



MANILA OFFICE

Unit 1103 Jollibee Center, San Miguel Avenue, Ortigas Center, San Antonio, Pasig, 1605 Metro Manila, Philippines +63-28-292-6978 or 09176280355

CEBU OFFICE

Unit 1003A 10/F Keppel Center Samar Loop cor.Cardinal Ave., Cebu Business Park, Cebu City, 6000 Philippines 09176240208 or 09171137633

hiisales@human-incubator.com



EasyHR User Manual

Author: Butch Canada Version: 2023.11.29

Table of Contents

Section I: Introduction	5
Overview	5
Purpose of this User Manual	5
Who should use this manual	7
Best Practices	7
Section II: Getting Started	11
Introduction	11
How to Access EasyHR System	11
Section III: Dashboard	13
Dashboard Page	13
Section IV: Set Up	14
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
Section V: DTR	56
Change Shift	56

Leave Application	63
Overtime Application	68
DTR	73
Section VI: Payroll	84
Loan	84
Other Income	88
Other Deductions	93
Payroll	98
Section VII: Reports	114
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

Section VIII: Portal	153
Employee Portal	153
Section IX: Settings	170
System Tables	170
Employee History	175
System Integration	176
Section X: Logout	178
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 È Ì Í Î Ï Đ 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"<u>https://demo.easycloudhr.com/security/login</u>".
- 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



easy HR

• 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.

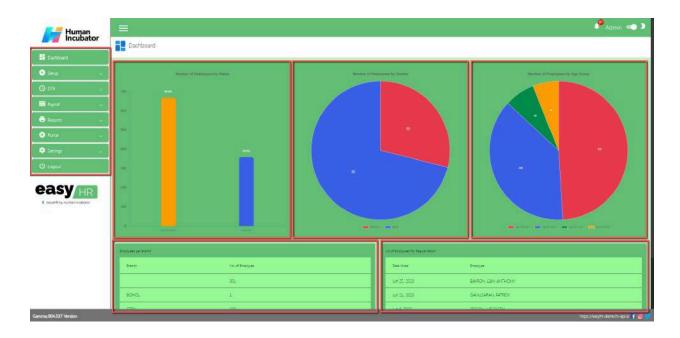
Note: You are required to provide your username in the event that you select the "forgot password" option.



Section III: Dashboard

Dashboard Page

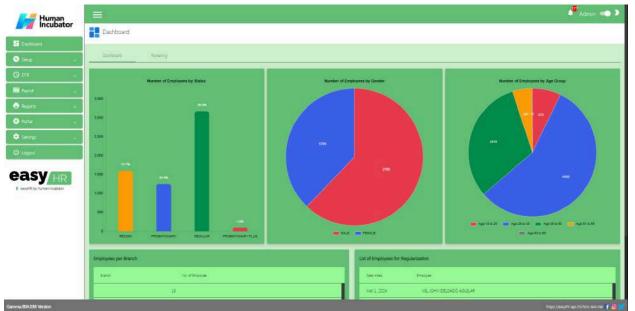
- Once login is successful, the user will be redirected to this page.
- **Module** shows all features that users can use in the system.
- **Dashboard** shows the employees summary (Number of Employees by Status, by Gender, by Age Group, Employees per Branch and List of Employee for Regularization).



Rostering Tab

Steps:

1. Go to Dashboard



2. Go to the Rostering Tab

Human Incubator				dmin 🦔 D
Incubator	Dashboard			
Dathboard	[hereased]			
S Senas -	Samuel An	×74		
© 0110 -	Brance.	· Draw a care lange		
E faired				
- Tepata				
🙂 Fona				
Comp.				
(U Logant				
E And High Forminades				
Gamma.0D4.035 Version				https://sagitrage.hs.hest.ess.tes. 🦸 💩 👮

3. Click Checkbox to select one or multiple Employee

			Admin 🦔 🕽
Incubator	Diethboard		
Dationed			
O tene:	Tarrian filson	far a second	
G		Employee Lid Mutple Pok	100 M
	CIRENI NAS CRICHELA NOLDIA	Select Employee	
E fard		CHARES MAE OR GATEZAA RAD	
e tears		😰 CHARINA TABUBINA ACOSTA	
		💆 CHARLODAÍO ROZOHE	
O fortal		OHARTO VIRAY ESPIRITU	
¢ :		CHARLA CAED AN VAP	
C Logent		CHARLEN/E FRANCE CLANO RIDUA	
Q inter		CHARLENAGRE COMMINAL GADOR	
		CHARLENE ANNE PRACEDIT LATICANS	
easy HR			
B ARTYPE DY PLOTOFIC PLANE		📋 CHURLENE RARTIDAC CAÑA	
		66 6 74/40 5 35 800 ·	
		No God	
Germat/904.038 Version			Wijmo Evaluation Version (6.20202.699)

4. Click Pick

Human Incubator			Admin 🚥 🕽
Incubator	Dethboard		
E Dankard	Di stanisti		
O Seus -	tamian many	- Isan market	
Q	Distanti Distanti Mate Dalica-Elia MCDUA	Simplayee List Multiple Pick	100 M
	Diami nel celo-tre (cone	Start Englayee	
Etaral -		CHARES MAE ONGAN ZAA RAO	
· Theorem		CHARINA TABUBI A ACOCTA	
		🗧 CHATLODATO BOLECHE	
O foral		CHARITO VIRAY ESPRITU	
• · · · · ·		CHARLA CABLAYI YAP	
(U) temperat		CHARLEA/IE FRANCE CLANO FACUA	
(Minter		CHARLENAGRE CORINNAL GADOR	
00010		CHARLENE ANNE PARCON LANCAINS	
easy HR		CHARLENE NAMONG SIVE IND	
Saty Bity Harson Histandor		CHARLENE PARTIDAS CAÑA	
		CC C 31/40 5 35 500 *	
Comme.004.038 Version			Wijmo Evaluation Version (6.20202.699)

5. Select Date Range

Human Incubator			📌 Admin 🥌 🕽
Incubator	Dashboard		
- Dathourd			
S Senas -	Sentral Amerg		
O 010	Stores Death use order deathol charge treater actors *	6	
🖿 Rayrol. 🥣			
🖨 Reports 👘 👻			
O forsi		AUG. 🚺 2 B	
Ø Seriegi -		4 🕒 1 - 5 - 1 - 5 - 12	
(U) Legens			
easy HR		а и о а э и <mark>0</mark>	
Semma JDR 238 Version			Wijmo Evaluation Version (5,2020, 693)

6. Click View

Human Incubator	=			🖉 Adm	n 🕶 🕽
Incubator	Dashboard				
Pathonad					
S Serup -	dented knowing				
O 010 -	These Dealer Dealer Dealer Televis ADDIN	541-007-00 8/U2024-3/52/0024			1
🔲 Report 🚽					
🖶 Reports 🚽					
🔹 Pana 🖂					
🗘 Settings 💦 💡					
(U topost					
EASY HR					
Wijmo Evaluation Version (5	20202 699)			http://www.inapi-hishro-	aana f 🎒 🗖

7. Week View

Human Incubator						Thinks	valuation Version (5.20202
	Dashboard						
	Sectors Amerg						
Setup -	- Contra						
018 -	There DATE WAS OVER EAA THE DAADA DATE AND AND A THE BUA KEEDS	542034 - 5100004	Ð				
			Δ.	4 10 2024			
			AL	ıg 4 – 10, 2024			
Rana 🚽	Sun 8/4	Mon 8/5	Tue 8/6	Wed 8/7	Thu 8/8	Fri 8/9	Sat 8/10
Settings -	Lam						
	lan						
	2am						
asy _{HR}	3em)						
sacyt ffi by manen incadoece	48m Sam						
	3am						
	Tam						
	Sim and the reaction to the first		IN FILE AND	Development and the second and the s		ann - 1 no -	ESS-SEE ESS-SEE ESS-SEE CHARLES WAT CO-MITHE DATECHART
	dam wo kesty livetay pokRo p.		NO DURY DRALENS. ACCIDIN DURY	Duny BAD Duny Salti Elvik ACCETA Duny	Duty NO Outy Ballietsk ACCESTA Duty	Duty RND Duty Daturnia ACCOLA Duty	PECIDay Day COMRCI COLLOIS Reside
	10em						100 A
	Liaw						
	12pm						

8. Click this arrow to view previous week

Human Incubator	Vijmo Evaluation Version (5.2022.5									
Dathour d	CHRET WEDNINGTHEND OHER REPORT	4000* (minimum 14000-500004								
Sena -			Jul 2	8 – Aug 3, 2024			month week stay			
016 -										
	Sun 7/28	Mon 7/29	Tue 7/30	Wed 7/31	Thu 8/1	Fri 8/2	Sat 8/3			
	12207									
au 🦂	Lam									
energe -	2am									
	3am									
-	4am Cam									
ASY HR	0am									
eyh Fil by Humen in addetor	7am									
	Sam									
	.5975									
	10am									
	Llam									
	12pm									
	lpm 2pm									
	3pm									
ICH.C38 Version			-				hegs//waytr-agi-filihirb-son na			

9. Click this arrow to view next week

Human Incubator	Cartood Hourig						
Dathcard	Charles and Distantical Rep. Charlos Tables access	100-000 mm 840004-8100004					
Sena -			Au	j 11 – 17, 2024			noth seek day
			7101	1 11/2021			
Farrie	Sun 8/11	Mon 8/12	Tue 8/13	Wed 8/14	Thu 8/15	Fri 8/16	Sat 8/17
Theore	sl-day L2am						
Analysis (1	a state						
Hana 😪	Lan .						
E Serrige -	3m						
	440						
and the second							
asy HR	Sark.						
sary fiby humaningdata	7am						
	Sam						
	Bam						
	Lüsti						
	Liam						
	1200						
	ipn .						
	2pm						
	ipn						

10. Click this today button to view current week

hanksard.	- Free	Taubana .					
	CHURCH MEDINAHELMAND, CHURCH TABLEMA ADDIN*	8-40004 F 8100004	Ð				
Sena -	 C > 1000. 		Aud	g 4 - 10, 2024			month week day
	Sun 8/4	Mon 8/5	Tue 8/6	Wed 8/7	Thu 8/8	Fri 8/9	Sat 8/10
Parol -	al-day						
	12m						
Hana 😪	lam						
Saunge -	2xn Sim						
	447						
ASY HR		RE CONFRONTES MAE CONATINA	e kal jes ter jes te velt covidsuest se charan v inchav jestav kotos bay	en ver jørtten (en der Guetz configureit ver Gueten Dag Wittige Attorn bag	CHARLO CONTROLATES MAR CO-MISHA	NAL THE EN THE EN THE CHART CONFECTIVE ME COMENN CHART CONFECTIVE ME COMENN MALE TO A SUBJECT OF THE ACCOUNT OF THE OWNER ACCOUNT OF TH	net for live tay lives cluster we down a tau chin ind bay low man ind bay low man ind

11. Month View

Human Incubator							
	Darhoved (Rotlering	<u> </u>					
	A grant	and the second sec	Ð				
Sena -	CHARDINGE CHEAN CALL FAOL CHARDIN TABLE	6/10224-9/07/02	5				_
				August 2024			month week day it
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Reporte v	28	et.	30		EX - 6302 CHARS ODARD BOUDOE DVy EX - 5202 CHARS ODARD BOUDOE DVy	2 • 5x - To CHARD COMPO ROLECHE DUNY • 5x - To CHARD MAE CHIGANIZAA THO DUNY	 Di - To CHARES MAE CINIGANZAR PAO I Di - To CHAREN TABUDIA ACOSTA Duji
		3	6		tai - Se CHARNA TABURNA ACOSTA Duly	• 12 - 15 CHARMA TABLENA ACOSTA DUY	 ta - ta create opaño acutore ouy
opist	In - So CHARRES MARE CINGARIZAN PAO Duy En - So CHARRINA TARUENA ACOSTA Duy In - So CHARRINA TARUENA ACOSTA Duy	En - 53/D CHARES ODWRO BOLEOE DVoy En - 55/D VARES MAE ONGANZAA NO DVy En - 55/D VARES MAE ONGANZAA NO DVy	Iz - ÉTIC OVARE ODARO BOLEDIE DAY Ez - SO OVARES MAE ONSÁNEZAA PRO DVy Tz - SO OVARAS MAE ONSÁNEZAA PRO DVy	Its - Elite CHARE COMPO BOLECHE DWy Its - Sti CHARESMAE CINIGANEZAA TRO DWy Its - Sti CHAREMA TABLIENK ACCESTA DWy	So - ÉSIS CHARIS COMPO BOUGHT Duty So - To CHARIS MAE CINISANIZAA INO Duty Zo - To CHARINA TABUENA ACCUTA Duty	So - To CHARE CONVICTIONED MAY So - To CHARES MAR CINICALIZATION DUV To - To CHAREM TRAVENA ACCISTA DUV	 В - 20 СНЯРЕЗ МАЕ СИБАНІZАА ЯКО В - 70 СНАРВИА ТАВСЕНА АССІЛА ВИ Б - 70 СНАРВО ВСАВСНЕ ВИУ
	TI • 5a - 1o DHRESIMAE ONDANDAA ING Dury • 10 - 5o DHRENA VARIENA ACOSTA Diry • 5a - 5o DHREN OWNO BOLEDIE Dury	12 • 5a - 1555: CHARLODARD BOOLDIE DAY • 5a - 55: CHARLE WAE ONGANIZAA MIC DAY • 5a - 55: CHARLE WAE ONGANIZAA MIC DAY	13 • to - EDD-DUMES COMES COLLECTE Duy • 39 - TO CHARTS MAR ONSENZZA FRO DWy • to - To CHARTA THEODIA ACCOLL Duy	14 • Sa - E SSE DIARE SDARFO SOLED IF DAY • Sa - TE DIARES MAE ONSANIZAA RIO DAY • Sa - SE DIARENA ACOIN DAY	15 • 2a - 3.552 CHARS COARD BOUED4 Day • 2a - 32 CHARS MAE WHEAKZAA AND Day • 2a - 32 CHARSIA THELENA ACCIDE Day	16 • Lis - To CHARD ODAFICE RELEASE BLASS • Dis - To CHARDS HAVE DIMERANZAR AND DUSY • Lis - To CHARDNA NAMURIA ACCOSTA DUSY	 b - to covers was considered and b - to covers was considered and b - to covers covers covers only
	18 + 5x - 5x - DIARSS MAR ONGANIZAA THO Duly + 5x - 5x - DIARSA MAILENA ACOSTA Duly + 5x - 5x - DIARE ODARG BOLED LAY	19 • 5a - 6 Sto CHARE ODARD BOULCHE Duty • 5a - So CHAREL MAI CHEANEZAA TAO Duty • 10- So CHARDIA TABLENA ACOSTA Duty	20 • bi - 555 OHARS ODARO ROLECHE Duly • bi - 15 OHARS MAE DINGMETAR FRO Duly • bi - 12 OHARS MAE DINGMETAR ADOS buly	24 • 5a - 5555 CHARS COARSO BOLICHE DAN • 5a - 55 CHARSO KORANZAA TIKO DAN • 5a - 55 CHARSTA TABLENA ACCESTA DAN	22 • 5a - 650c CHARS (CORIO BOULDIE Duiy • 5a - 5c CHARS (MIC INGANIZAR INO Duiy • 5c - 5c CHARDIA THEIRING ACCIDA Duiy	23 • 5: - 1::: CHARLI ODAÑO BOLLOH Duly • 5: - 1::: CHARLI MAR DINGANZAA INO DUly • 5:: - 1::: CHARDA TABUENA ACOSTA Duly	Ex - So charles har chilanezaa fact e So - So charles har chilanezaa fact e So - So charles talietha access due = So - So charles access due = So - So charles access due to - So charles access
	25 + 51 - 55 CHRES MAE ONDANDAR THO Day + 51 - 55 CHRES TABLESA ACTISTA Day + 51 - 55 CHRES CONFO ROLLONE Day	26 • 51 - 555 CHARS ODARD ROLLOK Dup • 51 - To CHARS ME CHISARZAA IND Dup • 51 - To CHARSK TRUDAL ACTOST Dup	27 • Dx - KIDS-CHARLS ODARIO MOLECHE DAY • To - To CHARLS MARE ONGENEZAR INC DAY • To - To CHARLES MARE ONGENEZAR INC DAY	28 • Is - 5105 OHMES ODMRO BOULCHE DWY • Is - 10 CHARES MAE ORIGINEZAN RIO DWY • Is - 10 CHARES MAE ORIGINAL ACOUST OWY	29 • 5x - 5 Sto CHARS COARD BOULDHE DWy • 5x - To CHARS MAE ONSANZAA RHO DWy • 5x - Sp CHARDIA MAULINA ACCISTA Study	30 • Sa - 7= DIARE ODARO BOLICIE DUAY • Sa - To-CHARES MAE OMERAZIAN RACIDAR • Sa - To-CHARENA RARIONA ACOSTA DUAY	 Sa - Sa CHARDI MAE ONLANDIAA SHOT Sa - Sa CHARDIA MAE ONLANDIAA SHOT Sa - Sa CHARDIA MALENA ACCISTA Duy Sa - Sa CHARDIA COMIC SOME ONLY
						2	

12. Click this arrow to view previous month

Angest Sum Mon Tue Weid Thu Fri Sate Instant Instant <td< th=""><th></th><th>Centropol - Romany</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>		Centropol - Romany						
Normal Sector Normal Sector July 2024 Normal Sector Registry Sum Mon Tage Wed Thu Fri Set Registry Sum Mon Tage Set Set Set Set Registry Sum Set Set Set Set Set Set Set Registry Set	Dattorad							
Sum Mon Tue Wed Thu Fri Sat Sum Sat S	Seup -	CHARE WAE ONGAN EAA AND CHARDIA TABLE	54 ACOSTI M 8 LODD4 - 8 SLODD4					
Report Sun Mon Tue Wed Thu Fri Sate Product Imports) 0111 -	C > totay			July 2024			manth wash day.
Place Image: Second Secon	Partit	Sun	Mon	Tue		Thu	Fri	Sat
starrigin -	Neporta 🗸 🗸	ai				3		
Starright Index Index Index	Parta -	7					2	
Construction 21 22 23 24 25 26 ASSYLER 20	Senings -							
20 20 20 30 31	Lognit	14	15	16	1	7 18	19	
Mart File Turnet inductor 28 29 20 20 21 10 10 100 100 10 100	asy HR	21	n	23	2	1 25	26	
	And the second s	28	29	30	3	ta - 6 Sto CHARS ODARO BOLECHE DWy ta - 12 CHARES MAE CIVISANIZAA INO DWg	• 12 - SE CHARES MAE CHIGANEZAN PRO DUTY	 In - To OHARES MARE ORGANIZAA INO In - To OHARES MARE ORGANIZAA INO In - To OHARES ORANO ROLECHE Hunt
		* 5a + 1o CHARDIA TAULENA ACCISTA RestDay	• to - to CHARES MAE ONGANIZAN INCIDUAY	• to - to charts was onlyanizad the Duly	• Sa - So CHARES MAD ON GANZAA TAO Duy	• Ex - Is crimes the ongenerate tho bay	· Sa - So CHARES MAD CHIGANDEAN THO Duty	the - SE CHARGE MAR CINILANDEAN MO the - SE CHARGE MAR CONTAINED A the - SE CHARGE COMPLEX BUILDING MUSIC the - SE CHARGE COMPLEX BUILDING MUSIC

13. Click this arrow to view next month

Daibbraid	Centored Renercy						1.11
S Sena	CHARE HAR CHORE EXAMINE CHARE A TELEVAL ACCTS	* BLODA - BTLODA					V.
9 om -	C > Inter		Sept	ember 2024			manth wask day to
Report -	Sun	Mon	Tue	Wed	Thu	Fri	Sət
Pileports 🔶	t	2	э	4	5	6	
Pone 🥣		9	10	π	2	13	
Sentenge -			17				
logur	15	16	u.	18	79	20	
asy HR	22	В	24	25	29	27	
8 eacyt Fi by hurren incubitor	29	30		2	1	4	
	6	7	.4	1	- 10		
	<u>u</u> 2						

14. Click today button to view current month

	Detroced Fatering						
Datholard							
Senas -	CHARECHILLE CHILGAN ZALA NICI CHILADHA TABLE	NA 40071 ^{-M} 810004 - 810.0004	Ð				
uti .	< >			August 2024			month weat day
Nertek 🚽	Sun	Mon	Tue	Wed	Thu	Fri	Sat
kont -	28	19	in in	and a second	Stall 6 300 CHARL COMPO BOLSCHE Dugy Stall 5:::::::::::::::::::::::::::::::::::	2 • Br - To CHARS ODAÑO BOLECHE DAY • Br - So CHARSS NAK ONGARDAA AKO DAY • Br - So CHARNA TABUSHA ACOSTA DAY	15 - To CHARES MAE CINGANIZAA RAC 15 - To CHARES MAE CINGANIZAA RAC 15 - To CHARES COMPO BOLECHE Runn 15 - To CHARES COMPO BOLECHE Runn
ettigs -	4		6	7	8	9	
ngnii	Ba - To CHARES MAE CINCANDAA IND ReeDin Sa - So CHARDINA TARUENIA ACOSTA ReeDiny Ba - To CHARD COLAPID BOLECHE ReeDiny	E2 - E3D CHARLODAND ROLOH Duty C2 - T2 CHARLONE MAE ONGANZAA RAD Duty E2 - T2 CHARLA TABLENA ACOSTA Duty	E2 - 630 DIARS ODRID ICLEDE DUY E2 - 50 DIARS MAE ONGANZAA PRODUY E2 - 50 DIARS MAE ONGANZAA PRODUY	Es - 6305 CHARS COARD MOUDHE BUY So - 50 CHARSS MAE ONGANZAA INO DUY Iz - 10 CHARDA NASUDHA ACOSTA DUY	E2 - 5 TO CHARLONATE DAY S2 - TO CHARLENEE DAY S2 - TO CHARLENEE DAE ONGENEONE NO DAY Z2 - TO CHARLENEE DAE ONGENEONE ACCOSTE DAY	E2 - 70 CHARL ODARIO BIOLICHE DUY E3 - 50 CHARLS MAE CHISANZAA RAO DUY E3 - 50 CHARLS BAUENA ACOSTA DUY	 St 20 CHARGE MAE CINEARIZA INC St 20 CHARGE TABLENA ACOSTA D To 20 CHARGE COARD ADDECHE Not
RESY HR	TI + 5a - 5p DIARSS MAE CNEARDAA INO RAEDH + 5a - 5p DIARSOA TABLEDIA ACOSTA RAEDHy + 5a - 5p DIARS COARD BOLEDIE RAEDhy	12 • 5a - 5555 CHARLINDARIG ROLLONI Duty • 5a - 55 CHARLINDA CONSANZAA FRO Duty • 5a - 55 CHARLIN ARCONSANCON DUty	13 • Sr ESCO CHARS ODARD ROLEDHE Dury • Sr To CHARST MAR DINGAREZAR IND Dury • Sr To CHARDIN MAR DINGAREZAR IND Dury		15 • 14 - 5105 CHARL ODATO BOLIDIE DUY • 14 - 25 CHARL MAL MALINA INC DUY • 14 - 25 CHARLE MALINA ACCELA DUY	16 • 1a - To DIWES ODATO BOLIDIE DUY • 1a - To DIWES MAD INCLUDIE DUY • 1a - To DIWES MAD INCLUDIE DUY • 1a - To DIWENA TABLENA ACOSTA Duy	 3 - 2: DIARDINAL ONGANZAA ING 5: - 5: DIARDINAL ONGANZAA ING 5: - 5: DIARDIA TABLENA ACOSTI DI 5: - 5: DIARDI COARDI DIBUEDIE Red
	18 • Sr - Sr - DIARS MAE ONGANIZAA TAO BINDA • Sr - Sr - DIARS A MALEMA ACOLTA BINDAY • Sr - Sr - DIARS COARD BOLICHE And by	19 • bi - 5555 CH485 OB490 BOLEO (E Duy • bi - 55 OH485 MAE ONGASEZAA IND Duy • bi - 55 OH485A KAELENA ACUSTA Duy	20 • tx - 0.005 comes codeño rolectar duy • tx - 75 comes codeño rolectar fro duy • tx - 55 comes tradiciona acosta duy	21 • 24 - 5005 CHARL ODAÑO ROUCHE Duy • 25 - 75 O HARS MAI ONGHEZAR ING Duy • 25 - 75 O HARSA MILLENA ROOSTA Duy	22 • 15 - 5 10; OHRE ODAÑO BOLEDIE DAY • 16 - 16 OHRES NAE ONDEREZAR MO DAY • 36 - 16 OHRENA TARUDA ACOTA DAY	23 • Dir - To Charles Oracio Boucche Dury • Dir - To Charles Marc Onconstana fino Dury • Dir - To Charles Marc Onconstana Joy • Dir - To Charles A Tabulona Accosta Dury	Ex - 15 DIARES MAE ONSAMEZAA IN: To - 25 DIARES MAE ONSAMEZAA IN: To - 25 DIAREA TABLENA ACOETA D # 26 - 50 DIAREA COBAGO BOLEDER Res
	25 • 5:- 5:0 CHARLS MAE CINGANZAA INO Kertov • 1:: - 5:0 CHARIAS MAE CINGANZAA INO Kertov • 5:a - 5::: CHARIAS MAELEDARGO ROLLO-IS Reatow	26 • St - ESSL CHARS ODERO BOLECHE DAN • St - TIL CHARES MAE ONGENIZAE NO DUAY • St - St CHARENE FREUDIA ACCOTE DUAY	27 • Dr 5 300 CHARS ODARO BOLECHE Duy • Dr To CHARS MAE CHISANZAA INO Duy • Dr To CHARDA TARIZHA ACOSTA Duy	28 • 35 - 5505 CHARS ODARO ROLECHE Duly • 35 - To CHARES MAR OMISANZAA IND Duly • 34 - Sp CHARENA TABLETIA ACOSTA Duly	29 • St - R Sty CHARS ODWICH BOLECHE DUN • St - Sty CHARES MAE OMMANAZAA WICH DUN • Sta - Sty CHARINA TARLISTIA ACCUSTA DUN • Sta - Sty CHARINA TARLISTIA ACCUSTA DUN	30 • Bis - To CHARLS ODERIVO BOLECHE Dury • Bis - To CHARLS MARE ONCENTRALIZAA RIKO DUry • Sa - Siz CHARLYA HABUDHA ACCESTA Dury	 9 - 5: CHARES AME ONSANDAA RAC 9: - 5: CHARES AME ONSANDAA RAC 1: - 5: CHAREA ALOSTA DI 1: - 5: CHAREA DOAND DOUDHE Red

15. Day View

Human Incubator	Carloced Asserty			Wijmo Evaluation Version (5.20202.699
E Tunour	Prose Shake like olgan example orakela table ja accety *	LUCIO - MALCINA		van 1
S Senas			August 9, 2024	
© 🚥 🚽			Friday	
E Paret .	sl-day			
🖨 Tepore 🗸 🗸	120			
🖲 Fana	12m			
¢ seep .				
() Logour	- Arm			
	Ser.			
easy HR	0am			
B same Ploy humanimodulate	Tam Barri sac-tia	less-ta		ka-ta
	CHARTONING SOLICHE DWY 93m		ENNE CANSUNCIAN MICI Day	CHARMA DEVENA ACCES DAY
	10em			
	Ilan			
	22pm			
	12m			
	30m			
	400			
Gamma.004.038 Version				hegs / saadh ago tu heit searrer 🥤 🧕

16. Click to view previous day

Human Incubator	Salticad Asserts					Wijmo Evaluation Version (5.20202.699)
Dathourd	Antonio Charles had dische Errardo, charlora teste la recotte "	F15559 - Reference ton - operand				- Andrew - A
Stena -	C . S. Willy		August 8	, 2024		manth week they little
© 011				nursday		
🖬 Fairet 🚽	al-day					
🖶 Reports 👘 🗸	1245					
🕑 Ronar 👘 🖉	2am Cam					
Server .	Int					
U Logent	4am					
Easy HR	Can dan Tan Ban can-sa Court County Sociole Oxy San		kao sa Chure we oncwe cu no day		ew : Im Cympu Salena acoch Cuy	
	Liam Liam Liam Liam Liam 200 Liam Liam					
Gamma./ID4.035 Version						hegs/yazyłniap-hahisi-securer 🕴 🥮 📕

17. Click to view next day

Human Incubator	Carboard Assertig				W	mo Evaluation Version (5.20202.699)
	CARE UN DIGHERANG CAREA SELEVA ACTOR	Taniner.				
Datosad		810004-810004				
S Senar -	 3 9000 		August 10,	2024		month week the litt
O 010 -			Satur	day		
🖬 Fairet 💡	ni-day					
🖨 Reports 🔷 🤟	12rc					
🙂 Ronar 👘 🖉	Dam.					
Sterrer .	200					
U Logent	Aam					
	Cam Cam					
	Tam					
Carona (PA ESE Vendos	выт тестан онистрационально тик 1919 1919 1919 1919 1919 1919 1919 19		ne ta	an Ga	ine 19 colarifo voluciret mestav	

18. Click today to view current day

Human Incubator	Darhboard Assainty				Wijmo Evaluation Version (5.20202.699)
E Dationed	Constitute dighter and constructed in vestigation	0.00 - 0.	۵		
O temp	c > Inin		August 9, 2024		manth week the lat
() (m	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Friday		
🖬 Tayrot 👘 🚽	sl-day.				
🖨 Repre	Lin Lin				
O Tana 🗸	Dam.				
¢ temp .	200				
() toput	April .				
	Sam.		-		
	Tem	0.0 AV-700 PM CH4RC 004/0 E0420 DM			
	dan ora ta over could bolice bay Ban Lian Lian Lian Lian Lian Lian An An An		не сманесы не ба	kar (da Chunhu Yakathu Addith Day	
Gamma.004.038 Version	alan seken ett son				hege/saaybrap-hished-tex.tex 🧃 👜 📑

19. List View

Human Incubator	Construint of Construint of The Annual Construint of Const	
🖬 Dahboard	Aug 4 – 10, 2024	month www.day
S Sena -	Sunday	August 4, 20
O 011	8:30am - 5:00pm • CHARES NAE ONISANZAA FAO Eury	
	800am - C00pm • CHARDYA TABURHA ACOSTA Dury	
🖬 Narot 🚽	8 otam - 1 otopm 🔹 CHARIS ODAÑO BOLECHE Duty	
E Reports	Monday	August 5, 20
• Forta	800sm - 830pm	
• Hana	8000m - 500pm • CHARES NAE ONGANESAA RAD Duty	
🖲 Senings 💦 🚽	800em - 200pm 🔹 CHARSHA TABUBHA ACOSTA Duty	
() Loons	Textay	August 6, 20
	BODam - 830pm • CHARD CDA/ID BOLECHE Duty	
	8 202am - 200pm	
easy HR	805am - 505am 🔹 CHARDIA TABUSHA ACOLTA Duty	
Recyclific by Human Indubition	Wednesday	August 7, 20
	8.05am + 6.85pm	
	800am - 500pm • CHARED NAE ONSANEDAA RAD Duty	
	8 DOBHT - I DODM 🔹 CHARDYA TABUDYA ACDITA Dury	
	Thursday	August 8, 20
	8 SSBam - 6 SSpm • CHARE COARD BOLSCHE Duty	
	8 80am - 5 00pm • CHARED NAE CHISANZAA PAD Dug	
	800am - 200pm 🔹 CHARDYA TABUBHA ACOSTA Duy	
	Friday	August 9, 20
	8 dosm - 7 dosm	

20. Click this arrow to view previous week

Human Incubator	Dochboard	Wijmo Evaluation Version (5.20202.699)
	Caroces	
S Setup	CHARE HAR CHAREN RECENT ACCOMM	March
O 0111 -	Jul 28 – Aug 3, 2024	month-weat day, to:
E hard -	Thursday	August 1, 2024
🖲 Fana 👘 💡	8 000m - 8 00pm - 6 Charte Double Bollz-H Dug 8 00pm - 8 00pm - Chartes Viale OndSkitzla Rad Dug	
Comp -	zonym - zonym • Chwithia Tabushia Aborta Dugy Reday	August 2, 2024
() topar	8 004m - 1 00pm • CH4RC 004/0 8042HE Dug 8 004m - L00pm • CH4RE NARE OHGANIZAA SAO Dug	
easy HR	Biodam - Solom • Cheffelia Tablelia Accora Duy Saunday	August 3, 2034
	2002m - 500pm - CHARES MAE OHDANEZAA RAD Duby 2002m - 500pm - CHARENA RABUSHA XOOTA Duby	
	a solam - solom • C+ARC could educted Resolut	
Gamma.004.038 Version		higs/sagits ap-ta-bits-sector 🦸 👼 🛒

21. Click this arrow to view next week

Human Incubator	Deshboard		Wijmo Evaluation Version (5.20202.699)
mcubator	Cattobers Asserter		
E Datboard			
S Seng	CHARE HARE ON CARE AND CHARMA TRANSIN ACCTS* \$1,0004 - \$1,0004	5	. Vere al
© 011 -		Aug 11 – 17, 2024	month week day but
E faret -		//dg 11 1/, 2021	No. or a second second second
	Sunday		August 11, 2024
G Report	800am - 100pm 🔹 CHARES MAE DINGANESAA PAO RenDay		
🙂 Fantir 🦂	800am - 100pm 😐 CHARDIA TABUENA ACOSTA RepOrt		
Contract of the second	8 00am - 1 00pm		
	Monday		August 12, 2024
C Logad	800am - 630pm		
	8 Diam - 2 Dipm		
easy HR	8 00am - 5 00pm		
a saryhili by human inoubagos	Tuenday		August 13, 2034
	8.00am - 8.50pm		
	8.00am - 5.00pm		
	8 80am - 200pm		
	Weinestay		August 14, 2014
	BOSam - BBOpm		
	8 Stam - 200pm		
	800кm - 101pm 🔹 Снатріа тавідна асоста ріду		
	Thursday		August 15, 2034
	8.00pm - 6.30pm CH4RD 00#RD 80(8CHE Duty		
	800am - 500pm		

22. Click today button to view current week

Human Incubator	Deshboard		Wijmo Evaluation Version (5.20202.69
S Datourd	Carrooms Reserve		
S Settor -	CHARECHARECHERETAR AND CHARENA RECEIVE BLOCK BLOCK BLOCK		New York
		Aug 4 – 10, 2024	month-weat day to:
E fairet		(log (10) tot (and the second se
C Reports	Sunday		August 4, 2024
- NOVE	8.00am + 3.00pm 🔹 - CHARES MAE DINGA/82AA PAO Reistoay		
💌 Tatar 🗸 🗸	8 обет - 5 обрт 🖷 Снаязка тавиена ассота недбеу		
Carrier .	E COam - 5 COpm		
	Monday		August 5, 2024
မ် tognit	8 SOAm + 8 80pm		
	B 202am - 2 00pm		
easy HR	8 00am - 2 00pm		
B sampled by manufacture	Tuenday		August E, 2024
	8 ODam - E SOpm. • CHARIS ODAÑO BOLECHE Duty		
	800am - 500pm		
	8 Obim - 5 COpm		
	Wethesday		August 7, 2014
	8 Otam - 8 80pm		
	SODATI - 200pm CHARED MAE ON GAVEZAA PAO Duty		
	800am - 1.00pm • CHAERIA TABUEIA ACOTTA Diay		August 8, 2024
	Thunday S Stam - 8 Stom		August 8, 2024
	BODEM - E SAPET - CHARGE COLOND ROUGCHE DOG BODEM - E DOEM - CHARGE CALE ON SAVETAA RAC DUEV		

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)

a 1	Company List								405	
i da	Delete	Code 1	Company 1	Address	555 No.	1 PHCNo.	* HDR/F No.	1 IncNo	* Minimum Overtime Hours *	
	-	000000033	AR Company	126 Chimney St. Quepon City		11A	NA	TeA :	2	
	an Deen	000000032	Sample Company	84	D6A	MA	114	HA	2	
1011/)		1600000031	Melton Truck Lines Inc.	Luc Celou City 6008 Philippi.	128321456	654456821	789987115	123821789	4	
	-	000000023	CDG Company	Jolibee Center, Fabg City	28-5675690-1	123-456799-112	845284567898	HA123-567-345-001	(†	
		0000000011	Sample Company	Cebu Büsinecs Park, Cebu City	12345	12945	12345	12545	4	
atory Tablec		000000007	Datch Precolons, Inc.	PEZA Shi Oreet, MEPZI Bid	12132454	3430231	124412923	12182328	0	
	an California	0000000066	XYZ Company	3 Park, Lahub, Cebu Cry, 6000		45454134	32325	25242424	0	
	n See	000000005	DEHO VIDEO INC	Cebu City	34-9876343-1	123-456789-001	2023122345678	113-456-789-001	5	
		0000000004	4Q0	SIA :	345667	44657	7686	6557	5	
scome 🛛 🛄		000000000	EASYHR DEVIO COMPANY(1.	CEBU CITY	0000001	0000002	0000003	00000004	0	
Tellumons	an in the second	000000000	ABC Company	Carl Rogue Antipolo	128428	234567	345678	436789		
	-	1000000000	Demo Company Ltd. Inc.	Gebu City	128406789	129456789	123456789	123456789	1	
	x x	7 8/5/=		ek Nove 12	•					

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

Distant.	Re Company List										
3.000	Edit. Delete	Code: Company	T Asses				HEMF NO.			Minimum Overtime Hours	Locke
) tetap		000000054 104	1997	198	119		18	TA)		1	
Company								-		2	
		R Company Detail				Ster	lot since	Ope		4	-
	Statute Street		Approve	Sere Ins.	turnete .				67-845-001	2	
Nancemby Server			3777 E	(22.44) (22.2	15/73					1	
SMC .	ter Contra	CorrospinCode 00000000034	Contan 31A	n		Line 5.00	лдинганыс		1	0	
1000		0.0000034	74		V.	0.00		_	489-001	0	
Other Income		SSS Account	· +Ch4	• Account	PHIC Account.	 % 	copurt.	•		5	
	Contraction of the local division of the loc	1074 NA	SHEE Too. TEA	rdution NA	Setta .		Fundine Rottom		1	0	
Other Desturburg		NA.	NA	NA	HA		NA			1	
. Cort		Access DA							55	1	
					D	rag and Drop Ci	ompany Logo her	el			
ат — П						Citoose File No	file chosen				
Nort		Created By: Administrator	20000	DateTime (Nox 24 2023 B SS 400	Updated Ev. Administrator	122222	DateTrive Nov 14 2028 R				
Repart -		Constant of the second of the	0.5930.5	2000 1140 - 1100 3+ 2020 0:30 + M	oposiss by Astronomical	000185		10,417			
lata -)											
tentrig:											
k taoliir											

