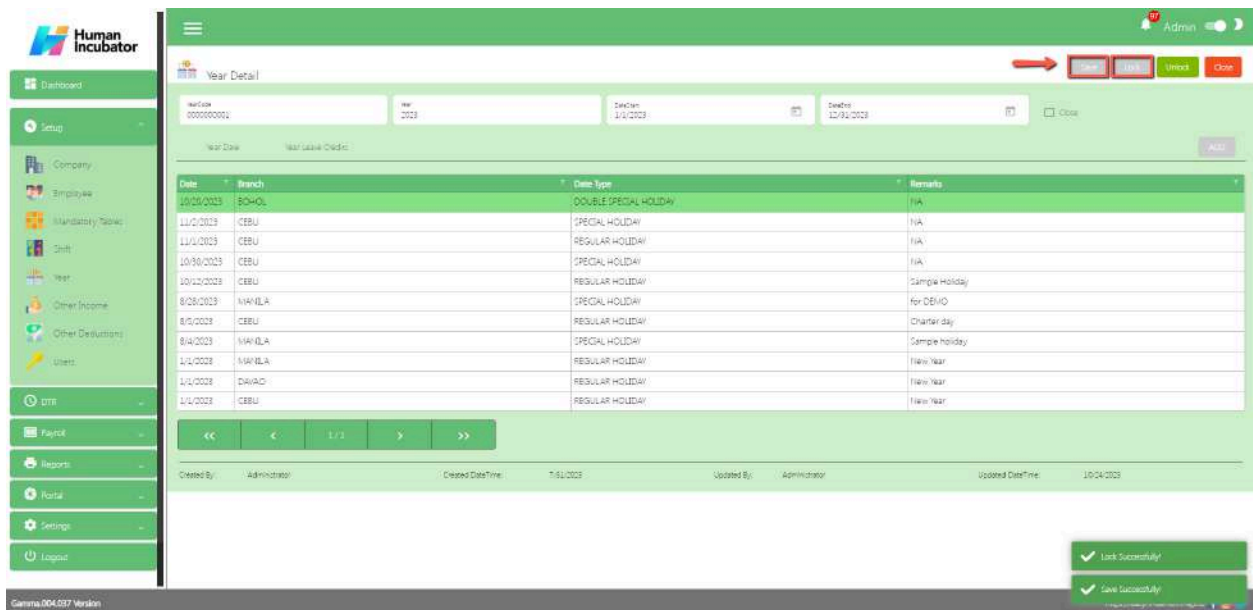
## Year Leave Credits

- In **Year Leave Credits** tab the user can add the leave credits per employee
  - Click **Add** button
  - Select Employee, Input leave credits and Select Leave Type
  - Remarks
  - Click Save button to **Add** in table



## Save/Lock

- Make sure to save/lock the record so that in every transaction the Year details will show.



## Other Income

### Overview

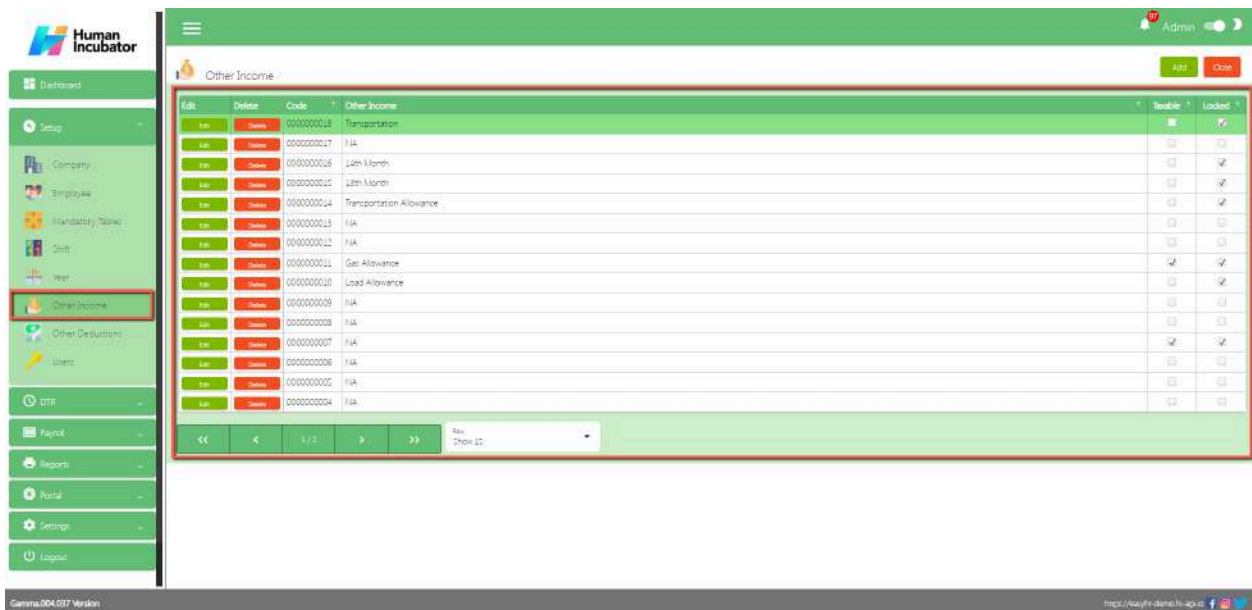
- Other Income setup is used for Making other income just like allowances of the company and also can add if Taxable or Non-taxable

### Other Income List

- Shows all list of Other Income

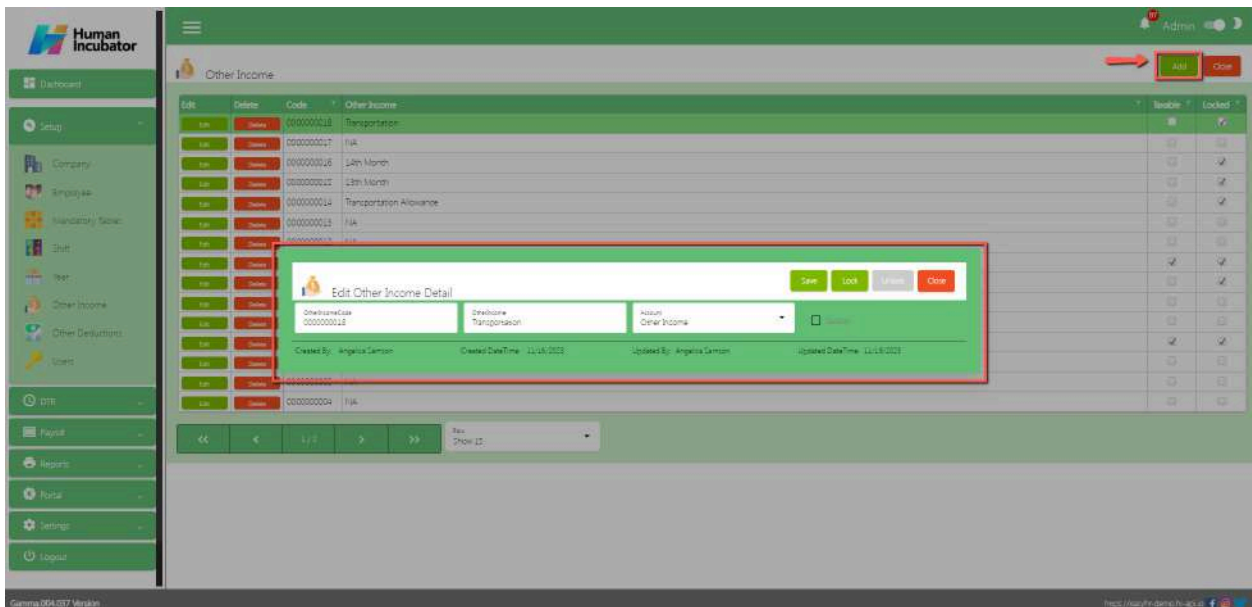
### Table Column

- Edit: This has the function to edit the Other Income
- Delete: This has the function to Delete the Other Income
- Other Income: Name of the Other Income
- Taxable: Check if the Other Income is taxable, uncheck if not
- Locked: If locked you can now select this type of other income



### Other Income Detail

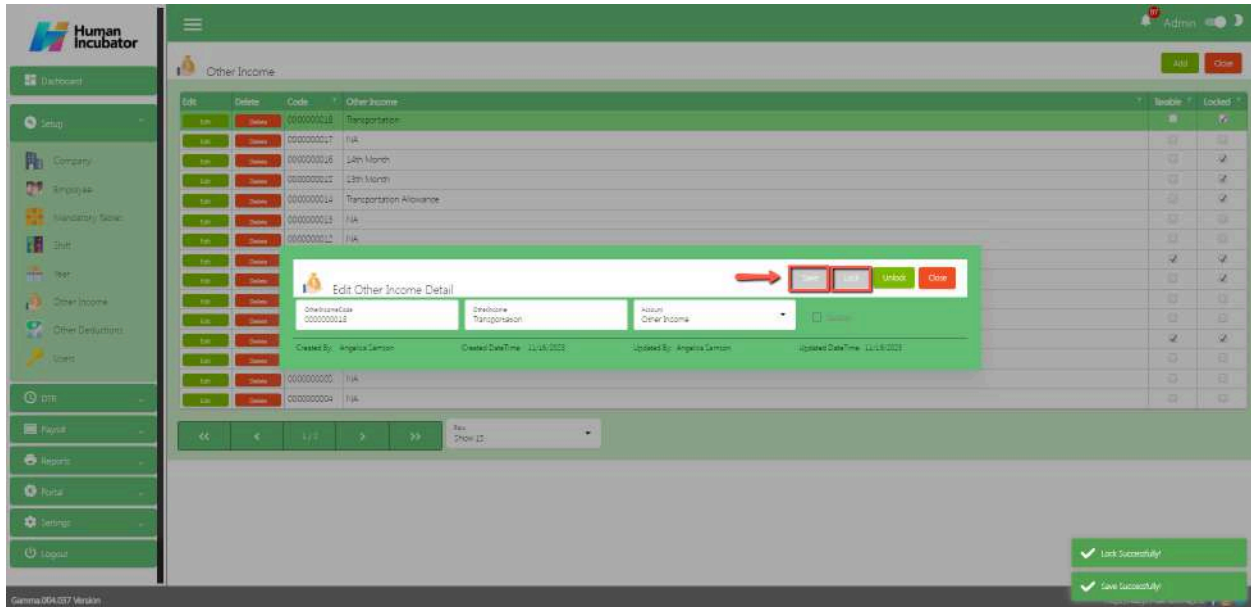
- **Assumption:** To **Add** a new other income, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Other Income detail like:
  - Input Other Income name
  - Select Other Income account
  - Check the **Check Box** if taxable or non-taxable



### Save/Lock

- Make sure to save/lock the record so that in every transaction

the Other Income will show.



## Other Deductions

### Overview

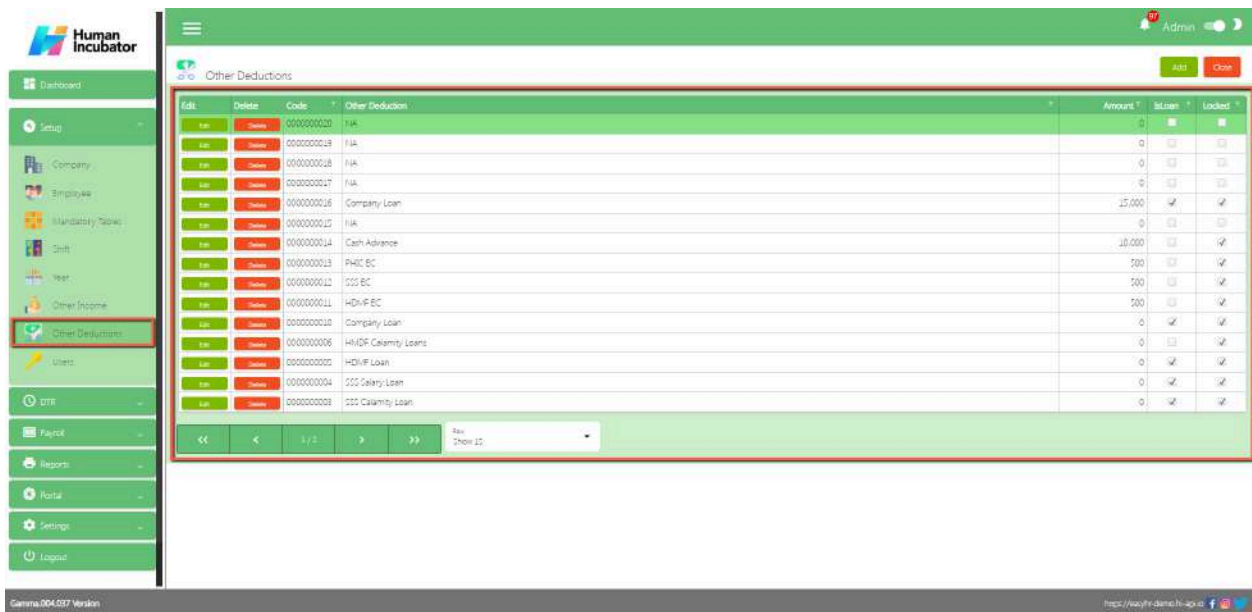
- Other Deductions setup is used for making other deductions just like Salary loans and all loans in company.

### Other Deductions List

- Shows all list of Other Deductions

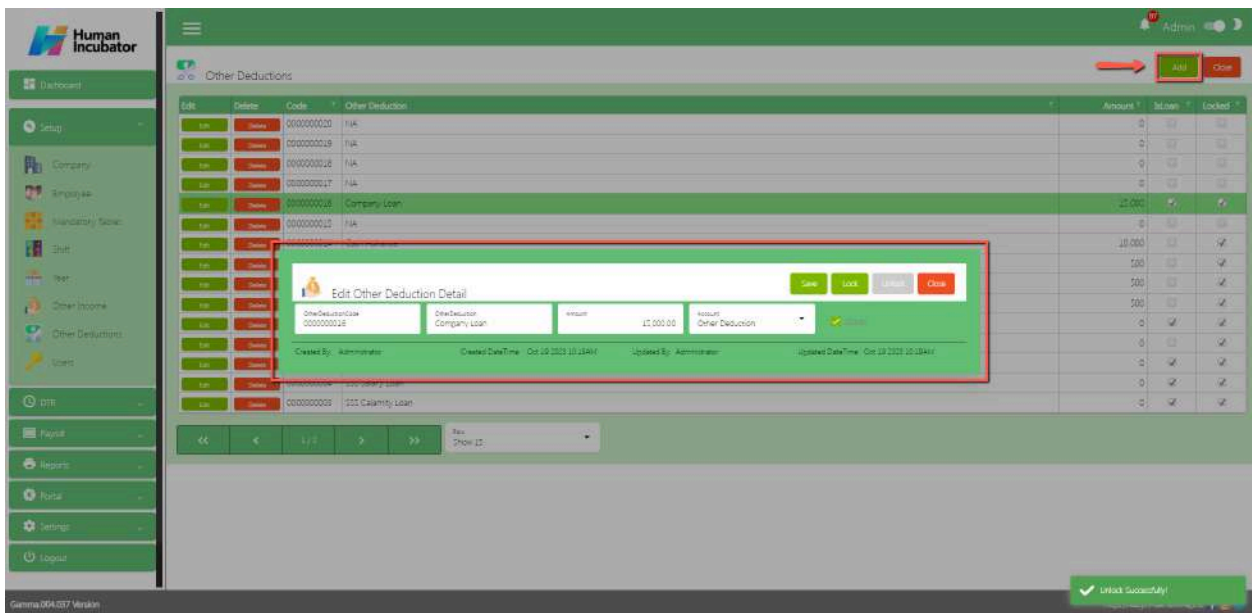
### Other Deductions

- Edit: This has the function to edit the Other Deductions
- Delete: This has the function to Delete the Other Deductions
- Other Deduction: Name of the Other Deduction
- Amount: This is optional you can either put and amount or not
- IsLoan: Check if this Other Deduction is a Loan Type
- Locked: If locked you can now select this type of Other Deduction



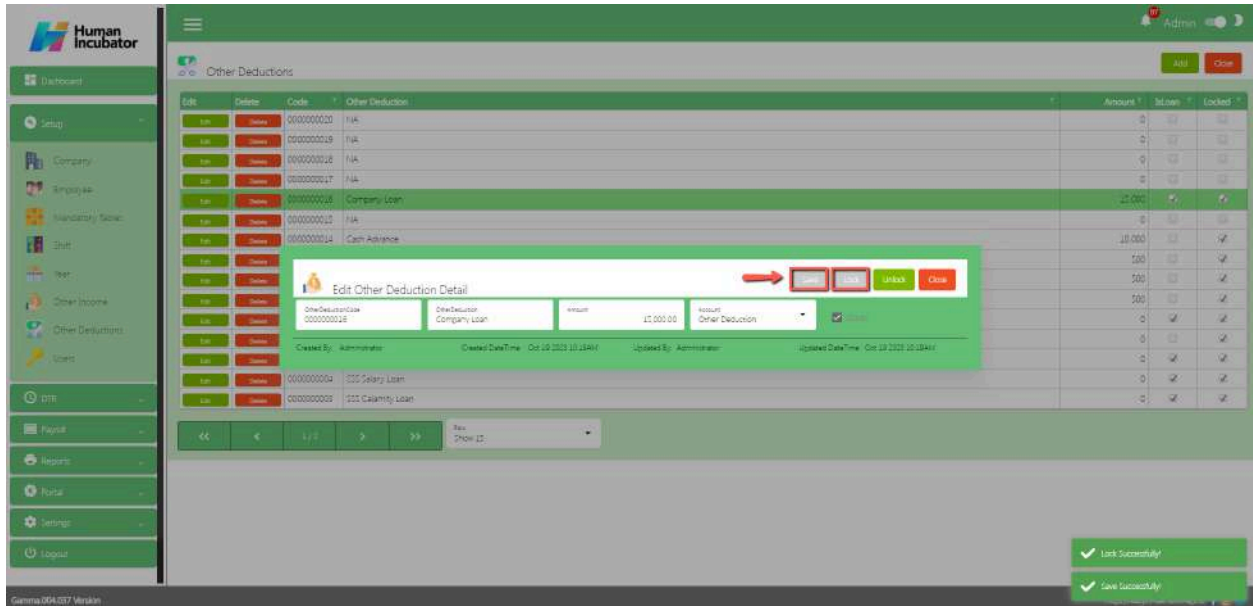
## Other Deductions Detail

- To **Add** a new other deductions, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Other Deductions detail like:
  - Input Other Deductions name
  - Input Amount *Note: Input amount is optional*
  - Select Other Deductions account
  - Check the **Check Box** if **IsLoan**



## Save/Lock

- Make sure to save/lock the record so that in every transaction the Other Deductions will show. (Note: There should be at least 1 other deduction that is locked so that you can add a loan)



## Users

### Overview

- Users setup is used for making the credentials of employees, user rights and also can upload more users.

### User list

- Shows all list of Users

### Table Column

- Edit: This has the function to edit the User
- FullName: Fullname of the user
- Username: Username of the user
- Created By: Fullname of the login user who created the user
- Created Date: Creation date of the user
- Updated By: Fullname of the login user who updated the user
- Updated Date: Updated date of the user

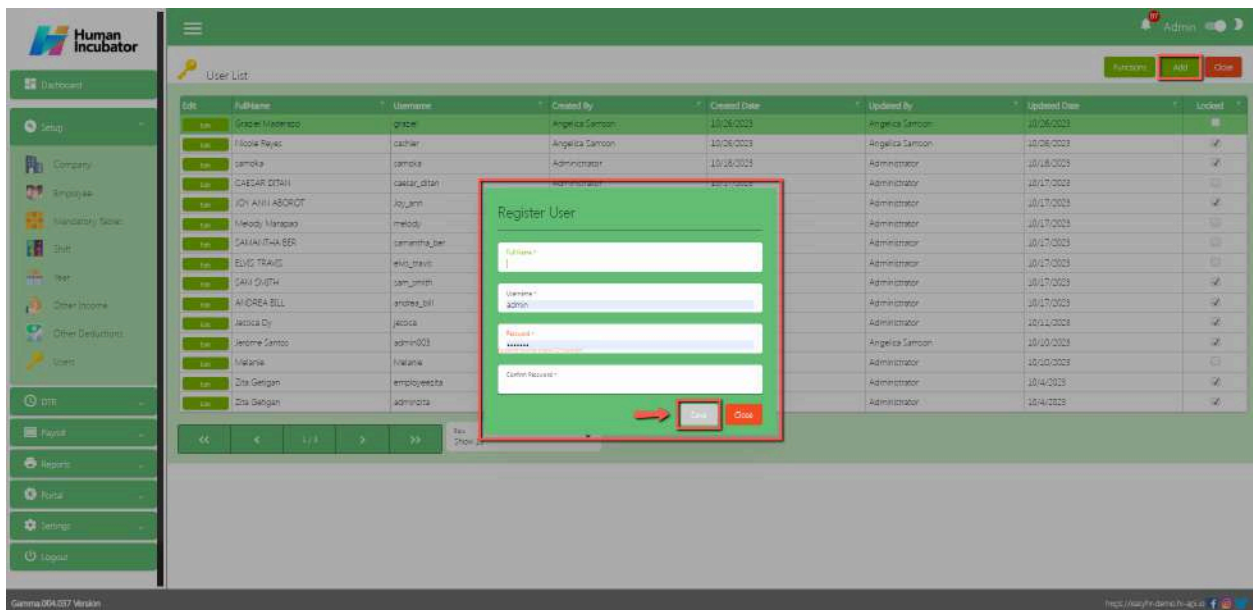


- Locked: If it is already locked you can now login the account.

Edit	Full Name	Username	Created By	Created Date	Updated By	Updated Date	Locked
<input type="checkbox"/>	Graciela Maderazo	gracie	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	<input type="checkbox"/>
<input type="checkbox"/>	Nicola Rayas	cachar	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Samota	samota	Administrator	10/18/2023	Administrator	10/18/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CAESAR DETHI	caesar_dethi	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	JON ANRI ABOROF	Jon_ani	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Melody Mirapao	melody	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	SALAHITIA BER	sarahitia_ber	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	ELUC TRAVIS	eluc_travis	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	SAKI DETHI	sakimdn	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ANDREA BILL	andrea_bill	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	Jessica Dy	jessica	Angelica Samson	10/10/2023	Administrator	10/11/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jerome Santos	admin003	Angelica Samson	10/10/2023	Angelica Samson	10/10/2023	<input type="checkbox"/>
<input type="checkbox"/>	MWania	MWania	Administrator	10/10/2023	Administrator	10/10/2023	<input type="checkbox"/>
<input type="checkbox"/>	Zita Geigan	employeezita	Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Zita Geigan	adminzita	Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>

## Register User

- To **Add** a new user, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Register User like:
  - Input Full Name
  - Input Username
  - Input Password *Note: Password must require Uppercase, Lowercase, Numbers, Special characters except (=+\_-?/{}[\ \)) and also must be at least 12 characters.*
  - Confirm Password
  - Click **Save** button to add in table

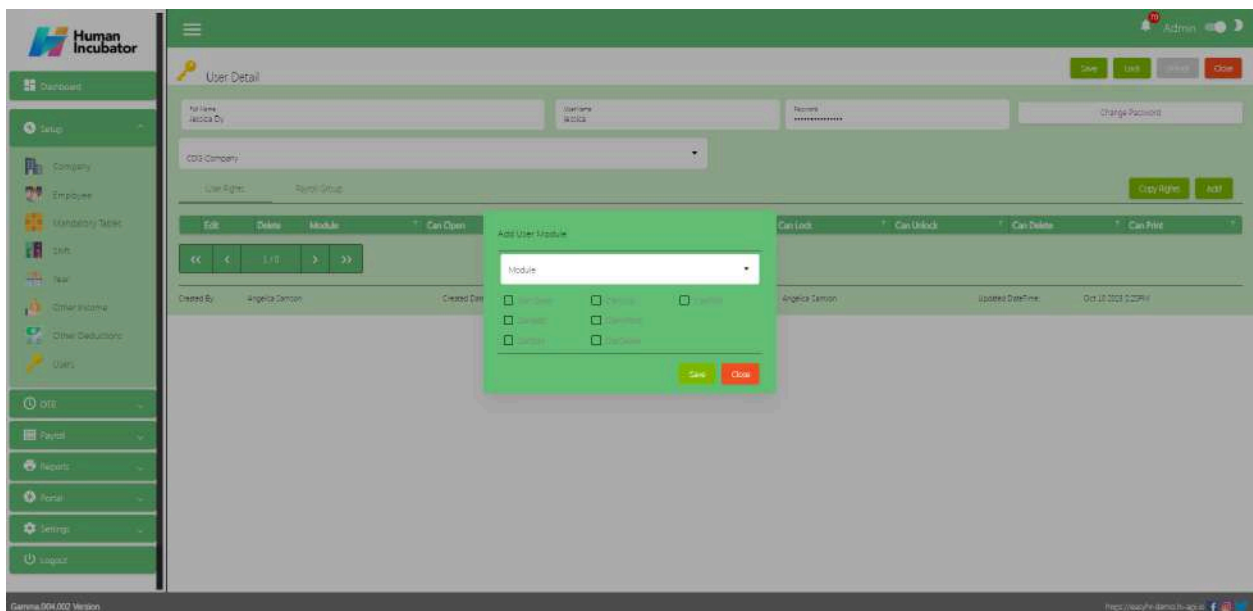


## User Detail

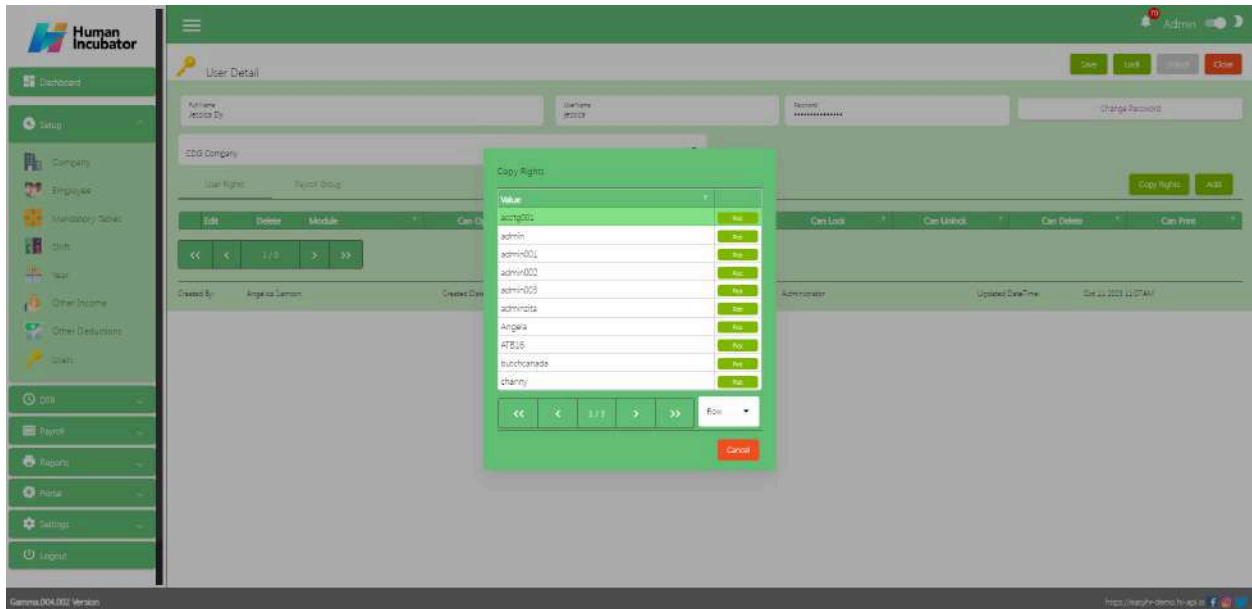
- Click **Edit** button to add the user rights of employee
- There are 2 tabs in user detail
  - User Rights and Payroll Group

## User Rights

- Click **Add** button to add the user rights what module to access
  - Select **Module**
  - Check the **Check Box**
  - Click **Save** button to add in table

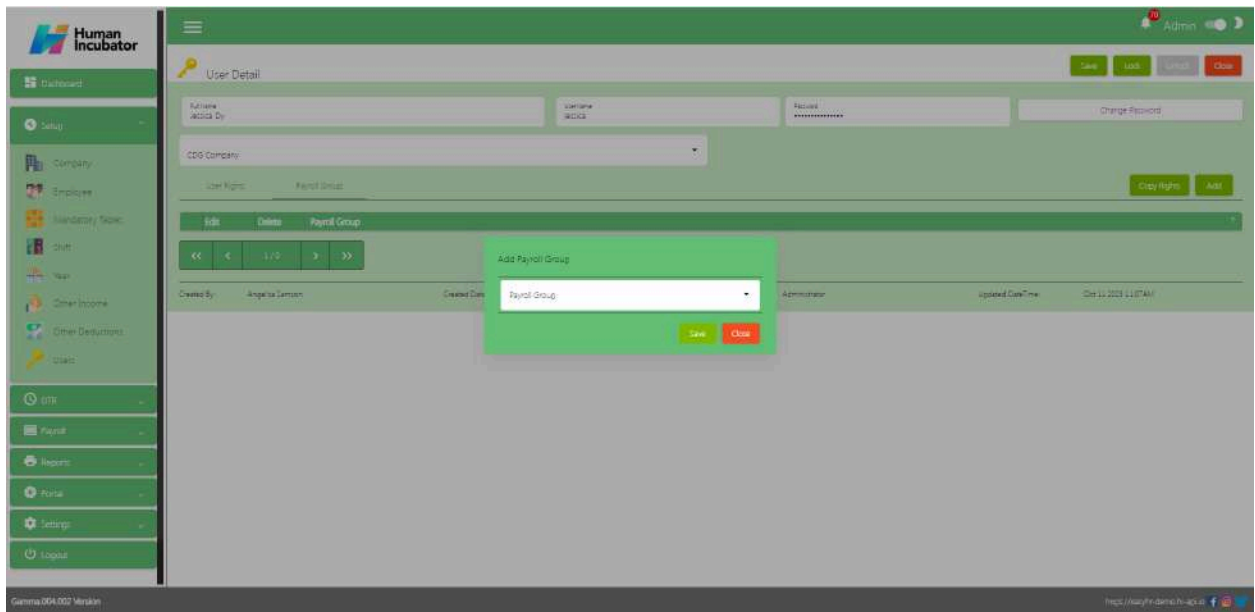


- Click **Copy Rights** button to copy the rights of employee
  - Select the User need to copy rights
  - Click **Pick** button to add in table



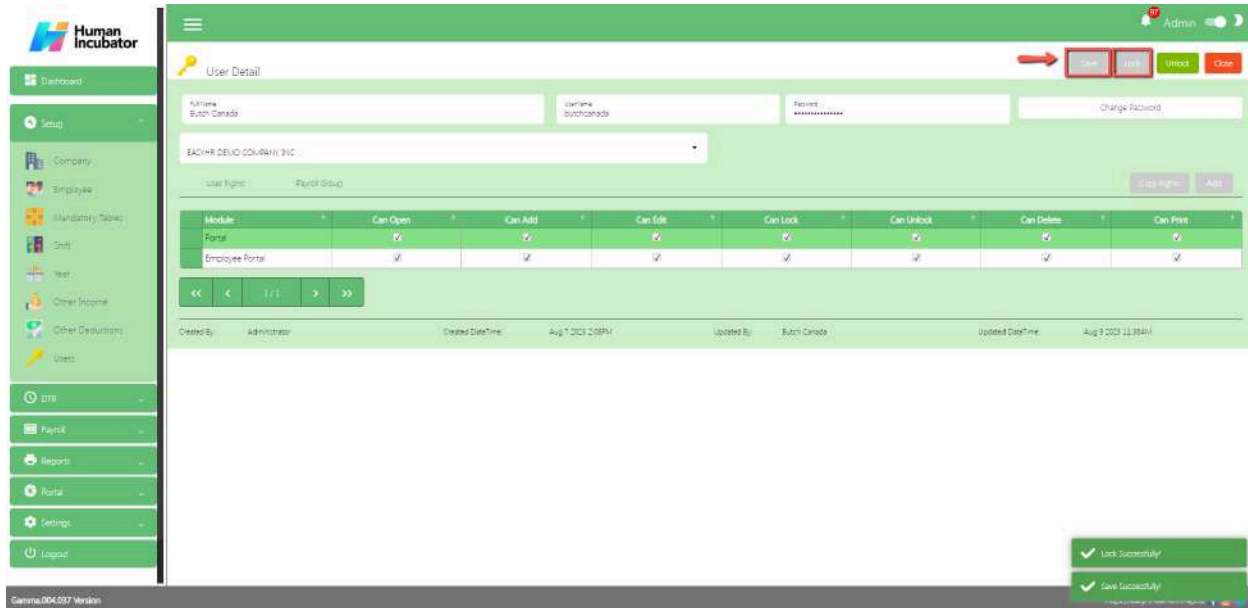
## Payroll Group

- Click **Add** button to add what payroll group to access
  - Select Payroll Group
  - Click **Save** button to add in table



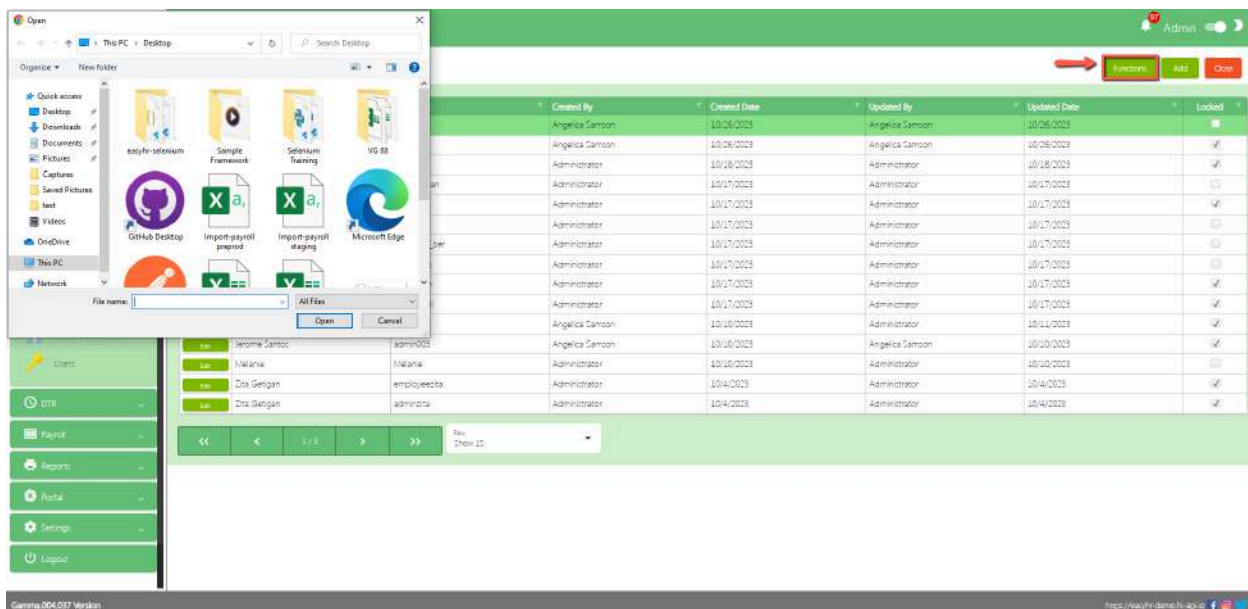
## Save/Lock

- Make sure to save/lock the record so that it can access the user every transaction.
- Click **Close** button to go back in User List



## Upload User

- To **Upload User**, click **Functions** button that can be seen on the right side of the screen
  - Click **Upload User** to select master file and click **Open**



- Select **User** and Click **Copy User Rights** button to copy the rights for the previous User
  - Uploading Master file Successfully
  - File uploaded add to table

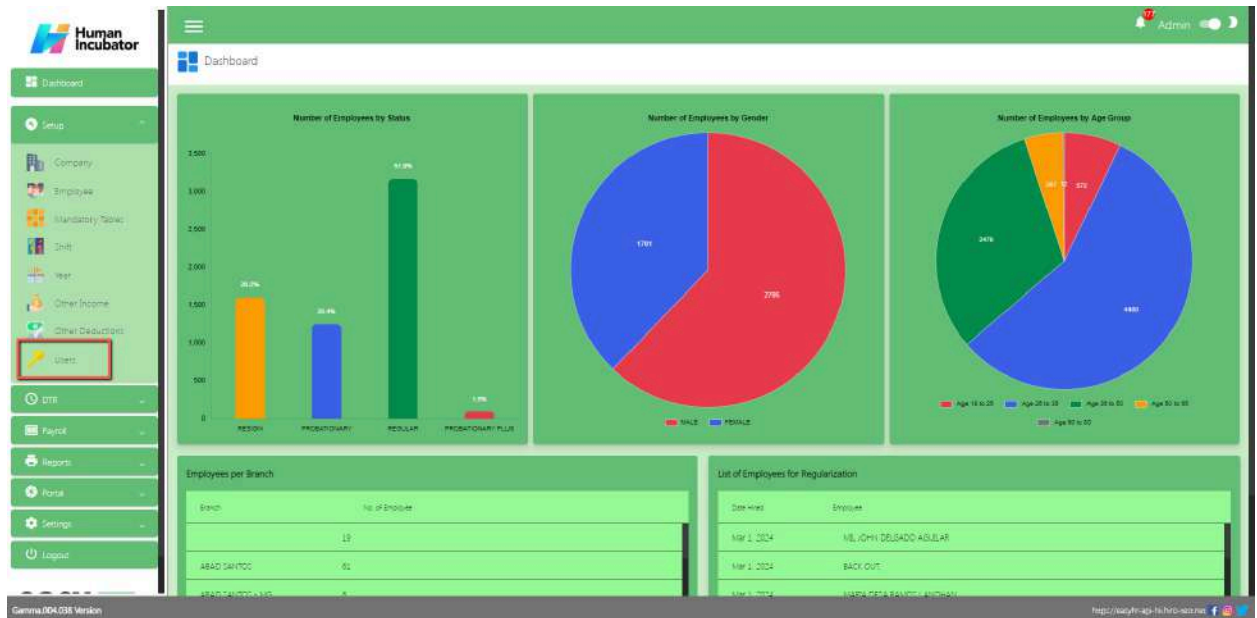
The screenshot shows the 'User List' interface in the Human Incubator system. A table lists users with columns for Edit, FullName, Username, Created By, Created Date, Updated By, Updated Date, and Locked. A modal window is open over the table, containing a search input field with the text 'user' and a 'Copy User Rights' button highlighted with a red box and arrow.

Edit	FullName	Username	Created By	Created Date	Updated By	Updated Date	Locked
	Graci Madsopo	graci	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	
	Floka Rayic	cashier	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	
	Sampka	sampka	Administrator	10/18/2024	Administrator	10/18/2024	
	CASAR DDAH	casar_dah	Administrator	10/17/2023	Administrator	10/17/2023	
	JON ANRI ABOROT	jon_arn	Administrator	10/17/2023	Administrator	10/17/2023	
	Melody Manapo	melody	Administrator	10/17/2023	Administrator	10/17/2023	
	SALAUJATA EER	salmata_eer	Administrator	10/17/2023	Administrator	10/17/2023	
	EDIG TRANG	edig_trang	Administrator	10/17/2023	Administrator	10/17/2023	
	SAKI QUTTA	saki_qutta	Administrator	10/17/2023	Administrator	10/17/2023	
	ANDREA BILL	andrea_bill	Administrator	10/17/2023	Administrator	10/17/2023	
	Rejica Dy	rejica	Administrator	10/11/2024	Administrator	10/11/2024	
	Jerome Santos	adm-003	Administrator	10/10/2023	Angelica Samson	10/10/2023	
	Melania	Melania	Administrator	10/10/2023	Administrator	10/10/2023	
	Zita Gerigan	employeezta	Administrator	10/4/2023	Administrator	10/4/2023	
	Zita Gahgan	admzita	Administrator	10/4/2023	Administrator	10/4/2023	

# Rostering

## Steps

1. In the Setup module click Users



2. Edit User

The screenshot shows the 'User List' page in the Human Incubator system. The table below lists the users in the system.

Edit	FullName	Username	Created By	Created Date	Updated By	Updated Date	Locked
	Jayne Ugin	jayne	Administrator	6/20/2024	Administrator	6/20/2024	<input checked="" type="checkbox"/>
	Kirt Ian Dava Camia	ikirtian	Administrator	6/20/2024	Administrator	6/20/2024	<input checked="" type="checkbox"/>
	Christian Jale Albor	Chranny	Administrator	6/20/2024	Administrator	6/20/2024	<input checked="" type="checkbox"/>
	H2 Accounting	hiaccounting	Administrator	1/28/2024	Administrator	1/28/2024	<input checked="" type="checkbox"/>
	Melanie Canete	lame2	Administrator	10/13/2023	Administrator	10/13/2023	<input checked="" type="checkbox"/>
	JAI KICHAN CHATTALJE	JaiKichanChattani	Administrator	6/23/2022	Administrator	6/23/2022	<input checked="" type="checkbox"/>
	JAI KICHAN CHATTALJE	jai	Administrator	6/23/2022	Administrator	6/23/2022	<input checked="" type="checkbox"/>
	Mary Jane Sampson	jane	Administrator	6/1/2022	Administrator	9/11/2023	<input checked="" type="checkbox"/>
	Melanie Canete	melanie	Administrator	6/1/2022	Administrator	9/11/2023	<input checked="" type="checkbox"/>
	Mary Jane Sampson	jane	Administrator	6/1/2022	Administrator	10/13/2023	<input checked="" type="checkbox"/>
	PORTAL	bevanj01	Administrator	7/8/2021	Administrator	7/8/2021	<input checked="" type="checkbox"/>
	Administrator	admin	Administrator	7/26/2020	Administrator	8/2/2024	<input checked="" type="checkbox"/>

### 3. Go to the User Rights Tab

The screenshot shows the 'User Detail' page for 'Admin Administrator'. The 'User Rights' tab is selected, displaying a table of permissions for the user. The 'Add' button is highlighted with a red box.

Module	Can Open	Can Add	Can Edit	Can Lock	Can Unlock	Can Delete	Can Print	Can View
Official Business Report	✓	✓	✓	✓	✓	✓	✓	
Geotragging Report	✓	✓	✓	✓	✓	✓	✓	
DTR Image Report	✓	✓	✓	✓	✓	✓	✓	
Tax Exemption	✓	✓	✓	✓	✓	✓	✓	
Payroll Reports	✓	✓	✓	✓	✓	✓	✓	
Demographic Reports	✓	✓	✓	✓	✓	✓	✓	✓
Mandatory Reports	✓	✓	✓	✓	✓	✓	✓	
Security	✓	✓	✓	✓	✓	✓	✓	
Settings	✓	✓	✓	✓	✓	✓	✓	
Payroll	✓	✓	✓	✓	✓	✓	✓	
Setup	✓	✓	✓	✓	✓	✓	✓	
Portal	✓	✓	✓	✓	✓	✓	✓	
Overtime Application De.	✓	✓	✓	✓	✓	✓	✓	
Overtime Application List	✓	✓	✓	✓	✓	✓	✓	
Reports	✓	✓	✓	✓	✓	✓	✓	

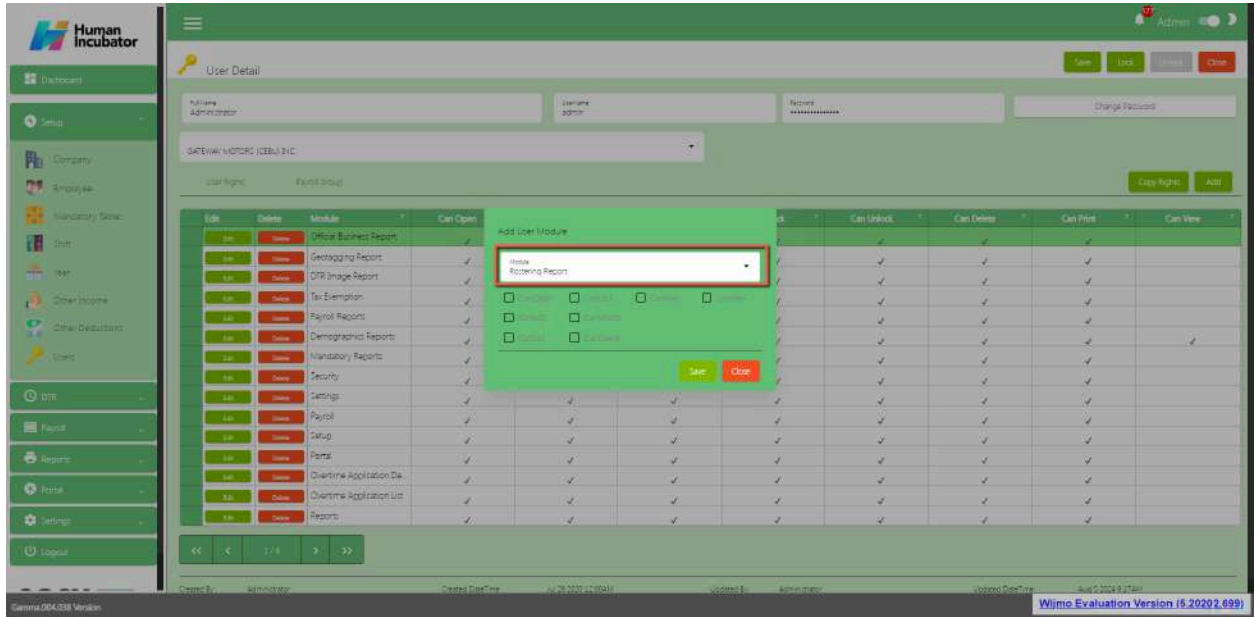
### 4. Click Add

The screenshot shows the 'User Detail' page for 'Admin Administrator'. The 'User Rights' tab is selected, displaying a table of permissions for the user. The 'Add' button is highlighted with a red box.

