



EasyHR User Manual

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Section I: Introduction

Overview

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

Purpose of this User Manual

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

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

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

This user manual offers a meticulously structured and easily understandable guide, effectively augmenting the user experience and increasing the probability that users will proficiently engage with

the product or service, ultimately resulting in heightened user satisfaction.

Who should use this manual

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

Best Practices

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

Setting up the master files

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

Employee

- Among the employee detail fields listed below, we've set a validation to prevent the use of special characters, with the only exceptions of(- 'Ññ').
 - Select Position
 - Select Payroll Group
 - Contact Tel No.
 - Contact Mobile No.
 - Address
 - Select City
 - Select Date of Birth
 - Select Religion
 - Select Zip Code
 - Place of Birth
 - Select Civil Status
 - Select Sex
 - Select Citizenship
 - Height
 - Weight
 - Blood Type
- These are the special characters that were restricted: ~ ` ! @ # \$ % ^ & * () _ + = { } [] | \ / : ; " < > , ? `À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß:
- Please ensure the avoidance of duplicate **ID Number**, as they must be unique to prevent any errors when users upload employee master files.
- Please ensure the avoidance of duplicate **Biometric ID Number**, as they must be unique to prevent any errors when users upload employee master files.
- Make sure all fields in the master file have a value or data to prevent any errors when uploading the employee master file.

Users

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

DTR

- The users uploading the master file should follow the template of the system to prevent any errors when uploading the DTR master file.
- Essential fields must contain valid values for importing DTR.
 - Employee ID
 - Employee Name *Note: Same as Employee ID*
 - Att_Time *Note: The format should be '9/16/2023 8:00:14 AM*

Payroll

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

Internet Connection

- To ensure a smooth experience with EasyHR and to avoid unexpected issues when uploading new master files or updating existing ones, it's important to have reliable internet connection. Here are some best practices to consider:

- **Use a Secure Network:** Connect to a secure and trusted Wi-Fi network or wired connection.
- **Minimum Upload Speed:** For efficient uploading of new master files and updates, your internet connection should have a minimum speed of at least **25 Mbps**.

Device Shutdown

- To maintain the condition of your device and ensure consistent access to the EasyFS cloud system, it's essential to follow these best practices for proper device shutdown:
 - **Regular Device Shutdown:** Shut down your computer or mobile devices regularly to prevent overheating and extend hardware lifespan.
 - **Graceful Closure:** Before shutting down your computer, ensure all applications, including EasyFS, are closed properly. Saving any unsaved work is essential.
 - **Close EasyFS:** Specifically, close EasyFS and log out of your EasyFS account before shutting down your device. This ensures that any ongoing tasks are saved and that EasyFS is in a stable state.
 - **Update Software:** Keep your device's operating system and EasyFS software up to date. Updates often include bug fixes and security enhancements that can prevent hardware-related issues.
 - **Battery Maintenance:** If you're using a laptop or mobile device, manage your device's battery health by following the manufacturer's recommendations for charging and discharging cycles.

- **Uninterruptible Power Supply (UPS):** If possible, use a UPS to provide backup power during brief outages, ensuring that your device has enough time to shut down gracefully.

Section II: Getting Started

Introduction

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

How to Access EasyHR System

Logging In

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

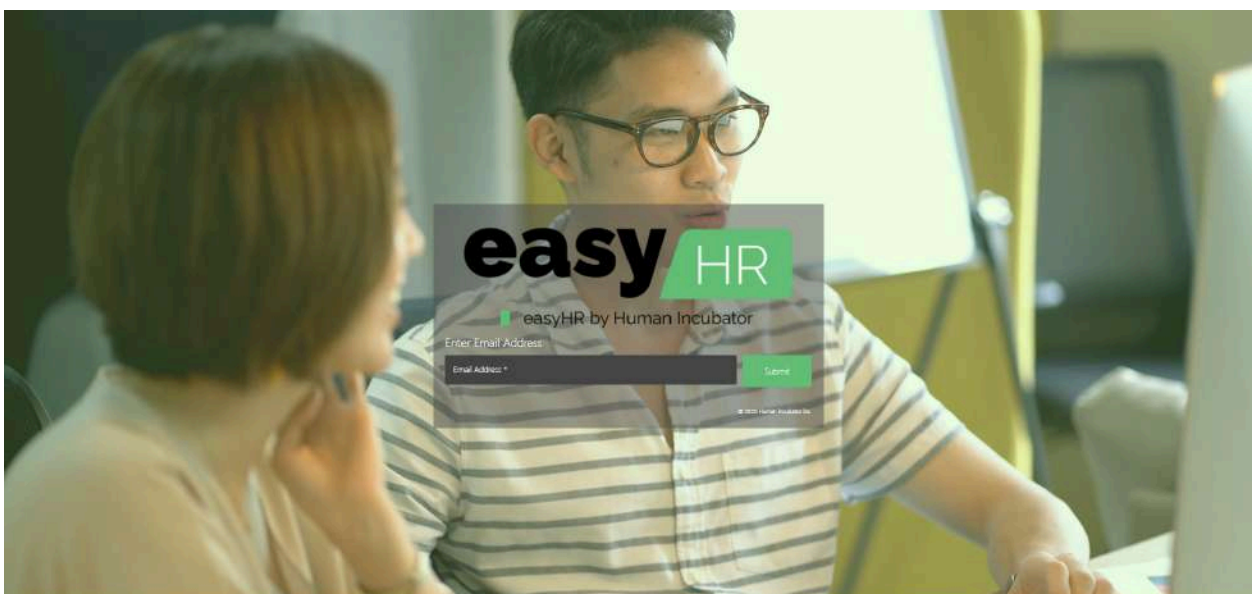


- **Click “Login”**: Once you’ve done entering your credentials, click the **Login** button.

Forgot Password

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

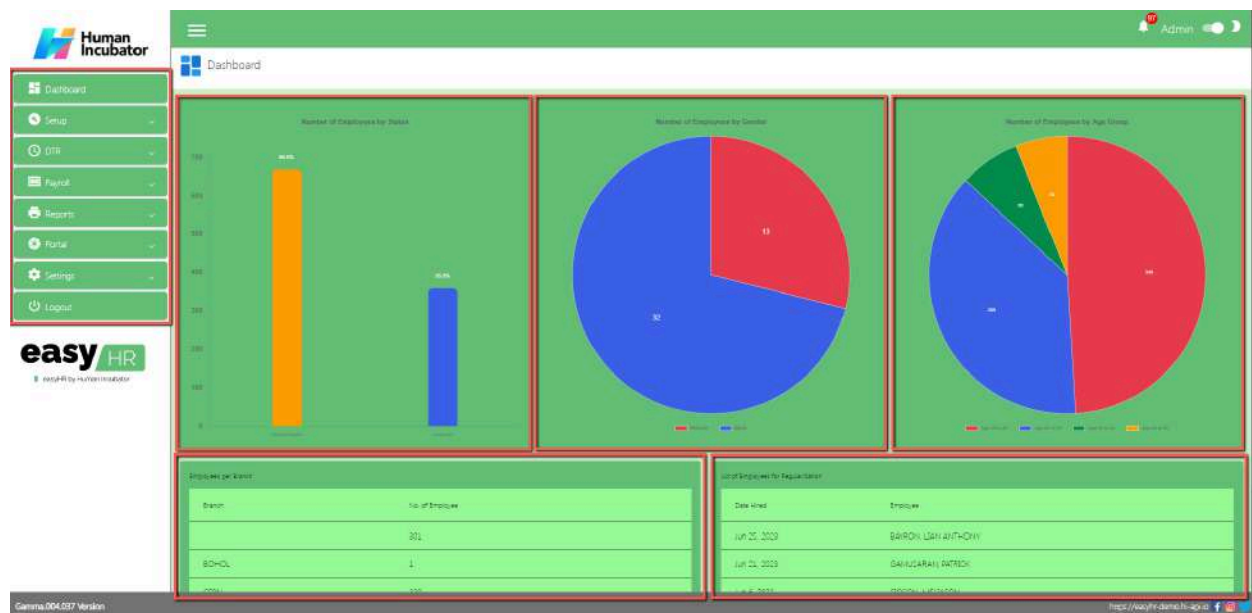
Note: You are required to provide your username in the event that you select the "forgot password" option.



Section III: Dashboard

Dashboard Page

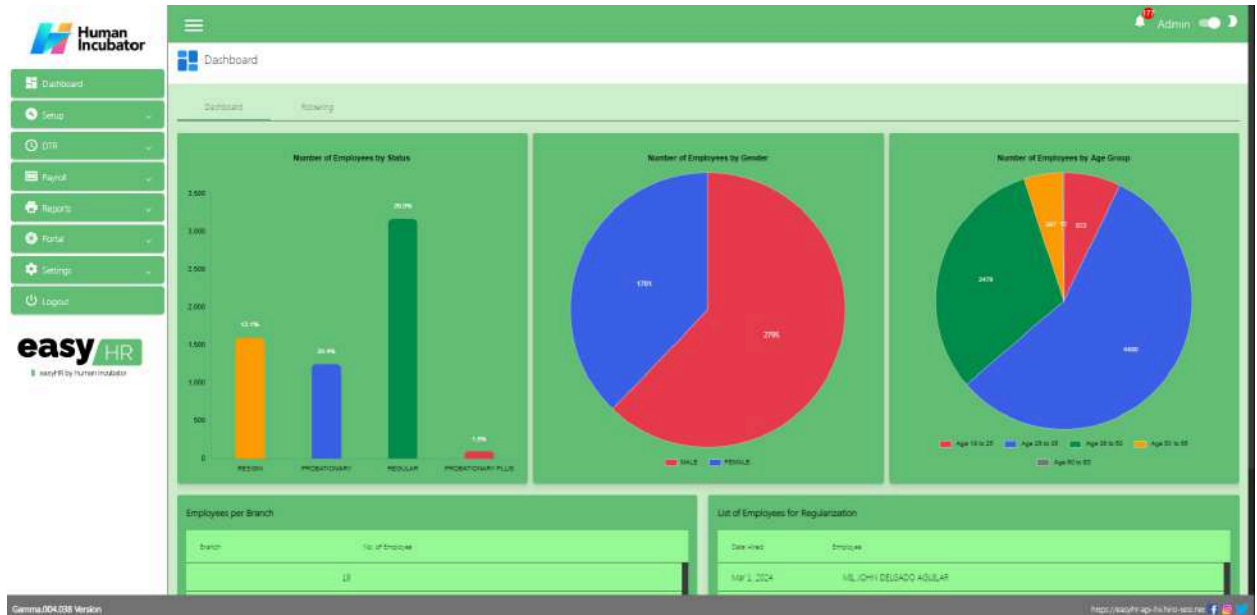
- Once login is successful, the user will be redirected to this page.
- **Module** - shows all features that users can use in the system.
- **Dashboard** - shows the employees summary (Number of Employees by Status, by Gender, by Age Group, Employees per Branch and List of Employee for Regularization).



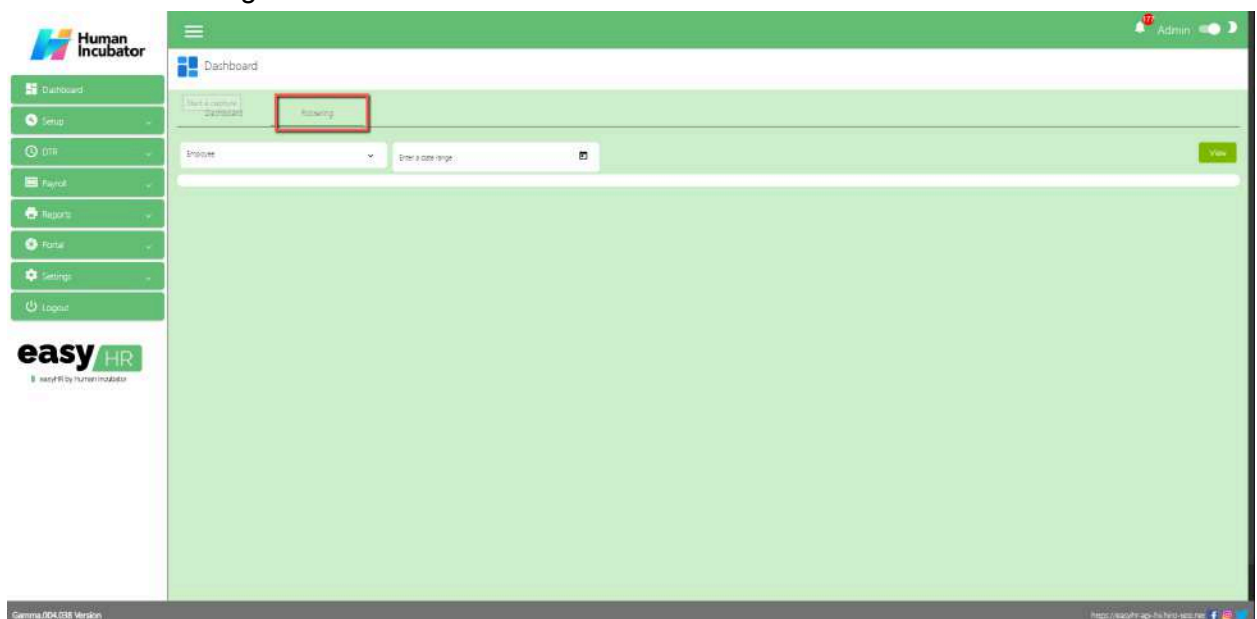
Rostering Tab

Steps:

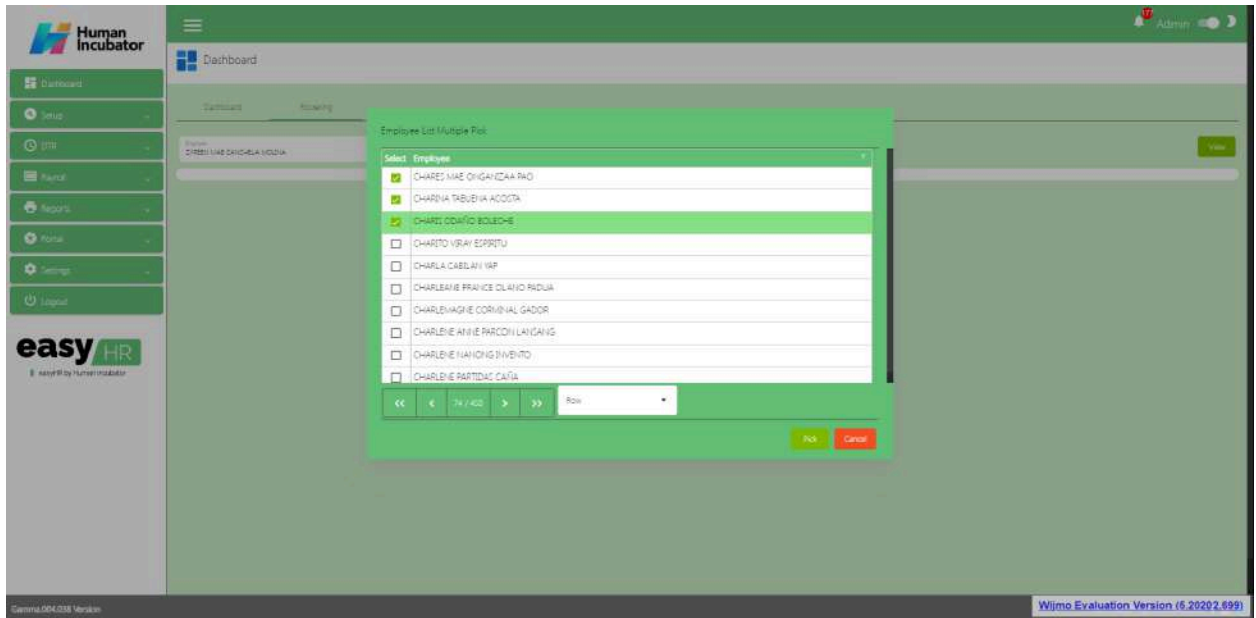
1. Go to Dashboard



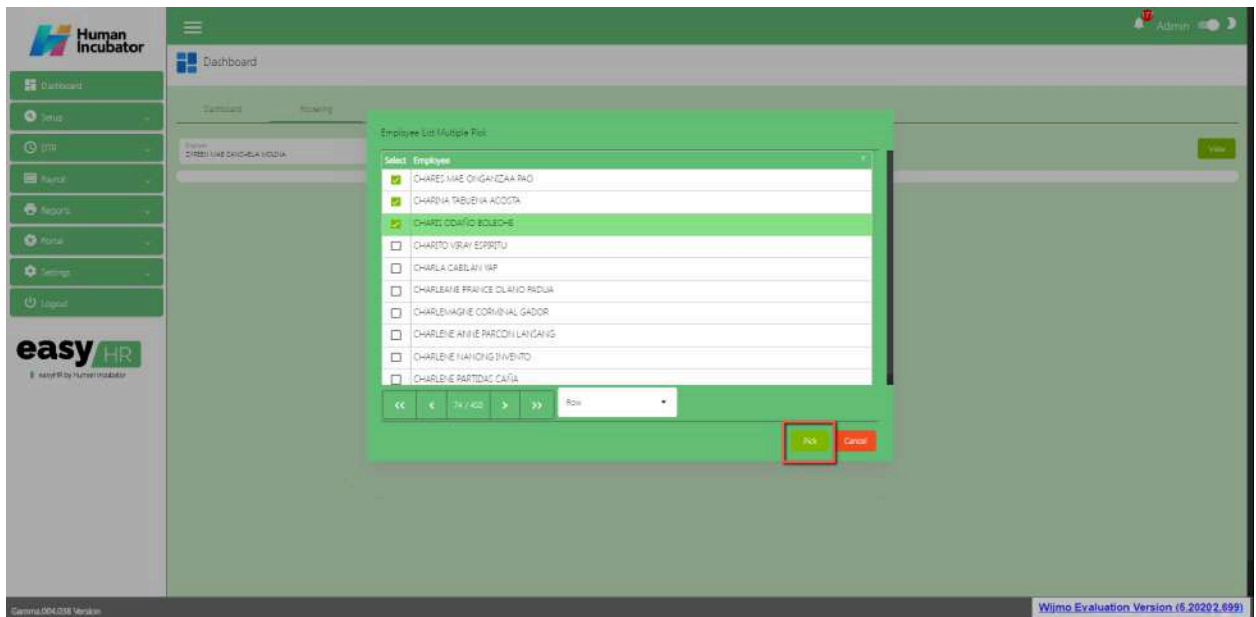
2. Go to the Rostering Tab



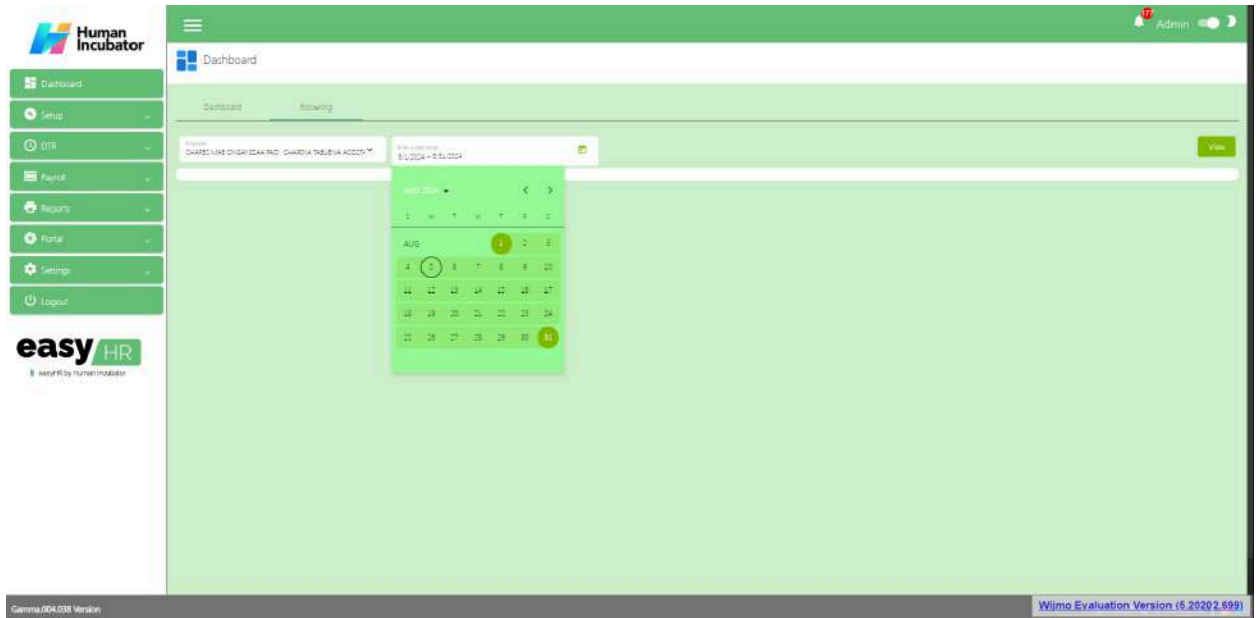
3. Click Checkbox to select one or multiple Employee



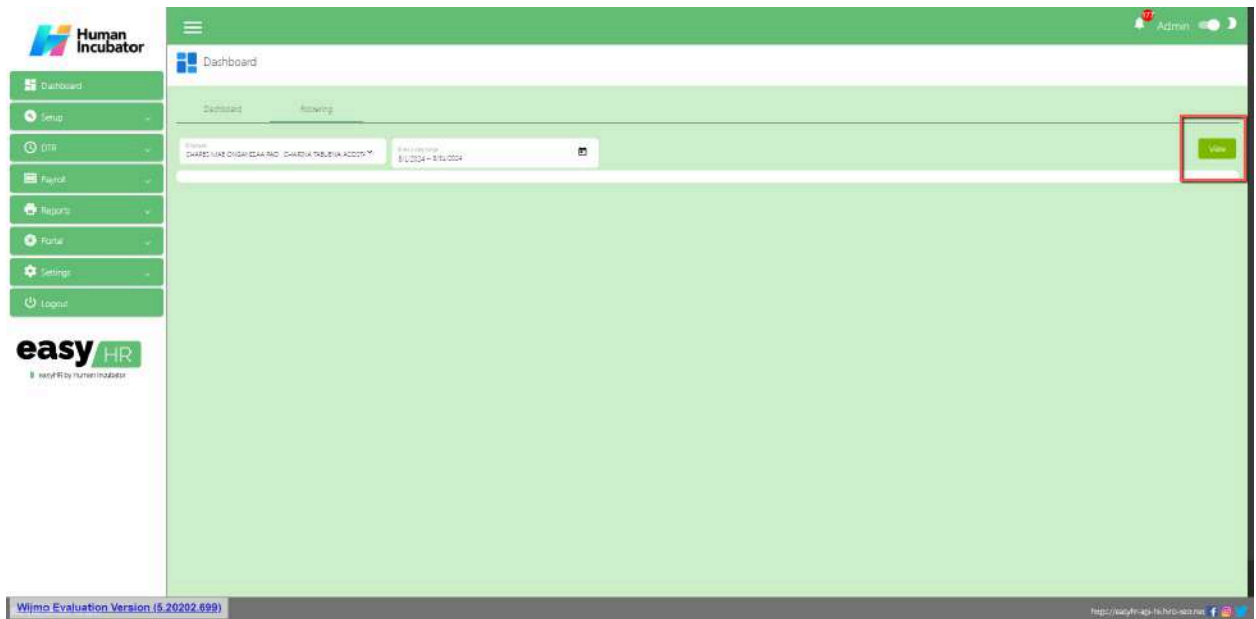
4. Click Pick



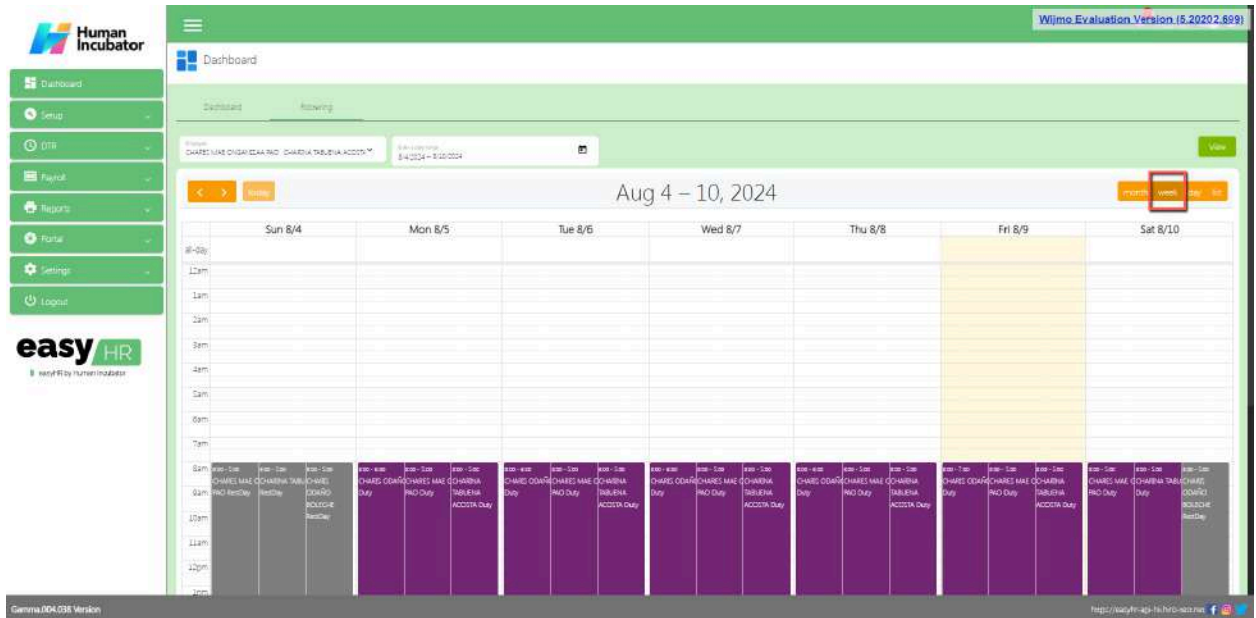
5. Select Date Range



6. Click View

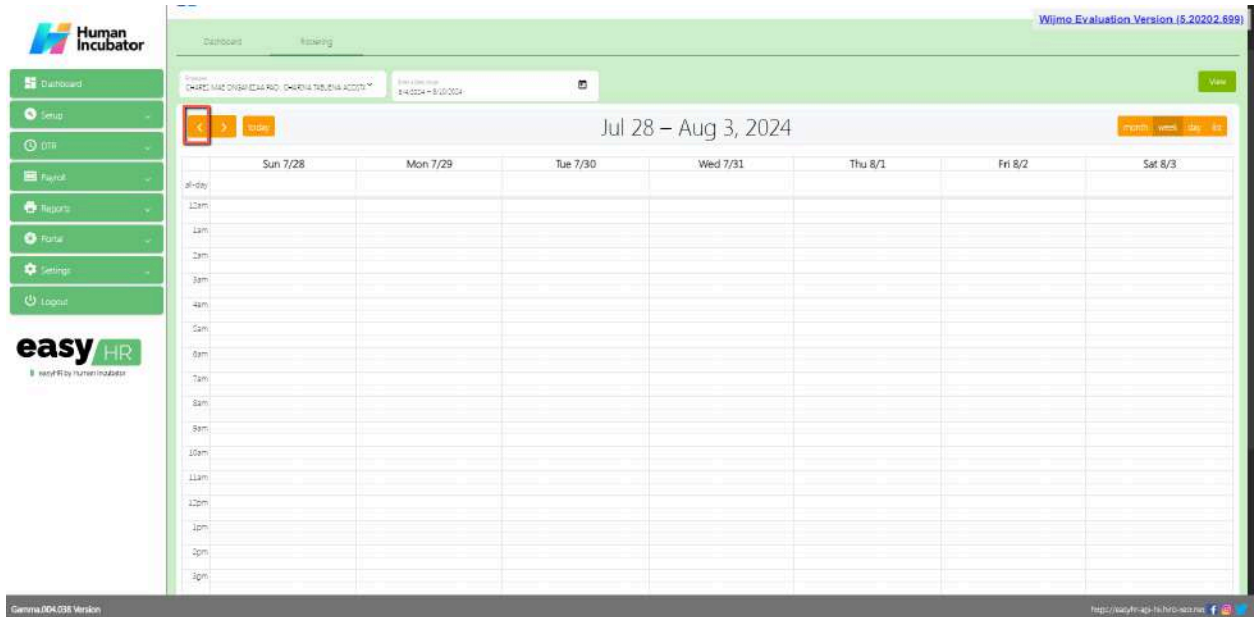


7. Week View



The screenshot shows the 'easyHR' Week View interface. The top navigation bar includes a 'prev' arrow (highlighted with a red box), a 'next' arrow, and a 'today' button. The calendar grid displays the week from Sunday, August 4, to Saturday, August 10, 2024. The time slots on the left range from 8:00 AM to 7:00 PM. The interface includes a sidebar with navigation options like Dashboard, Setup, OTR, Payroll, Reports, Profile, Settings, and Logout. The bottom status bar shows 'Gamma.004.038 Version' and the URL 'http://easyhr-ag-hi.hiro-soo.net'.