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

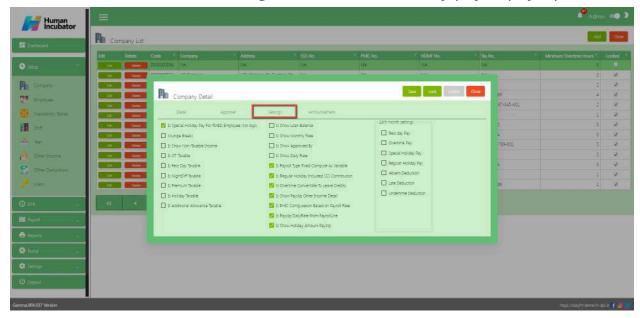
Ribetooret	Company List		Oregany	7 Materia -	555 Ha	* INCRE	- HEMENS	3 1696	Morean Overline Hours	Indes
Senage -		000000054		TeA ::	NIK	10	THE .	TIA :		-
11	COLUMN DESIGN	CORCORDER	AR Company	135 Chimney D. Queson City	P1A ALT	Ale.	718	14	2	
Concern		280000000	Sample Company	234	PIA	81A	MA	11A	2	
Arguyan.		000000082	Metan Truck sines Inc.	LUZ CHON CITY EDOD PRODO	123921496	854458721	799987128	128821789	4	
	Section Distances	0000000025	CDG Company	Jolibee Cerrer, Paug City	23-5675890-1	125-426789-112	345234567893	764125-567-345-001	2	4
Nandatory Server	Section Division	(<u> </u>				-			1	
(1946)		Ra a	ompany Detail				See lad units	Com	0	
- 1945 -				_				1	0	
		12	legal Appro	er Sevigi	Anouncemen.			1783-001	3	
		-		-				AND	5	
Overhoose						1	-	A10	٥	16
Cherlinore Other Desumina		Tel:	Diam Uar			1 Branch			0 1	
Sterlinove		Tel.	Delate Use			* Branch	→	25	٥	
Oner Incore Oner Deduman Loen		Tel.				* Branch	→	400	0 1	6
One incore Other Deturnion Loren DIR -		Tel.				* Braidt	→		0 1	6
One incore Other Deturnion Loren DIR -		Tel.				* Inaich	→	400	0 1	6
Other Designmen Uners MIR - Mass -		Tel.				* Inaich	+	40 5	0 1	6
One hore Ofer Desumos Lord Mana - Nana -		Tel.				* kont	+	90 1 5	0 1	6
Oner Incore Oter Desumon Apert Physik - Report		Tel.				* Brech	-		0 1	6
Other Designment		Tel.				* Rech	→		0 1	

lations,	Company List							. A.	
	Till Drive Code								
		94 (A)				115			
	Concession of Concession of Concession, Name	CHE AR Company	LIES MINEY & Quebon Day	1788	14	15	144		
erena l	International Property of the local division	052 Sample Company	10	(Pin	146	24	100-1		1
POINT COLUMN	And and a support of the support of	TEL STATION THUS LINES BID	aut Cable City 6000 Philipp	121021458	AN A	TOTAL 123	1111.778	1	
		COS COR Company	10				10423-767-945-944		
money faces:			Add Approve						
NES .		Company Detail				See Loo Look	that a second se		
			User .				an a		
		Zee appos							
they became			Branch		•				
and the second	And Descent Statements	Tels Deine Une							
		Telt Doins that	Remarks						
			35						
and the second				-					
					The second se				
4			-						
n									
n									

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

(Distocent)	Ro Company Lis	a.								
	Edt. Delete	Code	Groupery	Addition	555 Hits.	1 HICHS	· HOMENS	S INTE	Moiman Overtime Hours	locks
Setia) -	14	Contract (March 1995)		1 冊2	P.M.	15	200 C	138.		
		and the second second	AR Company	135 Chimney It: Queton Dity		144	718	114	2	
Concerns		and a second to be	Sample Company	54A	INA .	MA	NA	1A-	2	
Arrowse.			Meton Truck sines Inc.	Luz CRON CITY BOOD Philippi		85445821	122981122	122221789	4	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	and and and and	CTVG Comments	Hilling Carrier Barin Co.	THE CONTRACTO	linging and in	1 x 15 341527505	NA178-567-845-00L	2	
Nandatory Server	Carles Marine						Save: Loos Street	Coul	1	
SHE!		He d	Company Detail						0	
- - 1995 -			Dedi Appoi	er Genoc	Arrouncement			i i i i i i i i i i i i i i i i i i i	0	
5			see. appo	e decide .	ATTUCTOR	<u>.</u>		189-001	5	
Coartinione								+ 100	5	
Other Destumore				2004-00-00-00-00-00-00-00-00-00-00-00-00-		Announcement Dele			6	
LOHO .			it Delete Anno	uncement		Announcement Date			1	
- SCHE		"		33				33	+	
nn -										
Pays#										
Repart:										
Reporte - Rosta - Settinge -										

Human									and the second s	i ing 2
	Par Company Lis	i -								0.0
🛱 (Lationiz)	Et Dies									
0							105			
	Canada Canada	Comorona At	Company	Little Inney 2 Geton Dy	114	144	78	144		1
Har Servers		NUMBER OF TAXABLE PARTY		10	THA	116	11-	10		4
St. ingene		The second	man Thirs Lines Bid.	and Gaos Cry Stoll Philipp	111171-128	atometic	12010/123	1111117		*
Cancerary test				Policy Practice Pr	and Professional Control of Contr	CONTRACTOR CONTRACTOR	a contra	14119-1814-244		
		100 C		Add Announcement			int Const	Co		
100 (100 (100 (100 (100 (100 (100 (100			pany Detail	Antoniament .						
100 (MAL)	Manager Street		6	- Annoironnen						4
- d Continue										- W.
T chardening	Accession approximately							+ 400		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		(de	(Merror	Manufacture Co. 311/04/0003						
			178	1109,555			_			- A
0.m.		and the second second					660			
6 tem -										
O forst -										
¢see .										
(U) logan										
Gamma 2004/297 Manakas										

Save/Lock

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

Dates	Re Corr	npany List									A01	0
	Edi	Deleter (Code: *	Company	1 Address	555 Ha.	* INCRE	1 HEME NO.	1600	i 3	Meaman Oversine Hours	Locked
Selig:	1.		+=000000000	116	10A V	- FLM	114	117	IIA .		9	100
	and the second	A Designed of the		AR Company	135-Chimney D. Quebon Dity		N4A	712	144		2	
Corcery	(L0)		220000000	Sample Company	44	[PIA	(nie)	NA	HA		2	
Trougas	1.0	and the second se							-	II.	4	
Nandaroky Server	1.0	States and a second sec	Pho Ex	dit Company Detail				Care Links UNIX	Citate	67-345-001	2	
366		Sec. 1									0	
2	in the second se	Concession in the local division in the loca		Detail At	pow Sengi	Arroundment				1	0	
1995;		1000							+-405	189-001	5	6
Orenincore		-		ozomen		Amouncem	er Daie				5	
Other Destuminis	1	-	and the second states	100		\$/\$3/2023				£		
Vors		State of the local division of the local div	41	:		8/81/2028					1	
1.000	- 10					8/10/2025				53	+	1
D1R		× 1		14 1975	-							
			**	4 1/1					_			
1495 - L												
Reports .												
Nila -												
Sentige -												
											 Lock Scenesticity* 	

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)

altered	Employ	ee List									Add Cov	linguit dote
	Reversions ACTIVE		w									
	Edit	Delata Code 1	D	3 Biometric ID	1 Full Name 1	Company 7	Branch	* Poster	T Address T	Contact No.	Mobile No.	1 Email Address
Company Binomea	10	0000001019	2025-10000	2025-20000	ABORDT JOY ANN .	Metan Truck Lines I.	CEBQ	AQSOCIATE	19011 Zarora St.	9270472548	09354732598	nel joseph@hiro-c
Empiryaa	10	000000017	0017	0017	Alter Oristian Jake	Demo Company Ed.	CEBU	ASSOCIATE	145	RA.	NA .	christian@gmail.cor
Mandatory Solid		000000024	0024	0024	Bar, Ato 11,	EASYAR DEMO CO.	CEBU	ASSOCIATE	CEBU CITY	1223	12312	MA
Construction of the second	100	000000004	000000004	0000000004	Caflada, Butch	EASYHR DEMO CO	CEBU	TEAM LEAD	CEBU CITY	1234	2941	butch@hiro-c.net
(1)		000000002	000000002	0000000002	Culandulan, Beverly	EASING DEMO CO	CEBU	PMO.	Dipolog	1234	1254	beverly@test.net;
		000001021	2023-11000	2028-11000	DUAN, CAESAR A	Neton Rude Lines L.	CEBU	ASSOCIATE	1901 L. Zamora St.	8270472548	DJA -	caecarditan@gmail
er Income		000000000	000000005	0000000005	Jake, Chan	Demo Company Ed.	CEBU	ASSOCIATE	118	1234	1254	NA
-9980	10	000001077	0000001027	0000004627	Madeisco, Gradel D	Demo Company Ltd.	MARIA	ASSOCIATE	Reliance IX	1(4	144	graziel@grnaii.com
Ceouman:	10	0000001016	0000001016	000001016	Marapac Melody A.	Mehan Truck Unes L.	CEBU	ASSOCIATE	Luz, Cebu City 6000	NA	09354752598	jooephrieitucatarid
		0000001032	000001032	0000001052	Ramos, Robin G. NA	AR Company	MARGLA	ASSOCIATE	112 Champion St.	HA.	DiA.	robin@arcompany.c
		000000001	100000000	0000000001	Røyet, David K	Demo Company Ltd.	MANEA	TEAM LEAD	Pacig	1784	1234	dav@@tett.com
	- 42	seeccocco Coccoses	002	002	Salmorin; Melicca	Daltoh Precisions, Inc.	CEBU	ASSIDCEATE	Alcantara	HA.	D.A.	melissa@sample.co
		E00000000 C000000	600000003	000000003	Samoon, Angelica	Demo Company Ltd.	NAMEA	ASSOCIATE	NA	1234	3421	minaegel:sambon2E
		00000094	001.	001	Santos, Layla	Daiton Precisions, Inc.	CEBU	ACCOCIATE	Alcantara	09878765482	06878765432	Layla@cample.com
		180000000	33576	8787	Santos103, Lylia A	Demo Company 1st	MAREA	ASSOCIATE .	ЫA	NA	NA	NA
		4 1/2	s - 35	Rom Show 15								
		and the second second										

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.
- \circ Address
- Select City
- Select Date of Birth
- Select Religion
- Select Zip Code
- Place of Birth
- Email Address
- Select Civil Status
- \circ Select Sex
- Select Citizenship
- Height
- Weight
- Blood Type

Human Incubator	=							Admin 🥌 🕽
	Employee Detail						taine cook	ariado <mark>(Close</mark>)
		Conv 1005	/ Science	*	the second		Sametric II (Aurilian NA	
C teup		NA NA NA			Company Demo Company Ltd. 1	ie.		•
Company Employee			Northan Hosting		Branch			•
Vandatory Table:			Contact Hose to		Usemame.		QD brit stamame	
ta sun								
🕂 Ner 👌 Omerinaanse	Choose File No Ne shosen							
Differ Deputtions	- denny Print	2 1987-237-3	Victoria Additional					
2 Uses	General Report in	a Other accime	Ners Charge Ho	9) 3H	s Ramly and	tenan: aslononal/Veri Hit	oy BackgCamber	
O DTR 🔍	-dowes NA			Contributi SCNGLE		Sei MALE	Covers FLIPSHO	۶.,
🖬 Digati 🦂	CTV OF MARAINI (Capital)	26 559 1100		Medition.	0.00	Nezet Inc.	0.00 0+	*
🖨 Reports 👾	Cate Of Brits	The office NA		Remarks NA				
S fond (*	Nitiste ROMAN CATHOLIC	• 1741 10945 114						
Sering:								<u>e</u>
U Lagast	Created By Administrator	Created DateTime Did 18 30	28 9 22 AM	Wodeted By Adr	(Mahana)	Updated Date	Time: Got 10 2023 912444	
https://downloany.louthraum/software/cor	ingen,-list						Progs //easy#	resencitivação 🖡 🗐 🗾

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

Human Incubator	=										Admin 🖉	-
Incubator	Employee Detail										sai liat inco	das
Salug		5 m	garet Cade 100001.005		Edit Uine		2 Server Sal			tanen;:D.Nation NA		
Corpany		N	A NA NA NA				Congain Demo Company Lid	Pc.				•
firiployee		24	ne Sociate		Avest brug REDDHED		Branch					·
Alandatory Sedes			reactivite: A		Contant Vallee (va. 114.		Usemame				G) Uni Usenume	
E Sun							24 U					
10.21												
4 Vear Dither Income	Chocce File No the chosen											
Citier Income	a sport Press		14 04		lan Data Para		s tellar	(Constant	En carra vice - co	en 700		
Other Income	Geral R	4)**		er (norre	Name Charge Hotely	6	8. fangar	1 Conser	Baucanora/Vicrit Hor	oy Jar	rgtanist	
Omer Income Omer Deductions Users	a sport Press		HE ON	er toore Ga			n, Banty av Se Cf Payment		or search a	oy Ja	ng Samar Bark	
Other Second Other Description Upper	General In	ajel) Accourte	•. 100	de Of Payment		a sector	oy tar		-
Come Desursus Come Desursus Come Desursus Com v Figure v Regens v	Control In Control In Recot Type RXED	ayat •	House Rank	60	y Account	- 60	Se Of Fayment Purse F Groupen Tay	• # #	or countra A	oy tar	52%	9
Ditra Income Ditra Delentino User Ditra Delentino User Ditra v Report Porta v	Series 7 10 Reverting Reverting Users Tar	4)td • 000	ingun San Lan Hann San	00 00 00	Accounts Title	• 500 201 194 • 425	Se Of Fayment Purse F Groupen Tay	* 22 *	or countra A		Barlý : Dat Officing Allowers	. 4
Conar Decursors Conar Decursors Loops Loops v Registe v	a point how General 2 Radio Lisen Tae Faunt Tae	aytal * 000 000	industi Tatas Lapan Hauti, Sana Lapan Haman-Julia, Sana	00 00 00	ACCOUNT C	• Koo xox NA • 545 545 co	Se CP Payment Prunter F Component from E Sang Dr. Answer Nurster	• 7. 7. • 5. • 5.	or caustria A Langar	•	Barlý : Dat Officing Allowers	2

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

Human Incubator					Admin 🚥 🕽
Cathbard	Troployee Detail				Save Loc Loca Close
S Setue		Emolyee Cole Dococci BOSE	🖌 Eat Name	D Nomber NA	Borren: D'Arroe NA
Re Company		NA NA NA NA		Corrowy GATEWAY MOTORS (CEBU) DVC.	•
Cmproyee		Notes ACCESSORIES SALES	Reynol Gouge ACTIVE - LUZON	Eranch	
Mandatory Tables		Contact Te 146 174	Constructers.	Usemame	Ca Line Litername
Soft Soft	Choose File No file chosen				
other Income	in and Pres	2 1976 - 1977 - 1977 - 1977	1000 1000 1000 1000 1000		anno actual a
Coner Deductions	Canacal Payrol	HR Omeri	sone Neno Chang	performing the Ren	Ny and Consum Educational/Work History Tile 🗲
A.	Bripisje Staut PROBATIONIARY	CS.00AM+2.00PM PETRON	Approver tiane Evelyn G. Inco		
O DTR v	Date Hase	ne Regular 🚺 Date Red	grea 🖸		
🖶 Reports 🗸 🗸	Division NA	ACCOUNTING	•		
😋 Pona 🔍 🗸	Created By Administrator	Created DateTime Oct 10	2023 10 Jaans Updeted By	Administrator	Updated DateTime Oci 10 2023 10 144M
Gamma.004.015 Version		_	_	_	Wijmo Evaluation Version (5.20202.699)

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

Human Incubator	=					Admin Admin	
There a	Employee Detail					Same Last average	Cara
O teta ^		bracyes Cose 0000008052	/ tortune	Distantion 114	Sorte 144	kiz kole	
Re course		NA NA NA NA		Conterny SATEWAY MOTORS (CEEL	a) tric		•
trooyee		Accessorationales	Autorizania ACTIVE + LLCOV	- Eranch			•
Managery Series	Add Othe	r Income				C Let Demand	
an a	Choose File No file chose Other Incom			•			
i Otver Income							
Cher Ceductions	C Genera			i tana 🔤	Renij ing Corlan.	falcanty/first-stary	
× 4000	Fall: Deleter Code	Othetwome	Amount	* SWorkRequired	1 Mathe	5 SCampletisAthendance	+ 400
© pril y	<pre>come come </pre>		Anoune	a vice directaires	- Decision	Buar perievanianae	
E Payrol V	Created By Administrator		2023 17:1444	Ry: Administrator	Uptated DateTim	e Det 10 2539 10 14444	
• rom v							
Gamma 004.015 Versión		_			Wija	no Evaluation Version (5.	20202.699)

Memo

- In **Memo** tab the user can **Add** the file for employee
 - $\circ~$ 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

Human Incubator	😑 🖉 Admin 🦔 🕨
	Employee Detail
and Castoners	
O tana 🔷	Doctored Part Lane Courter Court And
Ph. Campany	Add Neme ·
27 triplayee	to be kerente
Nandarcry Selves	
ten 🖬	
	Chrosse File No file chose File No file choses
👌 Orarinoora	Billion Printer
Citrar Deductions	C Denies Examination (Non-emp) to >
Vier:	
⊙ cm v	Edit Deler Ten Den Ten Den Ten Den
Paral 👻	4 C 31 > >
😇 Reser 🗸 🗸	Created By Administrator Deset Destine Oct.12021.12.1449 Updated By Administrator Updated Destine Oct.12021.12.1449
O lineal o	
Gamma 004 015 Version	Wijmo Evaluation Version (5.2020, 699)

Change History

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

Human Incubator							🔎 Admin 🛋
Incubator	Employee Detail						time cook arms C
	employee Detail				112		
Seup -		Brate are Con DOCODODD24		🖌 tak name	2 %/mar 0000000024	1	Semetric 27 - Cumber 00000000024
01R					Company EASYHR DENIO COMPANY	240	
		· · · · · · · · · · · · · · · · · · ·			Jush		
		Purier ADDOCIATE		vel deve CTLVE	CB0		•
Reports 🗸		Context Terlina.	0	rad Valle 1a	Upername: ATB26		😁 Urk Usimame
		1754	3	312			
lettras U							
	Choose File No file choose						
	Choose File No file choose						
- Martin	Testing and and a second second second	2400 HF	Dheroone Xie	e Dagi-tony	Shift Anniy and Som	atti Elucenne/Vitri Hut	oy TanigGenter
asy _{HR}	General Context	April (se					
asy _{HR}	Content	April in	7 Fint Name	* Okl Weize	1 Nov What	¹ Talked By	7 Time Starty
asy _{HR}	Greek	Taylot (Like Date Alick 1005	Find Name AdditionalAtexance	 Chi Main 100 00000 	1 Here Wild 2000	 Edited By Administrator 	¹ Time Samp 5 C4/2023
asy _{HR}	General Contenti Cont	75,000 Her Data Ada/0005 56/2023	Feat Name Additoria/Altowance Department	* Okl Weize	1 Here Witten 50 00 IF DEPARTNEHT	 Ested By Assess Straton Administrator 	Time Skings 6.54/0023 8.95/0023
asy _{HR}	Conte Conte	3600 HE 0 Des 0040005 0040005 0040005 0040005 0040005 0040005 0040005	 Find Name AddrorwAldewande Department Branch 	 Chi Wale 100 50000 ACI-DI 	Sobo IT DEPARTMENT CEBN	 Toted By Administrator Administrator Administrator Administrator 	 Tres Surg 804/003 89:003 89:003
asy _{HR}	Central Contra	74,455 Hit 044 804,4002 844,002 844	 Peld Name AdditoriaAtowance Department Branch: DareRegular 	 Citil Valie 200.00008 ADMIV 2/1/1753 	So bo So bo If DEPARTMENT CEBN 4/6/2024	 Tabled By Administrator Administrator Administrator Administrator Administrator 	7000 Serrap 4.04/002 8.9/0025 8.9/0025 8.9/0025
asy _{HR}	Central Central Coccosta Coccosta Coccosta Coccosta Coccosta Coccosta Coccosta	7ajicii ini 2 Carlo 2 Acressos 3 Acressos 4 Acresos 4 Acressos 4 Acressos 4 Acressos 4 Acressos 4 Acresso	 Reid Hene Additional/Absisance Department Branch DaneRegular DasHinad 	 CKI WALK 100.00000 ACNEW 1/1/1753 1/1/1753 	 New Volue 20 000 (7) DEPARTILENT CEBU 4:60:0024 8:10:0024 	 Tasked Ry Administrator Administrator Administrator Administrator Administrator Administrator 	Tens Samp 8.04.003 8.9/0025 8/9/0025 8/9/0025 8/9/0025 8/9/0025
asy _{HR}	Contential Contential	Ref Her Dee Sectors Sectors Sectors	 Peld Name AdditoriaAtowance Department Branch: DareRegular 	 Citil Valie 200.00008 ADMIV 2/1/1753 	None Volue 50:000 IT: DEPARTIVE/IT CEB-W 4:40:002-4 #V/0202-5 200:00	 Tabled By Administrator Administrator Administrator Administrator Administrator 	Title Skapp 6.54/003 8.51/023 6.91/023 6.91/023 8.91/023 8.91/023 8.91/023
asy _{HR}	Central Central Coccosta Coccosta Coccosta Coccosta Coccosta Coccosta Coccosta	7ajidi 647 646 840005 840005 840005 840005 840005 840005	Feld Name Additionautosance Department Branch Dunkfingular Daskhaid Additona/Alowance	City Make 200 000000 4/25-001 4/25-001 4/27-003 1/2/27/03 0/00000	 New Volue 20 000 (7) DEPARTIVENT CEBN 4:60:0024 8:10:0024 	 Extend By Acrementation Acrementation Acrementation Acrementation Acrementation Acrementation Acrementation 	Tens Samp 8:04003 8:9:003 8:9:003 8:9:003 8:9:003 8:9:003
asy _{HR}	Centeral Centeral Control Con	Paynet Het Device 804/0005 SP/0023 804/0025 SP/0023 804/0025 SP/0023 804/0025 SP/0023 804/0025 SP/0023 804/0025 SP/0023 804/0025	 Rolf Name Addrina Atosince Desimmerin Branch DimiRrigular DimiRrigular	COLUMAN ZOU SALAN ZOU SALAN	How Main Sociol IT DENATIVE/IT CEBU 4V02024 Sociol RV/2008 20000 20292 20000	 Talked By Azministrator Commistrator Commistrator Administrator Administrator Administrator Administrator Administrator Administrator 	The Surg 6:54003 6:92023 6:92023 6:92023 6:92023 6:92023 6:92023 6:92023 6:92023
	Central Central Concortes	Pajoti Hat 0000 8040000 8040000 8040000 8040000 8040000 8040000 8040000 8040000 8040000 8040000 8040000	Field Name Additional Assume Department Branch Darkfreid Additional Alexande Bri HDhilf Lumber	 Cell Melle 205.0000 405.071 202.1753 202.1753 202.1758 0.00000 214 214	None Value 5000 7" DEPARTIVE IT" CEBN 4/070204 #1/02029 5/070204 200.000 25922 226 226	 Edited Fy Administration 	Test Slamp Scx4003 S9/023 S9/023

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

and the second		000000006	1 60.1672	N#	A NORTH AND A
Human Incubator		NA NA NA NA		Company Demis Company Ltd, Inc	
E Detected		Rotan AUDOLATE	Number PEIDVED	Bandt	· ·
S Selage		Compo Tel Tel	Competitione in the	Usevane	co Lei litemane
Q ba		1.74	116		
E Payes -					
Öller	Choose File No the chosen				
🔕 Hanal / 👘	Deep Med			Protect Con	Come Ampleme
¢me ⊂		id Shift			
U Logent	Edic Diana Dan	en 200 - 18:00 Meridayo Revibe		•	+ 40
easy					
E saught by richten intelligter	Crested By: Administrator	Cases Destine 02.012	ti 195119 dataret 6y ke	uctore uctores	Dastive 0010303-10344V
Gemma.004.002 Mankan					traga yawayin dama ti wakita 🌾 🚳 🛒

Family and Contacts

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

		0000001000		1		1161			
Human Incubator		NA NA NA N	IA			Conserv Dents Company Ltd. The			-
SE Daturat		Accessive Accessive		Auto Socia Alexandresi		Branch			•
• • • •		Cover Wile		Contest (Prices (ra		Usamama		CD Los Garrana	
O 018 -		14		14					
6 Augusta	Choose File ho file chosen								
O forsi .									
🌣 Sarrys 💦 .		Add Contact							
(C) Longer	Edit Delete Tulbari	Pull hame	CONSISTINGO NO.	A0292	nalacon		1	10	+ 400
easy	× + +					544 Dos			
E estal-Hitle Human Instance	Oraled By Rommervator	Crest	ырылын Олдар	CD (UICANO)	codinat b. Am	0.525	upaked Distrine	dour the states in strates.	
Gamma.004.002 Version								https://wwytindeoip.ht-i	

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

		0000001006		Philippin		10		NA NA	
Human Incubator		NA NA NA NA				Consen Demo Company (20, Mc			•
Detweet.		Russer ADDOCEATE	•	Num Drag RECTO-IED		Brandt			•
O Berrar		Contact Tel Ing		Conset Hidsile He		Damama		OD MAX UNIVERSITY	
O m -									
 Repris 	Chose File No file chosen								
O heral -							factors from the		
•	General Rect	Add Education/Work His	12	-			10.0102100140		-
(U) Logical	Late. Desce School	Company, 10166	Dem Stert 10/10/2023	Eester 10/20,0025	•	strycours	lindiground?ype	Addess	+ 400
easy HR		Background Type	Addreiz			_			
B excellent to rear an installation	Centolity April Court					244	upsmed Det	efire Circl 2023 10 24444	
Gumma (KA 1927 Miniate								Terrs / Aug #4, Aug	

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

			000001034	Zantare	14	14
	Human Incubator		NA NA NA NA		Company Devris Company Led. 24::	
	Datoud		Ppane *	Rentiltea RESOLED	Bandt	•
	O Sing .		Const West	Constitution in	Litername	CO Lot Genere
	© ##		la.	14		12
	E hand -					
	6 Neperil	Choose File No file chosen				
	O fora					witting Denier
	O terrer .		kdd Training			
	U Japan	Edit Dairo Tila	Tranings/Ceminar Seman Dae 10/10/2023			+ 400
	easy				See Cox	
	8 sampted by transmittendedor	Gwalet 5, Administrator	Devised Data Time On 10 20	15 (201444) Leydated By Adr	nyanan upana	Daethre Din 18 2224 18 1444
38						

Save/Lock

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

Human Incubator	=							Admin 🥌 🕽
	Employee Detail						24.0	unbd Close
S Seag	terret boots	779 004	✓ Educion		0 =u=tar 000000004		Sement II: Surfay 0000000004	
	Butch	Cañada			Company EAD/VHP DEVIC COM	RATIV DVC		•
Company The Company	Receive TEAM LE		Rectif Goug ACTIVE	•	tuer CEEU			•
Alandatoty Salas	Creat W		Contect Vestilarito		Usemame: butchca	nada	OD Linksismame	
Sent .								
📫 ver 👌 Otrer Income	Churse The Into the chasen							
Other Desluttons	dense Aujol H	DNITCHA	Narro Charge Hos	ry Dia	Family and	Consos Educational Mars +10	wy Tanigtaniar	
Z. Users.			tere tragette	71	terity and			
O um -	Acakes GEBU CITY		4.	Contrast Condute		tai MALE	 Euspoind 	17.
Taylot 💦	CR. CITY DF CEEU (Capital)	1g Cose #000		Helton	160.00	Hedit kay	77.00 Q-	¥.
🔿 Report 👘 👢	tas 0'6-9 11/1/1994	ED Face chart TALETAN CETY		Renats For product demo p	100346			
• Insta	Reven ROWAN CATHOLIC	Englissens butch@hitpicnes						
Cettings .								3
U Logost	Created By Administrator	Created DateTime Aug 1 333	F 10 364M	Updated By Adn	en stranor	Updated Date		
Genma.004.037 Version							🖌 Lave Lacentul	

Employee Special Characters Importing

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

8 • • • • •										Sign in		
File Home Inset Poge Lupout Form Paths RB Copy + Callin -12 - - - 12 Paths RB Copy + If Similar Bainter B F M - 12 - - 12 - - 12 - - - 12 - - - 12 - - 12 - - - 12 - - - 12 - - - 12 - - - - - - 12 -<	·] K K = =]] & (?	Help Tell me what you wont to Wrap Text General Mrape & Center \$ + 36, 3 t To Number	do S Canditional Format Formating- Table		Bad Good Explanatory Hyp Styles		eutral Calmu pot Linko		For Delaise Format	II Fel-	ort & Find B Thar - Select - 4	R share
16 · · · · · · · · · · · · · · · · · · ·												
A B BiometricIdNumb 1'2'-3'.415@6#758%8^0&,1'2'-3'.415@6#75 1'2'-3'.415@6#758%8^0&,1'2'-3'.415@6#75 1'2'-3'.415@6#758%8^0&,1'2'-3'.415@6#75	1%9^0&1'2~3'4!5@6#7\$8'1'2~3'4 1%8^0&1'2~3'4!5@6#7\$8'1'2~3'4	me MiddleNanExtension*FullNo 1561'2~3'41561'2~3'41561'2~3 1561'2~3'41561'2~3'41561'2~3	4 5@6#11'2~3'4 5@1'2~3'4 4 5@6#11'2~3'4 5@1'2~3'4	15g 920866368 15g 920866368	9 9208663	589 <u>1'2''3'4 5</u> 589 <u>1'2''3'4 5</u>	1'2~3'4 5@ 1/1/20 1'2~3'4!5@ 1/1/20	23 1'2~3'4 5@ 23 1'2~3'4 5@	P C CivilStatus Chizensh 1'2''3' 4156 1'2''3' 4!5 1'2''3' 4156 1'2''3' 4!5 1'2''3' 4156 1'2''3' 4!5	ir BloodType Relig 61'2~3'4!561'2~ 61'2~3'4!561'2~	415EACTIVE	iroup Mc 1'2 1'2 1'2
B. 15 - C. −	w ax == x = x			yee,201 (3) (1) - Ercel						Signin	m) -	0
File Home Inset Poge Lupout Form Image: Source of the second sec	• x x == = * * *		do Conditional Format Formatting- Table		Bad Good Deplanotary Hyp Styles		eutral Calmu put Linko	+	inset Dates Format	E Fel-	ort & Find B itter - Select -	R share
16 · · × × Ja												

• Import in the Employee 201

ancubator	Employ	ee List								Add	CSV In	icert Class
	Payes Grad ACTIVE		•									
	Edit	Delete	Code 7	D T	Biometric ID 7	Full Name 7	Company	Brunch	* Position *	Address	Contact No.	1 Mobile No
S) Setup	101	Drives	0000008208	12-14086+758%	12-345@6+7\$8%	12-94086+759%	GATEWAY MOTORS	NA.	212-24/5@6#798%	12+1408-6+758%	9208653689	920956368
	- LAK	Dress	0000006204	1:2-3:415@6#7\$8%	12-345@6#7\$8%	12-345@6#7\$8%	GATEWAY MOTORS	NA.	1/2-3/4/5@6#798%	1/2+3/4/5(9/6#7\$8%).	8208653589	92086636
Company	ist	ONerr	0000008205	112-314/5@6#7\$8%	12-345@6#7\$8%	1/2-3/4/0@6#7\$8%.	GATEWAY MOTORS	NA	1'2-3'4'5@6#738%	1/2-8/4/5@6#7\$8%.	9208663689	92086636
Employee			0000008201	08201	08201	Alber, Christian Jake	GATEWAY MOTORS	ABAD SANTOS	ACCESSORIES SALES	NA	NA	NA
C. DODAVEC		Cites .	0000008192	21-04456	21-04456	ANDRADA, ROREBE	GATEWAY MOTORS	5MW	MARKETING STAFF	C-10 29 ROTC HUN_	09568607928	09568607
Mandatory Tablet	100	Delete	0000008191	2127	2127	ANTONIO ANGEL R.	GATEWAY MOTORS	CEBU	MARKETING STAFF	23 ROTC HUMTERS	09812976996	09812976
Shift	100	C. Chiere	0000008194	2133	2138	BELLO, MARJORIE C.	GATEWAY MOTORS	CEBU	MARKETING STAFF	PANTOC MEYCALLAY.	09663411106	09663411
	- Fait	Oriene	0000008195	2192	2132	REDELINE, JOSEPHL	GATEWAY MOTORS	CERU	MARKETING STAFF	KH 40 PULONIS BU	09703396210	09703395
Smar.	100	Dekte	0000008195	2128	2128	FELICIDIARIO, CRIST	GATEWAY MOTORS	CEBU	MARKETING STAFF	75 ROTE HUNTERS	09605826167	89605826
Other Income	101	Drive	0000008196	2172	2172	PANGANORON, LE	GATEWAY MOTORS	CEBU	MARKETING STAFF	15 RAND ST PH8 H	09982217881	09982217
	and the second second											

• Can now accept Special Characters

								Wij	mo Evaluation Version (5.20202.69
u ancubator	😻 Employee Detail								tan wa ina Coo
Discourse of the second		broto, ex Cade 0000006203		y taria	ne -	12-54500+758%	1084/biod_e+f+ahi()blimine	torner 01 12-3450	sterilities as a picit and a picit ((pic) mine
E Debourd			@6#7\$8%9^0&a*b(c)d_ `4!5@6#7\$8%9^0&a*b(c			Contains GATEVIAY MOTORS (CEBU(IHC.		·
S processor and the		u v.w		and a second second	and a data services	Branch			•
D Correany			5@6#7\$8%9^0&a*b(c)d `415@6#7\$8%9^0&a*b(c			Usemarine			G) Let Usename
T. Employee		u v.w	100000	Jore Strift Tick and	molp q si sato				
Mandatory Tablec				Feedback					
anin -	Choose File No file chosen	Rosean		ACTIVE					
and the second s	in institute	Contain Techno 9208560689		Contact Hassie Fac 9208655669					
🎒 Other Income	General Recol	HE	Other Proprie	Venc Charge Ho	ey Dit	Reford	Contexts: Balkonional(Work)	HIT2	Tereplanar
Cimer Deductions								-	
> stat	нотор 12-8 45Ф3#738%9108&foldid_#-f+gPil[]00/mino	piqeretforew			Ovilland		201	19	Croening •
Q m -	Chi CTTV DF MARANI()Capitali		Zip Code	•	their ser	0.00	Neam ha	0.00	Blood7/pe
E Parts -	Des 015+# 12/91/2022	e	Face Cr5+9 12-3-4/5@6#758%0*06.a*b(c/d_e+5	-otollylynyn o g'o-recefu yw	Namada (LA				
🗢 Reports	Religion,		Smarkozec 12-3140@6#753h0+08arbccd_#+5	-ahijikhwaza'a-r-atiu w					
🗨 Partal 💦 🚽								Activa	ate Windows
🗘 Settings	Created By: Administrator		Created DateTime Feb 5 2024	3:4590/	Supdated By Admir	otwise	Updated 2		antinifae e 3034 346904 a Windows
ma.004.037 Venion									http://eacyfri-prograd hi-aping 🥤

Import Employee Incorrect File format Error Message

• Delete column name "EmployeeStatus"

	R	S	т	U	v	W	х	Y	z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AI	AK	AL	AM	AN	AO	
1 6	BloodTyp	e Religion	PayrollGroup	MonthlyRa	DailyRate	HourlyRate/	AbsentDail	LateHourly	OvertimeH	CostOfLiv	Additional	ATMAccou	SSSNumber	HDMFNum	PHICNumb	TIN	Branch	DateHired	DateRegular	DateResigned	Division	Departme	Position		
2 (0	NA	ACTIVE	20000	919.55	114.94	919.55	114.94	143.67	NA	NA	5234234	423523	5233423	523423	411234123	Cebu	11/11/2011	11/11/2011	11/11/2011	NA	NA	NA	NA	
3 0	D	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 (D	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

ancubator	Emplo	v ee Eist								844	5 m	uga Chia
Tancubator	Paret Brue ACTIVE		•									
	Edt	Delete	Code *	10 Y	Romatine 30	Full Name 7	Company 1	Branch	† Poston †	Address *	Contact No.	1 Mobile N
S Setup		C DYNI	000008205	12-145@8+7184	12-34086+718%	12-145@6#718%	GATEWAY MOTORS	14	12-14406+712%	17-34586#718%	9206663639	97096648
	1.0	Date	0000008204	12-34506#798%	12-345@6#7\$8%	12-345@6#7\$8%	GATEWAY MOTORS	INA.	12-34(50)6#79896	12-345@6#7\$8%	9208663689	92066634
Sompany .	10	Colora Colorado	205800000	12-34506#798%	12-340@6#758%	12+345006#758%	GATEWAY MOTORS	TIA.	12+345@6#738%	17+340@6#7\$8%	9208663689	9208663
Employee	10	District Contemporation	102800000	06201	09201	Alber Christian Jake	GATEWAY MOTORS	ABAD SATIFOS	ACCESSCIPIES SALES	1sa.	NA:	PiA.
	1.0	(Deep	0000008193	21-04456				BN/W	MARKETUNG STAFF	C+10 03 ROTC HUH	09568607928	0956860
Liandacory Tables	- 14	544	191800000	3127			_	CEBU	MARKETU-G-STAFF	23 ROTE HUNTERS	09812976995	09812976
per per	1.0	0.00	0000008194	2155			Cancel	CEBU	MARKETU de STAFF	PANTOC METCAUAX	09663411106	09663411
in Mar		i lees	0000008195	2192				CEBU	MARKETING STAFF	KM 40 PULONIG BU	09703396318	09703396
and the second s	in in	a pen	F91800000	2128	2128	FELICIDARIO CRIST	GATEWAY MOTORS	CEBU	MARKETING STAFF	75 ROTE HUNTERS	09605936157	0960582
O Dave hoome	11	- Stan	0000005196	2172	222	#AV/GAV/ORIDI/LE	GATEWAY MOTORS	CEBU	MARKETING STAFF	15 RALD ST PHERE.	09982217881	0998211
Other Enductions			T 3	»	2	•	_					
/ Warz												
) em 🗸 🤟										×		
🛿 Permi 🖌 🛩												
Repris										1711VA	2 WINGOWI Please import the or	

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)

A DESTRUCTION OF THE PARTY OF	Mandatory Tables				Add Close
E Dankowa					
S seup 👘	ER HOUR	PHC DIL Arrount Start."	Amount End 1	Employee Tax Percentage 7	Employee Additional Amount
71		10.427	16.660		
Company		333,333	999,999,999,99	25	91,770
🕈 Employee		83.333	559,532	50	16,770
Marinamity Tables	10 000	98,333	83.832	2	4,270
2011 - 1947		16.667	58.880 10.417	20	997
	K K 1/1 > >>				
Cither Income Cither Deputtions Doars:					
Coner Incore Other Desutions coals: Form					
Consentaciones Consentaciones Desentaciónes Desentaciónes Registraciónes Registraciónes Registraciónes					
Constitutions Constitutions Constitutions Constitutions Constitutions Report Report Report Report Report Constitution Report Constitution Report Constitution					

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

Dashboard	Mandat	tory Tables				
Setup	BIR.	HDMF	PHIC	2225. 	No.	
	Edit	Delete	Amount Start 7 10.417	Arnount End 1 16.666	Employee Tax Percentage 7	Employee Additional Amount
Company	Edi	Delete	333,333	999,999,999,999	35	91,770,
Employee	Tett	Deter	83,333	333,332	30	16,770
	Edit	Delete	33,333	83,832	- 25	4.270
Mandatory Tables		Delete	16,667	33,332	20	937
Shift	Carlos Carlos	Destr	0	10,417	0	
Year Vear	· · ·	1/1	»»			
0 Other Income						
Other Deductions						