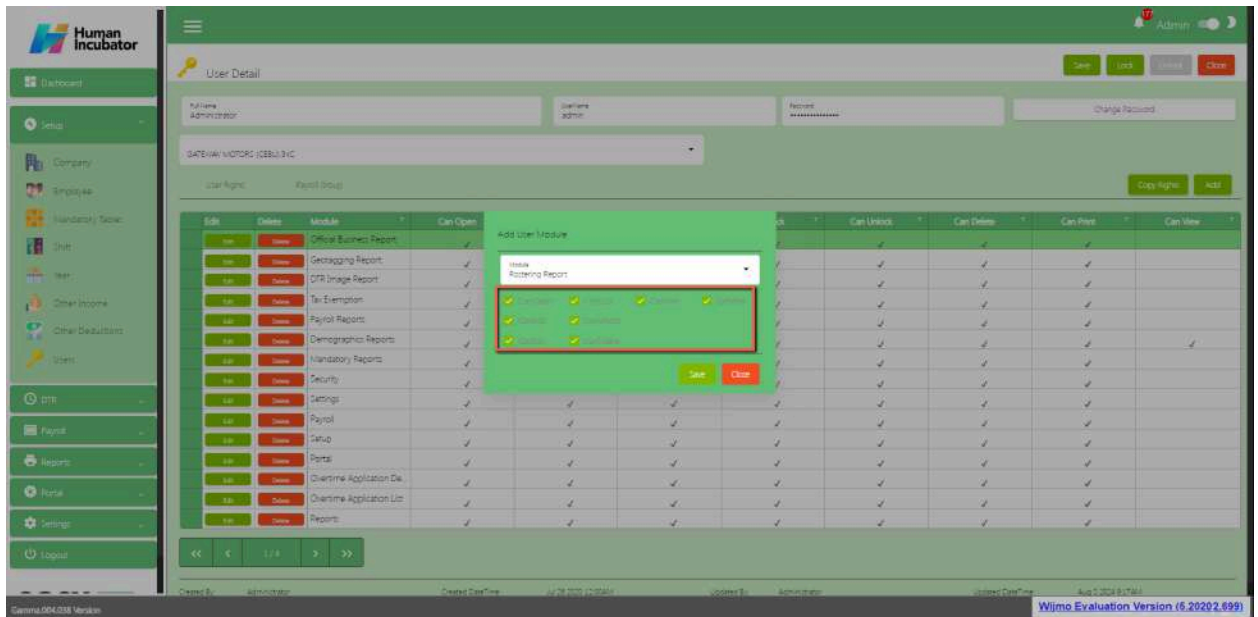
Module	Can Open	Can Add	Can Edit	Can Lock	Can Unlock	Can Delete	Can Print	Can View
Official Business Report	✓	✓	✓	✓	✓	✓	✓	
Geotragging Report	✓	✓	✓	✓	✓	✓	✓	
DTR Image Report	✓	✓	✓	✓	✓	✓	✓	
Tax Exemption	✓	✓	✓	✓	✓	✓	✓	
Payroll Reports	✓	✓	✓	✓	✓	✓	✓	
Demographic Reports	✓	✓	✓	✓	✓	✓	✓	✓
Mandatory Reports	✓	✓	✓	✓	✓	✓	✓	
Security	✓	✓	✓	✓	✓	✓	✓	
Settings	✓	✓	✓	✓	✓	✓	✓	
Payroll	✓	✓	✓	✓	✓	✓	✓	
Setup	✓	✓	✓	✓	✓	✓	✓	
Portal	✓	✓	✓	✓	✓	✓	✓	
Overtime Application De.	✓	✓	✓	✓	✓	✓	✓	
Overtime Application List	✓	✓	✓	✓	✓	✓	✓	
Reports	✓	✓	✓	✓	✓	✓	✓	



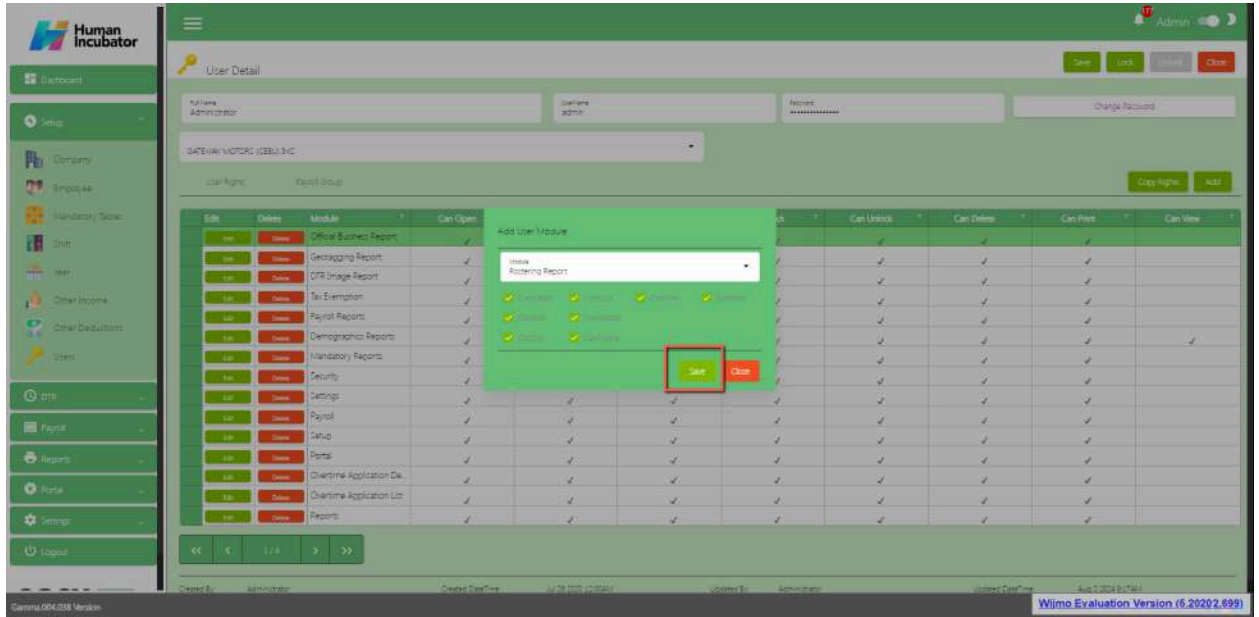
5. Select Rostering Report



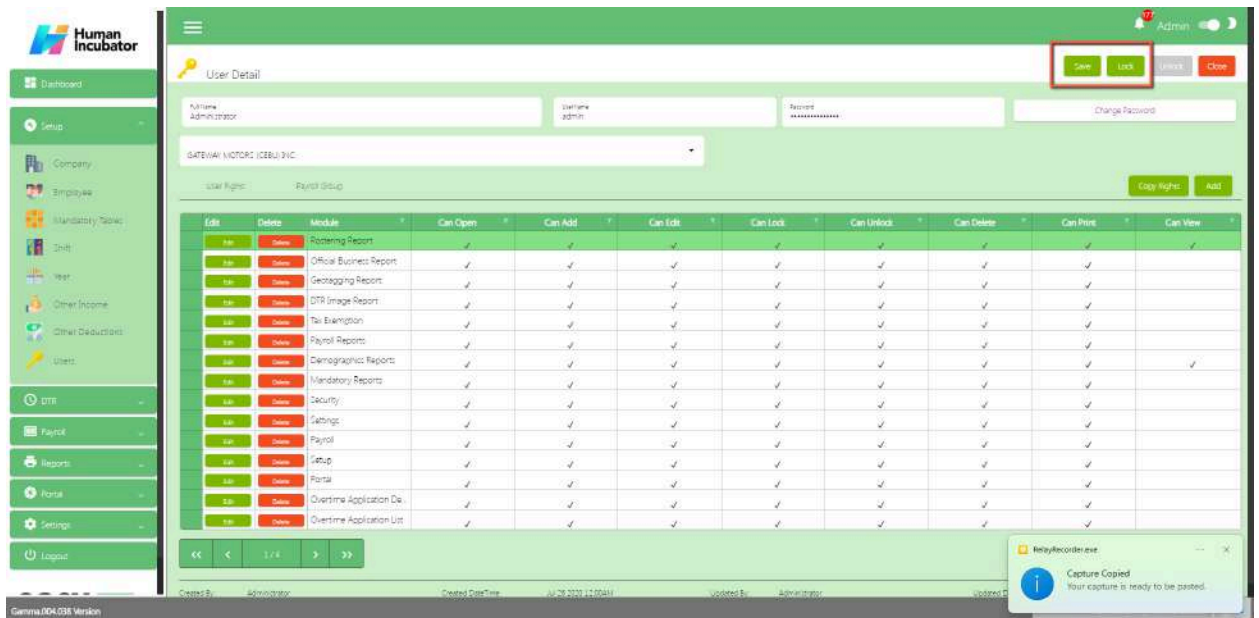
6. Click Rights Can Open, Can Add, Can Edit, Can Lock, Can Lock, Can Unlock, Can Print and Can View



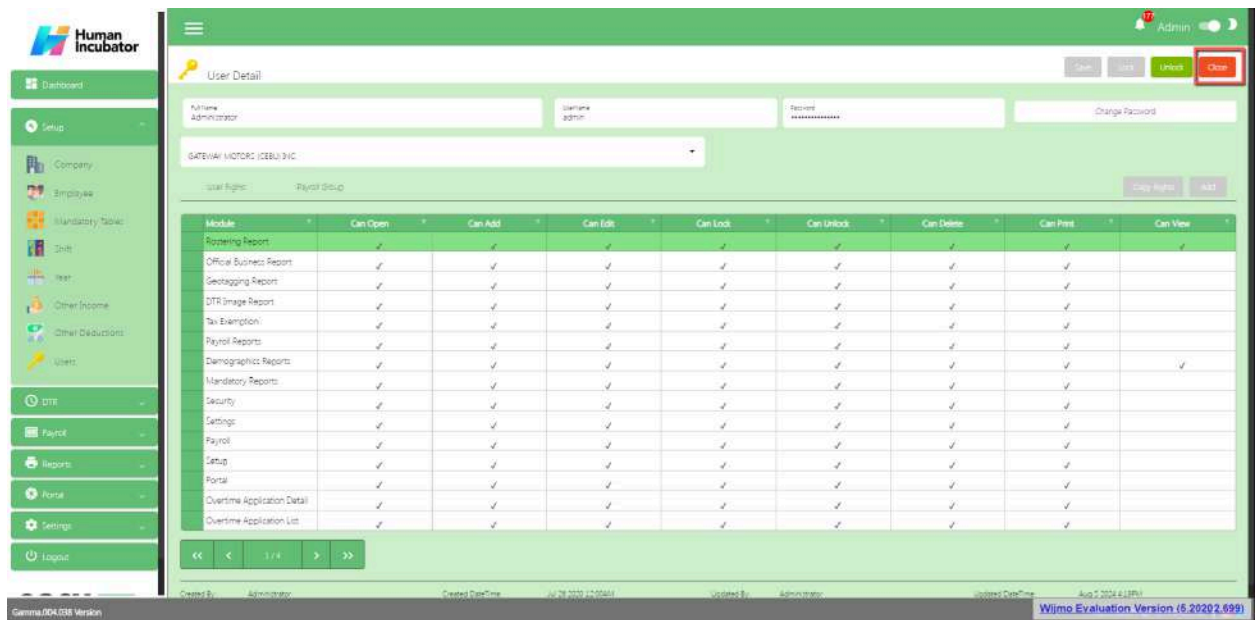
7. Click Save



8. Click Save and Lock



## 9. Click Close



The screenshot shows the 'User Detail' page for 'Admin Administrator' in the Human Incubator system. The user is associated with the company 'GATEWAY MOTORS (CEBU) INC.' and the payroll group 'Payroll Group'. A table lists permissions for various modules, with columns for 'Can Open', 'Can Add', 'Can Edit', 'Can Lock', 'Can Unlock', 'Can Delete', 'Can Print', and 'Can View'. The 'Can View' column has a checkmark for 'Mandatory Reports'.

Module	Can Open	Can Add	Can Edit	Can Lock	Can Unlock	Can Delete	Can Print	Can View
Rottering Report	✓	✓	✓	✓	✓	✓	✓	✓
Official Business Report	✓	✓	✓	✓	✓	✓	✓	
Geotagging Report	✓	✓	✓	✓	✓	✓	✓	
DTR Image Report	✓	✓	✓	✓	✓	✓	✓	
Tax Exemption	✓	✓	✓	✓	✓	✓	✓	
Payroll Reports	✓	✓	✓	✓	✓	✓	✓	
Demographics Reports	✓	✓	✓	✓	✓	✓	✓	✓
Mandatory Reports	✓	✓	✓	✓	✓	✓	✓	
Security	✓	✓	✓	✓	✓	✓	✓	
Settings	✓	✓	✓	✓	✓	✓	✓	
Payroll	✓	✓	✓	✓	✓	✓	✓	
Setup	✓	✓	✓	✓	✓	✓	✓	
Portal	✓	✓	✓	✓	✓	✓	✓	
Overtime Application Detail	✓	✓	✓	✓	✓	✓	✓	
Overtime Application List	✓	✓	✓	✓	✓	✓	✓	

# Section V: DTR

## Change Shift

### Overview

- Change shift is used for setup a start date and end date per cut-off and also the user can approve if the employee filed a change shift
- The user file change shift in employee portal it is automatically seen by approver or admin

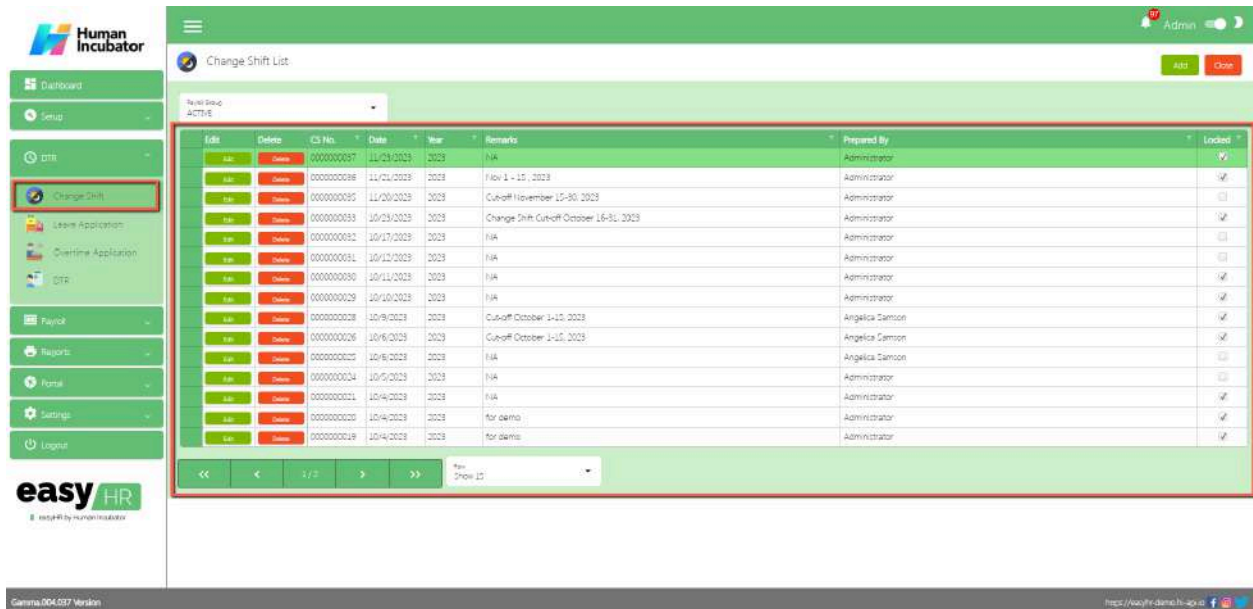
### Change shift List

- Shows all list of Change Shift setup per cut off
- Select Payroll Group

### Table Column

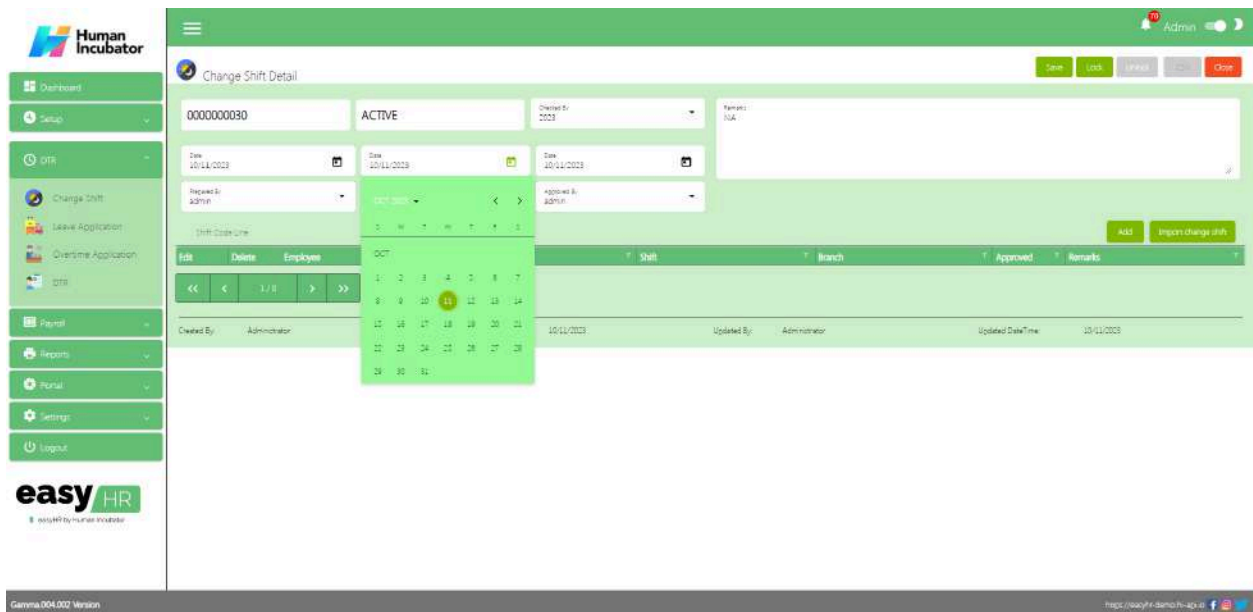
- Edit: This has a function to edit the Change Shift
- Delete: This has a function to Delete the Change Shift (**Note: You will not be able to delete the Change Shift if it has still a Change Shift lines or the DTR connected is already locked**)

- CS No.: This for the Change Shift number (**Note: It will automatically generate according to the sequence of the added Change Shift**)
- Date: Date of the Change Shift created
- Year: This is for the Year
- Remarks: You can input any remarks
- Prepared By: This is for the name of the login user who prepared the change shift
- Locked: If the change shift is locked you can select it for the DTR



## Change Shift Detail

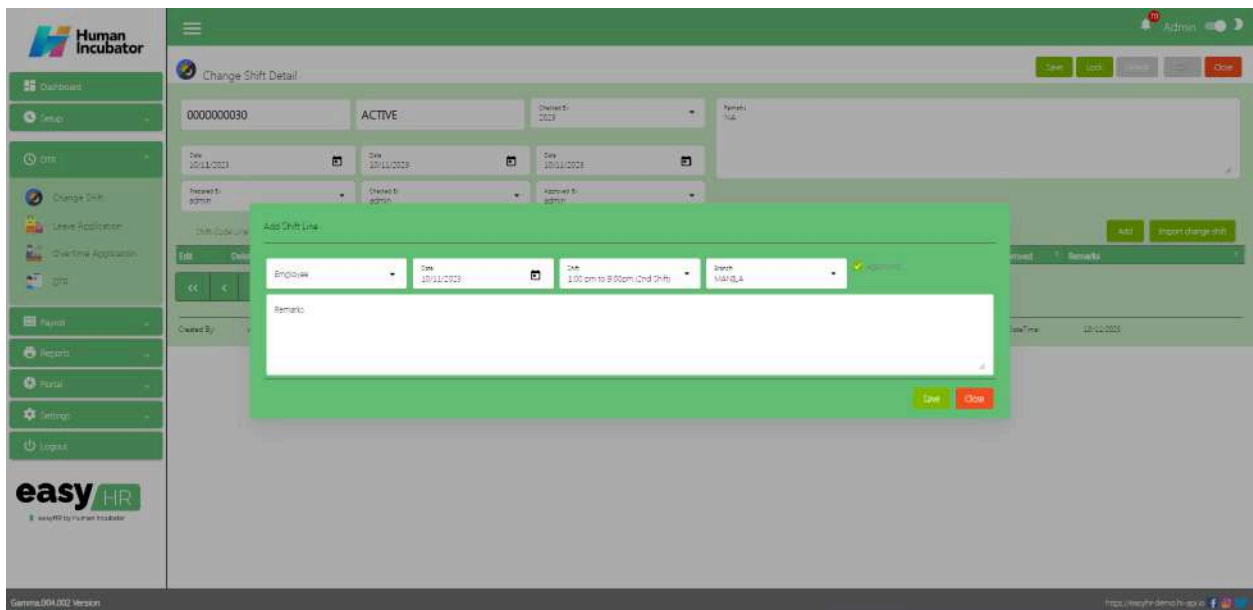
- To **Add** a new change shift detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Change Shift detail like:
  - Select Date Start
  - Select Date End
  - Input Remarks
  - Select Prepared By
  - Select Check By
  - Select Approved By



*Note: Do not Save and Lock so that this shift code seen in employee portal*

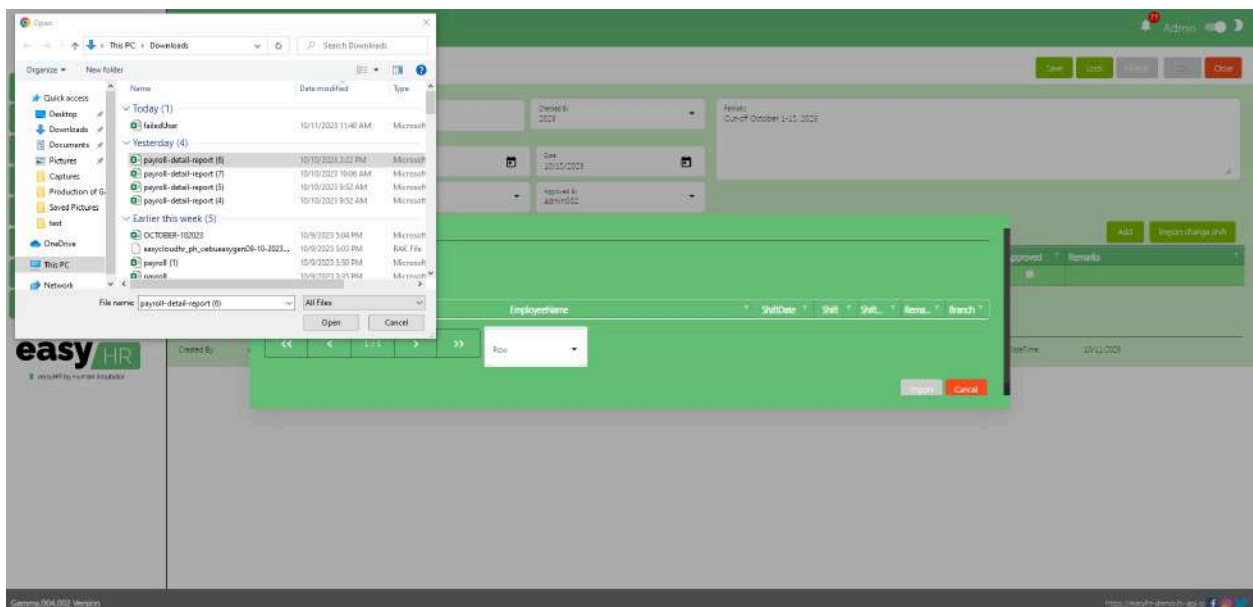
## Add Change Shift Manually

- Click **Add** button to add manually change shift of employee
- Fill all the important fields Shift line like:
  - Select Employee
  - Select Date
  - Select Shift
  - Select Branch
  - Check Approved
  - Input Remarks
  - Click **Save** button to add in table

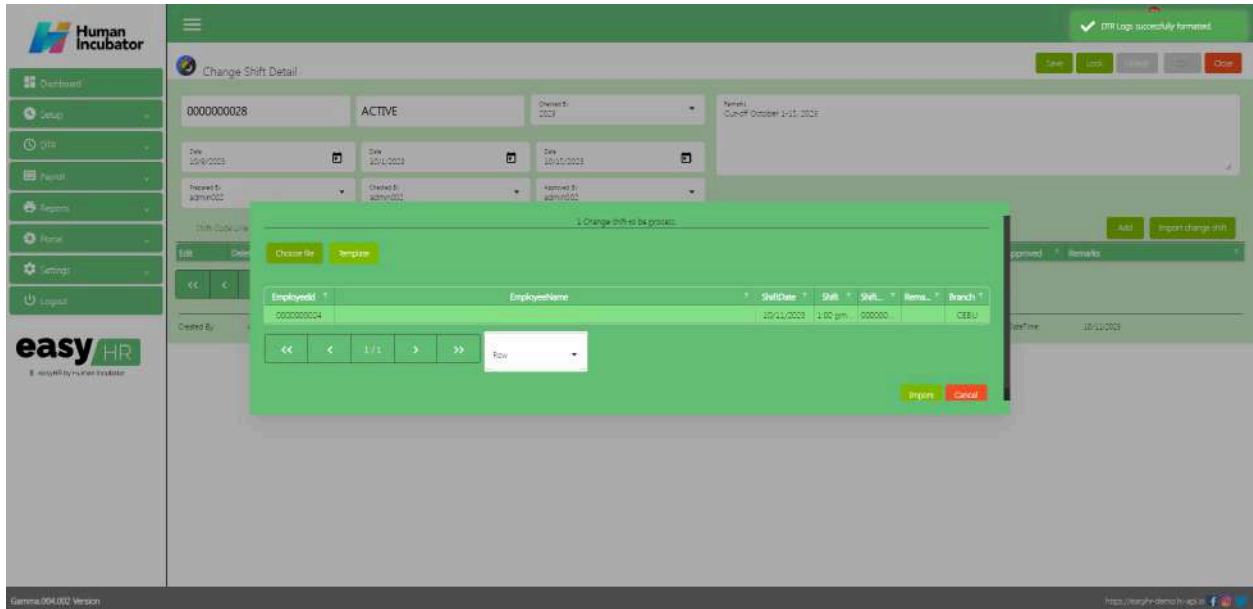


## Import Change Shift

- Click **Import Change Shift** to import the master file
  - Choose file
  - Select file
  - Click Open



- Click **Import** button to add in the shift code line

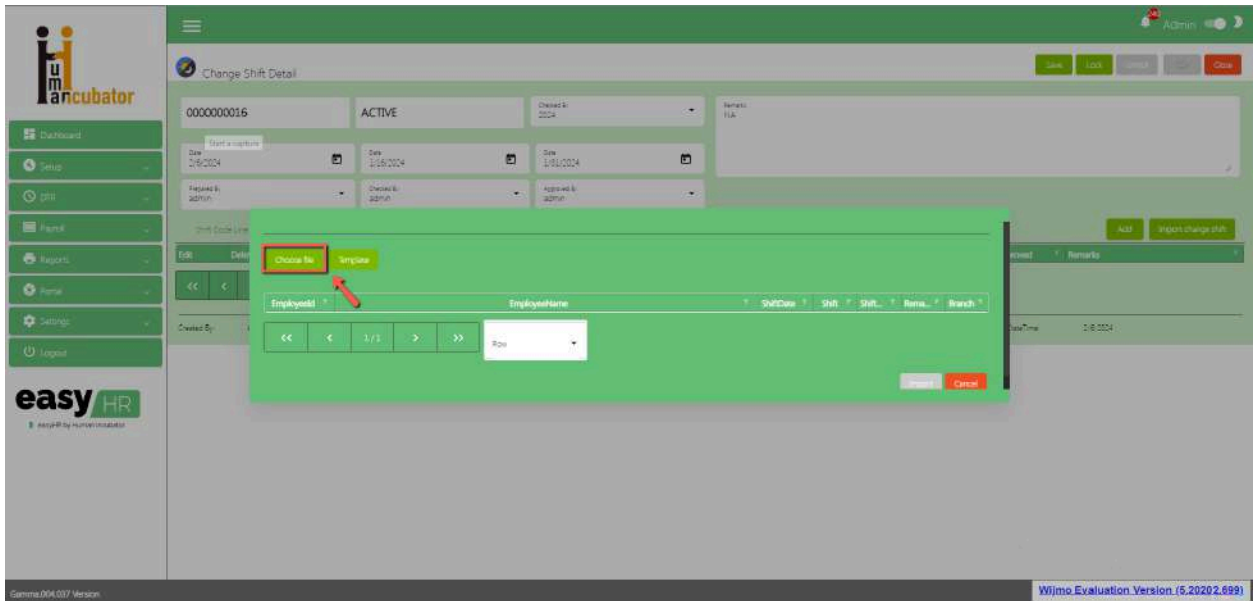


## Change Shift Error Message

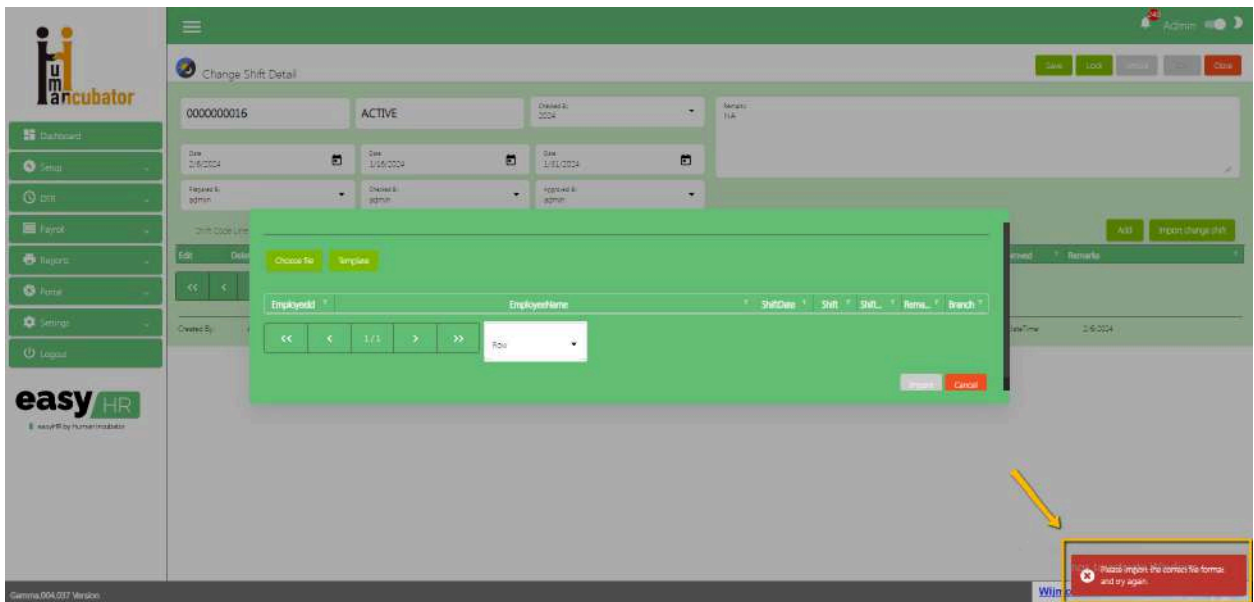
- If you import Change Shift with a wrong format an error message will pop-up (Example: Empty field in the Remarks) (**Note: do not leave the field empty, should put atleast NA in the field**)

	A	B	C	D	E	F	G	H	I
1	EmployeeId	EmployeeName	ShiftDate	ShiftCode	Shift	Branch	Remarks		
2	08201	Aliser, Christian Jake	01/16/2024	0000000002	07:00AM-5:30PM Payroll-Treasu	ABAD SANTOS			
3	08201	Aliser, Christian Jake	01/17/2024	0000000004	08:00AM-6:00PM Insurance	ABAD SANTOS			
4	21-04456	ROREBELLE BAYLON ANDRADA	01/18/2024	0000000012	9:00AM-6:00PM Cashier	BMW			
5	21-04456	ROREBELLE BAYLON ANDRADA	01/19/2024	0000000010	10:00AM-07:00PM (sm branch)	BMW			
6									

- Select File to Import



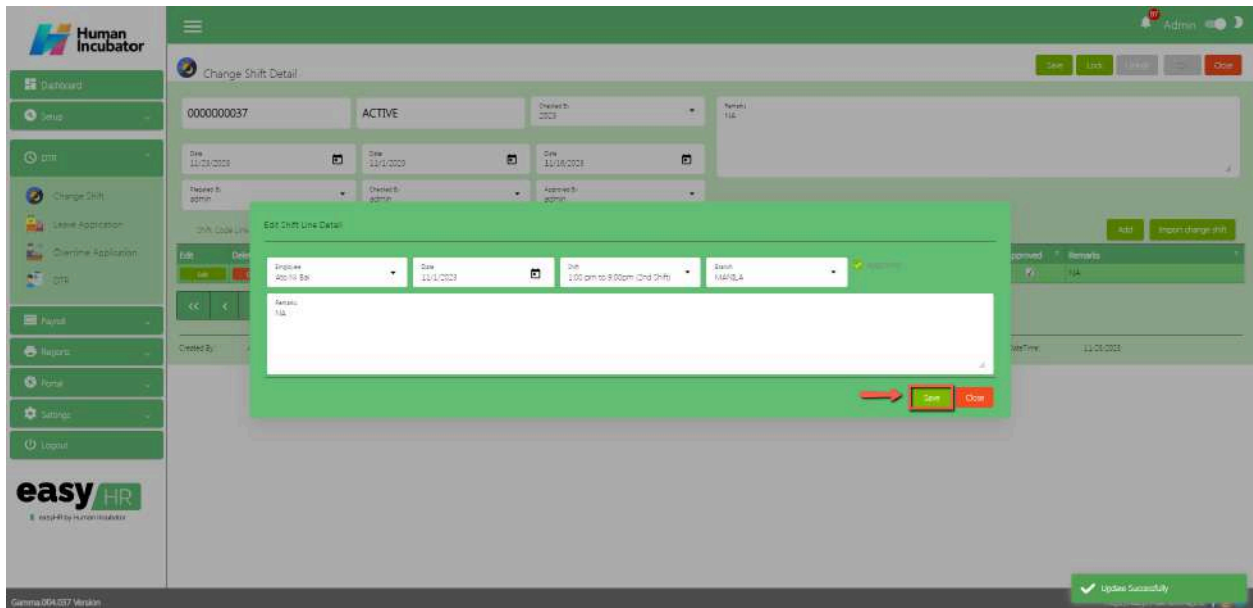
- Error Message will appear





## Approved Change Shift

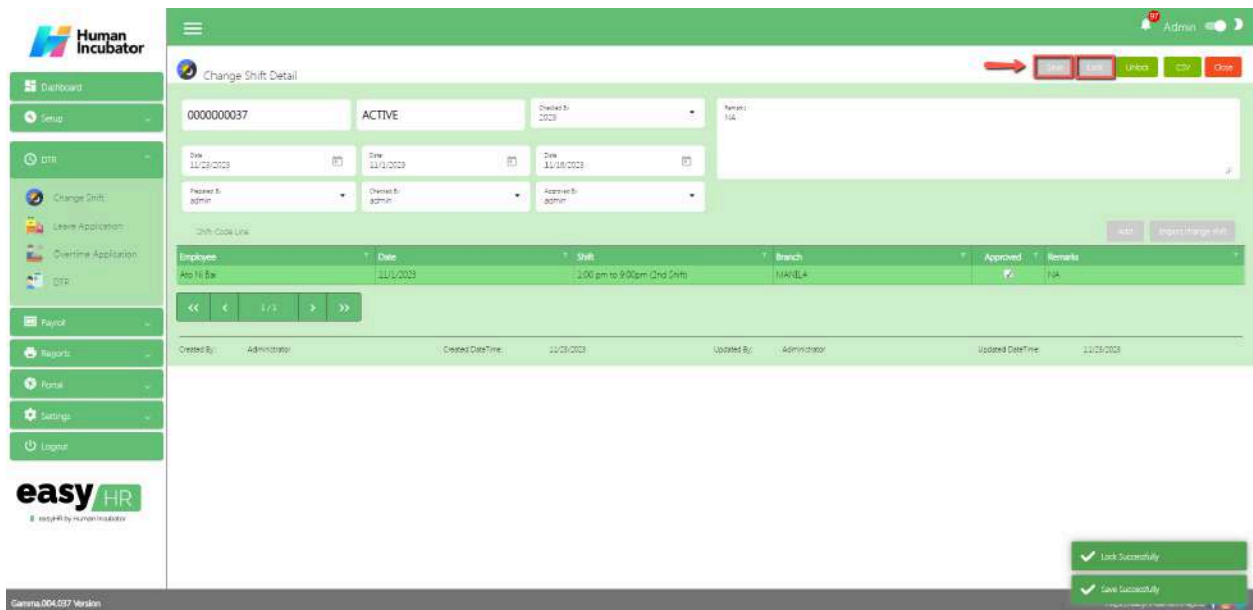
- Click **Edit** button to approve the change shift file in Employee portal
  - Check the Approved
  - Click **Save** button
  - Click **Close** button



## Save/Lock

- Make sure to save/lock so the this record read and compute in system

*Note: Do not Save and Lock unless this cut-off will not yet finish and make sure all file change shifts are approved.*



## Column Table

- Employee: Name of the Employee
- Date: Date of the applied change shift
- Shift: Name of the shift schedule
- Branch: Employees Branch
- Approved: Check if it is already approved
- Remarks: You can input any remarks

## Leave Application

### Overview

- Leave Application is used for setup a start date and end date per cut-off and also the user can approve if the employee filed a Leave Application
- The user file Leave in employee portal it is automatically seen by approver or admin

### Leave Application List

- Shows all list of Leave Application setup per cut off
- Select Payroll Group

### Column Table:

- Edit: This has a function to edit the Leave Application
- Delete: This has a function to Delete the Leave Application (**Note: You will not be able to delete the Leave Application if it has still a Leave Application lines or the DTR connected is already locked**)
- LA No. This is for the Leave Application number (**Note: It will automatically generate according to the sequence of the added Leave Application**)
- Date: Date of the Leave Application created
- Year: Year date of the Leave Application
- Remarks: You can input any remarks
- Prepared By: Fullname of the user who created the change shift
- Locked: If the Leave Application is locked you can select it for the DTR

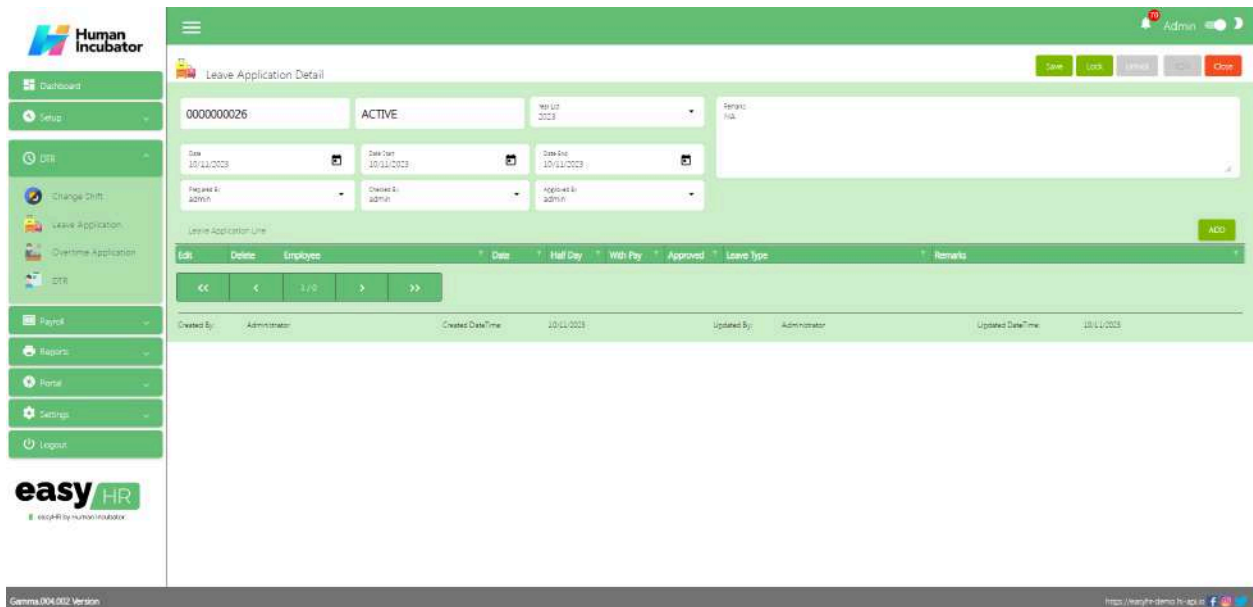
Add	Delete	LA No.	Date	Year	Remarks	Prepared By	Locked
+	-	0000000029	11/00/2023	2023	Cut-off November 15-30, 2023	Administrator	🔒
+	-	0000000028	10/28/2023	2023	Leave Application Cut-off October 18-31, 2023	Administrator	🔒
+	-	0000000027	10/23/2023	2023	NA	Administrator	🔒
+	-	0000000026	10/20/2023	2023	NA	Administrator	🔒
+	-	0000000025	10/9/2023	2023	Cut-off September 1-15, 2023	Angelica Camson	🔒
+	-	0000000024	10/6/2023	2023	Cut-off August 1-15, 2023	Angelica Camson	🔒
+	-	0000000020	10/4/2023	2023	for demo	Administrator	🔒
+	-	0000000019	10/4/2023	2023	NA	Administrator	🔒
+	-	0000000018	9/21/2023	2023	NA	Administrator	🔒
+	-	0000000011	8/9/2023	2023	for DEHQ	Beverly Culmullen	🔒
+	-	0000000002	8/9/2023	2023	August 1 to 10 2023 For demo Batch	Administrator	🔒
+	-	0000000001	8/1/2023	2023	7/16/2023 to 7/31/2023 For product demo purposes	Administrator	🔒
+	-	0000000001	8/1/2023	2023	7/1/2023 to 7/15/2023 For product demo purposes	Administrator	🔒

### Leave Application Detail

- To **Add** a new Leave Application detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Leave Application detail like:
  - Select Date Start
  - Select Date End

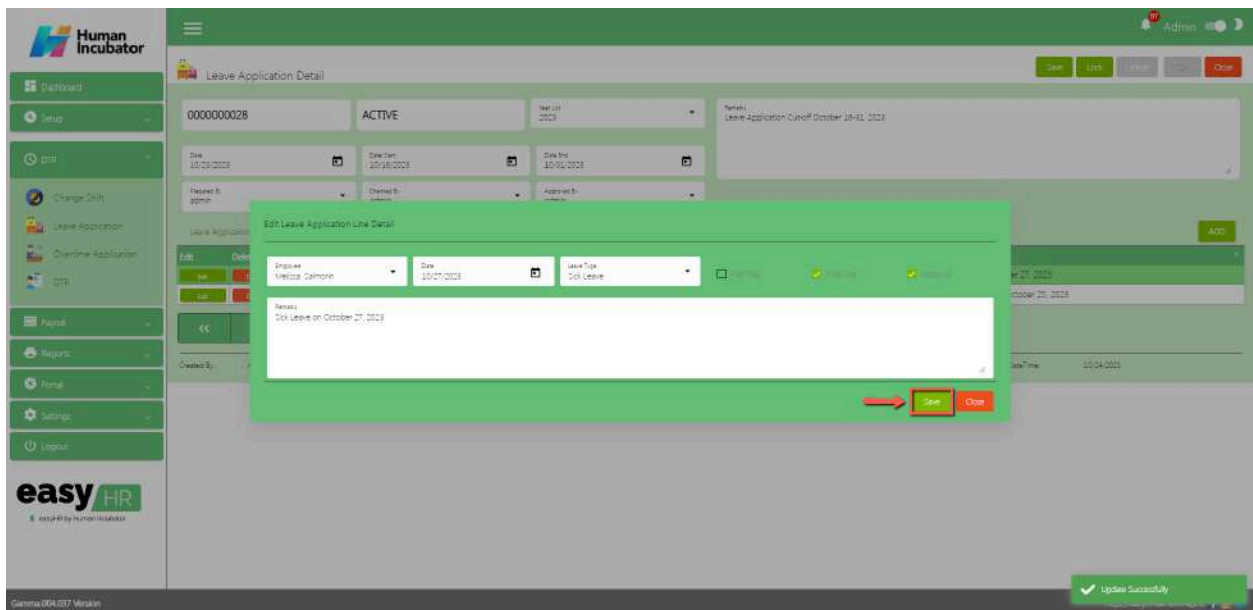
- Input Remarks
- Select Prepared By
- Select Check By
- Select Approved By

*Note: Do not Save and Lock so that this shift code seen in employee portal*



## Add Leave Application Manually

- Click **Add** button to add manually leave application of employee
- Fill all the important fields Shift line like:
  - Select Employee
  - Select Date
  - Select Leave Type
  - Check the **Checkbox** if Half Day/ With Pay
  - Check Approved
  - Input Remarks
  - Click **Save** button
  - Click **Close** button to add in table



## Approved Leave Application

- Click **Edit** button to approve the leave application file in Employee portal
  - Check the Approved
  - Click **Save** button
  - Click **Close** button

## Save/Lock

- Make sure to save/lock so the this record read and compute in system

*Note: Do not Save and Lock unless this cut-off will not yet finish and make sure all file leaves are approved.*

**Human Incubator**

Admin

Leave Application Detail

0000000028 ACTIVE

Remarks: Leave Application Cutoff October 18-31, 2023

Employee	Date	Half Day	With Pay	Approved	Leave Type	Remarks
Melissa Salomon	10/27/2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sick Leave	Sick Leave on October 27, 2023
Mackay Arcantseu Nangao NA	10/25/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation Leave	Vacation Leave on October 25, 2023

Created By: Administrator Created DateTime: 10/23/2023 Updated By: Administrator Updated DateTime: 10/24/2023

easy HR

Gamma.004.037 Version

Link Successfully

Save Successfully

## Column Table

- Employee: Name of the Employee
- Date: Date of the applied Leave
- Halfday: Check if it is halfday
- With Pay: Check if it is with pay
- Approved: Check if it is already approved
- Leave Type: Type of leave, Vacation leave or Sick leave
- Remarks: You can input any remarks

# Overtime Application

## Overview

- Overtime Application is used for setup a start date and end date per cut-off and also the user can approve if the employee filed a Overtime Application
- The user file Overtime in employee portal it is automatically seen by approver or admin

## Overtime Application List

- Shows all list of Overtime Application Setup per cut off
- Select Payroll Group

## Column Table

- Edit: This has a function to edit the Overtime Application
- Delete: This has a function to delete the Overtime Application (**Note: You will not be able to delete the Overtime Application if it has still a Overtime Application lines or the DTR connected is already locked**)
- OT No.: This is for Overtime Application number (**Note: It will automatically generate according to the sequence of the added Overtime Application**)
- Date: Date of the Overtime Application added
- Year: Year Date of the Overtime Application
- Remarks: You can input any remarks
- Prepared By: Fullname of the user who created the Overtime Application
- Locked: If the Overtime Application is locked you can select it for the DTR

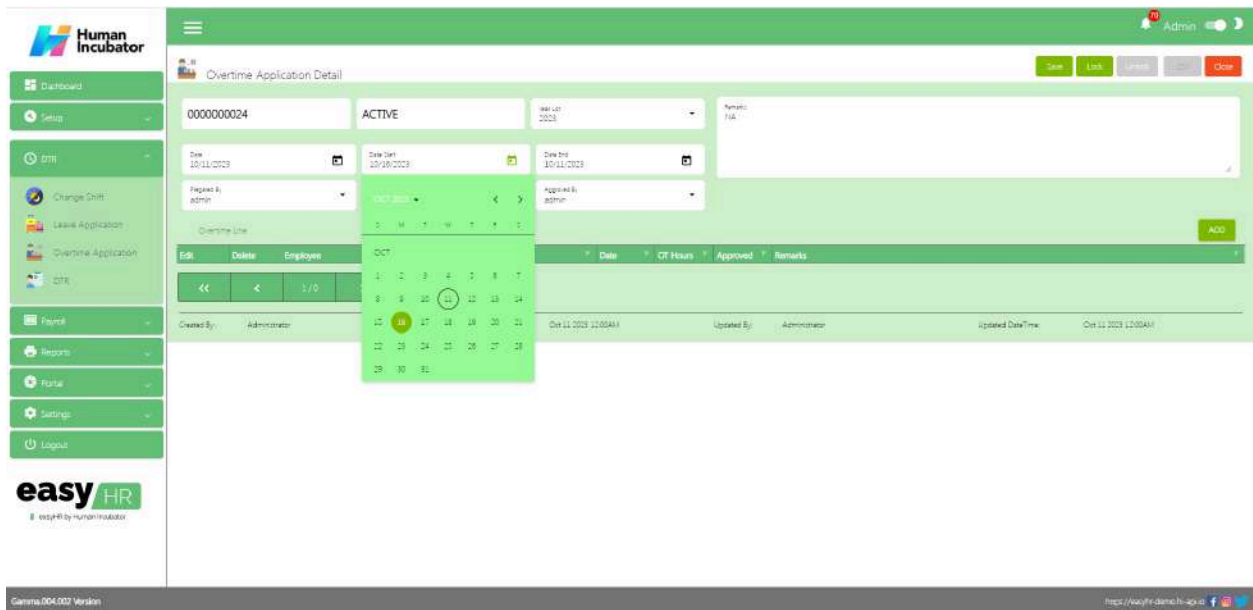
The screenshot shows the 'Overtime Application List' in the Human Incubator system. The interface includes a sidebar with navigation options and a main table of applications. The table has the following columns: Edit, Delete, O.T. No.s, Date, Year, Remarks, Prepared By, and Locked. The data in the table is as follows:

Edit	Delete	O.T. No.s	Date	Year	Remarks	Prepared By	Locked
		0000000022	11/20/2023	2023	Cutoff November 15-30, 2023	Administrator	
		0000000024	10/24/2023	2023	Overtime Application Cutoff October 18-31, 2023	Administrator	
		0000000023	10/9/2023	2023	Cutoff October 1-15, 2023	Angelica Carrion	
		0000000022	10/6/2023	2023	N/A	Administrator	
		0000000020	10/4/2023	2023	for demo	Administrator	
		0000000019	10/4/2023	2023	for demo	Administrator	
		0000000016	9/8/2023	2023	N/A	Administrator	
		0000000013	8/9/2023	2023	for DEMO	Beverly Culancuan	
		0000000021	8/9/2023	2023	August 18 to 31, 2023 For demo Buch	Administrator	
		0000000004	8/2/2023	2023	PAUSE DEMO	Administrator	
		0000000002	8/1/2023	2023	7/18/2023 to 7/21/2023 For product demo purposes	Administrator	
		0000000001	8/1/2023	2023	7/1/2023 to 7/15/2023 For product demo purposes	David Kenneth Reyes	

## Overtime Application Detail

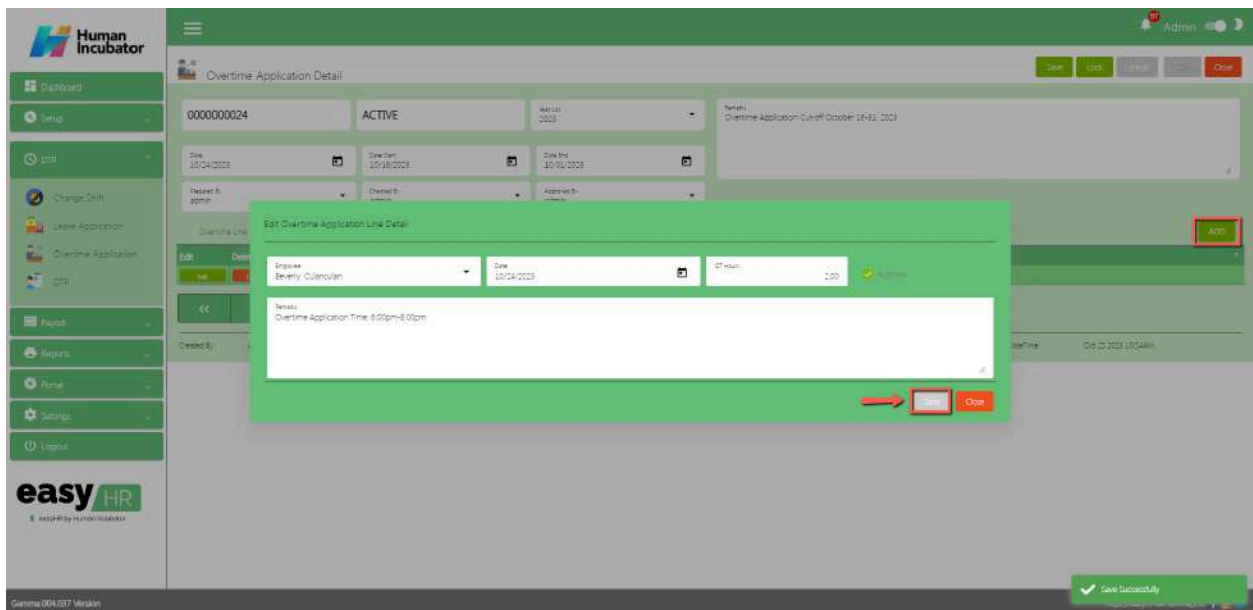
- To **Add** a new Overtime Application detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Overtime Application detail like:
  - Select Date Start
  - Select Date End
  - Input Remarks
  - Select Prepared By
  - Select Check By
  - Select Approved By





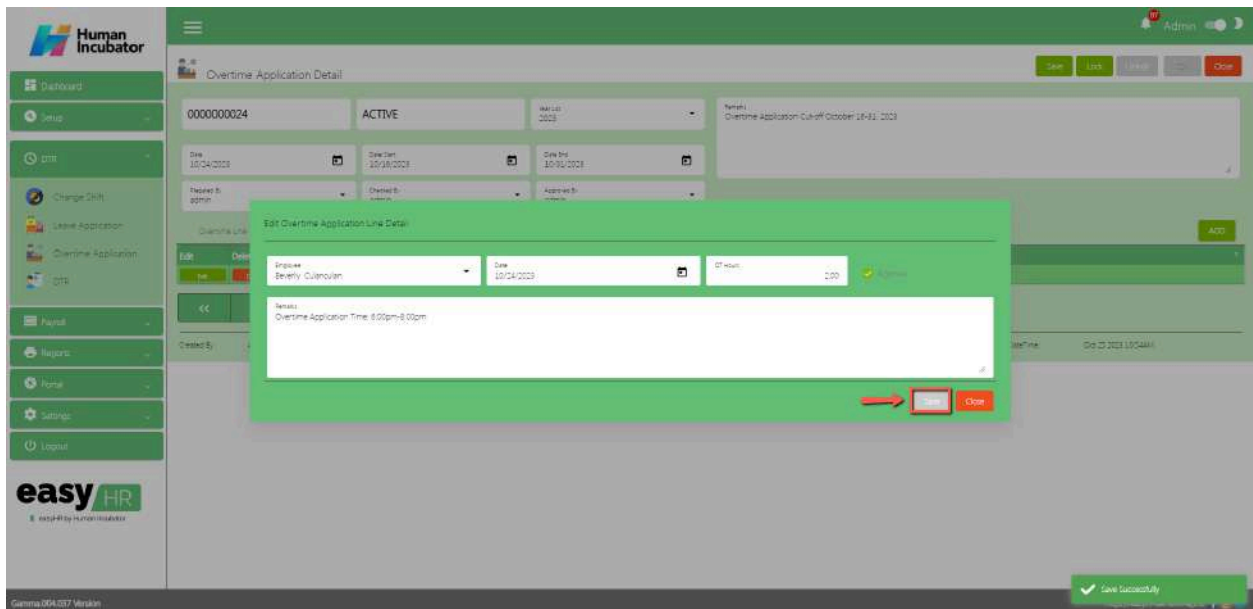
## Add Overtime Application Manually

- Click **Add** button to add manually Overtime application of employee
- Fill all the important fields Shift line like:
  - Select Employee
  - Select Date
  - Input OT hours
  - Check Approved
  - Input Remarks
  - Click **Save** button
  - Click **Close** button to add in table



## Approved Overtime Application

- Click **Edit** button to approve the overtime application file in Employee portal
  - Check the Approved
  - Click **Save** button
  - Click **Close** button



## Save/Lock

- Make sure to save/lock so the this record read and compute in system

*Note: Do not Save and Lock unless this cut-off will not yet finish and make sure all file overtime are approved.*

Human Incubator

Admin

Overtime Application Detail

0000000024 ACTIVE Mar 11 2025

Remarks: Overtime Application Cut-off October 26-31, 2023

Date: 10/24/2023 Date Start: 10/24/2023 Date End: 10/25/2023

Created By: admin Created By: admin Approved By: admin

Employee	Date	OT Hours	Approved	Remarks
Benny Guanzon	10/24/2023	2	<input checked="" type="checkbox"/>	Overtime Application Time: 6:00pm-8:00pm

Created By: Administrator Created DateTime: Oct 24 2023 11:03:46 Updated By: Administrator Updated DateTime: Oct 23 2023 11:04:41

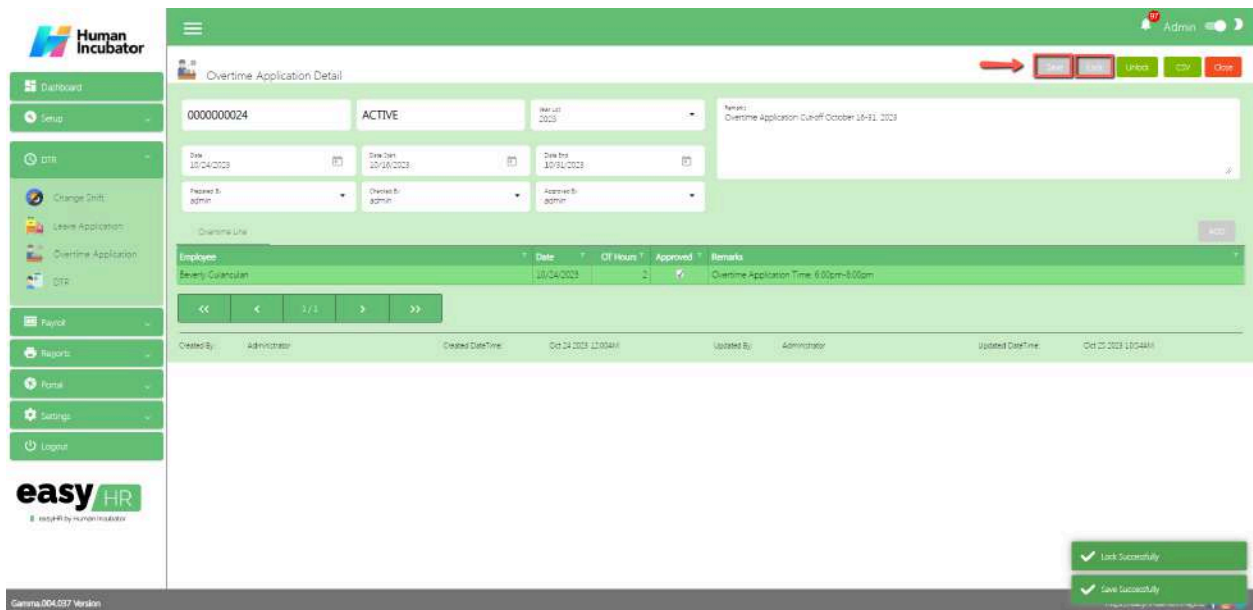
Lock Successfully

Save Successfully

Gamma.004.037 Version

## Column Table

- Employee: Name of the Employee
- Date: Date of the applied Overtime
- OT Hours: Applied Overtime Hours
- Approved: Check if it approved
- Remarks: You can input any remarks



## DTR

### Overview

- DTR is used for adding a DTR logs, Import DTR logs for employee and also compute the total net pay, Overtime and Additional Allowance

### DTR List

- Shows all list of DTR per cut off
- Select Payroll Group

## Table Column

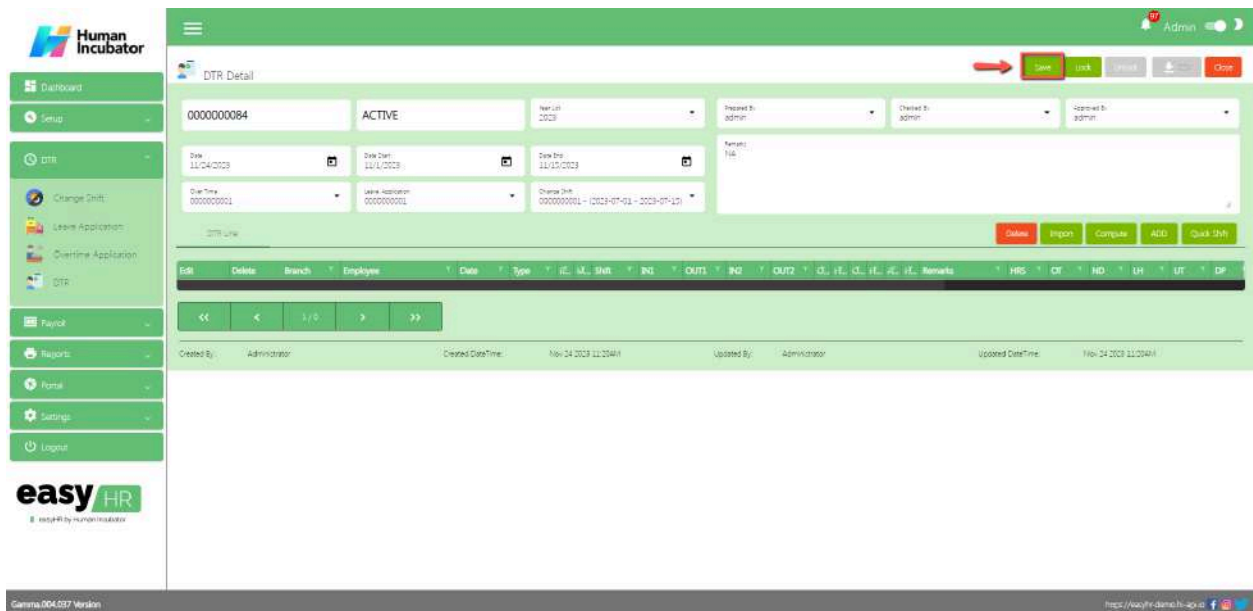
- Edit: This has a function to edit the DTR
- Delete: This has a function to Delete the DTR (**Note: You will not be able to delete the DTR if it has still a DTR lines or the Payroll connected is already locked**)
- DTR No.: This is for the DTR number (**Note: It will automatically generate according to the sequence of the added DTR**)
- Date: Date of the added DTR
- Year: Year Date of the added DTR
- Date Start: Cut-off date start
- Date End: Cut-off date end
- Remarks: You can add any remarks
- Prepared By: Full Name of the login user who created the DTR
- Locked: If the DTR is locked you can now select it for payroll

Edit	Delete	DTR No.	Date	Year	Date Start	Date End	Remarks	Prepared By	Locked
edit	delete	0000000083	11/03/2023	2023	11/01/2023	11/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000082	11/03/2023	2023	11/01/2023	11/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000081	11/03/2023	2023	11/01/2023	11/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000080	11/03/2023	2023	11/01/2023	11/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000079	11/03/2023	2023	11/01/2023	11/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000078	11/03/2023	2023	11/01/2023	11/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000077	11/01/2023	2023	11/01/2023	11/06/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000076	11/01/2023	2023	11/01/2023	11/30/2023	Cutoff November 26-30, 2023	admin	<input type="checkbox"/>
edit	delete	0000000074	11/06/2023	2023	11/01/2023	11/05/2023	November 4-15, 2023	admin	<input type="checkbox"/>
edit	delete	0000000073	10/05/2023	2023	10/06/2023	10/31/2023	DTR October 16-31, 2023	admin	<input type="checkbox"/>
edit	delete	0000000072	10/05/2023	2023	10/05/2023	10/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000071	10/05/2023	2023	10/05/2023	10/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000070	10/05/2023	2023	10/05/2023	10/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000068	10/04/2023	2023	10/04/2023	10/05/2023	N/A	admin	<input type="checkbox"/>
edit	delete	0000000068	10/04/2023	2023	10/04/2023	10/05/2023	N/A	admin	<input type="checkbox"/>

## DTR Detail

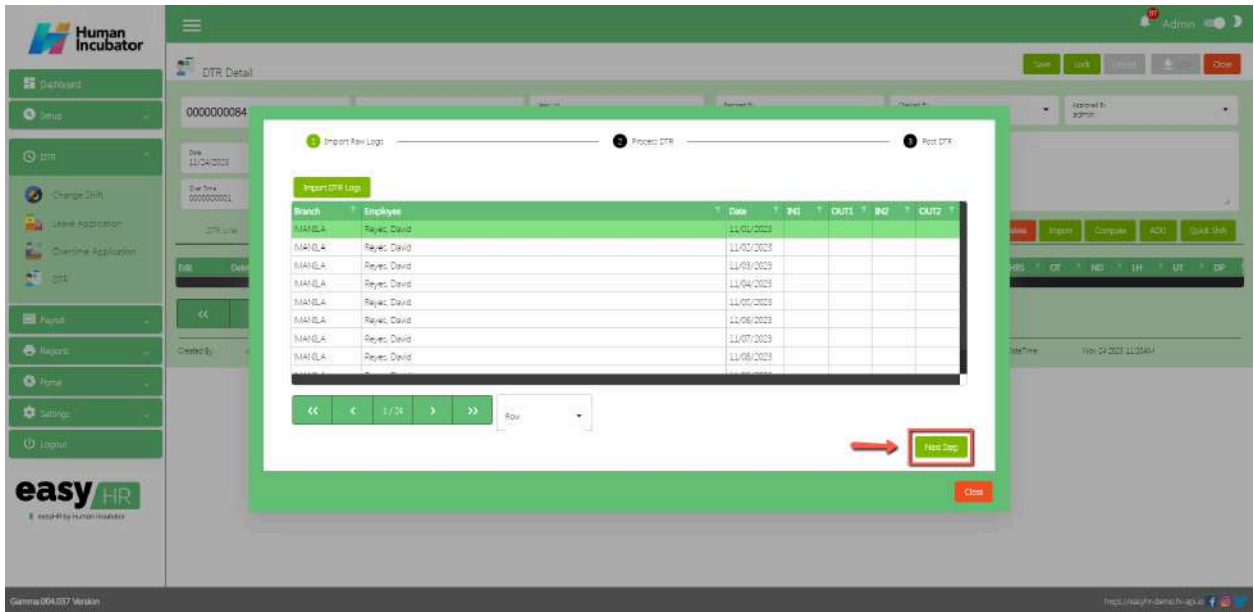
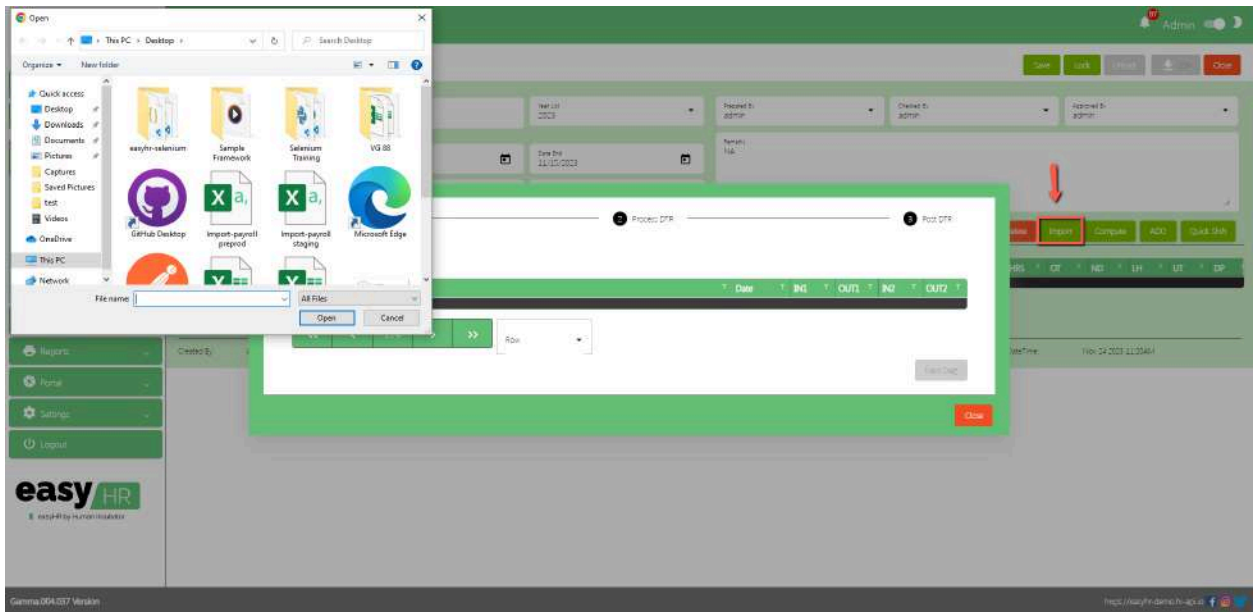
- To **Add** a new DTR detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in DTR detail like:
  - Select Date Start cut-off
  - Select Date End cut-off

- Select Overtime Code
- Select Leave Application Code
- Select Change Shift Code
- Select Prepared By
- Select Checked By
- Select Approved By
- Input Remarks
- Click **Save** button to save all selected fields



## Import DTR

- Click **Import** button to import DTR logs for employee
  - Click **Import DTR Logs** button
  - Select master file
  - Click **Open** to import DTR logs
  - Click **Next Step** button
  - Click **Post Raw Logs** button
  - Click **Post DTR** button ( DTR Lines Successfully posted )
  - Click **Close** button
  - Click **Compute** button to compute the total net pay

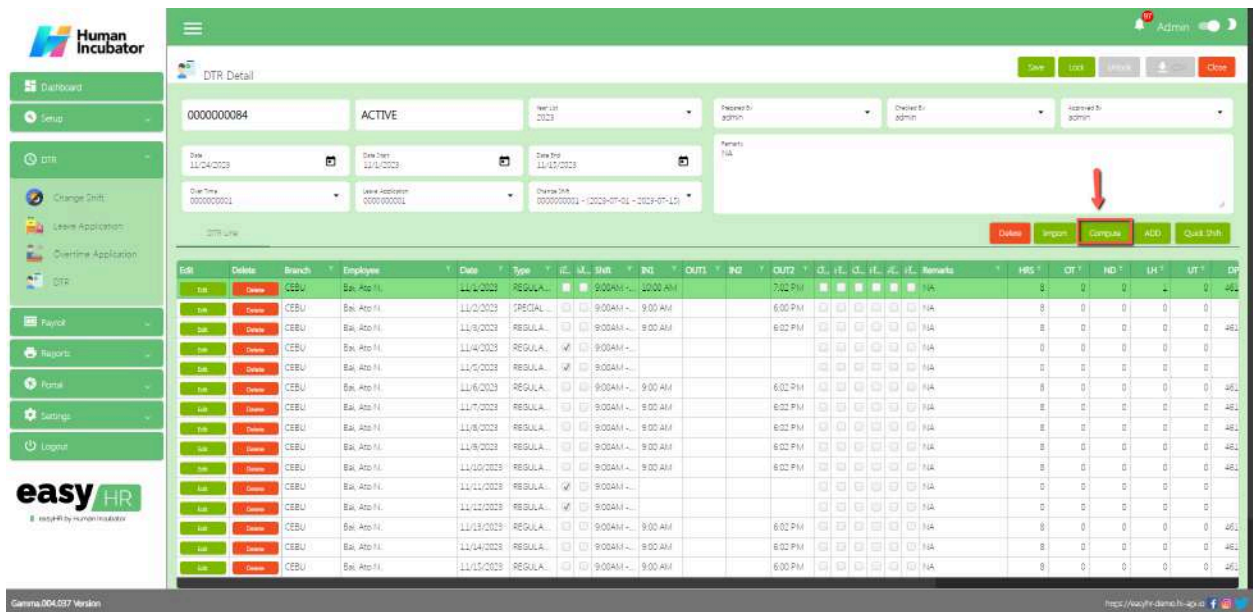


The screenshot shows the 'DTR Detail' page in the Human Incubator HR system. A modal window is open in the center, titled 'Post Raw Log', with a progress indicator showing three steps: 'Import Raw Log', 'Process DTR', and 'Post DTR'. A red arrow points to a 'Post Raw Log' button within the modal. The background page shows the DTR ID '000000084' and 'ACTIVE' status, along with various date and user selection fields.

The screenshot shows the 'DTR Detail' page with a data table. The table has columns for 'Edit', 'Delete', 'Branch', 'Employee', 'Date', 'Type', 'IC', 'IL', 'Shift', 'IN1', 'OUT1', 'IN2', 'OUT2', 'CL', 'FL', 'OL', 'FL', 'OL', 'Remarks', 'HRS', 'OT', 'HD', 'LH', 'UT', and 'DP'. The table contains 15 rows of data for employee 'ABOROT, JOY ANH B. NIA' from 'CEBU' branch, with dates ranging from 11/2/2023 to 11/15/2023. The 'Type' is 'REGULA.' and 'Shift' is '9:00 - 18:00'. The 'HRS' column shows 0 for all entries.

Edit	Delete	Branch	Employee	Date	Type	IC	IL	Shift	IN1	OUT1	IN2	OUT2	CL	FL	OL	FL	OL	Remarks	HRS	OT	HD	LH	UT	DP
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/2/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/2/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/3/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/4/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/5/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/6/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/7/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/8/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/9/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/10/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/11/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/12/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/13/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/14/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0
✎	🗑️	CEBU	ABOROT, JOY ANH B. NIA	11/15/2023	REGULA.	☑️	☑️	9:00 - 18:00					☑️	☑️	☑️	☑️	☑️	NA	0	0	0	0	0	0



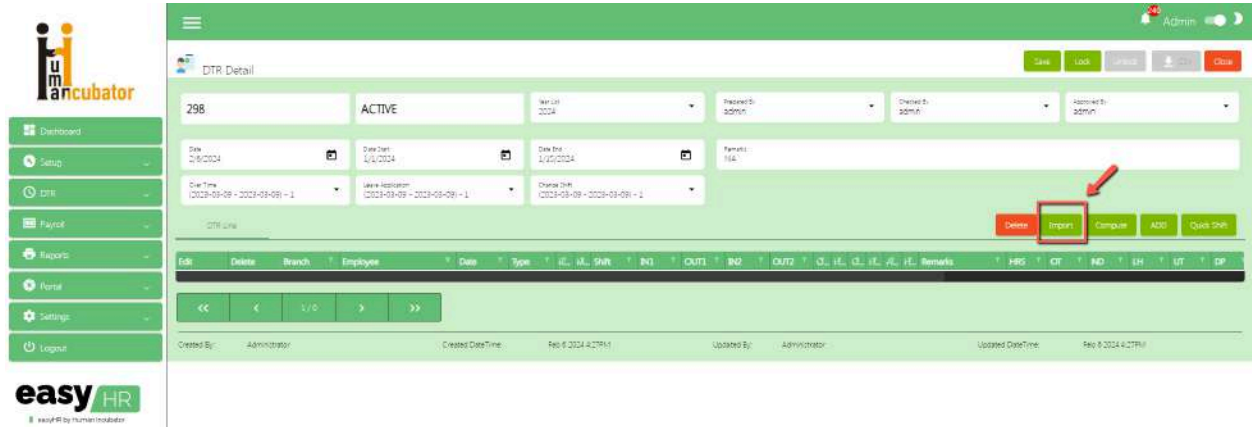


### Import DTR Incorrect Format Error Message

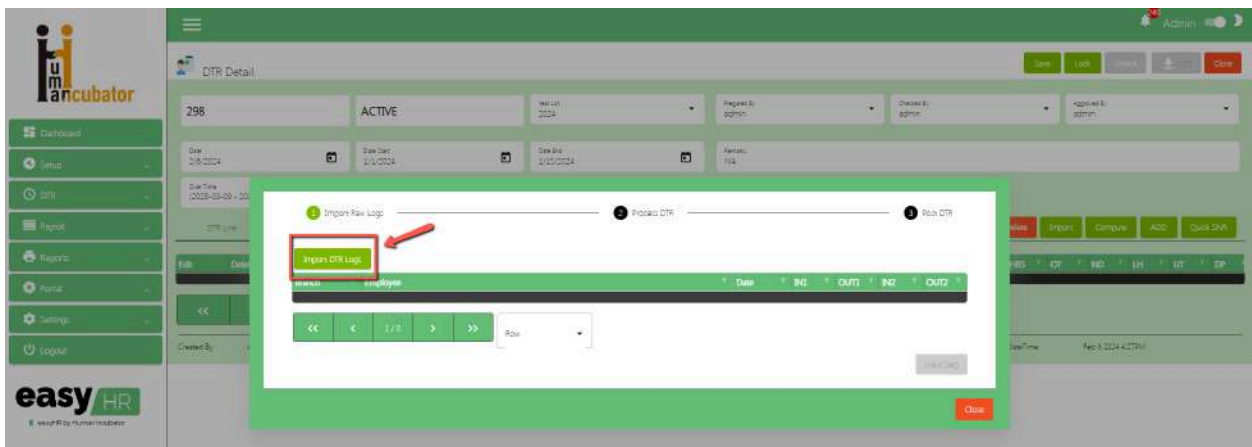
- In the Excel file Delete column ID and EmployeeName
- Import Excel File

1			Department	Att_Time	Att_ID	Dev_ID	Photo_ID
2	08201	08201		01/02/24 08:37:53			
3	08201	08201		01/02/24 18:42:42			
4	08201	08201		01/03/24 08:41:54			
5	08201	08201		01/03/24 18:36:41			
6	08201	08201		01/04/24 08:29:57			
7	08201	08201		01/04/24 18:30:18			
8	08201	08201		01/05/24 08:41:25			
9	08201	08201		01/05/24 18:01:57			
10	08201	08201		01/08/24 08:50:59			
11	08201	08201		01/08/24 18:31:25			
12	08201	08201		01/09/24 08:45:15			
13	08201	08201		01/09/24 18:26:22			
14	08201	08201		01/10/24 08:29:18			
15	08201	08201		01/10/24 18:16:02			
16	08201	08201		01/11/24 08:51:17			
17	08201	08201		01/11/24 18:02:31			
18	08201	08201		01/12/24 08:41:56			
19	08201	08201		01/12/24 18:10:16			
20	08201	08201		01/15/24 08:41:27			
21	08201	08201		01/15/24 18:28:01			

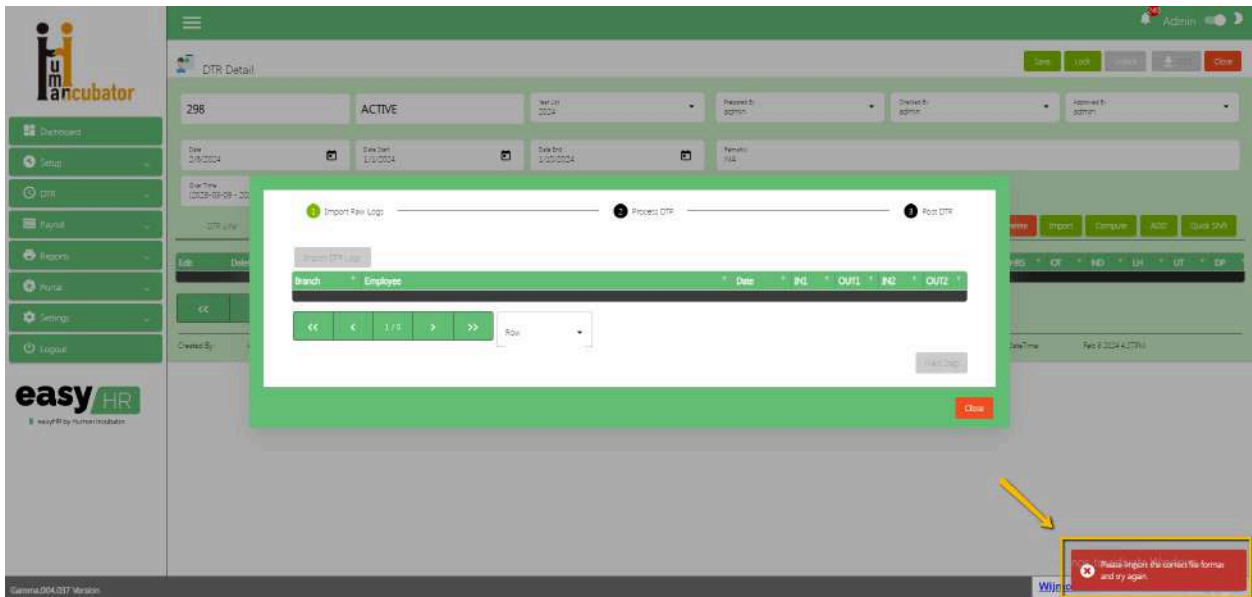
- Click Import



- Click Import DTR Logs

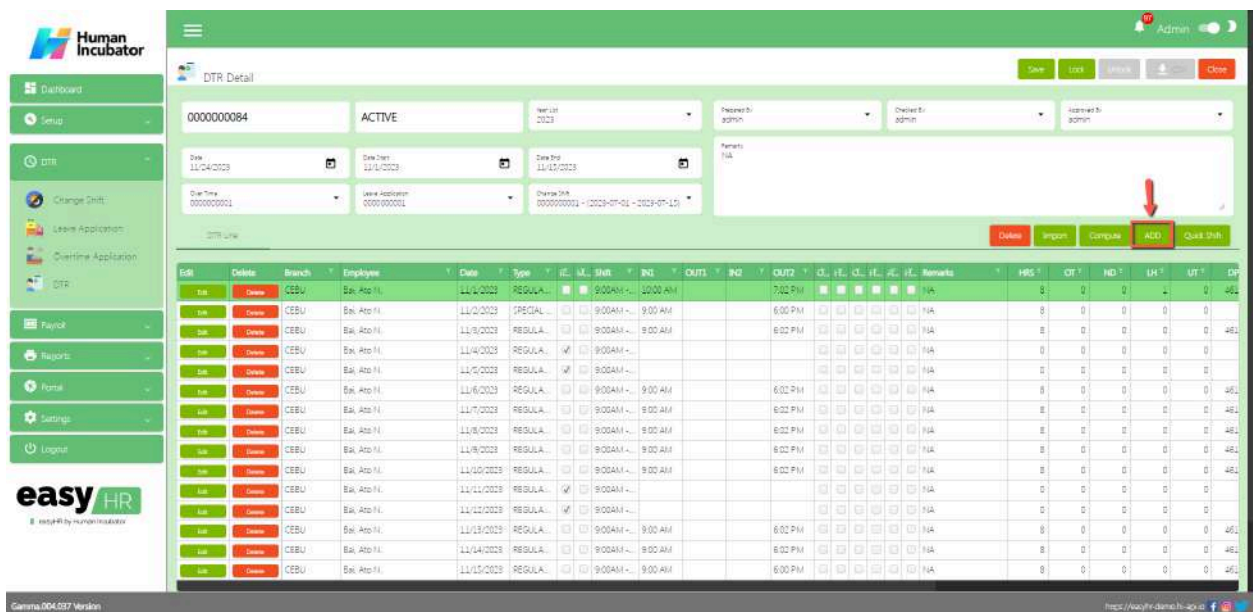
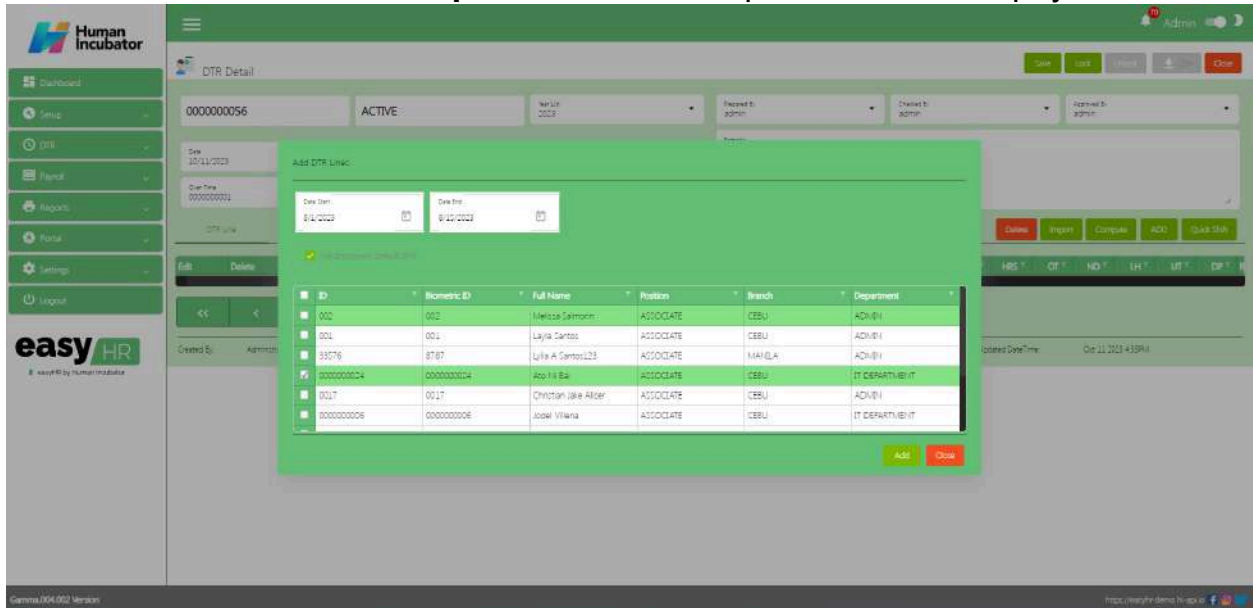


- Error Message will appear if wrong format



## Add DRT logs

- Click **Add** button to add manually DTR logs for employee
  - Check the **Use Employee's Default Shift**
  - Pick the employee
  - Click **Add** button to add in DTR line
  - Click **Compute** button to compute the total net pay



**Human Incubator**

Dashboard  
Setup  
DTR  
Change Shift  
Leave Application  
Overtime Application  
DTR  
Payroll  
Reports  
Portal  
Settings  
Logout

**easy HR**  
HRM by Human Incubator

Gamma.004.037 Version

http://easyhr.dane.hr-ap.com

## Save/Lock

- Make sure to save/lock so that this record is read and computed in the system and also the DTR code will be viewed in the Payroll module.

**Human Incubator**

Dashboard  
Setup  
DTR  
Change Shift  
Leave Application  
Overtime Application  
DTR  
Payroll  
Reports  
Portal  
Settings  
Logout

**easy HR**  
HRM by Human Incubator

Gamma.004.037 Version

Lock Successfully  
Save Successfully

## Table Column

- Edit: This has a function to edit the DTR per line
- Delete: This has a function to Delete the per line
- Branch: Branch of the Employee
- Employee: Name of the Employee
- Date: Date of the logs
- Type: Type if its Regular Working Day, Regular Holiday or Special Holiday
- RD: If it is check it means its the employees restday
- MB: If it is check it means Shift has Multiple Breaks
- Shift: Name of the Shift
- IN1: 1st in
- OUT1: 1st out
- IN2: 2nd in
- OUT2: 2nd out
- OL: If it is check it means On Leave
- HOL: If it is check it means Halfday On Leave
- OB: If it is check it means Official Business
- HOB: If it is check it means Halfday Official Business
- A: If it is check it it means Absent
- HA: If it is check it means Halfday Absent
- Remarks: You can input any remarks
- HRS: Total number of shift's hours
- OT: Total number of Overtime Hours
- ND: Total number of Night Differential Hours
- LH: Total number of Late Hours
- DP: Employees Daily Pay of that day
- RDP: Employees Restday Pay for that day
- PP: Employees Premium Pay for that day (**Note: Premium Pay means Special Holiday Pay**)
- HP: Employees Holiday Pay for that day (**Note: Holiday Pay means Regular Holiday Pay**)
- OP: Employees Total Overtime Pay for that day
- COLA: Employees Cost of Leaving Allowance for that day
- AA: Employees Additional Allowance for that day
- LD: Employees Late Deduction for that day
- UD: Employees Undertime Deduction for that day

- AD: Employees Absent Deduction for that day
- NP: Employees Net Pay for that day

## Download CSV

- Click the **CSV** button to download the CSV file

# Section VI: Payroll

## Loan

### Overview

- Loans are used to view the list of loan balances for employees and also the user can add loans

### Loan List

- Shows all the list of loans for employee

### Column Table

- Edit: This has a function to edit the loan
- Delete: This has a function to delete the loan (**Note: You will not be able to delete the loan if it has already a transaction data**)
- Number: This is for the loan number (**Note: It will automatically generate according to the sequence of the added Loan**)
- Date: Date of the loan added
- Employee: Name of the Employee
- Other Deduction: Name of the Other Deduction
- DocRef: You can input any doc ref
- Amortization: Payment amortization of the loan
- Loan Amount: Amount of the loan
- Paid Amount: Paid amount of the loan

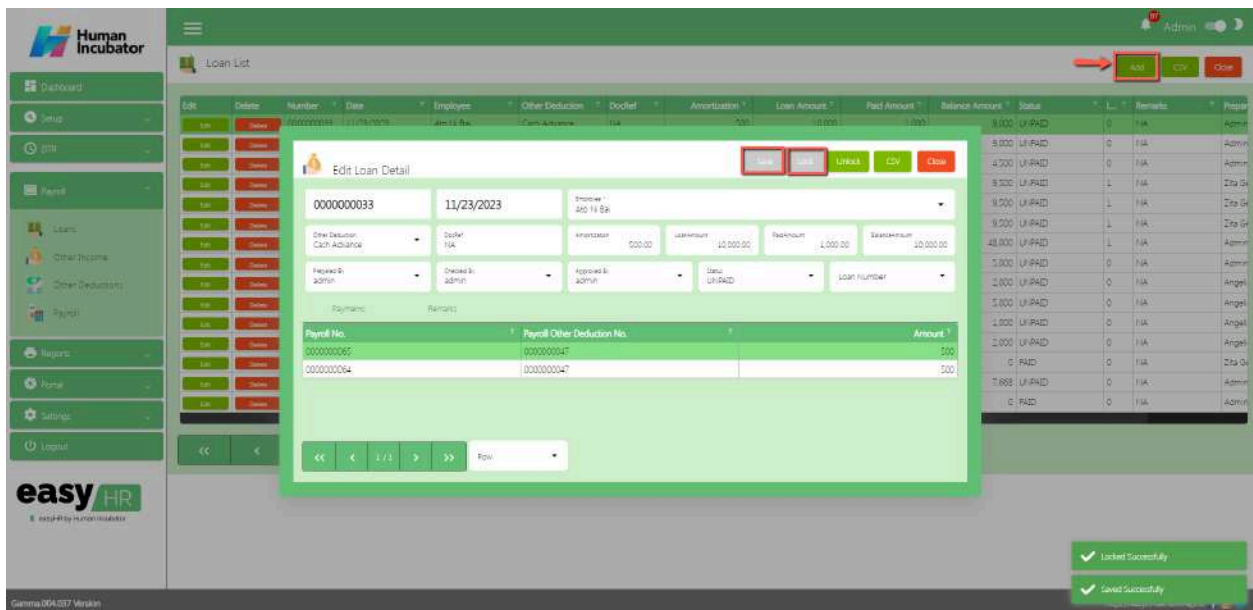
- Balance Amount: Balance amount of the loan
- Status: Status of the loan if it is paid or unpaid
- Loan Number: This loan number is used to separate the loans for the Get loan feature in the Other Deduction module
- Remarks: You can input any remarks
- Prepared By: Fullname of the user who added the loan
- Locked: Check if is already locked

Edit	Delete	Number	Date	Employee	Other Deduction	DocRef	Amortization	Loan Amount	Paid Amount	Balance Amount	Status	L.	Remarks	Prepared By
		0000000033	11/23/2023	Ayo H. Ba	Cash Advance	NA	200	10,000	1,000	9,000	UNPAID	0	NA	Admin
		0000000032	10/06/2023	CESAR ARDOL DIT	Company Loan	NA	1,000	10,000	2,000	8,000	UNPAID	0	NA	Admin
		0000000031	10/26/2023	Melody Aranzas M.	Company Loan	NA	500	5,000	500	4,500	UNPAID	0	NA	Admin
		0000000030	10/24/2023	Zita Getigan	HONP Loan	NA	500	10,000	500	9,500	UNPAID	0	NA	Zita G
		0000000029	10/24/2023	Zita Getigan	SSS Calamity Loan	NA	500	10,000	500	9,500	UNPAID	0	NA	Zita G
		0000000028	10/24/2023	Zita Getigan	SSS Salary Loan	NA	500	10,000	500	9,500	UNPAID	0	NA	Zita G
		0000000027	10/24/2023	Christian Jake Rizer	Salary Advance	NA	1,000	50,000	2,000	48,000	UNPAID	0	NA	Admin
		0000000026	10/10/2023	Rey Angela	Company Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Admin
		0000000025	10/9/2023	Reyes David	SSS Calamity Loan	NA	500	2,000	0	2,000	UNPAID	0	NA	Angel
		0000000024	10/9/2023	Jake Chan	SSS Calamity Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Angel
		0000000023	10/8/2023	Reyes David	Company Loan	NA	200	1,000	0	1,000	UNPAID	0	NA	Angel
		0000000022	10/8/2023	Rey Angela	SSS Calamity Loan	NA	500	2,000	0	2,000	UNPAID	0	NA	Angel
		0000000021	10/4/2023	Zita Getigan	Salary Advance	NA	1,000	8,000	8,000	0	PAID	0	NA	Zita G
		0000000020	10/4/2023	Neloca Salmonin	HPL	NA	352	8,000	352	7,648	UNPAID	0	NA	Admin
		0000000019	10/4/2023	Neloca Salmonin	Company Loan	NA	492	7,000	7,492	0	PAID	0	NA	Admin

## Loan Detail

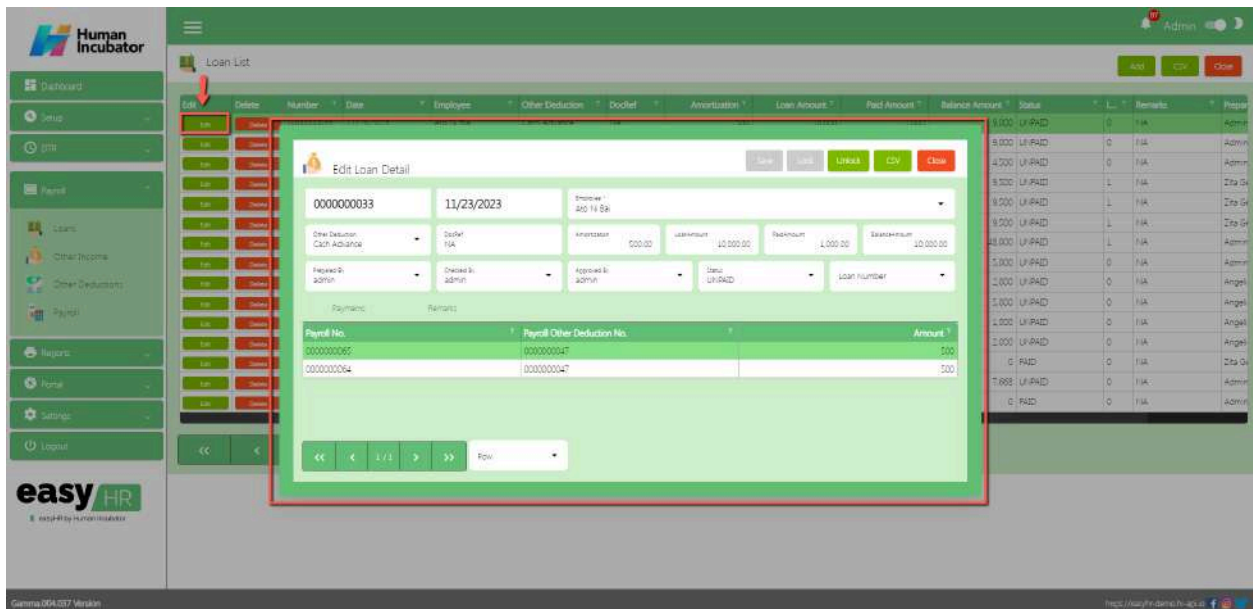
- To **Add** a new Loan, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Loan detail like:
  - Select Employee
  - Select Other Deduction (Loan Name)
  - Input monthly Amortization and Loan Amount
  - Select Checked By and Approved By
  - Select Status (Unpaid)
  - Select Loan number
  - Click **ADD** button to add the loan
  - Click **Edit** button and **Save/Lock** so that the loan will be posted





## Show Loan Detail

- Click **Edit** button to show the loan details of employee



## Column Table

- Payroll No.: Payroll number history of the loan
- Payroll Other Deduction No.: Payroll Other Deduction number history of the loan
- Amount: Payment Amount history of the loan

## Download CSV In Loan List

- Click the CSV button to download the CSV file

LoanNumber	LoanDate	EmployeeName	OtherDeduction	DocumentReference	Amortization	Remarks	LoanAmount	PaidAmount	BalanceAmount	Status	PreparedBy	CheckedBy	ApprovedBy	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	PayrollNu
1	2	8/2/2023	Lylia A Santos	MPL	NA	500 NA	7000	1500	5500	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/10/2023	
2	2	8/2/2023	Lylia A Santos	MPL	NA	500 NA	7000	1500	5500	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/10/2023	
3	2	8/2/2023	Lylia A Santos	MPL	NA	500 NA	7000	1500	5500	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/10/2023	
4	5	8/10/2023	Ato Ni Bai	SSS Salary Loan	NA	500 NA	15000	1500	13500	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
5	5	8/10/2023	Ato Ni Bai	SSS Salary Loan	NA	500 NA	15000	1500	13500	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
6	5	8/10/2023	Ato Ni Bai	SSS Salary Loan	NA	500 NA	15000	1500	13500	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
7	5	8/10/2023	Ato Ni Bai	SSS Salary Loan	NA	500 NA	15000	1500	13500	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
8	6	8/10/2023	Demo Video	SSS Salary Loan	NA	500 For Demo Video	2000	1000	1000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
9	7	8/11/2023	Giorno Giovanna	HDMF Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
10	7	8/11/2023	Giorno Giovanna	HDMF Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
11	7	8/11/2023	Giorno Giovanna	HDMF Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
12	7	8/11/2023	Giorno Giovanna	HDMF Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
13	8	8/11/2023	Jonathan Joestar	SSS Salary Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
14	8	8/11/2023	Jonathan Joestar	SSS Salary Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
15	8	8/11/2023	Jonathan Joestar	SSS Salary Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
16	8	8/11/2023	Jonathan Joestar	SSS Salary Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
17	9	8/11/2023	Joseph Joestar	SSS Calamity Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
18	9	8/11/2023	Joseph Joestar	SSS Calamity Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
19	9	8/11/2023	Joseph Joestar	SSS Calamity Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
20	9	8/11/2023	Joseph Joestar	SSS Calamity Loan	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
21	10	8/11/2023	Dio Brando	Salary Advance	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
22	10	8/11/2023	Dio Brando	Salary Advance	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
23	10	8/11/2023	Dio Brando	Salary Advance	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
24	10	8/11/2023	Dio Brando	Salary Advance	NA	1000 NA	10000	4000	6000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
25	11	8/15/2023	Eudora A Albon	HDMF Loan	NA	350 NA	10000	3500	6450	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
26	11	8/15/2023	Eudora A Albon	HDMF Loan	NA	350 NA	10000	3500	6450	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
27	11	8/15/2023	Eudora A Albon	HDMF Loan	NA	350 NA	10000	3500	6450	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
28	11	8/15/2023	Eudora A Albon	HDMF Loan	NA	350 NA	10000	3500	6450	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
29	12	8/15/2023	Angela A Rey	SSS Calamity Loan	NA	510 NA	15000	1000	14000	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
30	13	8/15/2023	Eudora A Albon	SSS Salary Loan	NA	310 NA	8000	1000	7000	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
31	13	8/15/2023	Eudora A Albon	SSS Salary Loan	NA	310 NA	8000	1000	7000	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
32	13	8/15/2023	Eudora A Albon	SSS Salary Loan	NA	310 NA	8000	1000	7000	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
33	14	8/24/2023	Ato Ni Bai	Company Loan	NA	500 NA	20000	1000	19000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/24/2023	Angelica Samson	9/12/2023	
34	14	8/24/2023	Ato Ni Bai	Company Loan	NA	500 NA	20000	1000	19000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/24/2023	Angelica Samson	9/12/2023	
35	17	10/4/2023	Lyla Santos	Company Loan	NA	512 NA	10000	1004	8976	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
36	18	10/4/2023	Lyla Santos	Company Loan	NA	315 NA	5000	630	4370	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
37	19	10/4/2023	Melissa Selormin	Company Loan	NA	435 NA	7000	870	6130	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
38	20	10/4/2023	Melissa Selormin	MPL	NA	332 NA	8000	332	7668	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	

## Download CSV In Loan Detail

- Click the CSV button to download the CSV file

LoanNumber	LoanDate	EmployeeName	OtherDeduction	DocumentReference	Amortization	Remarks	LoanAmount	PaidAmount	BalanceAmount	Status	PreparedBy	CheckedBy	ApprovedBy	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	PayrollNumber	DeductionNumber
3	8/7/2023	Butch Calzada	SSS Calamity Loan	NA		500 NA	15000	0	15000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/7/2023	Administrator	8/8/2023		

# Other Income

## Overview

- Other Income is used to add other income to include to employee payroll and also the user can compute the 13th month for employees

## Payroll Other Income List

- Shows all list of Payroll Other Income
- Select Payroll Group

## Column Table

- Edit: This has a function to edit the Other Income
- Delete: This has a function to delete the Other Income (**Note: You will not be able to delete the Other income if the payroll connected is already locked**)
- PI No.: This is for the Other Income number (**Note: It will automatically generate according to the sequence of the added Other Income**)
- Date: Date of the Other Income added
- Year: Year Date of the Other Income added
- Remarks: You can input any remarks
- Prepared By: Fullname of the user who added the Other Income
- Locked: Check if this is already locked

The screenshot shows the 'Payroll Other Income List' interface in the Human Incubator system. The interface includes a sidebar menu with options like Dashboard, Setup, DTR, Payroll, Salary, Other Income (highlighted), Other Deductions, Payroll, Reports, Portal, Settings, and Logout. The main area displays a table with columns: Edit, Delete, PI No., Date, Year, Remarks, Prepared By, and Locked. The table contains 15 rows of data, each representing an entry of other income. The 'Remarks' column includes entries like 'Transportation Allowance', 'Other Income Cutoff October 16-31, 2023', and 'For demo'. The 'Prepared By' column lists 'Administrator' and 'Angelica Zamora'. The 'Locked' column has a checkbox for each entry. At the bottom of the table, there are navigation controls including a search bar and a 'Show 12' dropdown.