8. Click this arrow to view previous week



This screenshot shows the 'easyHR' Week View interface for the week of July 28 to August 3, 2024. The 'prev' arrow in the navigation bar is highlighted with a red box. The calendar grid shows the days from Sunday, July 28, to Saturday, August 3. The interface is identical to the previous screenshot, showing the sidebar, navigation bar, and status bar.

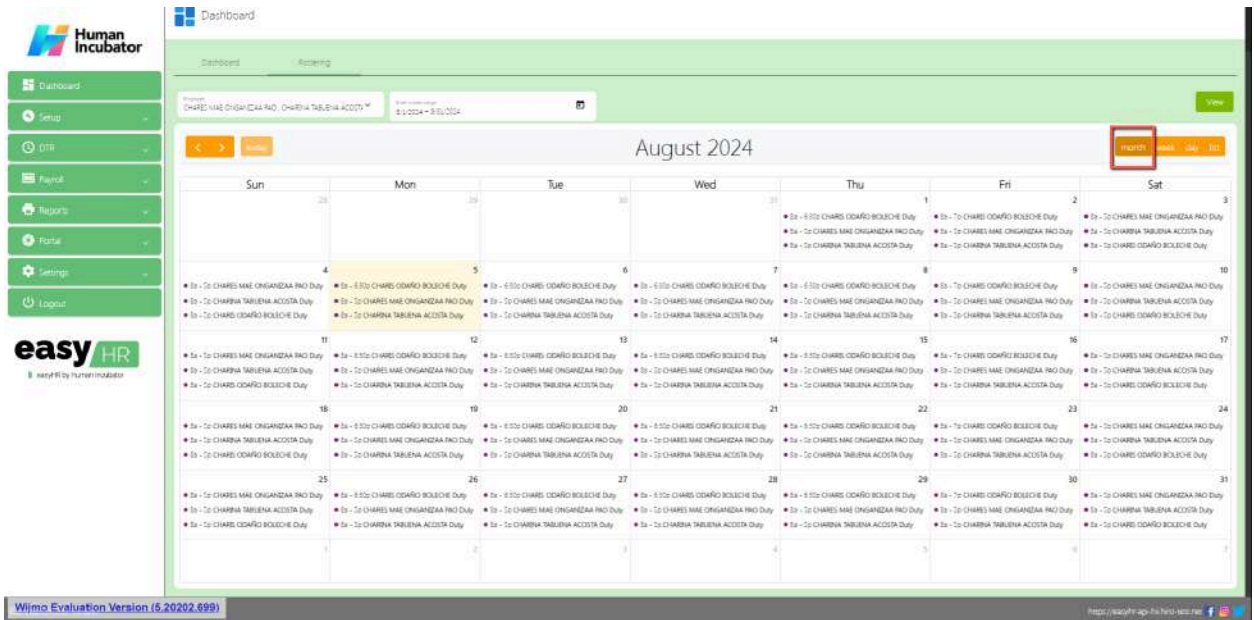
9. Click this arrow to view next week

The screenshot shows the 'easyHR' web application interface. On the left is a navigation menu with options like Dashboard, Setup, OTS, Payroll, Reports, Portal, Settings, and Logout. The main area displays a calendar for the week of August 11 to 17, 2024. At the top of the calendar, there are navigation buttons for 'today', 'previous week', and 'next week'. A red box highlights the 'next week' arrow button. The calendar grid shows time slots from 9:00 AM to 5:00 PM for each day.

10. Click this today button to view current week

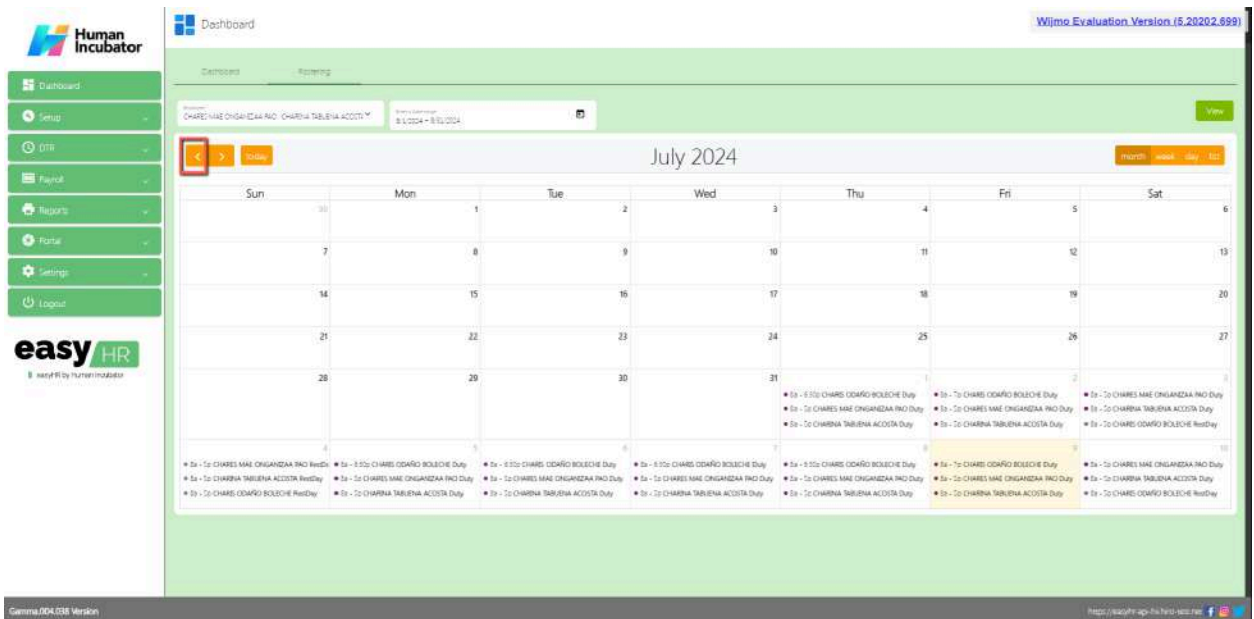
The screenshot shows the 'easyHR' web application interface. The main area displays a calendar for the week of August 4 to 10, 2024. At the top of the calendar, there are navigation buttons for 'today', 'previous week', and 'next week'. A red box highlights the 'today' button. The calendar grid shows time slots from 9:00 AM to 5:00 PM for each day. Below the calendar, there is a detailed view of the schedule for each day, including employee names and their assigned tasks or shifts.

11. Month View



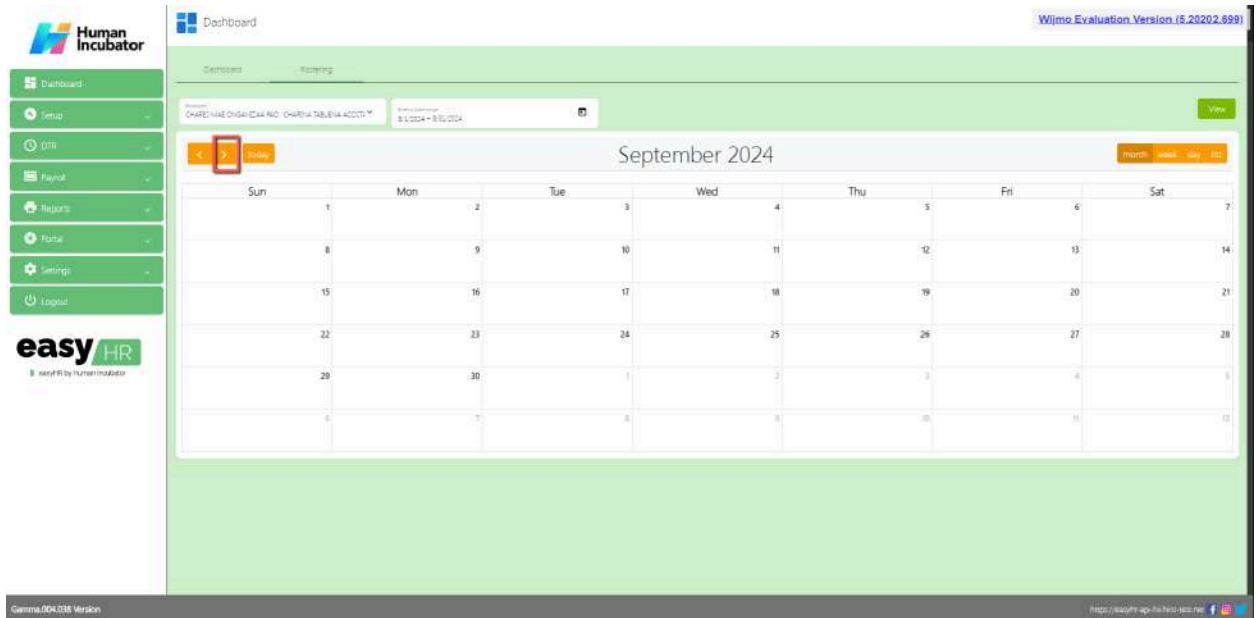
The screenshot shows the 'Month View' of the HR system for August 2024. The interface includes a sidebar with navigation options like Dashboard, Setup, OTS, Payroll, Reports, Profile, Settings, and Logout. The main area displays a calendar grid with dates from Sun to Sat. Each date cell contains shift information, such as '08 - 12 CHARES MARE ONGANGZAA PRO DUTY' or '08 - 12 CHARINA TABUENA ACCOSTA DUTY'. A red box highlights the 'month' button in the top right corner of the calendar view.

12. Click this arrow to view previous month



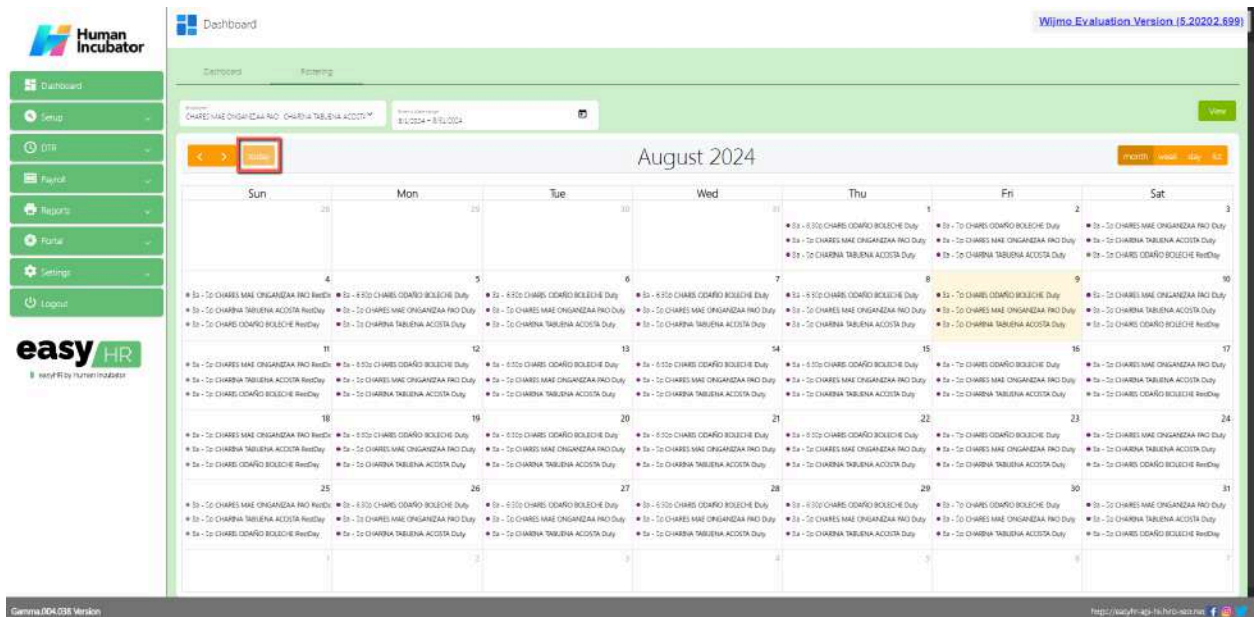
The screenshot shows the 'Month View' of the HR system for July 2024. The interface is similar to the August view, but the calendar grid shows dates from Sun to Sat for July. A red box highlights the left-pointing arrow button in the top left corner of the calendar view, which is used to navigate to the previous month.

13. Click this arrow to view next month



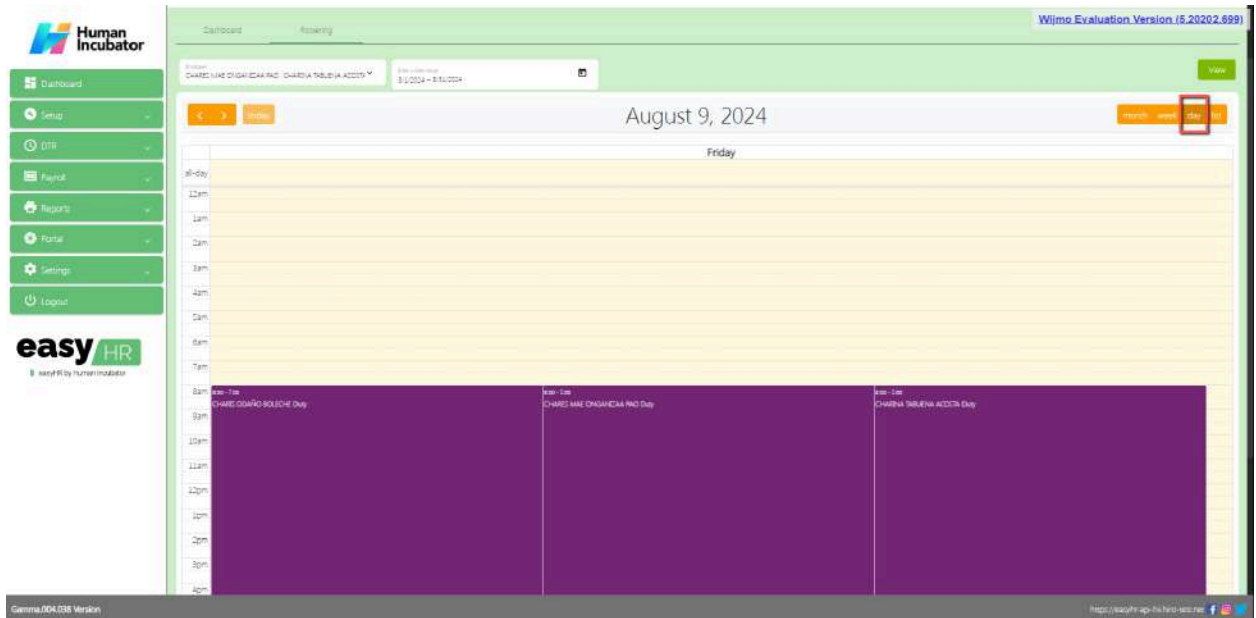
The screenshot shows the 'easyHR' dashboard with a calendar view for September 2024. The calendar navigation bar at the top includes buttons for 'month', 'week', 'day', and 'list'. A red box highlights the right-pointing arrow button, which is used to navigate to the next month (October 2024). The calendar grid shows dates from Sunday to Saturday, with some dates containing event markers.

14. Click today button to view current month

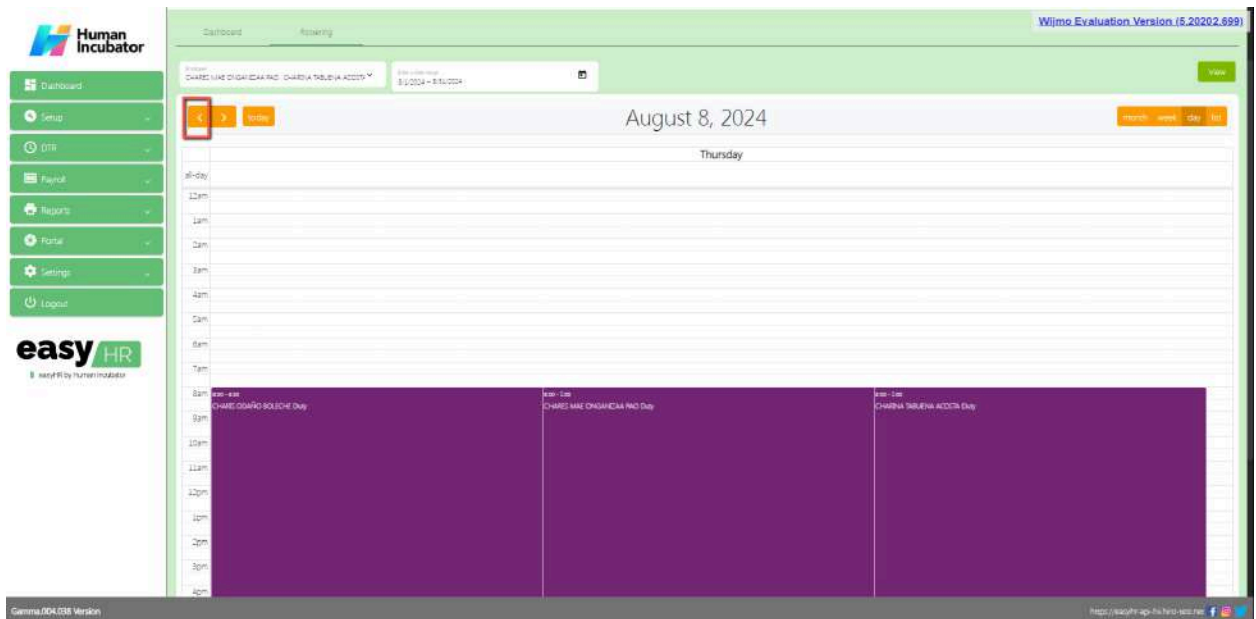


The screenshot shows the 'easyHR' dashboard with a calendar view for August 2024. The calendar navigation bar at the top includes buttons for 'month', 'week', 'day', and 'list'. A red box highlights the 'today' button, which is used to view the current month's calendar. The calendar grid shows dates from Sunday to Saturday, with many dates containing event markers such as '08 - 09:00 CHARES ODAÑO BOLECHE Duty'.

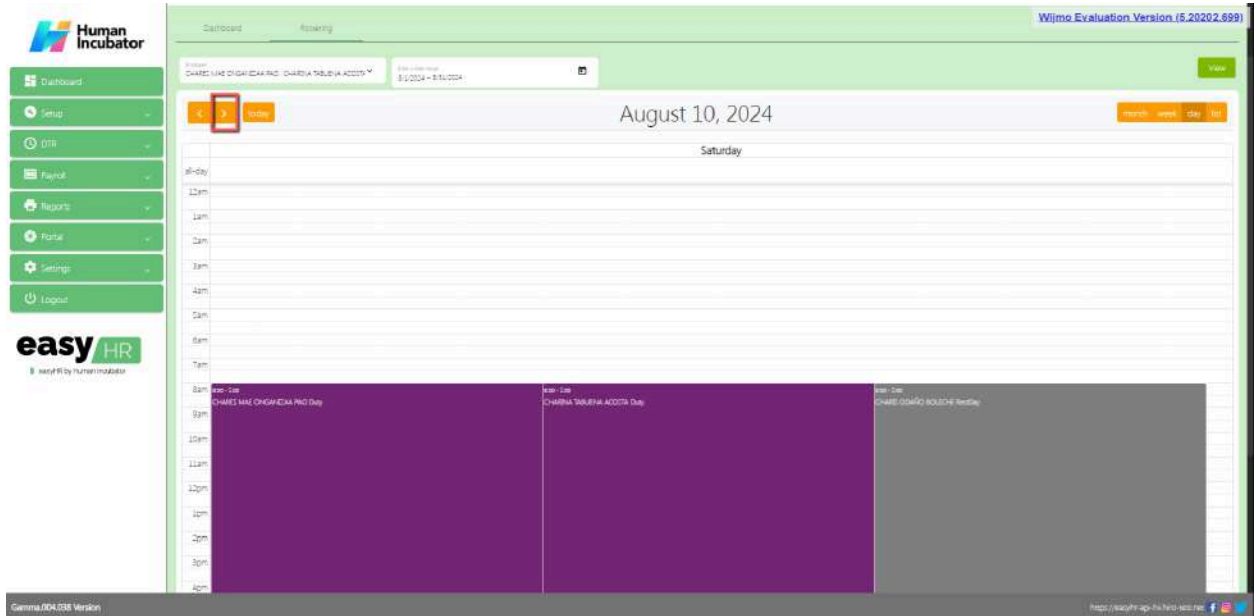
15. Day View



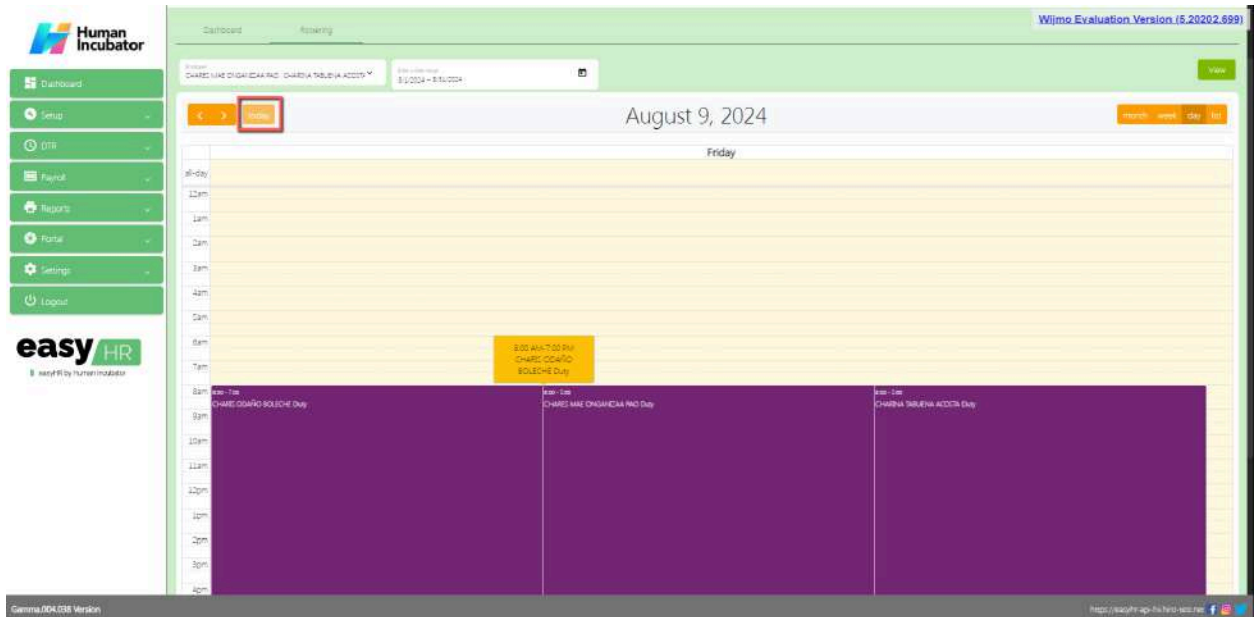
16. Click to view previous day



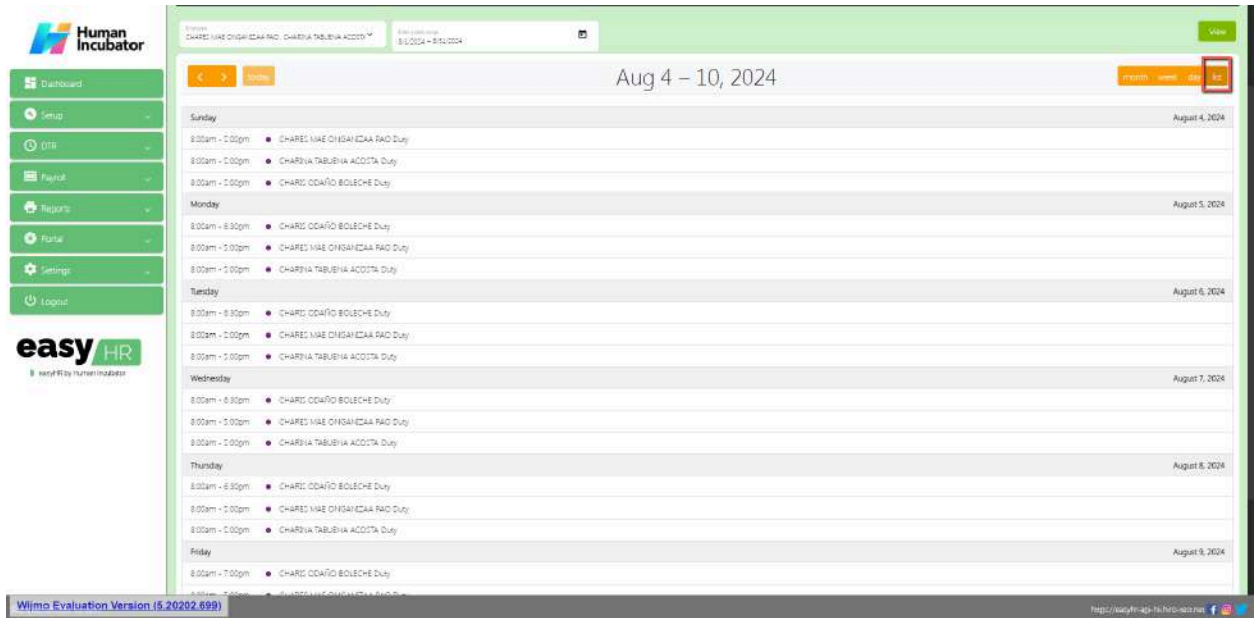
17. Click to view next day



18. Click today to view current day



19. List View



Human Incubator
easy HR

Wijmo Evaluation Version (5.20202.699)

Dashboard

Calendar: Aug 4 – 10, 2024

Sunday, August 4, 2024
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty
8:00am - 2:00pm • CHAREE ODAÑO BOLECHE Duty