HDMF Mandatory

HDMF Mandatory is based on the Employee's Payroll Rate

- 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

	ory Tables							
BIR		HDMF	PHIC	222				
	Delete	Amount Start *		Employee Contribution Percentage T	Employer Contribution Percentage + 7	Employee Contribution Value *	Employer Contribution Value *	Remark
Edit	Dente	1,500,01	999,999	2	2	100	100	NA
Tel:	Delete	0	1,500	1	2	100	100	NA
<	1/4	> >>						

• Remarks: You can input any remarks

	Activate Windows
Gamma.004.038 Version	https://easyhr-demo.h-api.io 🥤 🧐 🛒

PHIC Mandatory

PHIC Mandatory is based on the Employee's Payroll Rate

- 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
- Image: Contribution Value
 Image:
- Remarks: You can input any remarks

Activate Windows

SSS Mandatory

Gamma.004.038 Version

SSS Mandatory is based on the Employee's Payroll Rate

- 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

Manda	atory Tables						Add G
BIR.	HDVF	FHIC	555				
Edit	Delete	Amount Start T	Amount End T	Employee Contribution Value T	Employer Contribution Value *	Employer EC Value 7	Remarks
Fot	Date	29,750	99,999,999,999,99	1,350	2.850	30	NA
Geit	Dolena	29,250	29,749,99	1,327,50	2,802.50	30	NA
- Balt	Dolara	28,750	29,249,99	1,305	2,755	30	NA
Edit	DANK	28,250	28,749,99	1,282,50	2,707,50	30	NA
Edit	Ceinte:	27,750	28,249,99	1,260	2.660	30	NA
- Ean	Drinte	27,250	27,749.99	1,237.50	2,612.50	30	NA
Edit	Zbeknu	26,750	27,249,99	1,215	2,565	30	NA
Ealt	Deter	26,250	26,749.99	1,192.50	2,517.50	30	NA
Entr	Deleter	25,750	26,249.99	1.170	2,470	30	NA
Gen	Dolette	25,250	25,749,99	1,147,50	2.422.50	30	NA
	Determ	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
				1.080	2.280		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

- 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)

Human incubator	Shift Code	e List				AUG
	tan.	Dete	Code *	Shirt	* Personales	Locked
	-	-	000000014	600 #4-5:02 PM	800 AM-500 PM	
	141	200	0000000013	200.4445.00 PM	8:00 AM-5 00 PM	×
Company .	- 10	Deer	0000000012	NA	NA .	
3mptayae	- 14	Direc	0000000011	10:00 AM - 7:00 PM	14	ýć.
	- 10	Deter	0000000010	Diay Shift for Kitchen	Day Shift for Alschen - 2.00AM - 11.00AM	
Mandatory Tables	14	Determ	0000000009	116	14	
98 :	10	Colors	800000000	Customized Shift	Rest Day Duty	4
	- 16			10:00AM to 7:00PM	NA	2
	Aller	Siles .	00000000066	9:00AM - 6:00PM STANDARD	9/00AM - 6 00PM STANDARD	×
r Income	Ale	- Diene	0000000005	1-00 pm to 9.00pm (End Shift)) A	
Dedumons	ALC: N			7:00am -4:00pm Revible	Y (4	
	the -	Dates	6000000000	8 00AM TO S 00PM (SUNDAY OFF) FLIXEBLE EVERY MONDAY	For Demo Butch	
	- 10	Direct		B 30AM - 5:30PM (Resible weekdays)	7.14 ·	
	10	Delete	0000000001	9:00 - 18:00 (Neekidayz) Flexible	For product demo purposes	
	٩	 1 	12 3	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
•C • • • •						
122						
a - 1						

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
 - \circ Particulars

	Human Incubator													Admin 🛋
I value Main Main Main <		Shift Code Detail												int line
Sani	Dabbard													
Image: Serie Contract Serie Contract I	4 MAR 1	000000012									D/A HA			
Scroppiny Scroppiny Scroppiny		Zetty/et												
Assession	Company	MA.												
Normality Takes Solution Solution Solution Solution Search Stream Solution														
And And <td></td> <td>A</td> <td></td>		A												
Mark Mark <th< td=""><td></td><td>Dettilie</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>		Dettilie												
Convertingene Converti	dent -	Edi Day	* 111	" DUTL " NO	1 0012	* e_	His*	84*	101	841 12	FMDC ⁺ Remarks			
Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration Administration	- Near	DUNDAY					0	0	0	0	O NA			
Administration Administration Image: Constration Image: Constration <td></td> <td>SATURDAY</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0 114</td> <td></td> <td></td> <td></td>		SATURDAY						0	0	0	0 114			
		E STATE FREEMAN					0	0	0		0 NA			
States States<	Other Deductions													
Aligneric														
National Control (Notice) Control	DTH C	MONDAY					.0	0	0	0 10	0)(A			
Koral 2		🥊 🕑 1/1		- >>										
autorga and a second a second and	inpots -	Created By Administrator			Created Da	eTre :	Od	t 10 3026 1	06931		Updated By	Administration	Updated DateTrive	Oct 10 2023 1.06PW
lagna -														
	Logitit													

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

Human Incubator							Aares 🦔 🕽
	Shift Code Detail						
	2-95.000 050000012						
S Selup	Amount	Edit DiffLine Datal					
Ph. Consey	11A	- Edit Switzine Secar					
T topojes		Dirk Dee DUNDAY	•	🖸 Pert Day 🔄 Perille			i.
Mandatury Tables	DADIE	Traibi	Tre Doll	trebl.	Traction and the second		
Ster -	Est Day Mill	Stall Turber D/ Non	Trailin of Bask Pours	Derichwise has	Alaba Sources		
0 directions	SATURDAY	0,00 Tecals	0.00	- 200	0.0		
🝸 Omer Dedumons	FRIDAY THURDDAY	11A					
y uses	WECK-EDDAY						
O m	MEHDAK				314 000		
Bred	(c) (c) (1A) → (3)						
🙃 Reon 👘 🗸	Created By Administration					Updikel DateTime	Qet 18 2008 1/08PM
O real 👘 🗤							
🗘 tempr 💦 💡 🗸							
O relation							
General 004.002 Version							nzzz./eszpindens.h-spin 🖡 🚳 📑

Save/Lock

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

luman ncubator																	.
r	Shift Cod	e Detail														-	
	DytCase 0000000013											0M 800 AM-00	Q PM				
	Tetouro BICO AM-DICO FM																
1945);	Side Anti-god Phil																
inty factors	Diffure																
	Day	* 1N1 *	oum	N2	OUT2	R.,	Ho T	BH T	NDT	BHT (E FMDI 7 Remark	s					
	SUNDAY					w.	٥	0	0	0	o Ha						
	VAGRUTAZ					12	0	0	0	0	0 14						
ncome	PRID4/	8:00 AM			5:00 FM/		8	,Ö	8		0.16A						
Securitors	THURSDAY	8:00 AM			5:00 PM		2	0	2	0 (0 NA						
	WEDNESDAY	8:00 AM	-		5.00 PM		8	0	8	0	0 7/A						
	TUESDAY	8.00 AM			5.00 PM		8	0		0	0 HA						
-	MONDAY	8.00 AM			\$100 PM		8	0	8	0	0 554						
	« «	1/1	•	**													
	Created By A	ngelak Semor			2	SSND	ed ClateTrive	6	Oct 26 20	19.29914		Updated By	Angelica Lanco	0	ł	Updated CuteTime	On 26 2023 3 3990
																	V Lock Successfully

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

- 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.

Human Incubator	=									Admin 🖚
Darboord	Vear	r List								AUG Core
Laincoard	7dt		ade t	Yes:	* Date Start	Deterind	()est	Loded 2		
Setup (17)			000000006	THE	1/1/2023	12/31/0023				
			00000000		1/1/2028	12/82/2028				
Company		and a second sec	0.00000004		1/1/2023	12/51/2023				
9 Зтрауне				NA. 2024	1/1/2028	12/81/2028	10	2		
Blandathry Salvec				2023	1/1/2023	12/51/2025	6			
n che				Laure						
	~				- >>	Show 12		1		
Other Income		d h								
Other Income Other Desluttions Users										
Other Income Other Desumbors Uters		4								
Other Encome Other Celouttions Usets DTR - Trajfock		h								
Other Income Other Desumans User: Dans Report -		<u>d h</u>								
Other Income Other Desumbors Uters										

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 Deta	â.									fave last	000
	secure 0000000001			2013		DesCan 1/1/2728	8	2000's 3/31/2/022				
no 🔿	142 244	New Jackson C	ate.									
Company		Interested										_
Employee	Edit Delet		CEEU			1 Date Yype REGULAR HOLDW			 Nemarks 			
Mangagery Tables		8/28/2625	MANELA			SPECIAL HOLIDAY			Sample Holday for DEVIO			
Site .		8/5/2028	CEEU			REGULAR HOUDAY			Charter day			
		8/4/2025	MAMLA			SPECIAL HOLIDAY			Sample Actiday			
Ner .	ten	L/L/2023	NAMEA			REGULAR HOLIDAY			New Year			
Other Income		1/1/2028	04/40			REGULAR HOLIDAY			Siden Valar			
Other Deductions		1/1/2028	CEBU			REGULAR HOLIDAY			New Year			
Quera:	u		171	s								
	Created By 4	on-norator		Created DateTime	7/81/0023	Updated	By Administr	807	Updated	Veetine.	10-10-0008	
yuli 🗸												
perts -												
maa												

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

Human						🥔 Adres 🐢 🕽
	Year Detail					
O tetal	BeyCore 0000000001	946 2003	Destart 1/2/2028		ain 14200 🗖	C Star
Par Cargory	164 Date 164 Ceda	Add Year Data to Branches				A
20 Income	Entr Driver Date 1 Handh	234	DOURLE RESULAT HOLDAY		Carga Hilda	
Alandamo Tabes .		20/10/2028	DOUBLE REGULAR HOLD AV		ter CEND Charair day	
and the second s	SHOULD MARKA	Brach BoHou		_	Sample holding	
10 Citre Searce	1/1/2023 DAVAC	CEBU			Tax tear	
Const Desurions	ec e 1/1	Mandalujong				
O on	Cased By Azeronaute	Secular. 194			ipteer Dete'r	
B rest						
🙃 Nepro				Sam Ope		
O zeral						
🗳 temigi 🦂 🐰						
German DOH.002 Version						ingga vinagine demo he apa o 👔 🏭 📰

Year Leave Credits

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

	Year Detail					Law Hat Service
hariborriti	and the second se					
ele: 12	B000000001	2223	Log CE19	200000 3/11/2020	1 1	Come
	writes writes (and					
Company						
Employmer -	Lill Delete Englage 1		Leave Cradis 7 Lawe Spec		1 Benatis	
	Constant Laya Samoo		T Watton Lave		144	
Addressed of the second	Street Street	Add Near Leave Credits	Eletal		PA	
	Alacta Canada Alacta Ca.				Alte	
			Laure Laure		214	
The second s	La/a Santos	Employee	* G02 L69/4	Trice •	74A	
Other Sectors	Eudors A.A.	Aerati			HA	
Other Deductions	Exercised Alexander States A.A.	314			244	
	Chotan Jak				NA	
Lars	Jonathan ja.			1983	NA	
	Security Security Januarian				345	
	Argenta La.			Saw Sax	ALK	
	Buton Catada		3 Sick Leave		114	
	Buth Cafada		12 - Vacation Leave		548	
	Angels A Fley		22 Vacation Leave		8 <u>1</u> A	
	Angele A filey		12 Gun Laute		198	
	40 - 6 - 11/2	> >>				
	4 5 5 474	* *				
	Created By Astronomotor	Created Date? We		intes Er: 4dministrator	iipares :	2004-1-1-1 EV10-2303

Save/Lock

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

Human Incubator	10								-	Inter Date	Uniod
Hacard I	Vear De	etail									
-	mart.com		2023		2040345 1/1/2023	10	Deates 12/31/2028			Cose	
a											
	war Daw	National Cedic									
Company	Date	landi		T Date ly				* Remarks			
Employee		040			NI ESPECIAL HOLIDAY			11A			
Mandatoky Tablec	11/2/2023	168U		SPECIA	HOUDAY			NA			
see and a second second	11/1/2023	SEBU .		REGUL	R HOLIDA			11A			
	10/30/2023	SEBU		SPECIA	HOLEAN			1iA			
Her.	10/12/2028 (1880		REGULA	R HOLIDAY			Sample Holiday			
Other Income		nanila			HOLIDAY			for DEMO			
Other Deductions		2EEU			R HOLIDAY			Charter day			
And and a second second second second		(A) 0_A			HOUDAY			Sample holiday			
Utett.		NANEA DAVAD			R HOLDAY R HOLDAY			rileni Year			
		Jennela (R HOLIDAY			Tiene Year			
					1999-1999-1999 1999-1999-1999 1999-1999-1999			1000000			
96 90	**		> >>								
at (-										
	Created By/	Advestrato/	Created DateTime	7/61/2029	Updat	ed By: Administra	691	1	odoted Datefinie:	10/04/2029	
ingi i and											
az										V Lock Successfully	

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

Human Incubator	- A	ther Income			400	One
	Tel.	Ositie	Code 1	Other Hoome	1 Instein 1	Locket
S Leng			810000000	Temportation		
		and the second	0000000017			
Company			0000000026			1
💓 Impisyaa			210000000			1
		-	and the second	Transportation Allowance		2
Mandlatory Tablec		Constant Sector	0000000013			
a shitti		Contra 1	0000000012			
in the	1.0	Colors .	and the second se	Get Alovance	2	V
	-			Load Allowarce		2
Other income			0000000009			
Other Destumons		and the second s	000000008			E
/ Users		and the second sec	000000007		2	12
Cupera.			000000000			
Э uтя 🤆		a second	0000000005			
Gran -			0000000004	7/4		
E Faytor			3.72	> >> Toor II · ·		
🖨 Report						
 Netter 						
🗘 Settings						
U Logad						

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

Human Incubator	=	🖗 Admin 🦔 🕽
The second second	1 Other Income	
L.	Edit Didete Code * Ober-Resne -	T leader * Locked *
O telep	and Same (00000011 Texportage	
		9 9
Corpany .		8 ×
C. Seconda	Contraction Contra	a 2
SAL ALLANS	Contract Con	0 X
Nandatory Server	Contraction Contraction () in a	0 0
ter internet		2 2
The last		2 2
	Edit Other Income Detail	<u> </u>
2 Citer Incore	Conceptional Conception Conception Conception	0 0
Sther Deaumons		2 2
A start	Casely, Aprilanos Casely, Aprilanos Caselonine 111/22 (post); Aprilanos Aprilanos Aprilanos	0 0
		8 6
Com -		a a
E Parte -	The second se	
O lepets .		
Ö tota 💦 👘		
ditense .		
(O topia		
Gamma 064.097 Version		hegs//waytr-densihi-again 🥤 👜 📂

Save/Lock

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

the Other Income will show.

Human Incubator		Adres 🖉	
E incubator	1 Other Income	And a	0.0
- an introduction	Edit Deleter Code * Oter-Income	1 links	Locked *
S Seng	The second desired desired by the second des		100
Concerny			4
🗱 Seconda	te Same Concord En Norm		
Nandarohy Same			
E se			- 52
100 C		2	4
11. W.	Edit Other Income Detail		×.
👌 Ober Intore			
Citrer Destumons	Targenson Cerritory Construction	 	2
June 1	Canada Canada Canada Angela Canada Cana		
2			
O m			
E Parte -	a a 112 5 50 mm		
- O Reputs -			
O tota			
O terres .			
(O topia		🗸 Lock Successfully	
Guerra (Kid 797 Venice		🖌 fave forcentuly	

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 amout or not
- IsLoan: Check if this Other Deduction is a Loan Type
- Locked: If locked you can now select this type of Other Deduction

	Se ot	her Deducti	ons			A00	Clothe
	fdt	Deitte	Code 1	Other Deduction	Amount. [*]	Mon 1	Locked
S Setup	1.00	344	0000000020		0		
	10		0000000013		.9		
Company	1.00		810000000				
💏 Employee	1.0		000000017	NA.			11
Mandatory Salves		C Design	and shink and a first second	Containy Lean	15,000	4	2
			and the second s	NA Carli Advance	10.000		2
ant 👔			0000000013		200		v
the other			and the second se	77% 55 555 60	500		2
Other Income			0000000011		500		2
				Company Loan	0		- QK
Giner Dedumana		-	0000000006	HMDF Celamity Leans	0		32
/Utett.	1.0		0000000000	HD//FLoan	0	- SZ	. Q.
	1.0		0000000004	SSS Gelery:Lisen	0	A.	2
	1.0	-	6000000003	SSS Calamity Loan	0	- X	. W.
najtet 👘 👘	**		1/2	3 99 Port2 *			
🕽 Report			11 W.H				_
Stear -							
Settings							
U Leona							

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**

Human Incubator	=	-	Admin	
Incubator		-	465	- Charles
ER (Dational)	2 Other Deductions		-	
	Edit Delete Code: Other Deductor: T tm mm C0000000202 104 T	Articute *	_	
O Setup		0		
Corpany	CONCERSION (1997)	4		
CH Aronyse		5		
	The second distance of the second sec			
Nandatory Server		8		
👔 inti		10.000		4
- m.	The second secon	500		4
3 Overhoore				14
	Companyi Law Control Contr	0	W	12
Citrer Deductions	Casal State Casal State Casal State Casal State			. A.
🥕 toet		2		
Q om		0		R.
U DIR -	CONCOCCES SIS CHarry Lean	(4)	×	×.
E 1994	4 4 1/2 2 20 20 20 20 C			
6 lepets				
0.664				
Channage -				
(O'lagiir				
	4	V Liter Com		
				Contraction of the local division of the loc

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)

Image: Stature Image	Human Incubator			Adam	
Image:		Se Other Deductors		400	058
Image: Strateging in the strateging		Lat Delate Code Delar Delactore	C Amount?	atom **	Locked *
Image: State of the state	9 tela -				- 52
Norman (See Control (Me)) Norman (See Control (Me)) Norman (See Control (M			0		
Normality	Concept				
Name Note Note <td< td=""><td>TT amon as</td><td></td><td></td><td></td><td></td></td<>	TT amon as				
Intel Intel (Intel	Sector Constants				
Interface 10000 1000 1000 <td></td> <td></td> <td></td> <td></td> <td></td>					
The first Check Description	1 2000 C				4
• Convertience • Exit Other Deduction Detail • Convertience	the same				4
Other Designers Image: Control of Contro of Control of Control of Contro of Control of	and the second	Edit. Other Deduction Detail			4
Office Designation Image: De		Tennessen Condesatorias Devision enant focust			a.
Cont Control (Control (Contro) (Control (Contro) (Control (Contro) (Control (Con	Giver Dequitions				2
0 011 1 <td>🔎 Love</td> <td>Created by Administration Created Dealing Control Cont</td> <td>0</td> <td>- 20</td> <td>12</td>	🔎 Love	Created by Administration Created Dealing Control Cont	0	- 20	12
North - North - North - North - North - O tomp - U toput -		ter CONCOUCH SISSissing Lines	0	a.	R.
Normal Insurance	O m	CONCOCCOS SIZE CARRY LAR		×.	×.
C) topus	e legara 💦 💦	C C III S S Per B C			
🖌 🖉 🖉 🖉 🖉 🖉	O topal				
nma 004 037 Vinsten			🖌 lave toconstat		

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.

	fdt:	FulNete			Created Date	 Updated By 	Updated Date	Looked
	1.0	Grapiel Maderazo	gracel	Angelice Samoon	10/26/2028	Angelice Samoon	10/26/2028	
	10	Nicole Rejec	cachier	Angelica Samoon	10/36/2023	Angelica Samoon	20/36/2023	1
Company	1.000	samoka	samoka	Administrator	10/18/2025	Administrator	10/18/2028	2
3mpisyaa	1.0	CAECAR ELTAIL	caecar_cliter	Administrator	10/17/0023	Administrator	10/17/2023	
	1.00	JOY ANN ABORDT	Xoy_enn	Administrator	10/17/2023	Administrator	10/17/2028	4
RNandlatory Salaks	C 14	Melody Marapao	melody	Administrator	10/17/2023	Administrator	10/17/2023	
Shift	1.0	SAMANITHA BER	camanita_ber	Administrator	10/17/2028	Administrator	10/17/2023	
Teer.	1.0	and the second states of the	elvo_bavic	Administrator	10/17/2028	Administrator	10/17/2028	
	C 10	SAM SAUTH	sam_cmith	Administrator	10/07/2028	Administrator	10/17/3028	3
Other Income	1.00	AT CREA BLL	andrea_bill	Administrator	10/17/2028	Administrator	10/17/2028	2
Other Deductions	1.00	Jeddica Dy	jesica	Angelica Carroon	10/10/2028	Administrator	10/11/2028	1
	1000	Jerome Santoc	admin003	Angelica Samoon	10/10/2028	Angelica Samoon	10/20/2028	12
(Utet)	1.0		1/elanie	Administrator	10/10/2028	Administrator	10/10(0003	
	1.0	Ita Getigan	employeesta	Administrator	10/4/2029	Administrator	10/4/2028	. R
	1.0	Ita Getigan	adminoita	Administrator	10/4/2028	Administrator	10/4/2028	1
		< 1/2 >	>> ⁸ 86 5hor 17	14				
Norti -			and the second					

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

Distant.	🥕 User List							
	Edt Adhane					Updaved by	* Updeted Date	Linio
(Setig)	Genere Max	07.100 Q1.104		Angelica Sertion	10/26/2023	Angelica Sancon	10/26/2023	and the second
	Theole Pays	cathie		Angeliza Samoon	10/06/0003	Angelica Samoon	10/36/3033	4
Concertor .	Carrola	campk.		Administrativ	10/18/0025	Administrator	10/18/0303	
arosyse.	CAESAR OF		,dtan	Addressment -	And and a local division of the local divisi	Agministrator	18/17/3028	
	Contraction of the second s	sonot Jayan	n Registe	riller		Administrator	10/17/2028	
Nandaroky Sizne:	film to the local his			11924411		Administrator	10/17/2028	
Shell	SALIANT-O	ABER carran	fig.ber			Administrator		
e mes	ELVE TRAC					Administrator	10/17/0023	
1. (MC)	CAUS CAUSE	לערוגו	napi Uaries*			Administrator	10/17/2023	
Contrintoria	AI CREA BI	il andrea				Administrator	10/17/2023	
Other Destumants	Antona Dy	jecoca	-			Administrator	10/11/2028	
	Service San	noo oon	E00	and the second se		Angelica Sarroon	20/10/2028	
, Goed	Mataria.	Natars	4 Carton Naci			Administrator	10/10/3025	
	Zita Getiger	n emploj	percha			Administrator	10(4/2028	
(D)II	En Geogra	n admin	252			Administrator	10/4/2029	
Pagest	(max (1	Description 1 of	344	_				
14944			210-2					
Nepasc -								
Neta -								
tennig:								

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

Human Incubator								📍 Admin 🛁
House	🥜 User Detail							
O tete	Na Jama Jassea Dy		iner Jaco	979 Ca		Normal Address of the International Address o		Change Pactories
An control	(DIS Concen)				•			
2 Employee	Carepe: Avridue							Cite/Attives Aut
Condebry Tables	Folk Drains Manda	* Cen Open	as User Madula			Cantoo.	Can Drink Can Deams	* Can Pile
ant.	« « 1/1 » »		Module		•			
🗴 Smarantare	Channel By Angelia Service			0	0	Angelica Tamon	Updated Date" me.	001830332394
Other Deductors			0.000	Concess.				
Olifs					See Clas			
9 010								
love v								
Keess.								
Neter 🗤								
Flering.								
na.004.002 Version								Nega //kaoy/weilamo huapi ni 📢

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

Human Incubator	=			🔎 Admini 🦔 🕨
	🥦 User Detail			See Lut and Con
O time	Notices Access To	and and a second	Territ	Charge Received
Page Concerns	EDG Congely			
31. Importan	Line Nyns Nyns Nyns' Dolg	Copy Rams		Copy Highle: Anti-
Marcanory Server	Edit Deese Module Con C	acregiti admin	Gen Look Cen Uninsk	Can Doine Can Pint
	Canada Angendarara	admi-002 mi admi-002 mi admi-003 mi	Administration Upp	sectorine Section (CA)
omer Income	Control of the state of the sta	adminuta E		and the fit
🤌 men		ATB15 Average Aver		
O on		(fanny Re.)		
E Payos				
O metal				
¢ temp:				
O light				
Gamma.004.002 Version				haga //aag/to deno hi-agi a 🥤 🍘 🦋

Payroll Group

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

Human Incubator				🔎 Admin 🦔 🕽
12 normer	🥕 User Detail			24 (M) (M) (M)
G sea	Actions actions Dy	sariara actica		Orange Provent
Par Carpany	CDG Company		•	
21 Inden	Lor New New Inter			Cley Ryte Ast
Mandamery Table.	Edit Dainte Paymil Group			
E out	<u>.e (10)</u>	Add Payroll Group		
🧿 Creelatore	Connelly Appliations	Connection Payral Graup	- Administra	upperd Davine Constant Statistical
Cither Deductions.				
O m				
e lepre .				
O rois .				
C Lenings				
(O. Lopul				
				tregs//sauptr-densiti-asia of 👼

Save/Lock

• Make sure to save/lock the record so that it can access the user every transaction.

Human Incubator							-	Admin 🖬
Dathoord	User Detail							diam diam
Senap	Name Butch Canada			itariana Buthtanada	Febrert)			Change Racsvord
Company	EACIHR DELIO COMPANY, 24C			÷				
Bimpisyaa	utar Right Payot	960						dis April 14
Alandamity Salac	Module	* Can Open *	Can Add	* Can Edit	* Can Look- *	Can Unlock *	Can Delete	* Can Print
SHIN	Partal Employee Portal	2	2	2	2	2	2	2
	« « 1/1 »	33						
Other Income Other Desuttons Uter:	ccentrality admicrassi		ed DateTime i	4g12012099	Launand By Butm Canada		Updated Date ¹ me Aug	9 2023 21 39444
Other Income Other Deductions User: one systek			ed Done ^t ive	443 T (100 2 COPM	Lapatina By Buteri Canada		Updaed Des ^t ine Aug	a door titaaan
Offer Deputtors Offer Deputtors Uter: Agent - Report -			ed Digetive i	Aug 100123894	Lapatet By Burn Censor		upaned Centre aug	9 DOC 113844
Other Desumon: Other Desumon: Uner: DTR Report Report:			ed EulerTive i	449 T 2011 2 2094	Same Bi Kum Grada		upanel Cer ^t ine. Aug	9 COCH 1138644
Ver Other Desumer Other Desumer Unet Report - Rottel Setting -			ed DiveTive i	44g T 2001 2 5894	Landel By Rum Grade		upanel Cer ^t ine. Aug	8 000 11 884H

• 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**

🕈 🗧 🛉 🖬 🕴 This PC 🔹 Desktop	 ✓ Ø P Search Delite 	0					Admin =
anize * New folder	140	• 🖬 😝					n Alti Cos
Quick access			Created by	Crewed Date			
Desktop /	0	h .	Angelice Semson	10/26/2023	Opdated By Angelice Samoon	Updated Date 10/26/2023	Locked
Documents #		5-19-1 I	Angelica Samoon	10/26/2023	Angelica Samoon	20/26/2023	1
Pictures // easyhr-selenium	Sample Selenium Framework Training	VG 88	Administrator	19/18/2025	Administrator	10/18/2025	2
Captures			Administrator	10/17/2023	Administrator	10/17/2028	
Seved Pictures	Xa, Xa,		Administrator	10/17/2023	Administrator	10/17/2023	4
Videos			Administrator	10/17/2023	Administrator	10/17/2023	
OneDrive GtHub Desktop	Import-payroll Import-payroll Mi preprod staging	trosoft Edge	Administrator	10/17/2025	Administrator	10/17/2023	
This PC			Administrator	10/17/2025	Administrator	10/17/2028	
Network y	V = V =		Administrator	10/17/2023	Administrator	10/17/2023	2
File name:	All Files	~	Administrator	10/17/2023	Administrator	10/17/2028	2
	Open	Carcel	Angelica Samooh	10/10/2028	Administrator	10/11/2023	2
	Les Jerome Santoc	100-inde	Angelica Samoon	10/10/2028	Angelica Samoon	10/10/2023	- 2
/ (Det)	te Melania	Melania	Administrator	10/10/2028	Administrator	10/10/2003	
	Zita Getigan	employeesta	Administrator	10/4/2029	Administrator	10/4/2029	
) pra	Lan Ita Gatigan	adminoita	Administrator	10/4/2028	Administrator	30/4/2028	7
Tartet		200					
Taylor -		27 Show 12					
Reports							
nese st							
Setting:							

- 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

(Onteend)	-	in the second				The second second		
	Ldt.	Idlane		Centrel By		Updeed by		Lice
		Grace Historico	(215H)	Angelos Samon	10/26/2023	Angelica Sancon	10/26/2021	
		l loole Reyes	cathler	Angeliza Carroon	10/06/003	Angelica Samoon	10/06/003	4
Concent	1.00	amoka	camoka	Administrativ	10/18/0025	Administrator	10/18-0025	
argenjas.	10	CAECAR DITAIL	caetar_ditan	Aprintitator	15/17/2018	Administrator	10/17/0028	
Nandamiry Same		ICH ANNI ABORICT	loy_ann	Appricipator	10/37/2025	Administrator	10/17/2023	
		Melocy Maracao	(reody	Aannichtetor	10/17/2023	Administrator	10/17/2028	
366	10.00	CAMANITHA BER	carantha bar	Aannicratur	10/17/0028	Administrator	10/17/2023	
There is a second se		EVG TRAIS SAU DISTH	eid_travit			Administrator Administrator	10/17/0023 10/17/2023	0
	-	ANCREA BILL	289-3mitti	25er		Administrator	10/17/3023	
3 Otter Income		Antica Dy	andrea_bill jecoca			Administrator	10/11/2028	
Other Deductions		Jecore Centor	admin 003		oy Liur Ryte: Close	Angelice Sarroon	10/10/2028	
Lord		Metaria.	National Contraction			Administrator	10/10/2025	
		Zita Gerigan	enployeesta	Administrator	10/4/2025	Administrator	10/4/2028	
ри -		Ena Geogan	administra	Administrator	10(4/2028	Administrator	10/4/2828	
		and operated						
			>>> 75 Test D	•				
Report: -								

Rostering

Steps

1. In the Setup module click Users



2. Edit User

cubator	🦯 Use	r List								Fuest	are 40
cupator	fdt.	FulNeter			T Unmarrier		Created By	Created Date	* Updated By	1 Updated Date	
and l	- 14	anybe Ligan			(A) De		Approximate	6/35/2024	Administration	6/20/2024	
240 g	- 10	Kinz Jan Dele I	Cema		lanium		Administrator	6/20/2024	Adminictrator	6/30/2024	
	1.00	Christian Jake	Alger		Channy		Administrator	6/20/2024	Administrator	6/20/2024	
	141	HE Accountin	9		hilaccountin	9	Administrator	1/29/2024	Administrator	1/29/2024	
cativ	1.0	Melanie Cane			lanie2		Administrator	10/13/2023	Administrator	10/15/2025	
SHEEP.	1.14	JACKISHAN C			JaKohanCh	hatani	Administrator	6/23/2022	Administrator	6/25/2022	
toy en	10	D MAHEEMAN C			18		Administrator	6/23/2922	Administrator	6/25/2022	
datory Tablet	ter.	Mary Jane Sa			Jane		Administrator	6/1/2022	Administrator	3/11/2028	
	1.0	Melanie Cane			melanie		Administrator	6/1/2022	Administrator	3/11/2023	
	- 10	Mary Jane Sa	magin.		larie		Administrator	6/1/2022	Administrator	10/13/2023	
	- 10	PORTAL			beverty01		Administrator	7/9/2021	Administrator	7/8/2021	
r income	1.00	Administrator	1		admin		Administrator	7/26/2020	Administrator	8/2/2034	
er Deductions 1	**		-WE	•	>>	fer Dox 25	•				

3. Go to the User Rights Tab

Danhosand	User Detail								Save Loo	i in the Co
Sevia -	Nortaine Administrator			therame admin		2017-074			Change Pa	csword
	GATEWAY MOTORS ICEB.	191C								
Company		-							10	
Employee	-sortge:	Payet Gelg								Copy Night: A
Standatory Tablec	Edit Dele	te Module *	Can Open	Can Add	Can Idi	Can Look	Can Unlock	Can Delete *	Can Print *	Can View
268		Official Business Report	3	4	*	1	4	1	4	
	14	Geotagging Report	1	4	4	1	4	4	4	
1947		DTR Image Report	1	4	4	1	1	4	1	
Other Income		Tax Exemption	1	4	4	1	1		1	
Other Deductions		Payrol Reports	1	4	*	×	J	1	1	
		Demographics Reports	1	1	4	×	×		1	1
Obert:	14	Mandstory Reports	1	1	1	V	~	~	1	
	14 C	Security	1	1	4	¥		1	1	
an e		Settings	1	1	1	1	7	· · · · ·	1	
Sec.		Payrol	1	4	1	ý.	2	~	2	
	10 TH	Serup	1	1	1	7	¥	1	4	
eporte -	10 State 1	Portal	1	1	1	¥	¥.	<i>¥</i>	1	
and a second	- 10	Oversime Application De .	1	4	4	V	2	×	2	
		Overtime Application List	1	1	1	1	2	×	1	
eting:		Reports	1	4	4	e.	J.	2	4	
eend .	« « 3/	e > :								

4. Click Add

de Contra Peport Contra Peport Zagang Report Limage Report Elemation Graphett	Cin Open * 2 2 2	Lariere Jamin Can Add 7	Cantida *	Con Lock	Cen Unico. *	Can Deler	Change Fo	Copy KgHs:
due Coa Business Report Adagging Report Umage Report Exemption	Can Open	Can Add 7		Can Look 1	Can Unitora *	Can Delete *	Carl Print *	
due Coa Business Report Adagging Report Umage Report Exemption	Can Open	Can Add 🥣	Centat 1	Can Look 1	Can Unicol. *	Can Delete *	Carl Print *	
cal Bushest Report stagging Report Limage Report Exemption	Can Open	Cin Add 7	Centat *	Centres 1	Can Unitoda 🤍 V V	Can Deleter - * V V	Cari Print *	Can Vew
zagarig Report I Image Report Exemption			4	i.	1	1	3	
Limage Report Elemption	2 2 2	4	2 4	× .	-	1	J	
Elempton	1	1	4					
	1			×	1	· · · · ·	1	
rol Reports			4	1	2	- V	1	
	1	1	*	1	J	1	1	
regraphic: Reports	1	1	4	1		2	1	1
ndatory Reports	1	1	~	1	~	~	1	
utty	1	4	4	~		1	1	
5ngs	1	1	1	1	1	1	1	
rol	1	4	2	4	~	~	2	
-p	1	1	1	<i>y</i>	1	1	4	
14		1	4	×	¥.	1. No. 1.	<i>v</i>	
etime Application De .		4	4	×	2	2	12	
etime Application List	1	1	1	1	2	2	2	
sorts	1	1	1	1	1	2	~	
	urity	ићу У У мора У У Ф. У Ф. У Макериско Пакериско	ићу 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	uhy J J vogs J J ol J J d J J as J J as J J rime Application Um J J ort J J	hty	hty	hty	Info I <thi< th=""> I <thi< th=""> <thi< th=""></thi<></thi<></thi<>

5. Select Rostering Report

Distant	🧪 User Det	ail								
	tuliane deneration			literare admit		Sec.es			Change Pac	and .
	GATEVIA/ MOTOR	S (CEBU) BIC								
Contany Ringsoyaa	user Agenc									Casy tights A
Nandarony Sizna:	1dt	Deine Module 7	CanOper				Cen Unicol.	Can Deleter *	Cen Print *	CinVer
and a second	-	Officer Business Report	1	dd Loer Modu'e			-	1		
2		Geotogging Report	- 1	Notes Rottering Report			4	1	4	
1.000	- UR	OFR Image Report	- 1				4	1	4	
Coner Income	100	Tax Elemiption				- (4	1	4	
Citer Dediltaria		Eajrol Report	- Andrew Contraction of the International Contractional Contractiona	Done Done		<u> </u>	2	4		
	14	Demographics Reports				{	2	4		1
. 40er0		Mandstory Reports	4				4	4	4	
	<u> </u>	Security .	4				4		4	
D7R		Satisfies	1	4	4		4	1	4	
tant -		Payrol Care a	1	4	4	1	×		4	
Negeric		Setup Parta	1	1	1		4	~	~	
Reports -		Ciertine Application De	4		~	1	4		~	
leise .		Cientre Application Lia		4	1	×	~		4	
Sensige -		Report	1	1	1		4	1	4	
the second s										

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

	🥕 User De	de la la								58e 108	Const.
Distanti i	Coer De	sam									_
saa -	Administrator				Salara Salar		Persont	<u></u>		Ourge to	
	GATE/A/ MOTO	RS (CEBL) B/C									
Congany Bingsojate											Copy Fighter 👘
							-		In the second second second second		
Nandarov, Same	101	Different of	Concerner Report	n Cipen Ad	d uter Module		4	Can Unicot.	Can Drines *	Cin Pint	Can Mew
SNE			Georgiana Report	- 4/-				-	1	1	
1945			OTR Image Report	-	Rattering Report		•			1	
Omerintore		-	TauEvertopion	1		8 8		1	1		
			Paylol Reports					i.	<u> </u>	Č.	
Offer Dezaltant	14	and the second	Demographics Reports					Ĵ,	2	j.	and the second sec
125811	- 10		Mandatory Reports	-				Ĵ		3	
	14	Done 1	Security :	1			Chie	5		9	
7R	14	-	Sattings	1	1	1	1	3	1		
ayest	14		Payrol	1	4	4	1	4			
V	11	and the second second	Setup	1	1	1	9	7	1	2	
(171)			Partal	1	1	4	1	¥	1	4	
-	14	i in the second	Chersme Ropission De	1	4	. A.		4	<u>.</u>	4	
	- 14		Chemime Application Litt	1	4	1	4	1	2.	4	
		Constant of the local division of the local	Reports	1	1	4	1	1	1	1	
-		17.8	25 _3X								

7. Click Save

Dates i	🥜 User Detail								244	(CONTRACT OF A
-	tuliane Administrator			And and a		there are a second	<u></u>		Charge Ta	and
Concern	GATE HAY MOTORS IS	3Bulic			•					
E CONTENS	LISE April									Copy Reptile
Nataral Sea		New Arthur * (an Open				Carlineos *	Carlber *	Can Print -	Can View
sne:		Oficel Burres Report	Addutter	Module		jest i				
		Georgiging Report	- Area Internet				1	9	1	
1. MEG		CTR Image Report	Absterie	ng Report			2	4	1	
Ciner Income		Tax Exemption	1 0-			- 1	-	1	1	
Citar Depaittors		Paylol Reports	3 😎			1	J.	4	1	
		Demographics Reports	1 2		1	· · · ·	ų.	4	2	4
189410		Mandatory Reports	4			· · · · ·	4	1	4	
	14	Cecurity	1		8.0	•	4	1	4	
P10 -	- 14	Sarrage	1	1	-		3	4	4	
Tarit .	- 10	Payrol	1	4	4	1	4	2	~	
	and the second se	Catup	1	1	4	<i>y</i>	2	1	4	
Nepasta	and the second second	Partal Partal	4	1	4	i i	4	4	4	
lense -	Sector St.	Chertme Application De	1	4	1	×	4	2	4	
	(mage 1)	Chersme Application Lice	1	4	1	1	2	2	4	
Setting: -		Report.	1	1	4	1	4	1	1	
taota										