Edit	Delete	PI No.	Date	Year	Remarks	Prepared By	Locked
<input type="checkbox"/>	<input type="checkbox"/>	000000000001	11/23/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000004	11/20/2023	2023	Transportation Allowance	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000003	11/7/2023	2023	Other Income Cutoff October 16-31, 2023	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000002	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000005	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000000	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000009	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000028	10/18/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000027	10/17/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000026	10/12/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000025	10/10/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000024	10/9/2023	2023	For demo	Angelica Zamora	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000023	10/9/2023	2023	For demo	Angelica Zamora	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000022	10/6/2023	2023	N/A	Angelica Zamora	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000000021	10/6/2023	2023	N/A	Angelica Zamora	<input type="checkbox"/>

## Payroll Other Income Detail

- To **Add** a new Payroll Other Income, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Loan detail like:
  - Input Remarks
  - Select Date
  - Select Prepared By
  - Select Checked By
  - Approved By

The screenshot shows the 'Payroll Other Income Detail' form in the Human Incubator system. The form is titled 'Payroll Other Income Detail' and includes a 'Save' button and a 'Lock' button. The form fields are as follows:

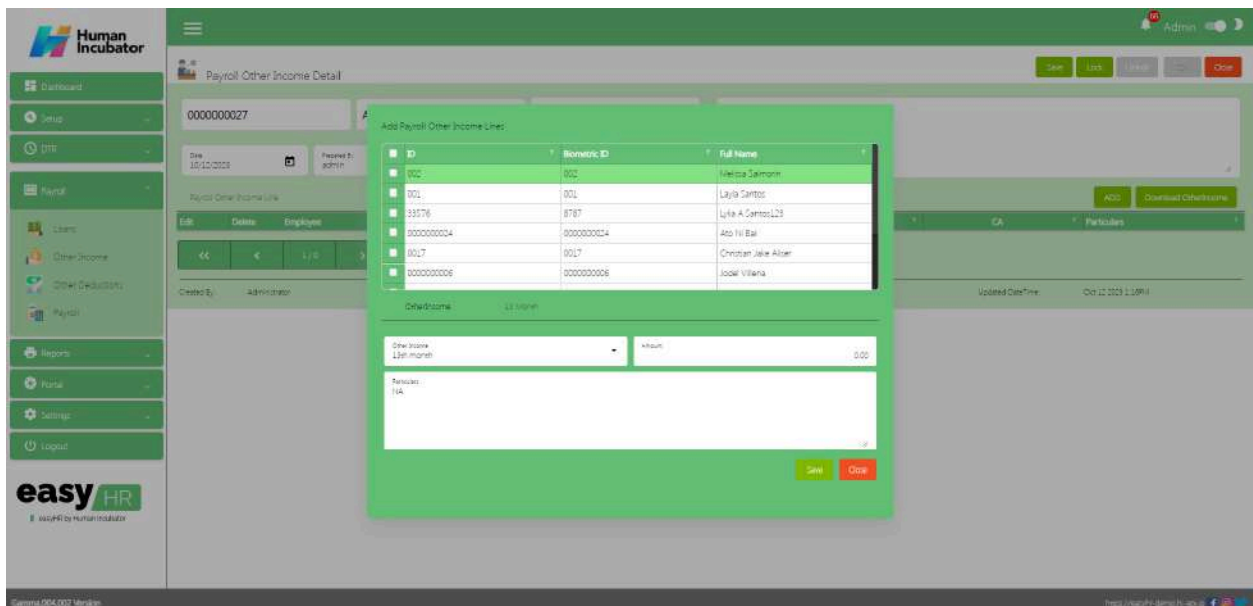
0000000027	ACTIVE	Month: 2023	Remark: NA
Date: 10/12/2023	Prepared By: admin	Checked By: admin	Approved By: admin

Below the form, there is a table with the following columns: Edit, Delete, Employee, Other Income, Amount, W/L, CA, and Particulars. The table is currently empty. At the bottom of the form, there is a 'Created By: Administrator' and 'Created DateTime: Oct 12 2023 11:09:41'.

## Add Payroll Other Income Lines

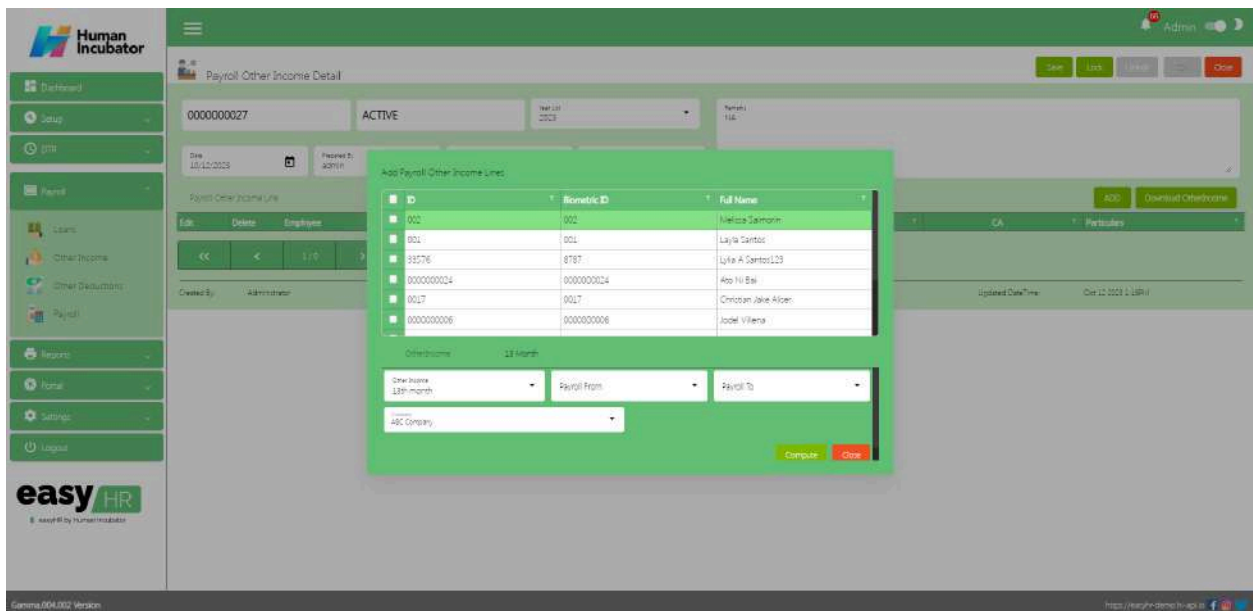
- To **Add** a manually Payroll Other Income lines, click the **Add** button
- There 2 tabs in add payroll other income lines
  - Select Employee
  - **OtherIncome** Tab and **13th Month** Tab

- In **Other Income** tab there are important fields need to fill up and select
  - Select Other Income Name
  - Input Amount
  - Input Particulars
  - Click **Save** button to add in Payroll Other Income Line



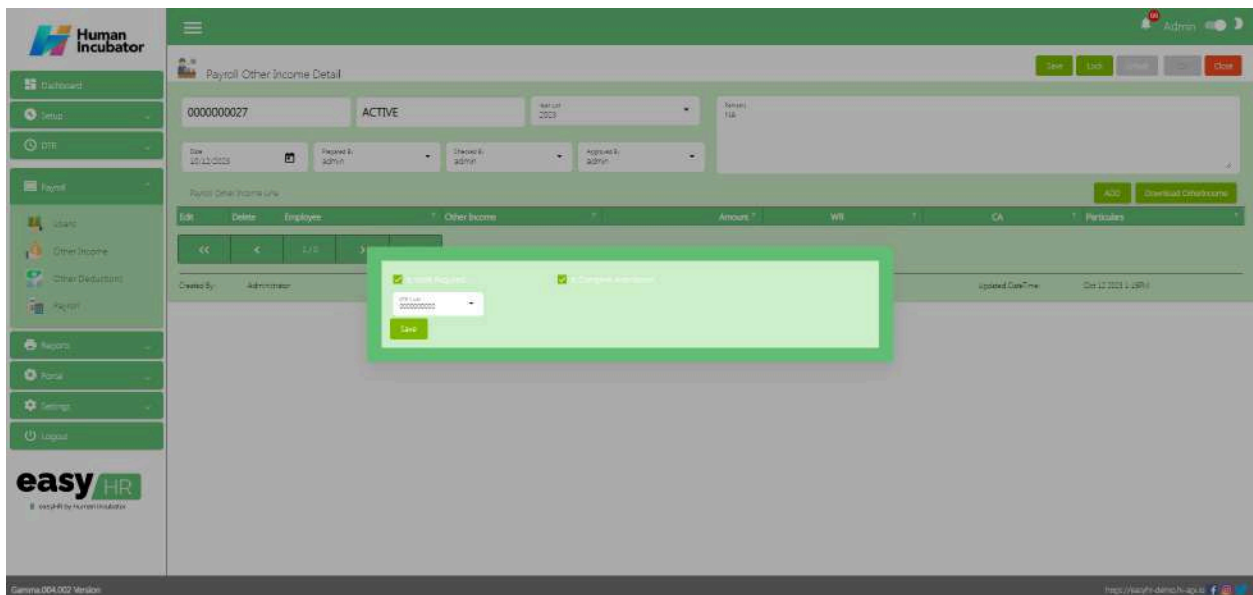
- In **13th Month** tab there are important fields need and select
  - Select 13th Month
  - Select Payroll From
  - Select Payroll To
  - Select Company

- Click **Compute** button to compute the 13th month



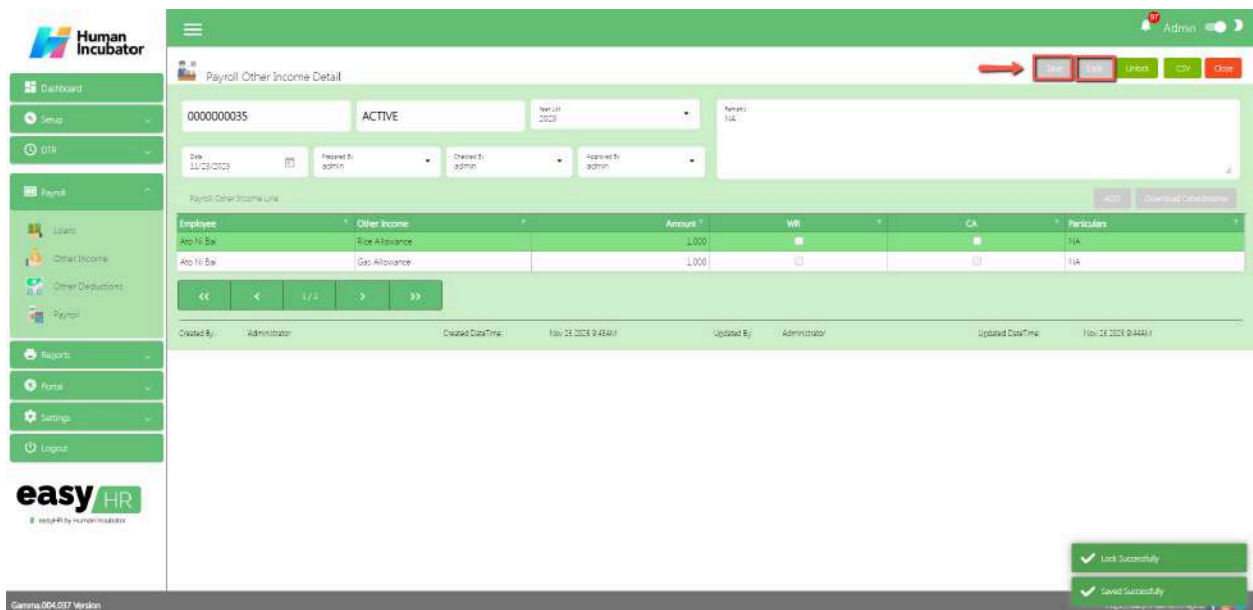
## Download Other Income

- Click **Download Other Income** button to download the other Income of employee
  - Check the **Checkbox** if **Is Work Required** or **Is Complete Attendance**
  - Select **DTR Code**
  - Click **Save** button to add in Payroll Other Income Line



## Save/Lock

- Make sure to save/lock so that this record is read and computed in the system also the Other Income code will be viewed in the Payroll module.



## Column Detail

- Employee: Name of the Employee
- Other Income: Name of the Other Income
- Amount: Amount of the Other Income

- WR: Meaning “Work Required” the employee will only get the other income if the employee has a work
- CA: Meaning “Complete Attendance” the employee will only get the other income if the employee got Complete Attendance
- Particulars: You can input any remarks

## Download CSV In Payroll Other Income Detail

- Click the CSV button to download the CSV file

ID	PNumber	PDate	PayrollGroup	Year	Remarks	PreparedByUser	CheckedByUser	ApprovedByUser	ID	Pnid	EmployeeId	Employee	OtherIncomeId	OtherIncome	Amount
104	104	Wed Oct 04 2023 08:00:00 GMT+0800 (Singapore Standard Time)	ACTIVE	2023	For Demo today Oct. 4	Administrator	undefined	undefined	5394	104	1047	Layla Santos	3	Transportation Allowance	500
104	104	Wed Oct 04 2023 08:00:00 GMT+0800 (Singapore Standard Time)	ACTIVE	2023	For Demo today Oct. 4	Administrator	undefined	undefined	5393	104	1048	Melissa Salmorin	3	Transportation Allowance	500

## Other Deductions

### Overview

- Other Deduction is used generate the deduction or loans of employee and also the user can add the loan for the 1 time payment deduction



## Payroll Other Deduction List

- Shows all the list of Payroll Other Deduction
- Select Payroll Group

### Column Table:

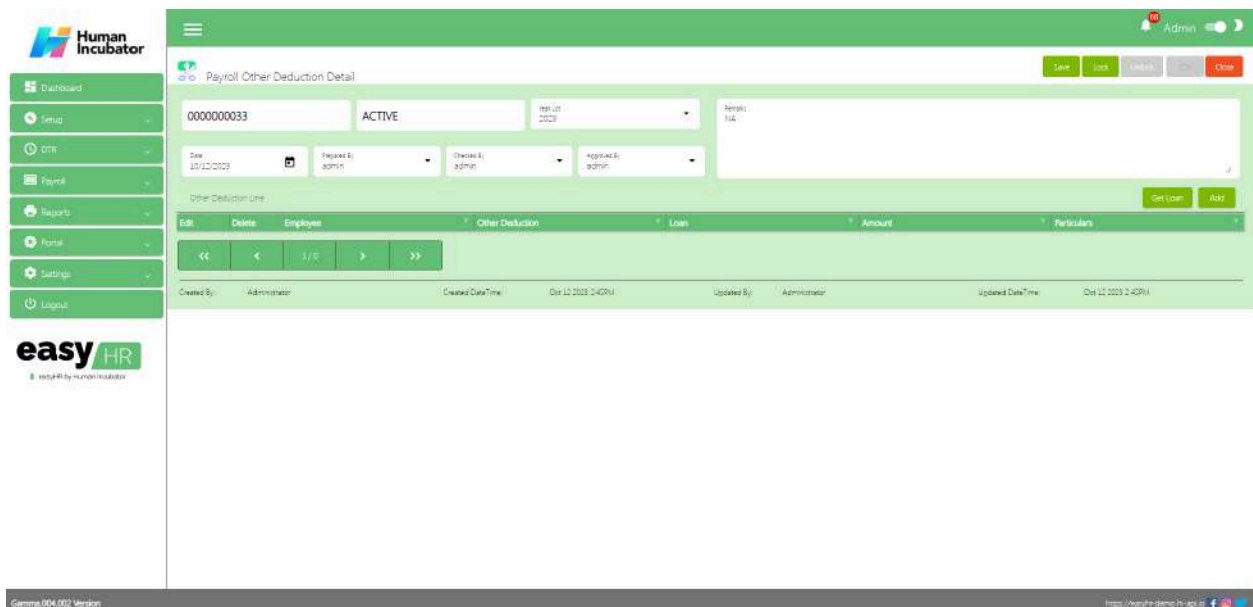
- Edit: This has a function to edit the Other Deduction
- Delete: This has a function to delete the Other Deduction (**Note: You will not be able to delete the Other Deduction if the payroll connected is already locked**)
- PD No.: This is for the Other Deduction number (**Note: It will automatically generate according to the sequence of the added Other Deduction**)
- Date: Date of the Other Deduction added
- Year: Year Date of the Other Deduction added
- Remarks: You can Input remarks
- Prepared By: Fullname of the user who added the Other Deduction
- Locked: Checked if this is already locked

Edit	Delete	PD No.	Date	Year	Remarks	Prepared By	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000047	11/21/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000048	11/10/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000045	11/10/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000044	11/7/2023	2023	Other Deduction Cut-off October 26-31, 2023	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000043	11/7/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000042	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000041	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000040	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000039	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000038	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000037	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000035	10/17/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000034	10/17/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000033	10/17/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000031	10/14/2023	2023	N/A	Administrator	<input type="checkbox"/>

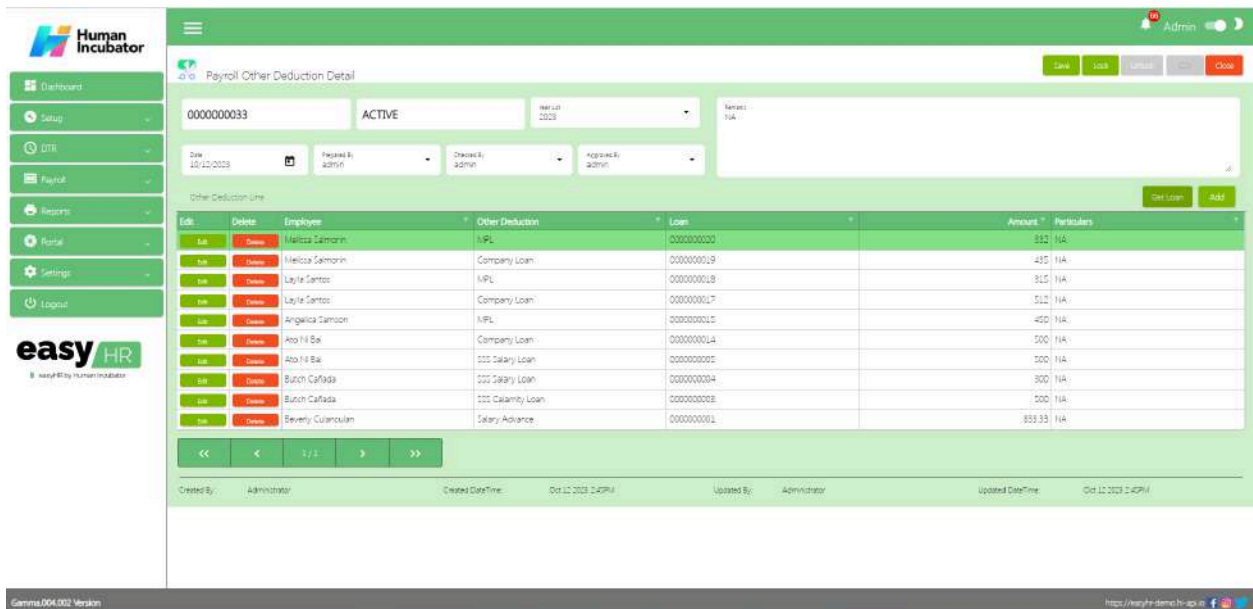
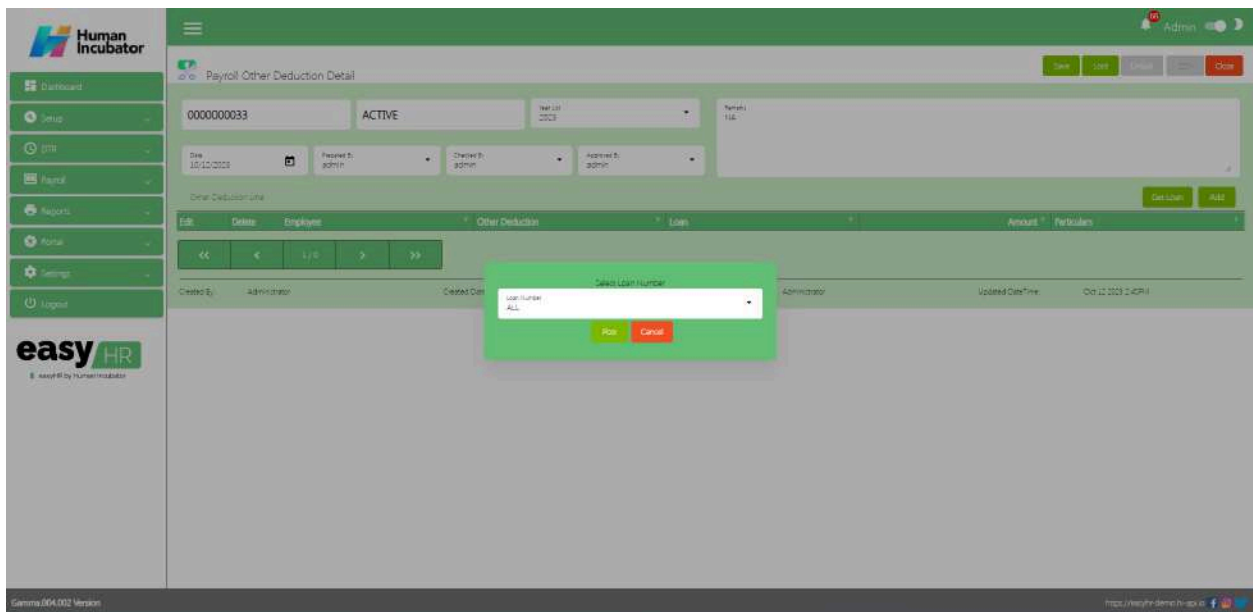
## Payroll Other Deduction Detail

- To **Add** a new Payroll Other Deduction, click the **Add** button that can be seen on the right side of the screen

- Fill all the important fields in Loan detail like:
  - Select Checked By
  - Select Approved By
  - Input Remarks

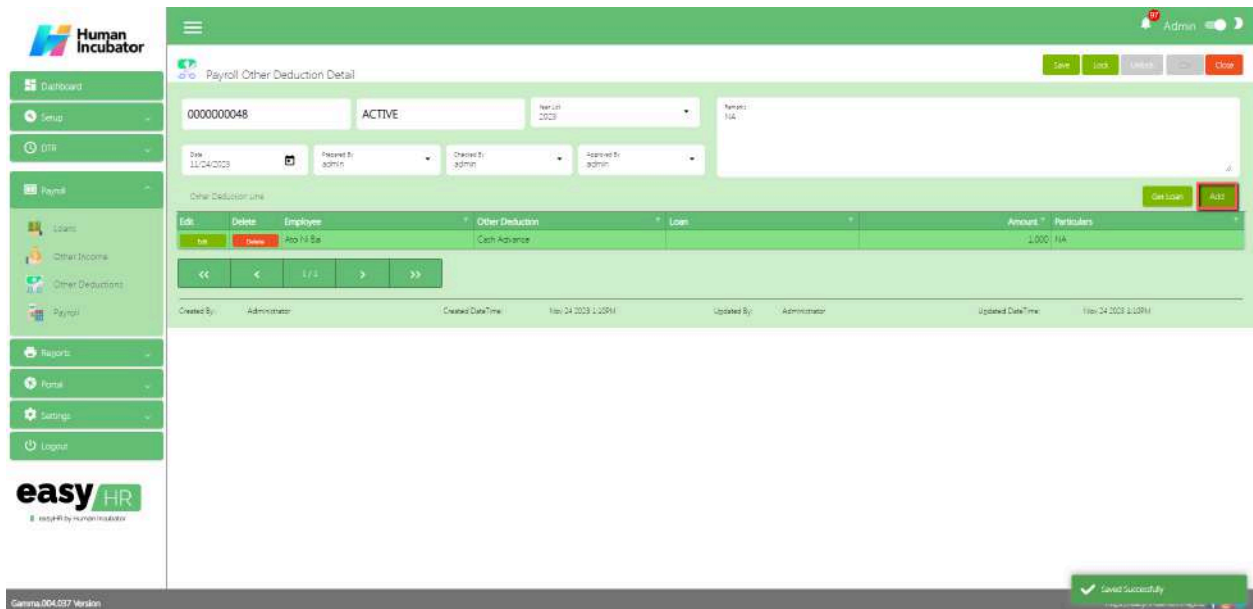
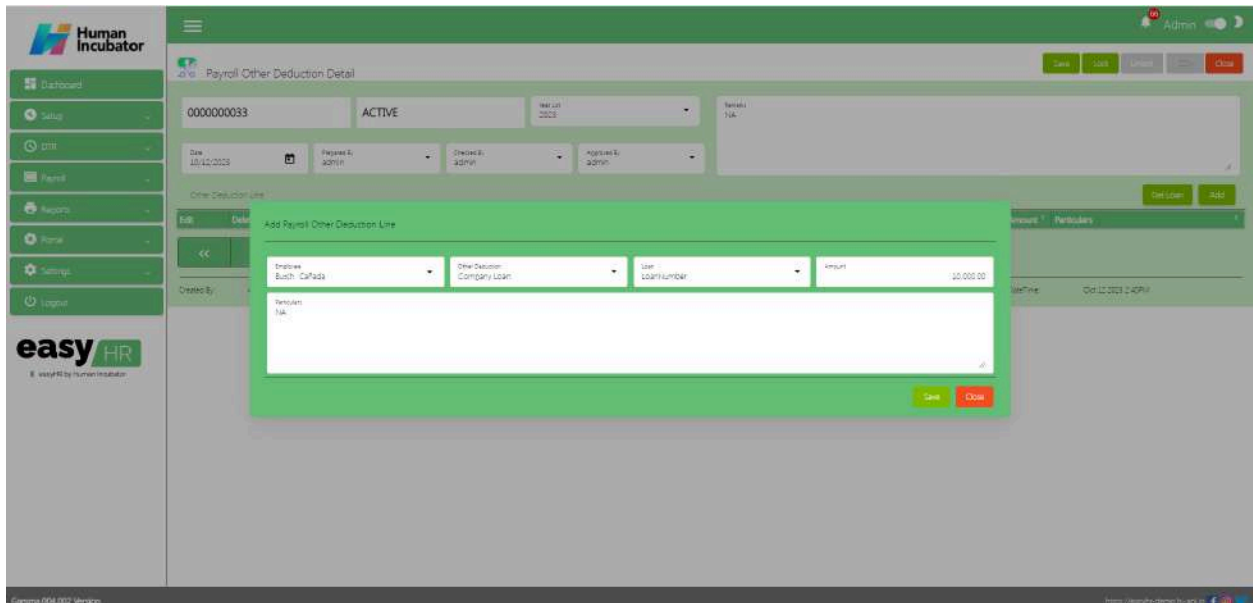


- Click **Get loan** button to get all employees loan
  - Select All to Loan Number
  - Click **Post** button to add in other deduction line



- Click **Add** button to manually or individually add a loan to the employee.

- Select Employee
- Select Other Deduction Name
- Select Loan Number
- Input Amount
- Click **Save** button to add in other deduction line



## Save/Lock

- Make sure to save/lock so that this record is read and computed in the system also the Other Deduction code will be viewed in the Payroll module.

Human Incubator

Payroll Other Deduction Detail

0000000046 ACTIVE

Date: 11/10/2023

Employee	Other Deduction	Loan	Amount	Particulars
Christian Jake Alizer	Salary Advance	0000000027	1,000	NA

easy HR

Lock Successfully

Save Successfully

## Column Table

- Employee: Name of the Employee
- Other Deduction: Name of the Other Deduction
- Loan: Loan number of the Employee
- Amount: Loan payment amount
- Particulars: You can add any particulars

## Payroll

### Overview

- Payroll is used to compute all the Deduction, Other Income, Daily rate, Monthly Rate, Net Income

## Payroll List

- Shows all the list of Payroll
- Select Payroll Group

## Column Table

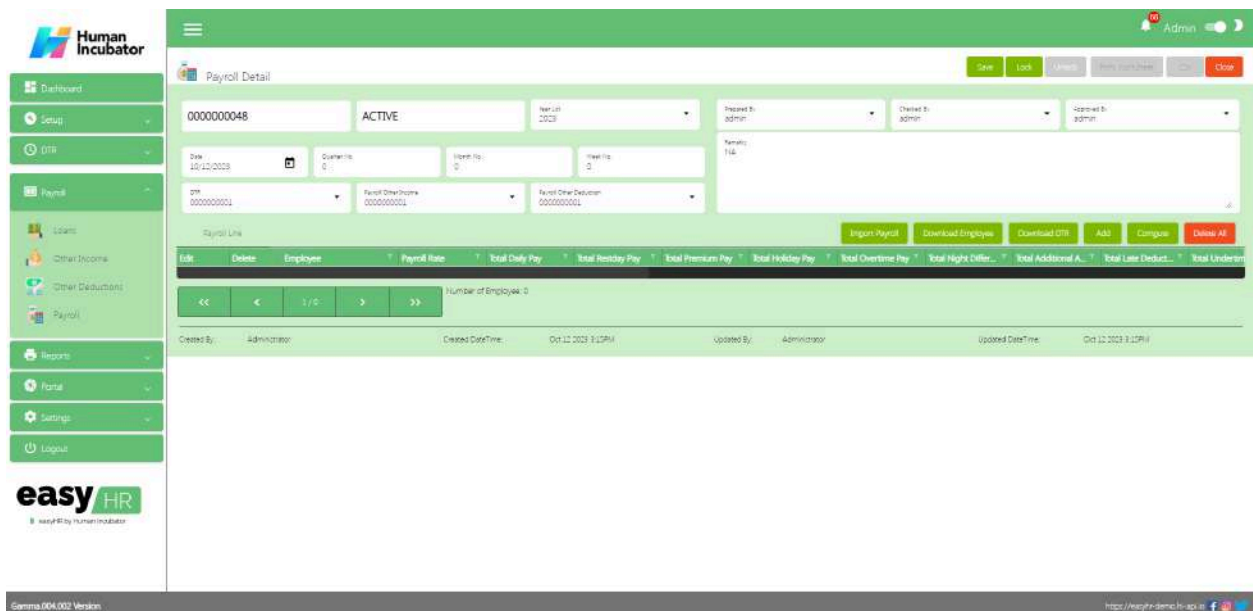
- Edit: This has a function to edit the Payroll
- Delete: This has a function to delete the Payroll (**Note: You will not be able to delete the Payroll if it has still a Payroll lines**)
- Pay No.: This is for the Payroll number (**Note: It will automatically generate according to the sequence of the added Payroll**)
- Date: Date of the Payroll added
- Year: Year Date of the Payroll added
- Remarks: You can Input any remarks
- Prepared By: Fullname of the User who added the Payroll
- Locked: Check if the Payroll is already locked.

Edit	Delete	Pay No.	Date	Year	Remarks	Prepared By	Locked
		0000000070	11/25/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000069	11/24/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000068	11/23/2023	NA	2nd cut off	Administrator	<input type="checkbox"/>
		0000000067	11/23/2023	2023	NA	Administrator	<input type="checkbox"/>
		0000000066	11/23/2023	NA	1st cut off	Administrator	<input type="checkbox"/>
		0000000065	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000064	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000063	11/22/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000062	11/22/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000061	11/13/2023	2023	November 1-15 Payroll Cut-off	Administrator	<input type="checkbox"/>
		0000000060	10/31/2023	2023	16-31	Administrator	<input type="checkbox"/>
		0000000059	11/10/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000058	11/10/2023	NA	NA	Administrator	<input type="checkbox"/>
		0000000057	11/8/2023	2023	NA	Administrator	<input type="checkbox"/>
		0000000056	11/8/2023	NA	NA	Administrator	<input type="checkbox"/>

## Payroll Detail

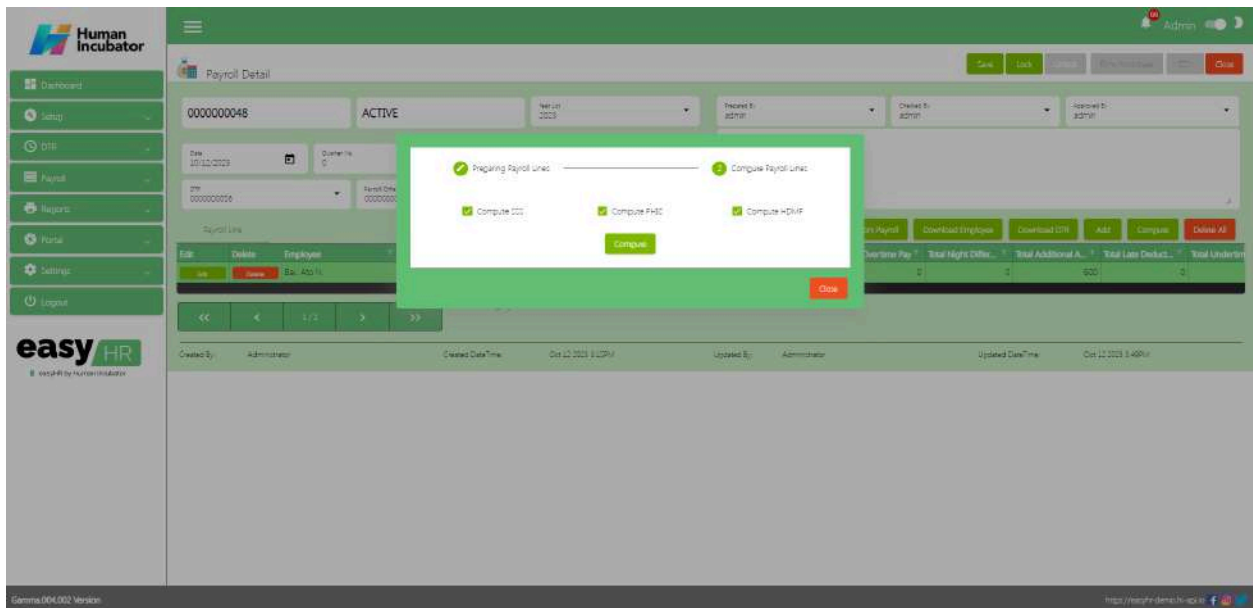
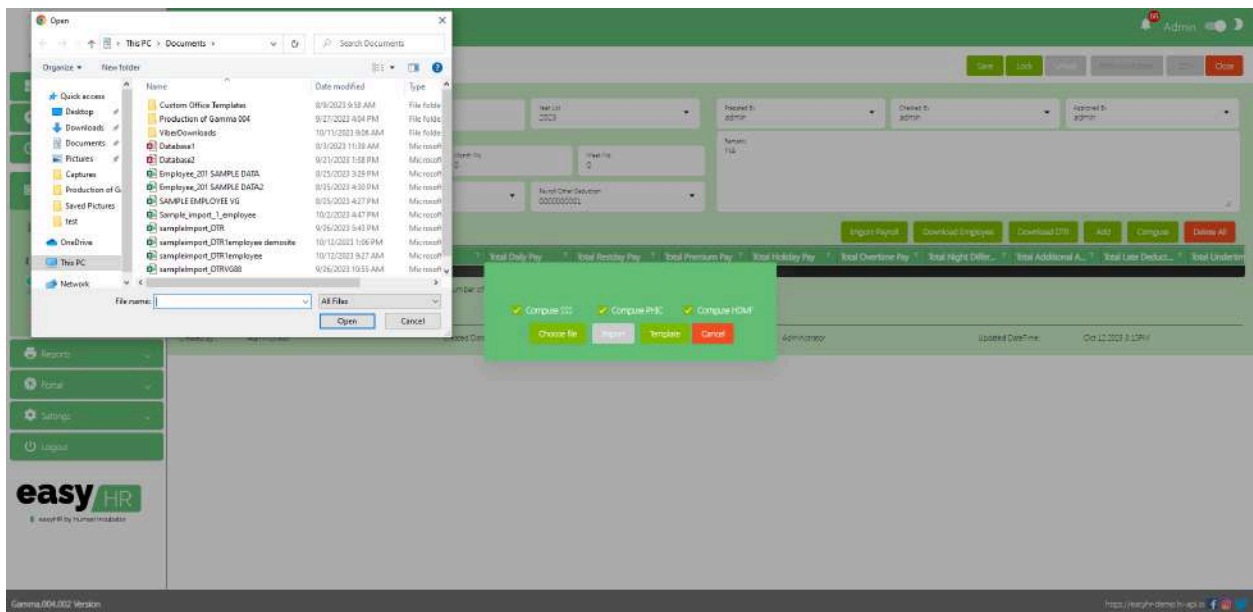
- To **Add** a new Payroll, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Payroll detail like:
  - Select Date
  - Input Quarter Number

- Input Month Number
- Input Week Number (For Weekly Salary)
- Select DTR Number
- Select Payroll Other Income Number
- Select Payroll Other Deduction Number
- Select Checked By
- Select Approved By
- Input Remarks
- Click **Save** button to save all details



## Import Payroll

- Click **Import Payroll** button to import payroll master files
  - Click **Choose** file
  - Click **Open** file
  - Click **Import** ( Employee payroll is successfully imported )
  - Click **Done** button
  - Click **Compute** button to Compute the Payroll line
  - Click **Next** button
  - Click **Compute** button to Compute your mandatory deduction
  - Click **Done** button



## Import Payroll Incorrect File Format Error Message

- Edit excel file removed column name



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Employee	Employee	Regular	LegalHoli	LegalHoli	Special	RestDay	LegalHoli	Special	Regular	LegalHoli	Special	RestDay	LegalHoli	Special	Regular	RestDay	LegalHoli	Special	LegalHoli	AWOL	TotalLate	Hours	
2	'09201	Aliser, Ch	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
3	'21-0456	ANDRADA	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
4	'2127	ANTONIO	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
5	'2133	BELLO, MA	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
6	'2182	FRELINE,	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
7	'2128	FELICIDAD	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
8	'2172	PANGANG	12	1	1	1	1	0	0	2	2	2	1	1	1	2	2	2	2	3	0	1	1	
9																								
10																								
11																								
12																								
13																								

- Import Excel file

The screenshot shows the 'Payroll Detail' page in the Human Incubator system. A modal window is open with the following options:  Compute SSS,  Compute PHIC,  Compute HCM. Below these are buttons for 'Choose file', 'Import', 'Template', and 'Cancel'. A red error box at the bottom right contains the text: 'Invalid Worksheet - Please import the correct file format and try again.'

The screenshot shows the 'Payroll Detail' page for employee 000000048. The interface includes a sidebar with navigation options like Dashboard, Setup, HR, Payroll, Loans, Other Income, Other Deductions, Reports, Portal, Settings, and Logout. The main content area displays payroll details for the date 10/12/2023. A table below shows the following data:

Payroll Line	Payroll Rate	Total Daily Pay	Total Residual Pay	Total Premium Pay	Total Holiday Pay	Total Overtime Pay	Total Night Differ	Total Additional A.	Total Under
1	6,000	5,558.48	0	0	0	0	0	600	0

At the bottom, there are buttons for 'Import Payroll', 'Download Employee', 'Download DTR', 'Add', 'Compute', and 'Delete All'. The footer of the page includes the version 'Gamma.004.037 Version' and the URL 'http://easyhr.danico.hr-aps.id'.