Monday, August 5, 2024
8:00am - 8:30pm • CHAREE ODAÑO BOLECHE Duty
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty

Tuesday, August 6, 2024
8:00am - 8:30pm • CHAREE ODAÑO BOLECHE Duty
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty

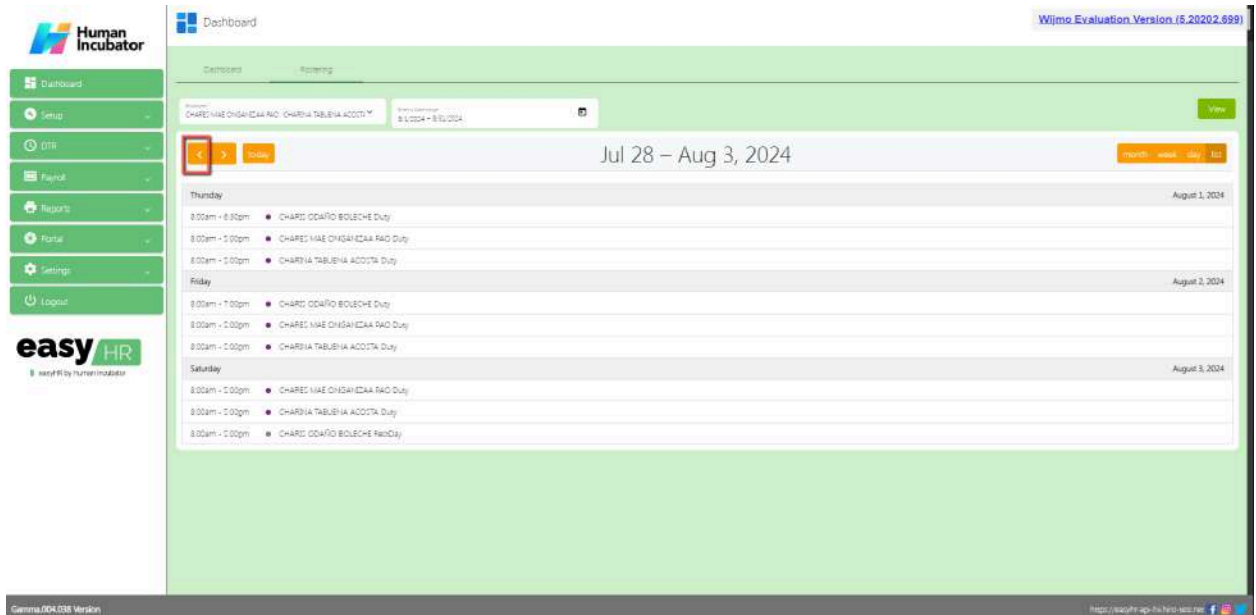
Wednesday, August 7, 2024
8:00am - 8:30pm • CHAREE ODAÑO BOLECHE Duty
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty

Thursday, August 8, 2024
8:00am - 8:30pm • CHAREE ODAÑO BOLECHE Duty
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty

Friday, August 9, 2024
8:00am - 7:00pm • CHAREE ODAÑO BOLECHE Duty

<http://easyhr-app-16.hiro-soo.net>

20. Click this arrow to view previous week



Human Incubator
easy HR

Wijmo Evaluation Version (5.20202.699)

Dashboard

Calendar: Jul 28 – Aug 3, 2024

Thursday, August 1, 2024
8:00am - 8:30pm • CHAREE ODAÑO BOLECHE Duty
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty

Friday, August 2, 2024
8:00am - 7:00pm • CHAREE ODAÑO BOLECHE Duty
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty

Saturday, August 3, 2024
8:00am - 2:00pm • CHAREE MAE OHSANIZADA RAO Duty
8:00am - 2:00pm • CHARINA TABUENIA ACOSTA Duty
8:00am - 2:00pm • CHAREE ODAÑO BOLECHE RAO Duty

Camera/004/038 Version

<http://easyhr-app-16.hiro-soo.net>

21. Click this arrow to view next week

The screenshot shows the 'easy HR' dashboard. On the left is a navigation menu with options: Dashboard, Setup, OTR, Payroll, Reports, Portal, Settings, and Logout. The main area displays a calendar for the week of August 11-17, 2024. The 'today' button is highlighted with a red box. The calendar shows duty schedules for three employees: CHARES MAE OHNGAHEDAA RAO, CHARINA TABUBHIA ACCOTTA, and CHARIC ODAFILO BOLECHE. The schedule is as follows:

Day	Employee	Shift
Sunday (Aug 11, 2024)	CHARS MAE OHNGAHEDAA RAO	Rest Day
	CHARINA TABUBHIA ACCOTTA	Rest Day
	CHARIC ODAFILO BOLECHE	Rest Day
Monday (Aug 12, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty
Tuesday (Aug 13, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty
Wednesday (Aug 14, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty
Thursday (Aug 15, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty

22. Click today button to view current week

The screenshot shows the 'easy HR' dashboard. On the left is a navigation menu with options: Dashboard, Setup, OTR, Payroll, Reports, Portal, Settings, and Logout. The main area displays a calendar for the week of August 4-10, 2024. The 'today' button is highlighted with a red box. The calendar shows duty schedules for three employees: CHARES MAE OHNGAHEDAA RAO, CHARINA TABUBHIA ACCOTTA, and CHARIC ODAFILO BOLECHE. The schedule is as follows:

Day	Employee	Shift
Sunday (Aug 4, 2024)	CHARS MAE OHNGAHEDAA RAO	Rest Day
	CHARINA TABUBHIA ACCOTTA	Rest Day
	CHARIC ODAFILO BOLECHE	Rest Day
Monday (Aug 5, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty
Tuesday (Aug 6, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty
Wednesday (Aug 7, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty
Thursday (Aug 8, 2024)	CHARIC ODAFILO BOLECHE	Duty
	CHARS MAE OHNGAHEDAA RAO	Duty
	CHARINA TABUBHIA ACCOTTA	Duty

Section IV: Set Up

Company Setup

Overview

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

Company List

- Shows the list of all added Company.

Company List Table

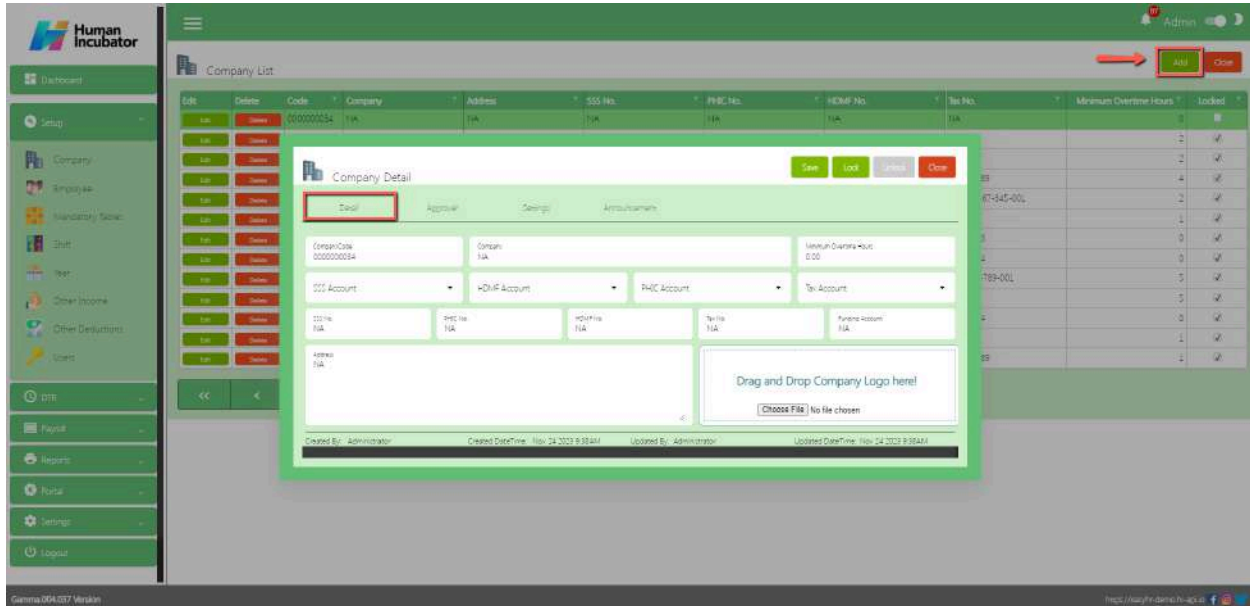
- Edit: This is a button that has the function to edit the company
- Delete: This is a button that has the function to Delete the company (**Note: You cannot delete the company once it already has a transaction data**)
- Code: This will automatically generate according to the sequence of the added company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



Edit	Delete	Code	Company	Address	SSS No.	PHIC No.	HDMF No.	Tax No.	Minimum Overtime Hours	Locked
Add	Delete	0000000099	AR Company	226 Cimmes, O. Quezon City	NA	NA	NA	NA	2	<input checked="" type="checkbox"/>
Add	Delete	0000000082	Sample Company	NA	NA	NA	NA	NA	2	<input checked="" type="checkbox"/>
Add	Delete	0000000091	Melton Truck Lines Inc.	Loc. Cebu City, 6000, Philipp...	113821456	654456511	789987123	123511789	2	<input checked="" type="checkbox"/>
Add	Delete	0000000028	CDG Company	Jollibee Center, Pasig City	23-0872890-1	123-456789-112	3451234567898	NA123-087-345-001	2	<input checked="" type="checkbox"/>
Add	Delete	0000000011	Sample Company	Cebu Business Park, Cebu City	12345	12345	12345	12345	1	<input checked="" type="checkbox"/>
Add	Delete	0000000007	Daton Precidents, Inc.	PEZA 3th Street, MEXZI, 3rd ...	11132434	3456789	123411232	12132123	0	<input checked="" type="checkbox"/>
Add	Delete	0000000006	XYZ Company	9 Park, Lahug, Cebu City, 6000	12382345	45674134	56789	23243424	0	<input checked="" type="checkbox"/>
Add	Delete	0000000005	DEMO VIDEO P.V.C	Cebu City	34-9876543-1	123-456789-001	202112345678	123-456-789-001	5	<input checked="" type="checkbox"/>
Add	Delete	0000000004	AGM	NA	345667	44637	7686	6507	5	<input checked="" type="checkbox"/>
Add	Delete	0000000003	EACHR DEMO COMPANY L.	CEBU CITY	0000001	0000002	0000003	0000004	0	<input checked="" type="checkbox"/>
Add	Delete	0000000002	ABC Company	Zan Roque Antipolo	123426	234267	345678	456789	1	<input checked="" type="checkbox"/>
Add	Delete	0000000001	Demo Company Ltd. Inc.	Cebu City	123456789	123456789	123456789	123456789	1	<input checked="" type="checkbox"/>

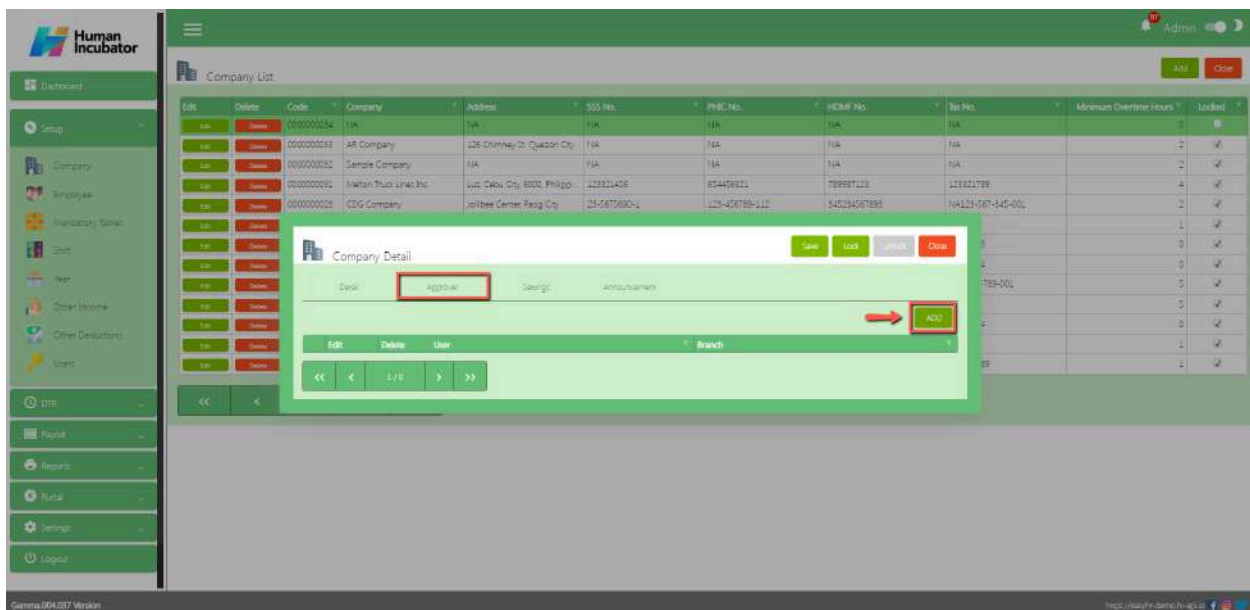
Company Detail

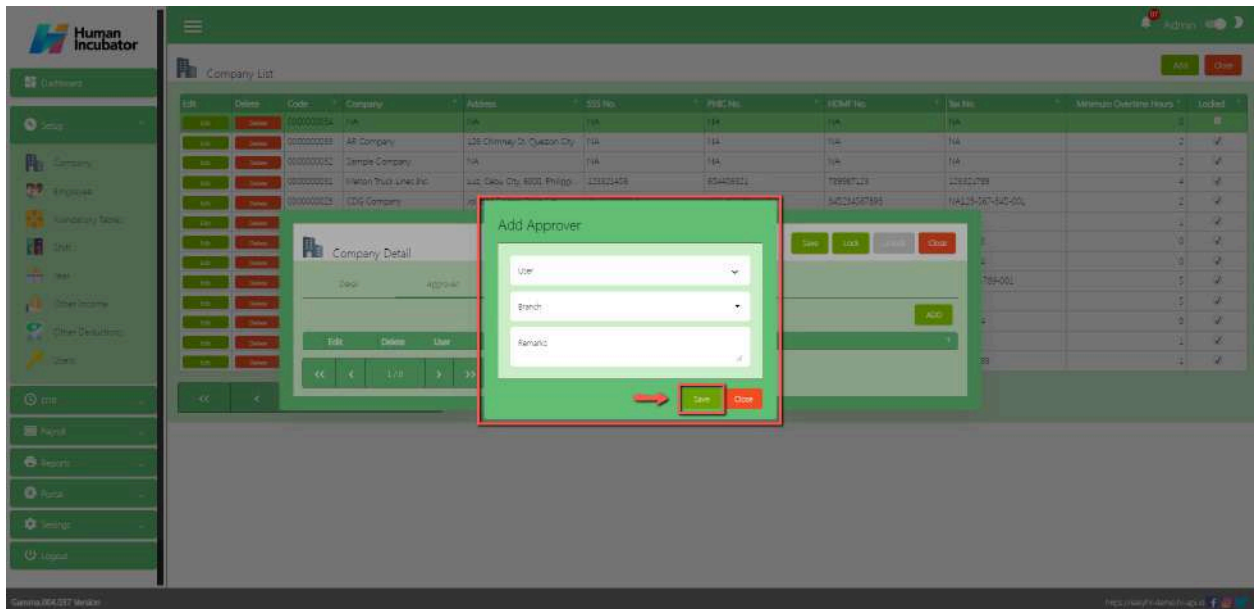
- **Assumption:** The user already clicked the **Add** button on the upper right corner in the company list.
- There are 4 tabs in company detail
 - Detail, Approver, Settings and Announcement
- The user need to select and fill up all the necessary information like
 - Company name, Minimum overtime hours,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



Approver

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

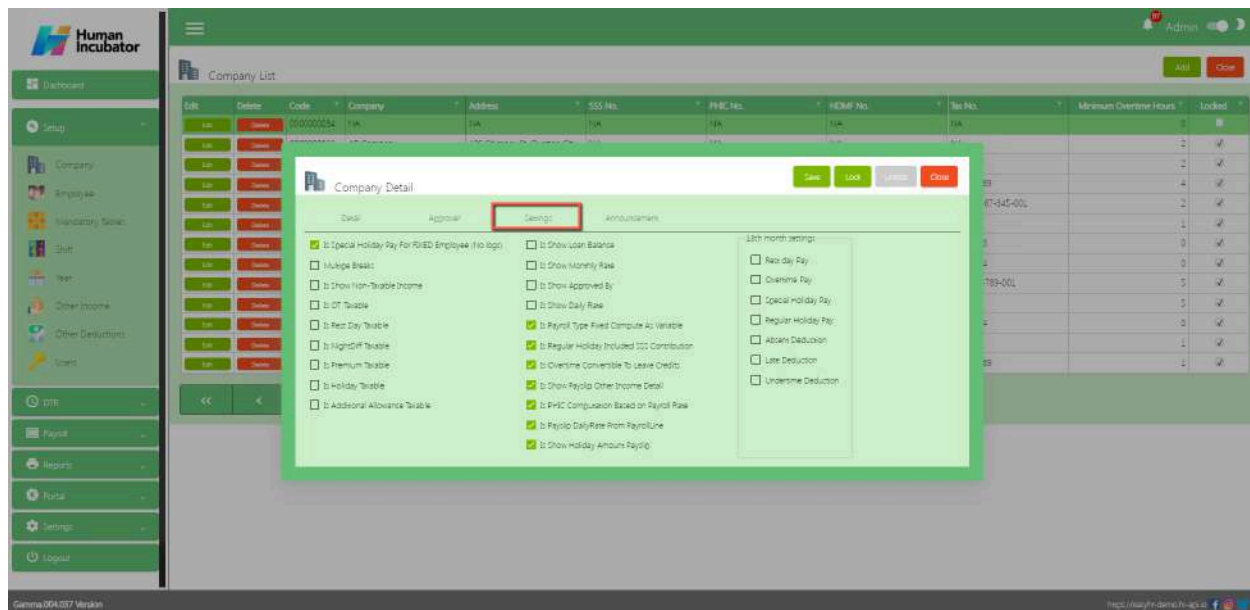




Settings

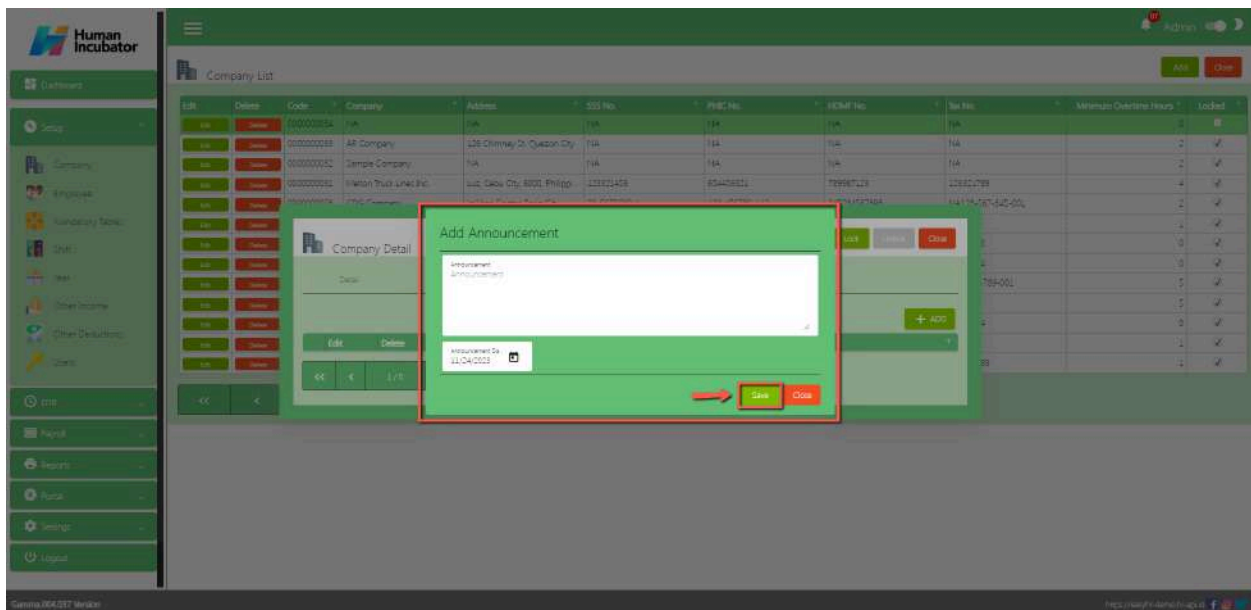
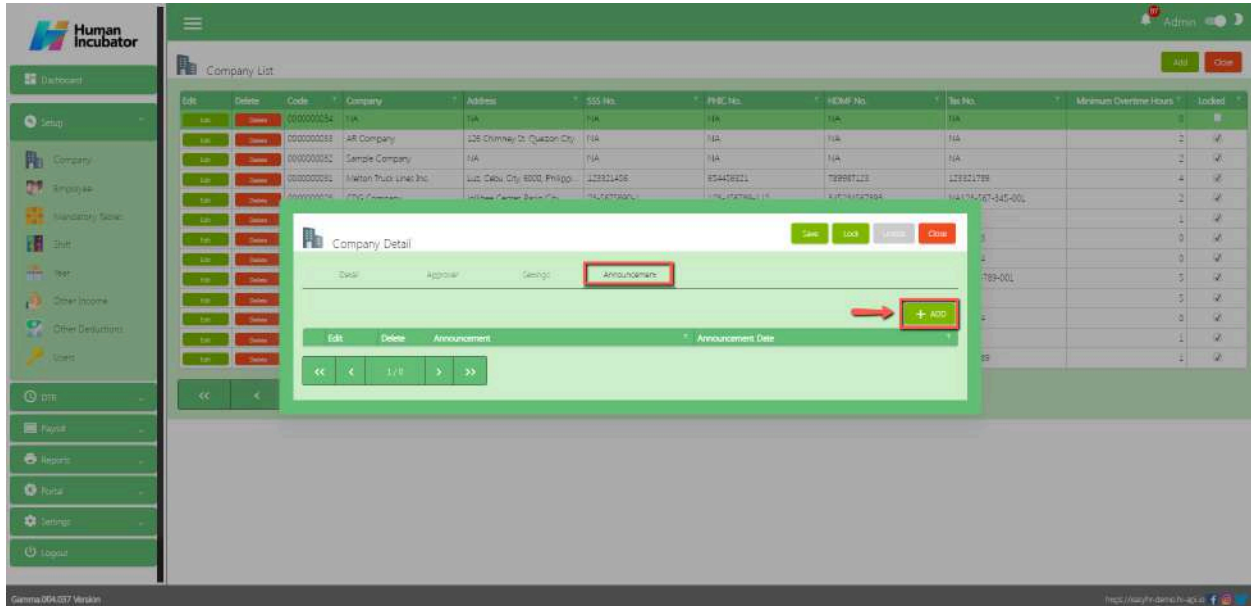
- In Settings tab the user can check the **check box**
 - The Left side in the settings is for Non-taxable/Taxable
 - The Center of the settings of for the of Showable in payslip report
 - The Right side of the settings is for Inclusion for 13th Month
 - **Is Special Holiday Pay for FIXED Employee (No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

- **Is Overtime Convertible To Leave Credits** - This setting is for the employee applying for overtime the employee has an option to convert to leave credits.
- **Is Show Payslip Other Income Detail** - This setting is for showing the other income detail in payslip.
- **Is PHIC Computation Based on Payroll Rate** - This setting is for the PHIC Computation Base on payroll rate.
- **Is Payslip DailyRate From PayrollLine** -
- **Is Show Holiday Amount Payslip** - This setting is for showing the amount of holiday pay in payslip.