8. Click Save and Lock

Certain Shame Administrator Stame Administrator Concenty Sufficient Notices (CEBUSIC S	Freedom and a second se	n Unicali III Can Deleter D Unicali III Can	Charge Pace	ood Cogy Kighe: Add Can View
Concern Sufficient Notified (CELL) SIC Simply as Sufficient Notified (CELL) SIC Number of Notified Stream Sufficient Notified (CELL) SIC Sufficient Notified (CELL) SIC Sufficient Report Sufficient Notified Stream Can Add Sufficient Notified (CELL) SIC Sufficient Report Sufficient Notified Stream Can Add	Center Center Center Center V V V V V V V V V V V V V V V V V V V V V V V V V V V V		Cari Print	
Strate Type: Participation Selection ty Date: International Selection Control Open Contro			Cari Print	
State Main Receiving Fleport J 1987 See See Seport J Other (froome See See Seport J Other (froome See See Seport J Other (froome See Seport J J Other (froome See Seport J J Utiet: See Seport J J Other (froome See Sec Sec J State Sec Sec Sec J				Can View
2x11 1000 Chical Buckets Report				1
Beild Mark Official Burret: Report J Other frictione Edit State: Report J Other f				
Other Proprie 1 Test DTR (proger Report 1 1 DTref Debuttiont 1 Dtref Second 1 1 1 DTref Debuttiont 1 Dtref Second 1 1 1 DTref Debuttiont 1 Dtref Second 1 1 1 DTref Debuttiont 2 Dtref Second 1 1 1 DTref Debuttiont 2 Dtref Second 1 1 1 1 DTref Debuttiont 2 Dtref Second Demographic Reports 1			3	
Chert Déduction Chert Déduction Chert Déduction Chert Déduction Chert Déduction Chert C			ž	
Christ Déalactions Utiens:			/	
Liter Construction		- V - V - V		
ter and the field story Reports and a story of the story	× ×		/	
r		v v		1
et al and a set of a	× ×	J J	1	
	1 1	v v	4	
		V V		
		V V	4	
		- V	9	
Pertal V V	- A	2. V.	2	
	- 4	× ×	2	
ings Centre Application Uit / /	- 4. K	× ×	1	

9. Click Close

Dashocard	User Detail							Standy 1	Unice
Sela:	Notione Administrator			Same admin		100-000		Our	ge Pactword
Company	GATEWAY MOTORS (CEEU) DIC				•				
3mpiayee	that fight Payor S	e.o							
Mandatory Solec	Module	Can Open *	Can Add	* Canitat *	Can Look	Can Unlook	Can Delete	Carl Print *	Can View
Contraction of the Contraction of the	Romeling Report	Can upon	Can Ago	Cantor	Cin Loo	Cin unica	Cir Long	Carpin	Gin Yea
	Official Business Report	2							
1995	Geotagging Report	2	- 2	0		2			
Other Income	DTR Image Report			<u> </u>		1		1	
and the second	Tax Exemption	1	4	1	10	1			
Other Deductions	Paytol Reports		1		1	1	1	7	
(05eH)	Demographics Reports	/	4		1	1		~	¥
	Mandatory Reports	1	4	1	1	1		~	
m el	Security	1	2	4	1	1		1	
aytot	Settings	~	2	4	× .	1	4	2	
	Payrol	2	1	2	1	1	1	×	
exer a l	Letup	×		S2	1	1	2		
rot .	Portal	2	×.	4	1	1	×	v	
	Overtime Application Detail	Z.	×.	4	1	× .	×	V V	
ettings.	Oversime Application List	1	×	1	.1.	1	×	1	
none	« « 378 »								

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

Dattorard	44194							
Stella -	ACTIVE			-	_			
	ldt	Delete	CS No.	Date	Year	- Remarks	 Prepared By 	T Locker
	-	-	0000000057	11/25/2023	2023	614	Administrator	×
		Criego -	000000036	11/21/2023	2028	Flov 1 = 15, 2023	Administrator	
Charge SHitt		in the second	0000000035	11/20/2028	2028	Cut-off November 15-30, 2023	Administrator	
Leave Application		in the second	0000000053	10/23/2025	3025	Change Shift Cut-off October 16-31, 2023	Administrator	
Cuertime Application		Dies	000000032	10/17/2029	2023	nia.	Administrator	
		Deep	000000031	10/12/2029	2023	NIA.	Administrator	
ETR.		Dien	0000000000	10/11/2028	2023	NA	Administrator	19
		Dies	0000000029	10/10/2028	2023	6A	Administrator	29
Fayrok		. Disc.	000000028	10/9/2023	2023	Cus-off October 1-10, 2023	Angelice Semion	
		Dist	000000026	10/6/2023	2023	Cut-off October 1-15, 2023	Angelica Samton	9
Ruperia 🤳		i ben	0000000025	10/6/2023	2029	64	Angelica Samoon	
		Den	0000000034	10/5/2023	2028	NA	Administrator	
		Des	0000000021	10/4/2028	2028	P34	Administrator	
🛛 Samings 👘 🚽		- Desc	0000000020	10/4/2028	2028	for demo	Administrator	
Logour	50	a land	0000000019	10/4/2028	2023	for demo	Administrator	14

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

	🖉 Change Shift Detail									are Los Ireal	S
Darboard	e churge chine belon										
tana) v	000000030		ACTIVE		Oraciae Br 2023	•	tpept; NA				
l offi	Date 10/11/2023	e	5ms 10/11/2023	e	504 20/11/2023	۵					
Change thit	Repare 2/ admin			5	Appoint & Johnn	•					
Leave Application	1949 Code Cire		2.8.3.06.2.8							Add lings	ter dunge ste
Oversime Application	Edit Dointe Employe		oct		7 St	ii)		T Banch	T Approved	* Remarks	
i ora	· « « 1/1)	· »	1 2 3 4 7 1 8 4 8 <mark>60</mark> 8 3								
Papel -	Created By Adrinostator				10/12/2023		Updated By:	Administration	Updated DateTime:	10/11/005	
Reports 🗸 🗸				3							
Ponal C			39 - 88 - 84) -								
Setting: V											
Logout											
asy HR											
AND HE TO THE POST OF											

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

Human							Patria 🐢
	O Change Shift Detail						
0 ino -	000000030	ACTIVE		Charter Tr 2023		Name:	
© atti	1011/2023	D 10/10/2028	E	5eq 10/11/2028	٥		
🧭 Change Delt	hine provide granute	• 04040 B		Approved Billington			
and the Application	thin Coolume Add Shift Line						Att exercitarge (rit.
🔛 i drivertine Approximent 📰 gen	ER De Engales	- Cen- 10/11/2028		0 304 100 pm to 9 00pm	Crid Shifti • Na	un . Maja	ment 1 Bernarks 1
E nya	Remarks						1047ms 10.02025
🖨 Repris 👘 🔹							
Q Tatal -							000
ф Sentras -							
Easy HR							
amma.004.002 Version							maa Jimayin dema huga a 🧃 🍅

Import Change Shift

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

Citizant.			. ×				P Admin imp)
🗧 🚽 🛧 🕹 + This PC + Downloads 🛛 🖌 🖉 Search Downloads							
Organize - New takte		102 ·					and the second
Cuick access	Name	Date modified	Type *				
Downloads #	Today (1) (1) failed Use Yesterday (4)	10/11/2023 11-40 AM	Microsoft		Checker By 2023		Hereini Curvet Constan 1-12, 2021
Pictures #	payroll-datail-report (8) payroll-detail-report (7)	NY10/2028 2.22 PM 10/10/2027 10:06 AM	Mcrosoft Microsoft	۵	2001 10/12/2028	۵	
Production of G: Soved Pictures	payroll-detail-report (5) payroll-detail-report (4) Xearlier this week (5)	10/10/2023 9:52 AM 10/10/2023 9:52 AM	Microsoft Microsoft		Agrovat ki Agrovatiči	•	
OneOne This PC Network Y	OCTOBER-102023 Sanyclouthy.ph_cebusasyger/09-10-2021 payvall (1) payvall	10/9/3523 5/04 PM 10/0/2023 5/05 PM 15/0/2023 3/05 PM 15/0/2023 3/05 PM	Microsoft BAR File Microsoft W				Add International Add Internationa Add Internati
	mme [payrol-detail-report (0) ~	All Film Open	~ Cancel	Impi	kyeetikme		1 SubDec 1 Sub_1 Setu_1 Revu_1 Breach 1
easy	R Created By	and the second sec	,	>> Rev	•		initiae stratos
T COUNTRY OF STREET							
Gamma 004.012 Version	J.						matterininate f 🚳

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

Human Incubator					FITE Logs successfully formation.
	Change Shift Detail				
ing -	000000028	ACTIVE	Charles Tr 2023	Neren Covet October 1-11-2028	
0 om 🔬	Dev 1549/0003	D 30%,0000	5ee 10/11/2023		
Breet v	These to administration	· Oriolest	Approved ()		
Hagans v	25m (250		1 Change this to be process		All secretions of
l Senar	Silt Inter Change See				conved * Remarks
) Lengend	CC C Employedd 1	Dirp			
	Crested By a			25/11/2003 1.00 gm, 900000. CEBU	inter illigit
		1/1 3 35 Row	•		
				ingen Canal	1

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 emptym, should put atleast NA in the field)

	₽ 5·∂·	÷					Change_	Shift_Code_Ter	mplate - Exc
F	File Home	Insert Page Layout Formulas	Data Reviev	v View I	Help Q Tell me what you want to	do			
P	aste	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$			Wrap Text Merge & Center - \$ - % >		j ≢ itional Form	at as Check	
	Clipboard	Font	rs.	Alignmen	t 🗔 Number	Forma	itting ∗ Tab	le *	
G	2 *	$\therefore \qquad \checkmark \qquad f_x$							
	A	В	с	D	E	F	G	н	1
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

	🚍								
ancubator	O Change Shift Detail	Change Shift Detail							
ancubator	000000016	ACTIVE	Owneth .	Heati Itk					
E Dational	Daw Grant a mapping		5m						
O Telia -	2/6/2024	115/2024	Listation 🖻		ž.				
© ##	admin -	0x0x18 3250	agraid &						
🖬 Fank 🚽	antesian				Att Hontowgrown				
🖶 heart 🚽	Edit Defini Orocce Na Sa				etrest (
0 mm	K C Empkyedd		ioyeeHame	SoldDate 1 Shit 1 Shit. 1 Rena. 1 Rench 1					
O temps	Crease By 1 KK K	na 28.223							
U Legend		1/1 > >>							
0361				Sector Const.					
Gamma.004.007 Version					Wijmo Evaluation Version (5,20202,699)				

• Error Message will appear

	E Admin =•)								
in a state of the	🔕 Change Shift De	stal							
ancubator	000000016		ACTIVE		000002. 2014	Aurus) 114			
B Datorad	Date		-		2.014				
O Sela 🚽	26/204	5	3mi 1/16/3524	۵	GAN 1/81/0024	•			
Он	Fiegawar K. Bidman		Chosel & admin	3.61	ingen vid la gemen	•			
📕 hayrot 👘 🔹	an the life							All Heat during this	
O lagers -	Ed Dell							erved Themaela 1	
O loss	- · · ·	nykyerki *		ind	oyeet Aarme		" ShitDee 1 Shit 1 Shit, 1 Rema, 1 Brench "		
🗘 Seriegt	Constant in the second s							an'ne 26334	
O Lugar			MIST CAN LORS	Rov	•				
easy							Cont.		
A same by the second state									
								No.	
								7	
								Massi implore the contract Nie format	
								Wijn	

Approved Change Shift

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

Human Incubator	=								PAden 🐢 🕨
	Change Shift Det	tail							
Sens -	000000037		ACTIVE		Creater to 2003		Name of a		
Q ==	Dee		24	1744					
	Dee 11-73-7355		-11/1/000 Overant		5/% 11/16/2028 4000-903/	e -			4
Charge Shift	admin	ihët Line Datas	Deneth game		atrin.				add Petersdamp (http://
Comme Rapitation	14 Per 24	(0,44 010 Ear	• 5m		De 100 pm to 9 00pm	The Call	Zund KM/Q_A		portived ¹ Bernaria ¹
2 cm		ula	100 Lancast			Ded setti	harg_a		
Ellapor:	Created By								Meriny 11.05.000
O loss .								\rightarrow The late	
C satures									
U Loopiut									
easy HR									
Gamma 004.557 Version									Liptine Summitury

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.

	🛛 🧭 Change Shift Det	ail						
Dathpoind					Credents			
Serup -	000000037		ACTIVE		2023		Nerost: NA	
	Date 11/28/2008	Đ	Drw 11/1/2029	Ð	Den 11/18/2028	Ð		
Change Shift	Prepared B. admin		Overan for activity	•	Acemie to admin			
Leave Application	Thin Code Line							
Overtime Application	Employee		T Date		7 Shift		7 Branch	Approved T Remarks
DIR	Ato 16 Ba		11/2029		200 pm to 9.0	ipm (2nd Shitti	MAVILA	72 NA
		> »						
	Crested By: Administration	2	Creat	ed DisteTime	11/13/2023		Updated By: Administrator	Updated DateTime 11/75/2028
Reports -	Created By Administration	×	Cest	es DiseTime	31/3/2013		Upparted By: Administrator	Updand Gentime 21/25/003
Reports -	Created By Administration	×	Cer	es DateTrie	11/3/003		Updated By Administrator	Updated DeleTitre 110/05/0003
Reports - Poeta - Sartings -	Created By Administratio	×	() Desc	es DxeTme	11/3/013		Upparted By: 46/mynchator	Updated Det Tine 30050003
Nagori: - Pona - Sating: - Lognit	Created By Administration		Сэж	et DiteTivie	11/3/003		Updated By: 4-demyndrator	Updated Det Thre 10050303
Rayok - Ragoris - Posal - Sasrigi - Logen ASY/HR	Cretes 5; Advoctato	*), Dex	es DiseTime:	21/29/0029		Updated By: Admynistrator	Updated Det Time 1005/0708

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

	 Prepared By 		
	Encount Re		
			* Loc
	Administrator		
31, 2023	Administrator		
	Administrator		
	Andelice Samo	in the second	
	Angelics Samo		
	Administrator		6
	Administrator		
	Administrator		0
	Bevery Culance	svlan :	5
	Administrator		3
erro purposes	Administrator		1
ima purpases	Administrator		3

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

ave Application Detail 10026	ACTIVE	Mar Los Joza	- House	Sine Loo. Longs	Con Con
-		969 L2 2023	. Serois		
a 🗉					
	2al#/ber 10/11/2023	Dan-5% 10/11/2023	Ð		
	Decerá: 2011/	- Application			
dication Une					ADD
Delete Employee	Part Date	n 📑 Half Day 📑 With B	Pay * Approved * Leave Type	1 Remarks	
< 3/8:	> >>				
kanninatar	Created DateTime	10/CL/2028	Updated By Administrator	Uptawe Date Tree 13/11/225	
	Delete Employee	Delete: Employee * Del C 1/0: -> ->>	Delee Employee * Dee * Hall Day * Wehl	Delec Employee * Dec * Hall Day * Web Pay * Approved * Leave type C 1/0 > >>	Delete Employee Date 1 Hall Day Web Pay Approved Lane Type Remarks C 1/0 > >>>> >>>> >>>> >>>>> >>>>> >>>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>

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

Human Incubator	=										Adının 🦔
E Datout	Leave App	lication Detail							-	Los Losse	0.0
O tene -	0000000028		ACTIVE	Ner10 2503-	•	Nervel Leave Applicatio	∧ Cutod [#] Cetaber 18-81, 20	23			
Q ===	Dee 10/28/2028		Drie:Set - 10/16/2028	5m Hi 10-90/2028	ē						,
🧭 «Hange SHIN	Theorem II. addmin		Denel B	Approx 5							
Lane Appliator	Las a Agriculture	Edit Leave Application	Line Detail								ATT
Control Application		Process Velca Salmore	• Das 10/27/2028	D Sol Leave	·	Dere			+ 21, 2029 cross 21, 202		
Rayest .	~	Amata Sick Leave on October	27, 0028								
B Hayors -	Contactly /								A Sartes	1014-003	
B Renal .							-	→ <u>-</u>	- 11		
U Loquin											
easy											
1 espHits Hardenmakan											
										🖌 Lipstein Samuela	

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 ed
Dationard	Leave Application Deta	il								
) leug -	000000028	AC	TIVE		Neer 1.01 2023		•	Nerve Application Curve [#] October 18-31 2023		
) um -	5ew 15/CS/2028	6	9-041 V18/2023	Ð	Den bri 10/31/2023		D			
Change Shift	Prezent S. admin		ecien for Small		Accorded to admin		•			
Leave Application	Lake Applicator Line									
Cuertime Application	Empkyee -		T Date T	Hall Day T	With Pay	Approved T	Leave Type	T Renar		
DIR	Metaza Samorin		10/27/2025				StyLeave	Sei G	ave on October 27, 2023	
	Melody Arcancat Maragao NA		10/25/3038	8	9	2	Vacation Leave	Vacate	in Leave on Cictober 25, 2028	
rayot .	« x 1/3									
Report	Crashel By Administrator		Created	DataTime	18/29/202	į.		Updated By: Administrator	Updated Date*re	10/04/0005
Nansi -										
1200										
asy HR										
asy HR										V Lock 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 Ovetime 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

	NUNE DOLD						
u -	ALCOS LOS	Delete OT No.s	* Date	w.r	* Remarks	 Prepared By 	* Lo
		0000002			Cut-off November 15-30 2023	Administrator	
	-	00000002		2028	Overtime Application Cut-off October 18-31, 2023	Administrator	
ange Shift		00000002	10/9/2023	2028	Cut-off Dicober 1+15, 2023	Angelics Samoon	
ere Appication		00000000	10/6/2023	2028	5iA	Administrator	
		C0000000	10/4/2023	2023	for demo	Administrator	
ettime Application			10/4/2023	2028	for demo	Administrator	
8		00000001	9/8/3028	2023	NA .	Administrator	
	- 14	00000001	8/31/2023	2023	for DEVIO	Beverly Culanculan	
			E/9/2023	2023	August 16 to 31 2023 For demo Butch	Administrator	
				2023	SAMPLE DEMO	Administrator	
	10		E/1/2028	2023	7/16/2023 to 7/81/2028 For product demo purposed	Administrator	
			8/1/2023	2028	7/1/2023 to 7/15/2023 For product demo purposes	David Kennam Reyes	
			, ,	2 10 30			
				3/6	E.		

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
 - \circ Select Approved By

Human Incubator	=								🥔 Admin 💷
	Civertime Application	on Detail							Les Less Co
S Seta -	000000024		ACTIVE		viair Lot 2023	(.)	Secula 714		
0 m -	Dem (10/11/2023	Ē	Date Siet 10/10/2023	8	Dew bit 10/11/2028	۵			
🖉 Change Shift	Pagaas Bj admin				Approval By address				
Lase Appleation	Oversite Lite		8: W 1917W)	1.11					ACO
Diemine Application	Edit Doleta Erry	koyon	007		Dete	T GT Hours	Approved T Remerks		
en en		1/0		1 1 7 11 13 14					
E Papel -	Created By Advectoration			28 20 21	00112023120340		Updated By Administrator	Appared DateTime	Ort 12 2023 1200404
🕽 legans 💦 🖉			23342 381	26 27 21					
🖯 Tata 🦂			_						
Sontrega 🔍 🗸									
ט נספטנ									
ma.004.002 Version									hego //wwyhi-damo.h-api at 🦸

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

Human Incubator								🐣 Admin 🚥 🕽
E Denord	Cvertime Ap	plication Detail						
S Jaus -	0000000624		ACTIVE		94/145 2023		Nervel Overome Applicatori Cultoff October 18-83, 2003	
@ ##	Dre 10/34/3028	Ē	Sewiter 10/18/2028	۵	544.54 10-91/2028	۵		
 Charge 2HA 	Tecest 5. pomer		Daniel B	•	Approx 3-			
Laber Applemon	Dentsite F	dit Overtime Applicati	on Line Detail					
Centre Sopharion		Ingeler Beverly Gulanovian		• Date 10/34/20	3	Ð	07 mare.	
E Nyel -		Nerses Oversime Application T	ne 600pn-800pm					
🖨 liagers 💦 -	Center By 1							aerine Dolitik (State)
O fest							\rightarrow	
(U) Leoptic								
easy								
1 estil-lite Hunan Indutor								
								V fave facementally
								and in the local division of the local divis

Approved Overtime Application

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

Human Incubator	=									Admin 🛋	• >
Incubator	Cvertime Applic	cation Detail								والما التتاز التتاز	
O line -	0000000024		ACTIVE		MATLER 2023		Neneni Overtone Application Cultoff Co	100er 16-91 2028			
0	Dee 10/34/2026	Ð	Delectert -15/18/2028		Gen 1H3 10-91/2028	ē					
Charge Shitt	Theorem IS admin		Denet b		Approved a						
En Lana Approxime-	Denta Lite Edit C	Overtime Applicatio	in Line Detail								- 1
Contine Epplemion		ee veriy Culanculari	3	- Dee 10/34/20	9	Ð	67 нонт. 2,00				
E Fayed -		naka versime Application Tr	me 8.00pm-8.00pm			1.254					
🖨 lagara 🚽 🚽	Creater By 4								Me ^m ria.	Dig (2) 3151 1354444	
G local -									Come and the second		
Satares											
O Logar											
Gamma 2014 2017 Versión										 Lave Laccentrally 	

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										P Admin 🛋
	Cvertime Applicat	ion Detail							\rightarrow	
S Senas -	000000024		ACTIVE		War Lat 2025		Nersec Diertime Appl	cason Cut-off October 18-91, 2023		
) em -	5++ 15/04/2003	Ð	Dem Chen 20/16/2023	Ð	Des tra 10/3L/2023	Ð				
Orange Shift	Prepared B- odmin		Overal Br actmin	•	Accessed by admin					
Leeve Application	Chartome Life									
Claritine Application	Lookeen Beverty Colancilian				Date 7 Of Hou 20/04/2023		Remarks Oversime Application	tion Time: 6.00pm-800pm		
E rayot .		¥(4)	> >>							
Fagoris .	Created By Administrator		Orste	ed ElateTwee	00.242023 (2004)/		Updated By	Administration	Volated DateTime	OH 25 2523 LD 54444
Fonsi - 1										
terrings 🔍 👻										
) Logene										
asy IR										
I most they rearran insubator										
										V Lock Successfully
										🖌 Law Lacoschilly

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

	Overtime Application Detail				\rightarrow	a Dat ver cv
			-	here:		
Senar -	000000024	ACTIVE	2025	Overtime Application Cutoff October 16-91, 2008		
. 1	5*** 15/24/2023	Dra-541 20/18/2023	Dealtra 10/3L/2023			
Change Shift	Prezent B. admin	Overath .	Accords .			
Leeve Application	Crameure					
Overtime Application	Lepkyee		T Date T Of Hours T Approved T	Remarks		
018	Bevery Guarcular		10/24/2023 2 3/	Oversime Application Time 6.00pm-8.00pm		
Fayrok -		3 33				
Rupiris 🥔	Creates By Administrator	Created DateTime	0rt 24 2028 (20084)	Updated By Administration	Updated DateTime	Od 23 203 105444
land -						
Satings -						
Logitur						

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

Dathboard	34,441 542,4									
S Serup -	ACTIVE	PS10122		•	_		- Contraction			
9 mii -	Edt	Delete	DTR No. 1	Date	303	Clate Start	Date Ind	in Hermatika Itak	* Prepared by	T Ind
9 DIN	- 10		CODOCCODES CODOCCODES	11/25/2025	2028	11/1/2025	11/15/2028	NA .	agmini	
Change Shift	-		0000000081	11/23/2023	2025	11/1/2025	11/15/2023	NA.	admin	
			0000000080	11/23/2023	2023	11/1/2025	11/15/2023	HA.	amn	
Leeve Application			0000000079	11/25/2023	2023	11/1/2028	11/15/2023	14	age of the second se	
Cuertime Application			000000078	11/22/2023	2023	11/1/2028	11/15/2023	1(4)	acmin	39
- pra		-	000000077	11/01/2028	2023	11/1/2023	11/16/2023	ha	acinin	
	1.1	-	000000076	11/20/2028	2028	11/15/2028	11/50/2023	Cut-off November 16-30, 2023	adititit	
Favor	1.1		000000074	11/16/2023	2023	11/1/3033	11/15/2028	November 1-15, 2028	acmin	14
	1.0	Cont of	000000073	10/25/2028	2023	10/16/2023	10/81/2029	DTR October 16-9L 2023	aomin	
Regoria	10	a second	000000072	10/25/30.28	2023	10/25/2023	10/25/2023	nA.	admin	
naal to i	1.10	Contraction of	000000071	10/25/2029	2025	10/25/2023	10/25/2009	NA	admin	
1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	1.00		0000000070	10/25/2028	2023	10/25/2028	10/25/2028	на	admin	
Settings 🚽	1.00		B00000000	10/24/2023	2023	10/16/2023	10/20/2028	на	acmin	
Logost	1.0		CÓDODODOBE	10/24/2023	2028	10/1/3025	10/15/2003	NA	azmin	
00800	"		3/8			Ran Dhow 15				
26V	· · · · ·			-		2007.22				
asy HR										
I may filby summinuation										

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

lathboard	DTR Detail										unk Const.	-
eup -	000000084		ACTIVE		Ner10 2023	•	Present By admin		Charles By Admin		Sconset b admin	
• •	Date / . 11/04/2003	Ð	Deter Start 11/1/2028	Ð	See the 11/15/2023	ø	Nemasia 144					
Change Shift	0.er Time 0000000001		UNITA ACCIONATION	•	Chartas (hrt. 02000000001 - 12023-07-01 - 2023-	1-07-15) ·						
Leera Application	277.014									-	pon Compute AD	n ().
And the first of the second se												
	Edit Debite 1	Branch 🥂 E	inphyse	Y Date 1 Ty	pe ' if, if, shin ' Pit	• oum	*#A2 ¥ 0	U12 1 0. HL	d., il., il., il., hometa	1 HIS 1 0	F 1 ND 1 UH 1	' UT '
DTR Weit u	Edi Delve i	¥/ Ø	2 23	Y Duto Y Ty	pe * pt. W. Shit * pt.			UTZ 1 C. H.	d. H. K. H. Kowata	1 HRS 1 O	r 1 HO 1 km 1	UT I
pre -		¥/ Ø							C. H. R. H. Remarks			9 UT 1
DTR		¥/ Ø							d. (f. 2.)7. Norada			UT
priz		¥/ Ø							d. H. e. H. Roman			UT.
Centine Azolation DT7 exptr - exptr - exptr - exptr - exptr - exptr -		¥/ Ø							C. H. X. H. Menata			tur

Import DTR

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

Open	×				Admin 🚥 🕽
🔶 🔶 🛉 This PC + Decktop +	v b P Sauch Desitop				
Organiza • New folder	H • 🖬 🔮				the life and the one
Cuski access		1947-101 2003	• Pocced for admin	• Owners adme	• icosib •
Documents / sample Pictures / Captures	e Selenium VG 88	E Des Des	ner uni Ha		
Saved Pictures	🕅 🗙 a, 🦳 💻	1	0	-	1 🗼 .
Videos GitHub Desktop Import-pa GitHub Desktop Import-pa gitProv	wroll import-payrolt Microsoft Edge	8 •	ooto DIR	Post DTR	ing ingen and taken
This PC					HIS TOT T NO. T HIS TUP TOP
Filename	ARFNE:		TO Date 1	RG T OUTL T NO T OUTL T	
	Open Cancel	>> Ape			
legen Criter Criter				Ganthag	Metwe 100-24203 112340
•					
U Leonar					
T BEARING CONTRACT					
mma 004.007 Venikin					/res://waytrdensh-asia 🥤 👰

	DTR Detail							200	un unit de la se
a Detoud	-			- Frank	and the second second				Appel 1
	000000084								1000
) em	Die 11/34/2020	() 1-po	t Raw Log:	E Francisc DT			- 3 Rott DTR	11	
Charge Shift	Die 3me 0000000021	Brigger LUTH	Lings						
- Leave Application		Branch	Endeyee			NI OUTL	IN/ 1 OUT7 1	and the second division of the second divisio	
	271.64	AIAMLA	Rayez David		11/01/2025		and the second se	and the	port Computer ADD Date:0
Cerrine Sapismian		MAND_A	Reyes David		11/02/2023			Statistics of the	
C pris	Edit Dille	MANE A	Reves David		11/03/2029			HR C	ros necessaria
	and the second s	MANEA	Reyes, David Reyes, David		11/05/2025				
		MANELA	Revet David		11/05/2023				
		MANEA	Reyes, David		11/07/2023				
	Centro Es	MATELA	Reves David		11/08/2023			Xustree:	1101-342023-11233484
		Suite 1			14 00 0000			1000	
		0							
			< 1/34 > >>	Rov 🔹					
) Legali									
asy fr								ess.	
easyl-thing Humanitudeatur									

Human Incubator									Adının 🧠 🕽
E Denord	DTR Detail							See Link French	4 000
• Inc	000000084	ACTIVE	144 LU 2503	1 	Pacasel II. Alfina	• () etc.	сь.	· Ancella	•
@	Dee 11/04/2009	Die Der 19/1/2028	tents 11/15	2023	teren : Ha				
Ø Charge Shitt	000000001 Dire 344	• 000000001	• See	2000 - 10023-02-01 - 2023-02-10 -					
Lasse Approace Continue Application Continue Application		rport Raw Log:		encec DTR			Potr DTR	Paper Computer	
E Payes -	Creater Ep		-	Pate Raw Log		()	Danie Date	 Tio: 32 2021 113540 	
Shenal .									
U Legant									
easy HR									
iamma 864.037 Viinaion								hest//aayPr	amshasis f 👜

Human Incubator	-																	treet.	a service of	10.0	
Dationard	T T	R Detail														_				1 10.00	
	00000	00084		ACTIVE		20	e 18 123		3	Peoperat activity	<i>.</i> ,		•		veller tr dmin		•	Accred to actmin			
em -	519 11/24/2	1023		Dee Jar	e	1	n 193 1/13/2023		5	Perants NA											
Change Shift	0.er Time 0000000			• Land Acceleration		• 68	470+074 1000000001	- (2029-07-01	-2029-07-15)												
Leona Application		Turk.														Dates	Input	- 0	mpas	ADD.	Qart
Overtime Application	Edi	Delete	Branch	* Employee	Dete 1	300	工業家	L. shin	NI 00	n 🔻 1N2	Y 0012	1 Ø. H	. d. i	L	il. Remails	1 HRS	÷ (or !	HD 1	UH. ²	UT 1
DTR .	1.000	Cierce	CEBU	ABOROT, JOI: ANN 8, NA.	11/1/2023	REGULA	+	9.00 - 18							L Ne.		9	9	9	97	9
	100	Deser	CEBU	ABORDT JOY ANN B. NA.	11/2/2023	SPECIAL		9:00 - 18							E NA		0	0	0	0	ģ
wrok -		Deter	CEBU	ABORDT, JOY AVIT 8, HA.	11/3/2023	REGULA		9:00 - 18							D 14		0	0	0	0	q
		Denne	CEBU	AR BINNA YOL 70R054	11/4/2023	REGULA	- A 1	9:00 - 18							11A		0	0	0	0	ņ
	- too	Deese	CEEU	ABORDT, JCY ANN E, NA,	11/5/2023	REGULA		9.00 - 18							ID 114		Π.	E	E 3	II.	E
and a	THE.	Denne	CEBU	ARCROT, JOY ANN 5, NA	11/6/2023	REGULA		9:00 - 18							(C) NA		8	8	0	0	0
	68	Dame -	CEBU	ABORDE JOY ANN BINA.	11/7/0023	REGULA		9.00 - 18							E 14		t.	1	t.	1	5
	- 68	Dame	CEBU	ABORDE JOY AVVIS NA.	11/8/0023	REGULA		9.00 - 18							10 NA		1	2	2	1	E
	10	in Denne in	CEBU	ABORDT, JOY AMUB. NA.	11/6/2023	REGULA		9.00 - 18							III NA		8	8	8	8	6
	- 18	C. Breek	CEBU	ABORDT, JOY AVVI B. NA.	11/10/2023	REGULA		9.00 - 18							D NA		8	8	8	8	8
ASV HR	La.	0 0mm	CEBU	ASOROT, JOY ANN E. NA.	11/11/2028	REGULA		9.00 + 18							E NA		0	0	5	5	5
the second management	- tar-		CEBU	ABORDT, JOY ANN E. NA.	11/12/2028	REGULA		9:00 - 15							U NA		0	0	D)	0	0
	- 64	Deen	CEBU	ASOROT, JOY ANN S. NA.	11/13/2029	REGULA		9.00 + 18							(U).04		0	0	0	0	0
			CEBU	ABORDT, JOY AND E. NA.	11/14/2028	RESULA		9:00 - 18							() (NA:		0	0	0	0	0
	- Della	Denne	CEBU	ABORDT JOY ANN 8, NA	11/15/2028	REGULA		9.00+18							TO NA		0	0	0	0	0

Human Incubator	2 DT														1000	Local V		1075		lese
Dathcard	DT	R Detail													_			1.10.0		
Sena -	00000	00084		ACTIVE		20	e 14 23		2	Peperatu admin		13		Checker Bir admin	0.52	Acamira acimira	15			
9 mm -	5ee 11/24/2	rca	e	Dee 2er 11/1/003	ŧ		* 3rd /13/2023		Ð	Percents NA										
2 Change Shift	0.41711			Lawer Acclopics CODD 000001			+100000001	- 12029-07-01	-2029-07-15) *											
Leeve Application		ture .													Dates		interna	ADD.	Quit	
Cueltine Application	-											 	_							
E pre	Edit	Delete	Branch 7	Employee	Y Date Y	Type		L. Sin	INI 00	n 🔹 INZ	Y OUT2 Y			. it. Kenata	HIS?	OT 1	101	UH. ⁴	UT 1	
	1000	Geor	CEBU	Bak Aco 11.	11/1/2023	REGULA	÷	(B)	a physican		7.02 PM			1.14	8.	9	8	÷	0	
Farrick	1.0	Deser	CEBU	Bai: Ato 14	11/2/2023	SPECIAL			9.00 AM		6:00 PM			3 IJ NA	8	0	0	0	0	
	- 24	Deste	CEBU	Ea, Ato Ni	11/8/2023	REGULA			9.00 AM		E02 PM			A CI NA	-	0	0	0	0	
		Contraction in the	CEBU	Ex, Ato M.	11/4/2023	REGULA		9:00AM -						0 10 NA	0	0	0	0	9	
(Renal)	- 28	Date	CEBU	Eal, Ato N. Bai, Ato N.	11/5/2023	REGULA		9.00AM -	9:00 AM		6.02.214			D D NA	8	83	1 0	0	0	
	10	Desc	CEEU	Eal Ato N	11/0/2023	REGULA			900 AM		EG2 PM			D DI NA		9.5 g-1	23 #1	0	e .	
	- 64	Deep.	CEBU	Eal Ato N	11/8/0028	REGULA		9.00AM -			EG2 PM			D D NA	-	1	1	1	1	
Logour	10	Contraction of the local division of the loc	CEEU	Bal, Ato N.	11/5/2023	REGULA			900 AM		6:02 PM					8	6	6		
			CEEU	Eal Ato N.	11/10/2828	REGULA			900 AM		6.02 PM				-	8	6	6	8	
			CEEU	Ea AtoN.	11/11/2028	REGULA	2	9.00AM -			6.00 C 111				5	5	5	5	i i	
asy HR	1		CEBU	Es Arp.N.	11/12/2028	REGULA		9.00AM -						I DINA			5	6	-	
easy##iby Human Imadiator	1.0		CEBU	Bai, Aro N.	11/13/2023	REGULA			9:00 AM		6.02 PM			3 00.144	8	0	0	0	0	
		Concession in which the	CEBU	Ea: Ato 11	11/14/2028	REGULA			900.4M		6.02 PM			a colina	8	0.1	0	0	0	
	1.0	-	CEBU	Eai, Ato-11,	11/15/2028			0 900ANI-			6.00 PM			D D NA		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

• •		=										Admin 💶 🕽
u m ancuba		DTR Detail								200	took (Jana)	10 m
ancuba	tor	298	ACTIVE		94/19) 2024	•	Process de admin	•	Decerts 22mn		Approved to addimin	•
Diribbord												
S Serup (14	2/6/2024	Date 3ert 1/1/2034	۵	Den fre 1/25/2024	Ð	feralit. Hiti					
© 1718	- 1	Cier Time (2028-09-09 - 2028-08-09) - 1	. (2023-03-09 - 2023-05-09) - 1	•	Charles (3-H) (2023-03-09 - 2023-03-09(+ 1	•					_	
🖬 Fayrol		OTHICKE								Deers In	ers Company A	Que se
😔 Hapers		Fids Delete Branch 7	Employee * Date	• 7	pe 7 il. M. SNR 7 NG	* oun	* IN2 * OUT2 *	a. H. a. IL	A. H. Remerks	1 HIG 1 G	T NO T LH	* uT * DP
😒 Pertel						_						
🗘 Senerge	4		> >>									
() Logotz		Created By: Administrator	Created Da	eTine	Feb 6 2024 #27951		Updated By: Administr	ator		Updated DateTime:	560 8 2024 4 27PM	2



• Click Import DTR Logs

								Adenin 🥽 🕽
ancubator	2 DTR Detail							
Tancubator	298	ACTIVE	944140 () 2024		Trapent 2; octron	· Decorete gginte	• 2	antes a
E Dational								
O mar	248 252034	Dav ter U/L/2024	Dan des DIEUEEE	Ē	Xanati. 765			
O tri	Dier Tiere (20238-88-09 - 20.	www.ucium.com	1					
E Paret .		ori Alas Logo	(2) Pics	90 DTF		Deck DTR	and Insur	Cempine ACC Disk.201
e texts	Edit Calif	tingt					15 1 17	1 MO 1 10 1 UT 1 TP 1
O ress .		ting Kryne			* Date * D41 * CV/T	1 N2 1 OUT2 1		
O Gellings -		6 278 3 30 April						
U Coport	Cound By					man Sieb	last es	Apr. 5 2224 (2776)
easy HR				_		dia		

• Error Message will appear if wrong format

									👫 Adhin 🦛 🕨
ancubator	1 DTR Detail								Lee Lot Const Anna See
	298		ACTIVE		347.20 2024	•	Prezentation polimien	• Switch admin	•
Constant of the second	Daw 2/8/2024		See Set L/DOIS4	5	Des tro 1/15/1024	E	Namate:		
O pre	0.er.74% (2028-08-20								1
E tant 🕓	-STILLY	() Import	Rain Logs		0	Process OTF		Post UTR	inger Denge All Date 24
e lere 🔹 🔹	Lat. Dol-	21001071							HG * OT * ND * LH * UT * DP *
0 Yora: .		Dranch	Endoyee -	_			Date	nd "OUTL 1 142 "OUTZ "	
🗢 Settings 💦 🗸	Creme By		< 1/7. · · ·	N Ros	-			· · · · · · · · · · · · · · · · · · ·	Jana Teres - Rec & 2024 A (2704)
								144250	1
								Close	
									N.
									<u> </u>
									Annual Seguer dia contact file format
Camma 504.017 Version									Wijn