## Download Employee

- Click **Download Employee** to Download individual employee

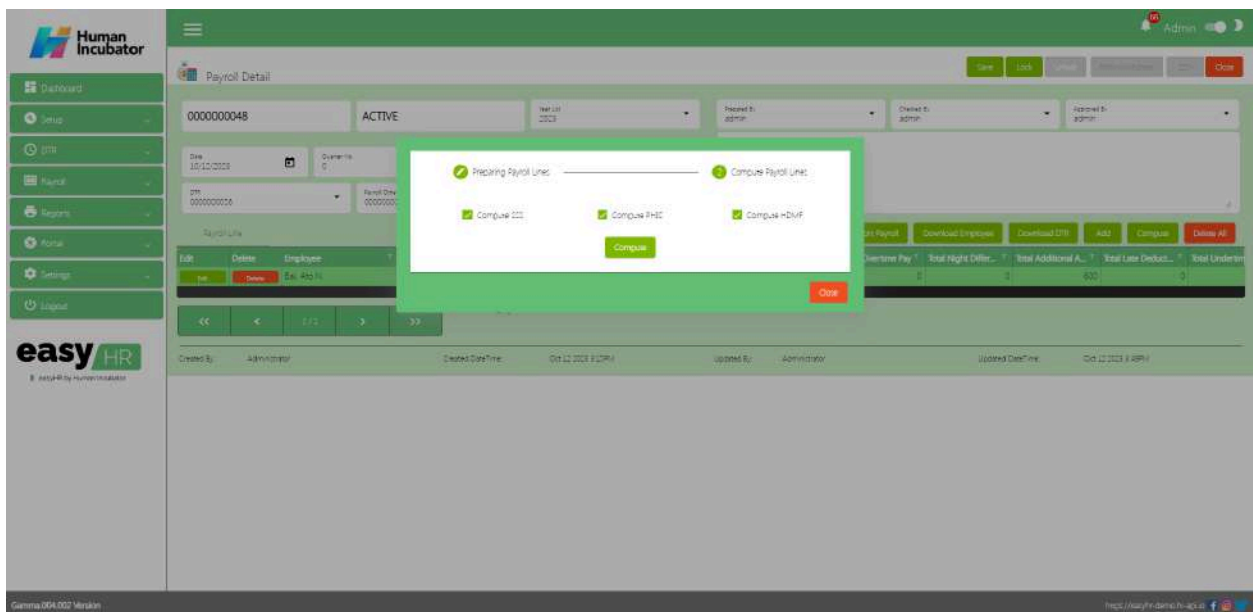
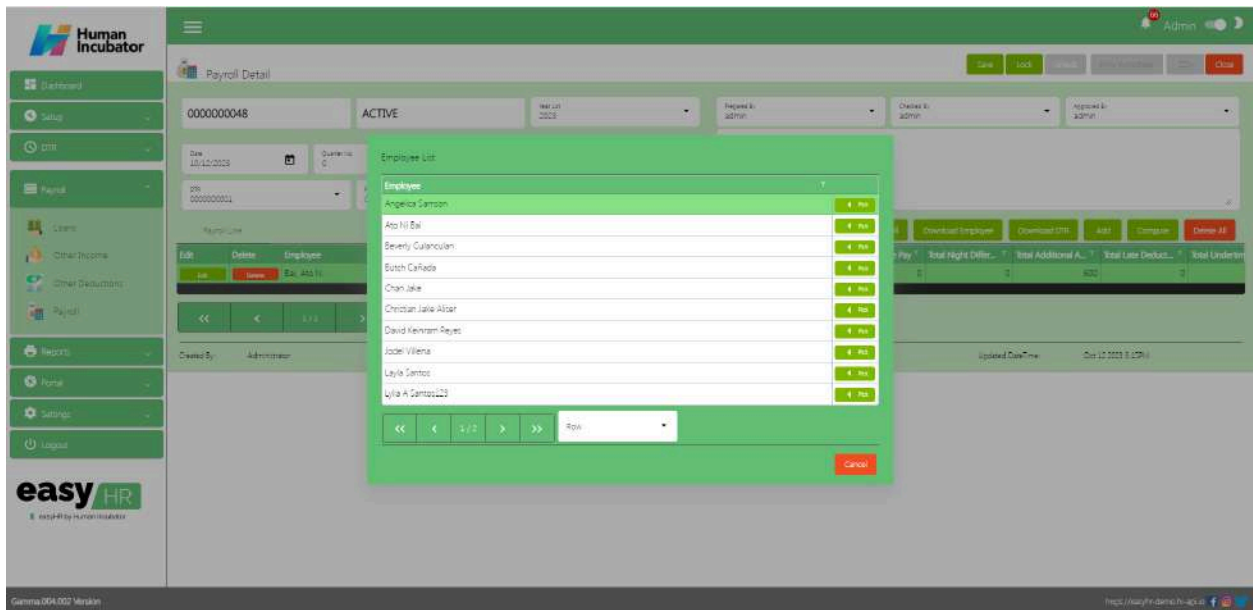
- Click **Pick** Employee in Employee list
- Click **Compute** button to Compute the Payroll line
- Click **Next** button
- Click **Compute** button to Compute your mandatory deduction

*Note: The mandatory deduction will be based on the payroll rate for the first half and the deduction for the second half will deduct the remaining amount based on the monthly rate*

*Note: If the payroll rate exceeded 29,750 amount the SSS mandatory deduction will deduct fully in the first half but the deduction for the second half will be zero*

1		SSS	PHIC	HDMF Fixed Percentage	Tax
2	Rule	Based on SSS Table	2% of Gross Salary	2% of Gross Salary	Based on Table
3	Example: Gross Salary P29,750 Monthly Salary P59,500	The SSS Premium Contribution of P1,350 will be a be deducted totally in the first payroll cut off, and in the second payroll cut off the the SSS Contribution will be zero	The PHIC Premium contribution will be P595 for the first Payroll cut off and for the second payroll cut off will be P595 total of P1,190 for the whole monthly contribution	The HDMF Premium contribution will be P595 for the first Payroll cut off and for the second payroll cut off will be P595 total of P1,190 for the whole monthly contribution	
4	Example: Gross Salary P25,000 Monthly Salary P50,000	The SSS Premium Contribution for the first payroll cut off will be P1,125 and in the second payroll cut off will be P225 total of P1350 for the whole monthly contribution	The PHIC Premium contribution will be P500 for the first Payroll cut off and for the second payroll cut off will be P500 total of P1,000 for the whole monthly contribution	The HDMF Premium contribution will be P500 for the first Payroll cut off and for the second payroll cut off will be P500 total of P1,000 for the whole monthly contribution	
5	Example: Gross Salary P20,000 Monthly Salary P40,000	The SSS Premium Contribution for the first payroll cut off will be P900 and in the second payroll cut off will be P450 total of P1350 for the whole monthly contribution	The PHIC Premium contribution will be P400 for the first Payroll cut off and for the second payroll cut off will be P400 total of P800 for the whole monthly contribution	The HDMF Premium contribution will be P400 for the first Payroll cut off and for the second payroll cut off will be P400 total of P800 for the whole monthly contribution	
6	Example: Gross Salary P15,000 Monthly Salary P30,000	The SSS Premium Contribution for the first payroll cut off will be P675 and in the second payroll cut off will be P675 total of P1350 for the whole monthly contribution	The PHIC Premium contribution will be P300 for the first Payroll cut off and for the second payroll cut off will be P300 total of P600 for the whole monthly contribution	The HDMF Premium contribution will be P300 for the first Payroll cut off and for the second payroll cut off will be P300 total of P600 for the whole monthly contribution	
7	Example: Gross Salary P10,000 Monthly Salary P20,000	The SSS Premium Contribution for the first payroll cut off will be P450 and in the second payroll cut off will be P450 total of P900 for the whole monthly contribution	The PHIC Premium contribution will be P200 for the first Payroll cut off and for the second payroll cut off will be P200 total of P400 for the whole monthly contribution	The HDMF Premium contribution will be P200 for the first Payroll cut off and for the second payroll cut off will be P200 total of P400 for the whole monthly contribution	
8	Example: Gross Salary P5,000 Monthly Salary P10,000	The SSS Premium Contribution for the first payroll cut off will be P225 and in the second payroll cut off will be P225 total of P450 for the whole monthly contribution	The PHIC Premium contribution will be P200 for the first Payroll cut off and for the second payroll cut off will be zero total of P200 for the whole monthly contribution	The HDMF Premium contribution will be P100 for the first Payroll cut off and for the second payroll cut off will be P100 total of P200 for the whole monthly contribution	

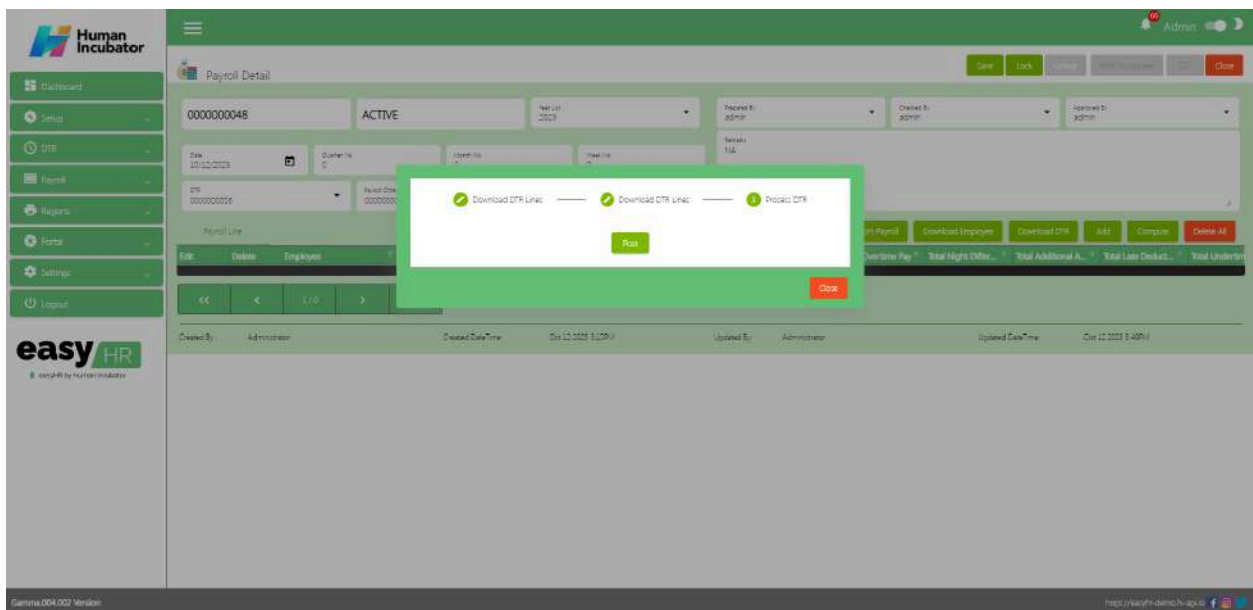
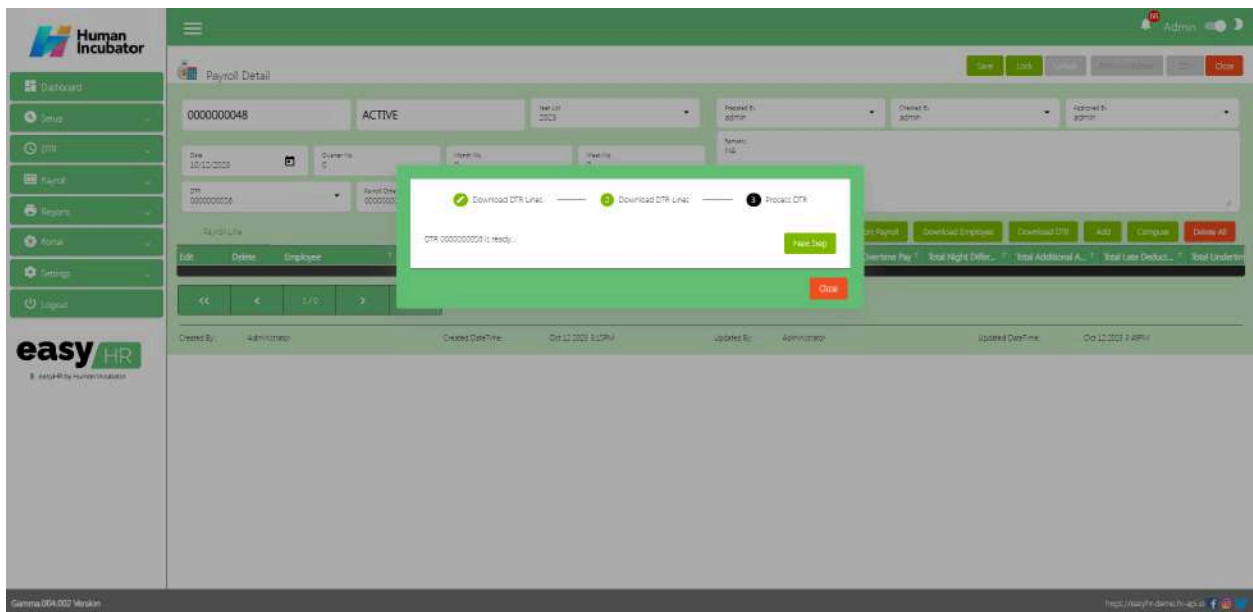
- Click **Done** button

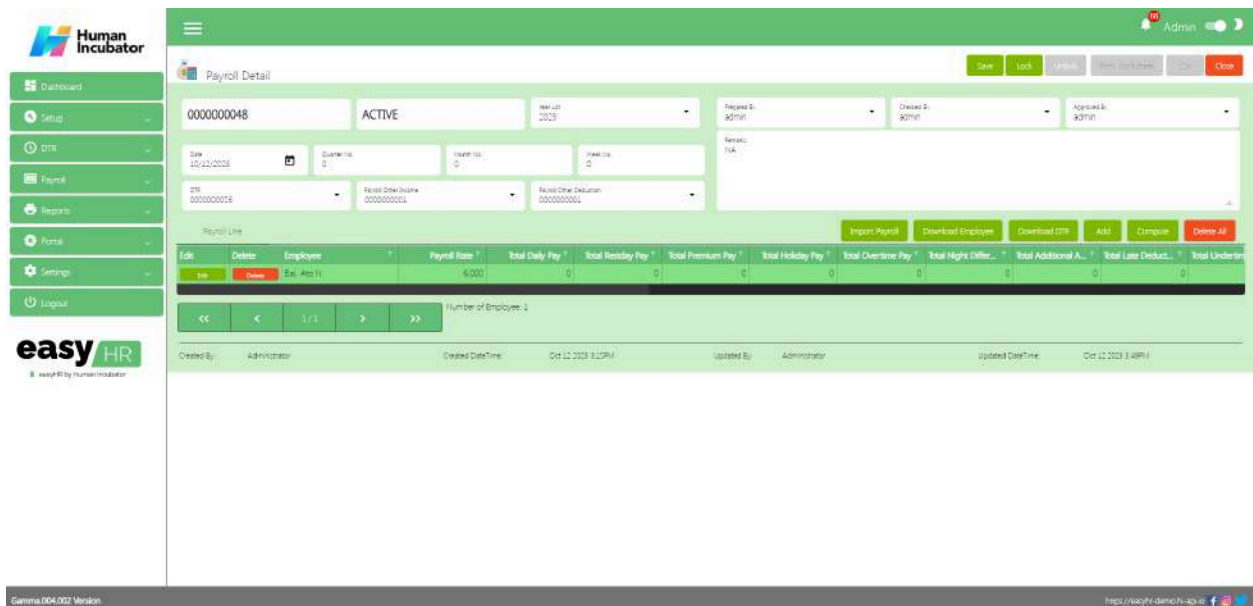


The screenshot displays the 'Payroll Detail' page in the Human Incubator system. The interface includes a sidebar with navigation options and a main content area. The main area features a form for entering payroll details, including fields for Date, Quantity, and various rates. Below the form is a table with columns for Employee, Payroll Rate, Total Daily Pay, Total Holiday Pay, Total Premium Pay, Total Holiday Pay, Total Overtime Pay, Total High Differ, Total Additional A, Total Late Deduc, and Total Underm. The table shows one employee with a payroll rate of 8,200 and a total daily pay of 0,000.00. At the bottom, there are buttons for 'Download DTR', 'Add', 'Compute', and 'Delete All'.

## Download DTR

- Click **Download DTR** to Download all DTR of employees from the DTR module
  - Click **Next** button
  - Click **Post** button ( Processing.. )
  - Click **Done** button to add in payroll line





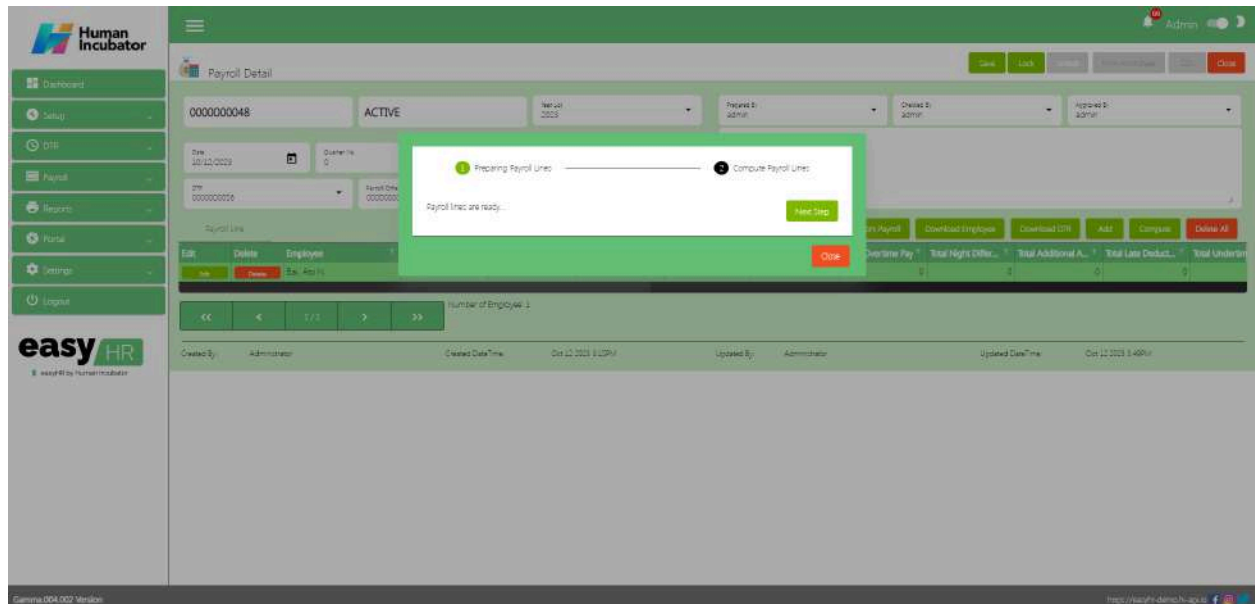
- Click **Compute** button to Compute the Payroll line
- Click **Next** button
- Click **Compute** button to Compute your mandatory deduction

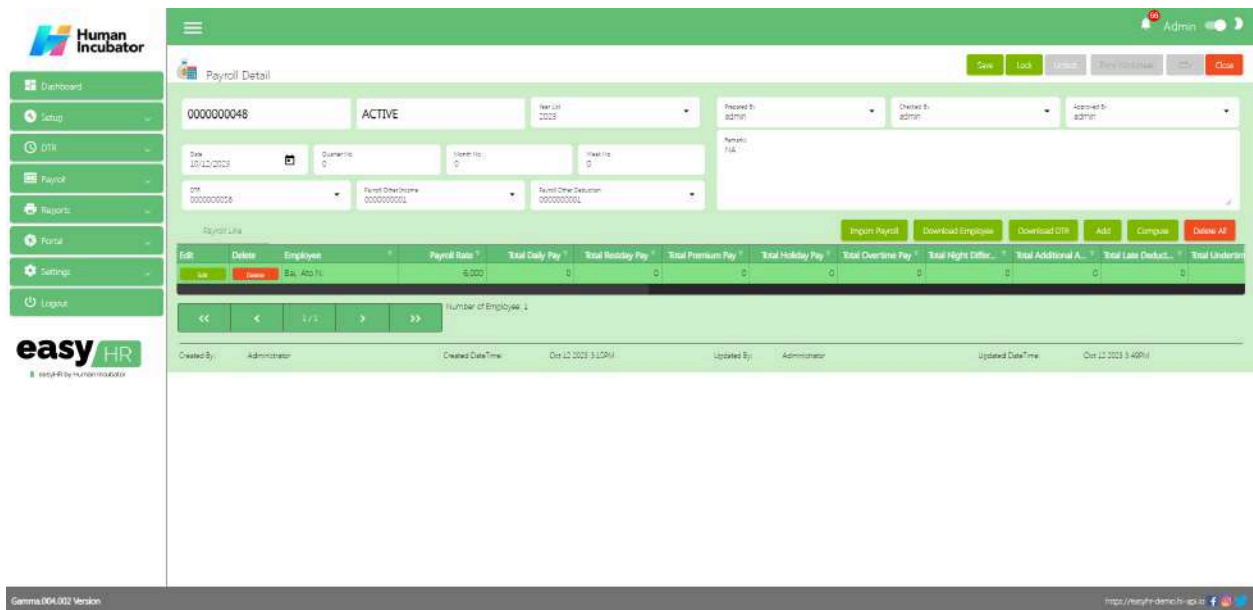
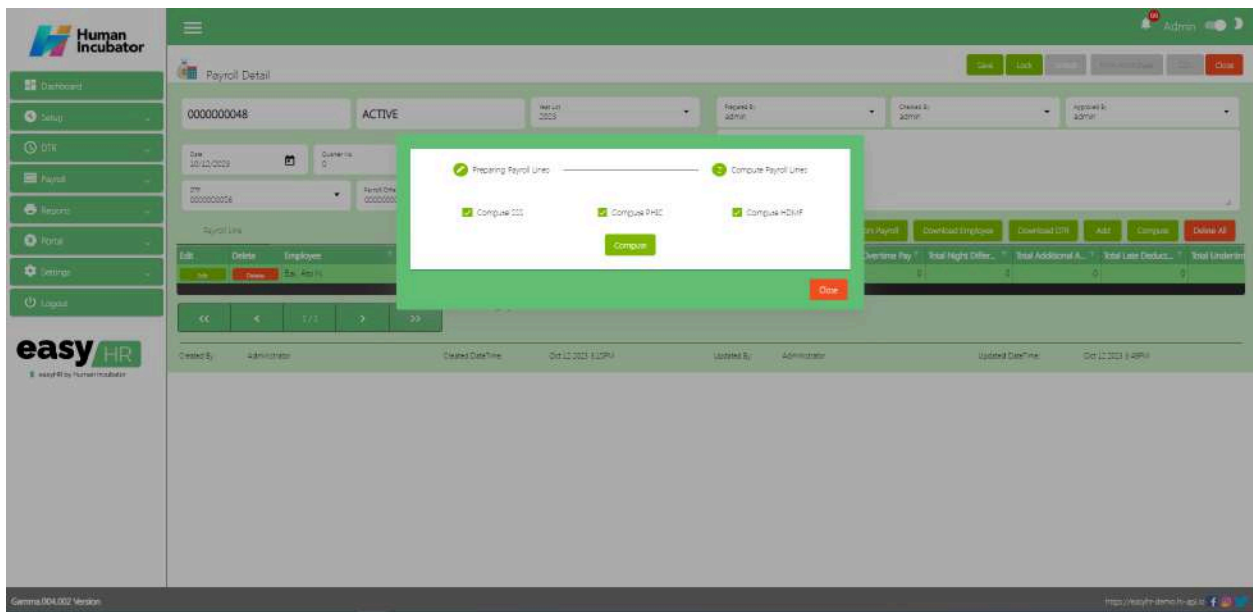
*Note: The mandatory deduction will be based on the payroll rate for the first half and the deduction for the second half will deduct the remaining amount based on the monthly rate*

*Note: If the payroll rate exceeded 29,750 amount the SSS mandatory deduction will deduct fully in the first half but the deduction for the second half will be zero*

1		SSS	PHIC	HDMF Fixed Percentage	Tax
2	Rule	Based on SSS Table	2% of Gross Salary	2% of Gross Salary	Based on Table
3	Example: Gross Salary P29,750 Monthly Salary P59,500	The SSS Premium Contribution of P1,350 will be a be deducted totally in the first payroll cut off, and in the second payroll cut off the the SSS Contribution will be zero	The PHIC Premium contribution will be P595 for the first Payroll cut off and for the second payroll cut off will be P595 total of P1,190 for the whole monthly contribution	The HDMF Premium contribution will be P595 for the first Payroll cut off and for the second payroll cut off will be P595 total of P1,190 for the whole monthly contribution	
4	Example: Gross Salary P25,000 Monthly Salary P50,000	The SSS Premium Contribution for the first payroll cut off will be P1,125 and in the second payroll cut off will be P225 total of P1350 for the whole monthly contribution	The PHIC Premium contribution will be P500 for the first Payroll cut off and for the second payroll cut off will be P500 total of P1,000 for the whole monthly contribution	The HDMF Premium contribution will be P500 for the first Payroll cut off and for the second payroll cut off will be P500 total of P1,000 for the whole monthly contribution	
5	Example: Gross Salary P20,000 Monthly Salary P40,000	The SSS Premium Contribution for the first payroll cut off will be P900 and in the second payroll cut off will be P450 total of P1350 for the whole monthly contribution	The PHIC Premium contribution will be P400 for the first Payroll cut off and for the second payroll cut off will be P400 total of P800 for the whole monthly contribution	The HDMF Premium contribution will be P400 for the first Payroll cut off and for the second payroll cut off will be P400 total of P800 for the whole monthly contribution	
6	Example: Gross Salary P15,000 Monthly Salary P30,000	The SSS Premium Contribution for the first payroll cut off will be P675 and in the second payroll cut off will be P675 total of P1350 for the whole monthly contribution	The PHIC Premium contribution will be P300 for the first Payroll cut off and for the second payroll cut off will be P300 total of P600 for the whole monthly contribution	The HDMF Premium contribution will be P300 for the first Payroll cut off and for the second payroll cut off will be P300 total of P600 for the whole monthly contribution	
7	Example: Gross Salary P10,000 Monthly Salary P20,000	The SSS Premium Contribution for the first payroll cut off will be P450 and in the second payroll cut off will be P450 total of P900 for the whole monthly contribution	The PHIC Premium contribution will be P200 for the first Payroll cut off and for the second payroll cut off will be P200 total of P400 for the whole monthly contribution	The HDMF Premium contribution will be P200 for the first Payroll cut off and for the second payroll cut off will be P200 total of P400 for the whole monthly contribution	
8	Example: Gross Salary P5,000 Monthly Salary P10,000	The SSS Premium Contribution for the first payroll cut off will be P225 and in the second payroll cut off will be P225 total of P450 for the whole monthly contribution	The PHIC Premium contribution will be P200 for the first Payroll cut off and for the second payroll cut off will be zero total of P200 for the whole monthly contribution	The HDMF Premium contribution will be P100 for the first Payroll cut off and for the second payroll cut off will be P100 total of P200 for the whole monthly contribution	

- Click **Done** button

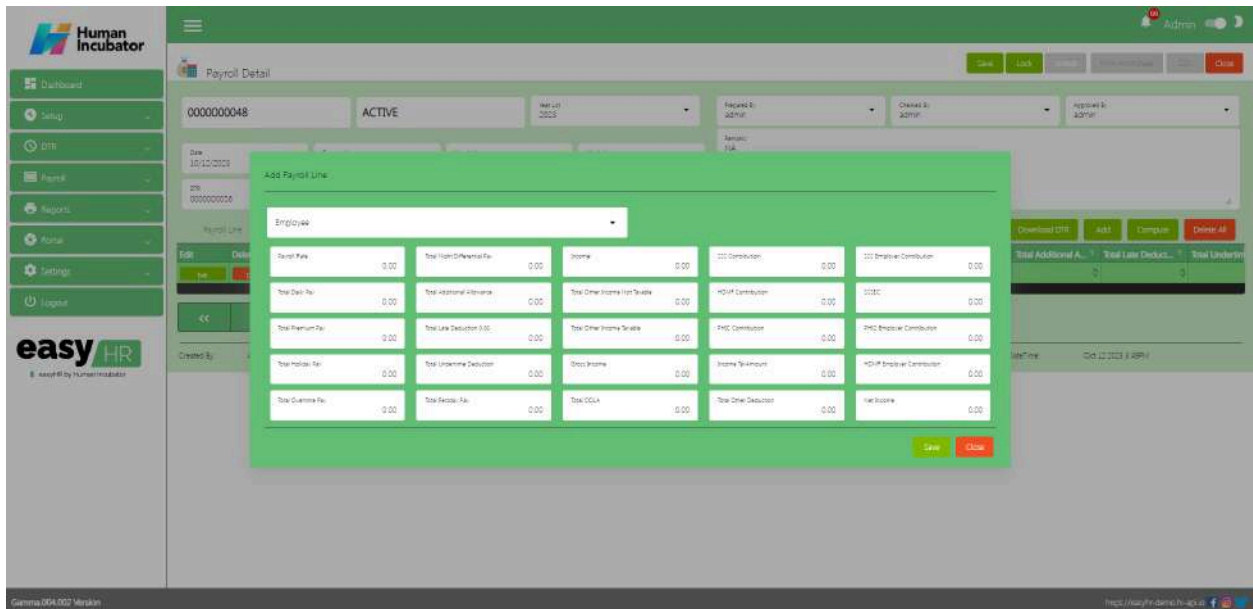




Add



- Click **Add** button to manually add payroll line
  - Select Employee
  - Fill all the important fields in Add Payroll Line
  - Click **Save** button to add payroll line



### Delete All

- Click **Delete** button to delete all payroll line
  - Click **Yes** to delete

### Save/Lock

- Make sure to save/lock so that this record is displayed in the reports module.

Human Incubator

Payroll Detail

000000068 ACTIVE Year: 2023

Date: 11/29/2023 Count: 1 Name: 2nd out off

Employee	Payroll Rate	Total Daily Pay	Total Restday Pay	Total Premium Pay	Total Holiday Pay	Total Overtime Pay	Total Night Differ.	Total Additional A.	Total Late Deduct.	Total Undertime	Total Absent Amnt.
Aileen Christian	5,000	4,987.50	0	117.50	419.77	0	0	0	0	0	0

Created By: Administrator Created DateTime: Nov-29 2023 10:21AM Updated By: Administrator Updated DateTime: Nov-29 2023 11:27AM

easy HR

Save Successfully

Save Successfully

## Column Table

- Employee: Name of the Employee
- Payroll Rate: Payroll Rate of the Employee
- Total Daily Pay: Total Daily Pay of the Employee based of the number of working days
- Total Restday Pay: Total Restday Pay of the Employee
- Total Premium Pay: Total Premium Pay of the Employee (**Note: Premium Pay means Special Holiday Pay**)
- Total Holiday Pay: Total Holiday Pay of the Employee (**Note: Holiday Pay means Regular Holiday Pay**)
- Total Overtime Pay: Total Overtime of the Employee
- Total Night Differential: Total Night Differential Pay of the Employee
- Total Additional Allowance: Total Additional Allowances of the Employee
- Total Late Deduction: Total Late Deduction of the Employee
- Total Undertime Deduction: Total Undertime Deduction of the Employee
- Total Absent Amount: Total Absent Amount of the Employee
- Income: Total Income of the Employee
- Taxable OtherIncome: Taxable Income of the Employee
- Non-Taxable Other Income: Non-Taxable Income of the Employee
- Gross Income: Total Gross Income of the Employee (**Note: If the Employee has Taxable or Non-Taxable Income it will be added in total in the Gross Income**)

- SSS Contribution: SSS Contribution of the Employee
- PHIC Contribution: PHIC Contribution of the Employee
- HDMF Contribution: HDMF Contribution of the Employee
- Income Tax Amount: Income Tax Amount of the Employee
- Total Other Deductions: Total Other Deductions of the Employee
- Net Income: Total Net Income of the Employee (**Note: This includes all Other Incomes and All Deductions such as Mandatory Deductions, Tax Deductions and Other Deductions of the Employee**)
- SSS Employer Contribution: SSS Contribution of the Employer
- SSS EC: SSS EC of the Employer
- PHIC Employer Contribution: PHIC Contribution of the Employer
- HDMF Employer Contribution: HDMF Contribution of the Employer

Payroll Detail

000000079 ACTIVE Year: 2024

Date: 1/24/2024 Quarter: 1 Term: 1 Week: 0

Employee	Payroll Rate	Income	Taxable Other Income	Non-Taxable Other Income	Gross Income	SSS Contribution	PHIC Contribution	HDMF Contribution	Income Tax Amount	Total Other Deductions	Net Income	SSS Employer Contribution
Alice Christian Jane	5,000	6,195.40	0	0	6,195.40	0	0	0	0	0	1,000	0

Number of Employees: 1

Created By: Administrator Created DateTime: Jan 24, 2024 5:11 PM Updated By: Administrator Updated DateTime: Jan 24, 2024 5:11 PM

Gamma.004.038 Version

Payroll Detail

000000079 ACTIVE Year: 2024

Date: 1/24/2024 Quarter: 1 Term: 1 Week: 0

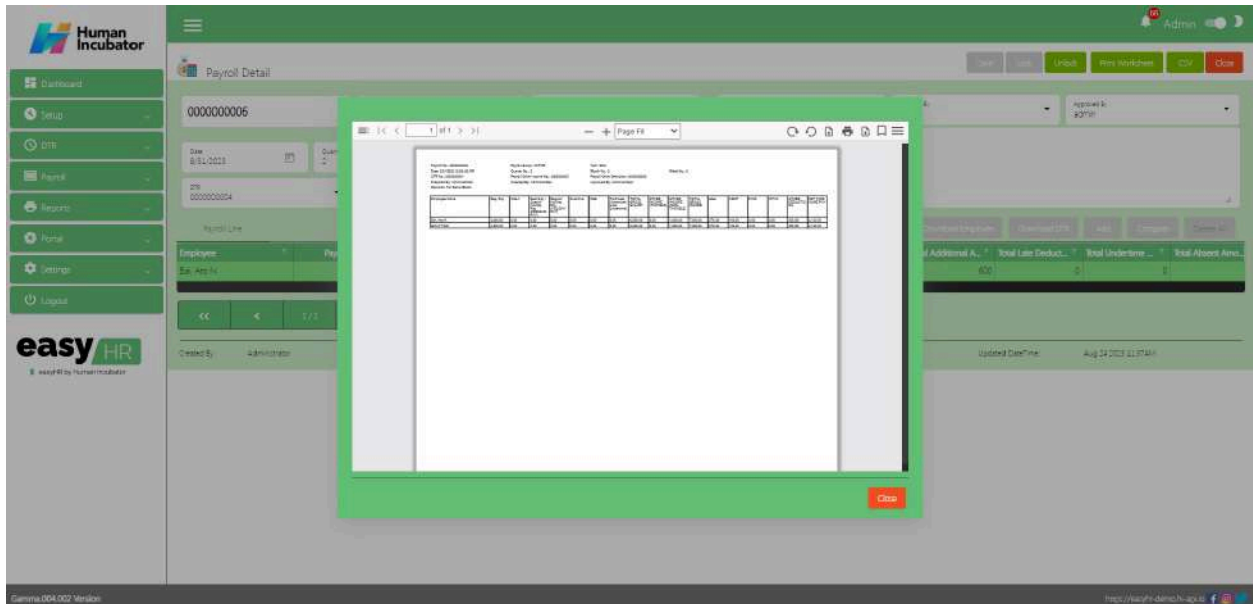
Employee	Payroll Rate	Gross Income	SSS Contribution	PHIC Contribution	HDMF Contribution	Income Tax Amount	Total Other Deductions	Net Income	SSS Employer Contribution	SSS EC	PHIC Employer Contribution	HDMF Employer Contribution
Alice Christian Jane	5,000	6,195.40	0	0	0	0	0	1,000	0	0	0	0

Number of Employees: 1

Created By: Administrator Created DateTime: Jan 24, 2024 5:11 PM Updated By: Administrator Updated DateTime: Jan 24, 2024 5:11 PM

## Print WorkSheet

- Click **Print WorkSheet** if the user want to print payroll line



## Download CSV

- Click the **CSV** button to download the CSV file

The screenshot shows a Microsoft Excel spreadsheet titled 'payroll (3) - Excel'. The spreadsheet contains a table with the following data:

Payroll List																
ID	PAVID	Employeeid	EmployeePayroll	PayrollRate	TotalDailyPay	TotalPremiumPay	TotalHolidayPay	TotalOvertimePay	TotalNightDifferentialPay	TotalCOLA	TotalAdditionalAllowance	TotalLateDeduction	TotalUndertimeDeduction	Income	TotalOtherIncomeNetTaxable	TotalOther
847	10	77 null		6000	5538.48	0	0	0	0	0	0	800	0	6800	0	400
Grand Total					6000	5538.48	0	0	0	0	0	800	0	6800	0	6600

# Section VII: Reports

## Mandatory Reports

### Overview

- Mandatory Reports are used to view or generate all mandatory deductions just like SSS, HDMF and PHIC.

### Mandatory Report

- Generate or view reports
  - Select Report (SSS, HDMF and PHIC)
  - Select Period ( Year )
  - Select Company
  - Select Month number
  - Click the View button to generate a mandatory report.
  - The user can **Download** this report and also can **Print**

The screenshot displays the 'Mandatory Report' interface in the Human Incubator system. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, and Reports. The main content area shows a report for 'Mandatory SSS 2022' for 'EASTHR DEMO COMPANY, INC.' for the month of 'October'. The report is presented as a table with columns for Name, SSS No., Payroll No., Invoice, Employee Status, Employer Status, SSC, Total, and GRAND Total. The table contains two rows of data for employee 125, one for 'Invoice' and one for 'Balance', with a final 'Total' row.

Mandatory SSS								
2022								
October								
EASTHR DEMO COMPANY, INC.								
Name	SSS No.	Payroll No.	Invoice	Employee Status	Employer Status	SSC	Total	GRAND Total
Stk. No. 125	000000045		8,000.00	270.00	570.00	10.00	810.00	
	000000044		6,000.00	270.00	570.00	0.00	840.00	
		<b>Balance</b>	<b>12,000.00</b>	<b>540.00</b>	<b>1,140.00</b>	<b>10.00</b>		<b>1,690.00</b>
<b>Total</b>								

## Download CSV

- Click the **CSV** button to download the CSV file

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Mandatory SSS																										
2		2023																									
3	October																										
4	EASPHR DEMO COMPANY	INC																									
5	Name	ID No.	TIN	Date of Birth	SSS No.	Payroll No.	Income	Employee Share	Employer Share	EC	Total																
6	Bel. Ato Ni	26	12312	12/25/1991	123	45	6000	270	570	10	850																
7	Bel. Ato Ni	24	12312	12/25/1991	123	44	6000	270	570	0	840																
8	TOTAL							12000	540																		

# Demographics

## Overview

- Demographics is used to provide information about the characteristics and statistics of a population. Demographics typically include details about age, gender, race, ethnicity, income, education, occupation, marital status, and other factors that help describe and understand a group of people.

## Demographics

- Generate or view reports
  - Select Company ( The user can select all companies )
  - Select Branch ( The user can select all branches )
  - Select Payroll Group ( The user can select all the payroll group )
  - Click the View button to generate a demographics report.

The screenshot shows the 'Demographics' report interface in the Human Incubator system. The interface includes a sidebar with navigation options and a main content area displaying a table of employee data. The table columns include Employee, Employer, SS Number, Company, Branch, Position, Department, Salary Grade, Salary, Branch, Address, City, State, Zip, and Total. The table contains multiple rows of employee data.

# Payroll Worksheet

## Overview

- Payroll Worksheet used to calculate and summarize the payroll for their employees. It's an essential tool for ensuring that employees are accurately compensated for their work, and it helps the employer comply with tax and labor laws.

## Payroll Worksheet

- Generate or view reports
  - Select Payroll number
  - Select Branch ( The user can select all Branches )
  - Select Company
  - Select Department ( The user can select all Departments )
  - Click the View button to generate a Payroll worksheet report.

The screenshot shows the 'Payroll Worksheet' interface in the Human Incubator system. The interface includes a sidebar with navigation options: Dashboard, Setup, OTS, Payroll, and Reports. The main content area displays a payroll worksheet for a specific payroll number (000000014) and date (2023-01-01). The worksheet includes a table with columns for Employee Name, Payroll Month, Branch, Department, Position, Salary, and various deductions. The total payroll amount is shown as 1,200,000.00.

Employee Name	Payroll Month	Branch	Department	Position	Salary	OTC	OTC Allowance	OTC Deduction	OTC Total	OTC Balance	OTC Total	OTC Balance	OTC Total	OTC Balance	OTC Total	OTC Balance	OTC Total	OTC Balance	OTC Total
000000014	2023-01-01	0000	0000	0000	1,200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>					<b>1,200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

- The user can **Download** this report and also can **Print**.



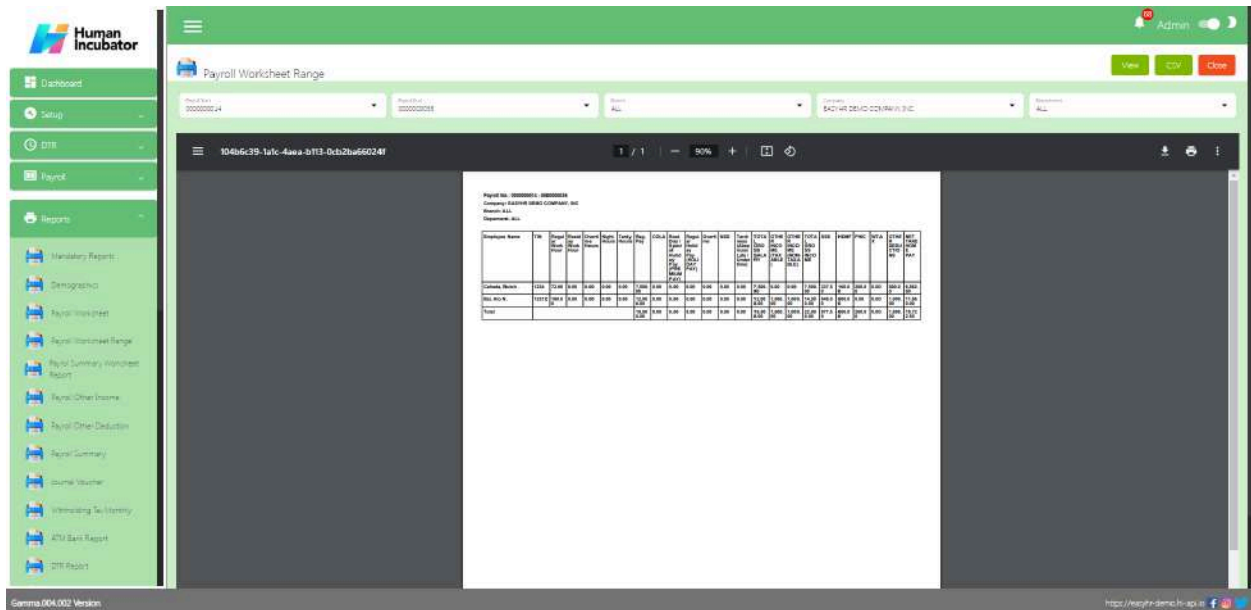
# Payroll Worksheet Range

## Overview

- Payroll Worksheet Range typically refers to the range of dates or time period covered by a specific payroll worksheet. This range is essential for accurately calculating and summarizing the payroll for a set period.

## Payroll Worksheet Range

- Generate or view reports
  - Select Payroll Start
  - Select Payroll End
  - Select Branch ( The user can select all Branches )
  - Select Company
  - Select Department ( The user can select all Departments )
  - Click the View button to generate a Payroll worksheet range report.



- The user can **Download** this report and also can **Print**.

## Download CSV

- Click the **CSV** button to download the CSV file

Employee	TIN	Regular Work Hour	Restday Work Hour	Overtime Hours	Night Hours	Tardy Hours	Regular Pay	COLA	Restday Or Special Holiday Pay (Premium Pay)	Regular Holiday Pay	HOLIDAY PAY	Overtime NSD	Tardiness	TOTAL GROSS SALARY	OTHER INCOME TAXABLE
Calabria, Butch	1234	72	0	0	0	0	7,500.00	0	0	0	0	0	0	7,500.00	0
Bal, Ato N.	12312	160	0	0	0	0	12,000.00	0	0	0	0	0	0	12,000.00	1,500.00
<b>Total</b>							<b>19,500.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,300.00</b>	<b>1,500.00</b>

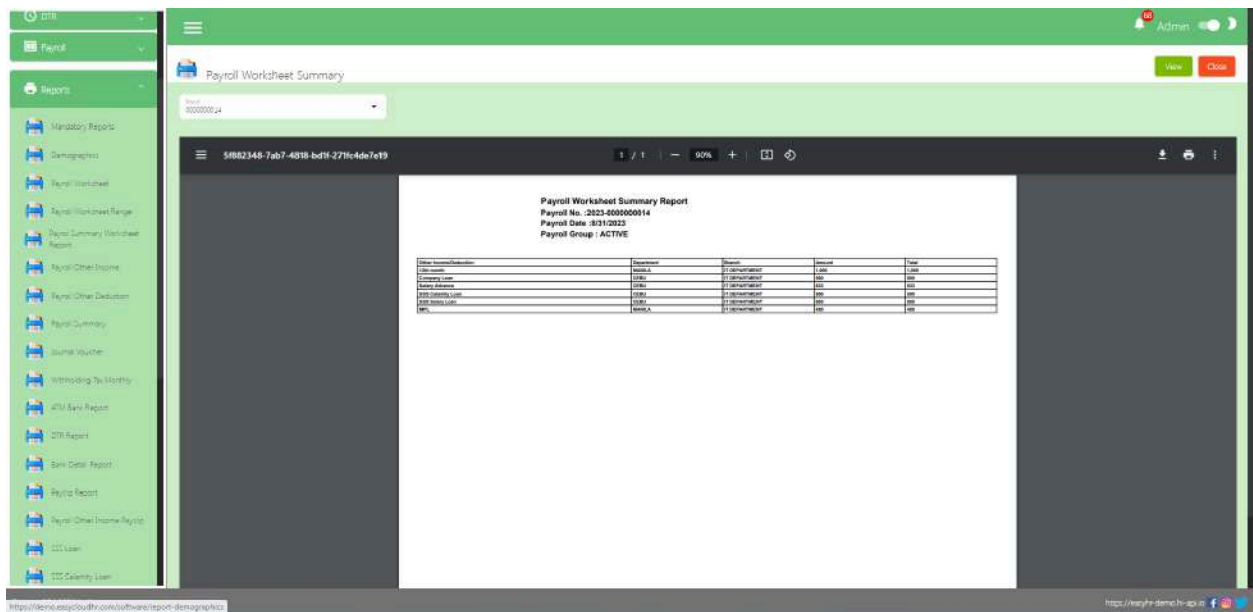
## **Payroll Summary Worksheet Report**

### **Overview**

- Payroll summary worksheet report that provides a concise overview of the key payroll information for a specific period, such as a pay period, month, or year. This report is typically used by businesses and organizations to summarize payroll data, track expenses, and ensure accurate financial reporting.

### **Payroll Summary Worksheet Report**

- Generate or view reports
  - Select Payroll number
  - Click the View button to generate a Payroll summary worksheet report.



- The user can **Download** this report and also can **Print**.

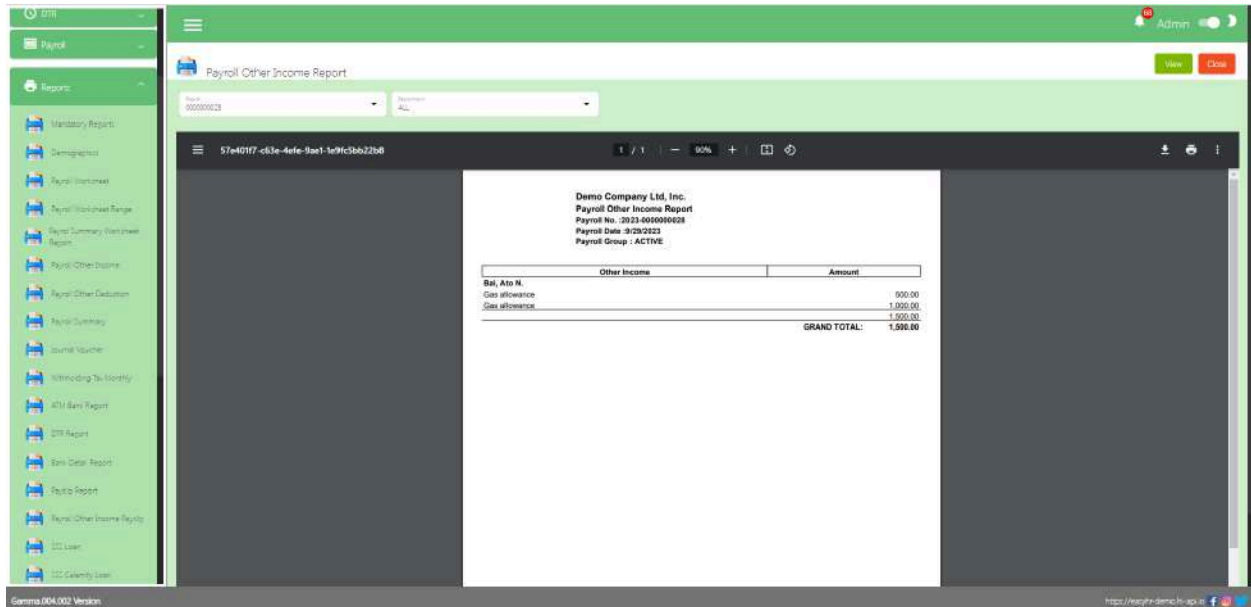
## Payroll Other Income Report

### Overview

- Payroll other income report that provides a summary of additional sources of income that employees receive in addition to their regular wages or salary. This report is used by businesses and organizations to track and account for various types of supplemental income that may affect an employee's overall compensation and tax liabilities.

## Payroll Other Income Report

- Generate or view report
  - Select Payroll number
  - Select Department ( The user can select all Departments )
  - Click the View button to generate a Payroll other income report.



- The user can **Download** this report and also can **Print**.