Announcement

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

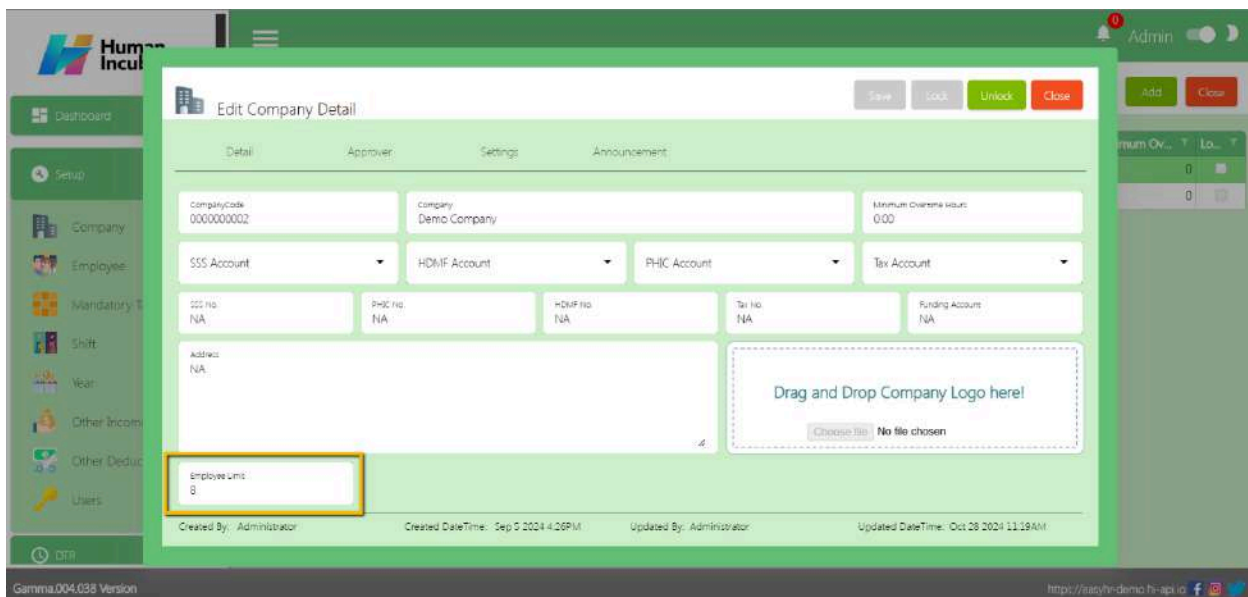


Save/Lock

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

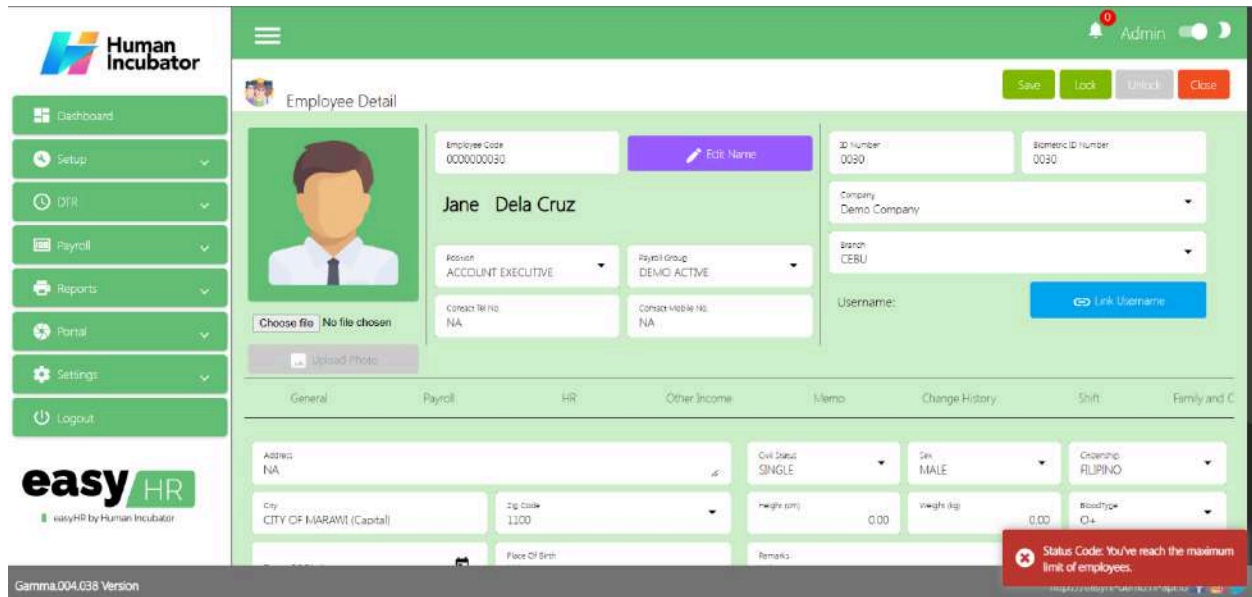
Employee Limit

- You can set a limit of maximum number of employees

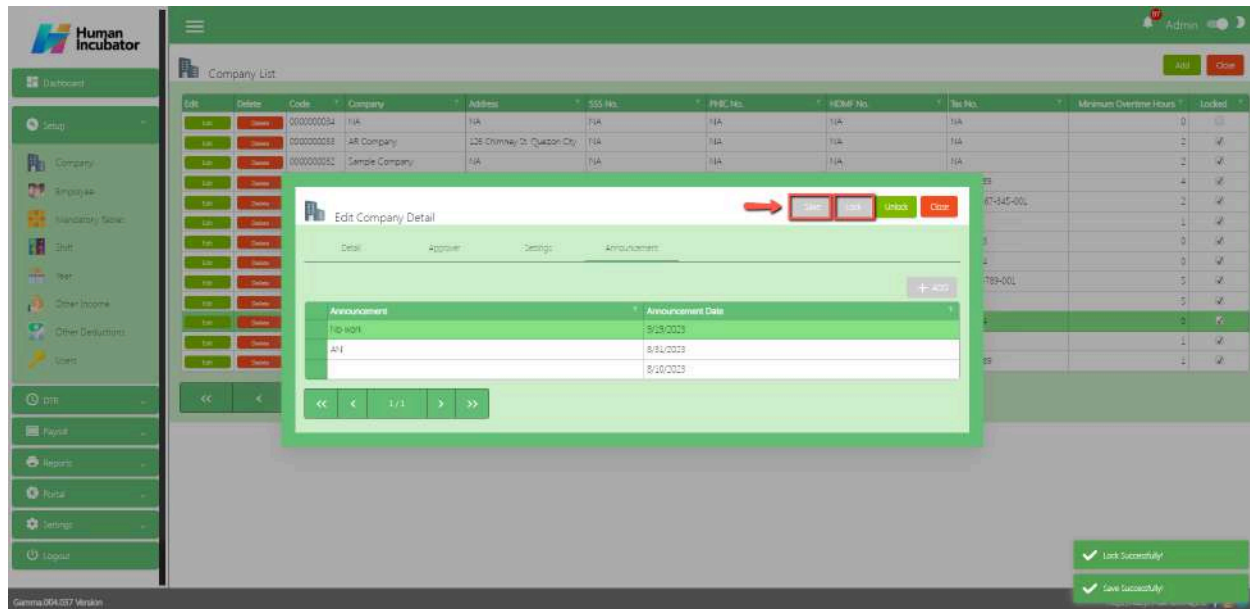


Employee limit

- After setting up the employee limit If the newly added employee is already above the employee limit number it will prompt a toast message that “You’ve reach the maximum limit of employees



The screenshot shows the 'Employee Detail' form in the easyHR system. The form is for an employee named Jane Dela Cruz. It includes fields for Employee Code (0000000030), ID Number (0090), Biometric ID Number (0090), Company (Demo Company), Branch (CEBU), Position (ACCOUNT EXECUTIVE), Payroll Group (DEMO ACTIVE), Contact Tel No (NA), and Contact Mobile No (NA). There are also fields for Address (NA), City (CITY OF MARAWI (Capital)), Zip Code (1100), Civil Status (SINGLE), Sex (MALE), and Marital Status (RUPINO). A red error message at the bottom right states: 'Status Code: You've reach the maximum limit of employees.' The interface includes a sidebar with navigation options like Dashboard, Setup, DFR, Payroll, Reports, Portal, Settings, and Logout. The footer indicates 'Gamma.004.038 Version'.



Employee Setup

Overview

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

Employee List

- Shows all the list of the employee

Employee List Column

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

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

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	0000000029	2023-20000	2023-20000	ABOROT, JON H H S	Melton Truck Lines L	CEBU	ASSOCIATE	1801 L Zamora St...	9270472548	09554732798	jon.joseph@melton-tr...
<input type="checkbox"/>	<input type="checkbox"/>	0000000017	0017	0017	Alden Christian Jake	Demo Company Ltd.	CEBU	ASSOCIATE	N/A	N/A	N/A	christian@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000024	0024	0024	Bay, Ato H.	EADIVR DEIVD CO.	CEBU	ASSOCIATE	CEBU CITY	1233	1234	N/A
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	0000000004	0000000004	Cañada, Butch	EADIVR DEIVD CO.	CEBU	TEAM LEAD	CEBU CITY	1234	2341	butch@hinc.net
<input type="checkbox"/>	<input type="checkbox"/>	0000000002	0000000002	0000000002	Cuñacuan, Beverly	EADIVR DEIVD CO.	CEBU	PHD	Dipolog	1234	1234	beverly@hinc.net
<input type="checkbox"/>	<input type="checkbox"/>	0000000021	2023-11000	2023-11000	EDRAN, CAESAR A.	Melton Truck Lines L	CEBU	ASSOCIATE	1801 L Zamora St...	9270472548	N/A	caesar@hinc.net
<input type="checkbox"/>	<input type="checkbox"/>	0000000005	0000000005	0000000005	Jelle, Cran	Demo Company Ltd.	CEBU	ASSOCIATE	N/A	1234	1234	N/A
<input type="checkbox"/>	<input type="checkbox"/>	0000000027	0000000027	0000000027	Maderazo, Graciela D.	Demo Company Ltd.	MANILA	ASSOCIATE	Ranica St.	N/A	N/A	gracie@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000016	0000000016	0000000016	Mirapies, Melody A.	Melton Truck Lines L	CEBU	ASSOCIATE	Luz Cebu City 6000	N/A	09554732798	melody@hinc.net
<input type="checkbox"/>	<input type="checkbox"/>	0000000082	0000000082	0000000082	Ramos, Robin G N/A	AR Company	MANILA	ASSOCIATE	111 Champion St.	N/A	N/A	robin@arcompany.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000001	0000000001	0000000001	Rajes, David K.	Demo Company Ltd.	MANILA	TEAM LEAD	Pasig	1234	1234	dauid@hinc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000095	002	002	Salmorin, Maicosa	Dalton Precisionz Inc.	CEBU	ASSOCIATE	Alcantara	N/A	N/A	maicosa@hinc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000053	0000000053	0000000053	Salmorin, Angelica	Demo Company Ltd.	MANILA	ASSOCIATE	N/A	1234	3421	angelica@hinc.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000094	004	004	Santos, Lajla	Dalton Precisionz Inc.	CEBU	ASSOCIATE	Alcantara	09878165432	09878165432	lajla@dalton.com
<input type="checkbox"/>	<input type="checkbox"/>	0000000081	88376	8787	Santos, Ljlla A	Demo Company Ltd.	MANILA	ASSOCIATE	N/A	N/A	N/A	N/A

Employee Detail

- **Assumption:** The user already clicked the **Add** button that can be seen on the Employee List.
- Fill all the important fields for Employee Detail like:

- Click **Edit Name** button to fill up the Last name, First name, Middle name, Extension name
- ID number
- Biometric number
- Select Company
- Select Branch
- Upload Photo
- Select Position
- Select Payroll Group
- Contact Tel No.
- Contact Mobile No.
- Address
- Select City
- Select Date of Birth
- Select Religion
- Select Zip Code
- Place of Birth
- Email Address
- Select Civil Status
- Select Sex
- Select Citizenship
- Height
- Weight
- Blood Type

The screenshot shows the 'Employee Detail' form in the Human Incubator system. The form is divided into several sections:

- Employee Profile:** Includes a profile picture placeholder, Employee Code (NA NA NA NA), Name (NA NA NA NA), and an 'Edit Name' button.
- Identification:** Fields for ID Number, Salary, and Branch.
- Company Information:** Fields for Company Name and Branch.
- Personal Information:** Fields for Address, City, Date of Birth, Religion, and Nationality.
- Payroll Information:** Fields for Payroll Type, Monthly Rate, and Tax Exemption.
- Administrative:** Fields for Username and a 'Link Username' button.
- Footer:** Shows 'Created By: Administrator', 'Created DateTime: Oct 10 2023 9:22AM', 'Updated By: Administrator', and 'Updated DateTime: Oct 10 2023 9:22AM'.

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

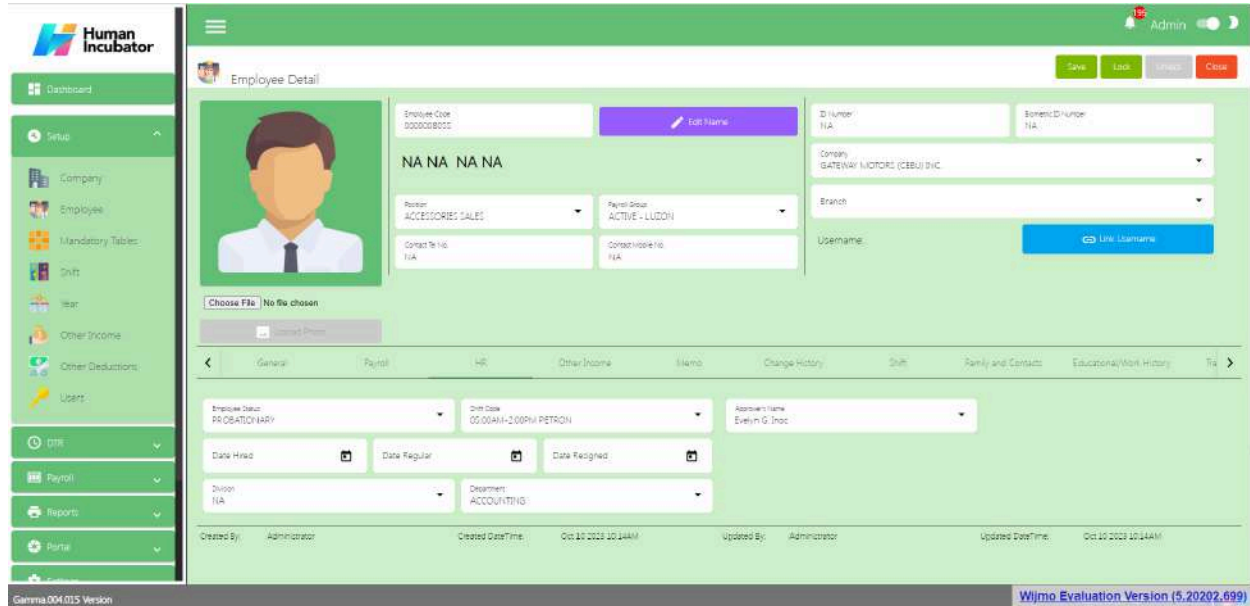
The screenshot displays the 'Employee Detail' form in the Human Incubator HR system. The form is divided into several sections:

- Employee Information:** Includes fields for Employee Code (000001000), Edit Name, ID Number (NA NA NA NA), ID Number (NA NA NA NA), Company (Demo Company Ltd. Inc.), Branch, and Username.
- Payroll and Benefits:** Includes fields for Rate Type (Fixed), Hourly Rate (0.00), Account, Mode Of Payment (Monthly), Other Income (IA), and Bank. It also has fields for Monthly Rate (0.00), Late Hours Rate (0.00), ICR Number (IA), and ICR Component Type (TABLE).
- Additional Fields:** Includes fields for Rate Rate (0.00), Unpaid Amount Rate (0.00), ICR Component Type (TABLE), ICR Component Type (TABLE), and ICR Component Type (TABLE). It also has fields for Daily Rate (0.00), Quota Hours Rate (0.00), ICR Add On Amount (0.00), ICR Add On Amount (0.00), and ICR Add On Amount (0.00).
- Advanced Settings:** Includes fields for Absent Daily Rate (0.00), Night Differential Rate (0.00), Number Of Working Day (0.00), Additional Allowance (0.00), Add On Amount (0.00), and Add On Amount (0.00).

The form also includes a 'Choose File' button for profile pictures and a 'Link Username' button. The bottom of the form shows the user 'Admin' and the date 'Oct 10 2015 8:02AM'.

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

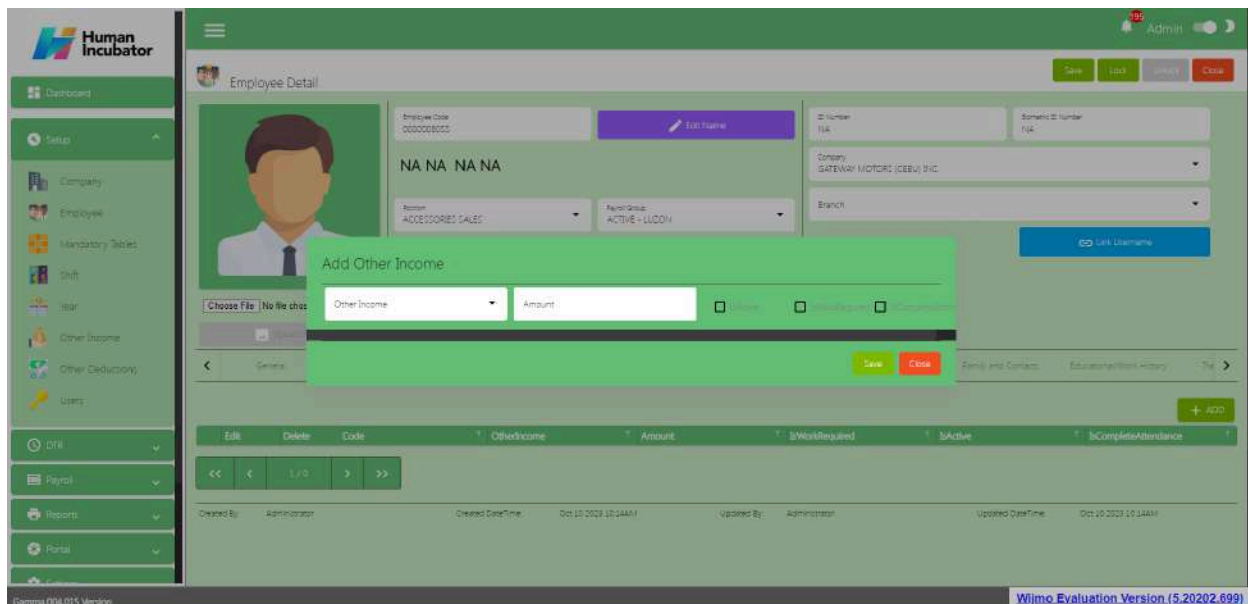


The screenshot shows the 'Employee Detail' page in the Human Incubator system. The page is divided into several sections:

- Header:** Includes the Human Incubator logo, navigation menu, and user profile (Admin).
- Employee Profile:** Displays a placeholder image, Employee Code (0000000000), and a 'Edit Name' button. The name is shown as 'NA NA NA NA'.
- Form Fields:** Includes fields for ID Number (NA), Branch (GATEWAY MOTORS (CEBU) INC), Position (ACCESSORIES SALES), Payroll Group (ACTIVE - LUZON), Contract No. (NA), and Contract Mobile No. (NA). There is also a 'Link Username' button.
- Other Income Section:** Features a 'Choose File' button, a 'Upload Photo' button, and a tabbed interface with 'Other Income' selected. It contains fields for Employee Code (PROBATIONARY), Shift Date (05:00AM-2:00PM PETRON), Assignment Name (Evelyn G. Inoc), Date Hired, Date Regular, Date Resigned, Division (NA), and Department (ACCOUNTING).
- Footer:** Shows 'Created By: Administrator', 'Created DateTime: Oct 10 2023 10:14AM', 'Updated By: Administrator', and 'Updated DateTime: Oct 10 2023 10:14AM'.

Other Income

- In **Other Income** tab the user 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

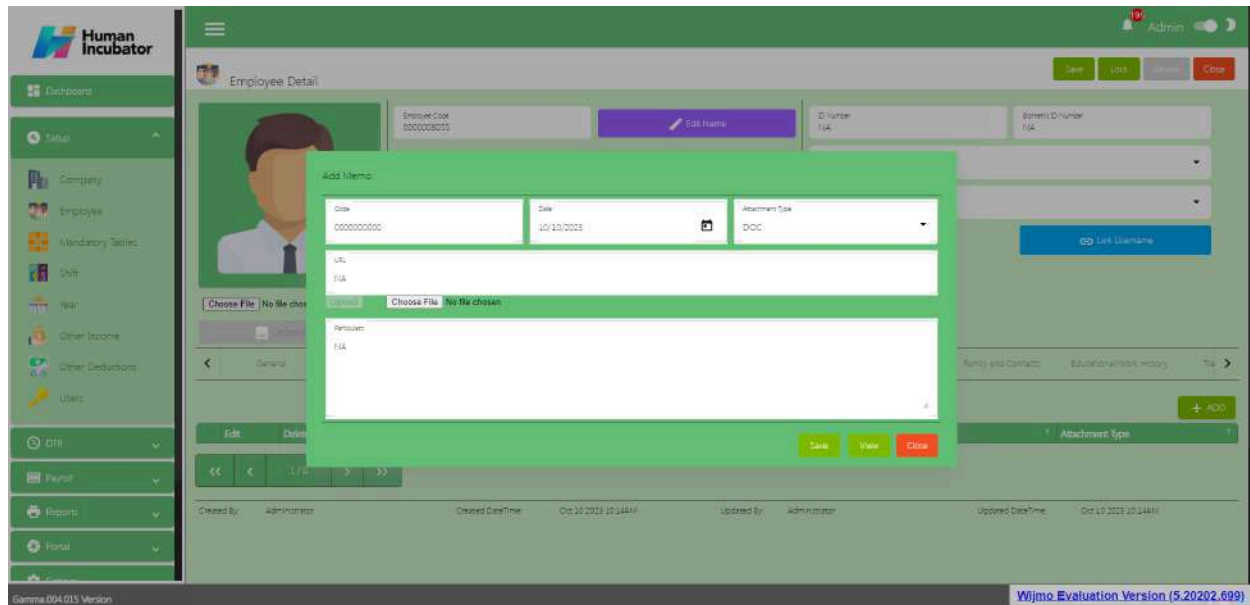


This screenshot shows the same 'Employee Detail' page as above, but with an 'Add Other Income' modal window open. The modal contains the following elements:

- Form Fields:** 'Other Income' (dropdown), 'Amount' (input field), and three checkboxes: 'IsActive', 'IsWorkRequired', and 'IsCompleteAttendance'.
- Buttons:** 'Save' (green) and 'Close' (red) buttons.
- Table:** Below the modal, a table with columns: 'Edit', 'Delete', 'Code', 'OtherIncome', 'Amount', 'IsWorkRequired', 'IsActive', and 'IsCompleteAttendance'. The table is currently empty, and a '+ ADD' button is visible at the bottom right.
- Footer:** Similar to the previous screenshot, showing 'Created By: Administrator' and 'Updated DateTime: Oct 10 2023 10:14AM'.