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

	DTR Detail									
O tene -	000000056	ACT	TIVE	947128 2028		facrat t. admin	• Createrth admin		States P	
9.0m -	50					terr.				
l Renal i v	30/11/2023	Add DTR LINK:								
lagon.	0000000001 Criet June	Cata Dart.	Dete fro							
Filmer -	275.674	812203	© 8/15/2023	0				and an	art Cample 400	Sis S
	Edi Daleo							Hes or	T NOT CHE CHE	
Flagest	(Income) Income	D.	1 Nonesc D	1 Full Name	- T Position	7 Branch	T Department	2		
		002	002	Neloza Samorn	ASSOCIATE	CEBU	ADM/H			
asy	Grand S: Administ	001 33576	001 8787	Layla Santos Luila A Santos 123	ASSOCIATE	CEBU	ADMD1 ADMD1	Instanted Date Time:	Oct 11 2023 #359%	
aught by name instatute		27 000000024	0000000000	Long a complete	ADSOCEATE	CEBU	IT CERATIVENT	and the second s		
		0217	0017	Constan Jake Allcer	ASSOCIATE	CEBU	ADI/(01			
		accoccocc	0000000006	Jodel Villena	ASSOCIATE	CERU	IT DEFARIMENT			

Human Incubator	DT	R Detail																1	-	teet				skose
Dathboard	- Di	K Detail																		_				
Sena -	00000	00084		ACTIVE		20	e 18 123			2	Peprezió) acimin				•	240	ert.		٠	Accorded to admin	é.			•
)	5es 11/24/2	1723	đ	Dem Sent 11/L/2003	e		n 5% 1/15/2023		3		Perarts NA													
Change Shift	0.er Tirry 0000000			CCOD GOODCOL		• 68	4738 (MA	1-12029-07-01	- 2029-07-15	•												1		
Leora Application	-	Turk																Dates	-	-	angula	400	Qar 9	sh
Cuertime Application	(Provide State	letter t	-	HINALI				-	1	burner of		-	de a	-	a for sea			-				1100		
()TR	ESI DB:	Delete	Evench CEBU	Employee Bac Acc 11.	Exce 11/1/2023	REGULA		3. 900 9.00451-	10.00 AM	OKIT1	* #42	0012 7,02 PM					L Remarks		85- 8-	ion: Q	101	UH?	UTR	
	10	Deser	CEBU	Bei Ato N.	11/2/2923	SPECIAL	- 0	9:00AM -	9:00 AM			6;00 PM	Ð	ы a	2 44	0	D NA		8	0	0	0	0	
Faylot -	- 24	Dente	CEEU	Bai, Ato Ni	11/3/2023	REGULA		9.00AM -	9.00 AM			6.02 PM					1 MA		Ξ.	9	0	¢.	¢.	
		C Denne	CEBU	Bai, Ato M	11/4/2028	REGULA	w.	9:00AM -									2 PIA		0	0	9	ņ	ņ	
	24	(in Drate)	CEEU	Eai, Ato N	11/5/2023	REGULA		9.00AM -									D NA		1	1	B _3	1	E	
Femal -	1.00	Denne .	CEBU	Bai, Ato N.	11/6/2023	REGULA		9:00AM-	9:00 AM			6.0Z.PM					D NA		8	0	0	0	0	
	6.0	Deems -	CEBU	Eal, Ato N	11/7/0028	REGULA		9.00AM -	9.00 AM			EG2 PM					0 NA		1	2	1	2	2	
		C Prime I	CEBU	Eal, Ato N	11/8/0023	REGULA		9.00AM -	9.00 41/			EG2 PM					0 NA		E	1	1	1		
	- 10	C. Denne 1	CEBU	Bal, Arb NL	11/9/2023	REGULA		9.00AM-	9.00 AM			6:02 PM					ii na		8	8	8	8	6	
	2.0	1 December 1	CEBU	Bal, Aro NJ.	11/10/2023	REGULA		9.00AM-	9.00 AM			6.03 PM					I NA		8	8	ß	ß	Ċ	
ASV HR	in.	i denne i	CEEU	Esi, Ato N.	11/11/2028	REGULA	- Ø	9.00AM -									5 NA		5	5	5	5	5	
ntul Hi by rsumon in advator	140	- 1 Comercia	CEBU	Esi, Aro N.	11/12/2028	REGULA	- Ø	9.00AM -									II NA		5	5	5	5	6	
	in the	Deare	CEBU	Bai, Ato N.	11/13/2029	REGULA		9.00AM-	9:00 AM			6:02 PM					0.04		8	0	0	0	0	
	- 14	- Deser	CEBU	Bai, Ato 31	11/14/2028	REGULA		() 9:00AM-	9.00.4)4			6.02 PM					0.94A		8	0	0	0	0	
	ia-	- Deserve	CEBU	Bai Ato 11	11/15/2028	REGULA		10 9.00AM-	0.05 414			6:00 PM					D. NA		9	0.0	0.0	0	0	

	DT DT	R Dotal														1		toot -	in the second	12.30	0	coe
Dathboard	- 01	R Detail																				
S Setus -	00000	000084		ACTIVE		3	#114 023		2	Peopert b/ astroin					chebled Br admin		•	Acamies & admin				•
0 == ·	Des 11/24/2	3023	6	Detw.Ditert 12/12/2023	ε	, ;	en 212 1/13/2023		Ð	Penets NA												
🧭 Change Shift	0.er Time 000000		,	Law-4 Application			webe 244. 000000001	- (2029-07-02	-2029-07-15									ļ				
Leave Application		1														Diles	in part		-	A00	Quitty	
Cuertime Application						_																
T. DTR	Edit	Delete	Erwinch CEBU	Employee Bay Aco 11	E-00 11/1/0023	REGULA		9.00AM +.	100 AM		7.02 PM				H. Remain	HRS	8	9 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	10:	UH 2	UT:1	
	100	Deare	CEBU	Bai Ato N.	11/2/2923	SPECIAL	- 01	9:00AM -	9:00 AM		6:00 PM	0	00	00	D NA		8	0	0	0	0	
E Fayrok -	- 58.1	Dente	CEEU	Bai, Ato Ni	11/3/2023	REGULA	4 10 1	9.00AM	9.00 AM		E02 PM				1 (G) 114		1	0	0	0	0	
Raportz	1 1-	C. Deser	CEBU	Exi, Ato 11.	11/4/2023	REGULA		9:00AM -							C NA:		0	0	0	0	0	
		C Drate	CEEU	Eai, Ato N.	11/5/2023	REGULA		9.00AM -							D NA		1	1		E)	T.	
Hand 🗸	1.0	Concession of	CEBU	Bai, Ato N.	11/6/2023	REGULA		9:00AM	9:00 AM		6.02.PM				D NA		8	0	0	0	0	
terorga 🔍	-	C. Common	CEBU	Eal, Ato N	11/7/2023	REGULA	1 1	9.00AM -	9 00 AM		6:32 PM				I II NA		1	1	2	2	1	
and the second sec	10.00	E. Diese	CEBU	Eai, Ato N	11/8/0023	REGULA	1 1 1	9.00AM -	9.00 AM		EG2 PM				ID NA		1	1	1	E.	a l	
	14	- Deser	CEEU	Bai, Arb NL	11/5/2023	REGULA	1 1	9.00AM1+	9 00 AM		6:03 PM				i 🖾 MA		8	8	8	8	ß	
	5.0	I Denne 1	CEEU	Bai, Aro NJ.	11/10/2023	REGULA	L 11	9.00AM +	9.00 AM		6.02 PM				III NA		8	в	8	8	8	
asv HR	in the	-	CEBU	Ea, Ato N.	11/11/2028	REGULA	- Ø 1	9.00AM+-							I II NA		6	6	8	ē.	ii i	
	- Ante	C Comercia	CEEU	Ea, Ato N.	11/12/2028	REGULA	e 1911	3 9.00AM -							AR D		5	5	5	5	Ē.	
ensyl+itiby existent insulator	1.00	Contraction of	CEBU	Bai, Aro N.	11/13/2028	REGULA	e, 🗉 (0 9.00AM+.	9:00 AM		6.02 PM				1 (U) NA:		8	0	0	0	0	
		Contraction of the local division of the loc	CEBU	Bai, Ato 11.	11/14/2028	REGULA	6 12 (0 9:00AM-	900.4%		6.02 PM				0 NA:		8	0	0	0	0	
	in the	- Owner	CEBU	Bai Ato 11	11/15/2028	SEGULA	0 10 1	9.00AM	9:00 AM		6:00 PM				I TO INA		8	0	0.5	0	0	

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																_	•			Here 🚺 👲 d	
Datboard	DT DT	R Detail														-		_	_		
) Seup -	00000	00084	AC	IVE				wer Lar 2023			Page agint				Crecker Br Jodmin				karaved by pomin		
) 0111 -	Dete /		m 10			5		Tate Trd			nea NA	12									
	11/24/2	19 2 3	10 10	2023				11/13/2028													
Change Shift	0.er Timy 0000000		• Later 030	100000			•	0%**** 0%8 00000000000000000000000000000000000	FL01 - 10-7	07-15)											
Leave Application		1																			
Overtime Application	-	1999.0													 					Course and Courses	
DIR	Branch	* Employee	T Date	1 Type		IL II. 94			ND	0.12	a. 11	. a.	iL, Æ	. I. Romarks	HRS	α,	ND 1	EH *	ur.,	DP 1 BOP	1 10
Dirk.	CEBU	Bal, Ato N.	11/2/		100 C	9.00	1.1	Part of the second s	1	7:92 PM				1 11A	3	- 0	0	1	0	461.54	
Faurok	CERU	Bal, Ato N	13/2/					9.00 AM		6:00 PM				I DI NA	8	0	0	0	0	0	600
rayion -	CEBU	Bal, Ate 51	11/2/					9:30 AM		6(02 PN/					8	D.	D.	, B	0	461.54	
	CEBU	Bay Ato N	11/4/			R [] 9.004									ũ	ũ	ũ	ũ	ũ	2	
	CEBU	Bal, Ato N	11/5/			92 III 3004									2	2	12	1	12	12	
Ramal -	CEBU	Sav. Ato N	11/60	023 REGU	ц.	9.004	41/1 - ,	9:00 AM		6:02 PM				I S NA	8	0	0	0	0	46154	
	CEBU	Bai, Are N	14/7/	DZ# REGU	ца.,	10 900v	4M	NA DO E		6/02 Ph/					3	0	0	0	0	452.54	
	CEBU	Bai, Are 51	11/8/	DZH REGU	14.	0 0 9004	4h/	9.00 AM		6/02 Ph.I					3	8	5	5	2	452.54	
	CEBU	Ba, Aro N	11/9/		LA.	G 9 904	45.1	9/00 AM		6'02 PM					- 1	D	0	B	8	451.54	
	CEELJ	Bal, Ato N.	11/18	2028 REGU	LA.	LD 10 9 004	450	NIA DOIE		6'02 PM					3	B	B	B	B	451.54	
asv HR	CEBU	Bal, Aro N	12/21	2028 REGU	LA.	10 III 9004	451								2	12	<u></u>	<u></u>	ंद	10	
	CEBU	Bal, Ato N	11/12	1021 REGU	LA.	10 10 9000	451							E III NA	ंचे	ंग्र	∵a	<u>.</u> a	ंवे	÷0	
and a state of the	CEBÜ	Bai, Aro N.	12713	2023 REGU	LA.	EE 10 9.004	4M +	9:00 AM		6:02 PM				I III NA	8	0	0	0		461.54	
	CEBU	Eal, Ato N.	11/14	2022 REGU	LA.	EE (2) 9200	ANI	9/00 4/4		6-02 FM				1 🗊 NA 👘		- 0	0	0	100	ek Soccessfully	
	CEBU	Bai Ato N	1000	1015 REGU		8 8 9004				6-00 PM				A DINAS	8	0	ंष	1.14			

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

1/26/203			۵	1/11/2024			1/25/2024			Ð	1	A											
over time (2023-07-	01 - 2025-07-1	15) + 1		Law Architer (2023-07-01 - 2023-0	(7-15) - 1		Charge Strift (2023-07-1	1 - 2023	-07-15) - 1														
DTR	HM.																			Delata Import	Compute	100	Quick Shift
	Delete	Branch	1 Em	skiyee	1 Date 1	Туре	RD 1	MB 1	Sin 1	NI 1	OUTL	WZ.	1 OU12 1	0L 1	HOL 1	06 1	HD6 1	A.1	на *	Remarks	* HRS*	στ*	ND T
ы	Deter	MANILA	Det	a Cryz, Juan N. NA	1/11/2024	REGULA			#00-18	MA DON			6100 PM							144	8	0	0
101	Deve	MANILA	Det	e Cruz, Juan N. NA	1/12/2004	REGULA			900-18	9:00 AM			6.00 PM							NA.	8	0	0
部	Open -	MANILA	Des	e Cruz, Juan N. NA	1/13/2024	REGULA	Ø.		900-18	9:00 AM			6.00 Ph/						0	11A	â	0	Q
-	Dette	Mahila	Del	a Cruz, Juan N. NA,	1/14/2024	REGULA.	1		9.00 - 18	9:00 AM			6.00 PM							NA	8	0	Ū.
341	Dinte	MANELA	Del	a Cruz Juan N. NA	1/15/2024	REGULA			9:00 - 18	9:00 AM			6.00.PM							NA	8	0	0
-98	Deem	MAREA	Del	e Cruz, Juan H, NA	1/16/2024	REGULA			9,00 - 18	9:00 AM			6:00 Ph/							NAC	.8	0	0
÷it.	Dever	MANILA	Del	e Cruz, Juan N. NA	1/17/2024	REGULA			9.00 - 18	9:00 AM			6.00 Ph/							NA	8	0	0
148	Onto	MARIELA	Del	a Cruz, Juan N, NA,	1/18/2024	REGULA			900-18	9.00 AM			6:00 PM							HA	8	Ũ	0
101	(Devis)	MANILA	Del	a Cruz, Juan N. NA	1/19/2024	REGULA.			9.00 - 18	9.00 AM			6.00 PM							NA	8	0	0
-filt	OWN	MANILA	Del	a Cruz, Juan N. NA,	1/20/2024	REGULA	1		9:00 - 18	9.00 AM			6.00 PM							N/A	8	0	0
-ten	The Second	MANILA	Dek	e Cruz, Juan N. NA.	1/21/2024	REGULA	×.		9:00 - 18	9:00 A14			6:00 Ph/							14	8	٥	ŝ
ten.	Orien	MANULA	Del	a Cruz, Juan N. NA.	1/22/2024	REGULA.			9,00 - 18.	9.00 AM			6.00 PM							NA	8	0	0
81	Debra	MANILA	Del	a Cruz, Juan N. NA	1/23/2024	REGULA.			900-18	9.00 AM			6:00 PM							NA.	8	0	0
611	Dette	MANEA	Del	e Cruz, Juan N. NA	1/24/2024	REGULA			9.00 - 18	9.00 AM			6:00 PM							R A -	8	0	0
ER.	Deves	MANELA	Del	e Cruz, Juan H. NA	1/25/2024	REGULA.			9.00 - 18	9.00 AM			6:00 PH							NA.	8	0	Û
								·															
	1 100	101		3 35																			

1/26/2034			Ð	1/11/20				۵	Date End 1/25/202	4		Ē		A .												
Ove/Time (2023-07-	11 - 2023-07-15	() - 1		Labie 400 (2023-0		(3-07-15) -	1		Change Cha (2028-07	9 401 - 2023-1	17-15) - 1		•													
076	ire.																				Delete	Import	Compute	400	9.0	ek Shift
-	Deinte	OUT2	OL 1	HOL *	ce *	HOB *		HA *	Remarks	÷.	HRS *	OF 1	ND *	UH 7	ur •	DP 1	RDP 1	PP 1	HP 1	OP *	COLA T	M.*	LD 7	UD *	AD *	NP
50	and the second	8.00 PM						9	NA.		5		0		0	137951		9	0		0	0	R.	0	0	1.379
-101	Deste	6:00 Ptvl							NA		8	0	0	0	0	1,379,31		0	0	D	0	0	0	0	0	1,379
100	Deves	6:00 Ptvt							NA		B	0	0	D	Ö	Û		Ð	0	D	Ô	0	D	â	Û	1,793
-80	Delvis	6:00 PM							NA		В	0	0	0	0	0		0	0	p	0	0	0	0	0	2,793
-64	Dete	6.00 PM							NA (В	0	:0	0	: 0	1,579.31		0	0	0	0	:0	0	:0		1,379
64	Deter	6.00 PM							NA :		ß	0	.9	0	- 0	1,379.31		0	Q	0	0	0	0	- 0	0	1,379
- 58	Deterr	6.00 PM							NA :		B	0	0	D	0	1,379.31		0	0	0	0	0	D	0	0	1,879
÷.	Dents	6.00 PM							NA		в	0	- 0	Ū	0	1,379.31		0	Ű	0	0	0	Ū	0	0	1,379
241	Debte	6.00 PM							NA		В	Ũ	0	Ū.	0	1,379,31		0	0	Ū	0	0	Ū	0	Ģ	1,379
-50	Cente	6:00 PM							NA		В	C	ð	B	Ő	0		0	Ó	D	0	0	B	0	0	1,793
-99	Otto:	6.00 PM							NA.		s	0	0	¢.	0	0		0	٥	Ó	0	0	0	0	0	1,793
tute -	Chies	6.00 PM							NA		8	Ū.	0	0	0	137931		0	0	D	0	0	0	0	0	1,379
-10	Downs	6:00 Ptv							NA		8	0	0	0	0	137931		Û	0	D	0	0	0	0	0	1,379
300	Devel	6.00 PM							NA		8	0	0	Ū	Ô	1,379,31		0	¢.	D	Û.	0	D	â	0	1,379
100	Debra	6.00 PM							NA		В	0	0	0	0	1,379,31		0	0	p	0	0	0	0	0	1,379

Download CSV

• Click the CSV button to download the CSV file

8.51	ð- =	-	-		-		-	-				-	dtr-li	st (11 - Excel		-	_	_		-	-	-	5	ionin	B –	o ×
	arme Iroar																									
Paste For Oliphow	py * rmat Painter	Calibri B I U	* 1 * • *	1 × .		= =	= ». = = = = Aign		o Text ge & Center *	General \$ = 96 = 1			Format as Table -	Normal Check Cell	Bad Explan		Good Input	Neutral Linked Cell	Calculation	•	insert D	elete Form	- I I I I I I I I I I I I I I I I I I I		Sort & Find & Filter * Select *	
44				Inistrat	121	-	, ang n	non		HUTDET	a.	_	_	_	_		9425	_	_			200		1010		_
			-	l	0	Ε	1 e	1	G	н		1 / 1	v	1			м	N	0		0				0	
Daily Time	e Records	D			U	E			6	n			ĸ	-			91 91	14	0			Q			n	
DTRID		TRNumber	DTRDate	Payn	ollGroup	Year	r PreparedE	yUser Ch	heckedByUser	ApprovedByUser	Id	DTRId	DTRNumbe	r Employee	Id Employee			DTRDate	DateType	_	IsRestDay	ShiftId	Shift			Bra
	480	330	10/9/202	3 ACT	VE - LUZO	DN 202	3 Administr	ator Ad	dministrator	Administrator	9686046	480	33	1000080	16 ABAINZA,	LEIZEL R		10/1/2023	REGULAR WORKIN	IG DAY	TRUE	3	08:00AM-05	:00PM		PIL
	490	330	10/9/202	3 ACTI	VE - LU20	ON 202	3 Administr	stor Ac	dministrator	Administrator	9686047	490	33	0 1000090	16 ABAINZA,	LEIZEL R		10/2/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	480	330	10/9/202	3 ACT	VE - LUZO	ON 202	3 Administr	stor Ac	dministrator	Administrator	9686048	480	33	1000080	16 ABAINZA,	LEIZEL R		10/3/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	480	330	10/9/202	3 ACT	VE - LUZO	ON 202	3 Administr	stor Ac	dministrator	Administrator	9686045	480	33	1000080	16 ABAINZA,	LEIZEL R		10/4/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	480	330	10/9/202	3 ACTI	VE - LUZO	DN 202	3 Administr	ator Ad	dministrator	Administrator	9686050	480	33	1000080	16 ABAINZA,	LEIZEL R		10/5/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	480	330	10/9/202	3 ACTI	VE - LUZO	DN 202	3 Administr	ator Ad	dministrator	Administrator	9686051	480	33	1000080	16 ABAINZA,	LEIZEL R		10/6/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	480	330	10/9/202	3 ACTI	VE - LUZO	DN 202	3 Administr	stor Ac	dministrator	Administrator	9686052	480	33	0 1000080	16 ABAINZA,	LEIZEL R		10/7/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIU
	480	330	10/9/202	3 ACTI	VE - LUZO	ON 202	3 Administr	stor Ac	dministrator	Administrator	9686053	480	33	0 1000080	16 ABAINZA,	LEIZEL R		10/8/2023	REGULAR WORKIN	IG DAY	TRUE	3	08:00AM-05	:00PM		PIU
	480	330	10/9/202	3 ACTI	VE - LUZO	ON 202	3 Administr	stor Ac	dministrator	Administrator	9686054	480	33	1000080	16 ABAINZA,	LEIZEL R		10/9/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIU
	430	330	10/9/202	B ACTI	VE - LUZO	DN 202	3 Administr	ator Ad	dministrator	Administrator	9686055	480	33	1000080	16 ABAINZA,	LEIZEL R		10/10/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	430	330	10/9/202	3 ACT	VE - LUZO	DN 202	3 Administr	ator Ad	dministrator	Administrator	9686056	480	33	1000080	16 ABAINZA,	LEIZEL R		10/11/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIL
	480	330	10/9/202	3 ACTI	VE - LUZO	DN 202	3 Administr	ator Ad	dministrator	Administrator	9686057	480	33	1000080	16 ABAINZA,	LEIZEL R		10/12/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PILI
	480	330	10/9/202	3 ACT	VE - LUZO	ON 202	3 Administr	stor Ac	dministrator	Administrator	9686058	480	33	0 1000080	16 ABAINZA,	LEIZEL R		10/13/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIU
	480	330	10/9/202	3 ACT	VE - LUZO	ON 202	3 Administr	stor Ad	dministrator	Administrator	9686055	480	33	0 1000080	16 ABAINZA,	LEIZEL R		10/14/2023	REGULAR WORKIN	IG DAY	FALSE	3	08:00AM-05	:00PM		PIU

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

Image: Solution of the field of th	And the second se	ion:	Delete	Mander	Det	Employee: 1	Other Deduction	Dodlef	Amortization 7	Loso Amount 7	Paid Amount 1	Telence Amount 7	(here)		No. of Concession, Name	
Olification Mark	S Seus -													1000		Ad
Image: Sec: Sec: Sec: Sec: Sec: Sec: Sec: Se	Q 011	- 10	-	000000032	10/26/3028	CAESAR APOLO DIT.	Company Loan	HA	1,000	20,000	2,000	5,000	UNPAD	0	NH.	ad
Mond Mark State S		1.00	-	160000000	10/26/2029	Melody Arcansas M	Company Loan	NA.	500	5,000	500	4.500	UNPAED	0	116	Ac
Image: Second	- Anna	10	(Income)	000000036	10/24/2023	Zita Getigan	HEIVE Loan	NA.	500	10,000	500	9,500	UN PAED	4	na.	74
Image: Second		1.0	(Designed	0000000029	10/24/2023	Zita Getigan	SSS Calamity Loan	NA.	500	10.000	500	9,500	UR IPAED	1	NA.	24
Tan Cana Construince NA Lot Lot <thlot< th=""> Lot <thlot< th=""> Lot<</thlot<></thlot<>	Division .		(Income)	0000000028	10/24/2023	Zita Getigan	SSS Salary Loan	NA,		10.000	500	9,500	URIPAED	1	NA.	Ze
Image: Control Deputitions Image: Control Deputitions <th< td=""><td></td><td>10</td><td>C. Seen</td><td>000000027</td><td>10/14/2025</td><td>Christian Jake Alber</td><td>Salary Advance</td><td>NA,</td><td></td><td></td><td>2.000</td><td>48,000</td><td>UNPAD</td><td>1</td><td></td><td>Âq</td></th<>		10	C. Seen	000000027	10/14/2025	Christian Jake Alber	Salary Advance	NA,			2.000	48,000	UNPAD	1		Âq
Image: Second	Cither Income	10	Contract of				Company Loan				0					Âq
Private Control Line Control Control <thcontrol< th=""> <thcontrol< th=""> <thcont< td=""><td>Cirrer Dequitions</td><td>1.15</td><td>1000</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Ar</td></thcont<></thcontrol<></thcontrol<>	Cirrer Dequitions	1.15	1000													Ar
Primal Part Control Control Display Registration Ref Control Contro Control Control	Ten Parent	1.18	10000				SSS Calamity Loan									An
Billion Line Sector Control Line Sector Calify Advance NA Line Sector RAD 0 NA Model March March MA Line Sector RAD 0 NA Model March MAR Line Line Sector RAD 0 NA March March MAR Line Line Sector RAD 0 NA March March MAR Line Line Sector RAD 0 NA March March MAR Line Line Sector RAD 0 NA	. 22.2	- 10	(Same	-												An
Definition Definition <thdefinition< th=""> Definition Definiti</thdefinition<>	🕽 Ragoria 💦 🚽	- 10	(Sectors)													An
000000019 104-0228 Halica Islandin Congany Law 114 422 7.000 7.455 0 PAD 0 HA		in .	(Second)													Zł
Company Low Control 104/C022 INstitus Samonin Company Low (LA 442 7,000 7,7455 0 (RAD) 0 RAD Company Low (LA 445 7,000 7,7455 0 (RAD) 0 RAD)	Silanii -	1.10	Contraction of the local distribution of the													Aq
	🗘 Settings		2000	0000000019	10/4/2023	kielicca Salmonn	Company Loan	114	485	7,000	7,485		PAID	0	NA.	Ad
0 Logent	U Lagas	u	1	1		The State	-									
			26	L AAC		2007.52										_

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

Human Incubator	=											in no 3
	Loan List									->	-	Gos
	-		-	-			_					
S Jene -	Edit Delete	Number 1 Date	Limployee are 11 fbs	Converse		Americanity)	Lowy Articlust 2	Pad Amount T Bal	ALCO UT PAD		Tenata	
			and the second						9.000 LE-FAID	¢	114	20
	Contraction Contraction	🚺 🧑 Edit Loan Detail				1	Sec. Loc. Loc	a Cy Close	4,500 UNPAID	0	THA.	Rep
E fami									B SDC U. FAID	14	7.14	Ita
		000000033	11/23/2023		5-00-44 1 240 14 8ai				92,000 UK (PAED	11	NA.	Tto
II, inci	10 2000	Other Desturbon	Dasher		APUTIMI	LEPOPERT	Backnown 1000-20	Tanceram	9,200 UF (P4ED	1	PAR.	Ito
S. Other Income	12 State	Cath Abilance	NA		500.00	10 000 00	1,000.00	10,000,00	11.000 U-PAD 5.000 U-PAD	0	NA NA	4gm 4gm
😴 Other Deductions		Papasoli admin	Checked Br. admin	-	Approved & admon	- Linear UNIPAED	• .com	number •	1000 URPAD	0	ha.	ang
		/ Roimans /	Remarks						SIROO UP PAD	0	NA	Ang
and address		Payroll No.	Terrary.		er Deduction No.			Construction of	1.000 UNIPAED	0	11A	Ang
🗧 llagers 👘 👘		C000000067		000000004				Amount 1	2000 URAND	0	LIA:	Ăńg
		000000064		00000004				500	G RAJD	0	1.04	20
O loni -	1.0								7,653 U/PAID	0	10A.	Ada
									C FAID	0	THE.	é.cn
	(Incompany)											
O reading	<u> « «</u>	K 4 1/1 3	SS For									
				-								
easymm												
E escil-Hitle Human Islandor												
										V lote		
										🗸 tana		

Show Loan Detail

• Click Edit button to show the loan details of employee

Dunbourd	1										-	
9 Jena -	totk Defects	Number 2 Date		Employee * Other Ded	ution 1 Dochel 1	Amontoatton *	Loan Arbourt 7	Pact Amount T Balance	Normani Solar		Nertuitz	10
3				alleren anderen			- masci	11112	S.000 Litreado	C	14	4
3 pm		💧 Edit Loan De	1.4			1	Los Links	a CDy Close	4,000 UNPAID	0	NA.	8
Part		Con cosh de						100 C	3.500 U.RAD	ļ.	N A.	21
- 19694		000000033		11/23/2023	5-00-44 1 440 14 8ai				9.000 UK PAED	1	MA.	1
ER Carri		Citre Desumon	-	Der/W	Anorthan 1999	uperage	heirout	Tanoeran	9.200 (UK (PAED	1	21A.	7
Citrar Income		Cach Adriance		11A	500.00	10 000 00	1,000 20	10,000.00	41.000 U1/P4ED	1	NA	4
	ten and and a	Fegalad B		Created In	Approved la	- United	. 100	number -	5,000 UNPAD	0	NA	A)
Deer Dedumon:		admin		admin	admin	UNPAD	10.0		1000 URPAD	0	NA .	à
and Shares		(Payness)	ñ	emans;					1,000 URPAED	0	NA NA	A
2993		Payrol No.			er Deduction No.			Amount ¹	2000 UR-PAD	0	TIA .	A) Ái
🖶 Hugara 🚽 🚽		000000065		00000000				500	C RAID	Ĭ	112	2
B Refer		000000064		0000000-	6			500	7.658 U/ #4D	0	Dia:	4
									C 7410	0	THE.	4
🗘 satures 🐳	Concession of the local division of the loca											_
Ծ հատու			1									
		<c 1="" 1<="" <="" td=""><td></td><td>>> Pow •</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></c>		>> Pow •								
DOCUMENT.												
easy IR									_			
E engli-Hits Harten Hunderter												

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

•5 - ∂	_					at you want to do										Sign in		ា ភូន
Home	insert P	ageLayout For		eview View Help	V iel me wi	at you want to do		_								Tar		ж:
👗 Cut	Call	bri * 11	- A A =	= _ � · _ 君 Wi	ap Text	Date	•		Normal	Bad	Good	Neutral	Calculation	· · ·	× 💼	∑ AutoSum →	ا 📿 🝸	
Copy		7 4 - 1 -	Q . A . =:	= = = = = = =	ma & Cantur -	5 - 96 = 2	a an Conditio	nal Format as	Check Cell		tory Input	Unked Ce	I Note		Delete Format		Sort & Find &	
* Forma	x Painter		· · · · · · · · · · · · · · · · · · ·		inge to certain .		Formattie	1g* Table*						- V	* *		Filter * Select *	
) ipols o and	5	Fort	G	Alignment	T ₂	Number	5				Styles				Cells	Editin	a l	
-		· & 8/10/	2023							_								_
							1				1	1	1	1	1			
A	8	с	D	E DocumentReference		G	н		BalanceAmount	к	l	M CheckedBy	ApprovedBy	O CreatedBy	P CreatedDate	a	R	
	2 8/2/2023 LV		OtherDeduction MPL	DocumentHeterence NA	Amortization 1		ToanAmount 1 7000	1500				Angelica Samson				Angelica Samson	UpdatedDate 8/10/2023	
			MPL	NA	500 M		7000	1500				Angelica Samson Angelica Samson				Angelica Samson Angelica Samson	8/10/2023	
	2 8/2/2023 Ly		MPL MPL	NA NA	500 M			1500										
	2 8/2/2023 Ly 5 8/10/2023 At		SSS Salary Loan	NA NA	500 1		7000	1500			Administrator	Angelica Samson Administrator	Administrator	Administrator		Angelica Samson Administrator	8/10/2023	
	5 8/10/2023 At 5 8/10/2023 At		SSS Salary Loan SSS Salary Loan	NA NA	500 M		15000	1500			Administrator	Administrator	Administrator	Administrator		Administrator	8/10/2023	
	5 8/10/2023 At		SSS Salary Loan	NA	500 1		15000	1500			Administrator	Administrator	Administrator	Administrator		Administrator	8/10/2023	
	6 8/10/2023 At		SSS Salary Loan	NA		or Demo Video	2000	1000			Administrator	Administrator	Administrator	Administrator		Administrator	8/10/2023	
		orno Giovanna	HDMF Loan	NA	1000 M		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/10/2023	
		iorno Giovanna	HDMF Loan	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
		orno Giovanna	HDMF Loan	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
		orno Giovanna	HDMF Loan	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
				NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
			SSS Salary Loan	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
			SSS Salary Loan	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
				NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	9 8/11/2023 JO		SSS Calamity Loan		1000 M		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	9 8/11/2023 Jo		SSS Calamity Loan		1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	9 8/11/2023 Jo		SSS Calamity Loan		1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	9 8/11/2023 Jo		SSS Calamity Loan		1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	0 8/11/2023 Di			NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	0 8/11/2023 Di		Salary Advance	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	0 8/11/2023 D		Salary Advance	NA	1000 1		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	0 8/11/2023 Di		Salary Advance	NA	1000 M		10000	4000			Administrator	Administrator	Administrator	Administrator		Administrator	8/11/2023	
	1 8/15/2023 Eu		HDMF Loan	NA	350 M		10000	1550				Angelica Samson				Angelica Samson	8/15/2023	
	1 8/15/2023 Eu		HDMF Loan	NA	350 1		10000	1550				Angelica Samson				Angelica Samson	8/15/2023	
	1 8/15/2023 Eu		HDMF Loan	NA	350 M		10000	1550				Angelica Samson				Angelica Samson	8/15/2023	
1	1 8/15/2023 EU	dora A Albon	HDMF Loan	NA	350 M	A	10000	1550				Angelice Samson				Angelica Samson	8/15/2023	
	2 8/15/2023 Ar		SSS Calamity Loan		510 1		15000	1000				Angelica Samson				Angelica Samson	8/15/2023	
	3 8/15/2023 Eu		SSS Salary Loan	NA	310 1	IA	80000	1000				Angelica Samson				Angelica Samson	8/15/2023	
	3 8/15/2023 Eu		SSS Salary Loan	NA	310 M	IA.	80000	1000				Angelica Samson				Angelica Samson	8/15/2023	
1	3 8/15/2023 Eu	dora A Albon		NA	310 M	IA.	80000	1000	79000	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson		Angelica Samson	8/15/2023	
1	4 8/24/2023 At	to Ni Bal	Company Loan	NA	500 M	A	20000	1000	19000	UNPAID	Administrator	Administrator	Administrator	Administrator		Angelica Samson	9/12/2023	
1	4 8/24/2023 At	to Ni Bal	Company Loan	NA	500 M	IA.	20000	1000	19000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/24/2023	Angelica Samson	9/12/2023	
1	7 10/4/2023 La	yla Santos	Company Loan	NA	512 M	A	10000	1024	8976	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
	8 10/4/2023 La		MPL	NA	315 M	A	5000	630	4370	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
1	9 10/4/2023 M	elissa Salmorin	Company Loan	NA	435 M	A	7000	870	6130	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
2	0 10/4/2023 M	elissa Salmorin	MPL	NA	332 M	A	-8000	332	7668	UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
_	Loans-list (1)										: 11				and a feature		and a feature	-

Download CSV In Loan Detail

• Click the CSV button to download the CSV file

X Cirt 27: Capy -		California -	н • А А =	== *	2 Wap Test		Gerieral	-	1.		Normal.		Bad	Good	Neutral Linked Cal	Calculati	on T	eren Dalate Fo	Σ Aut Ξ Fit	ilium = 27 Sont & Fi Filtur - So	0
V Format P	wenter.	B J M - Cont	5	- = : = : All	anment	enter -=	-5 - 95 Nor	* 34 63 011: 5	Formalling *	Table +			Department of y	(anglos	Concer Car	reate	4	CHB	/ Chi	 Filter - Se Editional 	lect =
- 10	1 ×									_	_	_			_	_					
4			p>	ι e		ŧ. 1	G	н	0	1 3		3K	E.	M	N	0		0	π.	is T	i t
			OtherDeduction SSS Calamity Loan		ference Amort	ization 1 500 P		oanAmount 13000										UpdatedBy Administrator			DeductionN
							-														
							-														
						_															
						_															
						-															
							_														

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

Dathboard	34/47.50-0	Il Other Incon						
Stella -	ACTIVE							
010	lde	Delete	P1 No. *	Date	**	* Remarks	* Prepared By	T Lode
	-	. See	000000085	11/23/2023	2023	N/A	Administration	
		Coles -	000000034	11/20/2028	2023	Transportation Allowance	Administrator	
		C Dies	0000000033	11/7/2023	2028	Other Income Cut-off October 16-31, 2028	Administrator	
Loans		200	000000032	11/6/2023	3028	FIA	Administrator	
		Deles	1600000031	11/6/2023	2023	194	Administrator	
Other Income		bie	000000030	11/6/2023	2023	NA .	Administrator	
Other Deductions		Dien	0000000029	11/6/2023	2023	NA	Administrator	
Parent		Olive	000000028	10/18/2028	2023	₿}A	Administrator	
- Alice		- Anne	0000000027	10/17/2023	2023	NA	Administrator	
Rayorts 💦		Dete:	000000026	10/12/2023	2023	NK .	Administrator	
nagora -		Dies	0000000025	10/10/2023	2003	Est	Administrator	
		Deer	0000000034	10/9/2023	2028	Fordema	Angelos Samoon	
	-	Dates	0000000023	10/9/2028	2023	For dema	Angelica Samon	
Sattings 🤟		- Desc	0000000022	10/6/2023	2028	рад.	Angelica Samoon	
	10	a line of	000000021	10/5/2028	2023	NA	Angelica Samton	

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
 - \circ Approved By

arloard	Payroll Other In	icome Detail								264	Los Loss
erecard	000000027		ACTIVE	100730 2023			•	Series 114			
• •	Date 10/12/2028	E fagarad i		Oraciaciá, admin	77 4 2	Acption Ry admin					
	Payrol Other Scorne Life										A00 Openball Other
Name:	F2: Delete	Engloyee		Other Income		* Amount		. wit	-1 64		* Partaulars
Other Income	« «	1/0	5 35								
Other Deductions	Gestec By: Administrat	10		Created DateTime	6475	2029 114944		(Jocaned By: Administrator		Updated DateTime	Oct 12 2023 1 1596/
	Greated ay Administration	no-		Created Cate time	VILL	2023-1708-01					
≂ajwii											
porte -											
port -											
Fajnol Honto - Hintos -											
oon -											
aporta en											
1072 - 214 -											

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

Human	=						Admin 🐗 🕽
Incubator	Payrol Other Income Detail						
Sa bannad	Payroll Other Income Detail					-	
O long -	000000027 4	Add Payroli Other Income Lines					
Q tm -	Dee Paseet : 10/10/2018 D advin		1 Bornetric ID	1 Full Name			
and the second se	derivation and the second second	- W2	002	Nel ca Salmorin			
E fand	Rycci One hone Life	 301 	001	Layla Santos			ADD Doenset Obstations
AL LINE	Edit. Delate Engloyee	33576	8787	Luka A SamosL28	and the second second		* Partoles
		300000004	000000024	Ato Ni Eal Cristian Jake Alter			
(Q) Other Second	· · · · · · · · · · · · · · · · · · ·	0017 0000000000	9017 0000000006	Jooel Villena			
😴 Other Deductions	Centro E, advisitiator			JODE VIENS		Updated CatsTime	Co 17 203 1 209
Gen Nyell		Orhedstome 13	sown				
					_		
🖨 Nepřís 👘 👘		Otectrizore Libit.moneth	- No.1		0.00		
O Kata		Personer NA					
O Satinge .							
() Lopeint					- 20		
					Car		
easy HR							
I water fill by manual included							
Camma.004.002 Version							rega / waayke dama huuga a 👔 📑