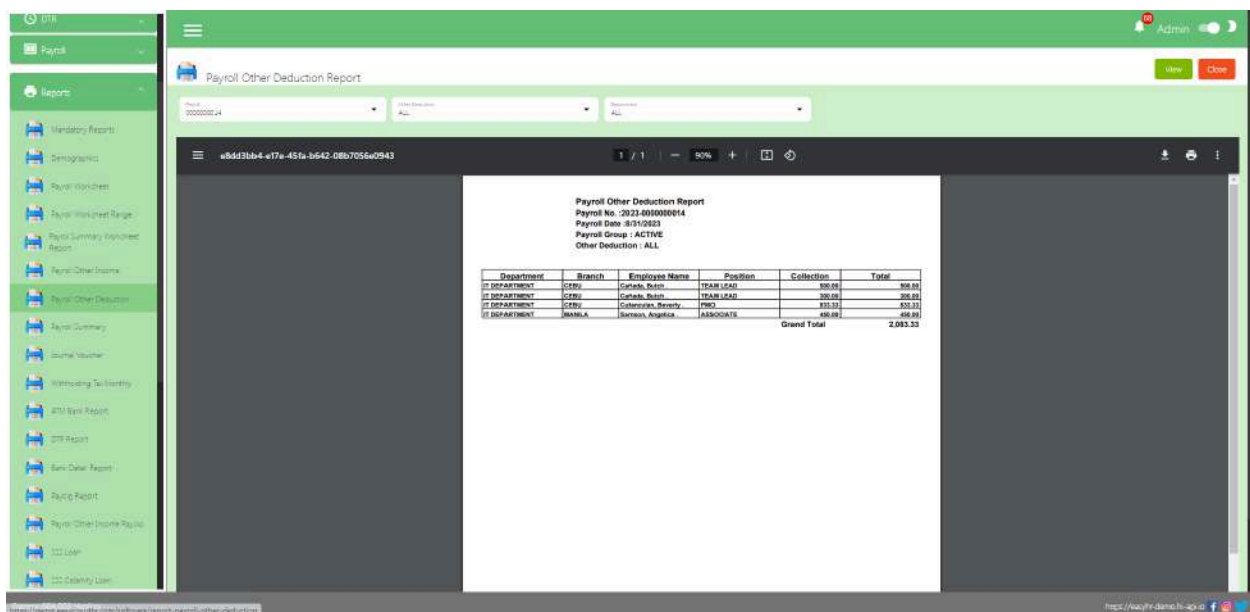
## Payroll Other Deduction Report

### Overview

- Payroll Other Deduction Report provides a summary of deductions from an employee's pay that are not related to taxes, Social Security, or Medicare. These deductions can include items like insurance premiums, retirement contributions, union dues, or any other voluntary or mandatory deductions specified by the employee or employer. The report helps businesses and organizations track and account for various types of deductions that impact an employee's net pay and financial obligations.

### Payroll Other Deduction Report

- Generate or view report
  - Select Payroll number
  - Select Other Deduction name ( The user can select all other deductions )
  - Select Department ( The user can select all departments )
  - Click **View** button to generate Payroll Other Deduction Report.



- The user can **Download** this report and also can **Print**.

# Payroll Summary

## Overview

- Payroll Summary provides a concise summary of the financial aspects of a company's payroll process. It typically includes key information related to employee compensation, taxes, deductions, and other payroll-related expenses for a specific period, such as a month or a pay cycle. This overview is essential for both accounting and management purposes, helping businesses keep track of their labor costs and ensure compliance with relevant regulations.

## Payroll Summary

- Generate or view report
  - Select Payroll Group
  - Select Payroll Code number
  - Select Company
  - Select Department ( The User can select all departments )
  - Click the View button to generate a Payroll Summary report.

The screenshot shows the 'Payroll Summary' report in the Human Incubator system. The report is for 'EASYHR DEMO COMPANY, INC' and is titled 'Payroll Summary Report'. The report details include: Payroll No.: 2023-000000046, Payroll Date: 10/14/2023, and Payroll Group: ACTIVE. The report is displayed in a table format with the following data:

No. of Pax	Department	Branch	Position	Total Working Days	Gross Pay	Gross Other Deduction	Net Take Home Pay
1	IT DEPARTMENT	CSM	ASSOCIATE	10	46,892.00	0.00	46,892.00
1	IT DEPARTMENT	CSM	TEAM LEAD	10	46,987.00	0.00	46,987.00
Grand Total					93,879.00	0.00	93,879.00

- The user can **Download** this report and also can **Print**.

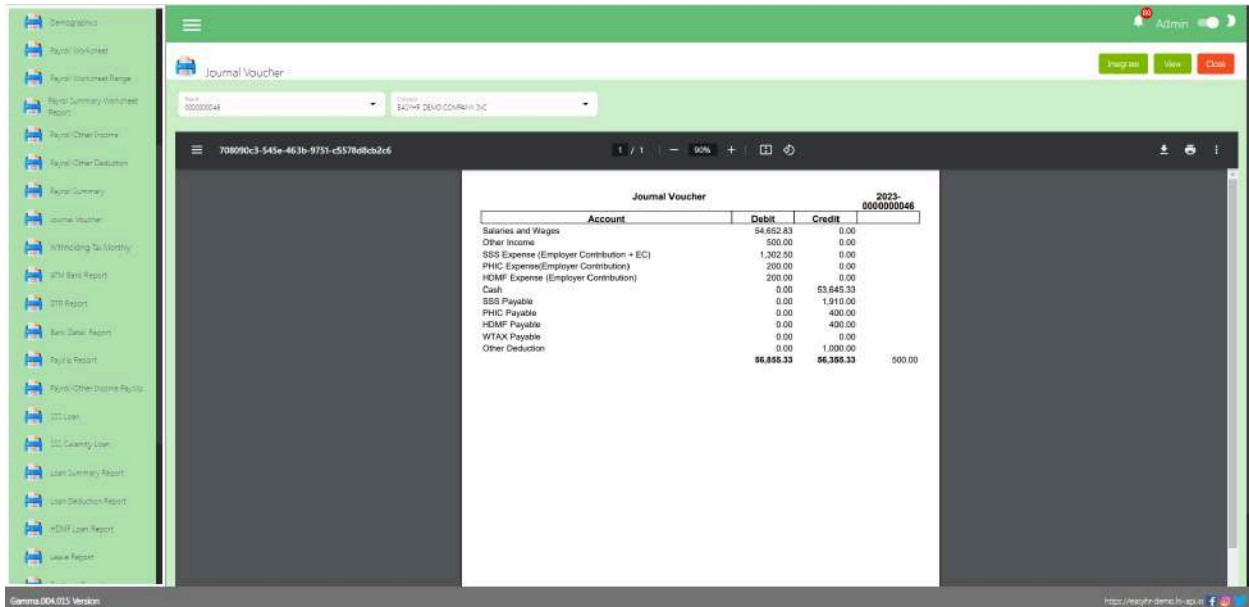
# Journal Voucher

## Overview

- Journal Voucher is used in accounting to record financial transactions. It serves as a temporary or preliminary entry, which is later adjusted or corrected before it is posted to the general ledger. Journal vouchers are commonly used when a transaction doesn't fit neatly into the standard accounting entries or when there is a need for additional information or approval before finalizing the transaction.

## Journal Voucher

- Generate or view report
  - Select Payroll Code number
  - Select Company
  - Click the View button to generate a journal voucher report.





- The user can **Download** this report and also can **Print**.
- The user can Integrate to **EasyFS** system

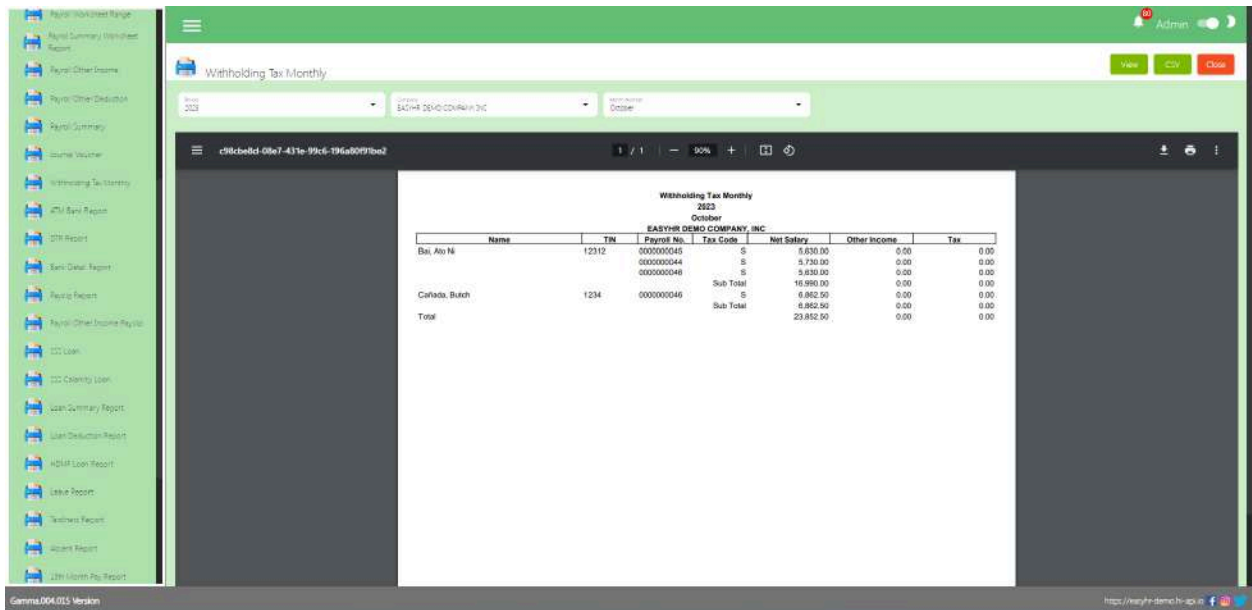
## **Withholding Tax Monthly**

### **Overview**

- Withholding Tax is a tax collected by a payer (typically an employer) from the payment made to a payee (usually an employee or a vendor) and remitted to the government on behalf of the payee. It's a mechanism used to ensure that individuals and businesses pay their income taxes or other applicable taxes throughout the year.

### **Withholding Tax Monthly**

- Generate or view report
  - Select Year
  - Select Company
  - Select Month



- The user can **Download** this report and also can **Print**.

### Download CSV

- Click the **CSV** button to download the CSV file.

withholdin tax report - Excel

EmployeeName	TIN	PayrollNumber	TaxCode	NetSalary	OtherIncome	Tax
Bai, Ato NI	12312	45 S		5630	0	0
			Sub Total	16990	0	0
CaAbada, Butch	1234	46 S		6862.5	0	0
			Sub Total	6862.5	0	0
			Total	23852.5	0	0

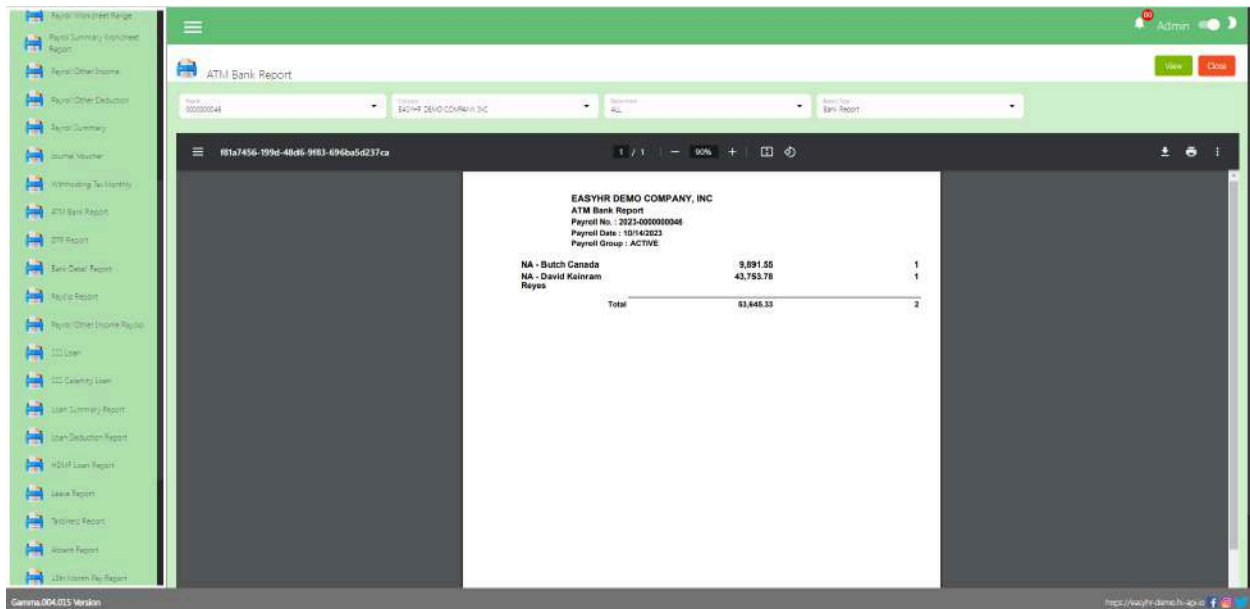
# ATM Bank Report

## Overview

- ATM Bank report is a summary of the transactions and activities associated with a bank's network of ATMs over a specific period, such as a day, week, month, or year. These reports are generated to monitor the performance, usage, and financial aspects of ATM operations.

## ATM Bank Report

- Generate or view report
  - Select Payroll Code number
  - Select Company name
  - Select Department ( The User can select all departments )
  - Select Bank
  - Click the View button to generate a journal voucher report.



The screenshot displays the 'ATM Bank Report' interface. The header includes the company name 'EASYHR DEMO COMPANY, INC', the report title 'ATM Bank Report', the payroll number '2023-000000048', the payroll date '10/14/2023', and the payroll group 'ACTIVE'. The main content is a table with the following data:

NA - Butch Canada	9,891.55	1
NA - David Kalinam	43,753.78	1
<b>Total</b>	<b>53,645.33</b>	<b>2</b>

- The user can **Download** this report and also can **Print**.



# DTR Report

## Overview

- DTR report used by organizations and employers to track and record the attendance and working hours of their employees on a daily basis. This report is essential for various purposes, including calculating payroll, monitoring employee punctuality, and ensuring compliance with labor regulations.

## DTR Report

- Generate or view report
  - Select DTR code number
  - Click the View button to generate a DTR report.

The screenshot displays a web interface for generating a DTR report. On the left is a navigation menu with various report options. The main content area shows a search for 'DTR' with a dropdown menu. Below this, a report titled 'DAILY TIME RECORD' is displayed for employee 'Name: AEsar, Christian Jaka'. The report includes a table with the following columns: Date, Type, R, OR, OL, A, IN 1, OUT 1, IN 2, OUT 2, BRK, LATE, UT, NET, NIGHT, OT, and OTR. The data rows show time entries for 10/15/2023, with a total of 8.00 hours. The interface also shows a 'View' button and a 'Print' button.

- The user can **Download** this report and also can **Print**.

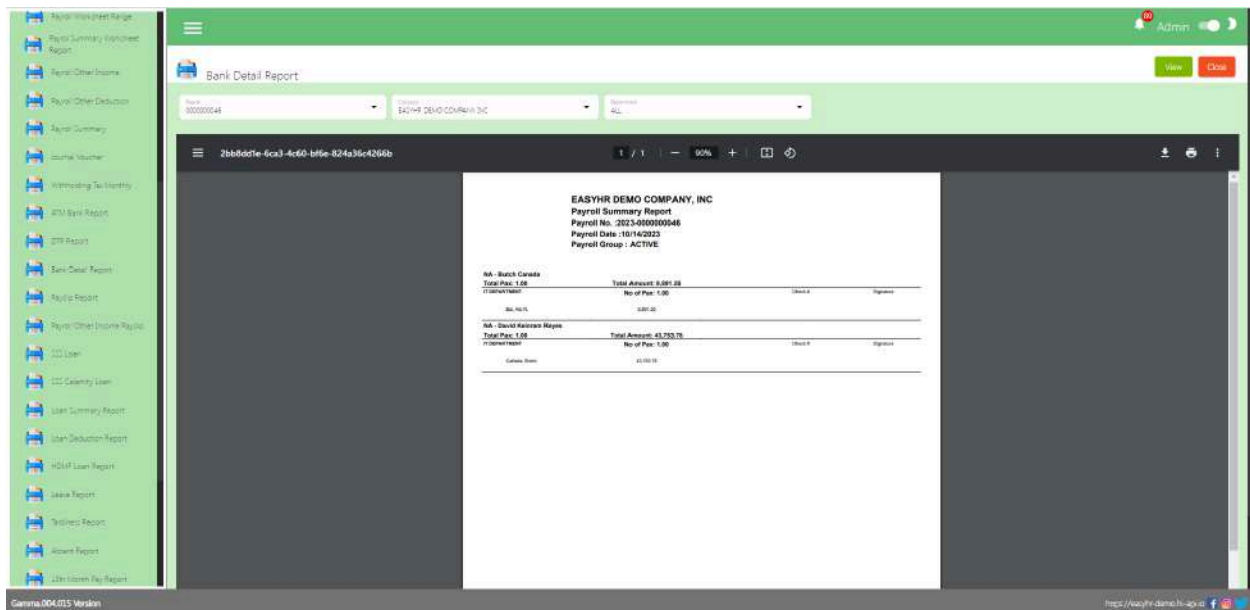
# Bank Detail Report

## Overview

- Bank Detail Report provides a comprehensive overview of a company's or individual's financial transactions and account activity with a specific bank or financial institution. This report is used for various purposes, including financial analysis, reconciliation, and compliance.

## Bank Detail Report

- Generate or view report
  - Select Payroll Code number
  - Select Company
  - Select Department ( The user can select all departments )
  - Click the View button to generate a bank detail report.



- The user can **Download** this report and also can **Print**.

## Payslip Report

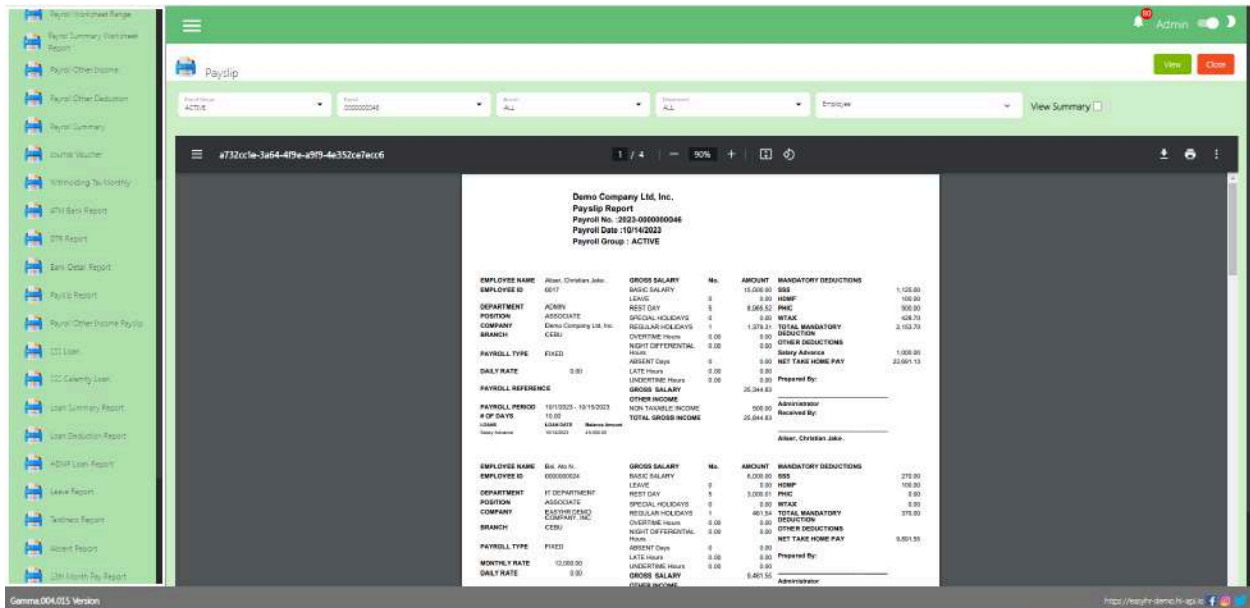
### Overview

- Payslip Report is a document that provides a detailed summary of an employee's earnings, deductions, and net pay for a specific pay period. It is typically issued by an employer to an employee along with their salary or wage payment. The payslip serves as a record of an employee's compensation and is important for both financial management and legal compliance.

### Payslip Report

- Generate or view report
  - Select Payroll Group
  - Select Payroll code number
  - Select Branch ( The user can select all branches )
  - Select Department
  - Select All employees ( The user can select one employee )
  - Click the **View** button to generate a Payslip report.





- The user can **Download** this report and also can **Print**.

## Payroll Other Income Payslip

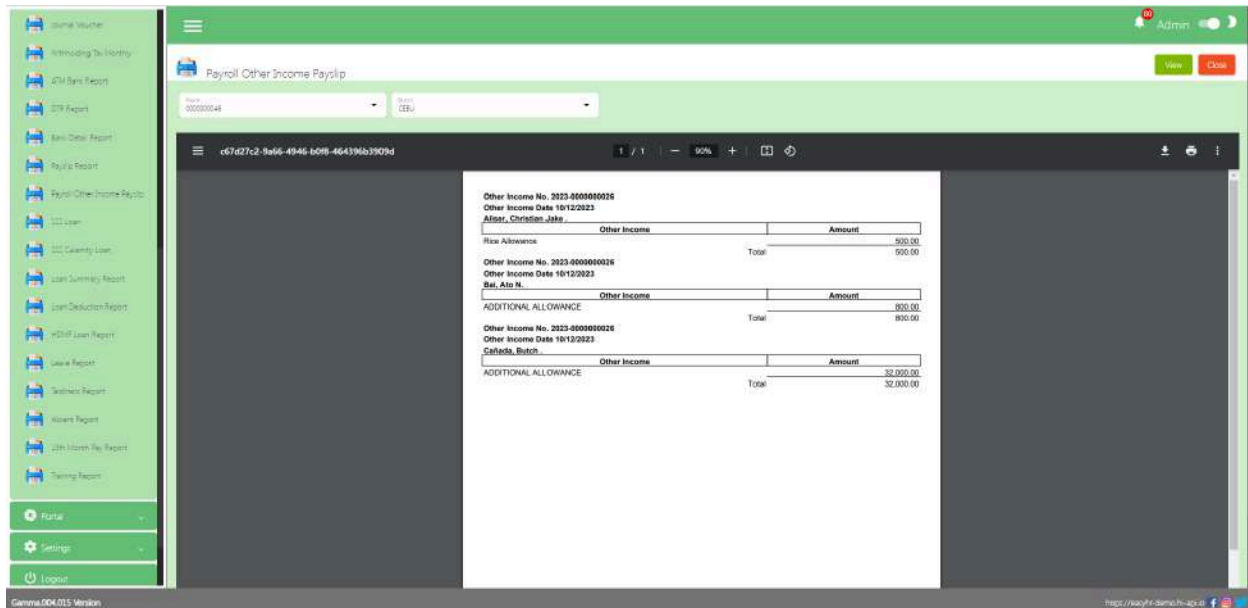
### Overview

- Payroll Other Income Payslip is a document that provides a summary of an employee's earnings, specifically focusing on additional or supplementary income beyond their regular salary or wages. This report details various types of "other income" or compensation that an employee might receive. It is an important component of the overall payslip, helping employees understand their complete compensation package.

### Payroll Other Income Payslip

- Generate or view report
  - Select Payroll code number
  - Select Branch

- Click the **View** button to generate a payroll other income payslip report



- The user can **Download** this report and also can **Print**.

## SSS Loan

### Overview

- SSS Loan Report is a document that provides a summary of loans obtained by an individual from the Social Security System (SSS) in the Philippines. The SSS is a government agency that provides social security benefits, including loans, to qualified members. The loan report helps individuals and borrowers keep track of their loan

transactions, including details such as the loan type, amount, payments, balances, and the status of the loan.

## SSS Loan

- Generate or view report
  - Select Year
  - Select Company
  - Select Month
  - Click the **View** button to generate an SSS loan report.

The screenshot displays the SSS Loan report interface. The sidebar on the left contains various report options, including 'SSS Loan'. The main content area shows the report details for 'EASVHR DEMO COMPANY, INC' and 'LMS DISKETTE'. The report includes a table of employee loans with columns for SSS No., Employee Name, Payroll No., Loan Amount, Penalty, and Total.

SSS No.	Employee Name	Payroll No.	Loan Amount	Penalty	Total
123	Bal, Ato N		500.00	0.00	500.00
1234	Carfada, Butch		300.00	0.00	300.00
<b>GRAND TOTAL</b>					<b>800.00</b>

- The user can **Download** this report and also can **Print**.

## Download CSV

- Click the **CSV** button to download the CSV file.

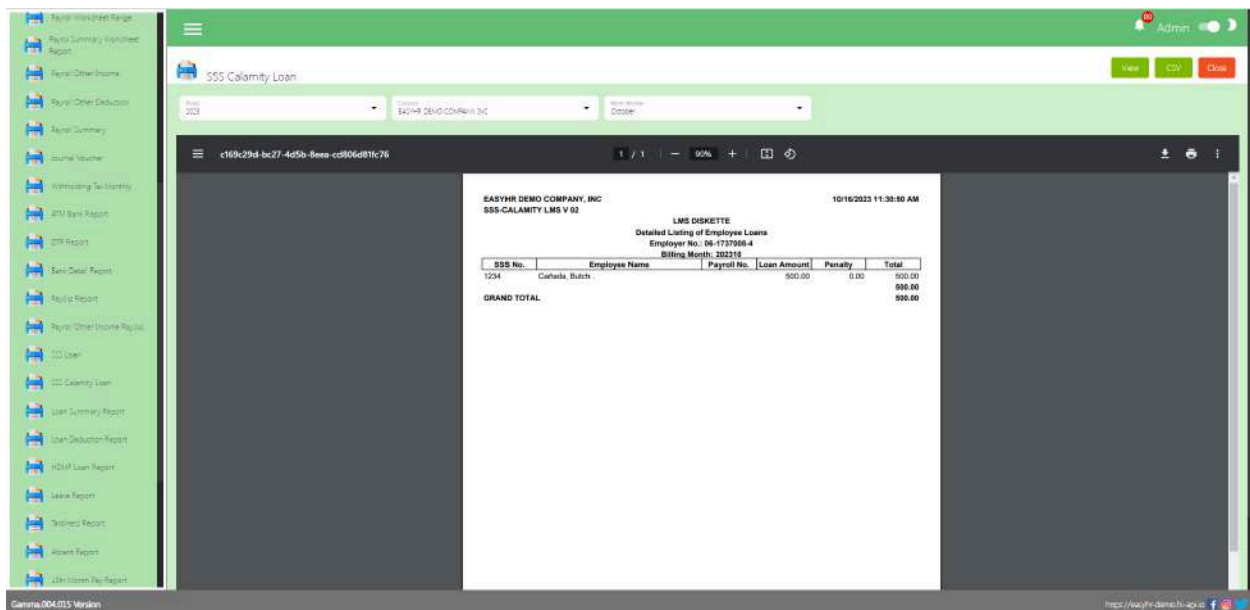
## SSS Calamity Loan

### Overview

- SSS Calamity Loan Report is a document that provides a summary of loans obtained by individuals from the SSS in the Philippines in response to a declared calamity or disaster. The SSS offers this type of loan to help its members cope with financial difficulties resulting from natural disasters or emergencies. The Calamity Loan Report helps borrowers keep track of their loan transactions, including details such as the loan amount, payments, balances, and the status of the loan, specifically related to calamity loans.

### SSS Calamity Loan

- Generate or view report
  - Select Year
  - Select Company
  - Select Month
  - Click the **View** button to generate an SSS calamity loan report.



- The user can **Download** this report and also can **Print**.

### Download CSV

- Click the **CSV** button to download the CSV file.

# Loan Summary Report

## Overview

- Loan Summary Report is a document that provides a concise and comprehensive overview of a borrower's loan details, typically used by financial institutions, lending agencies, or individuals to keep track of loan-related information. It offers an at-a-glance view of the essential aspects of a loan, making it easier to monitor and manage the loan effectively.

## Loan Summary Report

- Generate or view report
  - Enter a date range
  - Select All employees ( The user can select one employee )
  - Select Other Deduction
  - Click the **View** button to generate a loan summary report.

The screenshot displays the 'Loan Summary Report' interface. The sidebar on the left contains various report options, with 'Loan Summary Report' highlighted. The main content area shows a table with the following data:

Date	Loan	Name	Amount	Amount	NoofPay	Balance	P
3/24/2023	Company Loan	Bal, Aro H	20,000.00	500.00	7	19,000.00	
3/28/2023	Company Loan	ADAPON, ALDRIN R. BA.	2,000.00	500.00	0	2,000.00	
3/28/2023	Company Loan	ADAPON, ALDRIN R. BA.	2,000.00	500.00	0	2,000.00	
1/04/2023	Company Loan	Berick, Sarah	10,000.00	512.00	1	9,978.00	
1/04/2023	Company Loan	Bathroom, Melissa	7,000.00	435.00	1	6,130.00	
10/8/2023	Company Loan	Rayes, David K.	1,000.00	200.00	0	1,000.00	
1/01/2023	Company Loan	Rev. Angelle A.	5,000.00	500.00	0	5,000.00	

- The user can **Download** this report and also can **Print**.

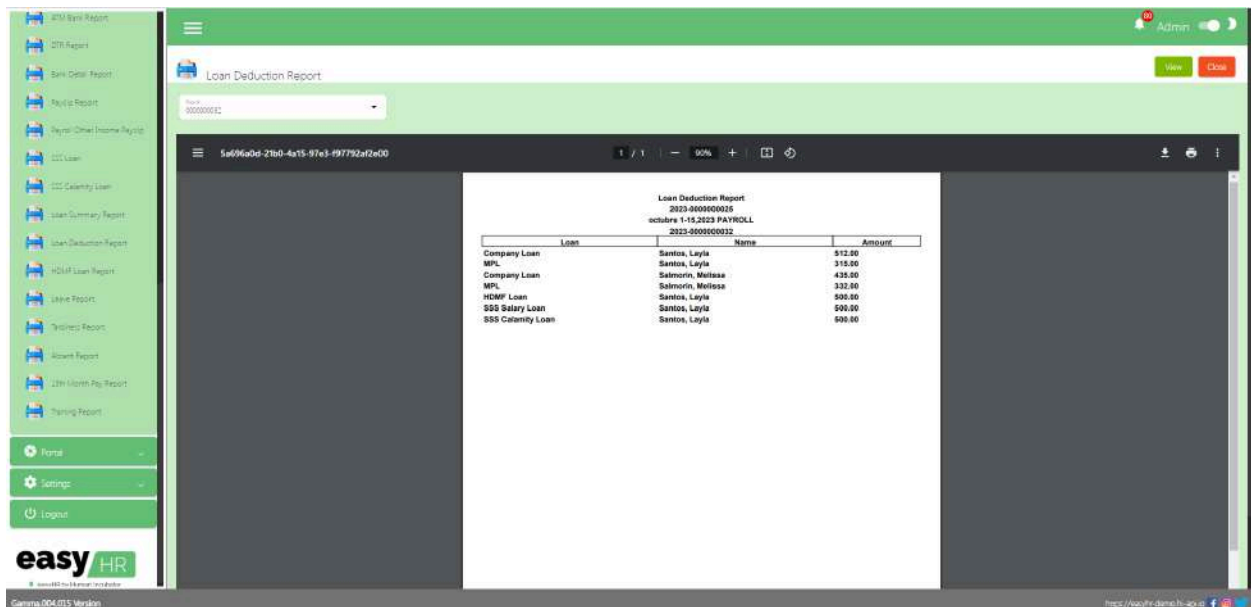
## Loan Deduction Report

### Overview

- Loan Deduction Report is a document that provides a detailed summary of loan deductions made from an individual's or employee's salary or income to repay a loan. This report is often generated by employers or financial institutions to document the loan deduction process and help individuals keep track of their loan repayment progress.

### Loan Deduction Report

- Generate or view Report
  - Select Payroll code number
  - Click the **View** button to generate loan deduction report



The screenshot displays the 'Loan Deduction Report' interface in the easyHR system. The left sidebar contains a navigation menu with options like 'W2 Report', '401k Report', 'Bank Detail Report', 'Payroll Report', 'Payroll Other Income Payroll', '401k Loan', '401k Salary Loan', 'Loan Summary Report', 'Loan Deduction Report', 'HDMF Loan Report', 'LHMF Report', 'Tadvised Report', 'Account Report', '20th Month Pay Report', and 'Training Report'. The main content area shows a report for payroll code '999999999' for the period '2023-0000000005' (October 1-15, 2023 PAYROLL). The report includes a table with columns for Loan, Name, and Amount.

Loan	Name	Amount
Company Loan	Santos, Layla	512.00
MPL	Santos, Layla	315.00
Company Loan	Salmorin, Melissa	439.00
MPL	Salmorin, Melissa	332.00
HDMF Loan	Santos, Layla	906.00
SSS Salary Loan	Santos, Layla	906.00
SSS Salary Loan	Santos, Layla	906.00

- The user can **Download** this report and also can **Print**.

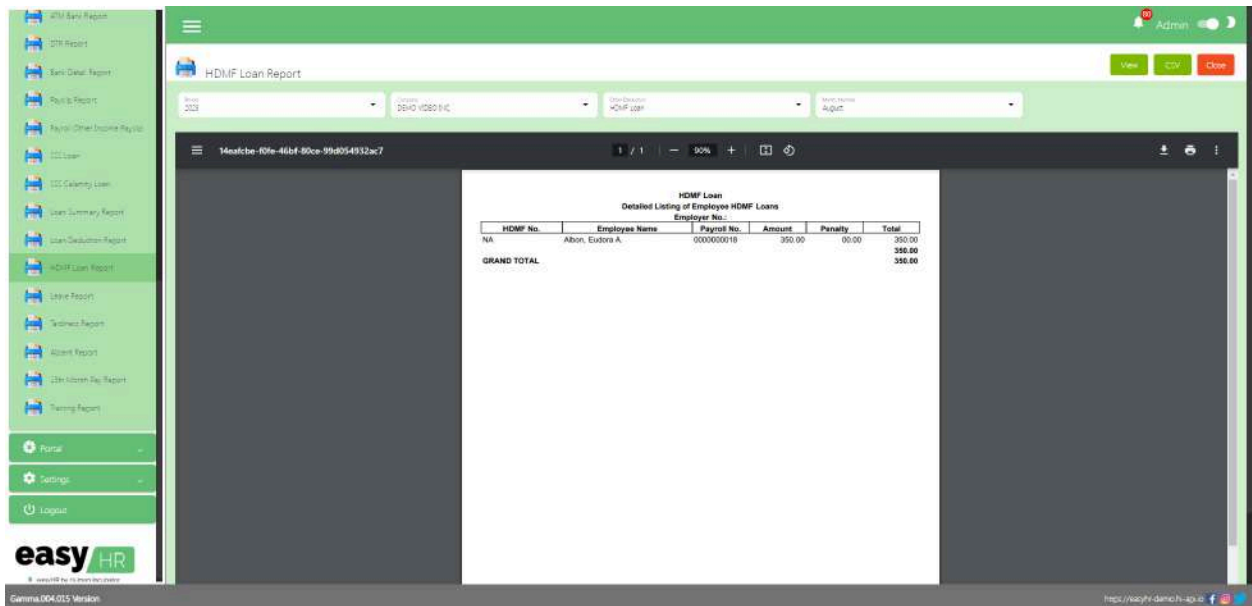
## HDMF Loan Report

### Overview

- HDMF Loan Report is a document that provides a summary of loans obtained by individuals from the HDMF in the Philippines. The HDMF, also known as Pag-IBIG Fund, offers various loan programs to help its members acquire homes, finance home improvements, or address their housing needs. The HDMF Loan Report is important for borrowers to keep track of their loan transactions, including details such as the loan type, amount, payments, balances, and the status of the loan.

### HDMF Loan Report

- Generate or view report
  - Select Year
  - Select Company
  - Select HDMF Loan
  - Select Month
  - Click the **View** button to generate a HDMF loan report.



- The user can **Download** this report and also can **Print**.

### Download CSV

- Click the **CSV** button to download the CSV file.



Microsoft Excel - "lndmf loan report" - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter, Undo, Redo, Font, Paragraph, Styles, Alignment, Numbers, Conditional Formatting, Tables, Styles, Cells, Editing

HDMFNumber	EmployeeName	PayrollNumber	LoanAmount	Penalty	Tota
NA	Albon, Eudora A.	18	350	0	350
					350
Grand Total					350

lndmf loan report

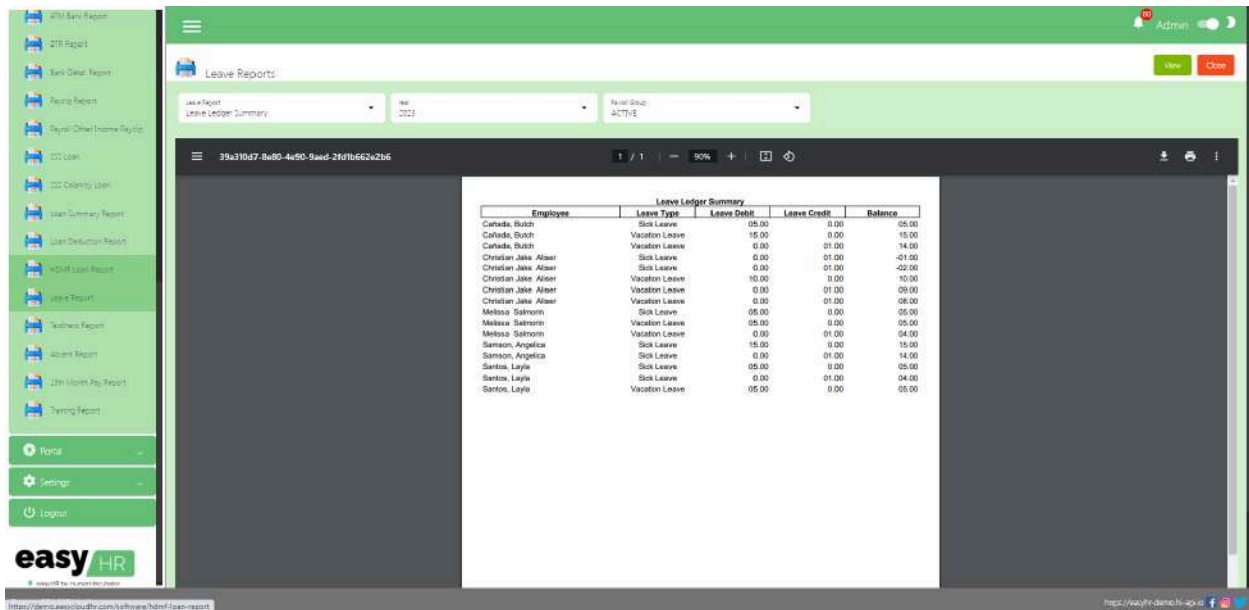
# Leave Reports

## Overview

- Leave reports used in human resources and payroll management to record and track employee leaves, which can include vacation time, sick leave, personal days, and other types of paid or unpaid time off. These reports help organizations and HR departments monitor employee leave balances, ensure compliance with labor laws and company policies, and maintain accurate payroll records.

## Leave Reports

- Generate or view report
  - Select Leave Report
  - Select Year
  - Select Payroll Group
  - Click the **View** button to generate a loan report.



- The user can **Download** this report and also can **Print**.

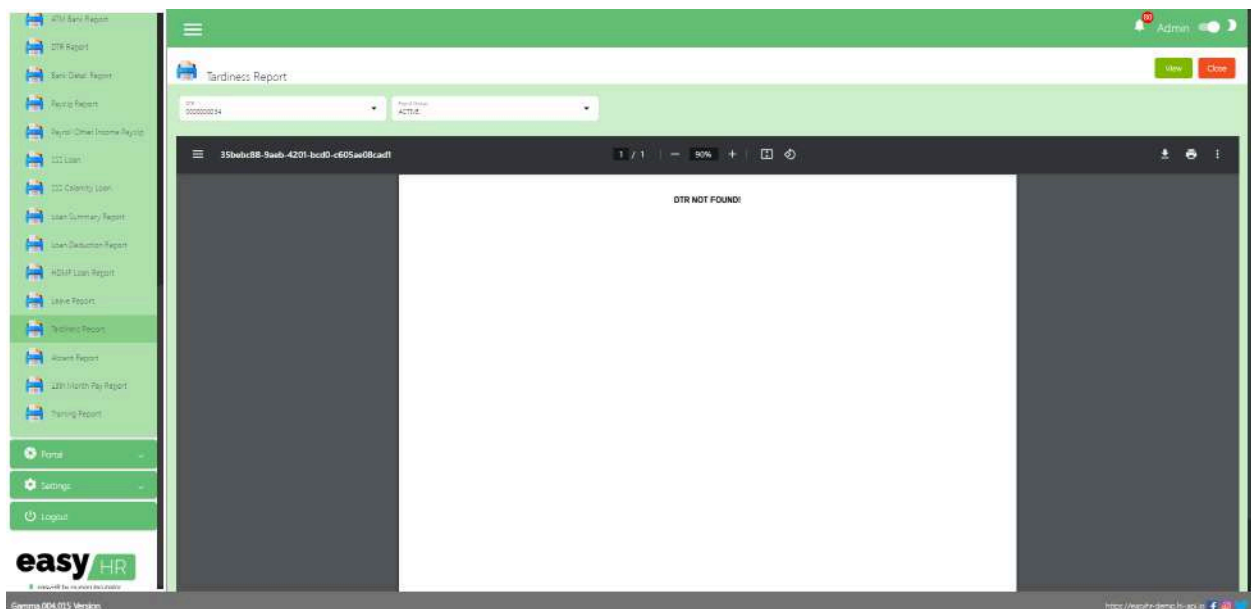
## Tardiness Report

### Overview

- Tardiness report is used in human resources and workplace management to monitor and track instances of employee tardiness. Tardiness refers to employees arriving late for work, meetings, or other scheduled activities. These reports help organizations and HR departments identify patterns of tardiness, address attendance issues, and implement appropriate measures to improve punctuality.

### Tardiness Report

- Generate or view report
  - Select DTR code number
  - Select Payroll Group
  - Click the **View** button to generate a tardiness report.



- The user can **Download** this report and also can **Print**.

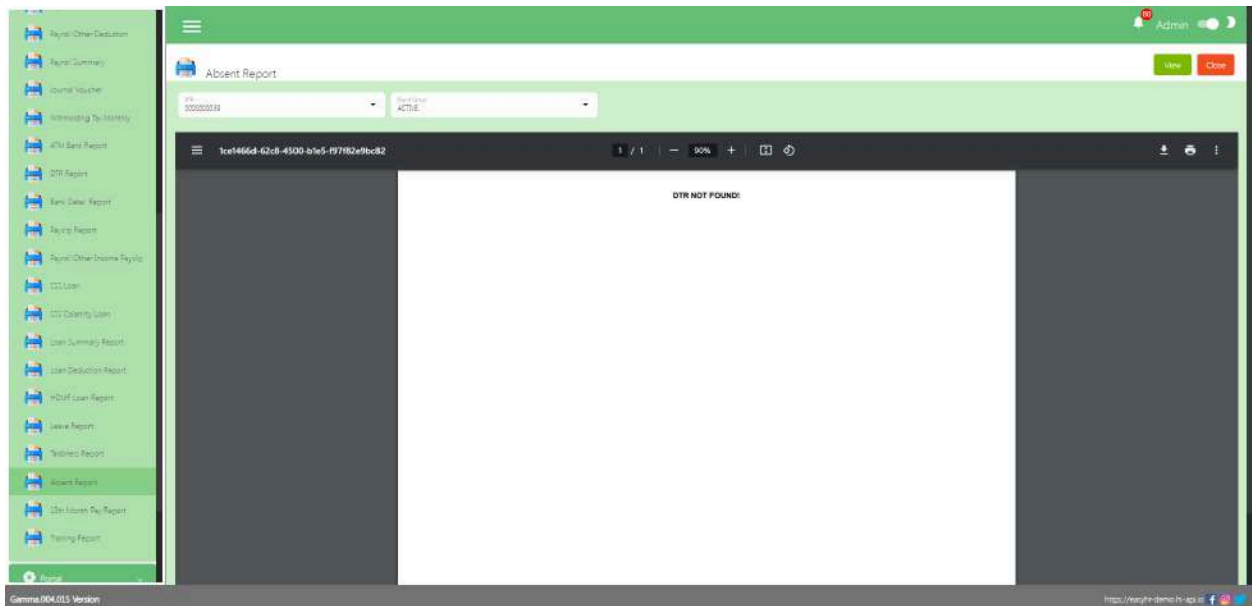
## Absent Report

### Overview

- Absent Report is a document used in human resources and workplace management to monitor and track instances of employee absences. These reports help organizations and HR departments identify patterns of absenteeism, ensure compliance with leave policies, and implement appropriate measures to manage attendance effectively.

### Absent Report

- Generate or view report
  - Select DTR code number
  - Select Payroll Group
  - Click the **View** button to generate an Absent report.



- The user can **Download** this report and also can **Print**.

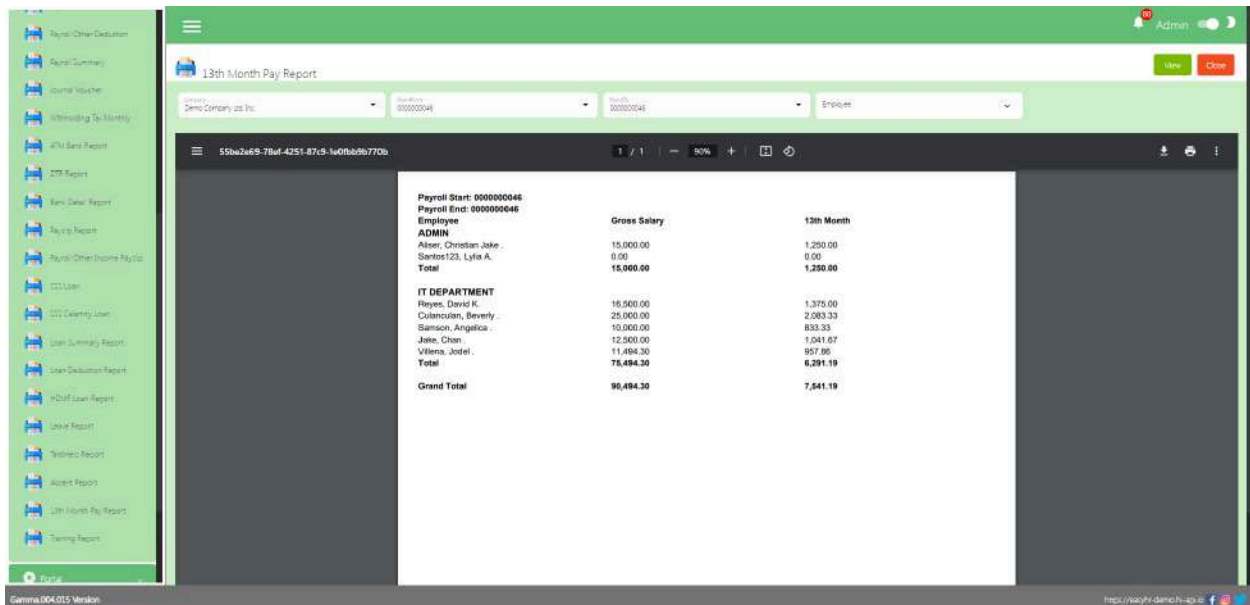
## 13th Month Pay Report

### Overview

- 13th Month Pay Report is a document used in many countries, especially in the Philippines, to provide an overview of the 13th month pay or year-end bonus granted to employees. The 13th month pay is a mandatory benefit or bonus that is typically equivalent to one-twelfth (1/12) of an employee's annual basic salary. This report is essential for both employers and employees to document and understand the distribution of this bonus.

## 13th Month Pay Report

- Generate or view report
  - Select Company
  - Select Payroll Code number from
  - Select Payroll Code number to
  - Select All employees ( The user can select one employee )
  - Click the **View** button to generate a 13th month pay report.



Employee	Gross Salary	13th Month
<b>ADMIN</b>		
Alber, Christian Jake	15,000.00	1,250.00
Santofez, Lylla A.	0.00	0.00
<b>Total</b>	<b>15,000.00</b>	<b>1,250.00</b>
<b>IT DEPARTMENT</b>		
Flores, David K.	16,500.00	1,375.00
Colanacan, Beverly	25,000.00	2,083.33
Samson, Angelica	10,000.00	833.33
Jelic, Chon	12,500.00	1,041.67
Vilena, Jodel	11,494.30	957.86
<b>Total</b>	<b>75,494.30</b>	<b>6,291.19</b>
<b>Grand Total</b>	<b>90,494.30</b>	<b>7,541.19</b>

- The user can **Download** this report and also can **Print**.