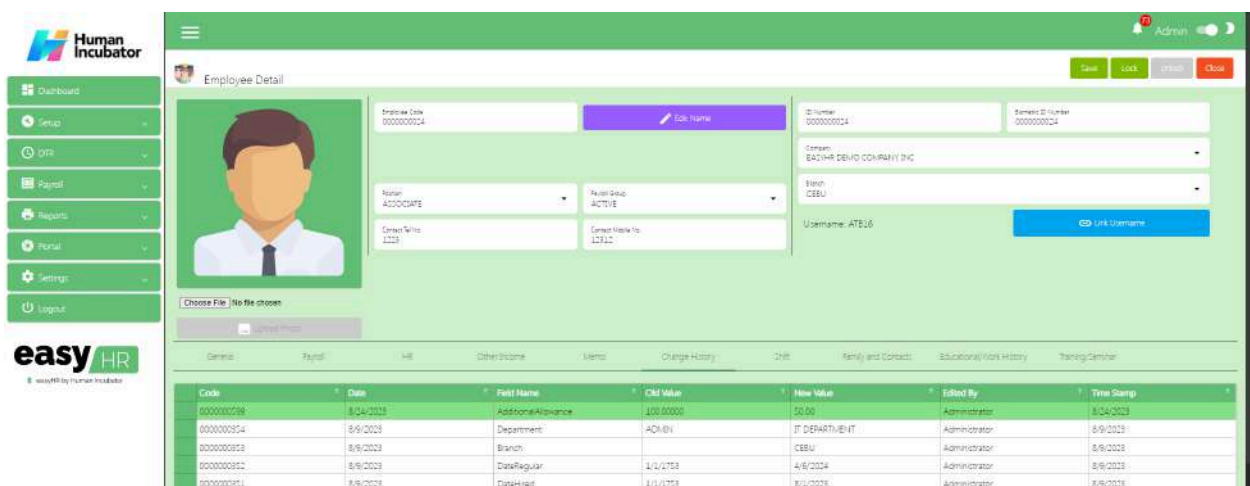
Memo

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



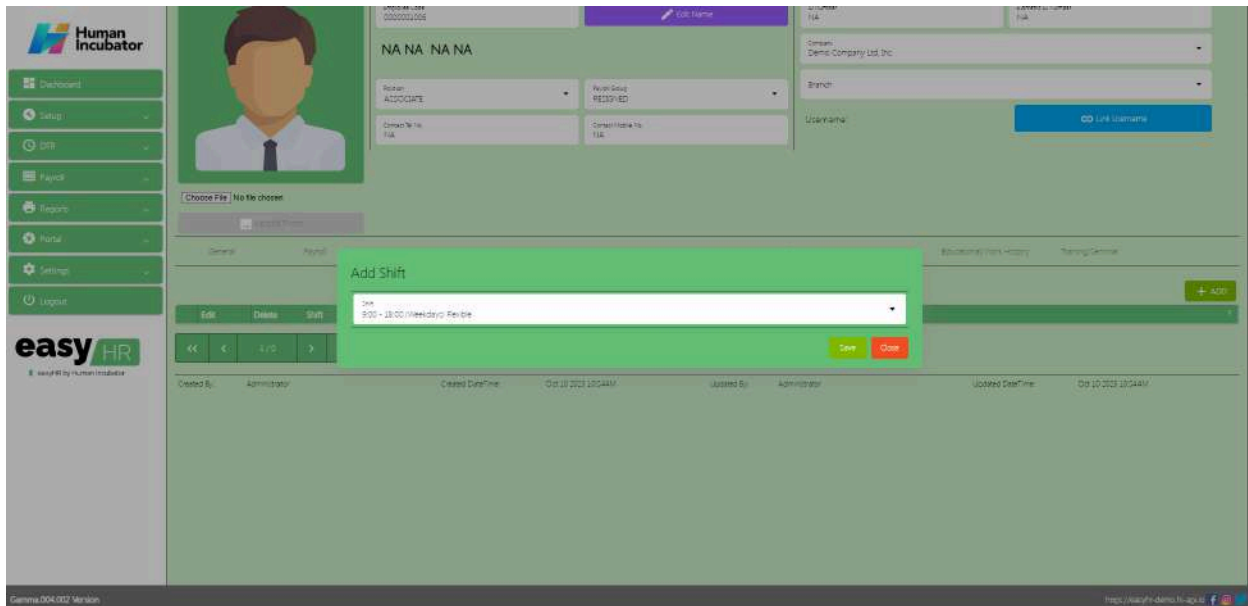
Change History

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



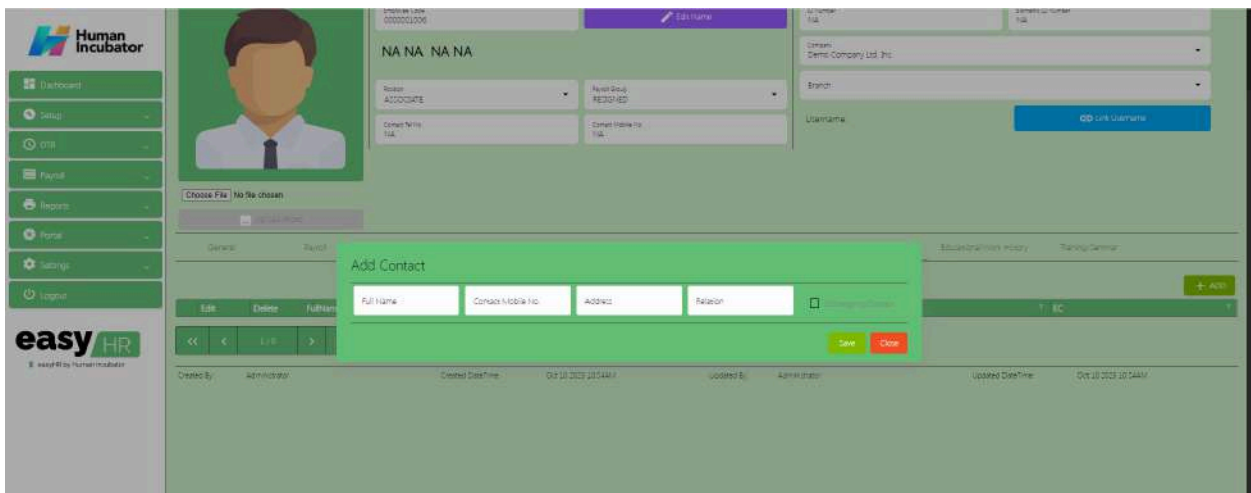
Shift

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



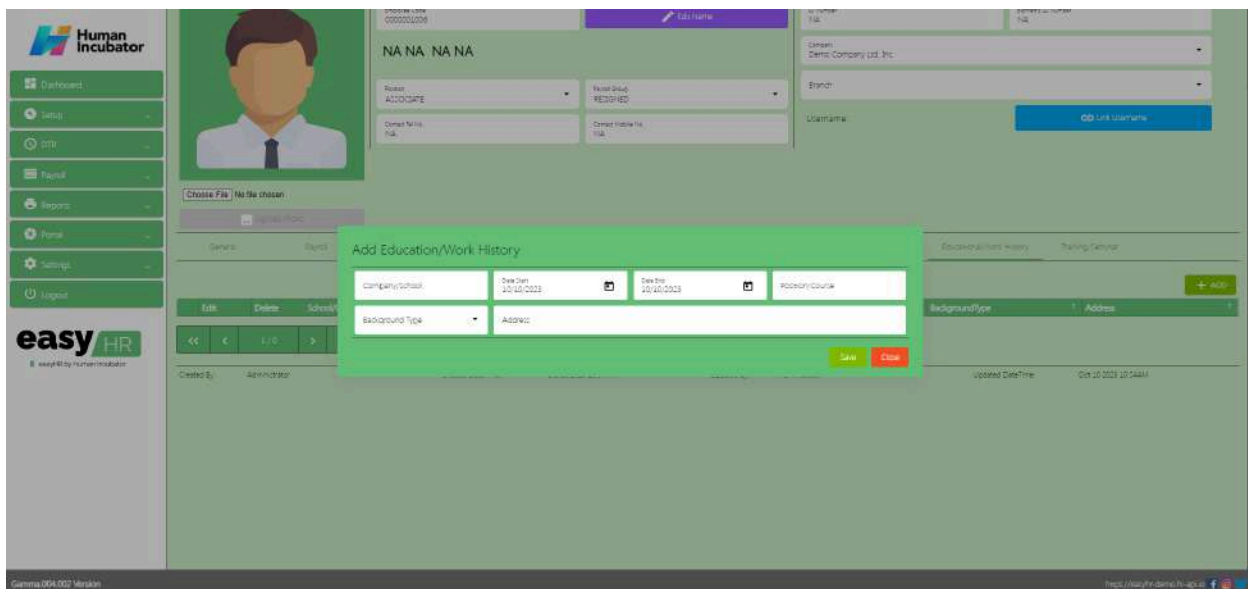
Family and Contacts

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



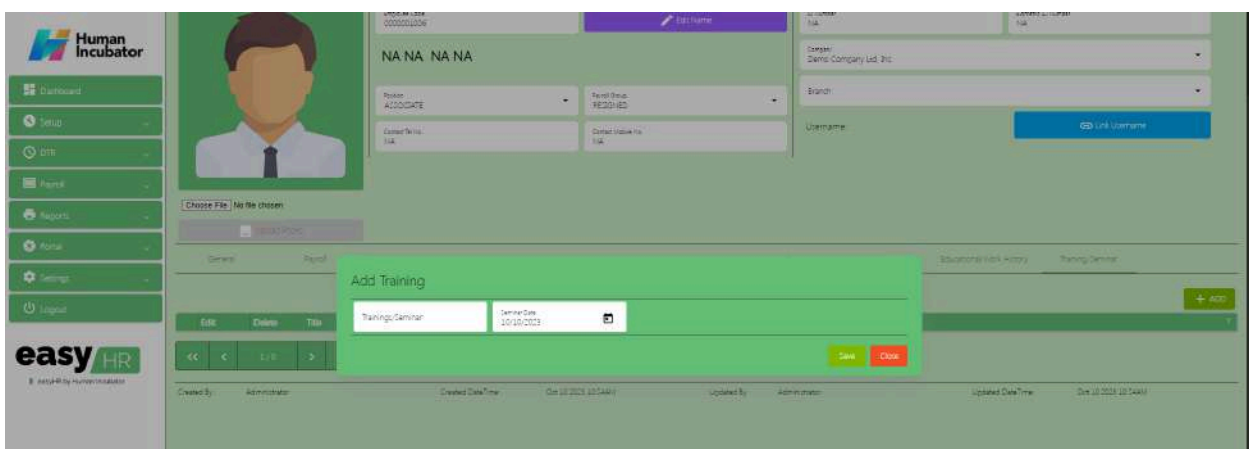
Educational/Work History

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



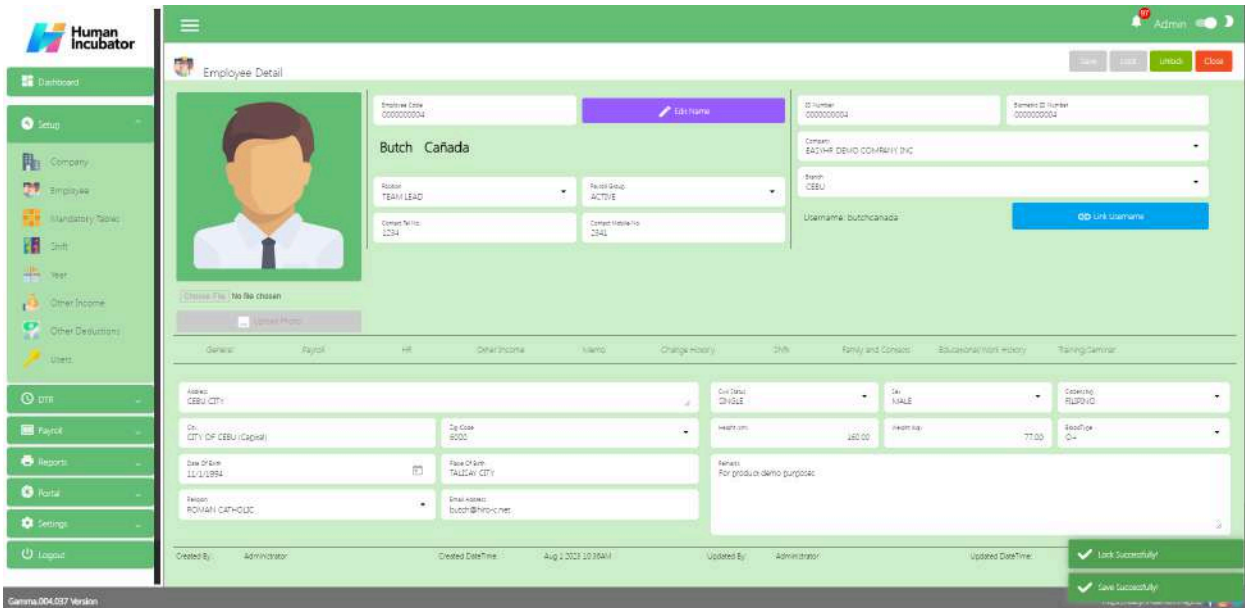
Training/Seminar

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



Save/Lock

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



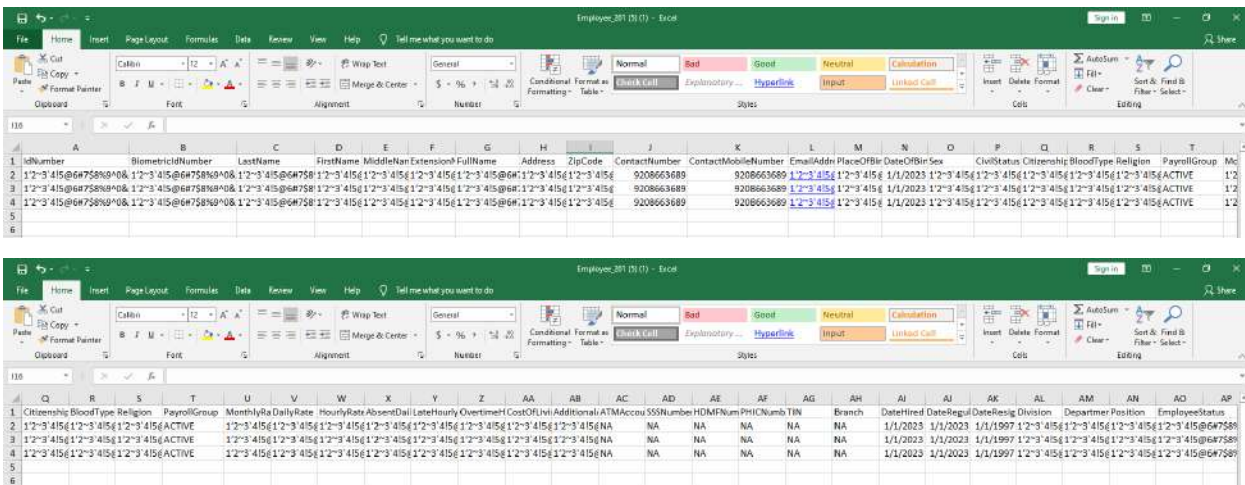
The screenshot shows the 'Employee Detail' form in the Human Incubator system. The form is for an employee named 'Butch Cañada'. Key fields include:

- Employee Data:** Employee ID (000000004), Role (TEAM LEAD), Position (ACTIVE).
- Company Info:** Company (EAGLE'S DENVO COMPANY INC), Branch (CEBU), Username (butchcañada).
- Personal Info:** Address (CEBU CITY), City (CITY OF CEBU (Capital)), Zip Code (9000), Date of Birth (11/1/1994), Religion (ROMAN CATHOLIC), Email Address (butch@hinc.net).
- Other Info:** Civil Status (DIVORCE), Sex (MALE), Category (RUPRO), Hire Date (1/1/2023), Salary (480.00), Shift (7:30), Remarks (For gradual delin purgator).

At the bottom of the form, there are status indicators: 'Lock Successfully' and 'Save Successfully'.

Employee Special Characters Importing

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



The screenshot shows an Excel spreadsheet with employee data. The first column (ID) contains special characters (12-3 415@6#7589*08) in every row. The spreadsheet has columns for various employee details:

ID	Biometric Number	Last Name	First Name	Middle Name	Extension	Full Name	Address	Zip Code	Contact Number	Contact Mobile Number	Email Address	Place of Birth	Date of Birth	Sex	Civil Status	Citizenship	Blood Type	Religion	Payroll Group	Mo	
12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	9208663689	9208663689	12-3 415@6#7589*08	1/1/2023	12-3 415@6#7589*08	1/1/2023	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12
12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	9208663689	9208663689	12-3 415@6#7589*08	1/1/2023	12-3 415@6#7589*08	1/1/2023	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12
12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	9208663689	9208663689	12-3 415@6#7589*08	1/1/2023	12-3 415@6#7589*08	1/1/2023	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12-3 415@6#7589*08	12

The second screenshot shows a more detailed spreadsheet with columns for Citizenship, Blood Type, Religion, Payroll Group, Monthly Rate, Daily Rate, Hourly Rate, Absent, Daily, Late, Hourly, Overtime, Cost of Living, Additional, ATM, Account, SSN Number, HDI, M, Num, PH, I, Num, B, T, Branch, Date Hired, Date Reg, Date Resig, Division, Department, Position, and Employee Status.

- Import in the Employee 201

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
		0000008203	12-3-415@6#758%	12-3-415@6#758%	12-3-415@6#758%	GATEWAY MOTORS	NA	12-3-415@6#758%	12-3-415@6#758%	9208663689	9208663689
		0000008204	12-3-415@6#758%	12-3-415@6#758%	12-3-415@6#758%	GATEWAY MOTORS	NA	12-3-415@6#758%	12-3-415@6#758%	9208663689	9208663689
		0000008205	12-3-415@6#758%	12-3-415@6#758%	12-3-415@6#758%	GATEWAY MOTORS	NA	12-3-415@6#758%	12-3-415@6#758%	9208663689	9208663689
		0000008201	08201	08201	Aiser, Christian Jake	GATEWAY MOTORS	ABAD SAITOS	ACCESSORIES SALES	NA	NA	NA
		0000008192	21-04456	21-04456	ALDRADA, ROSEBE	GATEWAY MOTORS	BMW	MARKETING STAFF	C-10 23 ROTC HUI/TERS	09768807928	09768807928
		0000008191	2127	2127	AHTONJO, ANJEL R.	GATEWAY MOTORS	CEBU	MARKETING STAFF	23 ROTC HUI/TERS	09812976996	09812976996
		0000008194	2133	2133	BELLO, MARJORIE C.	GATEWAY MOTORS	CEBU	MARKETING STAFF	PAWTOC MEYCALAJAY	09663411106	09663411106
		0000008195	2132	2132	FEDELINE, JOSEPH	GATEWAY MOTORS	CEBU	MARKETING STAFF	RM 40 PULLONG BUL.	09703396218	09703396218
		0000008193	2128	2128	FELICIANO, CRISTO	GATEWAY MOTORS	CEBU	MARKETING STAFF	75 ROTC HUI/TERS	09600326267	09600326267
		0000008196	2172	2172	RAUANGKOROL, LE	GATEWAY MOTORS	CEBU	MARKETING STAFF	15 RAVID ST. PNB H.	099832117881	099832117881

- Can now accept Special Characters

Employee Detail

ID Number: 12-3-415@6#758%9^0&a*(c)d_e+f=g(h)(j)k(l)m/n/o:p*q<r>s,t?u v w
 ID Number: 12-3-415@6#758%9^0&a*(c)d_e+f=g(h)(j)k(l)m/n/o:p*q<r>s,t?u v w

Company: GATEWAY MOTORS (CEBU) INC.

Branch: [Dropdown]

Username: [Button: GO Link Username]

Reason: [Dropdown] | Reason Group: ACTIVE

General | Payroll | HR | Other Income | Memo | Change History | Shift | Family and Contact | Educational/Work History | Training/Document

Area: 12-3-415@6#758%9^0&a*(c)d_e+f=g(h)(j)k(l)m/n/o:p*q<r>s,t?u v w | Civil Status: [Dropdown] | Sex: [Dropdown] | Citizenship: [Dropdown]

City: CPTV (OF MARAVI) (Cebu) | Zip Code: [Dropdown] | Height (m): 0.00 | Weight (kg): 0.00 | Blood Type: [Dropdown]

Date of Birth: 12/31/2022 | Date of Hire: 12-3-415@6#758%9^0&a*(c)d_e+f=g(h)(j)k(l)m/n/o:p*q<r>s,t?u v w | Remarks: (NA)

Region: [Dropdown] | Email Address: 12-3-415@6#758%9^0&a*(c)d_e+f=g(h)(j)k(l)m/n/o:p*q<r>s,t?u v w

Created By: Administrator | Created Date/Time: Feb 8 2024 9:48:10 | Updated By: Administrator | Updated Date/Time: Feb 8 2024 9:49:16

Import Employee Incorrect File format Error Message

- Delete column name "EmployeeStatus"

#	B	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
1	BloodType	Religion	PayrollGroup	MonthlyBa	DailyRate	HourlyRate	AbsentDal	LateHourly	OverTime	CostOfLive	Additional	ATMAccou	SSNNumber	HDMFNum	PHICNumber	TIN	Branch	DateHired	DateRegular	DateResigned	Division	Department	Position	EmployeeStatus
2	O	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	O	NA	ACTIVE	25000	1,149.42	143.67	1,149.42	143.67	179.59	NA	NA	5234234	423523	5233423	523423	411234123	Cebu	11/11/2011	11/11/2011	11/11/2011	NA	NA	NA	NA
4	O	NA	ACTIVE	30000	1,379.30	172.41	1,379.30	172.41	215.51	NA	NA	5234234	423523	5233423	523423	411234123	Cebu	11/11/2011	11/11/2011	11/11/2011	NA	NA	NA	NA

- Import Employee

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
		000000203	12-345@#718%	12-345@#718%	12-345@#718%	GATEWAY MOTORS	FIA	12-345@#718%	12-345@#718%	9208663889	9208663889
		000000204	12-345@#718%	12-345@#718%	12-345@#718%	GATEWAY MOTORS	FIA	12-345@#718%	12-345@#718%	9208663889	9208663889
		000000205	12-345@#718%	12-345@#718%	12-345@#718%	GATEWAY MOTORS	FIA	12-345@#718%	12-345@#718%	9208663889	9208663889
		000000201	08201	08201	Alber Chokan Jale	GATEWAY MOTORS	ABAO SAITOS	ACCESSORIES SALE	FIA	FIA	FIA
		000000192	21-04426				BMW	MARKETING STAFF	C-10 23 ROTC HJLI	09568607928	09568607928
		000000191	2127				CEBU	MARKETING STAFF	23 ROTC HUNTERS	09812978996	09812978996
		000000194	2193				CEBU	MARKETING STAFF	PAHTOC MENCALAY	09663411106	09663411106
		000000195	2192				CEBU	MARKETING STAFF	KM 40 PULONG BU	09703390218	09703390218
		000000193	2128	2128	FELICIDAD, CRIT.	GATEWAY MOTORS	CEBU	MARKETING STAFF	75 ROTC HUNTERS	09602626167	09602626167
		000000196	2172	2172	PAVSAHORON, LE	GATEWAY MOTORS	CEBU	MARKETING STAFF	15 RAJ ID ST PHE PL	09982217881	09982217881

Employee Soft Delete

- If the employee's resignation date was at least a year ago from the present date you can soft delete the employee in the employee 201

Employee Detail

Employee Code: 000000030 Edit Name

ID Number: 0030 Biometric ID Number: 0030

Company: Demo Company Branch: CEBU

Position: ACCOUNT EXECUTIVE Payroll Group: DEMO ACTIVE

Contact No.: NA Contact Mobile No.: NA

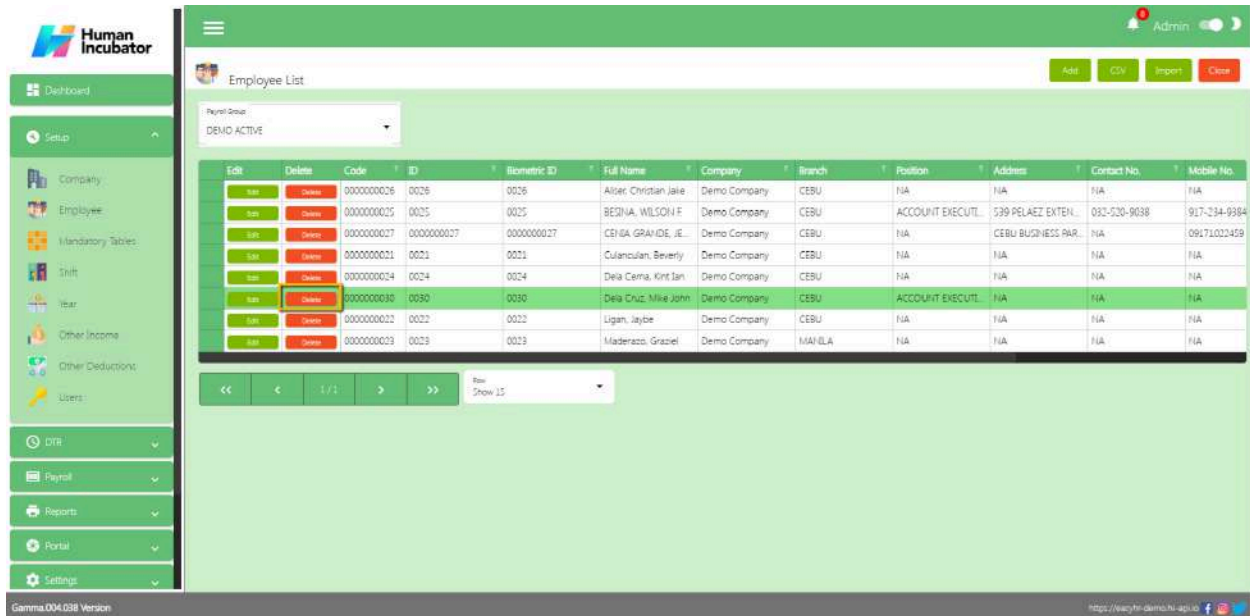
Username: Link Username

Employee Status: PROBATIONARY Shift Code: 8AM - 6PM (STANDARD) Approver's name: HR User

Date Hired: Date Regular: 10/27/2023

Division: OPERATIONS Department: MANAGEMENT

- Go to Employee 201
- Click **Delete** button



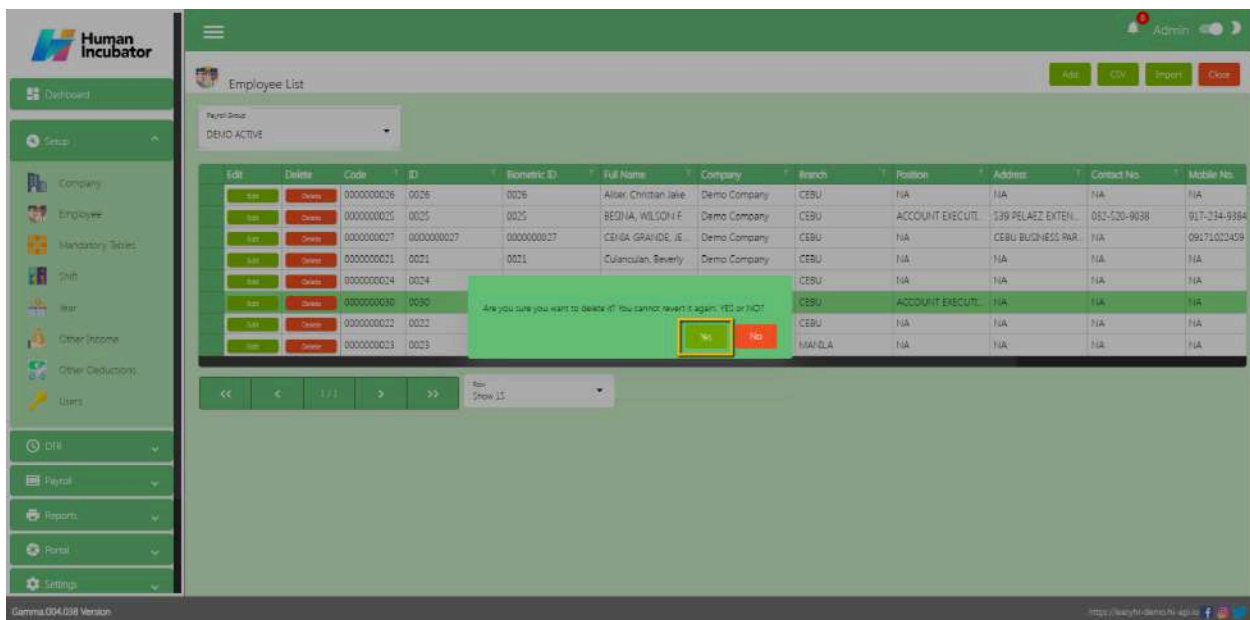
Human Incubator Employee List

Parent Email: DEMO ACTIVE

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
		0000000026	0026	0026	Alice Christian Jale	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000025	0025	0025	BEDINA, WILSON F	Demo Company	CEBU	ACCOUNT EXECUTL	539 PELAEZ EXTEN.	082-528-9638	917-234-9384
		0000000027	0000000027	0000000027	CEIGA GRAJDE, JE.	Demo Company	CEBU	N/A	CEBU BUSINESS PAR.	N/A	09171002459
		0000000021	0021	0021	Culanculan, Beverly	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000024	0024	0024	Dela Cerna, Kint Jan	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000030	0030	0030	Dela Cruz, Mike John	Demo Company	CEBU	ACCOUNT EXECUTL	N/A	N/A	N/A
		0000000022	0022	0022	Ligan, Jaybe	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000023	0023	0023	Maderazo, Grazel	Demo Company	MANILA	N/A	N/A	N/A	N/A

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- Click **Yes** for the Confirmation “Are you sure you want to delete it? You cannot revert it again. YES or NO?”



Human Incubator Employee List

Parent Email: DEMO ACTIVE

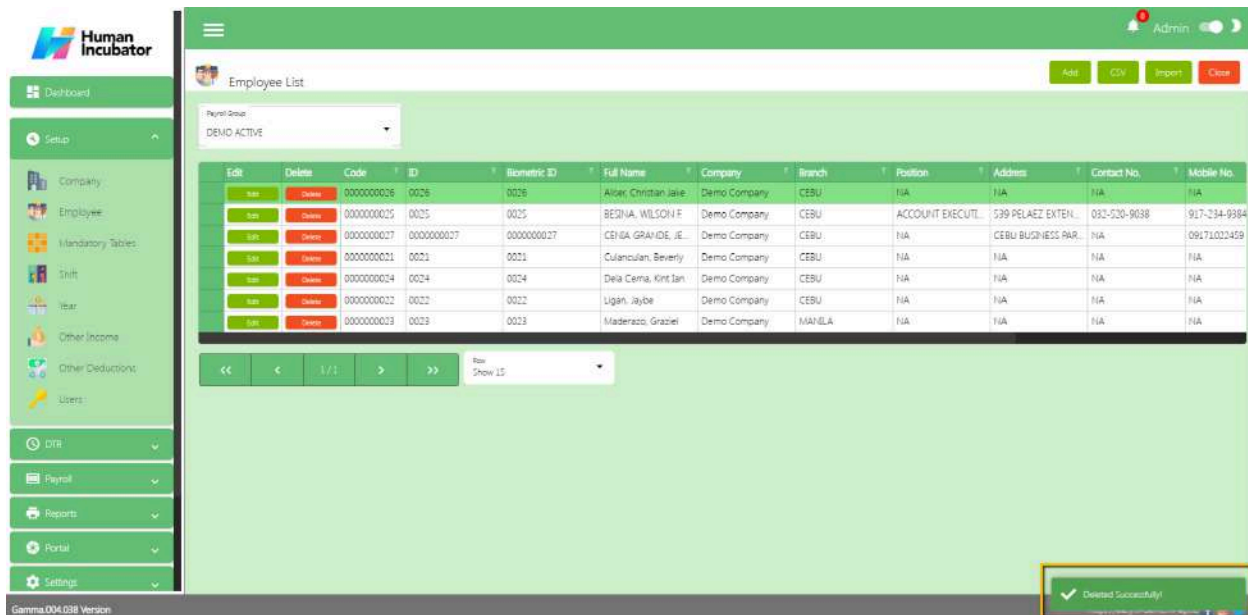
Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
		0000000026	0026	0026	Alice Christian Jale	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000025	0025	0025	BEDINA, WILSON F	Demo Company	CEBU	ACCOUNT EXECUTL	539 PELAEZ EXTEN.	082-528-9638	917-234-9384
		0000000027	0000000027	0000000027	CEIGA GRAJDE, JE.	Demo Company	CEBU	N/A	CEBU BUSINESS PAR.	N/A	09171002459
		0000000021	0021	0021	Culanculan, Beverly	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000024	0024	0024	Dela Cerna, Kint Jan	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000030	0030	0030	Dela Cruz, Mike John	Demo Company	CEBU	ACCOUNT EXECUTL	N/A	N/A	N/A
		0000000022	0022	0022	Ligan, Jaybe	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000023	0023	0023	Maderazo, Grazel	Demo Company	MANILA	N/A	N/A	N/A	N/A

Are you sure you want to delete it? You cannot revert it again. YES or NO?

Yes No

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- Employee can be deleted from the employee 201



The screenshot shows the 'Employee List' page in the Human Incubator system. The table contains the following data:

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
		0000000026	0026	0026	Allan Christian Jalie	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000025	0025	0025	BEDINA, WILSON F	Demo Company	CEBU	ACCOUNT EXECUTL	539 PELAEZ EXTEN.	032-520-9038	917-234-9384
		0000000027	0000000027	0000000027	CEBISA, GRAYDE, JE.	Demo Company	CEBU	N/A	CEBU BUSINESS PAR.	N/A	09171022459
		0000000021	0021	0021	Culanculan, Beverly	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000024	0024	0024	Deia Cerna, Kint Ian	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000012	0022	0022	Ligan, Jaybe	Demo Company	CEBU	N/A	N/A	N/A	N/A
		0000000023	0023	0023	Maderazo, Grael	Demo Company	MANILA	N/A	N/A	N/A	N/A

A green notification box at the bottom right of the table area displays the message: "Deleted Successfully!".