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

- 1 Human Incubator Payroll Other Income Detail ACTIVE . 0000000327 te Propriet 2: apprile II, ine Lajia Santo 8787 Lyfia A Santos 455 Ni 88 Christian Jak 14 No. odel Villena Payol 10 ÷ Payroll From • + ABC Constanty easy r
- 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
 - $\circ \hspace{0.1in} \text{Select DTR Code}$
 - Click **Save** button to add in Payroll Other Income Line

Human Incubator	=											P Ad	inin 🐢
Tomore to	Payroll Other Inco	me Cletail											and the
Deve:	000000027		ACTIVE		-tertust 2003		•	Namani 112					
) m		Fisperse B.		Interes. admin	•	Approx 2, 32791	•						
Twee -	Renal Development/le											A00 014764	
. saw	Edit Delate Tr	gloyen		Other become				Amount?	.wn	<u></u>	- 64	1. Pericolars	
OtherIncome		1/2	5										
Citier Deduition:	ComeSy Advenue										updated CareTree	Circl 2 2023 1, 1999	
L ANT			171 Lak 200000000	*									
Need and			-			_		_					
COLORED VIEW COLORED													
004.002 Virtilian												http://www.fridents	100000000

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.

	ayroll Other Inco	me Detail									20 10 000
0000	000035		ACTIVE		Ner10 2023		•	Nympes NG			
109 11/78/	ana 10	Papert admin	e - 14	Checked Sy admin	•	Approved for a chrome					
Ryci	Orientriceme une										
Employee			Other Income		*		Amount 1		WR	64	Particulars
Ato Né Ba			Rice Allowance				L000				516
Aco 16 Ba	8		Gas Allowance				7000				\$1A
	/ Administrator			Created DateTime	Nov 28	DICE 9:4840		Coduted By	Administrato/	Updated Date	Time: 110/23/2023 9-444).(
Created B/	- (Markovane)										
Created By											
Created By											
Created By											

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

		* A + 11				-	Conditional Format as	ormal. 8	id G		etitral iked C		Colevaterio	• •	set. Oriete Format	∑ AutoSum = 27 ↓ □ Fit= Sont & Find B	6
Classico 15	F.	nt 5	Algonant	- 100 - 10 Te	Numm	6	ormatting - Toble - 🖿	-	3tyles						CHIS	Clow - Filter - Select - Editing	
A hange Payroll Other Inco		1	c		D	E	#:	6	(H:	î a	10	16	1	M	N	0	P
)		ber PiBate 19 Wed Oct 04 20 19 Wed Oct 04 20				2023	Remarks For Demo today Oct. 4 For Demo today Oct. 4	Administrator	undefined	r ApprovedByUse undefined undefined	5394	Pttd En	1047	Employee Layla Santos Melissa Salim		d Otherincome 3 Transportation Allowance 3 Transportation Allowance	
	_																

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 Dedcuction
- 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

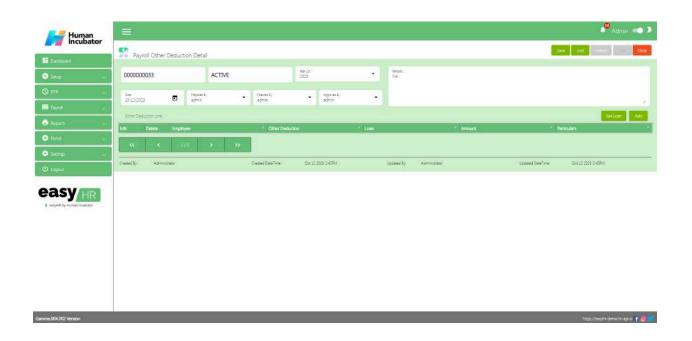
Dathboard	🔐 Rayroll Oth	er Deduction List					
	ACTIVE		-				
	lds t	Delete PD No. 1	Dute	Nor	Remarks	 Prepared By 	T Looke
Due		000000047	11/23/2023	2023	hik	Administrator	
Panil		0000000046	11/10/2028	2028	NA	Administrator	59
		000000045	11/10/2028	2023	535	Administrator	
Loans		000000044	11/7/2023	3023	Other Deduction Cut-off October 16-31, 2025	Administrator	
		0000000043	11/7/2029	2028	na 4	Administrator	
Other Income		000000042		2023	. NIA	Administrator	
Other Demonstra		000000041	11/6/2023	2023	D/A	Administrator	
in a second s		0000000040	11/6/2023	2023	NA	Administrator	
al Salati		000000039	11/6/2023	2023	0,4	Administrator	
Ragoria .		000000038	11/6/2023	2023	h(5	Administrator	9
hajorti		000000037	11/6/2023	2023	64	Administrator	
		000000055	10/17/2023	2023	114	Administrator	
		000000034	10/17/2028	2023	F-1A	Administrator	
Samrege		000000033	10/17/2028	2029	F34	Administrator	
	and the second sec	000000032	10/14/2023	2023	NA .	Administrator	

• Locked: Checked if this is already locked

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

Human Incubator	=						Admin 🧠 🕨
Incubator	Reyroll Other Deduction Detail	1				100	
O Sea	000000033	ACTIVE	144-101 2023	• Nersei			
@	Dee Papers 1 10/10/2018 D admin	• Detects	Approximate admin				
🗷 Aarel 🗸 🗸	Dru: Cebalantine	- Solie	3079				Genze All
G fagers -	Edit Delate Employee	Other Deside	alan)	Lan	+ -	Amount * Perka	
Q			Seven Loan Humo	44)			
- O kapelet	Created By Advocantor	Creates Dan Act.		•	Administra	Vootted Cate*rre.	00123032489
easy			Rat Card	1			
and a second by the second state							
Germa 004.002 Version							haza u vanaj tre deren huran n 🧃 🏨 📑

	K 73										1844 1018 (1953) (1953)
wheeled	Rayroll Othe	r Deduction Deta	d								
	000000033		ACTIVE		merun 2023		۲	Namana Nak			
	Date (10/12/2028	Paganal action		Checkell, admin	120	Acplana Ri admin	-				
	16.16.2023	e acros		aprino		amn					12-12-12
	Other Deduction Line	8									GetLoan
100 million -	Edit Delete	Lingkyer		1 Other Deals	ethin		Los		•		Particulars
	ta See		8	APE			000000000				114.
	ter Denne				Company Loan NPL		0000000013				NA.
				Company L			000000001				Sha
911		Angelica Samoon		NPL:	uden ::		000000001				1 NA.
_		1		Company Loan			000000001				1IA .
ASY HR	Contraction of Contract	Ato.14 84		655 Salary 6			000000000	5		500	11A
sylf#Lby Human Incubator	- Bitt David	Butch Cañada		SSS Selery L	000		000000000	4		300	NA .
	in in	Butch Cañada		SSS Calarris	y Loan		000000000	1		too	1 NA
	Contraction of Contract	Beverly Culancula	7	Salary Adva	nce		006000066	1		833.33	HA
		1211	3 33								
	Created By Adm	notrato/		Cristed DateTime	0er12	2023 247PU		Updated By Administr	nor	Updated DateTime	0a 12 203 2 49%

• 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

Human Incubator												Admini 🦛 🕽
	Rayroll Oth	ler Deduction D	istail									
O tala	000000033		ACTIVE		1867.121 2023		•	tanani NA				
Q	Dame 10/12/2028		ana E. Tin	discust. admin		roptus Tr admin						
E faref .	Drw Celudor Lin			3000		aann						Circles Add
e hora -	And in case of the local division of the loc	Add Payrol Other	Depution Line								ment" Re	the second s
O fame -		Instant		Office Designment		. Î	Lier -		. Langert			
O logos	Owners By	Burch Callada Retoutes		Company Loan	_		Loarthumber			- 30,000,00	Wetter	Constant Sides
0261		NA.										
easy HR												
										and and		
Gamma.004.002 Version												higa //kas/tridena hiapi a 🥤 👔 👘

Human Incubator						🖉 Admin 🛁)
	Payroll Other Deduction Det	al				Sive Lied. There Code	
E Dationard	Co repondence dedicion del						
Stelle -	000000048	ACTIVE	Ner10 2023	• Net			
© ====================================	Des	tr • Orecosti admin	• Spread to admin				
🖬 hanil 👘	Other Deduction unle					Gettaan	ſ
10 1000	Edit. Delete Employee		Deduction	* Loan	0	Amount Particulars	
Other Income	ten Tenne Ato 12 Ba	Cash 7	diante /			1000 //#	-
Ctrier Deductions	« « 1/1	> >>					
Parent	Created By Admonstrates	Creative Date Time	New 24 2023 1-2280	Lipshed By	Admonstrator	Updated DateTime 1980; 24 2025 210967	-
G Reports 💦 🕹							
🔇 fonal 👘							
🔹 senings 💫							
U Logout							
easy HR							
Gamma.004.037 Version						🖌 tavet Successfully	

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	=					🥐 Admin 🥌 🕽
	Payroll Other Deduction Deta	1			_	
Si Dahocard	000000046	ACTIVE	Nerin 2028	• New and State		
O 011 -	568 11/10/2003 🕮 admin	• Checkel () admin	· Approved by address			
🗖 Tarot 🖂	Che Deductor une	(advini)	1.000			
G Reports	Imployee	* Other Destudion	- Tool			Persolan
🗢 Forta 🧹 🚽	Ohittan Jake Alter	Salary Advance	00000000	2	100	NA.
🌣 Sengi — 👘	« < 1/1	» »				
(U Lognit	Created By: Administrator	Created DateTime	New 10 2023 10 4740	Updated By: Apres	winnets Updated Date	ime: 116-18 2023 2047468
easy HR						

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.

								4d0 000
Steng -	Reversion	<u>.</u>		-				
3 om	Edt	Delete	Pay No. 1	Date	Yor	* Renats	* Prepared By	* Lociet
9 U III	10		0000000070	11/23/2023	ή Α	10A	Administration	
lani -	10		0000000068	11/23/0003	NA.	11A	Administrator	
- fami	1.0		0000000068	11/23/2029	FéA.	2nd out off	Administration	
and a series			0000000667	11/23/2023	2023	14A	Administrator	2
	1.10	and the second s	000000066	11/23/2023	NA. <	Ltd cut off	Administrator	2
 Other/Acome 	1.0		000000065	11/23/2023	NA.	18A	Administrator	Z
Other Deductions	1.0	Contract of	000000064	11/23/2028	NA.	144	Administrator	
	1.0	- See 1	000000063	11/22/2028	N6.5	1(4:	Administrator	
a Dayrett	1.0	a second	000000062	11/02/2023	NA.	144	Administrator	1. A.
Managana -	1.0	3001	0000000061	11/19/2023	2023	November 1-15 Payroll Cut-off	Administrator	
Bayerts .	10	a second	0000000060	10/31/2029	2023	16-31	Administrator	
S Ford	1.00	Constant of	000000059	11/10/3029	NA.	NA	Administrator	
	1.00		000000058	11/10/2029	NA.	NA	Administrator	×
🕈 Samage 🥪	1.00	a second	1000000057	11/8/2028	2028	HA	Administrator	2
Ե եսայու	1.00		0000000058	11/8/2023	NA.	144	Administrator	
			3/1		>>	Pos -		
asy HR		11	Luce:			-1.50% av		

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

Roard	Payroll Detail													
	000000048		ACTIVE		Ner10 2023			Prepried By admin			wied I. Ombr		Report & admin	
	Date: 10/12/2028	Ourwrit C	Ŕ.	Hand No.		meetra D		Namate: 14						
	0000000001		Factor Other Prome CODOCCODOL		faired Onard COCCODCCC	valour L	•							
dan:	Rayrol Link									rigon Nyrat	Download Einglo	per Dominiat D	TR Add Comput	
	a second s													_
Ditrer Income	Edit Delete Erry	player				Ital Restory Pay	Total Premiu	m Pay 👘 Total Ho	day Pay T Rec	al Overtime Pa	y T Total Night Dil	ier_ 🔨 ital Addate	riol A. 7 Total Late Deduct	
	fdt Deine Erg	ployee.	T Payrold I			Ibtel Restolay Pay	Total Preven	m Pay 🍸 Total Ho	day Pay 🍸 Ret	al Overtime Pa	y 7 Total Night Dif	ier	nel A	- 1
Omer Dédumons		stoyee 1/0:	* Payroll	Note 7 Exal Co		Istal Restory Pay	Total Premia	rn Pay 🍸 Total Ho	day Pay 🕺 Tex	al Overtaine Pr	y 1 Yotal Night Dif	ier_ 7 Intel Addiso	nel A ⁷ Total Late Deduct	
Omer Sedumon: Yeynol					0	Ital Reitory Pay T			day Pay 1 Tot	al Overtime Pa		er	nal A	
Omer Dédumons	« «			Humber of Engloyee	0					al Overtime Pa				
Omer Sedumon: Yeynol	« «			Humber of Engloyee	0					al Overtine Pa				
Omer Deductions Payroli	« «			Humber of Engloyee	0					al Overtime Pa				
itter Gatuttoni Sayol at u nds u	« «			Humber of Engloyee	0					al Overtime Pa				
Cimer Cequations Fayrosi	« «			Humber of Engloyee	0					al Overtime Pa				
omer Desumoni Segnol Martino	« «			Humber of Engloyee	0					al Overtime Pa				
itter Gatuttoni Sayol at u nds u	« «			Humber of Engloyee	0					al Overtime Pa				

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

			and the second second							STREET, STREET		-
Organize * New folder		188 *	0 0							Sec. 166		
Ouick access	Name	Date modified	Type *									
Desktop	Custom Office Templates	8/9/2023 9-58 AM	Tile folde		West 200		Prezent 1		Chatter D.		Appelb.	
	Production of Gamma 004	9/27/2023 4:04 PM	File fulde :		2523		उ तेनल		admin.		30-21	
Sowwoods	ViberDownloads	10/11/2023 9/04 AM	THe folds				Raman-					
👔 Documents 🏾 #	Databasa1	3/3/2023 11:39 AM	Mictoart	defention.		then from	716					
Fictures #	Databasel	9/21/2028 1-58 PM	Mic rosoft			0						
Captures	Employee_201 SAMPLE DATA Employee_201 SAMPLE DATA2	8/25/2023 3/29 PM 8/25/2023 4:30 PM	Microsoft Microsoft									
Production of G	SAMPLE EMPLOYEE VG	8/25/2023 427 PM	Microsoft	7	Namel Crew Setu COCCEDCODI		0					
Saved Pictures	Sample_import_1_employee	10/2/2023-447 PM	Microsoft		method							
lest lest	ampleimport_OTR	9/26/2023 5:43 PM	Microsoft					-	on fant Dowlad b	TEXAN Download D	THE ADD COMMENT	Danny
OneDrive	amplemport_OTR1employee demosite	10/12/2023 1:06/964	Microsoft						gan fayrul Download D	Lowest Contract of Contract of Contract	Campon	Canona
This PC	sampleimport_OTR1employee	10/12/2021 9/27 AM	Microsoft									
CONTRACTOR NO.	ampleimport OTRV688	9/26/2023 10:55 AM	Mic conoff 🖌									
1400 C C C C C C C C C C C C C C C C C C												
🦽 Network 🔍 🗸			(a)	intern.								
Metwork		AFFilm		inte d								
- Hearing and			4									
- Hearing and			v Cancel									
fiene			v Cancel			Congue Pelic Congu	Conque HOM Grad	60mmanacy		upomen Date ¹ ine	0a 12 200 8 1244	
- Hearing and			v Cancel							upanet Ove ⁿ me	Ora 10 3001 8 10914	
fiene			v Cancel							üpates Dire ⁿ me	Co 12322 81294	
fiene			v Cancel							Upotted Dire ^{tt} ine.	Co 12 303 8 1997	
Firm			v Cancel							upared Des ^{ra} ne.	0412333312994	
Fis na			v Cancel							uppered Dweffine.	Oo 12 3229 3 12944	
Firm			v Cancel							Nacional Carañon	ce 11 júl 8 Takk	
Fit na Ingenti Ingenti Ingenti			v Cancel							uppered Davenine	Oo 12 303 9 1394	
Fis na			v Cancel							uppered Dave****	00 12 303 8 12 M	
Firm Reports Settings			v Cancel							uppered Destine.	Con 12 2029 & LURAN	
Fit ner Nersten Saturken Jacomat			v Cancel							Uppered Deve ⁿ ces	04123031294	
Fit ner Nersten Saturken Jacomat			v Cancel							Lipsteel Gan ² ine.	Cel 1220 81286	
Rene Rene Rene Rene Rene Rene Rene Rene			v Cancel							upperei Dive ⁿ ore	00123031284	
Fit ner Nersten Saturken Jacomat			v Cancel							Linuxel Des ⁴ rec	Co 12323 8 1294	
Rene Rene Rene Rene Rene Rene Rene Rene			v Cancel							Lippered Over* ner.	00123033284	
Rene Rene Rene Rene Rene Rene Rene Rene			v Cancel							upored (See " ee	Co 12328 8 1294	
Rene Rene Rene Rene Rene Rene Rene Rene			v Cancel							Located Over ¹ or	00123033184	



Import Payroll Incorrect File Format Error Message

• Edit excel file removed column name

6	A	8	C	D	E		Ŧ	G	H	1.	1	ĸ	L	M	1	N	0	P	Q	R	5	т	U	1	V	W	x
Empl	loyee	Employee R	legular#/	LogalHol	k LogalH	lolit Spe	cial Ho R	estDay	LegalHolic	SpecialHo	RegulariW	LegalHol	c SpecialH	io RestDa	ayO Lega	Holic Spi	icialHo Re	gularNi Re	stDayN Le	galHolit Sp	oecialHo	AWDL	Totaliate	Hours			
'0820	01	Aliser, Chi	12		1	1	1	1	0	0	2	1	2	2	1	1	1	2	2	2	3		0	1		1	
21-0	04456	ANDRADA	12		1	1	1	1	0	0	2	1 9	2	2	1	1	1	2	2	2	3		0	1		1	4
2127	7	ANTONIO	12		1	1	1	1	0	0	2	1	ż	2	1	1	1	z	z	2	з		0	1		1	
'2133	3	BELLO, MA	12		1	1	1	1	0	0	2	L 3	2	2	1	1	1	2	Z	2	-3		0	1		1	
2182	2	FEDELINE,	12		1	1	1	1	0	0	2		z	2	1	1	1	2	2	2	3		0	1		1	
'2129	8	FELICIDAR	12		1	1	1	1	0	0	2	1. 1	2	2	1	1	1	2	2	2	3		0	1		1	
2172	2	PANGANC	12		1	1	1	1	0	0	2		2	2	1	1	1	2	2	2	3		0	1		1	
3																											
1																											
2																											
1																											

• Import Excel file

							Wijmo Evaluation Ve	rsion (5.20202.699)
u ancubator	Payrol Detail					100	a (mil) konst	Ceer
Concession of the local division of the loca	0000000195	ACTIVE	## 100 2024	• Heat	nti •	Crested Sy adMyn	Acorbecia adm/m	•
Stab v	2000 277/2024 🖸 1	100 (1007.16). 1	interine D	Serie FLA	ei -			
© 075 +	era (2020-08-01 - 2020-08-15) - 4	Remil Directionse 00000000001	Rent One Deduction CODOCCODES	•				
🖻 Pajrot .	Pagett Line				Import Payment D	semant frequence 4	Amerikand 1711 Add Co	man Dana M
an Litera	Erit Delete Employee	1 Fayti				w 🥂 Tool Overtine	Pay 1. Total Night Differ	bbil Additional A. 1 15tal
Other Income		> >>		mplata Cancal				
Dther Deductions	Created By Administrator	Crestell DateTick	Ha 12004 8404W	Vanderer	the American	, Vite	senet DateTime - Fett 7.0024 B	5AM
loye 🆬								
G Reports v								
Come V							×	
U Lopout								WS.
Gamma 004 037 Version							S Proper import and try again	t the correct Re format

The second second	Payroll Detai												Sin Lod	a service of the serv	/ Pers Contractor	0
Darecila						nerus.			Property in			Detter 2:			gasti	
) Setup	000000048			ACTIVE		mirszt 2025		•	admin		۰.	sdmirt		× 3	amiri	
011	Dute 10/12/2028	•	Quarter the Q		isentis) O		Treat (12) C		Remain: 314							
	0000000001		•	Pariati Onel Score 000000001		- Navai Ce GOCCOO	w Detucion 2001	•								
Carte .	Reycol Lane										Ingent Pay	til Diwrikaed E	nginyen Down	enkand (711)	Aild Company	Deleter
		_														-
OtherIncome	Edit Doketa	Employe	1		Poyncill Rates 7	Road Daily Pay	Real Restay Pay	Rotal Pretok	um Phy 👘 👘 Ta	tal Holiday Pay	Total Oversit	w Pay * Total High	Celler. Real	Additional A	Tital Late Dedict	
	Fdt. Dolets	Englose Ein. Aco			Reycold Rades 1 6,000	1994 Cuty Dwy 5 5384		Total Premi	um Phy ¹ To C	tal Holiclay Pay	Total Oversit	e Pay ¹ Total High C	Celler_ Total		600 Tetal Late Deduct	That U
Other Deductors	Contract of the second s		R.	3 33		5,5384		Total Prerio	um Phy ⁽ To	tal Holiclay Pay *	Total Dvorte	e Rey ¹ Total High D	Collier. Total			a Rial U
Other Beductions Paynal		5a. Ao	R.		6,000	0 5381 1 - 00-1		Total Premb	um Pky To	od Holday (ky ^r O Administrativ	Total Oversit	n fly/" Titul High T	E Colliner, Record of Colline of			a Real U
Omer Deductions Dagnal Reports	< < <	5a. Ao	R.		8000 Humber of Englo	0 5381 1 - 00-1	8 0	Total Premi	¢	0	Total Over R	n Pay ¹ Tissi High T	2		600	a Thai U
Omer Deductions Pagnal Napora	< < <	5a. Ao	R.		8000 Humber of Englo	0 5381 1 - 00-1	8 0		¢	0	Total Overier	e Pay ¹ Stock High D	2		600	Contraction of the second seco
ConverDeductions Sequel Nations Fonta Settings	< < <	5a. Ao	R.		8000 Humber of Englo	0 5381 1 - 00-1	8 0	Rital Premi	¢	0	Total Overla	C Studies	2		600	The U
Comer Deductions Reports Fortus Settings	< < <	5a. Ao	R.		8000 Humber of Englo	0 5381 1 - 00-1	8 0	Rital Premi	¢	0	Teal Over10	Tyui High	2		600	The U
Comer Deductions 2 April 1 Network Fontar Settings Logour	< < <	5a. Ao	R.		8000 Humber of Englo	0 5381 1 - 00-1	8 0	Rital Premi	¢	0	Teal Over10	Tyui High	2		600	
Citrar Incorre Citrar Deductions Citrar Deducti	< < <	5a. Ao	R.		8000 Humber of Englo	0 5381 1 - 00-1	8 0	Rital Premi	¢	0	Tal During	C Studi High	2		600	

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 totaly in the first payroll cut off, and in the second payroll cut off the the SSS Contribution will be zero		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 Salaray 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

Human Incubator	Payroll Detail					- 124	168	3 Internet (m)
				Departure		Owner L.		Approved for
Sallag -	000000048	ACTIVE	1067.L01 2003	• admin		admin		admin
0	0.0 10.4.5:2025 € 0	erena Employee Lat						
	5000000011	Employee						
		Angelica Samoon Ato Ni Bal			1 mil	-		-
III, Laws	April 14	Beverly Culanculari			4 705	Constant2mployee		Aut Complex Drive
Citar Income	Edt Delete Druksees	Eutch Cañada				Pay Scul regrit Define_		A. The tree Deduct. The U
Strer Denumana		Cranulate			1 mil			
an Paper	246 8 101	Christian Jake Aliser			4.46			
		David Keinram Rejec			4. 66			
🖯 leccisi 🖓	Country Advector	Jodel Villena			4 - 415	ippered 5	Date Title	Con (2003) 1 (296)
		Layle Sentos Lyle A Sentosi28			4 105			
C Same:		C						
			> >> ^{aga}	•				
() Ingel					-			
DOCK COM								
easy FR								
E easyl-littly increase in advance								

Human Incubator	=					🐣 Admin 🦔 🔍
	Payrol Detail				-	
E Debourd			THE LET	Proceed 1:	Overat	4004()
O line -	0000000048	ACTIVE	2023	* Pocent D admin	* admit	• 30.0
Om -	Dee 044	erte	office .	- G Compute Paytol Lines		
🔲 Kapat 👘	575. 00000000056	English .				
🖶 kepen	20/01/2/14	📶 Compuse S	CIT THE TREAT OF	Compuse HDMF	Internet Excertise Property	Second 21 Add Second Date of
O Area	Edit Debite Employee		Computer		Descrime Pay 1 Stat Night Differ- 11	Total Additional A., 7 Strat Later Deduct., 7 Notel Under Str
•	The second second second second			Out		800 Q
U input		37 332				
easy HR	Created By Administration	Castel Costra	012200330090	upanes Re derivitation	ütores 1	Deeffer De 12323 (1899)
B any different constraints						
Gamma 064.007 Version						hess//waytr-density-apila 🥤 👜 📂

	Payroll Detail						Ster	lad (test	And South States	City City
Dubboard										
Sena -	000000048	ACTIVE	1997-001 2028		Preparts Bi admin		Chealed By admin	- 20	projesila Jenar	
DTH .	Date: 15/12/2023 🖸 0	na lar	10		Garcalcy 714					
	2%	Figure Construction	Remit One Designs							
Reports -	DOUCOCOTE .	1305030200	· _ 000000001			1.0	-			
ir an i .	Refer Live					Engant Payral	Download Engloyee	Cosificad (111	Att: Cimple	Delette Al
Sattings	Ldt Delete Employee	f Payrol Russ	2 Total Cally Pay Total Hesta 2010 2015-48	ny Pay [*] Total Premius C	m Pey Total Hokday P	hy 1 Iolai Overtime.	by ' Iblei Highs Differ ' E	Total Additional A	600 Real Late Deduct	Real Line
Logout		> >>	r of Employeer 1							
asy _{HR}	Created By Advictment		Deetine Contin 2003 \$1094		upated By Administ	ator	Updated	DateTime	Oct 12 2023 3 4990	
essyl-Riby Human Insulator										

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

Human Incubator						Admin 👓
E Datord	Payrol Detail					
O Jana -	000000048	ACTIVE	THE LET	• Ancest to admin	· Creater to	• 1024()
	Dee 0.000	n jana	gente.	No.		
	277. 00000000000 -	T SALES	filinas — 📵 Download DTR	Line: 🗿 Protect CTR		
G Repris	April Line	CTR 000000000 is ready		Page Disp	re Report Download Engr	ter Contestant (San Contest Dates
¢	Lidt Delete Ungkope					fine. ^T Rotal Additional A., ^T Total Later Deduce ^T Rotal Uni
(U) Sampart	 1/01			a		
easy	Created By Bally Contracts	Chixed DasTine	001230312399	updates By Administra		uppered Date Times - Oct 12 2023 Promite
B satisfield in revenue and the						
Gamma 064.002 Version						nga/hayte dens h-acia 🦷

File Human						Admin 🥌 🕽
	Image: Second Detail					
	Image: Section Sectio	• apent •				
Q pm .	Dete: Conter	n Daren	- A	Terrana 112		
	R	Nutzer				
🖨 liegers 🔹 🦂	OF Paystal Detail D0000000045 ACTIVE Vetain O Set Safety O Detail O Detai	Transfer Description Depose				
	Particular Partinterperinder Particular Partic					
U Logour	0000000048 ACTIVE 200 store store store store store 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 <t< th=""><th></th></t<>					
0261	0000000048 ACTIVE 2023 atrix atrix atrix atrix 1 0 0 0 0 0 0 0 0 0 2 0 0 0 0 0 0 0 0 0 0 2 0 0 0 0 0 0 0 0 0 0 2 0 0 0 0 0 0 0 0 0 0 2 0 0 0 0 0 0 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 2 0 0 0 0 0 0 0 0 0 0 3 0	tend Date Trave Dir 12 2023 1 4094				
west-filty hardwrite data						
Image: Control Detail Image: Control Detail						
	Payrol Detail Payr					
	Including of the Payrol Defail See 600 Including of the Payrol Defail Including of the Payrol Defa					
Gamma.004.002 Version						regs//aas/r-dench-apas f 🚇 🟓

Human Incubator	=											Ք Admin 🛋
S Darbard	Payroll Detail								- 10	Site Lod	and a second	944 () () (Close
S tetas -	000000048	ACTIVE		988-120 2023		•	Neglect By admin	•	Overand By BOTTM	•	Acecastik. BOMIT	
D 01K -	500 10/12/2028	Diametria.	toze ta :		Vietoria. D		Secul: T(A					
Rayrol -	2% 0000000008	- Papert Down hear	·	Paciet Crier d COCCODCCO	elinan L							
Nexus -	Reyroll Line							Input Pa	prof Download Etr	cityee Coardinal (THE ALL	Compose Delete Al
Sening:	Fait Delete Englisys		Payed Rate 7 1: 6:000	tal Daily Pay	Rocal Heritolay Pay 1 1	otal Prema	um Pay ¹ Kotal Holds C	y Ray 1 Total Over1 0	me Pay ¹ Total Hight I	Colline	onal A	Deduct* Total Unde
D Legens	« « » »/	. , ,	Number of Employe	÷3								
easy HR	Central administrator		Created Date Time	C4123	13 9259V		Uptatet By Admin	stator		Updated Catefine	Qe (2103) a	FA
ma.004.002 Version											https://ka	gfridanch-apic 🦿 🚳

- 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 totaly in the first payroll cut off, and in the second payroll cut off the the SSS Contribution will be zero		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 Salaray 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

Human						Adres	n n 🛛 🕽
incubator	Payroll Detail				-	Last County Constant (22)	dist.
S Selet	000000048	ACTIVE	Therapy 2005	 Properties admin 	Overal D Zome	- Appart 5	•
© ## .	249 10/12/0029				1		
		• Renal Driv.	aing Rayrol Unes	Compute Payrol Unes			
🖨 liepats -		Payrol I trec are rea	d)	Next Sing	an Jugent Described timpleses	Contractor Add Contract	Done Al
G total	Ear Delete Englover			Ome			Total Underta
	Contraction of the local distance of the loc	-				4 0 0	_
(U) Logent	2.00 × 1/3-	2 22 Partie da	ingloyee 1				
easy _{HR}	Counter By Administration	Created Data	0012 303 11394	Uprave By Adventised	مانيون مانيون	end Date" mail On 12 2003 1 4691/	
1 aug 4125 furst includer							
amma 004.002 Version						heen //washr-demohi-ag	

Human Incubator						.	Ner 🐢
Incubator	Payroll Detail					and the second descention	due
Situp .	000000048	ACTIVE	we cet	+ fegana a admin	Overal b Admy	- sparsik	•
🕲 btik 👘 🚽			Freezing Fayrol Unec	Compute Payrol Une			
e leans -	re connectors agention	Senit Crix CODD0001	Compute III	Compus PHIC Compus HEINF	n Niyêt binikînî tirge	ee Doorlaad 271 Add Compan	Dalma Al
D kons - D (senge - D Logan	Lik Dries Ingloye				Deprime Pay 1 Soul Highs Col	ier. Thiaf Addisonal A	n Total Under
		3 33					
asy IR	Created By Administrator	10 10 10	Cleanes Date Statut 2003 (1990 Lastini Bj. Admi	utatir i	united Date" Mar. Col (2000) (1994)	
1 aug 415 furser collater							
ma 004.002 Version						mass/vecs/reas	

Dishboard	Payroll Detail									Sine Lod ()		
	0000000048	ACTIVE		(wr.28) 2025		•	Precised to admin		Deter to admin	•	4000-40 b 80000	
ona 🗸 🗸	1011-0113 E 6"	1973	Seret No.		Theorem 1		Nymania 744					
ayrck .	074	Faced Disarbuces		familteet	at me							
	00000028-	. 000000001	ā.	000000000	11	-		_				-
aisi i	Styler Line								n Payrol Download	University of the second second		_
attinge .	Folk Delata Engloyee		Payod Rate 7 Tel 6.000	al Daily Pay " D	Real Henday Pay 1	Tenal Prem	um Pey 1	inal Holday Pay 1 Total C	vertime Pay 1 Tatal Hig U	rn Differ. * Tital Addin D	onal A	en Tra
ou		5 D	Tumber of Employee	9								
			Drasted DataTime	0+123	1029 3 1 2041		Lipdated By:	Administrator		Updated Date*me	Circ 10 2003 3 40PM	
ASY HR	Created By Administrator											
	Councily Administra											
ASY HR	Cashedig, Adversager											
	Coaled By Administrator											
	Centrolly, Administrator											
	Califo ³) Administra											

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

	Payroll Det														
	000000048		ACTIVE		1441 L 2503	#\\.		Frequence 2) admin		-	Chenel By admin			Appuelk 30%	
	Date .							Annunc 11A							
	10/10/2009	Add Fayrol Line													
Negoti -	0000000056	Errelayee													
Notal	Hard Life	210174	1	Note Hadrig Differential Fair	-	2009		200 Corrolituitori	-	10 braine		8	Tital Addise		Drivent
			0.00		0.00	-	8.00		10,00			0.00	Ennol Assoc	A Contraction of Contraction	3
		Stat Dail (20)	0.00	for Annual Alexand	0.00	The One Score Hot Suble	0.00	· HOUP Cantobuster	200	STRE		0.00			
261/000		Statistics for a	9.00	The Law Decision 9.05	0.00	Total Other Prozmy Selation	0.00	- FHC Contribution	0.00	242 64210	e Cambura	0.00			
ASY HR	Created By	tourtalau fai	000	for University Deputies	0.00	Over Prome	0.0	Johns Jorganita	0.00	*D#beit	ar C arato loga	666	Sec. or	0412103/894	
		The Guerran Fe	9.00	Total Factoria - Fale	0.00	Tote COLA	0.00	The Drie Decision	0.00	ter boore		0.00			
		-	-		-		-	n.		-	1000				

Delete All

- Click **Delete** button to delete all payroll line
 - $\circ~$ Click Yes to delete

Save/Lock

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

	Payroll Detail											Unitedi Print Workshee	c cv de
Datioard	Payton Detail												
Senar	000000068		ACTIVE		Ner10 2023			Precised By admin		Overlage Bi Admin		iconial b admin	
DIN S	7% 11/28/2008	osanari d		Maret No. 21		anne de		Nervito Ondicut off					
	0000000080		Factor Directory COCCCODDD1		Ferret Cire	e Redverar DOL	•						
tran	Report Line												
Other Income	Employee T			ly Pay T Total Rest	ing Pay T Tel	dal Pressum Pay T	istal Holiday F	my T Total Ove	rtime Pay * Road N	M.Differ	ional A., 7 Ional Late Ded.	uct_ 7 Notel Undertime _	Total Absent
	Employee T. Aloet Christian Jole	Payrol		ly Pay T Tatal Rest 459770	lay Pay T ⊂ Ter O	And Processon Pay T		hy T Total Ov 39.77	ntane Pay T Road N	M Differ	ond A. 7 Ibbi Lite Ded	uct	Total Absent
Other Deductions	Aloes Christian Jalie	Payrol			0				rtine Pay T Roal N	yk Differ, 1 Total Add	word A., T Roof Live Ded	et	1 Yotal Albeent
Other Deductions	Aloes Christian Jalie	-	5000	459770	0				Administration	ht Differ_ 1 Total Add	onal A. T Staf Life Ped	et ⁷ Real Undertine . 5	
Citrer Deguctions Paymer RepOrts	Alter Cristian Jake	-	5000	459770 Number of Brockye	0	11,22		3422	a	yh Differ 1 Total Add	(¢)		
Omer Deductions Payner Registe - Postal -	Alter Cristian Jake	-	5000	459770 Number of Brockye	0	11,22		3422	a	yk Differ1 boal Add	(¢)		
Other Departons Payrol Report: - Partel - Sottings -	Alter Cristian Jake	-	5000	459770 Number of Brockye	0	11,22		3422	a	yı Delen. Y Tool Add	(¢)		
Other Department Ported Region: - Ported - Satings -	Alter Cristian Jake	-	2000	459770 Number of Brockye	0	11,22		3422	a	yı Delin Y	(¢)		
Comer Desumons Paryopi Regorit - Pansi - Santrigo - Logont	Alter Cristian Jake	-	2000	459770 Number of Brockye	0	11,22		3422	a	yı Delin yaşı	(¢)		
Constructions C	Alter Cristian Jake	-	2000	459770 Number of Brockye	0	11,22		3422	a	yk Chilira y Tacol Adds	(¢)		

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)

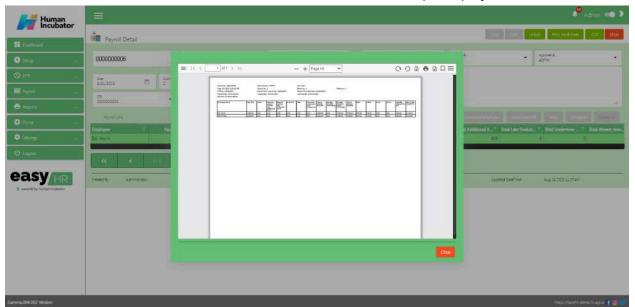
- SSS Contribution: SSS Contribution of the Employee
- PHIC Contribution: PHIC Contribution of the Employee
- HDMF Contribution: HDMF Contribution of the Employee
- Income Tax Amount: Income Tax Amount of the Employee
- Total Other Deductions: Total Other Deductions of the Employee
- Net Income: Total 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

=													📌 Admin 🥌 🕽
Payroll Detail											Sen Int	Unlack Print V	Notativeet CSV Case
000000079			ACTIVE		9 69 120 2024		•	Pecareo 2, activit		Crecied By admin		Approved By admin	
0## 1/04/2004	10	Querente 1		Nomina. 1		nee ne. D		Remarks INA					
DTR		•	Plyrol Otte' Scorre BB000000001		Payrol Other Di 2000000000	nvdor 1							
Payrol Une										that Dist	at frighter Docume		Grant Devest
Employee Aloer Christian Jake	Payrol Rate	incom 00 6190	1 Tanble Otherhoo (42	me 1 Non-Taxable Ot	efrone " C	Gross Income * 6:195:40	SSS Contribution	PHC Corbibute	in * HDMF Contribution	2 Income SeAmo	int * Total Other Dedu. 0 100	Net hoome 1	SSS Employer Contribution 1
	1	a Li	5 - »x	Number of Employee 1									
Created By: Admin	ctrator			Created DateTime	Jan 04 20	24 5 11 PM		Updated By: 4	sminicitator		Updated DateTime.	Jan 34 2034 3	111PM

Gamma.004.038 Version							http://easythi-demo.hi-apico 🛉 🌉 📁
=							Admin 🥌 🕽
🚛 Payroll Detail						Lange Linker P	in Workshoer CDV Clim
000000079	ACTIVE	969 LIT 2824	+ Preservit, admin		tres-el áj admin	Approver by admin	
Dite 1/24/3024 图 1	Norm tas	time inc. 0	Remercio 14A				
DTR -	9000000001 -	*6-or other betwoon 0000000052	-				
Rejitor Line							Committee (Server 41)
Employee ¹ Payrol Rate ¹ Gross Alter Christian Jake 5000	Income 1 SSS Contribution 1 PHIC Contribution 0	ation 1 HDMF Contribution 1 Inc.	ome TaxAmount 1 Total 1 0	her Dedu* Net Income * 1.000 0	SSS Employer Contribution 1	SSS &C 1 PHUCEIN	oloyer C* HDMF Employer 10 0
46: 6 1/3	3 35 Siunter of Employee 1						
Created By Administrator	Created DateTime	460 24 2024 5 11 PM	Updated By	Administrator	Updated	i DateTime Jan 24 3	104 5 11PM

Print WorkSheet

• Click Print WorkSheet if the user want to print payroll line



Download CSV

• Click the CSV button to download the CSV file

💥 Ciat Die Capy –	Caliton	• III • 17	¢ x' = =	= #/~	# Wop Text	General	· .	Normal	Bad	Good		dation	- in 📰	∑ Autotium = 27 ♀ ↓ Filt= Sort & Finatile	
* Format Painte	8 7 1	* = = . Ar.	▲ < = =		🔄 Meige & Center	\$ \$ % *	S & Candba Formatti	nal Formit as rg - Table -	Explana	story Input	Linked Cell Note	- E		Char" Filter - Select -	
- L			(G)	Aligne	nert	Tel Norort	6		_	31/141		1	CHB	Editing	10
A 1			l Des 1	ŧ	/ d	н	1 4	E Au	II K I	(E))	M	N	٦ o	D D	
roll List														/	_
														TotalOtherincomeNotTaxable	TetalOt
S47 10 nd Total	77	null	6000	5538.48 6000									0 6600		

Section VII: Reports

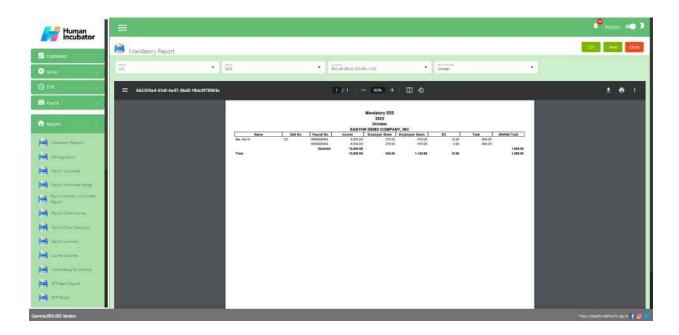
Mandatory Reports

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**



Download CSV

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

			11 • A &					General		1		Non	mal	Bad	G		Neutr	al I	Calculatio	00	-	*	Σ Autorita	n * 27 P Sot & Finit & Fitur * Select	94 1
* Format Painter 8	3 . U	• 800	·	-	====	E EM	ige & Center 🔹	5 - 96 - 1 - 1	23	find	Annal Forma	tan Grie	(k Cell	Explana	tory in	put	Linke	t Call	Note	A D	knart	Delate Foomet	Char-	Sott & Finit &	£.
Cipecood 5		Fant		5	749	poment:	15	Nororr	6	87007	ining - Jaco				Styles							CHB		Editiona	
	× 14	1	_		_				_	-	_	_	_	_	_	_	_	_	_			_	_		
		-		1000	1 E	1	(36)	T 10	11127	116251	11 OK 111	1000	0.0055	III MARK	THE AS	112/08				1 10 1		I av T		и П. н П.	30611
endatory SSS		-					() 224 EV			1000				1000	lin aka	4	55.	-					<u> </u>		
2023																									
tober																									
SYHR DEMO COMPANY																									
							Employee Share																		
			12/25/1991 12/25/1991			6000			70 10 70 0																
L, Ato NI TAL	24	12312	10/20/1991	123		0000	1200		20 0 40	94	4:														
250							1200		-																
		-																							

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)
 - \circ 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.