## Official Business Report

### Overview

- Official Business Report is a document report generated by easyHR to provide comprehensive information on various aspects related to workforce operations. to record and document their authorized absence from work for official business purposes. This report typically includes details about the purpose of the leave, the dates of absence, and any relevant information regarding the business-related activities that were conducted during the leave period.

## Official Business Report

- Generate or View Report
  - Select DTR Code
  - Select Payroll Group
  - Select Employee
  - Enter the Date Range
  - Click **View** Button to generate the report

The screenshot displays the 'Official Business Report' interface. At the top, there are four filter fields: 'DTR Code' (000000000), 'Payroll Group' (WEEKLY-SADGURU), 'Employee' (ROQUE B. BALICO), and 'Enter a date range' (01/2024 - 31/8/2024). Below these filters, the report title 'Official Business Report' is centered. On the left, a summary box shows: Name: ROQUE B. BALICO, DTR Number: 0000000050, Date: 03/06/2024, Time: 05:54, Log Type: IN, Remarks: Sample remarks. Below this, a table shows the total hours and log types.

Date	Time	Log Type	Remarks
03/06/2024	05:54	IN	Sample remarks
03/06/2024	05:54	OUT	Sample remarks Out
Total Hours		00:00:11 Hour	

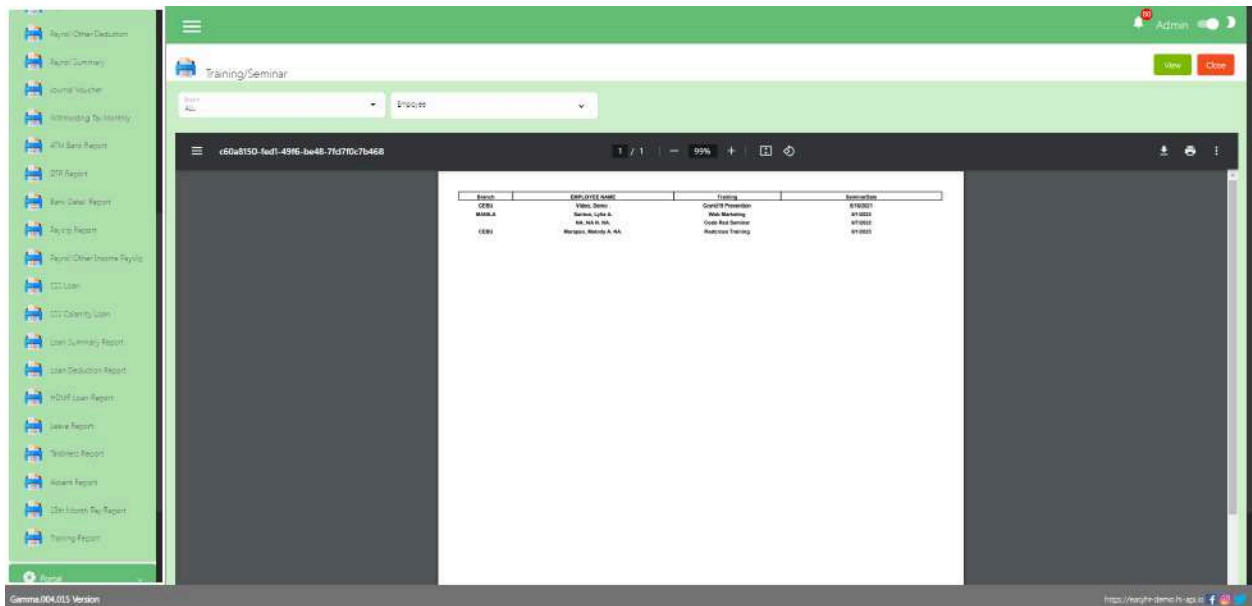
## Training/Seminar

### Overview

- Training/Seminar is a document that provides a comprehensive overview of a training session, workshop, seminar, or similar educational event. These reports serve as a valuable tool for documenting the details of the training, seminar, or workshop, assessing its effectiveness, and providing information for future reference and decision-making.

### Training/Seminar

- Generate or view report
  - Select Branch
  - Select All employees ( The user can select one employee )
  - Click the **View** button to generate a training/seminar report.



- The user can **Download** this report and also can **Print**.

## Geolocation Official Business Report

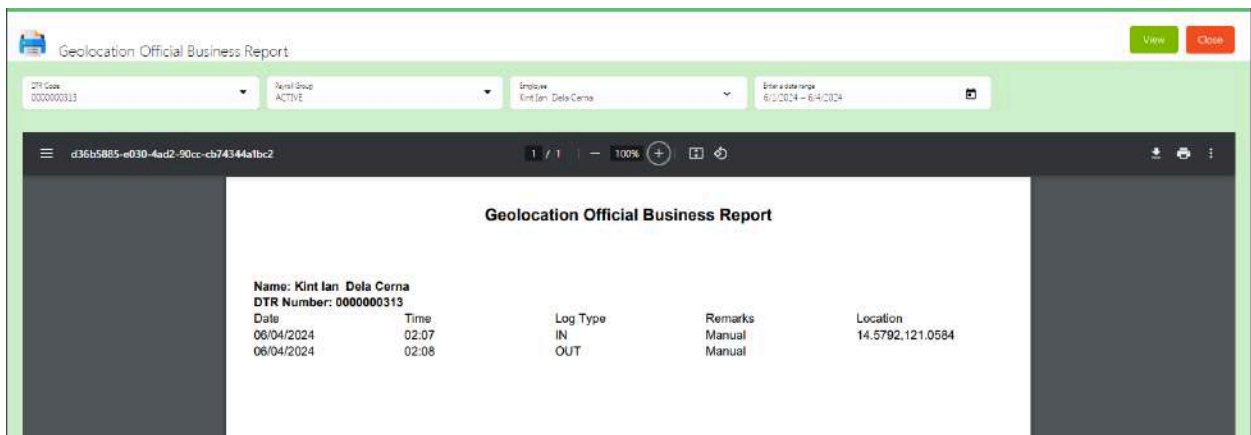
### Overview

Geolocation Official Business Report is a document report generated by easyHR to provide comprehensive information on various aspects related to workforce operations. to record and document their authorized absence from work for official business purposes. This report typically includes details about the purpose of the leave, the dates of absence and its exact coordinates on the map, and any relevant information regarding the business-related activities that were conducted during the leave period.

### Geolocation Official Business Report

- Generate or view report
  - Select DTR Code
  - Select Payroll Group
  - Select Employee
  - Enter Date Range





- The user can **Download** this report and also can **Print**.

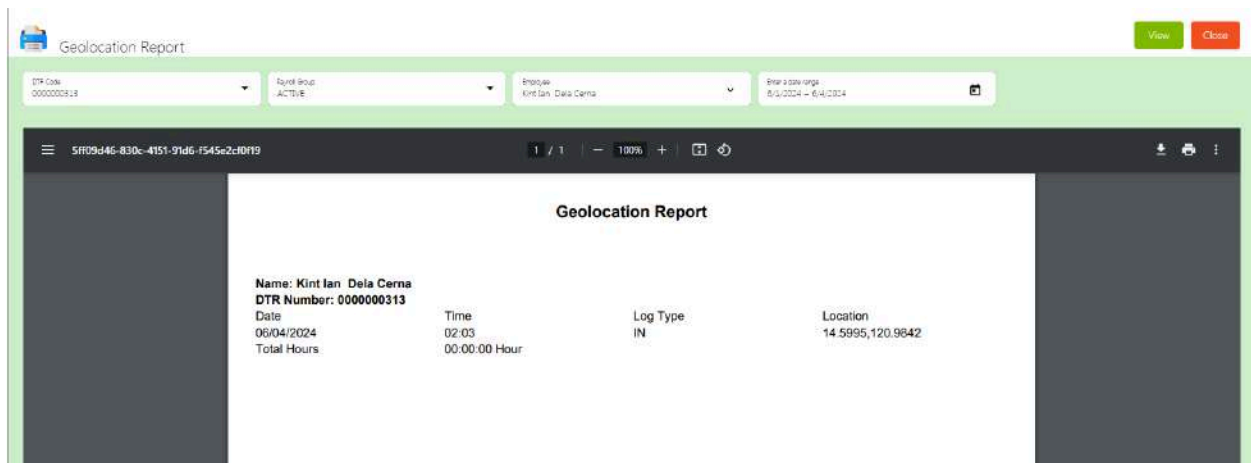
## Geolocation Report

### Overview

A Geolocation Report is a document that details geographic locations where the time In and Out of the Employee is recorded which includes location data (latitude and longitude), time stamps, date, and log types.

### Geolocation Report

- Generate or view report
  - Select DTR Code
  - Select Payroll Group
  - Select Employee
  - Enter Date Range



- The user can **Download** this report and also can **Print**.

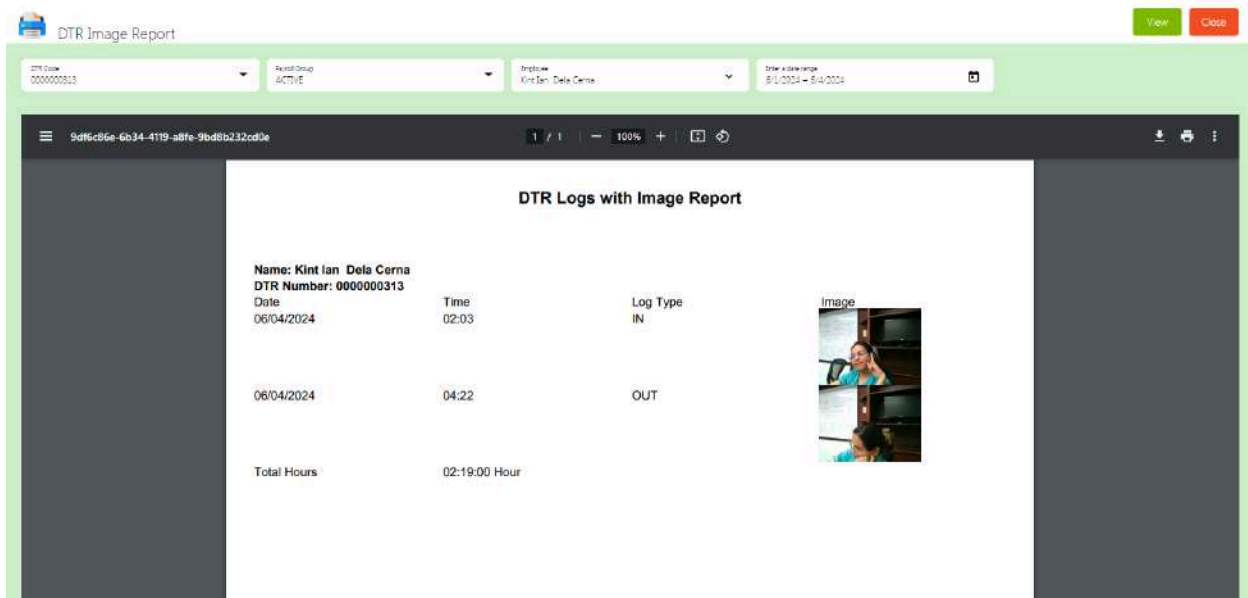
# DTR Image Report

## Overview

A DTR (Daily Time Record) Image Report is a concise document summarizing employees' attendance and work hours with employees' images, often captured by the camera. It provides a visual representation of each employee's clock-in and clock-out times, helping employers track attendance, monitor punctuality, and ensure compliance with company policies. These reports streamline payroll processing and facilitate efficient workforce management by offering an accurate record of daily activities.

## DTR Image Report

- Generate or view report
  - Select DTR Code
  - Select Payroll Group
  - Select Employee
  - Enter Date Range

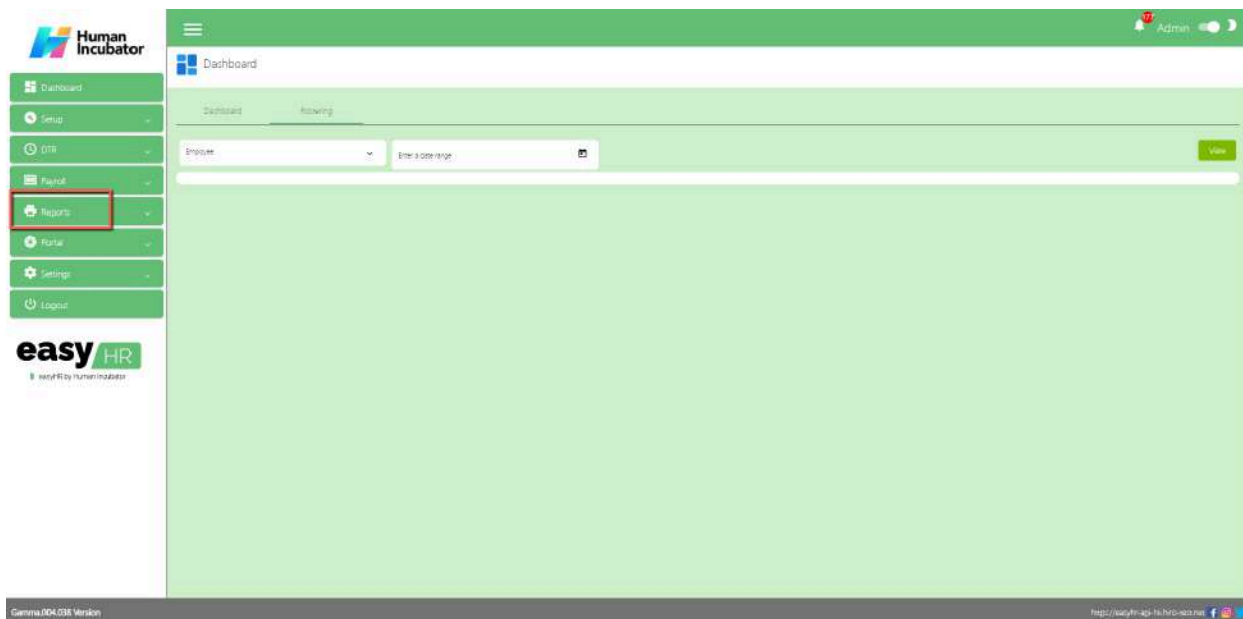


- The user can **Download** this report and also can **Print**.

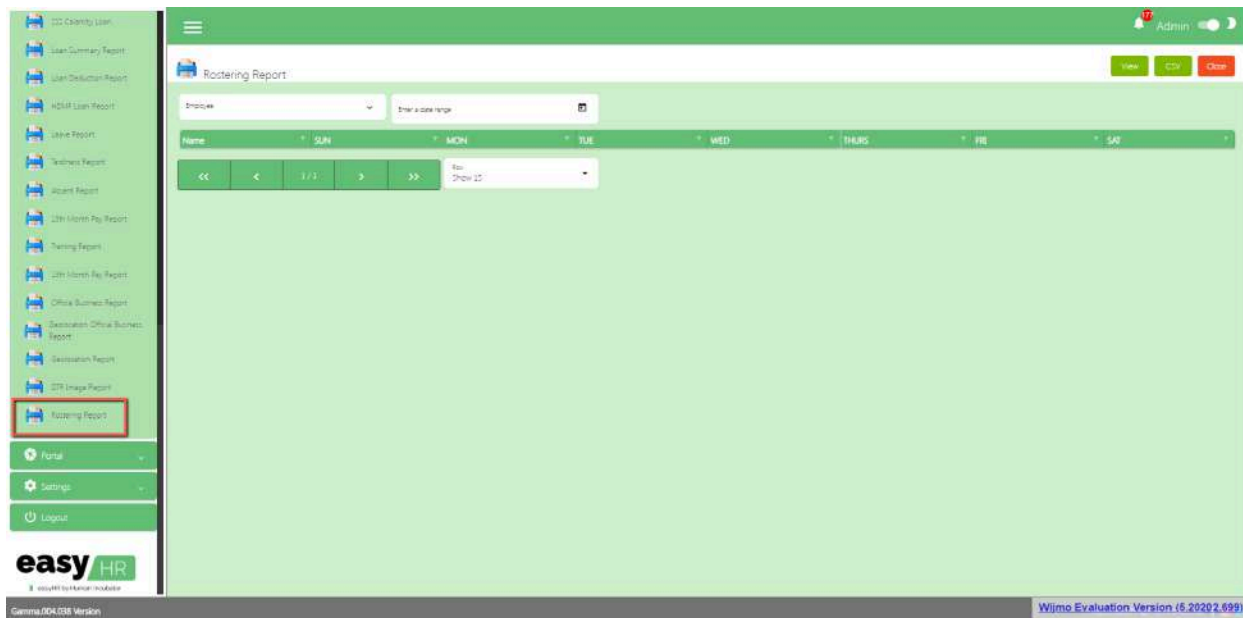
# Rostering Report

## Steps

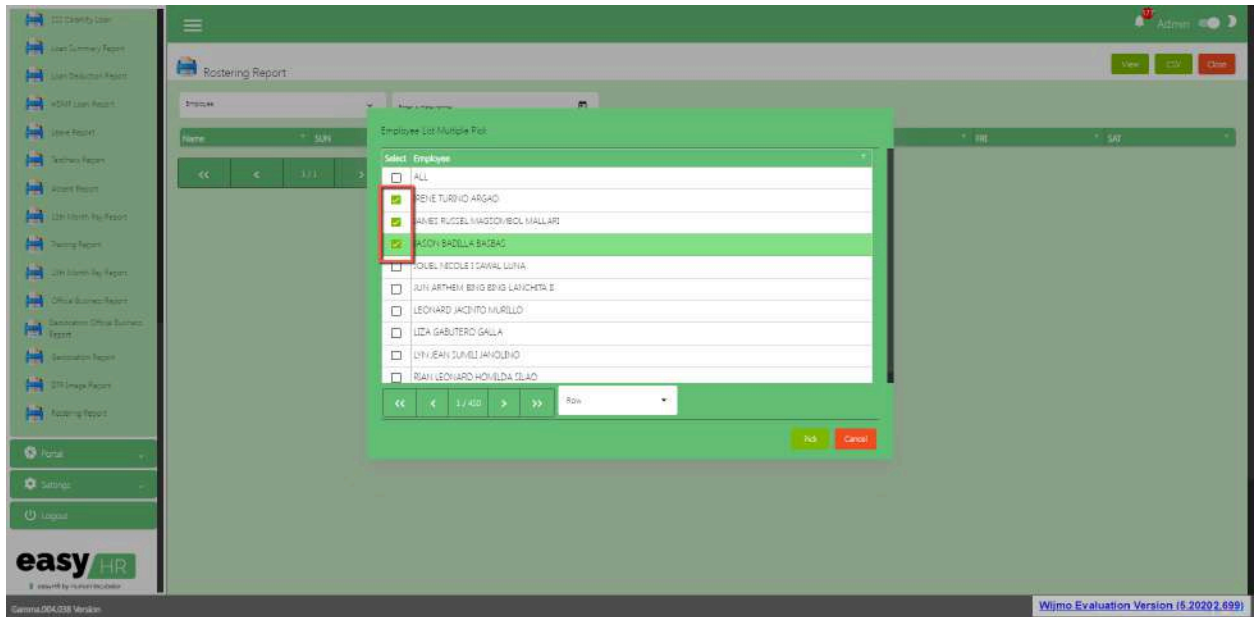
1. Go to Reports Module



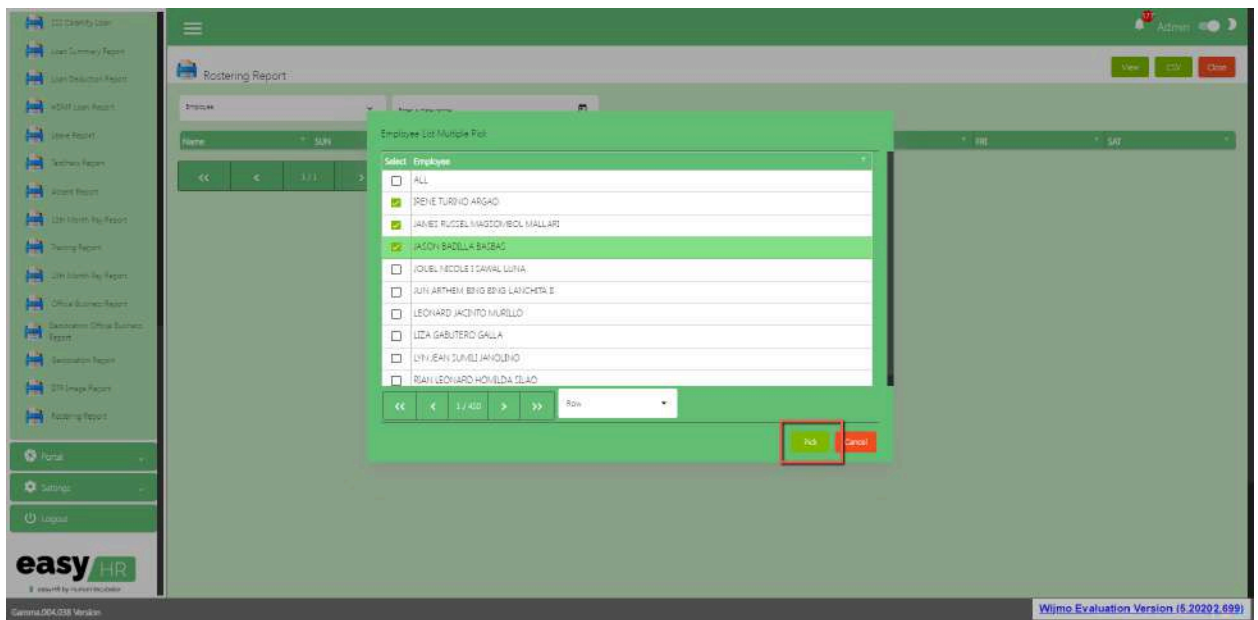
2. Click Rostering Report



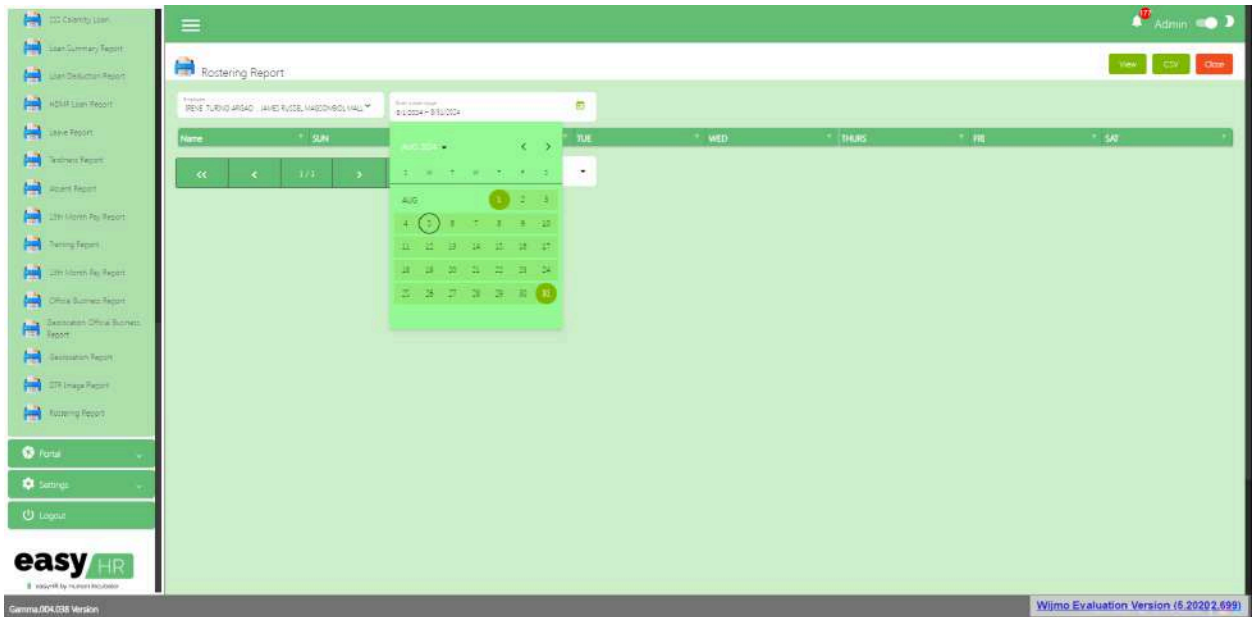
3. Click checkbox to Select one or multiple employees



4. Click Pick

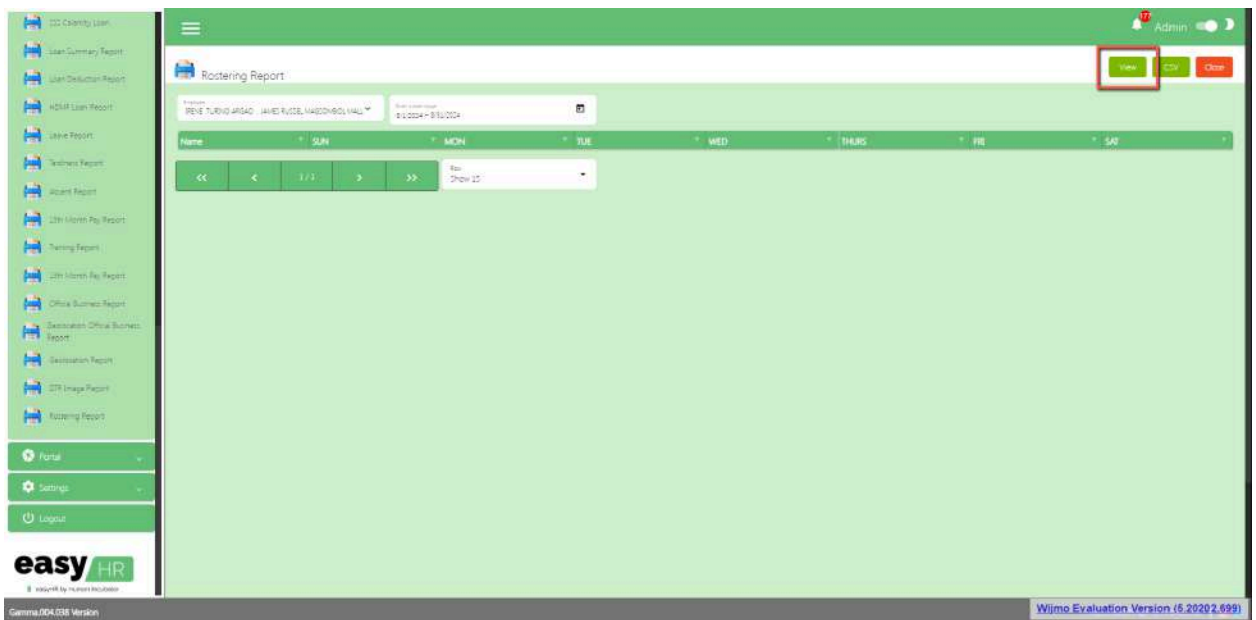


## 5. Select Date Range



The screenshot shows the 'Rostering Report' interface. On the left is a sidebar with various report options. The main area displays the report title and a date range selector. A calendar pop-up is open, showing the month of August. The date range is set from 8/22/2024 to 8/29/2024. The calendar has a green header with days of the week and a grid of dates. The date 22 is circled in green, and 29 is highlighted in green. At the top right of the interface, there are 'View', 'CSV', and 'Print' buttons. The footer contains 'Gamma.004.038 Version' and 'Wimo Evaluation Version (6.20202.699)'.

## 6. Click View



The screenshot shows the 'Rostering Report' interface. The date range selector is now closed, and the date range is displayed as '8/22 - 8/29'. The 'View' button at the top right is highlighted with a red box. The sidebar and footer are the same as in the previous screenshot.

7. Click CSV to download CSV file of this report

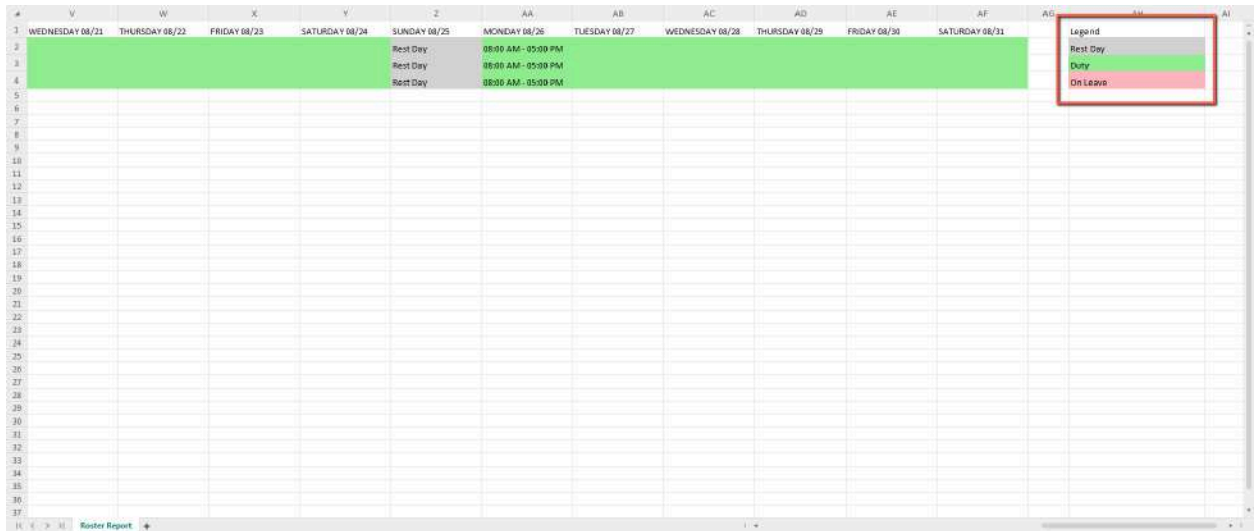
The screenshot shows the 'easyHR' Rostering Report interface. On the left is a sidebar with navigation options like 'CC Company List', 'Loan Summary Report', etc. The main area displays a 'Rostering Report' for a specific period. At the top right of the report area, there are buttons for 'View', 'CSV', and 'Print'. The 'CSV' button is highlighted with a red box. Below the buttons is a table showing employee names and their schedules for each day of the week. At the bottom of the interface, there is a version number 'Gamma.004.038 Version' and a 'Wimo Evaluation Version (6.2020.2.699)' label.

8. Scroll sideways to view the rest of the dates

This screenshot shows the Rostering Report data in a spreadsheet-like view. The columns represent days of the week from Thursday 08/01 to Monday 08/13. The rows list employee names and their scheduled shifts. For example, JASON BADIOLA BASBAS has a Rest Day on Sunday 08/04 and a shift from 08:00 AM - 05:00 PM on Monday 08/05. A red box highlights the horizontal scrollbar at the bottom of the table, indicating that the user can scroll to view more dates.

Name	THURSDAY 08/01	FRIDAY 08/02	SATURDAY 08/03	SUNDAY 08/04	MONDAY 08/05	TUESDAY 08/06	WEDNESDAY 08/07	THURSDAY 08/08	FRIDAY 08/09	SATURDAY 08/10	SUNDAY 08/11	MONDAY 08/12
JASON BADIOLA BASBAS	08:00 AM - 05:00 PM			Rest Day	08:00 AM - 05:00 PM						Rest Day	08:00 AM - 05:00 PM
IRENE TURINO ARGAO	08:00 AM - 05:00 PM			Rest Day	08:00 AM - 05:00 PM						Rest Day	08:00 AM - 05:00 PM
JAMES RUSSEL MAGSOMBO	08:00 AM - 05:00 PM			Rest Day	08:00 AM - 05:00 PM						Rest Day	08:00 AM - 05:00 PM

9. You can check for the legends at the end of the scroll



## Section VIII: Portal

### Employee Portal

#### Overview

- Employee Portal is used to provide employees with access to a wide range of information, tools, and self-service features related to their employment and the organization they work for and also the employee can view the DTR logs, Payslip, and 13th month.

#### Employee Portal

- Shows the information of the employee and also can view the leave balances
- The Employee can Change Password
- There are 9 tabs of employee portal
  - DTR logs
  - Overtime Application
  - Leave Application
  - Change Shift
  - DTR

- Payroll
- Other Income Payslip
- Loan
- 13th Month

Employee Portal

Employee Code: 000000024 | ID No.: 000000024 | Barcode No.: 000000024  
 Fullname: Bk. Abo | Company: EASTHR DEMO COMPANY INC.  
 Address: CEBU CITY | Branch: Cebu  
 Landline No.: 1233 | Position: ASSOCIATE  
 Mobile No.: 12312 | Payroll Group: ACTIVE

Announcement | Announcement Date | LEAVE TYPE | LEAVE BALANCE

DTR Logs | OT Application | Leave Application | Change Shift | DTR | Payroll | Other Income Payslip | Loan | 13th Month

Year: 2023

Edit	Delete	Number	Year	Date	DateType	In	Out
+	-	0000000256	2023	10/07/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	0000000256	2023	10/04/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	0000000256	2023	10/13/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	0000000256	2023	10/12/2023	REGULAR H.	9:00 AM	6:00 PM
+	-	0000000256	2023	10/11/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	0000000256	2023	10/10/2023	REGULAR W.	9:00 AM	6:00 PM

GemsHR.DM.015 Version | <https://easthr-demo.hr-ops.in>

### DTR logs

- In the **DTR logs** tab the employee can **Add** DTR logs.

DTR Logs | OT Application | Leave Application | Change Shift | DTR | Payroll | Other Income Payslip | Loan | 13th Month

Year: 2024

Edit	Number	Year	Date	DateType	In	Out
+	0000000297	2024	01/16/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/17/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/18/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/19/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/20/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/21/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/22/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/23/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/24/2024	REGULAR W.	9:00AM	6:00PM
+	0000000297	2024	01/25/2024	REGULAR W.	9:00AM	6:00PM

<< < 1/2 > >>



- **Assumption:** The employee already clicked the **Add** button on the upper right corner in the DTR logs Tab.
  - Select DTR Application number
  - Select Attendance Type
  - Input Remarks
  - Click Start Camera
  - Click Capture Image
  - Click **Save** button to add DTR log with Geolocation and Captured Image.

*Note: Make sure the DTR number should not be locked by the admin so that employees can access the DTR Application number in DTR logs.*

The screenshot shows a web-based form for logging DTR (Deduction of Time Required) logs. The form is titled "DTR logs" and is set against a green background. It contains several input fields and buttons:

- DTR Application Number:** 0000000313
- Date:** 06/03/2024
- Attendance Type:** (Dropdown menu)
- Time:** 13:42:44
- Remarks:** (Text area)
- In:** 10:11AM
- Out:** (Text field)
- Attendance Type (OB):** (Dropdown menu)
- Time:** 13:42:44
- In:** (Text field)
- Out:** (Text field)

Below the form is a map showing the location of Lourdes School of Mandaluyong. The map includes a blue location pin and various street names like San Miguel Avenue and Pearl Drive. At the bottom of the interface are two large green buttons: "Start Camera" and "Capture Image".

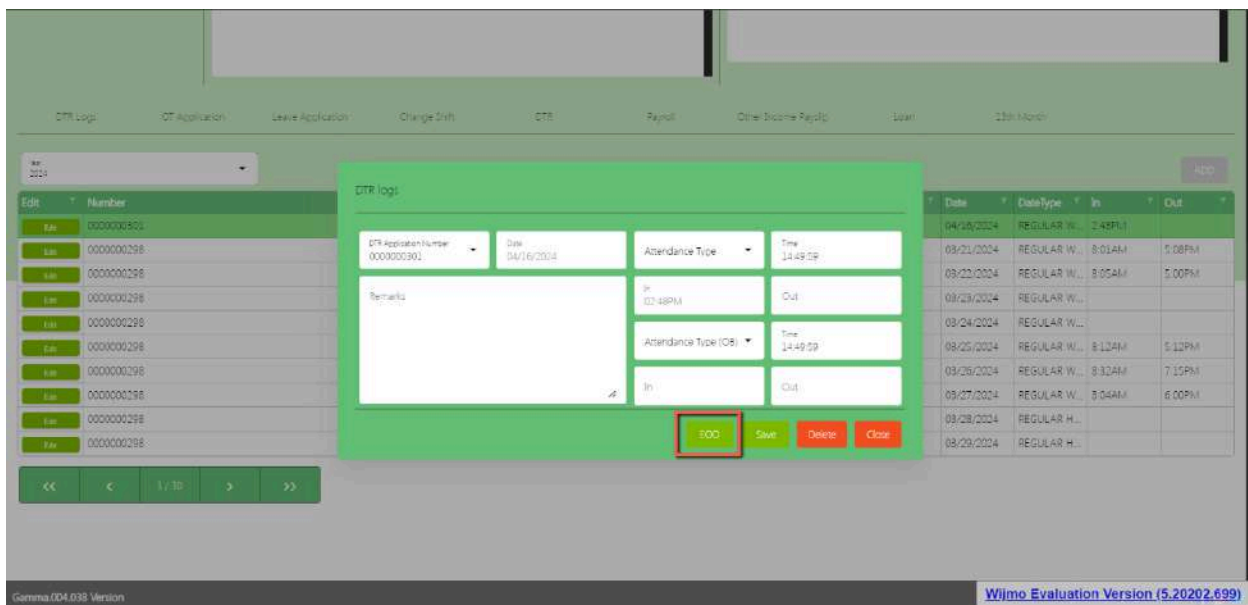
- Additionally once you click **Save** the **Add** button will be temporarily disabled,



- in order for the Add button to be enabled again an **EOD** must perform first.

### **EOD (End of Day)**

- DTR Logs
- Click **Edit**
- Click **EOD**



- After clicking the **EOD** button there is a message that “EOD Updated Successfully!”, and the **Add** button will be enabled.

OTR Log | OT Application | Leave Application | Change Shift | OTR | Payroll | Other Income Paylip | Loan | 12th Month

Year: 2024 ADD

Edit	Number	Year	Date	DateType	In	Out
<span style="background-color: #90EE90;">✖</span>	0000000901	2024	04/08/2024	REGULAR W...	2:45PM	2:45PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/16/2024	REGULAR W...	8:00AM	5:00PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/17/2024	REGULAR W...		
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/18/2024	REGULAR W...	8:00AM	5:01PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/19/2024	REGULAR W...	8:23AM	6:01PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/20/2024	REGULAR W...	8:00AM	5:00PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/21/2024	REGULAR W...	8:01AM	5:08PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/22/2024	REGULAR W...	8:05AM	5:00PM
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/23/2024	REGULAR W...		
<span style="background-color: #90EE90;">✖</span>	0000000298	2024	03/24/2024	REGULAR W...		

Navigation: << < 1 / 10 > >>

Activate Windows  
 Success  
 ECD updated successfully

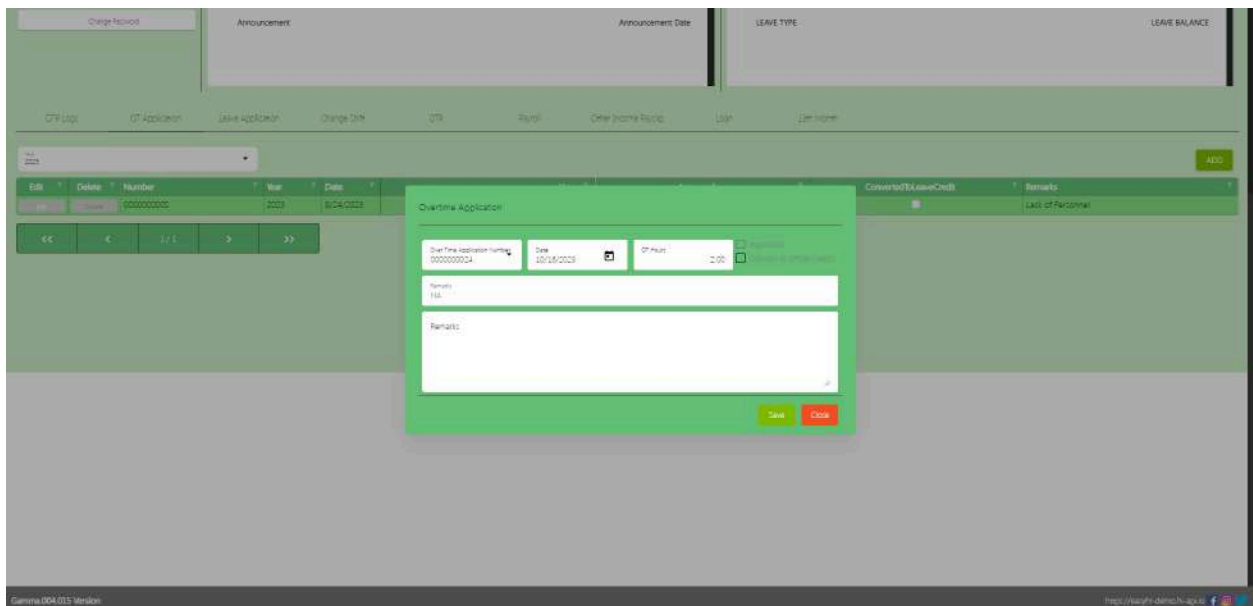
Gamma.004.038 Version Wipro

## OT Application

- In the **OT Application** tab the employee can **Add** overtime application.

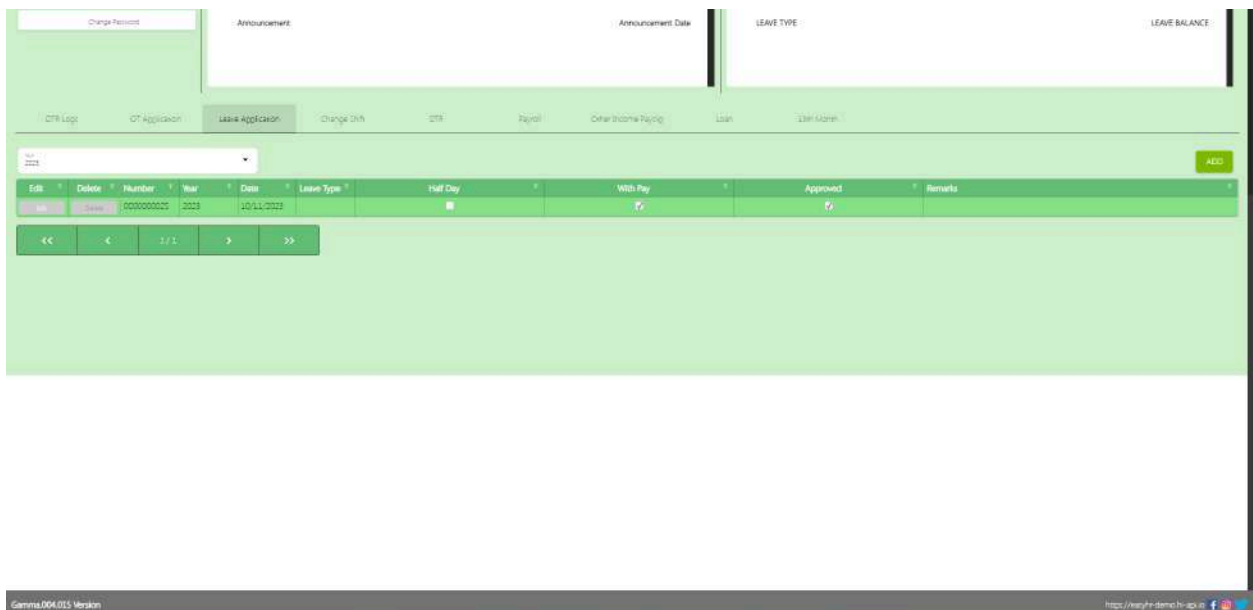


- **Assumption:** The employee already clicked the **Add** button on the upper right corner in the OT application tab.  
*Note: Make sure the OT number should not be locked by the admin so that employees can access the Overtime Application number in Overtime Application.*
  - Select Overtime Application number
  - Select Date
  - Input OT Hours
  - Input Remarks
  - The Employee can Check the Checkbox **Convert to Offset Credits**
  - Click **Save** button to add in overtime application employee table.



## Leave Application

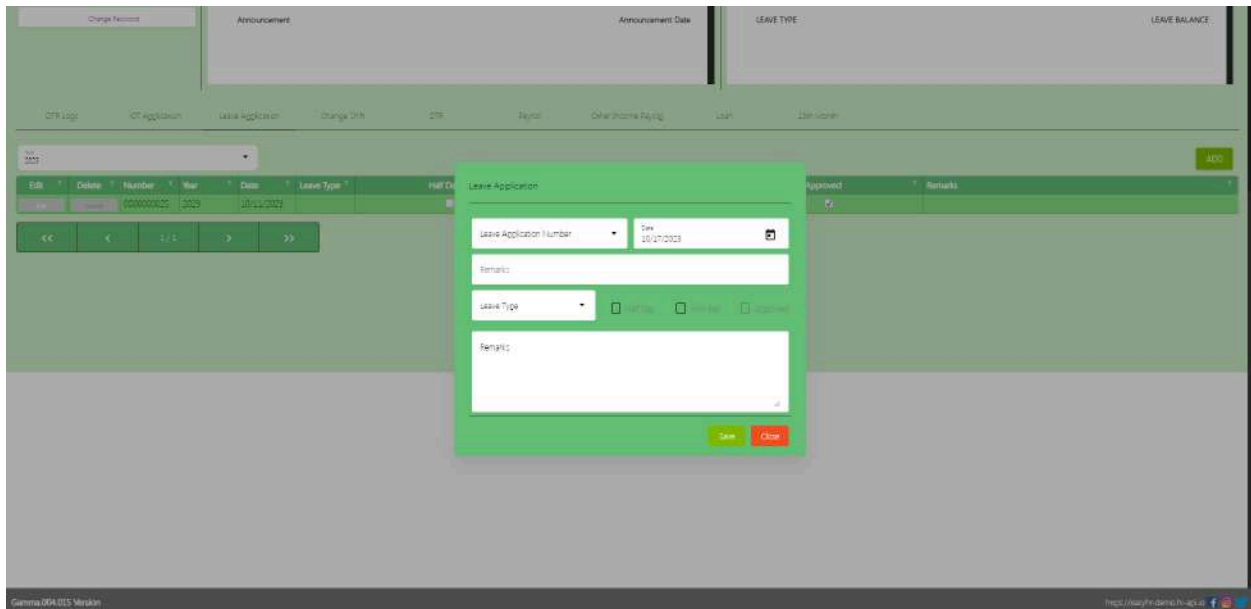
- In the **Leave Application** tab the employee can **Add** a leave application.



- **Assumption:** The employee already clicked the **Add** button on the upper right corner in the Leave application tab.