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)



The screenshot shows the 'Mandatory Tables' page in the Human Incubator system. The table contains the following data:

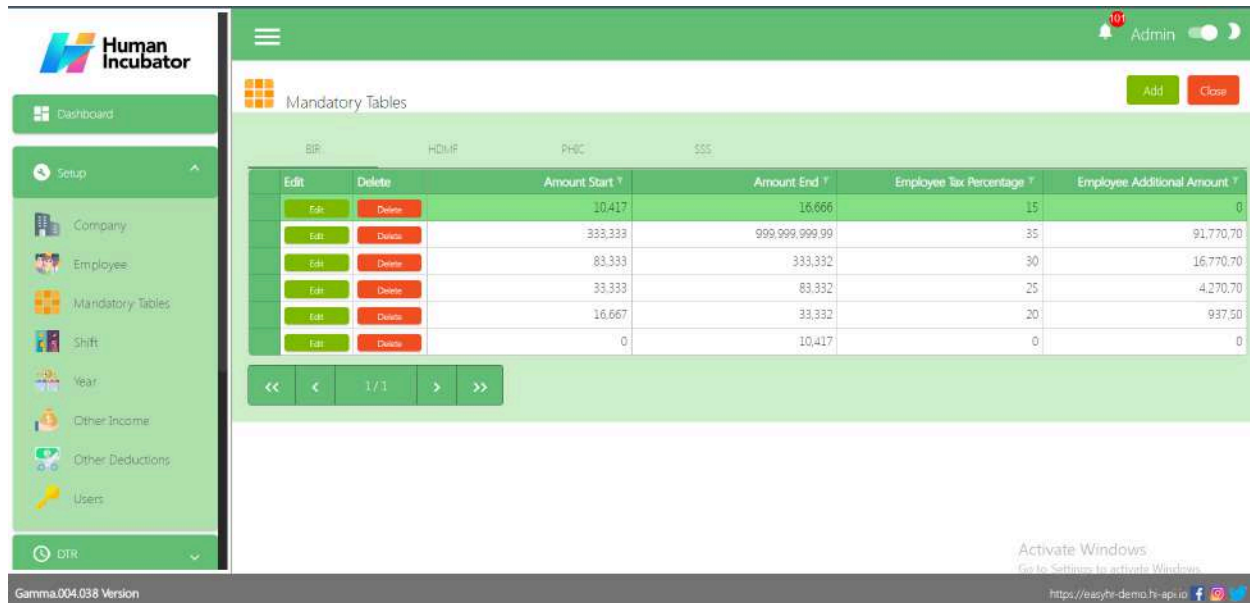
Edit	Delete	Amount Start ?	Amount End ?	Employee Tax Percentage ?	Employee Additional Amount ?
		10,427	15,986	10	0
		33,333	999,999,999.99	25	61,770.70
		80,333	333,332	30	14,770.70
		15,333	89,332	15	4,370.70

BIR Mandatory

BIR Mandatory is based on the Employee's Payroll Rate

Column Table

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



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

HDMF Mandatory

HDMF Mandatory is based on the Employee's Payroll Rate

Column Table

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

- Remarks: You can input any remarks



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

PHIC Mandatory

PHIC Mandatory is based on the Employee's Payroll Rate

Column Table

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

- Employer Contribution Value: contribution Value according to the employers Payroll Range
- Remarks: You can input any remarks



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

SSS Mandatory

SSS Mandatory is based on the Employee's Payroll Rate

Column Table

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

- Remarks: You can input any remarks

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

Shift

Overview

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

Shift Code List

- Shows all list of shift schedule

Column Table:

- Edit: This has a function to Edit the Shift
- Delete: This has a function to Delete the Shift
- Code: This code will automatically generate according to the sequence of the added shift
- Shift: The name of the shift

- Particulars: in the Particulars this is just like the remarks you can input any details
- Locked: If the Checkbox is checked then it is locked but if uncheck then it is unlocked. (Note: If the Shift is unlocked it will not show in the other module)

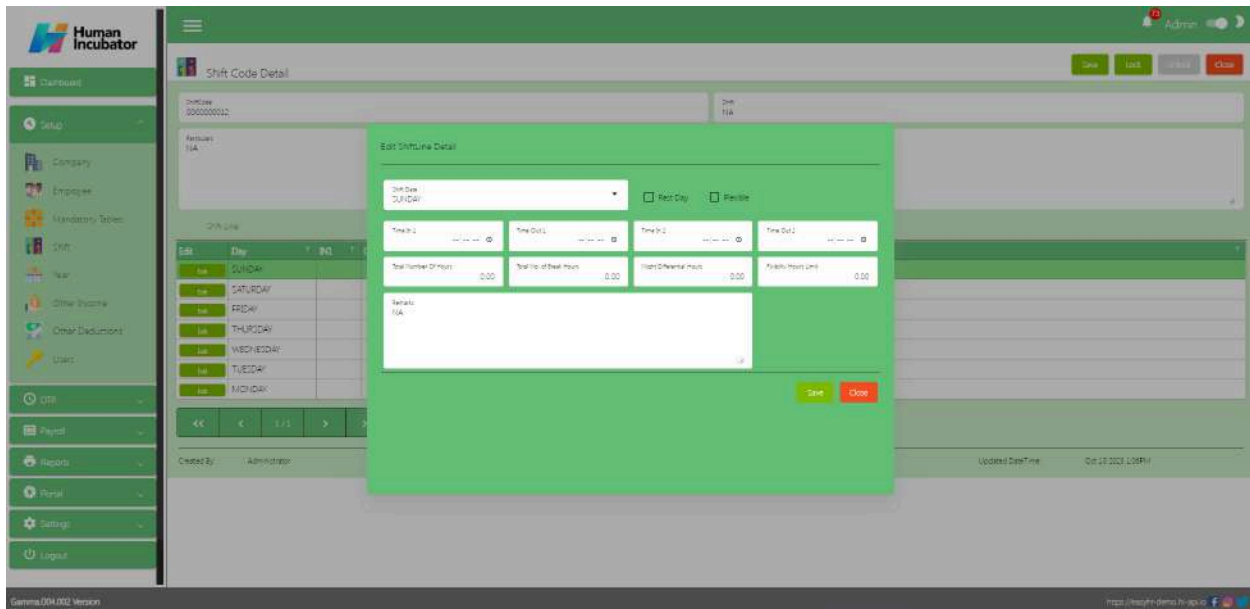
Edit	Delete	Code	Shift	Particulars	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000014	8:00 AM-2:00 PM	8:00 AM-2:00 PM	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000018	8:00 AM-2:00 PM	8:00 AM-2:00 PM	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000012	N/A	N/A	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000011	10:00 AM - 7:00 PM	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000010	Day Shift for Kitchen	Day Shift for Kitchen - 2:00AM - 11:00AM	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000009	N/A	N/A	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000008	Customized Shift	Rest Day Duty	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000007	10:00AM to 7:00PM	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000006	9:00AM - 6:00PM STANDARD	9:00AM - 6:00PM STANDARD	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000005	1:00 pm to 9:00pm (2nd Shift)	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	7:00am - 4:00pm Flexible	N/A	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000003	8:00AM TO 5:00PM (SUNDAY OFF) FLEXIBLE EVERY MONDAY	For Demo Batch	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000002	8:30AM - 2:30PM (Flexible weekday)	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000001	9:00 - 18:00 (Weekdays) Flexible	For product demo purposes.	<input checked="" type="checkbox"/>

Shift Code Detail

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

Shift Line

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



Save/Lock

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



Year

Overview

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

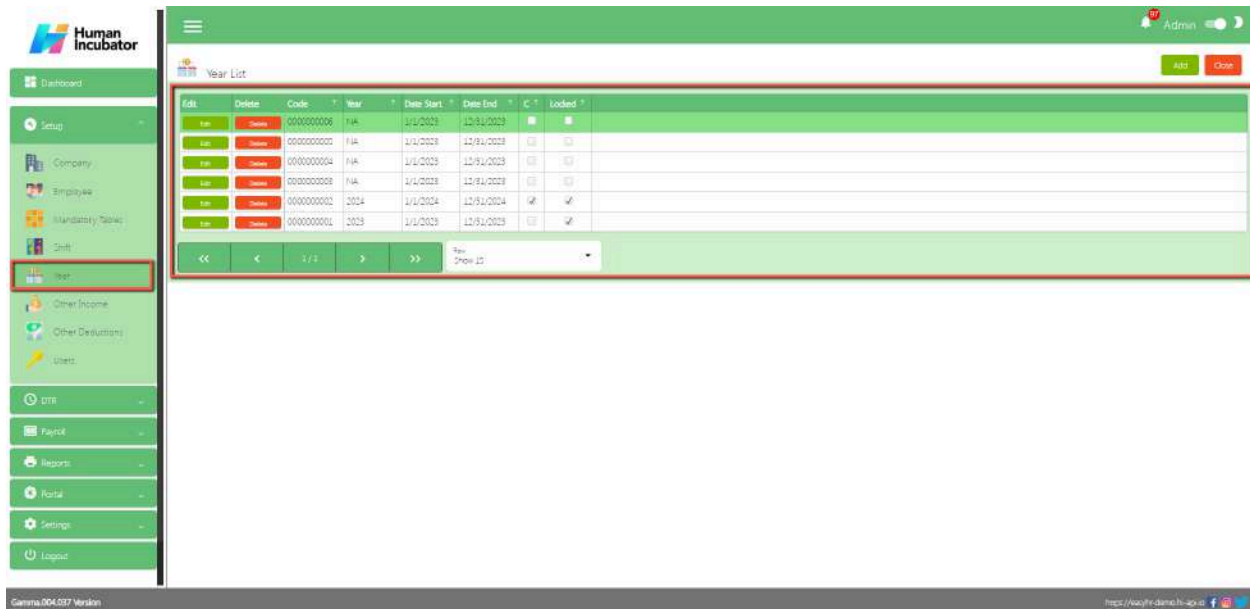
Note: Always make sure the current Year is locked.

Year List

- Shows all list of year

Column Table

- Edit: This has the function to edit the Year
- Delete: This has a function to delete the Year
- Code: This code will automatically generate according to the sequence of the added shift
- Year: The is an input on what year added
- Date Start: Date Start of the Year
- Date End: Date End of the Year
- Closed: You can no longer select if the year is closed.



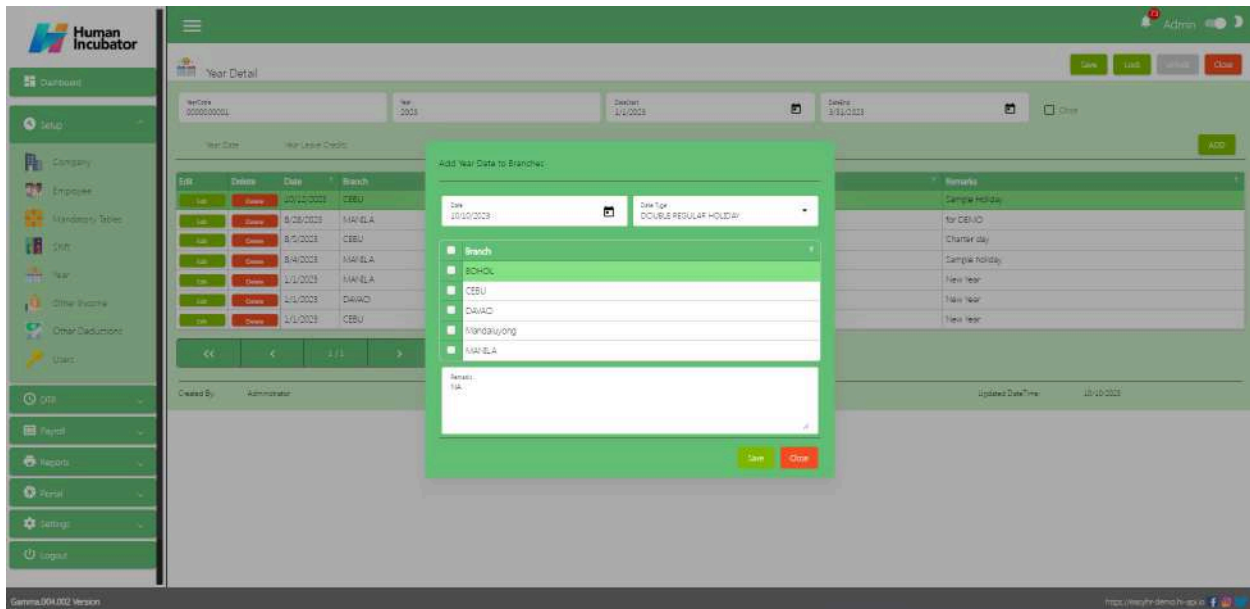
Year Detail

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

Edit	Delete	Date	Branch	Date Type	Remarks
		10/12/2023	CEBU	REGULAR HOLIDAY	Sample Holiday
		8/28/2023	MANILA	SPECIAL HOLIDAY	for Cebu
		8/5/2023	CEBU	REGULAR HOLIDAY	Charter day
		8/14/2023	MANILA	SPECIAL HOLIDAY	Sample Holiday
		1/1/2023	MANILA	REGULAR HOLIDAY	New Year
		1/1/2023	DAVAO	REGULAR HOLIDAY	New Year
		1/1/2023	CEBU	REGULAR HOLIDAY	New Year

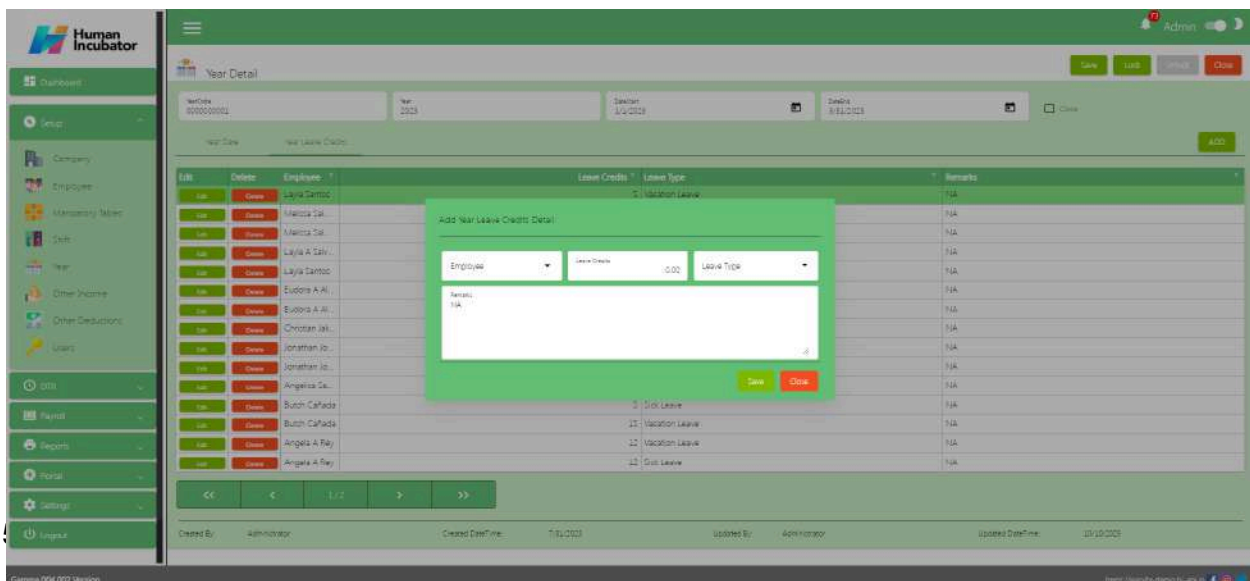
Year Date

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



Year Leave Credits

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



Save/Lock

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

Date	Branch	Date Type	Remarks
10/29/2023	EDMOL	DOUBLE SPECIAL HOLIDAY	N/A
11/2/2023	CEBU	SPECIAL HOLIDAY	N/A
11/1/2023	CEBU	REGULAR HOLIDAY	N/A
10/30/2023	CEBU	SPECIAL HOLIDAY	N/A
10/12/2023	CEBU	REGULAR HOLIDAY	Sample Holiday
8/28/2023	MANILA	SPECIAL HOLIDAY	For DENIG
8/5/2023	CEBU	REGULAR HOLIDAY	Charter day
8/4/2023	MANILA	SPECIAL HOLIDAY	Sample Holiday
1/2/2023	MANILA	REGULAR HOLIDAY	First Year
1/1/2023	DAVAO	REGULAR HOLIDAY	First Year
1/1/2023	CEBU	REGULAR HOLIDAY	First Year

Created By: Administrator | Created DateTime: 7/11/2023 | Updated By: Administrator | Updated DateTime: 10/24/2023

Lock Successfully

Save Successfully

Other Income

Overview

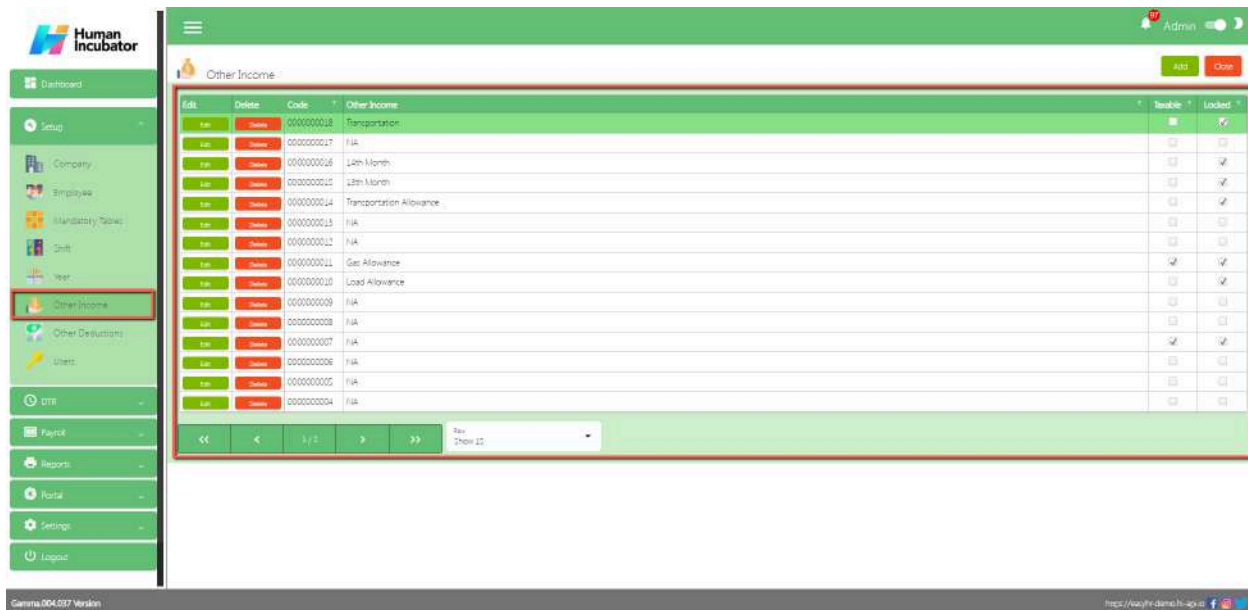
- Other Income setup is used for Making other income just like allowances of the company and also can add if Taxable or Non-taxable

Other Income List

- Shows all list of Other Income

Table Column

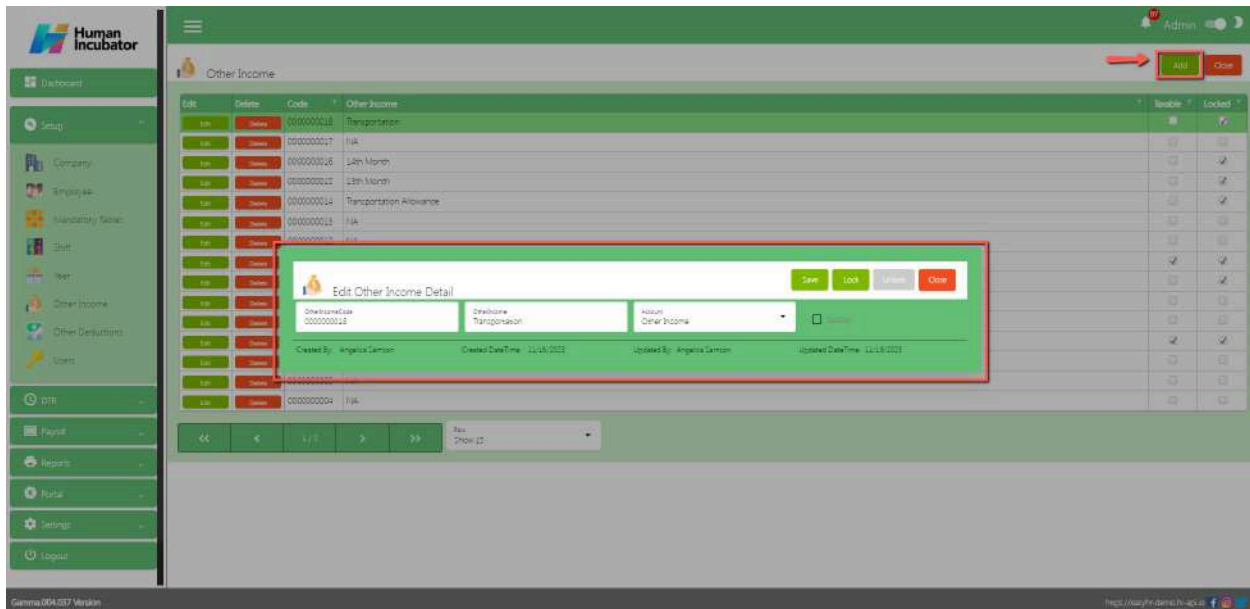
- Edit: This has the function to edit the Other Income
- Delete: This has the function to Delete the Other Income
- Other Income: Name of the Other Income
- Taxable: Check if the Other Income is taxable, uncheck if not
- Locked: If locked you can now select this type of other income



Edit	Delete	Code	Other Income	Taxable	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000018	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000017	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000016	12th Month	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000015	13th Month	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000014	Transportation Allowance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000013	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000012	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000011	Get Allowance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000010	Load Allowance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000009	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000008	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000007	HA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000006	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000005	HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	HA	<input type="checkbox"/>	<input type="checkbox"/>

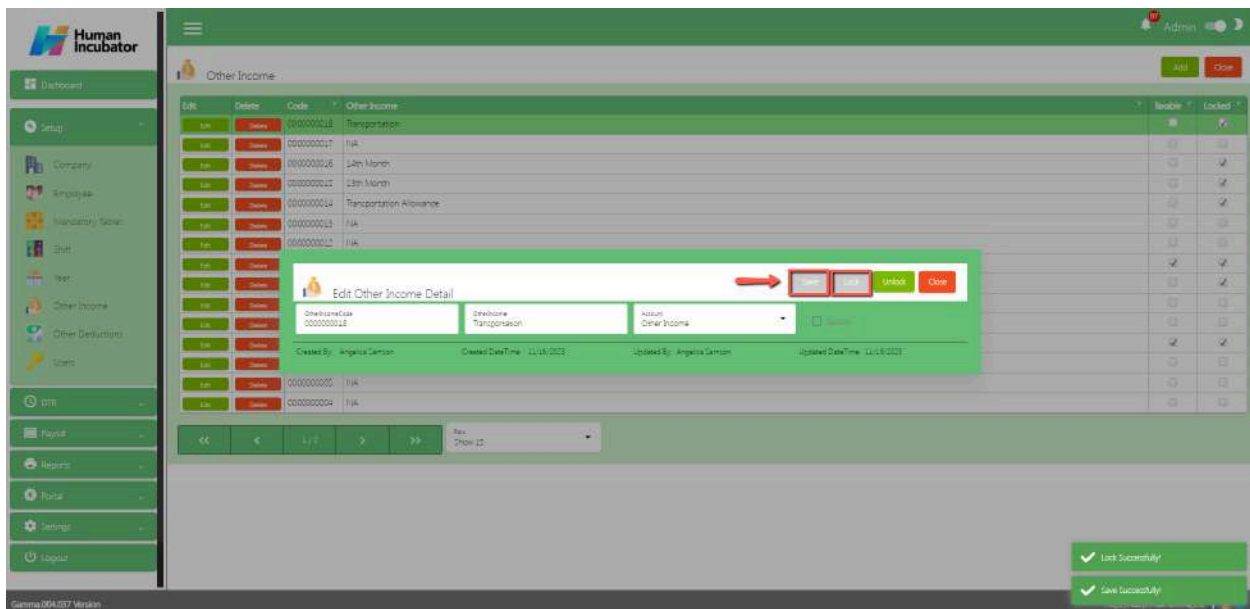
Other Income Detail

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



Save/Lock

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



Other Deductions

Overview

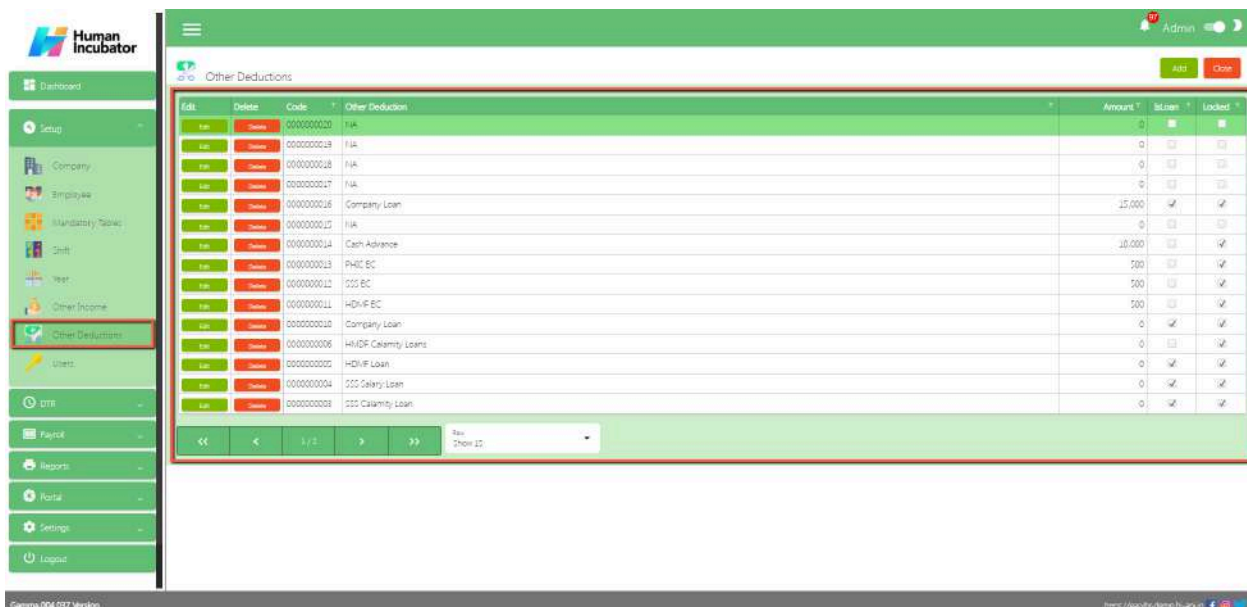
- Other Deductions setup is used for making other deductions just like Salary loans and all loans in company.