Human Incubator																													. •	and the second second
	Dem	ographics																												uw.
		ographics.		_						-							-												-	_
o –	- Al			-	14					·	44																			
	= -	8577422-2ec3-4903-	BDa br	and all a	1-074						1.12		500	76 +	m	ల														
		05/74/22-2803-4303-	-8308-64	ati Hica	Duze						- 573	******			1.50	~~~													-	
												0.000		0.000																
		Engineer Exercat		Tongoty		buenter fileran	-	405yes	Dy Cath		in. Sparte	DEMC			an 15	i Sui	214	Carmin	-	12 1	11	07800	Automa .	-	(W10) 81	12. AL PORT		-	24	
			Xin, I	No.	vancovie Salavi	farient VB	ceee	Martiness & the 1	+ter	mine .	-			a lum	-			1.1.1			11.00 TH					inue 2011.		1111-	- MORTH.	
endatory Reports		ARADIMA BLACK		NO.	ASSOCATE CARDAN	Toront We		Viscosto Connes Visa Conte 272 14 St. Tativa		Ellers as		-	W June	n jasm		-	-	-	nmį	-	-					III.		Illio	-	
		AMPRICAL	2011	AL INC.	ARADDATE DERAGT		casa	Ranno Canite BADC 3 27 GK Stanco Peri Anni	****	seeing mi	-			-		THM	and at	-				-		-		(1+2+ 10007	*	-	HORTS.	
magnation		100093	Y2. 1		ABBORIATE SPERAT	Torrant VO	(201	File 20 Addition	1500	alles at	2mm	125	W Pas	R \$1400		PDHAL	1902	PL/HO	n meg	10646 3	1645 Pt	1113	0.0	*64		ine See		(計22)	NORTH.	
rat Restaures		ABO BACO		and a	ABSOCATE DRIALT		CENIE	State Description	+12	4943008 INL 1983	Print	PRO CINI	ANT BOOD	80. 801.000		1000	SHOLD.	FLIPPO .	1,000	1843 - 6	8.45 965				** 31	Barta Model	41 HM.	*	NONTH.	
		ABORO1, JOT MIR. JUS_000 0.84	100	Note Literal	ABSCOATE BACK	OT ACTIVE	-	THET L. DANCIS M. Fundacion Mantha	1949	Set 198	n 1939-19 19	120	047 2110 947	C5 \$13394		TEMPS.	-	16,990	****; :	48.84 E		n 1953		***	* 1		* ***	10000	7 NORTH.	
and inclusion fields		107901, 107 ANN		AL DO.	VERSIONAL PLANCS	CEPTANT VIE	0000	THE L CALOR B.	1011	Illees w	Ilasa.	555	9% lues	a lasar	•	FEMAL	SHOLE	PLPMS	nung 1	546.45 1.1	441 NO				A00 A04	1927	e 10	122**	t foreier	
ind Commany Wartsheet		ADDRING, PEAKS, V MEAL MA	3425 B		ABSOLATE GREAT	17 M	ani	O'll San Present B.	141	0001030 MIL	1245'M	Pred NON	ANT Drawn		-	reado	-	runes	****	-	na 10	a (164		-		um inge	- 10		NORTH.	
		HALLAN ADMI	10111	-	sancesta Patries	and and and	CERS		rise .	angad mi	2.00	200	NAT SHORE	*****	-	0010	and at	N.MAS	and i	nest -to	n.e. 16			-	- F	iere Bier	44	*****	HORTS.	
no cinellanne		ALLA JORTHAN		M. Out.		Copranet ME	CENIE	Old Report Pay and N. Bachesh Paratages Chi	108	0808274 HM	100.00	100	ANT BIDD	at \$11.000	9	ALE	INGA	FLIPPED	2000 f	18.6 1	843 163	a cha		**		in line	er ¹⁰⁰		acate.	
ro: Other Deductors		ADAPCA ALDRIN					CENIE	2420 Granate AL Two Adves Build	80		-	PRO	ANT MAIN	00 AT 9824	-68+	-	BHOLE	FLIPING.	10,0000	1842 1	8.45 945			-	** #				MONTH.	
		ABO GRUIN, SORV		AL INC.	ARROAD PRANT	IT WE	Cana	Bills all Last C Plans 1-C Revolus Tilly	1445	0045080 mi	ALL POINT	-	WT SHOW	-		0010	and at	PLPM3	*****	said 4	A.C. 142	a (114	-	00.00	* 3	10010- 100010	4444	#140	acars.	
an Sannay		ALL ENGLISH	-		ABBOOATE DRANT	a ve	CERL	20 Tanan It Santa Santa Santa Santa	ma		-	156	MT SHOP	a: 334888	-	84.0	awad	NUMBS.		-	841 iQ		- 640	***				-	NOATH-	
		ADD MODIAL MEDIALINE K. IMA			ABSCOADE DRINGT		6866	AT Date hand	-1124	2015271 INL	AT160	780	AV STR			1944	-	NLPHS.	11.110g	MAR 10	845 945				- 3		* 31L	-	NONTH-	
ALTER ADMILIA		AMPEN APRCHI	V8.	ana i	ABROCATE DPRAGT	IT VE.	Cana	AT LES CITINAS	***	annes mi	Award	104	MY 3	10 THEORY	4	-	and at	11,793	-	and 4				-	-	DARDO HEARING		144	MONTH.	
menoing Tai fulcethy		ADDRESS MARLIN		AL DOL	ABROCATE DIVINIT	IT VE	CERL	2006 E Anala Report 12 Marcin Report						-	- 14	1044	andus	filmes		-			6.0	***		ierze figer		144	NONTH-	
montal and and a state of the		ADARE CRIMM		AL DON		aller IT VE DEPutty	CENIE	Ris Miles 17	1852	100401-6 INL	-				1.00	-	and	NUMBS.			1.00 N			-	100 1 100		ta monart	-	HONTH-	
ti then Report		Angelant There	1000		absolute testant		-	Vancen B. Com Biodan Tapul City Jako Suny B. Sa. Ana Banto	1008		Links				-	-	-	-	-	-	-		-	-		ires liger			-	
REapers		Addition of the	-		ABROGATE DAWNET		CEN	All Mag Insure Dr.	1740	00420/7 Iai	anarasi a			* ****	-	-	andus	PL/HAS	-	-	140 N		-	-		me inco		-	NONTH.	
		And a state	Time 1		antar mus			Las Prus Dig		m., m.		Prot	-			fame	true .	(Barro	14.090.0	m	1.00 76	6 103		***		inn lite		-	-	

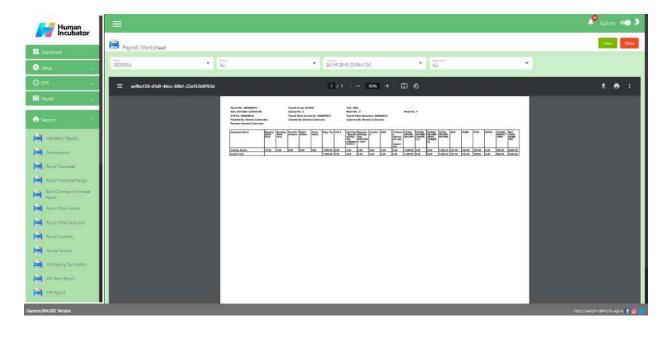
Payroll Worksheet

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.



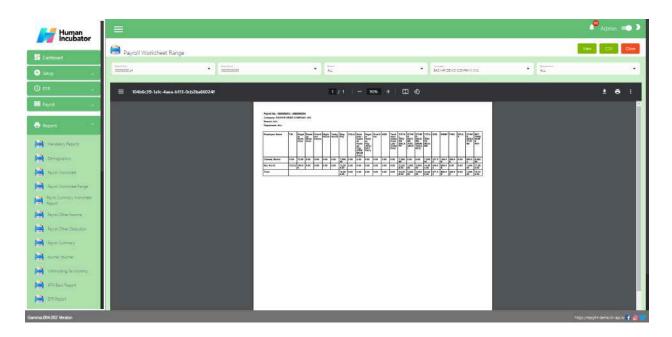
Payroll Worksheet Range

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.



Download CSV

• Click the CSV button to download the CSV file

Contraction of the local division of the loc	wert PageLayout For	rules Data Ken	new View Help	🖓 Tell mæwi	het yzna want to d	la .										₽, She
Carl			- 🔊 🗧 🕬 🕫 🖤 🕫		General			21	Normal Bad Good	Neutral Calculation		普		∑ Autatum =	2 5	
Ta Furnat Paint	n 1 H	A - ▲ - = =	= ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	ge de Carrier 🔹	\$ = 96 +	34.78	Conditional For	nst as	Cred Coll Deplenatory Input	Linked Cell Note	N N	(lest)	Odete Format	and a state of the	ion & Find it. Ther = Select =	
Operand	The Fort	5	Alignment	$\tau_{\rm e}$	Norort	5	C	201	Styles		10		CHE	Editor		
37 1 2 1	N W. F															
A.	B :	c														
	000000014-000000036	Same .	1	1	1		1			1	1		8 - N	1		_
	EASYHR DEMO COMPANY	INC														
	ALL															
Department	ALL															
mplayee	TIN	Page day iting hour	Bortdau Mark Mour	Oundingstone	· Bilehe Moure	Tanti ka			Restday Or Special Holiday Pay (PremiumPay)	Pagulagial day 0 ani 0 (Day Day	Quartin	. wen	Tredinance TOT	THICROSECTION.	OTHERINGOMETAN	VAL
aĂtada, Butch .	1234		2 12		D 0		0 7,500.00			RegulamondayPayHULDAYPAY		0 0		7,500.00		offi
Bal, Ato N.	12312				0 0		0 12,000.00			5 6		0 0		12,000.00		,500
otal							19,500.00			2 0		0 0		19,500,00		.50
	ollWorksheet															

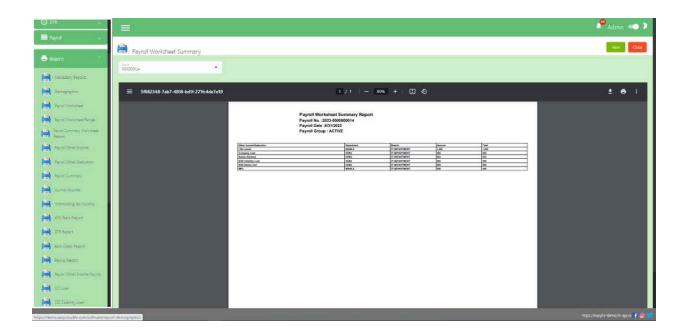
Payroll Summary Worksheet Report

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.

(Qiuiii -								 Vdmin 🍋)
🖬 Parel 👘 👘	-							 	_
G Reports	Payroll Other Income Report							 View Clas	-
	- 100 000000 - 100 00000000 - 100 00000000		-						
Mandatory Reports			and the second						
Demographics	≡ 57e401f7-c63e-4efe-9ae1-1e9fc3bb22b8		171 - 996	+ பல			<i>x</i>	± 8	
Implementation			Demo Company Ltd, Inc. Payroli Other Income Report Payroli No. 2023-060000028 Payroli Date 3/29/2023 Payroli Geoup : ACTIVE						
Payel Other Dataria		Bal, Ato N.	Other Income		Amount				
Regnal Ether Deductor		Gas allowance Gas allowance				500.00			
Angel Symmetry				G	RAND TOTAL:	1,500.00			
in in the second second									
Attracting Techority									
All fan Separ									
CTRAcurt									
🚔 San Cetar Report									
🚔 Ауко Аксал									
Fayral Other Insome Reyster									
in the second se									E.
12 Calendy Load									
Germa 004.002 Version								ench-spin 🦸	

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

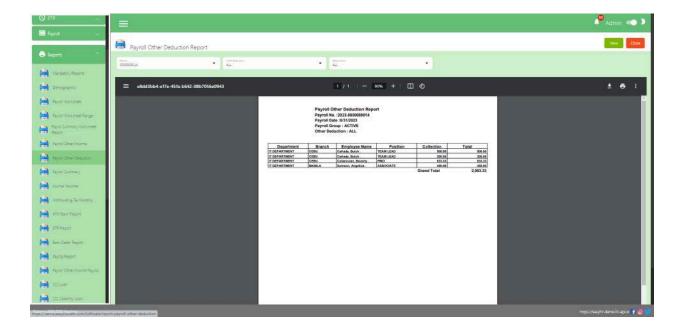
Payroll Other Deduction Report

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.



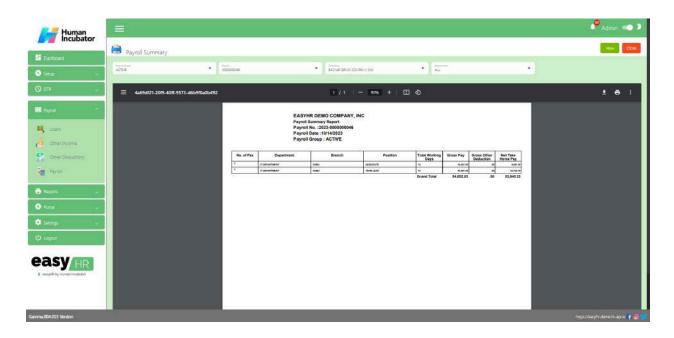
Payroll Summary

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.



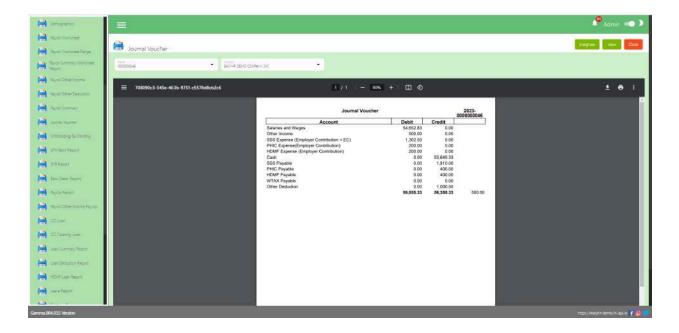
Journal Voucher

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

Harris Honoren Range										🔎 Admin 🦔 🕽
Repert Citat Course	🚔 Withholding Tax Monthly								-	Wer CN Chief
Payor Other Deduction	100 ·	Scient (Brid Coreers (C	- 5	ine.		-				
Reyrol Symmetry						244 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 - 1854 -				(10) Sec. (1)
inne kune				(V) -	90% +	⊡ ⊘				± • :
a meany laterative				Withhold	ing Tax Monthly					
🚔 Shi Seri Reput					2923 October					
CTR Report			TIN	EASYHR DE Payroli No.	NO COMPANY, IN	Net Salary	Other income	Tax		
		Bai, Ato Ni	12312	0000000045	133 6009	5.630.00	0.00	0.00		
100		Loss, resolve	1.000	0000000044	8	5,730.00	0.00	0.00		
Sari Datat Tagort				0000000048	8	5,630.00	0.00	0.00		
		242-252842-2-4			Sub Total	16.990.00	0.00	0.00		
Fare bean		Cañada, Butch	1234	0000000046	s	6.862.50	0.00	0.00		
		455-0750451 CINA V			Sub Total	6,862,50	0.00	0.00		
have Cherkbacke Repte		Total				23,852,50	0.00	0.00		
itt com										
TIT Coloring Look										
🚔 saan Summary Report										
Lan Desicran Resort										
HOLF Loos Report										
Lative Peoper										
Tentres faces										
acent Report										
12th Marth Pay Report										
Gamma.004.015 Version										https://was/hr-sterne hi-ags in 🧃 🎒

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

Download CSV

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

Date: No.	Califini	+ 11 + N	x =:	= = 8%	1	Wisp Text		General		7.	1	Norm	al	Bad	God	ad .	Neutro	1	Calculation			*	∑ AutoSur	- 47 5	
ESCopy = Farmat Painter Otohoant 5	в Ј. Ц	u + 🍂 🛓	.	5 E E F	目に	Meige & Center	80	5 - 96 - 7	34 78	Canditie Formattie	ing Toble	15 Charl	ccifl -	Explanata	γ→ ine	ψt	Unked	Cell	Note	4	imant Da	late Foomal	/ Ciewr	Sart & Final Filter+ Selec Eddorg	8 t=
		18	.0	. 444	gonut	i.	10	Kurite	y in	ŧ).			_	_	Stater	_	_	_	_		-	ath		tdong	
	-	1.0.1	1180		1.0	П. н. П			-	1 12	I M	144	1.0				1 24 1		1 2015	In second	1	1 97 1	- X	70 1	AP
ployeeName TiN		r TasCode	NetSalary	Otherincom	e Tax				100				1 8		- 1					STATISTICS.	THE.	· · · ·		* 1	NQ
Ato Ni 12312		45.5	5630		0 1																				
		Sub Total			0 1																				
stada, Butch 1234		46 5	6862.5		0 1																				
		Sub Total Total			0 0																				
		Total	23852.5		0 (D																			
		1																							
	17	•																							

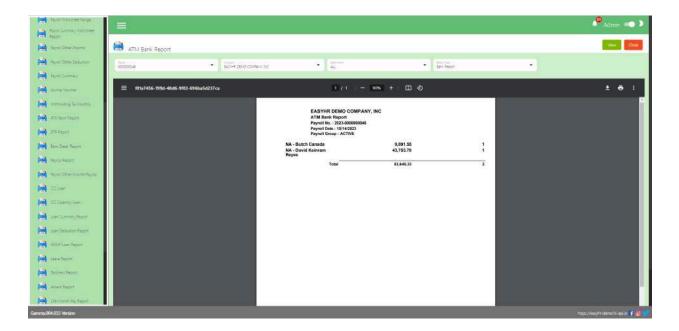
ATM Bank Report

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.



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.

Anna manifest Rege Republicantary Sendered			🔎 Aamm 💨
Report Report Other Dooms	DTR DTR		View Chose
By all Other Deductors	-		
A State Statement			
aure toure	≡ 5180dbd0-6de1-4/39-abc6-78154d3eedbd	τ/τ – 100% + 1Ξ Φ	± 8 :
Withouting Techanthy	1	DAILY TIME RECORD	
Alle dare Report		Name: Aliser, Christian Jake . DTR number: 000000041 Department: ADMIN Remarks: NA	
CTR Report		Position: A550CIATE Date Starts: 101/12023 Date Ends: 101/152023 Date Type N Optimization (N = 100 / 1	
Bari Detar Report		1011011 002344 ROMOND 100 7 0 101644 102944 1019 101 0.00 0.00 0.00 101 101002 REALAR ANDMAN LAN 1 KARAHA 102044 1019 KARAHA 10104 1019 KARAHA 10104 1019 KARAHA 1014 <	
Peorle People		100000 P023.46 NOB000 DA1 0 0.0 00 00 00 00 00 00 00 00 00 00 00	
Report Other Income Report		100000 ▼ESLAT NUMBER 200 √/ 0 004.00 1000 MM 5.00	
222.668		10-000 P003.00 A00M001340 A0 P004 A00 A00 A00 A00 A00 A00 A00 A00 A00	
110 Calamiy Law		Imposible Version Vers	
Lian Summary Report		Toul #0.00 0.00(#195.40) 0.00 0.00 0.00 0.00 0.00	
Loan Designer Report			
HOTALEVAN 254004			
Laws Report			
Sement Report			
Apent Propit			
Lin Lights By Repart			

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.

Participant Rege				🔎 Admin 📧 🕽
Agen Comme, National Report	😝 Bank Detail Report			View Cool
Ryst Drei Descen	1007 0000004 • Disp.co.ee	and 🔹 🚺 Second	•	
land Londay	≡ 2668dd1e-6ca3-4c60-6f6e-824a36c42666	1 / 1 - 10%	+ 🖽 🔊	± = :
A Versieling Technethy		EASYHR DEMO COMPANY, INC		
ETM Bank Report		Payroll Summary Report Payroll No. 2023-000000046 Payroll Date :10/16/2023 Payroll Group: ACTIVE		
En Celat Report		NA - Butch Canada Total Amount: 9,091 26 Total Amount: 9,091 26		
Revie Report		rraenwinnen No of Pare 1,00 au nu n. aller al MA - David Kalerran Reyne	Shekd Syndro	
111 Los		Total Parc 1.04 Total Amount 43,755 To microwerHabit No of Parc 1.09 Galaxy Reserved 12,751 Th	Dec 7 Symol	
111 Calanty Lian				
iner Decumen Report				
HE HEAT Law Report				
Theires Report				
Accest figure				
Gamma 004.015 Version				res:/ww/Mamah-waa 🕇 🚳 🛒

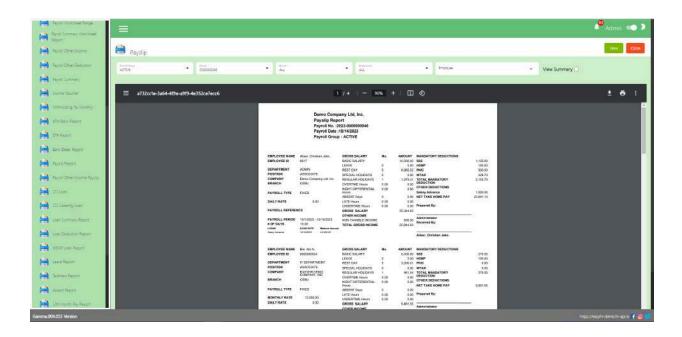
Payslip Report

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

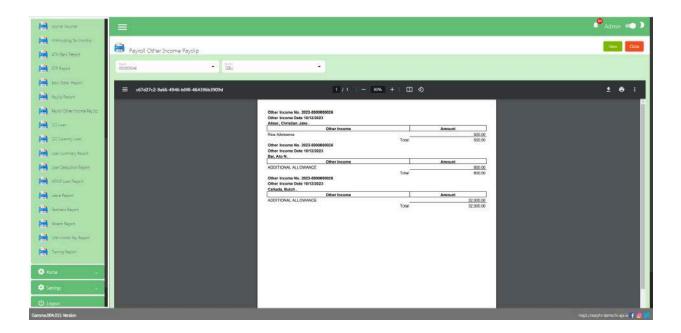
Overview

 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.

in and the second		🔎 Admin 🥌 🕽
Hand States and States	SSS Loan	Ves CIV Close
ATA Bass Report	Miss Jonese Jonese 2223 22/34 25/04/2010 Induitions	
ter lan here	≡ 64/052/17-1814-4518-a78d webbdrid-6483 1 / / 1 - 19/% + ⊡ Ø	± 0 1
Angel Angel		× • ·
Avail Cher Desire Repte	EASYIN DENO COMPANY, INC SSS4.MS V RZ	
🖬 IIIan	LMS DISKETTE Databit Using of Employee Loons	
111 Calemany Loom	Employer No.: 05-173768-4 Billing Morth (2021) 355 No. Employee Name Paurol No. Lean Amount Pensity Total	
Litan Summary Report	123 Bai, Alin N. 950, 60 0.00 0000 1224 Cantasa, Bath. 200, 60 100 300, 60 1224 Cantasa, Bath. 200, 60 100 300, 60	
Last Enduction Report	1254 Lanteal, BOTH 300,00 11,00 300,00 GRAND TOTAL 586,00	
-Enta Tota setou		
Lawe Tegori		
Comes Separa		
Accest Report		
Libilizen Der Repart		
Tarring Report		
O total		
🗘 Serings 💦 💡		
(U Logour		
Germa.004.015 Version		hegs//wwylv-damich-age is 🧃 🗃 📷

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

Download CSV

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

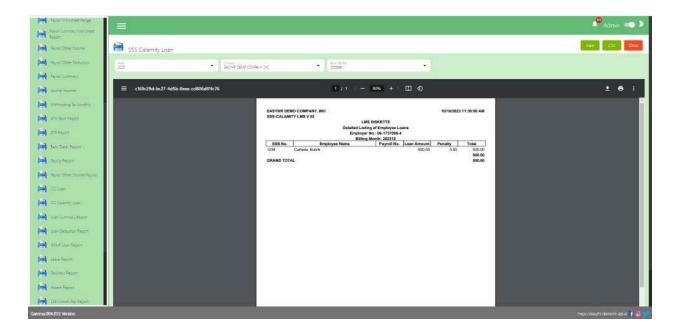
SSS Calamity Loan

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.

all der ben			🔎 Azmin 🥌 🕽
DTT Report	🗎 Loan Summary Report		View
Ferta Report	19 (2023 - 10 04 2023	v Generacian v	
Report Citree Income Report	= 9d7139f7-82d7-475f-b24b-36a33a88dxc7	1/1 - 90% + E Ø	± e :
A DE CENTRY Law		Loan Summary Report	
Lan Groups Report		From 2023-04-32 2023-10-16 Date Loain Name Annout Stat/2022 Company.Loan Balk.nov R Stat/2022 Company.Loan Balk.nov R Stat/2023 Company.Loan Balk.nov 2,000.00 Stat/2023 Company.Loan Aba/DNA.NUEMPIN NA. 200.00 Company.Loan Aba/DNA.NUEMPIN NA.	
HEAR FOR SHOUL		92/26/2623 Company Lean AGAPON ALDENIR NA. 2,000.00 500.00 0 2,000.00 10/4/2023 Company Lean Santos Layla 10,000 0 512.00 1 8,976.00 10/4/262 Company Lean Santos Melsoa 7,000.00 426.00 1 8,100.00	
Leave Tagent		Tobbicical Company Lean Reyn. Dwidt K 1.000.00 200.09 0 1.000.00 10/10/2023 Company Lean Rey. Angela A 5.000.00 0 5.000.00 0 5.000.00	
Report			
220 titem for Report			
Tarring Tapart			
Tata			
teting:			
u//demo.exp/loudly.com/software/loan-de	eduction-report		https://excyth-demo.ht-api.is 🍯 🎒

• 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

atti Bani Réport					🔎 Aanen 🦚 🤉	
200 Separa	8				View Close	П
Bark Cetal Report	Econ Deduction Report					1
Rufis Report	1007 100000012					
September September 1995			entre contra la contra de		(a) 1941年 第4	
iii	≡ 5a696a0d-21b0-4a15-97e3-497792a12e00		/1 - 9% + 日め	6	± • :	
itt Salarty Loan			Loan Deduction Report			
🚔 - stan Sciencery Report			2023-0000000025 octubre 1-15,2023 PAYROLL			
🛤 inerdenseriteter		Loan Company Loan	2023-000000032 Name Santos, Layla	Amount 512.00		
HOLD Law Report		MPL Company Loan	Santos, Leyla Salmorin, Melissa	315.00 435.00		
istine Fosors		MPL HDWF Loan SSS Salary Loan	Salmorin, Molissa Santos, Layla Santos, Layla	332,00 500,00 500,00		
Antires Report		SSS Calamity Loan	Santos, Layla	500,00		
Acust Separt						
111 Month Pag Report						
Tarring Report						
O forst						
Icetings						
(U togen						
easy						
Gamma.004.015 Version					hegs//wayte dana h-agi a 🦸 🎯	0

• 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.

and here heppen									🔎 Admin 🥌 🕽
CTR Report									Ver CV Chre
Seri Deal Tagor	HDMF Loan Report								
And Section	323 ·	0540 (0501) C	 One-basine SONE page 		•	A.g.m		•	
Taylor Chief Supre Revie		,	11.7.1	- 925 +	E o				± e :
illiner Ref 155 Galerry Laws			ABC 10	osel anno 1996)	ात्मन व्यस्त				
Loss Lannary Report			Detailed L	HDMF Loan sting of Employee HDM	F Loans				
an learninger		HDMF No.	Employee Name Albon, Eudora A	Employer No.: Payroll No. 0000000018	Amount 350.00	Panalty	Total 350.00		
-ADIFLIAN RECT		GRAND TOTAL	ADDR, EDDRA M	00000018	330.00	00.00	350.00 350.00		
Lative Factory									
advectagen									
Acent Report									
20 Stores Say Report									
Hanny Report									
O Parat .									
Contros -									
(U) Logan									
easy									1
Gamma.004.015 Version	area -	74.						10	hegs //kasyhr danic h-ague 🥤 🚳 📁

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

Download CSV

• Click the CSV button to download the CSV file.

× cut	Calibre	•[11 •]4	c x = =	= 3/	. 8	Wap Test		General					ormal.	Bad	2	Good	Neu	nið	Calculat	00	謺		Σ Autofum	- 27 1	P
* Farmat Pai	nter 5 1		<u>▲</u> - = =	* 15	葉(原	Marge & Carls	# (%)	\$ = 96	+ 547	S Con	ditional For natting = T	mat as	eck Cell	Dephino	teor	input	Links		Note	¥	teet i	Delete Format	/ Clew -	Sort & Fit Filter * Sel	ect =
	N - 4	Ferr	(張) ()		Hannert		150	Not	011	6	-	-	_	-	50/41		-	-	-	_	1	CHE		Edona	1
14			0	E E	(C31)	G:	H:				1 2	м		•	(an i	a l		1050	E.	1 . u . 1	V:	w	x i v	1 Z	AA
MFNumber	EmployeeName Albon, Eudora A.	PayrollNumber	LoanAmount	Penalty 0	Tota 350			_		-	1	-							1		_				1-1
ind Total					350 350																				
E	-	1																							

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.

anu bare Rapan								🔎 Admin 🥌
-DTR Report								2010/00
Keni Deur Tegert	Leave Reports							Ulew C
Ferreferen	Lanue Saport	2 (He)		Revert Group		-		
Repair Crisel Income Repairs	Leave Ledger Summary	2023		ACTIVE				
257 0000	≡ 39a310d7-8e80-4e90-9aed-2f	f1b662e2b6		1 / 1 - 1996		ø		± 0
112 Celenity Leen							1	
				Leave Ledger S	Rummary			
unan German/Report			Cartada, Butch	Leave Type I Sick Leave	05.00	Leave Credit	Balance	
11120000000000000			Ceñade, Butch	Vacation Leave	15.00	0.00	15.00	
List Delumin Rejort			Carlada, Butch	Vacation Leave	0.00	01.00	14.00	
			Christian Jake Algert	Sizk Leave	0.00	01.00	-01.00	
w2544 Line Report			Christian Jake: Alset	Sick Leave	0.00	01.00	-02.00	
			Christian Jake Aliser	Vacation Leave	10.00	0.00	10.00	
(d) e Tess (f			Christian Jake Almer Christian Jake Almer	Vacation Leave	0.00	01.00	09.00 06.00	
			Melasa Salmorin	Vacation Laure Sick Leave	05.00	0.00	05.00	
Tentinest Fegure			Mekesa Saknorm	Vacation Leave	05.00	0.00	05.00	
ALL'MILTADOT			Melasa Salmorn	Vacation Leave	0.00	01.00	04.00	
and the second se			Samson, Angelica	Sick Leave	15.00	0.00	15.00	
Apart Report			Samson, Angelica	Sick Leave	0.00	01.00	14.00	
and a second			Santos, Layle	Sick Lawys	05.00	0.00	05.00	
1299 Morth Pay Report			Bantos, Layla Santos, Layla	Sick Leave Vacation Leave	0.00	01.00	04.00	
Transp Report							100000.0	
ent cal								
tru:								
igna								
ISY HR								
115 to Paratri Inc. Juntor	- And a second s		1				1.00	

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

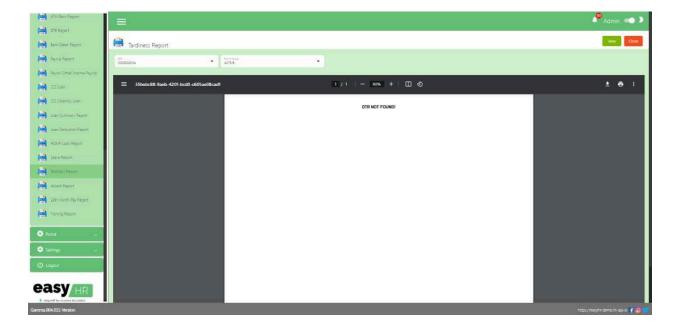
Tardiness Report

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 **Vlew** button to generate a tardiness report.



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

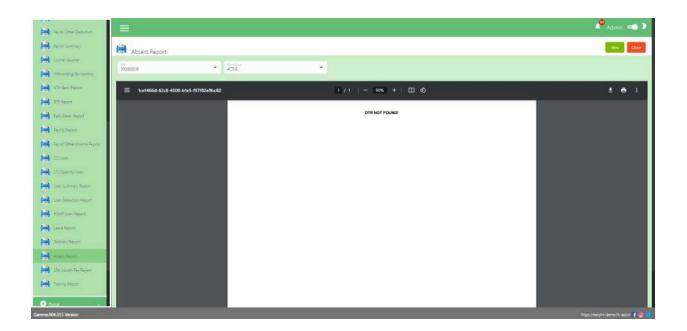
Absent Report

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.

Repair Charlenter						Admin 💿 🕽
Agrat Summary	😝 13th Month Pay Report					Close
in one over		0.0000004	+ 100000046	- Erpiqies	<i>a</i> 2	
annung Technolog	Demo Corroany us Inc.	01000004	- 000000046	• Disides		
ATte Sana Prayers			1 / 1 - 1994	+ I 🗉 🕹		± e :
276 Septert						
The Dec Repr Accepted Ac		Payroll Start: 000000046 Payroll End: 000000046 Employee ADMIN Akser, Christian Jake Santos 123, Lylia A. Total	Gross Salary 15.000.00 0.00 15.000.00	12th Month 1,250.00 0,00 1,250.00		
Constanting of the second seco		IT DEPARTMENT Reyes, Danid K. Culanculan, Benerly Samson, Angelica Jake, Chon Vilena, Jodel. Total	16,500,00 25,000,00 10,000,00 12,500,00 11,494,30 76,494,30	1.375.00 2.003.33 833.33 1.041.07 957.05 6.291.19		
nituf Law Report		Grand Total	90,494.30	7,541.19		
Theres hear						
Acent Report						
Jim Harm Fay Report						
And Terry Super						
Gamma.004.015 Version		b:				https://exoftridento.hiv-ap.co 🦿 🚳 💆

• 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

Official Business Report			View
211 Code	ADOURU TOCUE B. BALICO	Cross scient serge 2/15/2024 - 8/18/2024	
≡ ea288eda-cec5-4f19-b4af-e9d41122b9385	1.71 -	100% + 🖸 Ø	***
	Official Bu	siness Report	
	QUE B. BALICO		
Date 03/06/202 03/06/202 Total Hour	Time 4 05:54 4 05:54		arks ple remarks ple remarks Out
1 UKAT I INA	s 00.00.111800		

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.