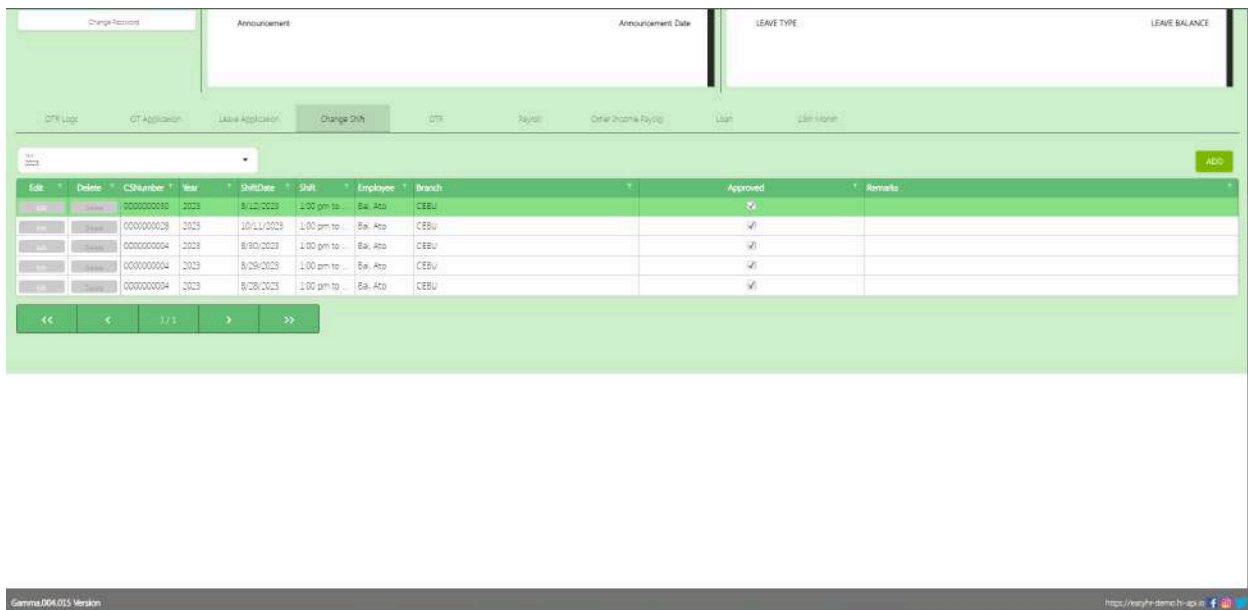
*Note: Make sure the LA number should not be locked by the admin so that employees can access the Leave Application number in Leave Application.*

- Select Leave Application number
- Select Date
- Select Leave Type
- Check the **Checkbox** if **Half Day** or **With Pay**
- Input Remarks
- Click **Save** button to add in the leave application employee table.



## Change Shift

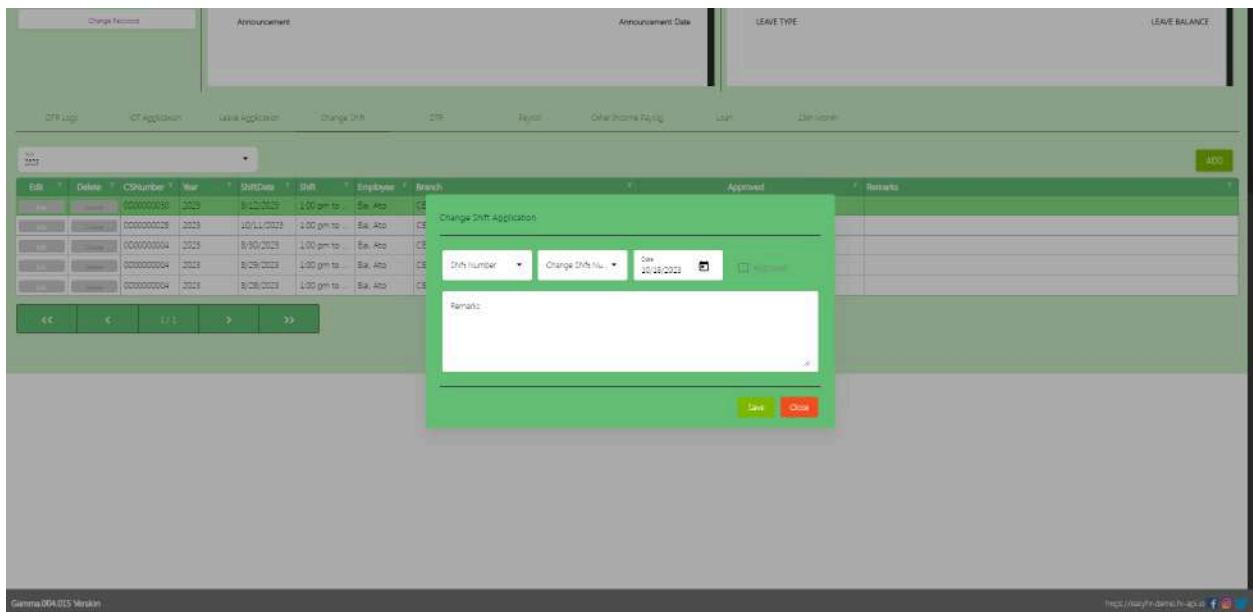
- In the **Change Shift** tab the employee can **Add** a Change Shift.



- **Assumption:** The employee already clicked the **Add** button on the upper right corner in the Change Shift tab.

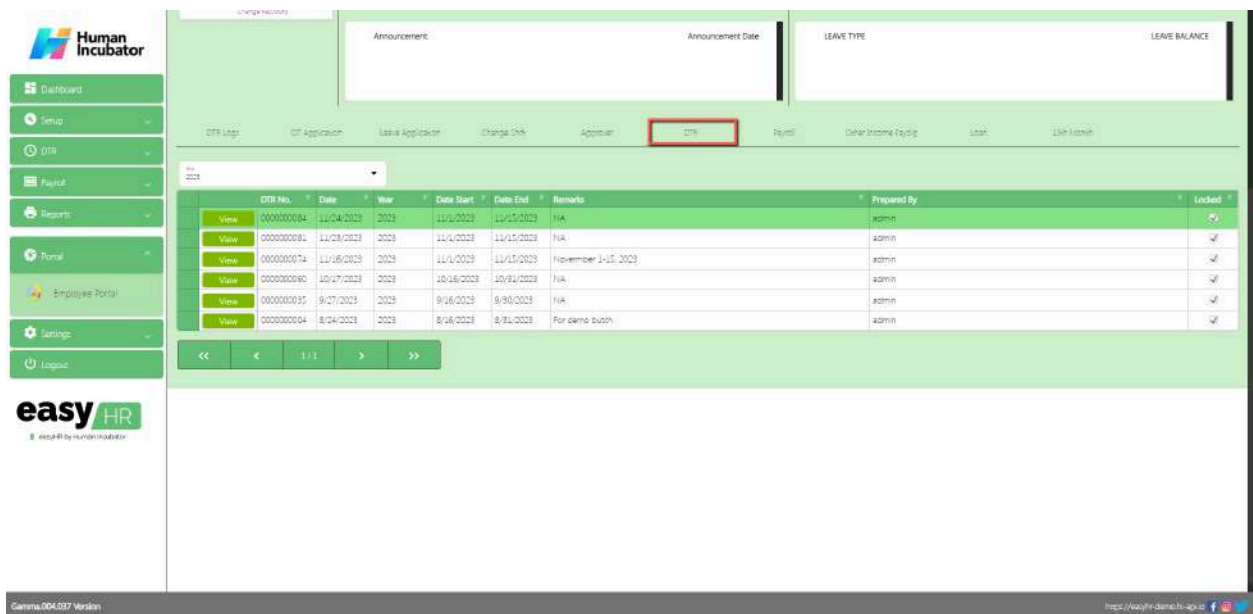
*Note: Make sure the CS number should not be locked by the admin so that employees can access the Change Shift number in Change Shift.*

- Select Shift number
- Select Change Shift number
- Select Date
- Input Remarks
- Click **Save** button to add in the Change Shift employee table.



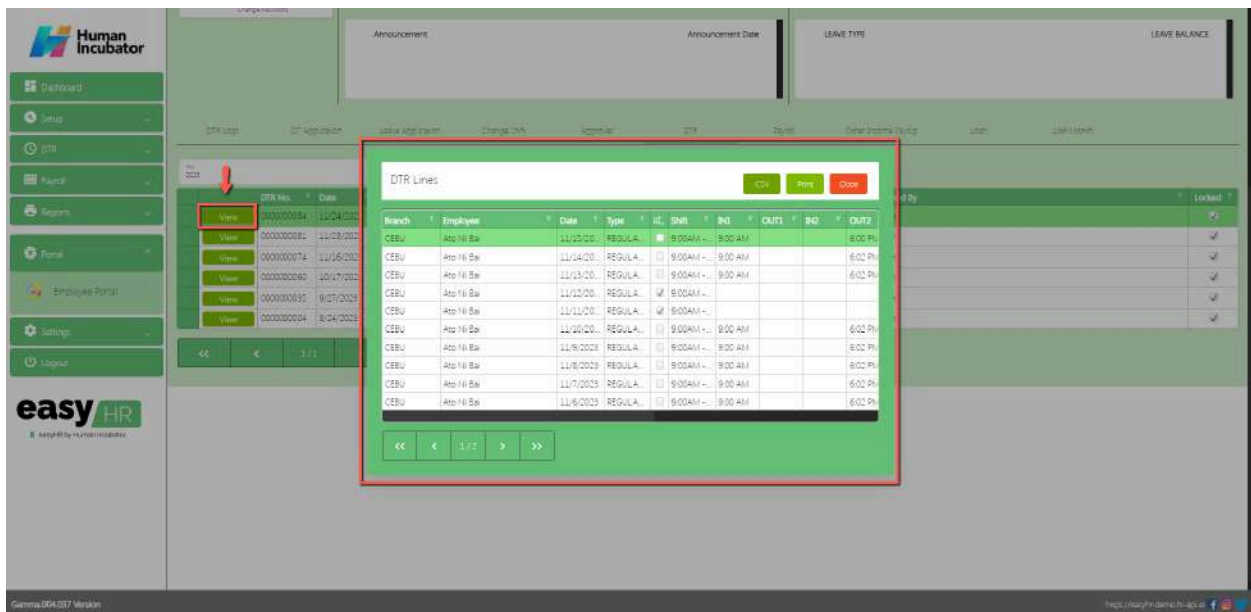
## DTR

- In the **DTR** tab the employee can **View, Download CSV and Print** DTR logs.





- **Assumption:** The employee already clicked the **View** button on the left side in the DTR table.
  - Can View DTR logs
  - Can Download CSV file
  - Can Print to PDF file



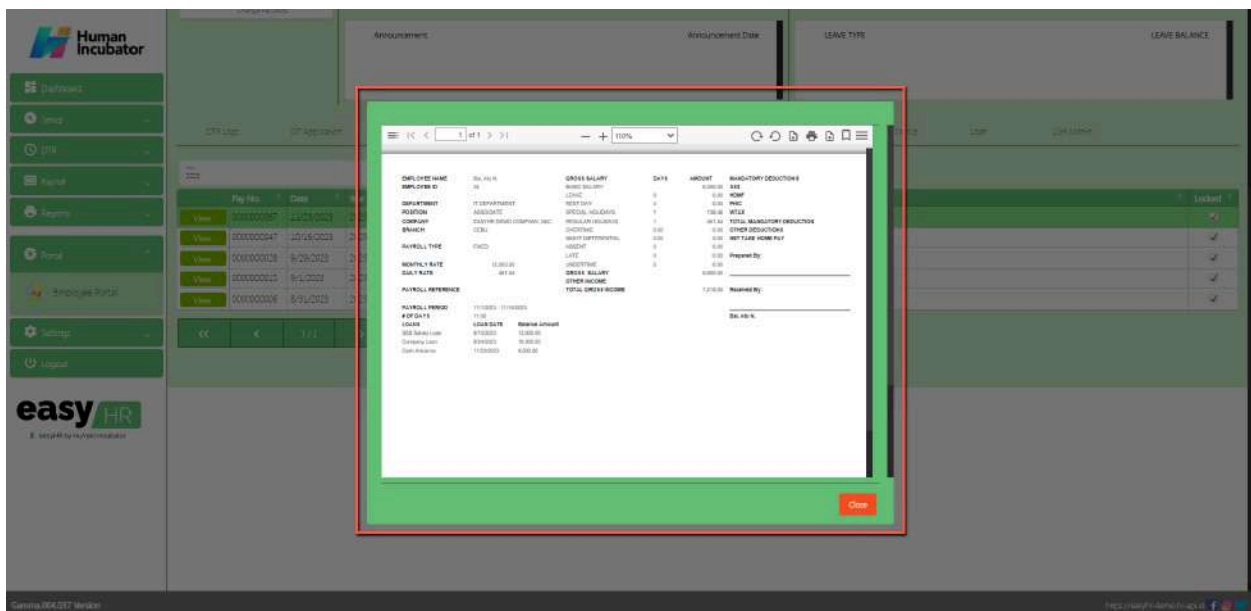
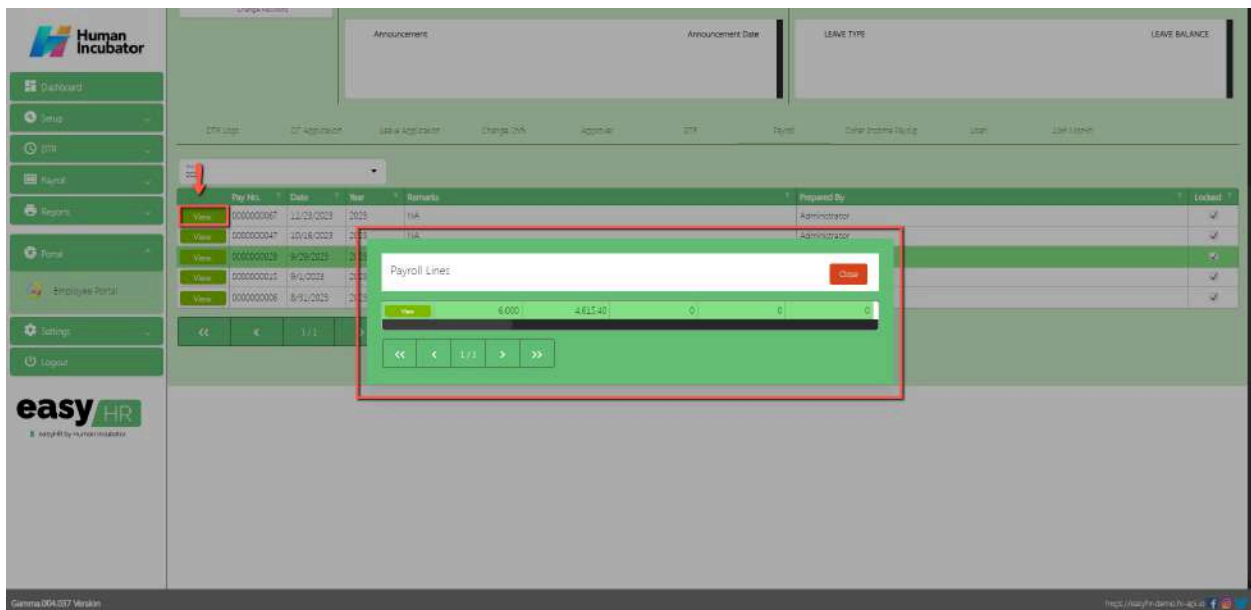
## Payroll

- In the **Payroll** tab the employee can view Payroll Lines and Payslip.

The screenshot displays the Human Incubator HR system interface. The sidebar on the left contains navigation options: Dashboard, Setup, OTR, Payroll, Reports, Portal, Employee Portal, Settings, and Logout. The main content area shows the 'Payroll' tab selected, with a table of payroll lines. The table has columns for Pay No., Date, Year, Remarks, Prepared By, and Locked. The data rows show payroll entries for 2023 with various dates and remarks.

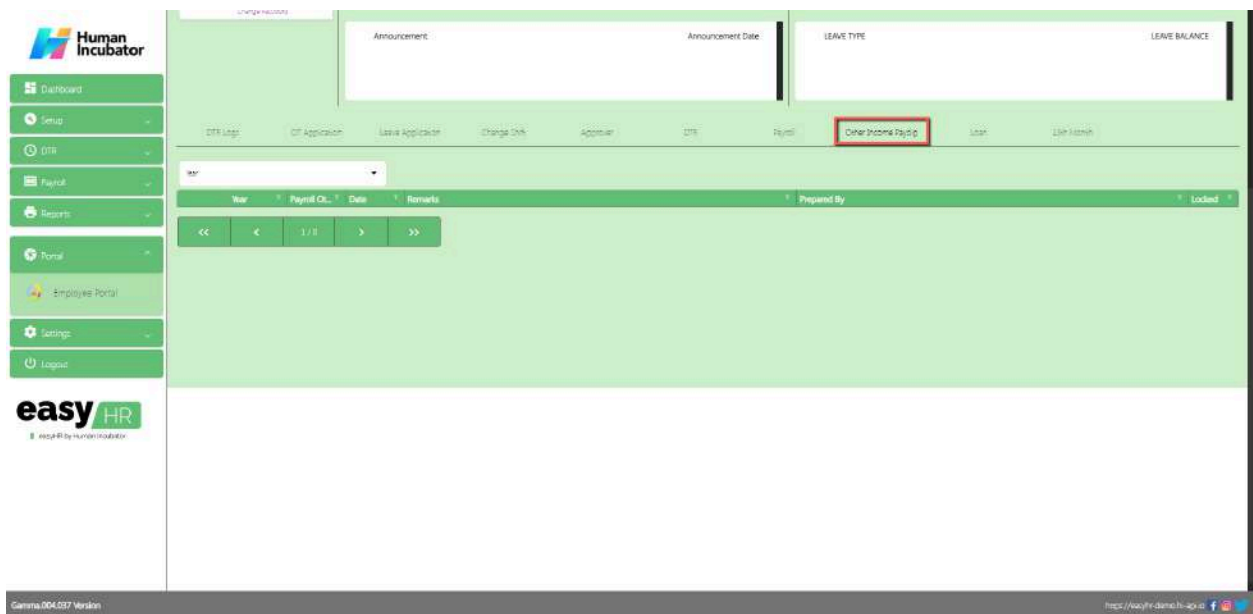
Pay No.	Date	Year	Remarks	Prepared By	Locked
0000000057	11/29/2023	2023	NA	Administrator	✓
0000000047	10/16/2023	2023	NA	Administrator	✓
0000000028	9/29/2023	2023	NA	Administrator	✓
0000000011	8/15/2023	2023	For DEMO	Angelica Camson	✓
0000000006	8/11/2023	2023	For Demo Batch	Administrator	✓

- **Assumption:** The employee already clicked the **View** button on the left side in the Payroll table.
  - Can view Payroll Lines
  - Click **View** button to view payslip
  - Can Download PDF file
  - Can Print



## Other Income Payslip

- In the **Other Income Payslip** tab the employee can view Other Income Payslip if the employee has another income.
  - Select Year



- **Assumption:** The employee already clicked the **View** button on the left side in the Other Income Payslip table.
  - View Other Income Payslip
  - Can Download PDF file
  - Can Print

Other Income No. 2023-000000028  
Other Income Date 10/18/2023  
Bai, Ato N.

Other Income	Amount
Rice Allowance	1,000.00
ADDITIONAL ALLOWANCE	815.00
<b>Total</b>	<b>1,815.00</b>

Close

## Loan

- In the **Loan** tab the employee can view loan details.

Human Incubator

Dashboard, Setup, DTR, Payroll, Reports, Total, Employee Portal, Settings, Logout

easy HR

Line Item No.: 1228, Position: ASSOCIATE, Mobile No.: 12812, Payroll Group: ACTIVE

Announcement, Announcement Date, LEAVE TYPE, LEAVE BALANCE

DTR Log, DTR Application, Leave Application, Change Div, Approval, DTR, Payroll, Other Income Payroll, **Loan**, DTR Month

Number	Employee	Other Deduction	DocRef	Amortization %	Loan Amount	Paid Amount	Balance Amount	Status	Remarks	Prepared By	Locked
000000028	Ato Hi Ba	Cash Advance	NA	50%	10,000	1,000	9,000	UP/PAD	NA	Administrator	<input checked="" type="checkbox"/>
000000024	Ato Hi Ba	Company Loan	NA	50%	20,000	1,500	18,500	UP/PAD	NA	Administrator	<input checked="" type="checkbox"/>
000000002	Ato Hi Ba	202 Salary Loan	NA	50%	25,000	2,000	23,000	UP/PAD	NA	Administrator	<input checked="" type="checkbox"/>

CamScanner 00462027 Version

https://www.hr.demco.hr-app.de

- **Assumption:** The employee already clicked the **View** button on the left side in the Loan table.
  - View Loan Detail

**Loan Detail** Close

Loan No.:	000000014	Amortization:	500.00	Loan Amount:	20,000.00
Date:	8/24/2023	Paid Amount:	1,000.00	Balance Amount:	19,000.00
Other Deduction:	Company Loan	Prepared By:	Administrator	Checked By:	Administrator
DocRef:	NA	Approved By:	Administrator		

Payments:      Remarks:

Payroll No.	Payroll Other Deduction No.	Amount
0000000028	0000000024	500
0000000015	0000000010	500

Row Show 5

Created By: Administrator      Created DateTime: 8/24/2023      Updated By: Angelica Samson      Updated DateTime: 9/12/2023

### 13th Month

- In the **13th Month** tab the employee can view the 13th month.

change payroll      Announcement      Announcement Date      LEAVE TYPE      LEAVE BALANCE

Year: 2023 View

GammaHRM.013 Version https://myhr-demo.hr-ops.io

- **Assumption:** The employee already clicked the **View** button on the right side in the 13th month.

- View Other Income Payslip
- Can Download PDF file
- Can Print

EASYHR DEMO COMPANY, INC  
Employee 13th Month Report  
Bai, Ato

Payroll Number	Gross Salary	13th Month
000000005	6,000.00	500.00
000000006	6,000.00	500.00
000000015	6,000.00	500.00
000000028	6,000.00	500.00
000000044	6,000.00	500.00
000000045	6,000.00	500.00
000000046	6,000.00	500.00
000000047	6,000.00	500.00
<b>Grand Total</b>	<b>48,000.00</b>	<b>4,000.00</b>

Close

# Section IX: Settings

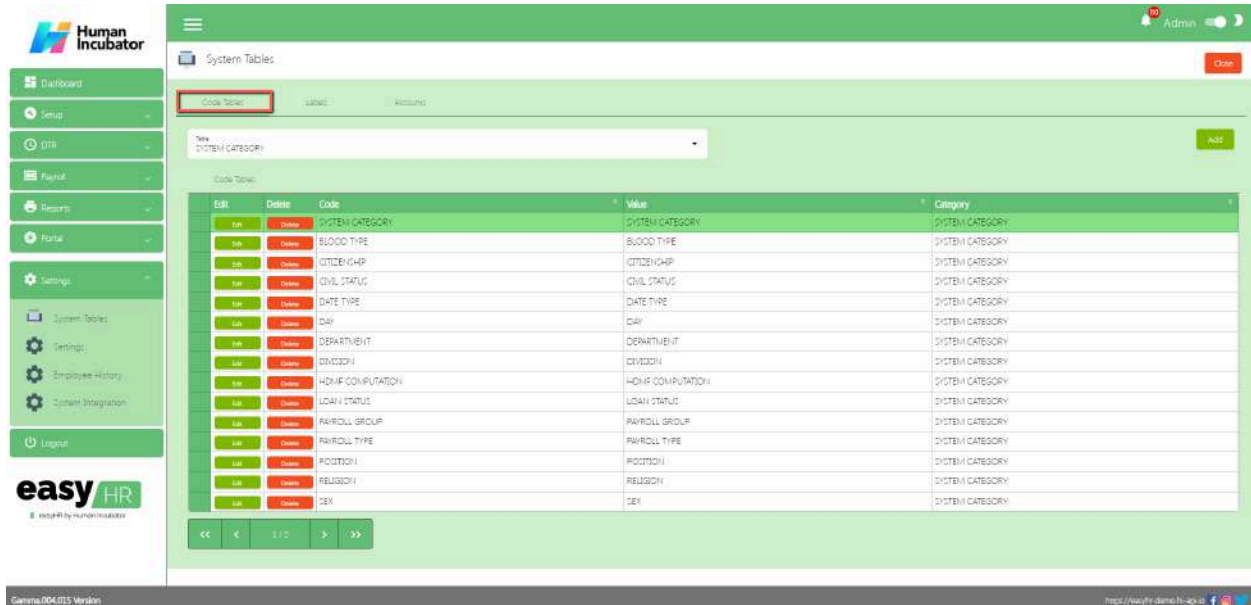
## System Tables

### Overview

- System tables are used to add information categories of a company, multiple languages and accounts for integration.

*Note: Do not use special characters only "+", "-" are allowed.*

- There are 3 tabs in system tables
  - Code Tables
  - Labels
  - Accounts



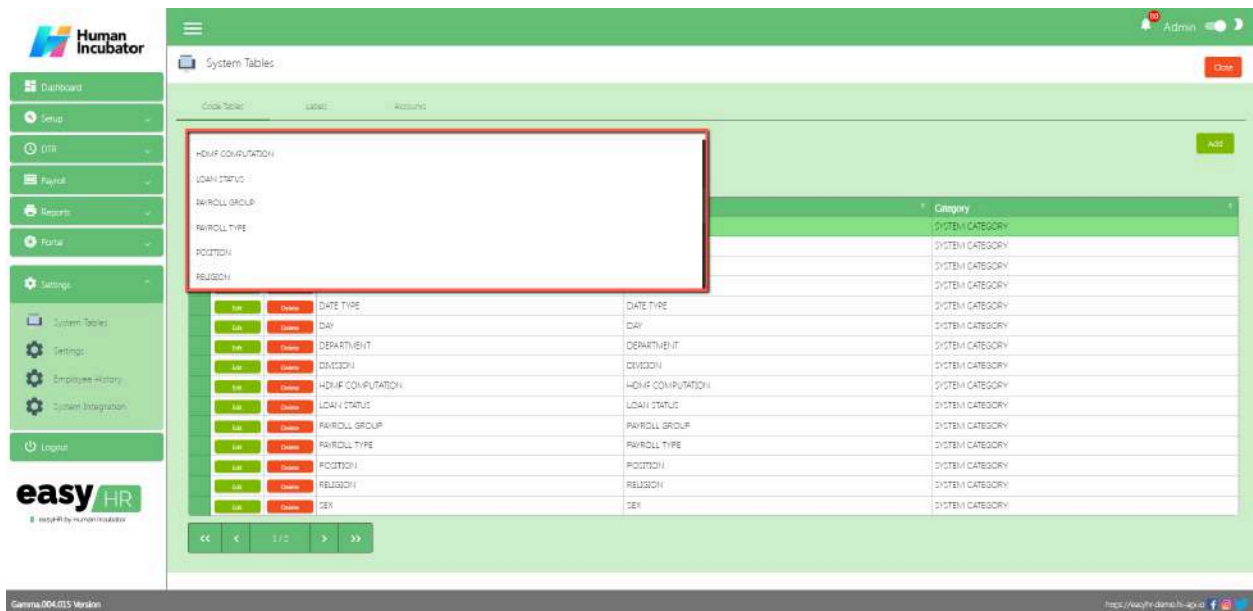
The screenshot displays the 'System Tables' management interface in the Human Incubator HR system. The interface is in German and shows a list of 'Code Tables' under the 'SYSTEM CATEGORY' tab. The table lists various categories such as BLOOD TYPE, CITIZENSHIP, CIVIL STATUS, DATE TYPE, DAY, DEPARTMENT, DIVISION, WORK COMPUTATION, LEAVE STATUS, PAYROLL GROUP, PAYROLL TYPE, POSITION, RELIGION, and SEX. Each row includes an 'Edit' button (green) and a 'Delete' button (red). The 'Code' and 'Value' columns both contain the category name, and the 'Category' column also lists 'SYSTEM CATEGORY'. The interface includes a sidebar with navigation options like Dashboard, Setup, OTR, Payroll, Reports, Portal, Settings, System Tables, Employee History, and System Integration. The footer shows the version 'Gemma.004.015 Version' and the URL 'http://easyhr.dane.hr-ig.de'.

Edit	Delete	Code	Value	Category
<a href="#">Edit</a>	<a href="#">Delete</a>	SYSTEM CATEGORY	SYSTEM CATEGORY	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	BLOOD TYPE	BLOOD TYPE	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	CITIZENSHIP	CITIZENSHIP	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	CIVIL STATUS	CIVIL STATUS	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	DATE TYPE	DATE TYPE	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	DAY	DAY	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	DEPARTMENT	DEPARTMENT	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	DIVISION	DIVISION	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	WORK COMPUTATION	WORK COMPUTATION	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	LEAVE STATUS	LEAVE STATUS	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	PAYROLL GROUP	PAYROLL GROUP	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	PAYROLL TYPE	PAYROLL TYPE	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	POSITION	POSITION	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	RELIGION	RELIGION	SYSTEM CATEGORY
<a href="#">Edit</a>	<a href="#">Delete</a>	SEX	SEX	SYSTEM CATEGORY



## Code Tables

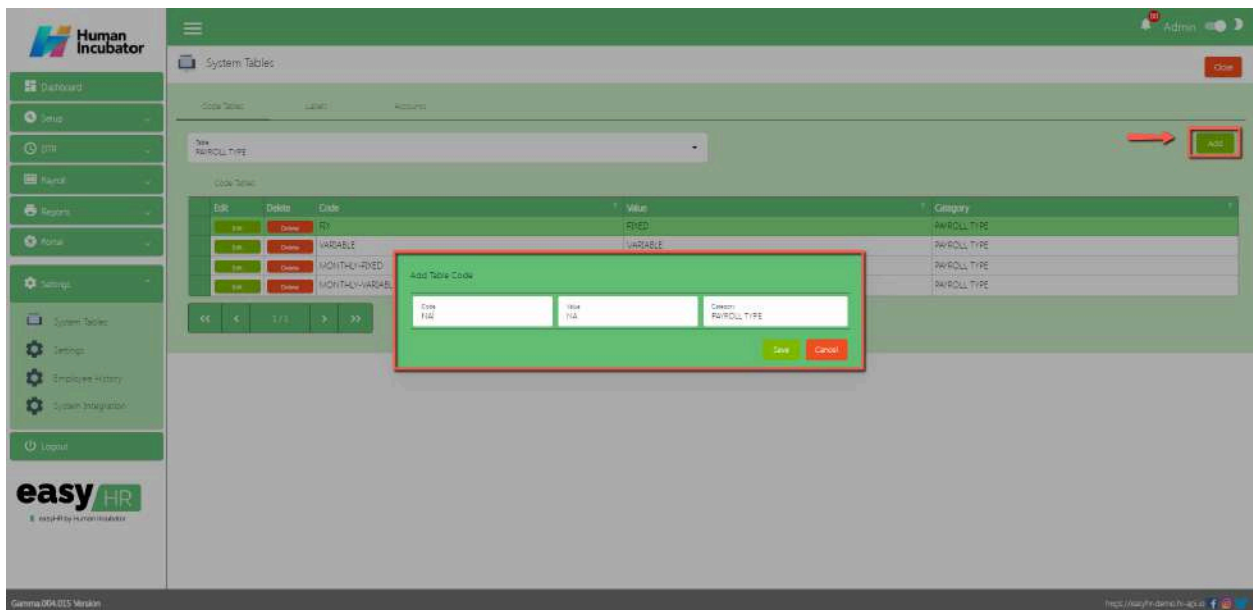
- In the **Code Tables** tab the user can add information about the category of company.
- Select category in dropdown table



The screenshot displays the 'System Tables' interface in the Human Incubator HR system. A red box highlights the input fields for adding a new code table entry, including fields for 'Code Table', 'Label', and 'Category'. The table below shows existing entries with columns for Code, Status, Label, and Category.

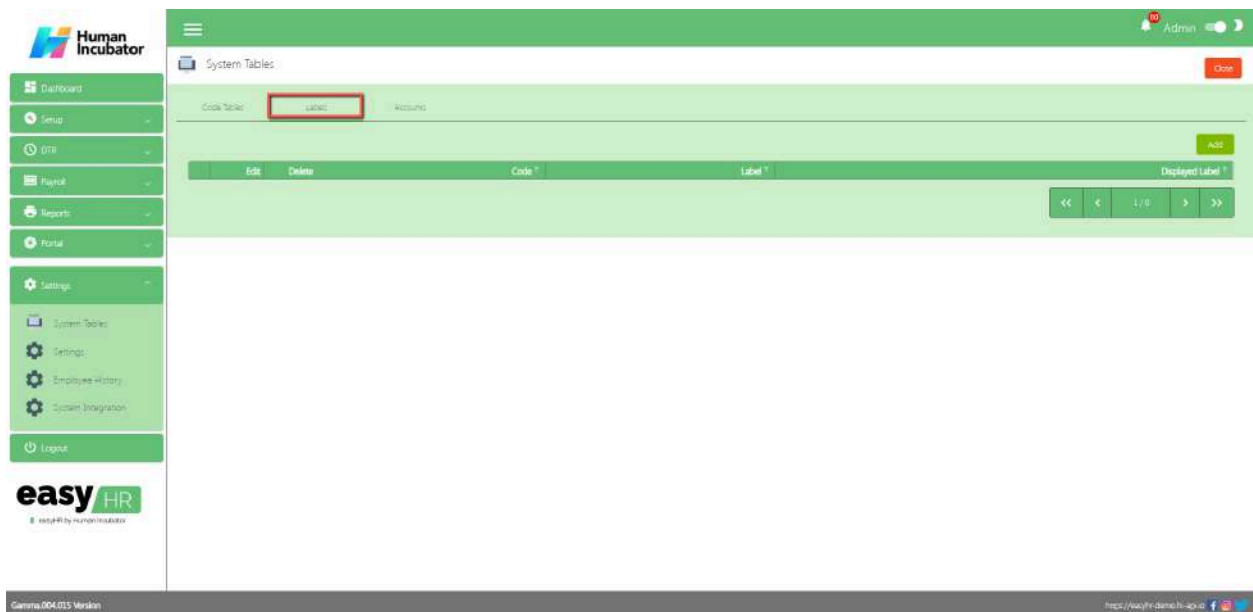
Code	Status	Label	Category
DATE	Disable	DATE TYPE	DATE TYPE
DAY	Disable	DAY	DAY
DEPARTMENT	Disable	DEPARTMENT	DEPARTMENT
DIVISION	Disable	DIVISION	DIVISION
HCMF COMPUTATION	Disable	HCMF COMPUTATION	HCMF COMPUTATION
LOAN STATUS	Disable	LOAN STATUS	LOAN STATUS
PAIROLL GROUP	Disable	PAIROLL GROUP	PAIROLL GROUP
PAIROLL TYPE	Disable	PAIROLL TYPE	PAIROLL TYPE
POSITION	Disable	POSITION	POSITION
RELIGION	Disable	RELIGION	RELIGION
SEX	Disable	SEX	SEX

- **Assumption:** The employee already clicked the **Add** button on the right side in the code tables tab.
  - Input Code
  - Input Value
  - Click **Save** button to add in code tables list.



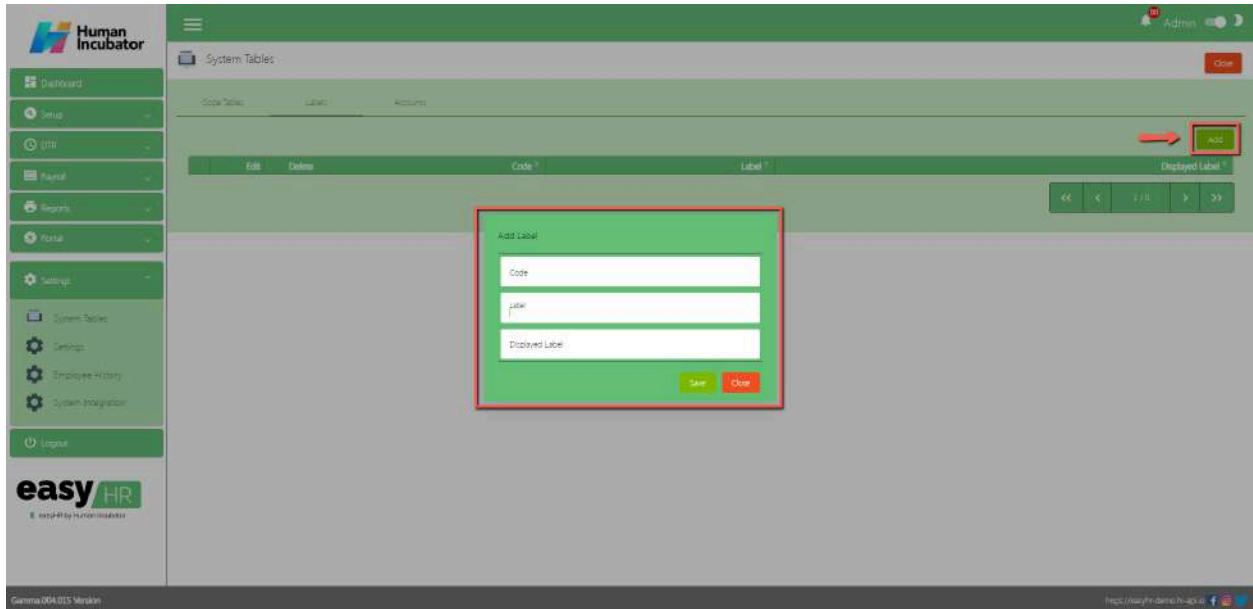
## Labels

- In the **Labels** tab the user can add multiple languages.



- **Assumption:** The employee already clicked the **Add** button on the right side in the labels tab.
  - Input Label
  - Input Displayed label

- Click **Save** button to add in the label table list.



## Accounts

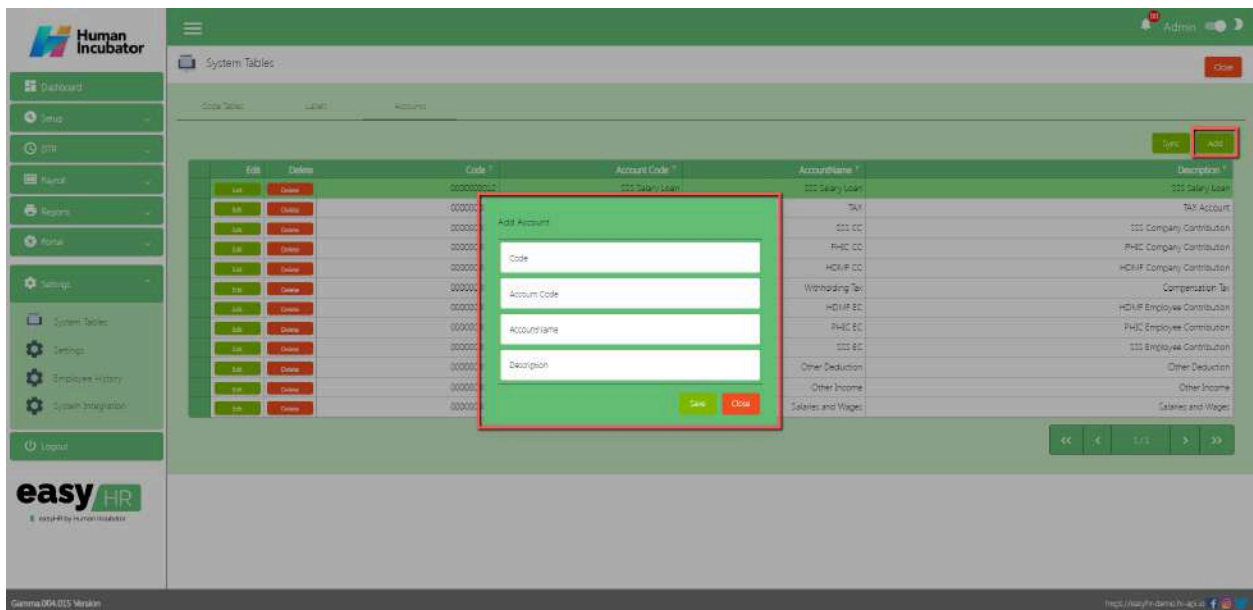
- In the **Accounts** tab the user can sync to EasyFS and add an account.



- The user click the **Sync** button and all the accounts will sync to the EasyFS system.

The screenshot displays the 'System Tables' interface in the Human Incubator system. The main area contains a table with the following columns: Code, Account Code, Account Name, and Description. The table lists various accounts such as 'SSS Salary Loan', 'TAX Account', 'SSS Company Contribution', 'PHIC Company Contribution', 'HDMF Company Contribution', 'Compensation Tax', 'HDMF Employee Contribution', 'PHIC Employee Contribution', 'SSS Employee Contribution', 'Other Deduction', 'Other Income', and 'Salaries and Wages'. Each row has 'Edit' and 'Delete' buttons. A 'Sync' button is highlighted in the top right corner of the table area. The left sidebar contains navigation options like Dashboard, Setup, DTR, Payroll, Reports, Profile, Settings, System Tables, Settings, Employee History, System Integration, and Logout. The bottom of the screen shows the 'easy HR' logo and version information.

- The purpose of the **Add** button is to add another account.
  - Click **Add** button
  - Input Account Code
  - Input Account Name
  - Input Description
  - Click **Save** button to add in Accounts table list.



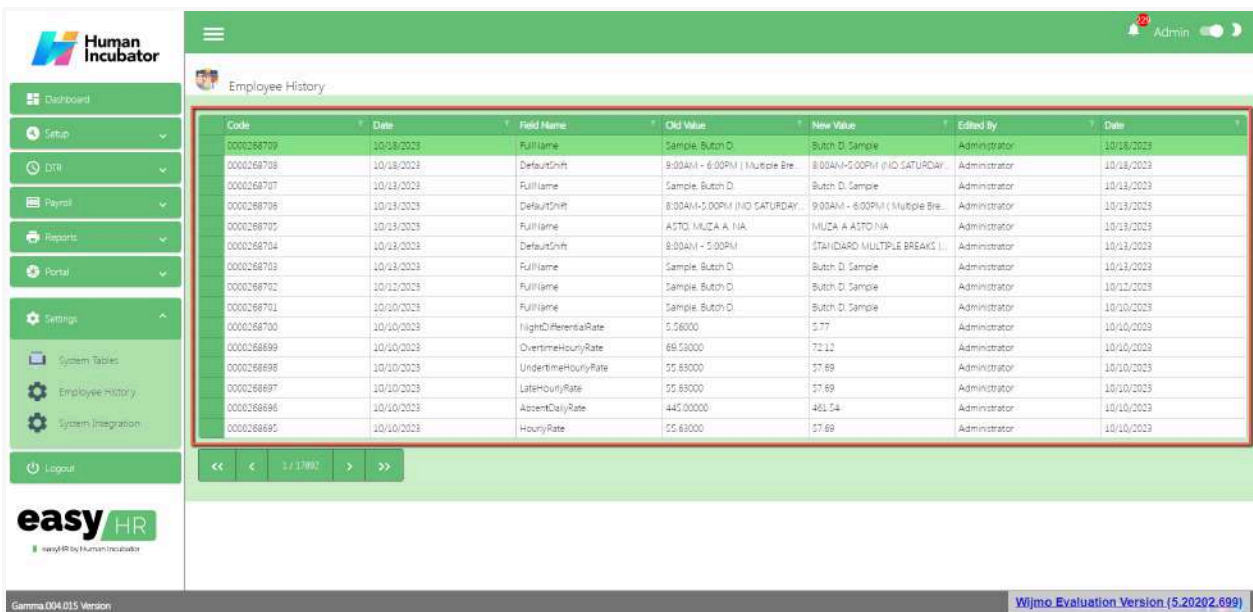
## Employee History

### Overview

- Employee history is utilized to observe the recent modifications made to employee 201, and it provides visibility into the editor responsible for these changes.

### Employee History

- Shows all the list of employee history.



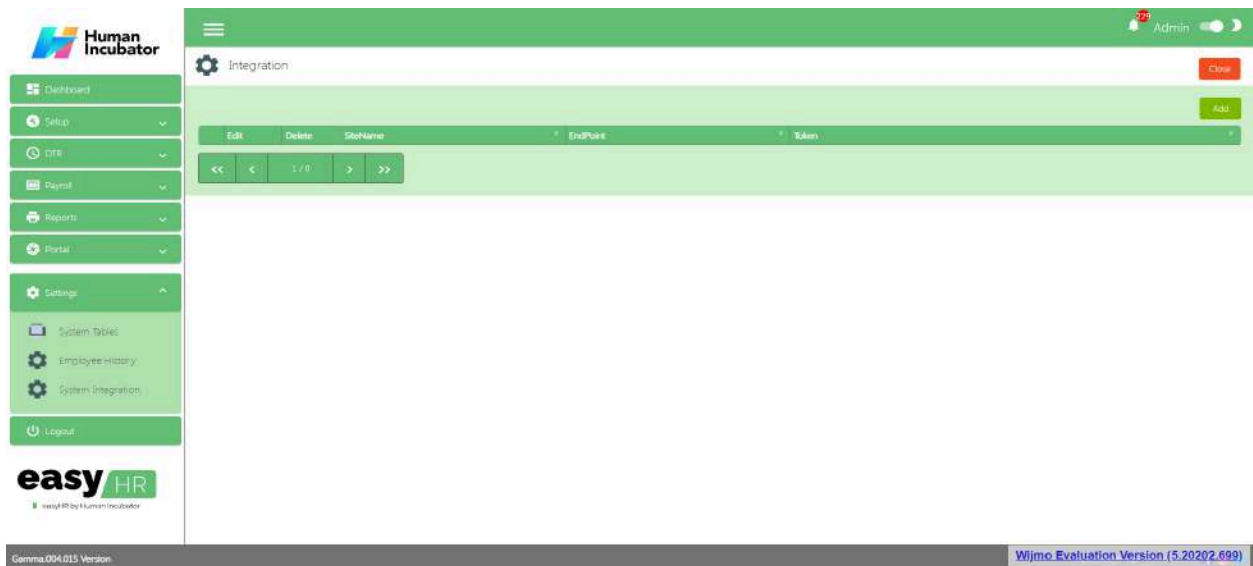
## **System Integration**

### **Overview**

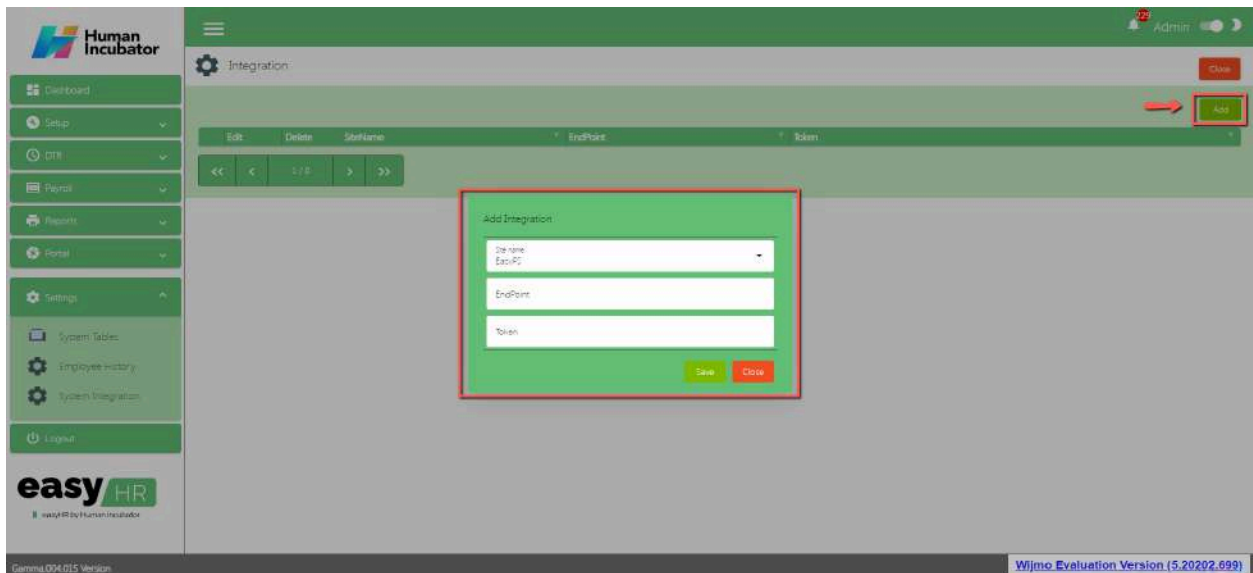
- System Integration is used to integrate to another system like EasyFS.

### **Integration**

- Show the list of integration



- The purpose of the **Add** button is to add integration.
  - Click **Add** button
  - Select Site Name
  - Input EndPoint
  - Input Token
  - Click **Save** button to add in the Integration table list.



# Section X: Logout

## Logout

### Overview

- Logout is used to terminate your current session and disconnect from the system, which can be important for security and privacy reasons.

### Logout

- Click the **Logout** button to disconnect the account.