Other Deductions List

- Shows all list of Other Deductions

Other Deductions

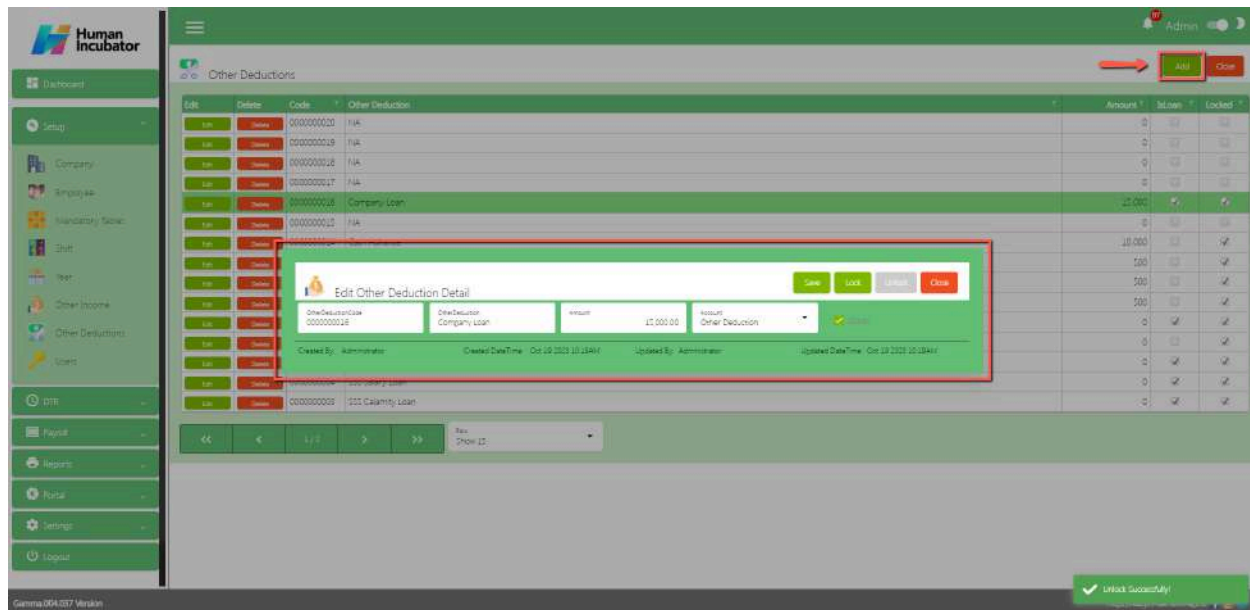
- Edit: This has the function to edit the Other Deductions
- Delete: This has the function to Delete the Other Deductions
- Other Deduction: Name of the Other Deduction
- Amount: This is optional you can either put and amount or not
- IsLoan: Check if this Other Deduction is a Loan Type
- Locked: If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



Edit	Delete	Code	Other Deduction	Amount	IsLoan	Locked
		0000000020	PIA	0	<input type="checkbox"/>	<input type="checkbox"/>
		0000000019	PIA	0	<input type="checkbox"/>	<input type="checkbox"/>
		0000000018	PIA	0	<input type="checkbox"/>	<input type="checkbox"/>
		0000000017	PIA	0	<input type="checkbox"/>	<input type="checkbox"/>
		0000000016	Company Loan	15,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000015	PIA	0	<input type="checkbox"/>	<input type="checkbox"/>
		0000000014	Cash Advance	10,000	<input type="checkbox"/>	<input type="checkbox"/>
		0000000013	PHIC EC	500	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000012	SSS EC	500	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000011	HDN/EC	500	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000010	Company Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000009	HDN/EC Salary Loans	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000008	HDN/EC Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000004	SSS Salary Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		0000000008	SSS Salary Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

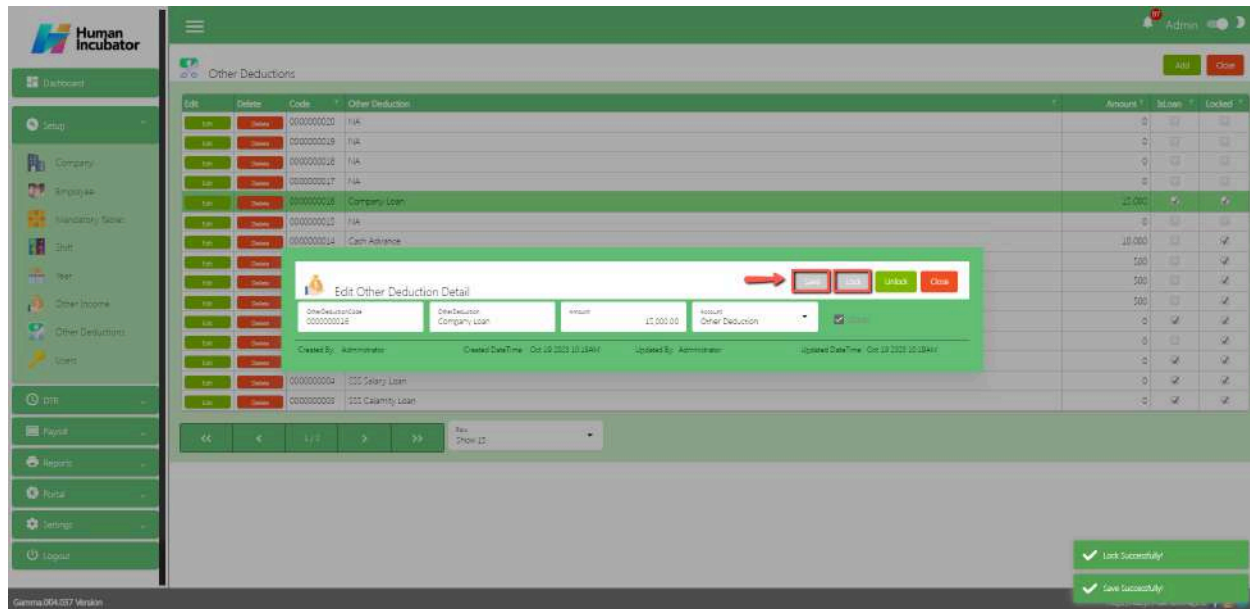
Other Deductions Detail

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



Save/Lock

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



Users

Overview

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

User list

- Shows all list of Users

Table Column

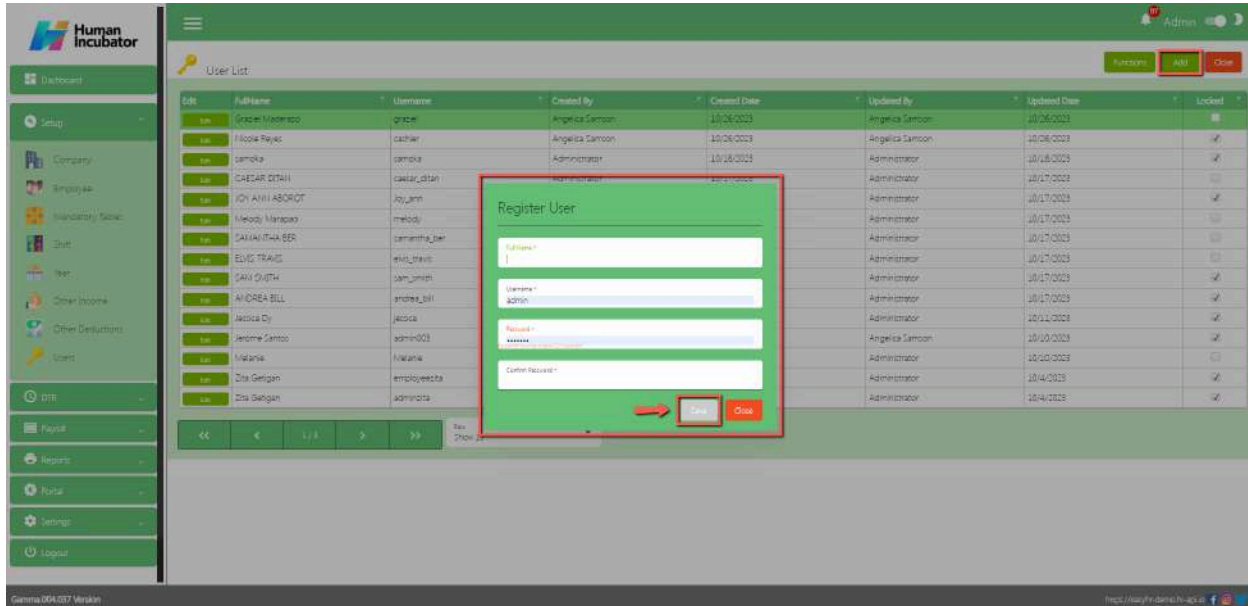
- Edit: This has the function to edit the User
- FullName: Fullname of the user
- Username: Username of the user
- Created By: Fullname of the login user who created the user
- Created Date: Creation date of the user
- Updated By: Fullname of the login user who updated the user
- Updated Date: Updated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

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

Edit	Full Name	Username	Created By	Created Date	Updated By	Updated Date	Locked
<input type="checkbox"/>	Graciela Maderazo	gracie	Angelica Samson	10/26/2023	Angelica Samson	10/26/2023	<input type="checkbox"/>
<input type="checkbox"/>	Isidro Reyes	cecher	Angelica Samson	10/26/2023	Angelica Samson	10/26/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Samoka	samoka	Administrator	10/18/2023	Administrator	10/18/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CAESAR DITAH	caesar_ditah	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	JOVY ARII ABOROF	joy_ari	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Melody Magsaso	melody	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	SARAHITHA BEE	sarahitha_bee	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	ELVIS TRAVIS	elvis_travis	Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
<input type="checkbox"/>	SAVI DUTTA	savi_dutta	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ANDREA BELL	andrea_bell	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jessica Dy	jessica	Angelica Samson	10/10/2023	Administrator	10/11/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jerome Santos	admin003	Angelica Samson	10/10/2023	Angelica Samson	10/10/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Melanie	Melanie	Administrator	10/10/2023	Administrator	10/10/2023	<input type="checkbox"/>
<input type="checkbox"/>	Zita Geligan	employeezita	Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Zita Geligan	admin004	Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>

Register User

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

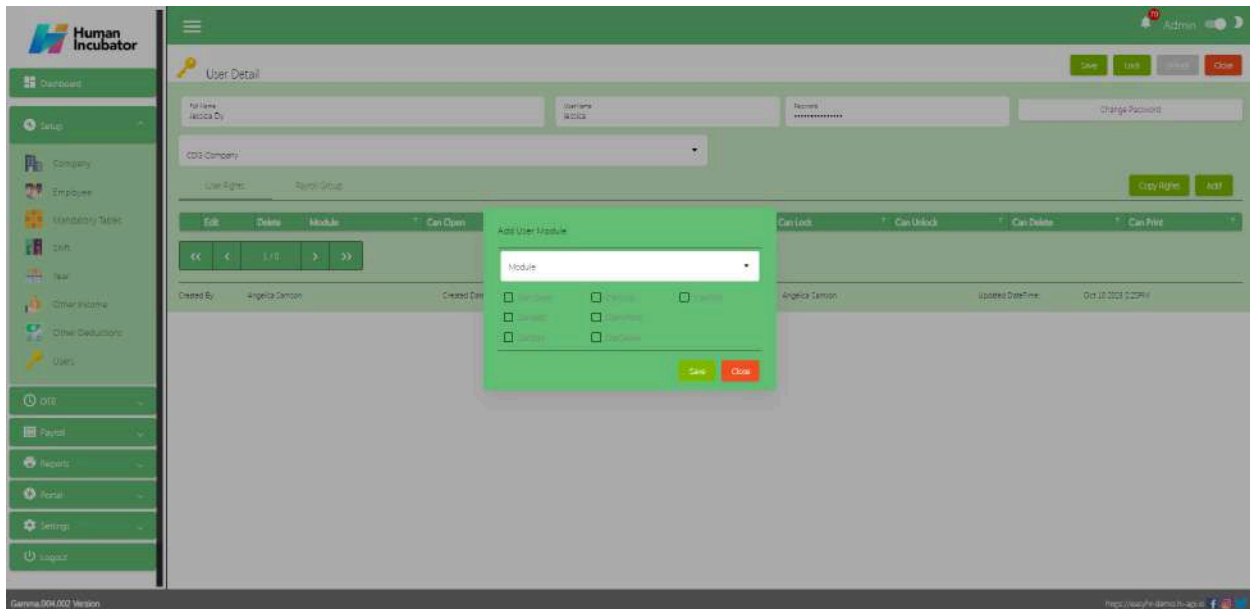


User Detail

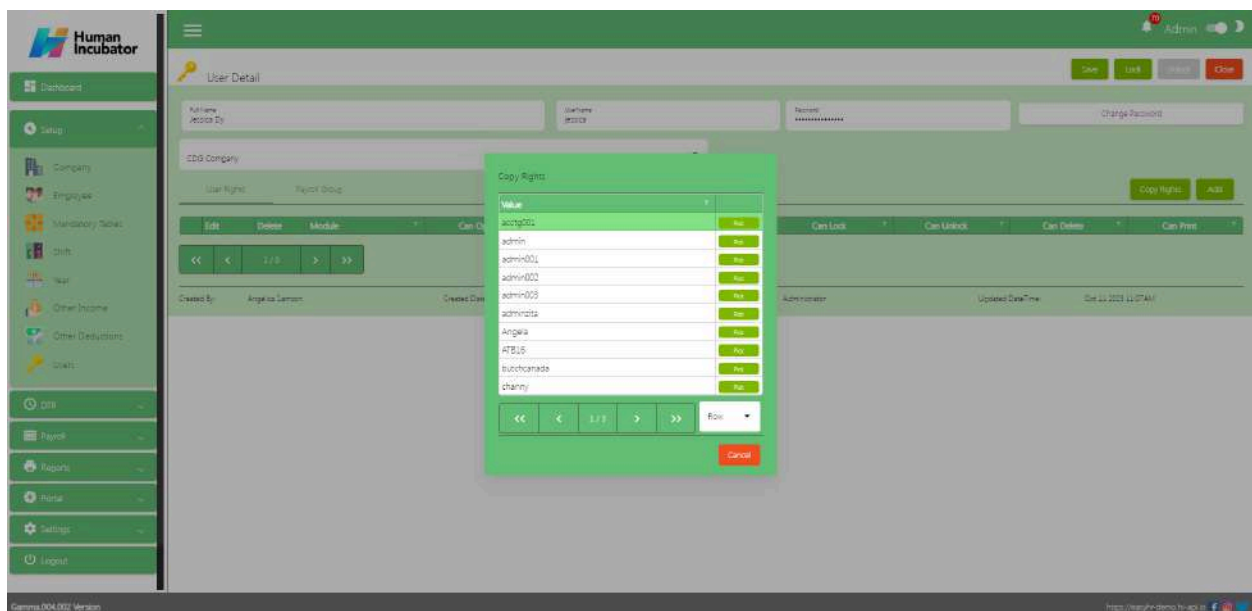
- Click **Edit** button to add the user rights of employee
- There are 2 tabs in user detail
 - User Rights and Payroll Group

User Rights

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

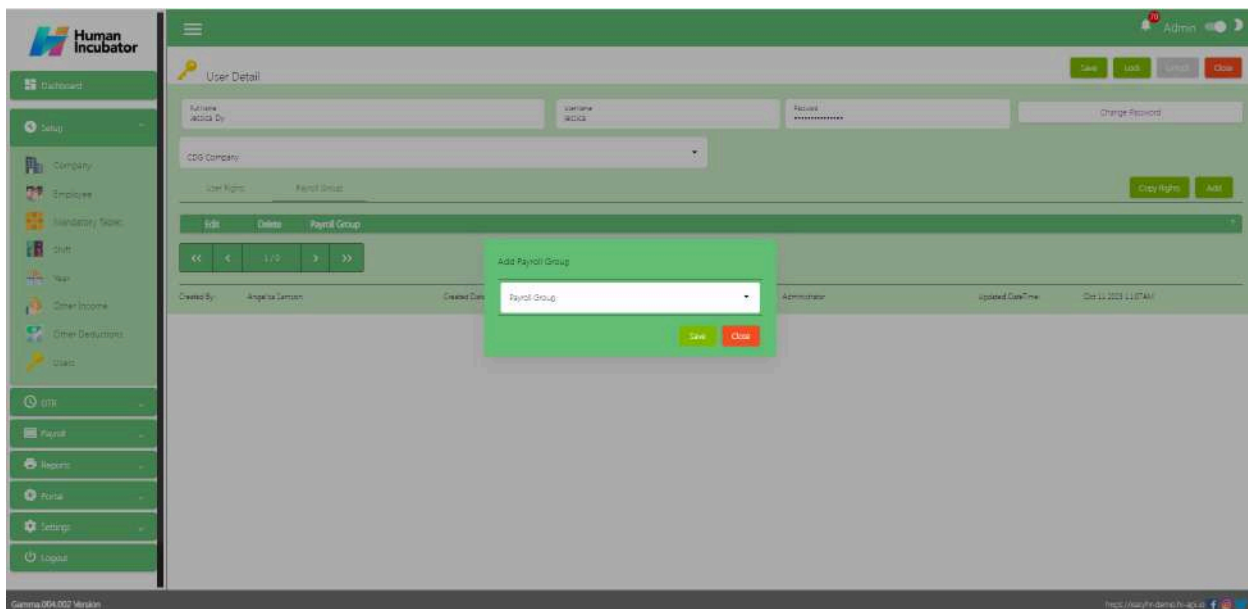


- Click **Copy Rights** button to copy the rights of employee
 - Select the User need to copy rights
 - Click **Pick** button to add in table



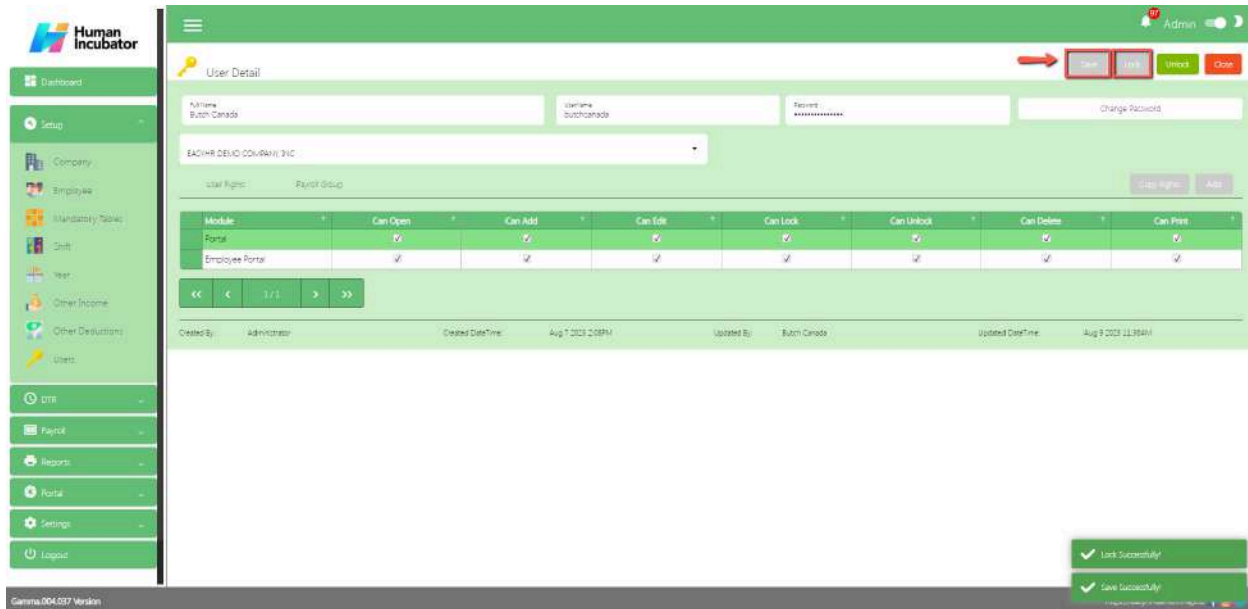
Payroll Group

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



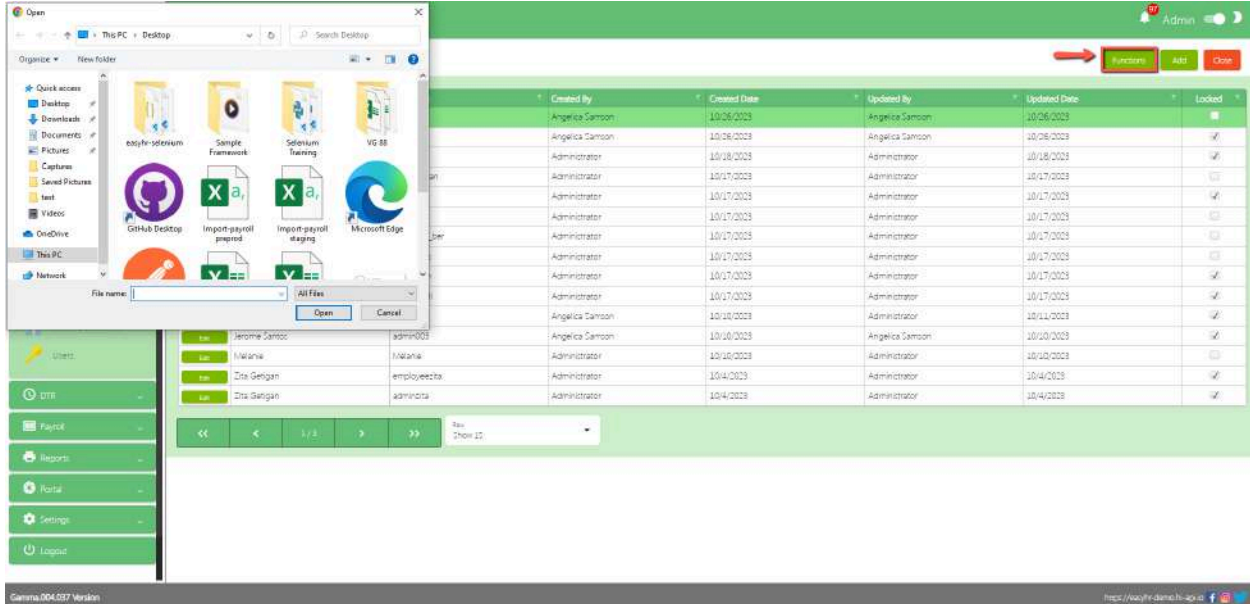
Save/Lock

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



Upload User

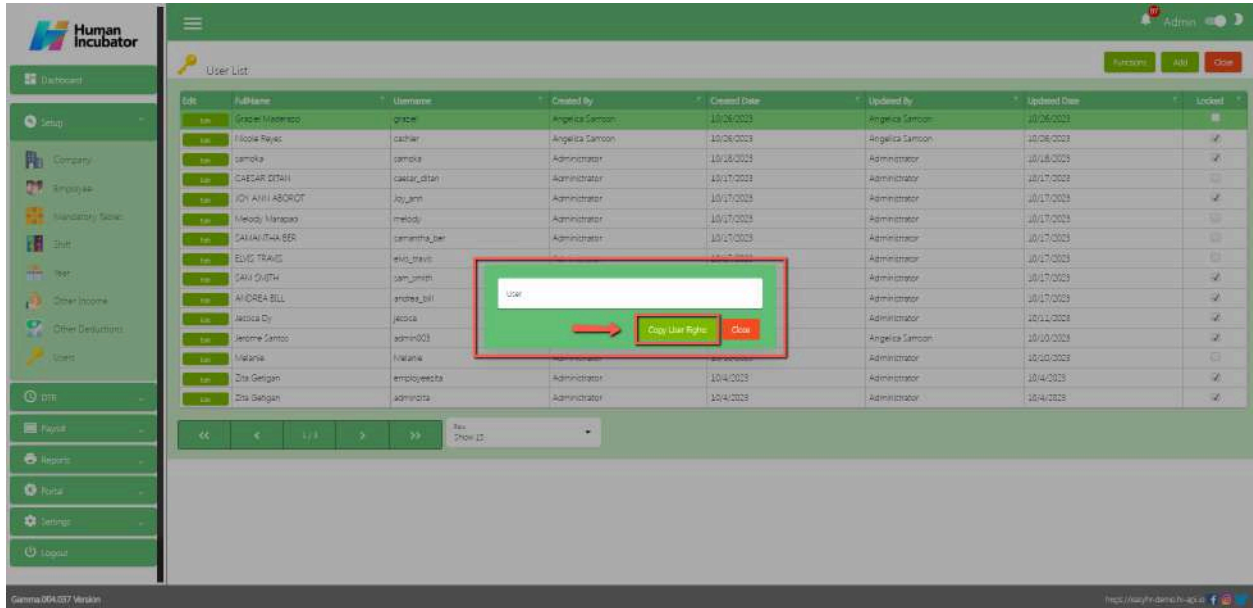
- To **Upload User**, click **Functions** button that can be seen on the right side of the screen
 - Click **Upload User** to select master file and click **Open**



The screenshot shows a web application interface with a table of users. An 'Open' file explorer window is overlaid on the table. The table has columns for 'Created by', 'Created Date', 'Updated by', 'Updated Date', and 'Locked'. The file explorer shows a 'This PC' view with various files and folders.

Created by	Created Date	Updated by	Updated Date	Locked
Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	
Administrator	10/18/2023	Administrator	10/18/2023	<input checked="" type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input type="checkbox"/>
Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
Administrator	10/10/2023	Administrator	10/10/2023	<input checked="" type="checkbox"/>
Administrator	10/10/2023	Administrator	10/10/2023	<input checked="" type="checkbox"/>
Administrator	10/14/2023	Administrator	10/14/2023	<input type="checkbox"/>
Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>

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



The screenshot shows the 'User List' interface in the Human Incubator system. A table lists various users with columns for Edit, Fullname, Username, Created By, Created Date, Updated By, Updated Date, and Locked. A dialog box titled 'Copy User Rights' is open, showing a search field with 'User' entered and buttons for 'Copy User Rights' and 'Close'.