Repar Chard Section	=				P Admin 🥌 🕽
Averlanmer	🚔 Training/Seminar				View Close
anna an taite	· inpoper				
in the second second	AL	•			
ATA Sant Pagen		D/1	- 99% + E Ø		1 O I
Diff Separat					
Tars Data: Ferrar		Eventh CRE.OFEE SAME CERL Video, Deve MARLA Ramon, Lyfar &	Control Promition Web Nationary	Arrentee Arrowskie Arrowskie Arrowskie	
Aven person		NAL NA NA NA CERVI Maragao, Malody A. NA	Code Rad Seminar Resources Training	67002 670025	
Paper Other Desires Reports					
tituse .					
🚔 storbarns Lan					
Lan Summary Report					
Line Deductor Report					
Hand State (Separt					
in the second					
Televes Report					
Actes Tepes					
In Line Sugar					
terry fear					
O form					
Gamma.004.015 Version					https://wargite-clience.ht-apu.ut 🥤 🏨

• 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

Geolocation Of	fficial Business Report					View
279 Core 2020000313	Agrial Group ACTIVE		Broisue Kint Jan Dela Cerna	➤ Enter addresses 6/3/2024 -		0
≡ d36b5885-e030-4	4ad2-90cc-cb74344a1bc2		1 / 1 - 100% (+) ⊡ �		± 0 3
		G	eolocation Official B	usiness Report		
	Name: Kint lan De DTR Number: 000					
	Date 06/04/2024	Time 02:07	Log Type IN	Remarks Manual	Location 14.5792,121.0584	
	06/04/2024	02:08	OUT	Manual	14.5/92,121.0564	

• 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

- Code 000000818	 Active 	• Brooke Kristan Dela	Cerna V	9%#>303%/ange 8/3/30224 - 6/4/2024	Ø	
≡ 5ff09d46-830c-4151-91d6-f54	15e2c10f19	11/1	- 100% + 🖸 🕹			± 0
		G	eolocation Report			
	Name: Kint Ian Dela Cerna DTR Number: 0000000313					
	Date 06/04/2024 Total Hours	Time 02:03 00:00:00 Hour	Log Type IN	Location 14.5995,120.9842		
	Total Hours	00:00:00 Hour				

• 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

DTR Image Report					View
1.500 100000313	 Ferral Drug ACTIVE 	 Inginee Ont Ian Dels 	e Certe 🗸 👻	trie « dee range 8/1/2024 - 5/4/2024	
≡ 9df6c86e-6b34-4119-a8fe-9	9bd8b232cd0e	171	- 100% + 🗈 🔊		1 8 I
		DTRL	ogs with Image Report		
	Name: Kint lan Dela Cerna DTR Number: 0000000313				
	Date 06/04/2024	Time 02:03	Log Type IN	Image	
	06/04/2024	04:22	OUT		
	Total Hours	02:19:00 Hour			

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

Rostering Report

Steps

1. Go to Reports Module

Human Incubator						🖉 Admin 🥌 🕽
	Dashboard					
H Dainboard	Dentard	howey				
Sterup -	-		Y	 	 	
E Faired	Proque	, i	Enter & date range			
e liepore						
🔿 Pana 👘 🗸						
Ø Sellings .						
ප topost						
easy HR						
I recylifiely inanenimadator						

2. Click Rostering Report

Et Coanty Law								🧨 Admin 🥌 🕽
Lan Description	Rostering Report	t						Yes CD Oce
ADIA Law Report	Dram,ee		w.1500.000	Ð				
Laive Report	Name	SUN	* MON	1 102	* web	* thus	* 10	* 547 · · · ·
Technis Tepart	« «	- m	>> ⁴ = 5/29/15	•				
12th Marin Pay Report								
Daring Tapart								
China Suman Report								
Senseen Ofree Burren								
- Generative Report								
1 ST Inapa Pagert								
turning feast								
😯 fotal 🦂								
🗢 Semes 🛛 🗸								
easy HR								
Gamma.004.035 Version							X	Vijmo Evaluation Version (6.20202.699)

3. Click checkbox to Select one or multiple employees

(m) III III III	=	Admin 🦔 🕽
and the set of the set		
Lan Dearman Paters	Rostering Report	
100 status August	Article and Annual	
ine fairt	Smployee Los Multiple Pol	* mt * \$47 *
Terrine faces	Select Englager	
A A A A A A A A A A A A A A A A A A A		
120 Hours No. France	PELE TURNO ARGAD	
I BASE	AVEL RECEL MASTERVECT MALLAR	
Here here	Station SACELLA BACEAC	
and the states of the states	DUEL NECLES SAVAL LENA.	
Chickmenhart	2014 ARTHEIM EINIG ZONIS LAUCHTRA E	
Pol Lances Disk horses		
and the second se	LIZA GABUTERO GALLA	
(interaction logist	INTERNISIONELINVOLEN	
11 States Pager		
Antering Servers		
	86 Gast	
Ø forsk 💦		
O satives		
() man		
Camme.004.038 Version		Wijmo Evaluation Version (5 20202.699)

4. Click Pick

			Admin 🐢 🕽
an lame) fant			
Han beauter Asset	ostering Report		Nee 227 Com
	· · · · · · · · · · · · · · · · · · ·		
A sector (State of the second	syne Los Multiple Piol	
Terroritore			
Aust hust		ALL	
		INENE TURVID ARGAD	
120 Martin Rev Proof		JANET RUSSEL MAGDOVECL MALLARI	
Personal Astron		ACCVI BACELLA BACBAC	
and the state of the second			
Office Survey Report		2011 ARTHEM BING BING LANCHTA B	
Harrow Disabaran			
The second se			
And Andreaster Report		ORDONAL DAVID CONTRACTOR	
100 Company Pager		RAILLEONARD HOULDA SEAD	
terreng ferrert		K 1/40 > >> Box *	
O forst			
O settines			
() Logan			
Cumma DOA 038 Version			Wijmo Evaluation Version (5.20202.699)

5. Select Date Range

Land Selection Report Long Selection R	Dere I
Activitization from: Topic functional science (subtractional science) Topic functional science) Topic functional science (subtractional science) Topic functional science) <thtopic functional="" science)<="" th=""> Topic f</thtopic>	
Therefore the second se	
Aug 0 2 3 Aug 1 10 kinn Pa haart 4 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Manufacture L L L L L L L Manufacture L L L L L L L	
2 3 7 3 3 R 0	
Bernand Ofer Loven	
Image: Second Second Image: Second Second Image: Second S	
Hamma Recot	
O Panal	
🗘 Satings 🦳 🦣	
C Luignar	
easy HR Lacity transmission	

6. Click View

DD Galerity Laws	=							🔎 Admin 🥌 🕽
Lan Description	Rostering Report							
ADLA Law Record	THE TURN AND A HER TURNS AND	Neos vau * 1 5000	- 51200-	Ð				
Lane Froort	Name SUN		MON	- 1UE	* web	* THURS	· • • • • •	* sat * *
Tentres Terret	× × 100	3 33	80 20015					
acent Report		, ».	2rev 15					
12th Month Pay Report								
Terring Terring								
atte Maren Bay Bayart								
China Burnau Report								
Sector Desidered								
increasing Report								
IP Insperiert								
failing fecars								
🔊 fatal 🛶								
🗣 tamps 💦 💡								
😃 Logeur								
Gamma /004.038 Version							1	Vijmo Evaluation Version (5.20202.699)

7. Click CSV to download CSV file of this report

DI Calandy Laan								🔎 Admin 🥌
Star Symmery Report								
List Deluctor Report	Rostering Report							
ACTIVITIES TROOM	Prevention and an average water	NGC1 V4L1 * 500 000	x - 812004					
Laive Fegort	Name SU		MON-	* 146	* WED	116.95	1 18	541-
Tentres Ferrer	JACON BADELA BACBACIA		OB DO AM + OS DO PM	08:00 AM - 00:00 PM	08.00 AM + 05.00 PM	08:00 AM + 05:00 PM	08:00 AM - 05:00 PM	05:00 AM + 05:00 PM
Acart Report	IRENE TURINO ARGAO Res JAMES RUSSEL MAGSOMBOL M. Res	iDay iDay	08:00 AM - 05:00 PM 08:00 AM - 05:00 PM	08:00 AM = 05:00 PM 08:00 AM = 05:00 PM	08:00 AM - 05:00 PM 08:00 AM - 05:00 PM	08:00 AM + 05:00 PM 08:00 AM + 05:00 PM	08:00 AM - 05:00 PM 06:00 AM - 05:00 PM	08:00 AM - 02:00 PM 08:00 AM - 05:00 PM
13th Month Pay Report	a c rad		fer Dovid					
Dening Tepant	« « 1/1	> »	2404 IZ					
um Marin Re Report								
Office Burners Report								
Ohia Barrea Neper Democrati Ohia Barrea Neper								
Office Burnes Report Sectores Office Burnes Report Generation Report								
Ofna furnar higar Samaan Ofna furnar Higar Samaan higar Sitt Inage Pagert								
Ohra Lunga Agus Danasan Ohra Lunga Tagat Isanasan Agus Di Ingg Agus Tanang Agus								
One have here Senare One have Type Senare Rep Senare Rep Rep Rep Rep								
China Samura Napar Samarani Ohina Samara Tagot Simarani Napit Si Inaga Papar Kazang Papar Fanal								
China harman hapar Basanami China harman Netoti Sessenam hapar Sessenam hapar Ataram Areas Ataram Ataram Areas Ataram Atar								

8. Scroll sideways to view the rest of the dates

A	0	C	D	6	F.	G	н	1	1	к	L	64
ame .	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 68/12
	08:00 AM - 05:00 PM 08:00 AM - 05:00 PM × 08:00 AM - 05:00 PM			Rest Day Rest Day Rest Day	08:00 AM - 05:00 PM 08:00 AM - 05:00 PM 08:00 AM - 05:00 PM						Rest Day Rest Day Rost Day	08:00 AM - 05:00 P 08:00 AM - 05:00 P 08:00 AM - 05:00 P
							-			-		
(> 1) Roster Report							1.0					

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

EDNESDAY 08/21	W THURSDAY 08/22	X FRIDAY 08/23	Y SATURDAY 08/24	2 SUNDAY 08/25	AA MONDAY 08/26	AB TUESDAY 08/27	AC WEDNESDAY 08/28	AD THURSDAY 08/29	AE FRIDAY 08/30	AF SATURDAY 08/31	AG Legend	
	THE CONTROL OF THE	THURING		Rest Day Rest Day Rest Day	05:00 AM - 05:00 PM 05:00 AM - 05:00 PM 05:00 AM - 05:00 PM	TOLSONT MULT	PEDROSCH COLOR		1000510000	an fundary star	Best Day Duty On Leave	
> IL Roster B												

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										
	Theorem				1					
	Bripligier Code	0000000024			E No.	000000024	Biometric No.		000000024	
	Rulmame:	Bak, Ato			Company	EASYHR DEMO COM	PANK INC			
	Addrecs	CEBU CITY			Branchy	севи				
	Landine No.	1223			Pasision:	ASSOCIATE				
	Mobile No.	12312			Payroll Group	ACTIVE				
Overge Record	Announcement			Announcement Date	LEAVE TYPE				LEA	/E BALANC
			~							
TF Logs OT Application	Leeve Application	Owner Shith OTH	farm	One Pache Packs	Lan Distant					
TF Logi OT Application	20	Oange Shit (77)	Farri	One home Packar;	jaan Jan Marin		er Date	Damilype 1	'n	* Ore
	20	Orge 246 - 278	tapol	One hone Posta :	Laan Jänskamin			Deer Type REGULAR (V)		* Out
* Deliste * Number	20	्यस्य मेरे	स्वल्य	Dem Procee Parcies ;	Lan Di Marti	20	23 10/15/2023 23 10/14/2023	REGULAR W	9.00 AM	* Out 6.00P 6.00P
Delite Parate Parate Cocococots Cocococots Cocococots Cocococots Cocococots Cocococots Cocococots Cocococots Cocococots	20	inen m	ferel [®]	Other Process Rayses :	(an arrivari	200 200 200	10/15/0023 23 10/14/0023 23 10/15/0023	REGULAR W. REGULAR W. REGULAR W.	900 ANA 9.00 ANA 9.00 ANA 9.00 ANA	* Out 600P 600P
Delete Decorococcoccoccoccoccoccoccoccoccoccoccoc	20	Onge Sté 07.	42pt)	Other Drame Paysie	Laan Län Marin	20	10/15/0529 25 10/14/2023 28 10/13/2023 28 10/12/2023	REGULAR W	9,00 AM 9,00 AM 9,00 AM 9,00 AM 9,00 AM	 Out 600 P

DTR logs

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

	Annanan					- LEWIS CONT					YE WHEN YE
EITR Logs OT Application	Leave Application	Change Shift	DTR	Pajeci I	Omer Income Paydio	Lown	LTC: North				
	•										40
* Number							* Nor	* Date *	Clatelype *	In	* Out
000000297							2024	01/16/2024	REGULAR W.	9 DOAM	ECOPS/
000000297							2024	01/17/2024	REGULAR W.	9.00AM	6,00PM
000000297							2024	01/18/2024	REGULAR W	9.00A/4	6.00Ph1
000000297							2024	01/19/2024	REGULAR W.	9:00AM	6.00PM
000000297							2024	01/20/2024	REGULAR W.	9.004//1	6.00Pt/1
000000297							2024	01/21/2024	REGULAR W.		
000000297							2024	01/22/2024	REGULAR W.	9.004//	6.00PM
0000000297							2024	01/23/2024	REGULAR W	9.00AM	6.00Pt/1
0000000297							2024	01/24/2024	REGULAR W	9.00AM	6.00Ph/
							2024	01/25/2024	REGULAR W.		6.00Ph/

- **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.

DTR logs			
DTR Application Number •	Date 06/03/2024	Attendance Type 🛛 💌	Time 13:42:44
Remarks	2005 - D	In 10:11AM	Out
		Attendance Type (OB) 🔻	Time 13:42:44
		In	Out
Lour Lour Lour Sche of Mande Jnit 303 Level 3	bol aluyong		ACB Tapa ACB Philippine Coconut Research Laboratory Alice Tea Salon P
Start	Camera		re Image

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

								_
								AC
* Number				* Nor	7 Date 7	DateType 7	'n	Dut
000000030				2024	04/35/2024	REGULAR W.,	2.48FM	
000000029	983			2024	03/16/2024	REGULAR W.	8:00AM	5:00PM
00000029	98			2024	03/17/2024	REGULAR W		
000000029	98			2024	03/18/2024	REGULAR W	8:00AM	5 01PM
00000029	98			2024	03/19/2024	REGULAR W	8.23AM	6:01PM
000000029	28			2024	03/20/2024	REGULAR W	8:00AM	5:00PM
00000029	98			2024	08/21/2024	REGULAR W	8.01AM	5:08PM
00000029	98			2024	03/22/2024	REGULAR W.,	8.05AM	5.00PM
	26			2024	03/23/2024	REGULAR W.,		
000000029	98			2024	03/24/2024	REGULAR W		

• 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**

	of Application	Leave Application	Chinge Shih	678	Pejrol Other	harre føjdj. I u	ar - 23				
2024 Edit 7 Nambe			UTR logs				7 Date 7	DateType *	5	Out	
THE 000000							04/15/2014	REGULAR VI			
			079 Application Number	Date 04/16/2024	Attendance Type 🔹	1me 1449.59	03/21/2024	REGULAR W.	sectors of	5:08F54	
	0298		decensionale.	san tra support		-1884E	03/22/2024	REGULAR W	8.0544	5.00P5.t	
	0298		Remarks		9H 102:48PM	Out	03/23/2024	REGULAR W			
000000	0298				2 ¹¹	Tre	03/24/2024	REGULAR W			
	0298				Artendance Type (OB) 💌	14.49.59	03/25/2024	REGULAR W	812468	\$-12PM	
000000	0298						03/25/2024	REGULAR W	8:32414	7 15PM	
000000	0098		-		a ^{In}	04	03/27/2024	REGULAR W.,	3:049AM	6.00PM	
000000	0298					w Deine Cox	03/28/2024	REGULAR H			
000000	0398				200 5	we Delete Class	03/29/2024	REGULAR H			
u c	17:10 >	22									
1000 000								mo Evaluatio			

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

	The second second							
	Number				* War	7 Date: 7	Catelype	* Out
Edit	0000000298				2024	04/15/2024	REGULAR W.	 2:49PM 5:00PM
	000000298				2024	03/15/2024	REGULAR W	:5:00PW
-	0000000298				2024	03/11/2024	REGULAR W	5:01PM
-R	000000195				2024	03/19/2024	REGULAR W	6:01PM
an Ar	0000000298				2024	03/20/2024	REGULAR W	5.00PM
Ger	0000000298				2024	03/21/2024	REGULAR W	5.08PM
an a	0000000298				2024	03/22/2024	REGULAR W.	5 00PM
	0000000298				2024	03/23/2024	REGULAR W	
-	0000000298				2024	03/24/2024	REGULAR W.	
_		 			Contract Contract			

OT Application

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

Carde	Pagalog	Announcement				Announcement Date	LEAVE TYPE			LEAVE BALANCE
CT'R Logs	OT Application	Lasie Applicator	Dange Dist	UTA	Paynal	Other Income Reycop	L). Too 1	er lagen		
		•								AD
	Number	2023	5 Cabl		Hout	Approv		ConvertedToLauveCit	dit Remarks Latit of Personnel	
		• •								
	27.4									

• **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.

Ceretanos	Atrouncement	Announcement: Date	LEAVE BALANCE
CTV Lings CT Application	Jakes application Orange Diff	ta site technologie the technologie	
	•		A111
Edit 1 Delute 1 Number	2003 B D4 0213	Overfine Appliance Converter Appliance Instants	
· · · · · · · · · · · · · · · · · · ·	- > - >>	Der frei kabiteter hunnig Der frei kabiteter hunnig Ditter frei kabiteter	
		Rends Hall	
		Rest:	
Gumma 004 015 Venices		Higs//	aayin damah aga a 🌾 📵 📰

Leave Application

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

Overge Persion	Amouncement			Announcement Date	LEAVE TYPE		LEAVE BALANCE
CTH Lope CT Applica	n Laake Application Oran	çe Dih 218	Tayotti	One tricome Payon Line	Dir Cone.		
44 17 (1995)	*						ADD
Edit Dekor Number		15df Day		With Pay	Approved.	Fernacks	
	• •						

• 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.

Orga features	Аночскиние.	Approximited Date: LEAVE TYPE	. (ERE BLANCT,
		l i i i i i i i i i i i i i i i i i i i	
Citing Chaptown	una legitante d'alega tala della d	Regional Collection on Regional Laure Laure Laure Collection	
Foli 1 Délde 1 Number 1 Via:		Law 4 Application	
. 60	> >>	Lase Application Number • 5w 10/27/2023	
		Annais Anna Denna Denna Denna	
		Renut:	
Genma 004.005 Venikon			heel/haafr.dana.h.acia 🕇 🙆 📷

Change Shift

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

	Negl Restord		Amouncement					Announo	errent Date	LEAVE TYPE		LEAVE BALANCE
CTR Loge	OT ADDIS	nan'	Latie Application	Change	520%	dia.	Nordi	Orter Storne Pay	roje Loan	1200.0	and the second se	
t Dekra	te ¹ CSNumber	* Year	1 ShiftDate	510. 1	Employee 1	Branch.		1	- Acco	oved	1 Remetal	
	00000000	2 2023	8/12/2028	1.00 pm to .	E4, Ato /	CEEL						
1.214	00000003	3 3025	10/11/2023	1:00 pm to .	Bal Aco	CEBU				2		
1 9 Satt	00000000		B/80/2023	1.00 pm to .		CEBU				2		
1	00000000	2 2023	8/29/2028	1.00 pm to	Gal Ato	CEBU				(Z)		
««		4 2023	\$/28/3023	100 pm to .	6a, Ato	CEBU				×		
.«.			11.20000000		5a, Ato	CEEU				×		
100 Inc. 14.			11.20000000		i 6a - Ato	CEBU				a.		
×			11.20000000		, 6a. Ato	CEBU				v		
			11.20000000		Sa, Ato	CEBU				×		
****			11.20000000		6a, Ato	CEBU				×		
			11.20000000		6a, 4to	CEBU				×		
			11.20000000		5a.4t)	CEBU				×		
			11.20000000		5a.4t)	CEBU				×		
κε			11.20000000		5a.40	CEBU				x		

• **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.

			tana aggiornes	Darg			n Byro Markovskipg San Denovi	
			•					
Delute: 1	CSNumber 1	Net.	Shitter 1		Elphyse 1	Black	N Approved f Bernaka	
						1	Change Shit Application	
	000000025			1.00 pm to .		E		
	000000004			100 pm to .		22		
	000000004		8/29/2028	1:00 pm to .		10	Schlumser • Charge Schlue • 500 10 10 10 10 10 10 10 10 10 10 10 10 1	
	000000004	2023	8/28/2023	1.00 pm to	10,400	9		

DTR

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

Human Incubat	U								
Dationald									
Serup		DTR Logo	Cit Approxim		olais	Change Chilt	Agen.ar	Destanting in Destant	
9 om		11115	Con Albertation	Contra M		Cordecout.		the state of a state of the state	
Tarot	2221								
and the second		DIN	ia. ¹ Dule	* War	Code Start	Deter End	lamata .	* Prepared By	. Locked
Reports		0.000	00084 12/24/2		105/0029	12/15/2023	16	action	4
Tonal			00081 11/28/2		11/1/2023	12/15/2029	164.	admin	3
- Ports			00074 11/16/2		11/1/2029	11/15/2023	November 1-15, 2023	admin	2
🧳 Employee Portal			00060 10/17/2 00035 9/27/20		10/16/2023	10/91/2023 9/90/2023	ha. 104	admin	3
		and the second se	00005 9/2//20 00004 8/24/20		8/16/2023	8/81/0008	For demo butch	admin admin	3
U taquat		: «	1/1	`	»				
asy H									

- **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

Jetus -													
(emi			1	Line Addin	en Carpor			278	_	2010	194	Protect (1975) Lines	104 (1058)
Narol -	ži 🛔			DTR Lin	es					cv i R	rint Occa		
legiti -		TRACK.	and the second second	-				_	_			day	Loth
	View	00000006a	ALMONDON CO.	Brandt	Employee	Date 1			and the second s	ours ·	1N2 OK		
Terral Control of Cont	View	193000000	CHINESELLE	CEEV	Ato-NE#2	31/95/25.5 8		BIDGAM-	-		8.00	ace and a second se	
1922.	View	000000074	10.0000000	CEBU	Ato 24 Ba	11/14/20. R		0 9:00AM			6.02	teres and the second	
- Remolity and Portal	View	CE000000060	110000000	CEBU	Ato Ni Bai Ato Ni Bai	11/13/20. R		E 9:00451	200 AM		6.02		
	View:	000000035	0.01030102228	CEBU	Ato Ni Sal	11/11/20. R		9 9004M-					
Setting:	View	4000000004	1/24/2028	CEBU	Ato 16 Bai	11/10/20. R		0 9:00AM	0/0.414		6.02	10	
senings -				CEBU	Ato Ali Ea	11/5/2024 R		E 9:03461-			8.02		
(bosiur				CEBU	Ato N Ea	11/5/2023 R		U 9:004M-			802		
				CEBU	Ato Ni Bal	11/7/2023 R		E 9:004M	9.00 AM		6.02	(A)	
asy				CEBU	Ato Ni Sal	11/6/2023 R		11 9.004M	9.00 AM		6.02		
				"	4 1/2 3	>>	_	_	_		_		

Payroll

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

	Trada second			
Human Incubator		Announcement	Announcement Date LEWE TYPE	LEAVE BALANCE
Carlocard				
S Sevas -				
9 om 🗧	DTR Logi CT Approver	Land Application (Trange DA) Application	27 byet Directory by the Link Sector	
Taylot J	223			
Reports	Pay No. 1 Data 1 Visar	1 Remerks	* Prepared By	" Loded
Reput	Vess 000000067 11/23/2023 2023	114	Administrator	4
Para	000000047 10/16/2028 2028	764	Administrator	4
	Vesc 000000028 9/29/2025 2025	16A	Administrator	a de la companya de l
Employee Portal	View 000000021 9/1/2023 2023 View 000000006 8/31/2023 2023	for DEMO For Demo Butch	Angelica Samoon Administrator	4
asy HR				
essell by Harrison tradition				
	5			
a.004.037 Version			Per	s//waytr-damo.hi-api o 🦸

- **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

	Amouncement	Announcement Date	LEAVE TIPE	LEAVE BALANCE
	a ing parawa Papagak	2004 at 121		
			1 manual ex	
00000006* 11/23/202	1 2022 114		Administrator	2
CONFERENCES STORES			Administrator	
Events coccoccts e.0.0025	Payroll Lines			
000000006 8/91/2025	6000	4.61540 0)	e 0	*
- 3 4 1745				
4				http://www.friderichiedi.d 🕴 📓
and a start of the	Announament			
		Anno/noment Date	LEAVE TYPE	LEWE BRANCE
		Windported Date	LEAVE TINK	(LEAVE BRLANKE)
		- + [105 V] Q (
		- + [105 V] Q (a 20.00
		- + [105 V] Q (
				a 20.00
Non- Con- View Con- Con-	E ((1 +1))) Stoppet with investigation waverment investigation wa	- + [10% v]		27 (24)200
Pay bits Des Pay bits Des Verse des month	E ((1 +1))) Stoppet with investigation waverment investigation wa			er gener I beker f
Non- Con- View Con- Con-		- + 100 C 1		er gener I beker f
Pay bits Des Pay bits Des Verse des month	E ((1 +1))) Stoppet with investigation waverment investigation wa	- + 100 C 1		er gener I beker f
	Tyry Ala. Date Ware Disconcept Jul 2010 (2021) Ware Disconcept Jul 2010 (2021) Ware Disconcept Science22	Pay No. Data Barrarts Ster Data Barrarts Ster Distance Ital Ster Distance Ital	Pay Hb. Date Name Basewide Name 0000000007 1/22/0002 2025 1/6 Name 0000000007 1/22/0002 2025 1/6 Name 0000000007 1/22/0002 2025 1/6 Name 0000000002 0 1/6 1/6 Vere 0000000002 0 1/6 0 -ct 1/1 0	Prev No. Date Inter Prevented By: Verse 000000000* 24.022.0000 2025 11.4 Verse 00000000* 24.022.0000 2025 11.4 Verse 0000000* 24.022.000 2025 11.4 Verse 0000000* 24.002.000 2025 11.4

Other Income Payslip

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

Human Incubator	Linety records	Announcement	Announcement Da	te LEAVE TYPE	LEAVE BALANCE
S Dansard					
S leng .	Thing Chaptaire	Law Appendix - Charge Disk	4000.0° 275	Tayof One transition Last	Determine
0 m ·		•	- MARCA - 520		
E Payrol -	War Payrid Oc.	Dee 1. Remarks		* Prepared By	. Lodest . 2
G Toral	« « 1/i	3 33			
🧃 Employee Portal					
O Lettinge .					
U topsa					
easy HR					
Gamma.004.037 Version					tees //waytir-damo.h-api.a. 🕴 🍘 💙

- **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

≕ < < 1]of1	- + -	os 🗸		■ □ □ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	Other Income No. 2023-0000000028 Other Income Date 10/18/2023 Bai, Ato N.			
	Other Income		Amount	
	Rice Allowance ADDITIONAL ALLOWANCE		1,000.00 815.00	
	ADDITIONAL ALLOWANGE	Total	1,815.00	
				Close

Loan

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

		1.		Landine No.	1223				Position.		ASSOCIATE			
Human Incubator		Dunge Februar	4:	Notella Nati	12812				Rayol Goup		ACTIVE			
Datiscard				Announcemen	e			Announcement, Date	LEAVE TH	Æ			LEAVE BA	LANCE
) teup -														
) OTH														_
Fairet 🚽	277 1.00		OT Applotto	(en-e Applic	non Charge D	8 8	inter i	UT# /	Partol Oth	e biore Pada	120	I I I I I I I I I I I I I I I I I I I		
Report	N N	unber 1		1 Employee	* Other Deduction	Docfar 1	Amortzation 7	Loan Amount.*	Paid Amount 1	Balance Amount.*	Status	1 Remarks	Property By	Loda
Nortel		550000033		Ato fili Eal	Cath Advance	164	560	10-000	4,000		URFAD	BAN	Approximator	
		±20000000		Ato Ni Bai Ato Ni Bai	Company Loan SSS Salary Loan	NA.	500	20,000	1,900		CARNO UNPAD	71A NA	Administrator Administrator	
		·/////////////////////////////////////	12042	SW11108	555 56 dr y 60d i	1.5			i harden ander			110000	and the second se	
🐓 Employee Portai			1			(//S								
		<	1/1	> >>										
Settinge -			1											
Cettings .			1											
Settings -			1											
lating: . lagent ASY HR			1											
taning: . tagant ASY HR			1											
taning: . tagant ASY HR			1											
lating: . lagant ASY/HR			1											
Centinge .			1											
lating: . Lagad ASY/HR			1											

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

		i i i i i i i i i i i i i i i i i i i			
Loan No.:	0000000014	Amortization	500.00	Loan Amount:	20,000.00
Date:	8/24/2023	PaidAmount:	1,000.00	Balance Amount.	19,000.00
Other Deduction:	Company Loan	Prepared By.	Administrator	Checked By.	Administrator
DocRef:	NA	Approved By	Administrator		
	2.000 A				
Payments	Remarks				
Payments ayroll No.	xemans T	Payroll Other Deduction No.	Ŧ		Amount
	Remarks:	Payroll Other Deduction No. 0000000024	Ŧ		
ayroll No.	xemarks:		T		Amount 5 2
ayroll No. 000000028		0000000024	Ť		5

13th Month

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

	Ne factor	Announcement				Announcement Date		LEWIE TYPE	LEAVE BALANCE
CTR Logs	GT Applement	Lese Applicator	Durge Shift	274	Payrol	Other Disconte Payolic	ian.	Here (down)	
m		•							View
Gamma.004.015 Version									maas / maayine demo in aapi o 🌾 🐠

• **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

Employee 13th Month Bai, Ato	Report	
Payroll Number	Gross Salary	13th Month
0000000005	6,000.00	500.00
0000000006	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
Grand Total	48,000.00	4,000.00

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
 - $\circ \quad \text{Code Tables}$
 - \circ Labels
 - \circ Accounts

Dationard			
) Senai	Coge States Laboration States		
018	New DISTEM CATEGORY	-	
Paret -	Code Tables		
Hearts	Edit Delite Code	* Vilue	Grappiny
and a second	In the Contemporary Content Category	SVSTEHI CATEGORY	ON/TEM CATEGORY
Partur	ELOCO TYPE	BLOCO TYPE	SYSTEM CATEGORY
	CITIZENCHP	CITIZENCHIP	SYSTEM CATEGORY
Settings -	CIML STATUS	CIVAL STATUS	DYSTEM CATEGORY
	DATE TYPE	DATE TYPE	SYSTEM CATEGORY
System Tables	DAY	DAY	DYSTEM CATEGORY
Centrico:	DEPARTMENT DEPARTMENT	DEPARTMENT	SYSTEM CATEGORY
	DIVISION	CIVISON	SYSTEM CATEGORY
Employee History	HENF CONFUTATION	HONE COMPUTATION	SYSTEM CATEGORY
Cystem Integration	LOWN STATUS	LOAN STATUS	SYSTEM CATEGORY
	RATEDLE GROUP	PAVROLL GROUF	SYSTEM CATEGORY
Logout	PAGROLL TYPE	PAYROLL TYPE	SYSTEM CATEGORY
	FOSTION	POINDN	SYSTEM CATEGORY
asy HR	ELGION FELGION	RELIGIÓN	SYSTEM CATEGORY
at y and in a later	Section and Color Sec	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

ed.	System Tables		
	Code Salas - Alexandria		
191			
1	HOME COMPUTATION		
	LOAN STATUS		
17	NAROLL BROLD		
	A CONSTRUCTION		Gnitpory
	FRIROLL TYPE		SYSTEM CATEGORY SYSTEM CATEGORY
	POLITICA		SYSTEM CATEGORY
	PEUSICH		SYSTEM CATEGORY
	DATE TYPE	DATE TYPE	DYDTEM CATEGORY
ent-Talalei	DAY		SYSTEM CATEGORY
1003	DEPARTMENT	DERARTIVELIT	SYSTEM CATEGORY
	LANCE AND A CANCEL STATESTA	CM304	DYDTEM CATEGORY
as ee v istary	HDNE CONPUTATION	HONE COMPUTATION	SYSTEM CATEGORY
en Integration	LOAN STATUS	LIGAN STATUS	SYSTEM CATEGORY
and the state of t	RAYROLL GROUP	PAVROLL GROUP	SYSTEM CATEGORY
	PARCEL TYPE	PAYROLL TYPE	SYSTEM CATEGORY
	FOSTISES	POLITICAL	SYSTEM CATEGORY
Y HR	TELIGICH	RELIGIÓN	SYSTEM CATEGORY
-	Lin Chiefen SEX	52K	SYSTEM CATEGORY
esande litadadus	« « 1/2 » »»		

- **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.

Human Incubator	=					Admin 🖘 🕽
Incubator	System Tables					0.0
E Dationad						
	Contest sant					
0 m -	See Rendulting			•		
	coor Tanue					
	ER Deke Ende		* Mun		1 Citagory	
O fora	A CONTRACT OF A		FINED VARIABLE		AWROLL TIPE PWROLL TIPE	
		And Table Code			PAYROLL TIPE	
	CALLER COMPANY MONTHLY-MARAEL	and the second s	¥		PAIROLL TYPE	
Greet Sole	95 5 1/L 3 20	500e 112	NA NA	Constri PAVRDUL TVPE		
O level				San Canal		
De Braispe Hittery						
🔯 - System Britegration						
O Legelat						
- Critician						
Germa 004.015 Minish						hest/kaytedensite-asia 🗲 🗃

Labels

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

Human Incubator	=			🔎 Adma 🐽 🕽
Incubator	🤠 System Tables			0.00
Dationard	coatese use so			
S Senar -	Cole table uses was			
0 m				Adt
🔳 Fayrot 🚽	Edit Delete	Cede *	label 1	Displayed Label 7
6 Reports				<t 0="" 1="" t=""> >></t>
🔿 fond 🚽				
¢ temp				
🖬 lyner boes				
🗘 terra:				
C Employee History				
C License prospration				
U Legan				
easy HR				
Gamma.004.015 Version				negs//wojtr/dambh-apid 🛉 🚳 👹

- **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.

Human Incubator	=			🔎 Admin 🚙 🕽
Incubator	System Tables			Con.
E Datourd				
O Seas -				
G trin				
Etect 2	Edit Delen	Code 7	Lized **	DigSynd Label
6 kers				44 (X 1)U (X 3)
😫 fonal 👘 🖓		Add Label		
O same		Code		
		Les.		
 Lipsen Table 		and the second second		
O 1000		Diployed Label		
Displayer Hittery				
🗘 types insparae				
U Logan				
0361				
easy HR				
Gamma 064.015 Minikon				hess/haughrdams/s-assa 🖡 👜 💼

Accounts

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

Account Code 1 555 Dairy Loan Tax 555	Accountions 7 005 Salay Loan Tay	Stor AS Describion 1 SISS Safety Lease To X Account
SSS Salary Josan TAX SSS	555 Taleyy Loan TAN	Description * SDC Salary Load
SSS Salary Josan TAX SSS	555 Taleyy Loan TAN	Description 1 SSS Salary Loa
SSS Salary Josan TAX SSS	555 Taleyy Loan TAN	SSS Salary Loa
. TAX 	767	
(555		
FH0C-	SSS CC PHCC CC	555 Company Contributio PHIC Company Contributio
HOWE	HDWECC	HDMF Company Contributio
		Compensation Ta
		HDMF Employee Contributio
		PHIC Employee Contributio
222	500 HC	115 Employee Contributio
Other Deduction	Other Deduction	Other Deductio
Other Income	Other Income	Other Incom
Salaries and Wages	Salaries and Wages	Salaries and Wage
	Other Deduction Other Income	HOUP HOUP SC PHOL PHOL SC SSS SSS Other Deduction Other Deduction Other Deduction

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

Contract of the second s					0
Sena a	Croix States	Accounts			
0.018					Gere Add
	Edt Delete	Code 7	Account Code 1	AccountName 7	Descriptor
Pagrot -	Contraction of Contraction	000000002	SSS Salary Loan	555 Salary Loan	SCS Salary Lo
Reports -	Edit Colora	0000000011	(TAK	.TAX	TAX Acces
	Colors and Colors and	000000000	(555	515 CC	555 Company Contributi
Frank -	Bur Deime	000000009	FHQC.	FHC: CC	PHIC Company Contributi
	E Calence	000000005	HDMF	HOME CC.	HDMF Company Contribut
E Serrega	Contra California Contra California	000000007	Withholding Tax	Withholding Tax	Compensation -
Content Tables		000000005	HDUF	HDMFEC	HDNP Employee Contribut
	Safe Safe Safe Colors	000000005	PHIC	PHIC BC	PHIC Employee Contribut
Settings:		0000800004	22	III BC	355 Employee Contribut
Brokowe Hatary	Contraction Contraction	000000005	Other Deduction	Other Deduction	Other Deduct
		000000002	Other Income	Other Income	Other Incor
Cursen Entegration	Contraction of the Contraction of the	000000001	Salaries and Wages	Salaries and Wages	Salaries and Wag

- 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.

Demand Jone Jone	in the unit	Resides			
9 inu	ope father:	RESULTS			
					and and a second se
	Edit Delen	T data 1	Accessed Could *	According (- Unorption
		000000012	STE Salary Loan	III Selary (car)	205 Salary Los
	DATE DATE	00000		747	TAX Accou
1 AGE -		acossa Add Acourt		\$31.0C	SSS Company Contribute
	Li Oler	apacoc Code		PHIC CO	PHIC Company Contributio
Campa -	La Dése	20200		HEMP CC	HCRIF Company Contribute
	and the second sec	202002 Account Code		Wahading Ter	Compensation 7
J Symmitticies		00003		HDIAFED	HDNF Employee Contributi
	La La Dese	00000 Accountiane		PHE 82 525 85	PHIC Employee Contributo 1111 Employee Contributo
teres	La Color	Control Decorption		Other Deduction	Diter Deputi
Broleye Hittery	Contraction of Contraction	00000		Other Income	Other Incar
C - System Enterpreser		40002	244 0.00	Salaries and Wages	Calanaciand Weg
				Jacres and Wages	
Local					
asymp					

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.

		Code	Dete	T Field Name	1 Old Wille 1	New Value	Edited By	7 Date
🕄 Setup 🗸 🗸		0000268709	10/18/2028	Fulliame	Sample, Buttin D	Butch D. Sample	Administrator	10/18/2025
		0000268708	10/18/2028	DefaultShift	9:00AM - 6:00PM (Mutiple Bre	BODANI-SCOPHI (NO SATURDAY.	Administrator	10/18/2023
		0000268707	10/13/2028	Fullflame	Sample, Butch D.	Butch D. Sample	Administrator	10/13/2023
		0000268705	10/13/2025	DefaultShift	8:00AM-5:00PM INO SATURDAY.	9.00AM - 6:00PM (Multiple Bre.	Administrator	10/13/2025
🕽 Reports 🗸 🗸		0000268705	10/13/2023	FullYame	ASTO MUZA A NA	MUZA A ASTO NA	Administrator	10/13/2025
	×	0000268704	10/23/2023	DefaultShift	8:00AM - 5:00PM	STANDARD MULTIPLE BREAKS [Administrator	10/13/2023
9 Portal 🗸		0000268703	10/23/2028	FullVame	Sample, Butch D	Butch D. Sample	Administrator	10/13/2023
		0000268702	10/12/2028	Full/lame	Sample, Butch D	Butch D. Sample	Administrator	10/12/2023
🗘 Settings 💦 🔿		0000268701	10/10/2028	Full/lame	Sample, Butch D	Butch D. Sample	Administrator	10/10/2028
		0000268700	10/10/2023	NightD/FerentialRate	5.56000	5.77	Administrator	10/10/2023
Comm Tables		0000268699	10/10/2023	OvertimeHourlyRate	69.53000	7212	Administrator	10/10/2023
System Tables		0000268698	10/10/2023	UndertimeHourlyRate	55.63000	\$7.69	Administrator	10/10/2023
Employee History		0000268697	10/10/2023	LateHourlyRate	55.63000	\$7.69	Administrator	10/10/2023
· · · · · · · · · · · · · · · · · · ·		0000268696	10/10/2023	AbtentOallyRate	445.00000	461.54	Administrator	10/10/2023
System Integration		0000268695	10/10/2028	HourtyRate	55 63000	57.69	Administrator	10/10/2023

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.

Human Incubator	😑 🖉 Admin 🦔 🕨				
Incubator	Differention				
Si Derboard					
S Seter 🗸 🗸	Edt Delete Stelfame	1 indust	1 Iden		
G.m. 🗸	« c 1/2 > >>				
🗃 Tayral 🔹 🗸		-			
🖶 Realts 🔹 👻		Add Integration			
G total 🗸 🗸		De sine Eacl#D			
Contraps		EndPoint			
🖾 Sypers Tables		Token			
🗯 ingloyee + story					
🗘 types begatas					
() Lagran					
easy HR					
Gemma.004.015 Version				Wijmo Evaluation Version (5.20202.699)	

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.