Edit	Fullname	Username	Created By	Created Date	Updated By	Updated Date	Locked
	Grace Madrazo	grace	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	
	Florie Reyes	cashier	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	<input checked="" type="checkbox"/>
	Camila	camila	Administrator	10/18/2023	Administrator	10/18/2023	<input checked="" type="checkbox"/>
	CAESAR DITAH	caesar_ditah	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	JON ANRI ABOROF	jon_anri	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	Melody Manapo	melody	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	SALANI-IAA BEE	salani_iaa	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	ELVIS TRAVIS	elvis_travis	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	SAYU QUITA	sayu_quit	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	ANDREA BILL	andrea_bill	Administrator	10/17/2023	Administrator	10/17/2023	<input checked="" type="checkbox"/>
	Jessica Dy	jessica	Administrator	10/11/2023	Administrator	10/11/2023	<input checked="" type="checkbox"/>
	Jessime Santos	admin003	Administrator	10/10/2023	Angelica Samson	10/10/2023	<input checked="" type="checkbox"/>
	Melanie	melanie	Administrator	10/10/2023	Administrator	10/10/2023	<input checked="" type="checkbox"/>
	Zita Gelgan	employeezita	Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>
	Zita Gelgan	adminzita	Administrator	10/4/2023	Administrator	10/4/2023	<input checked="" type="checkbox"/>

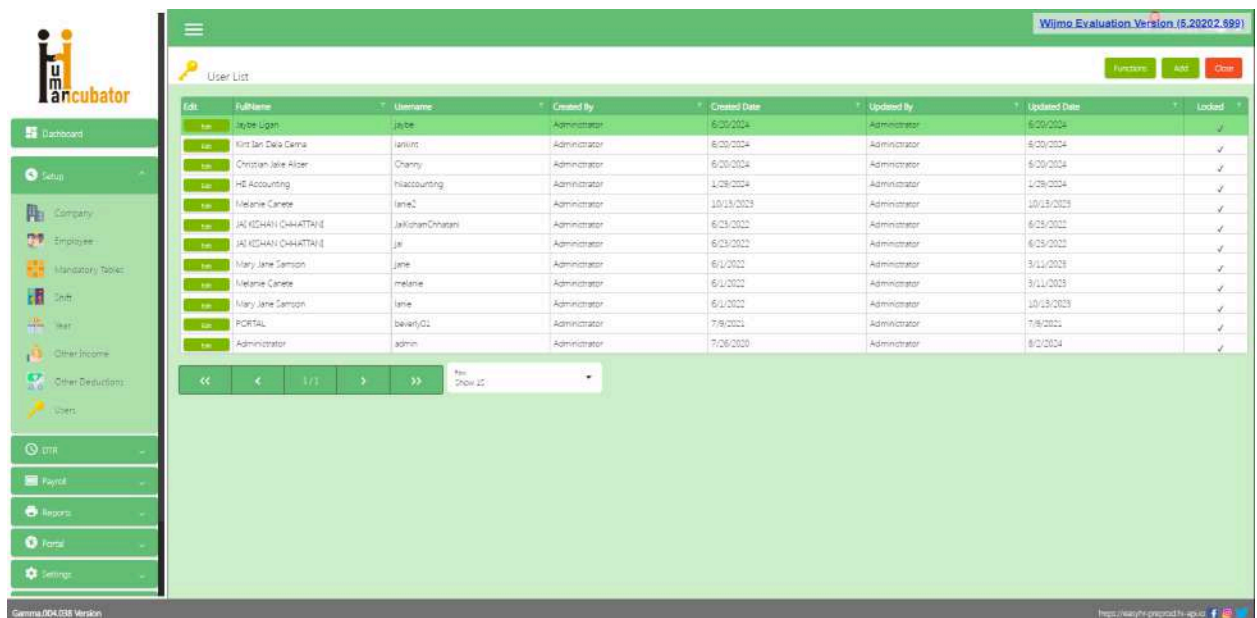
Rostering

Steps

1. In the Setup module click Users



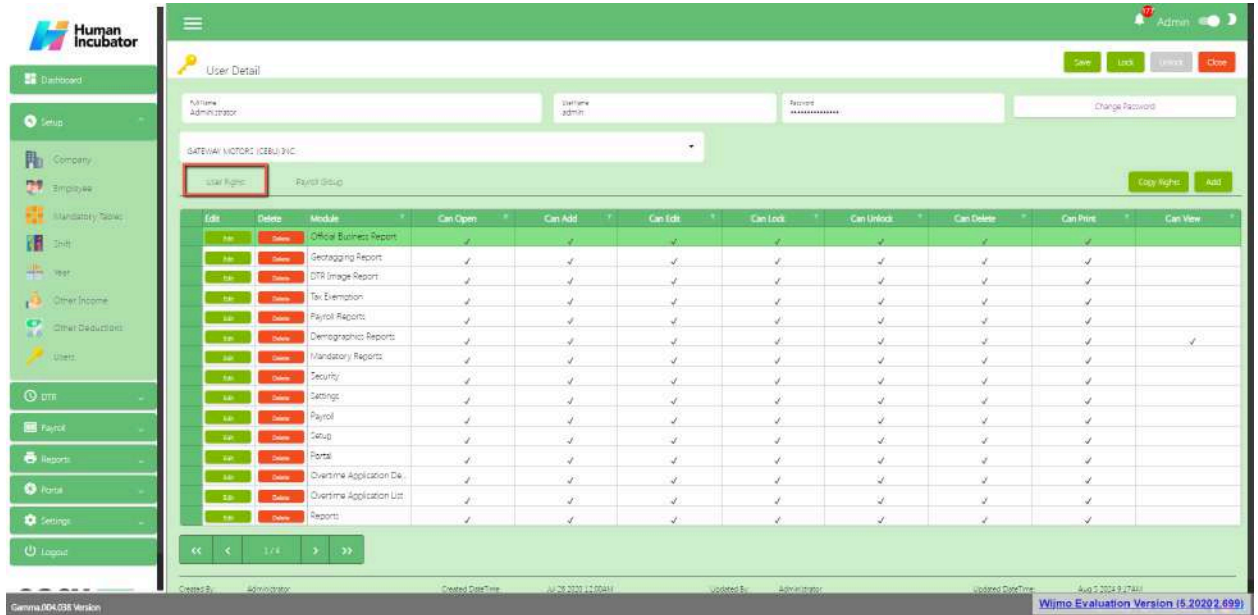
2. Edit User



The User List table contains the following data:

Edit	FullName	Username	Created By	Created Date	Updated By	Updated Date	Locked
✎	Jaybe Lugin	jaybe	Administrator	6/20/2024	Administrator	6/20/2024	✓
✎	Kirst Jan Deka Cerna	janint	Administrator	6/20/2024	Administrator	6/20/2024	✓
✎	Christian Jake Alder	Channy	Administrator	6/20/2024	Administrator	6/20/2024	✓
✎	HE Accounting	hiaccounting	Administrator	1/28/2024	Administrator	1/28/2024	✓
✎	Melanie Canete	lame2	Administrator	10/13/2023	Administrator	10/13/2023	✓
✎	JAI KIDYARI CHATTALAI	JaiKohanChattani	Administrator	6/23/2022	Administrator	6/23/2022	✓
✎	JAI KIDYARI CHATTALAI	ji	Administrator	6/23/2022	Administrator	6/23/2022	✓
✎	Mary Jane Samson	jane	Administrator	6/1/2022	Administrator	9/11/2023	✓
✎	Melanie Canete	melanie	Administrator	6/1/2022	Administrator	9/11/2023	✓
✎	Mary Jane Samson	lame	Administrator	6/1/2022	Administrator	10/13/2023	✓
✎	PORTAL	bakari01	Administrator	7/8/2021	Administrator	7/8/2021	✓
✎	Administrator	admin	Administrator	7/26/2020	Administrator	8/2/2024	✓

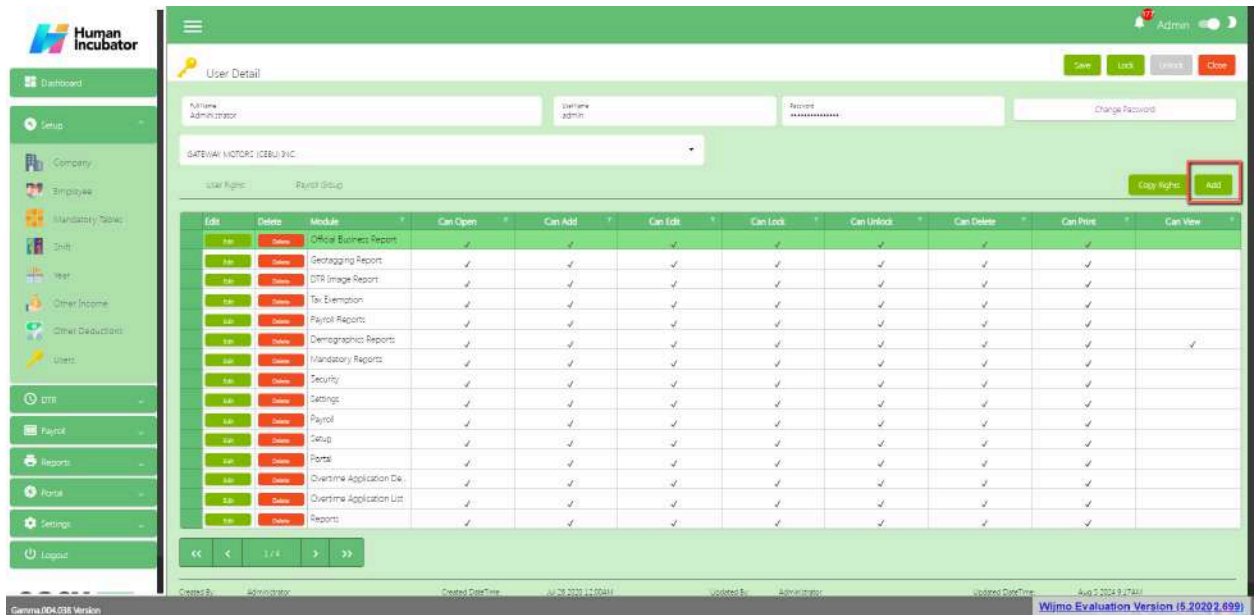
3. Go to the User Rights Tab



The screenshot shows the 'User Detail' page for 'Administrator'. The 'User Rights' tab is highlighted with a red box. Below the tab, there is a table with columns: Edit, Delete, Module, Can Open, Can Add, Can Edit, Can Lock, Can Unlock, Can Delete, Can Print, and Can View. The table lists various modules and their permissions for the 'Administrator' user.

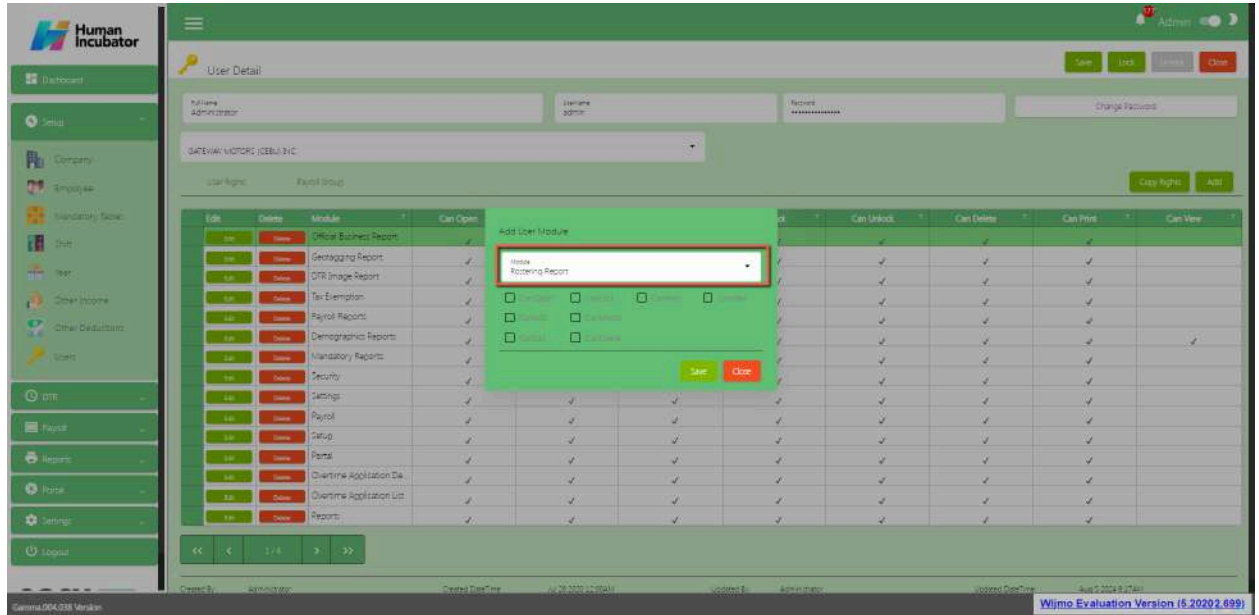
Edit	Delete	Module	Can Open	Can Add	Can Edit	Can Lock	Can Unlock	Can Delete	Can Print	Can View
Yes	Yes	Office Business Report	✓	✓	✓	✓	✓	✓	✓	✓
Yes	Yes	Geotagging Report	✓	✓	✓	✓	✓	✓	✓	✓
Yes	Yes	DTR Image Report	✓	✓	✓	✓	✓	✓	✓	✓
Yes	Yes	Tax Exemption	✓	✓	✓	✓	✓	✓	✓	✓
Yes	Yes	Payroll Reports	✓	✓	✓	✓	✓	✓	✓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

4. Click Add

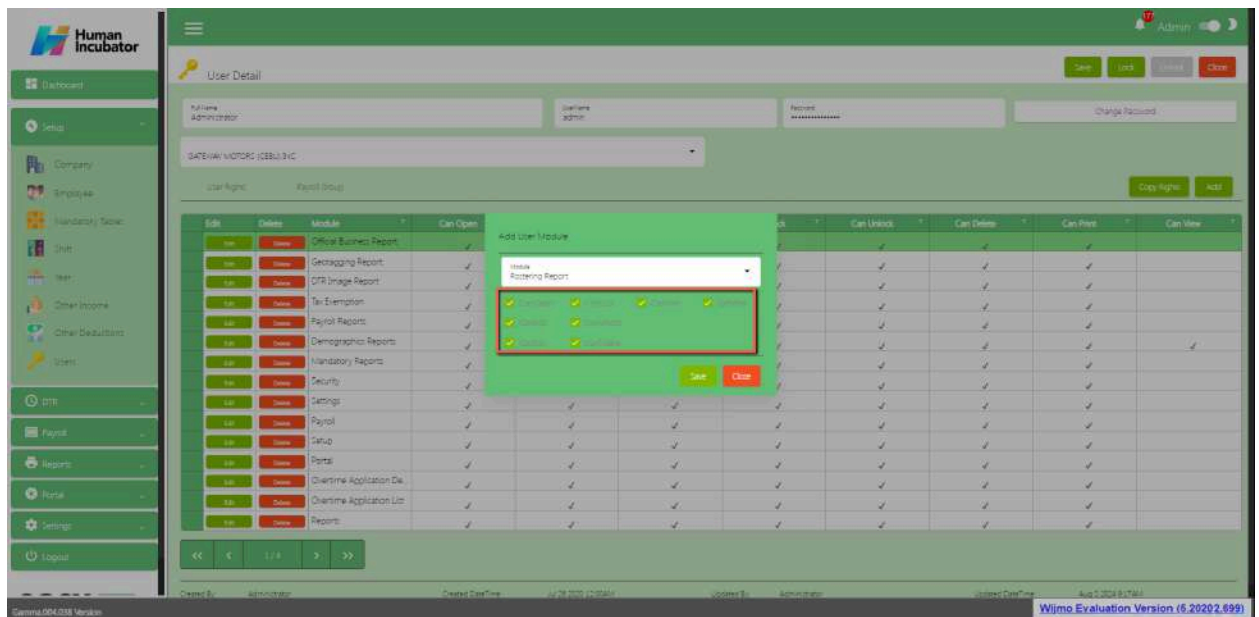


The screenshot shows the same 'User Detail' page as above, but with the 'Add' button in the top right corner highlighted with a red box. The 'User Rights' tab is still selected.

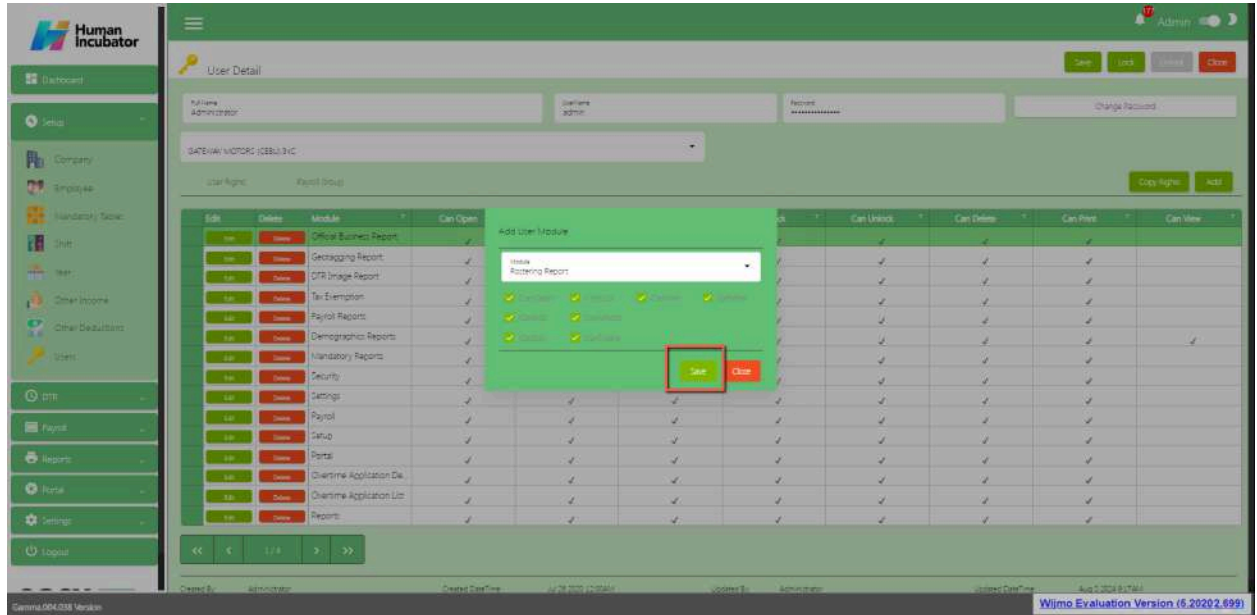
5. Select Rostering Report



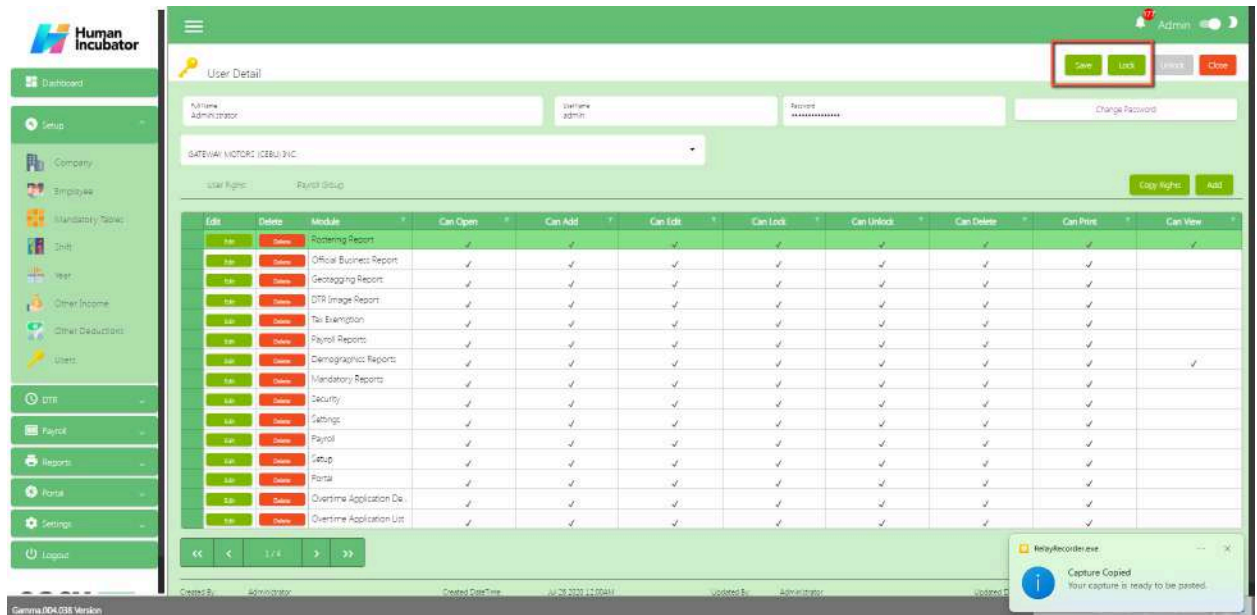
6. Click Rights Can Open, Can Add, Can Edit, Can Lock, Can Lock, Can Unlock, Can Print and Can View



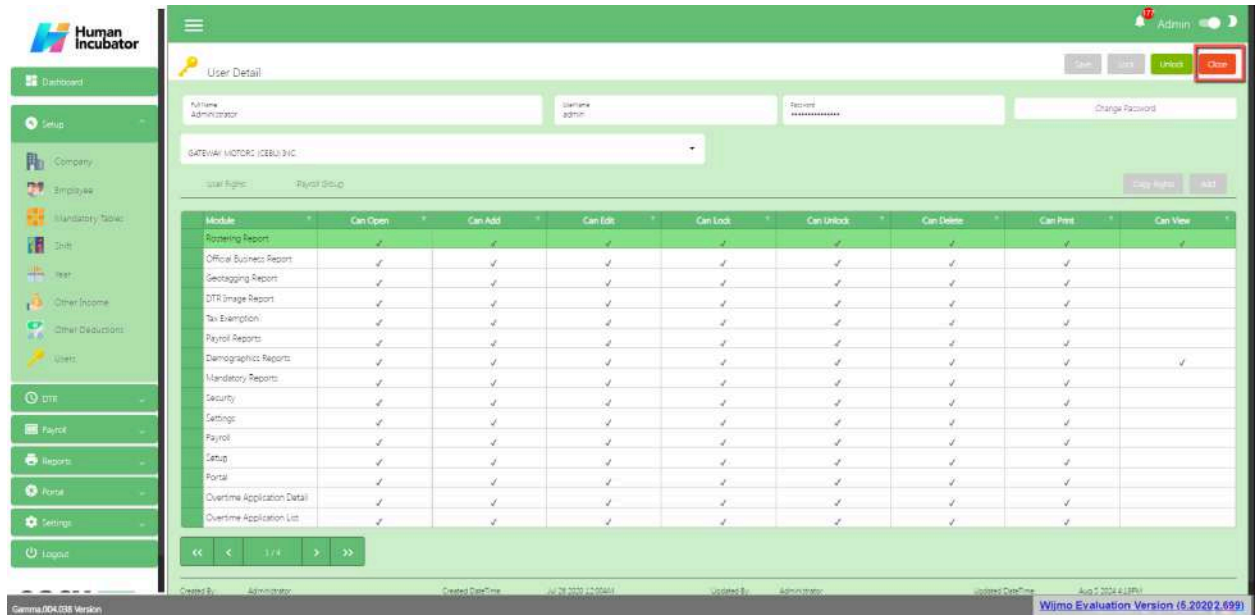
7. Click Save



8. Click Save and Lock



9. Click Close



Section V: DTR

Change Shift

Overview

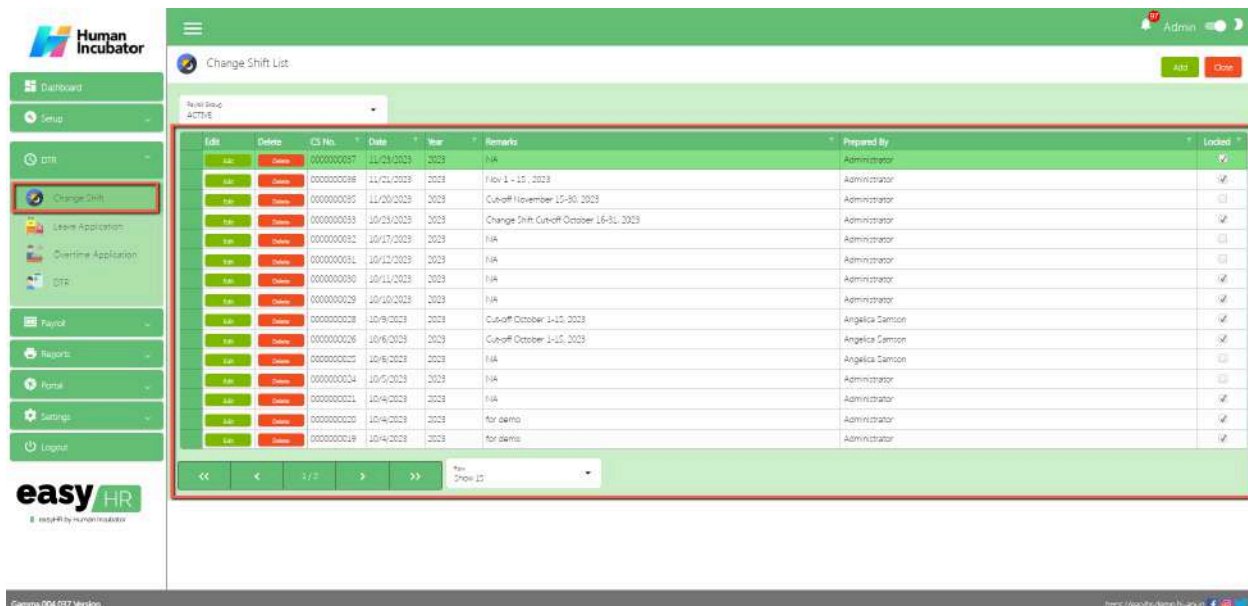
- Change shift is used for setup a start date and end date per cut-off and also the user can approve if the employee filed a change shift
- The user file change shift in employee portal it is automatically seen by approver or admin

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

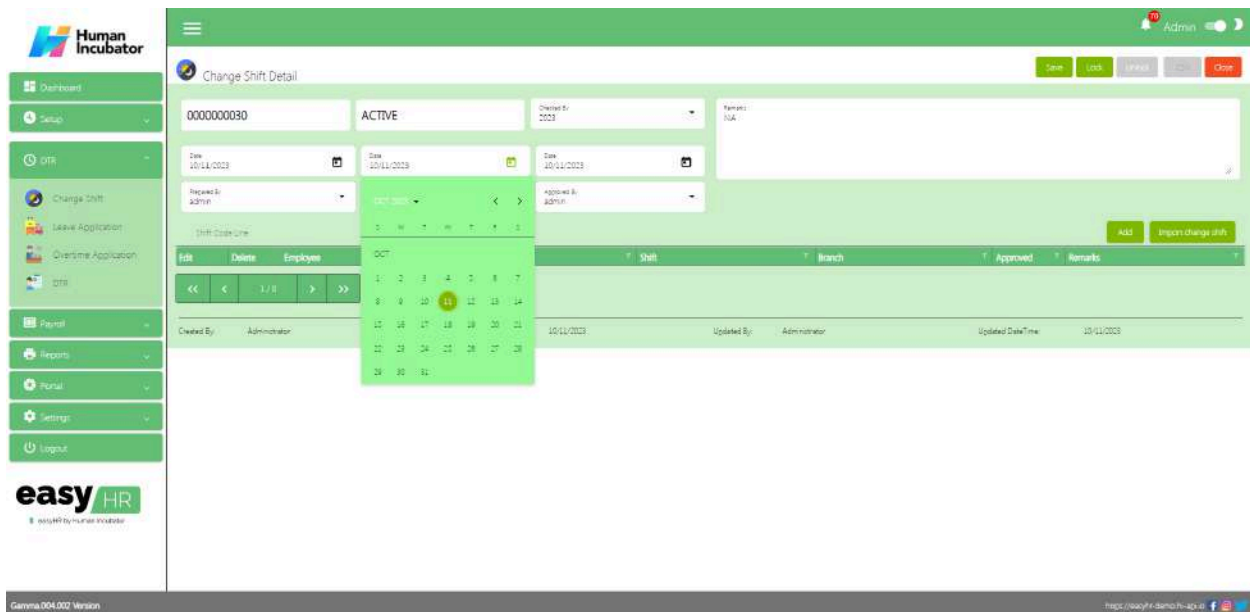


Edit	Delete	CS No.	Date	Year	Remarks	Prepared By	Locked
		0000000007	11/01/2023	2023	N/A	Administrator	🔒
		0000000008	11/01/2023	2023	Nov 1 - 15, 2023	Administrator	🔒
		0000000009	11/02/2023	2023	Cutoff November 15-30, 2023	Administrator	🔒
		0000000009	10/23/2023	2023	Change Shift Cutoff October 16-30, 2023	Administrator	🔒
		0000000032	10/17/2023	2023	N/A	Administrator	🔒
		0000000091	10/12/2023	2023	N/A	Administrator	🔒
		0000000090	10/11/2023	2023	N/A	Administrator	🔒
		0000000029	10/10/2023	2023	N/A	Administrator	🔒
		0000000028	10/9/2023	2023	Cutoff October 1-15, 2023	Angelica Camson	🔒
		0000000026	10/6/2023	2023	Cutoff October 1-15, 2023	Angelica Camson	🔒
		0000000020	10/6/2023	2023	N/A	Angelica Camson	🔒
		0000000024	10/5/2023	2023	N/A	Administrator	🔒
		0000000021	10/4/2023	2023	N/A	Administrator	🔒
		0000000020	10/4/2023	2023	for demo	Administrator	🔒
		0000000019	10/4/2023	2023	for demo	Administrator	🔒

Change Shift Detail

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

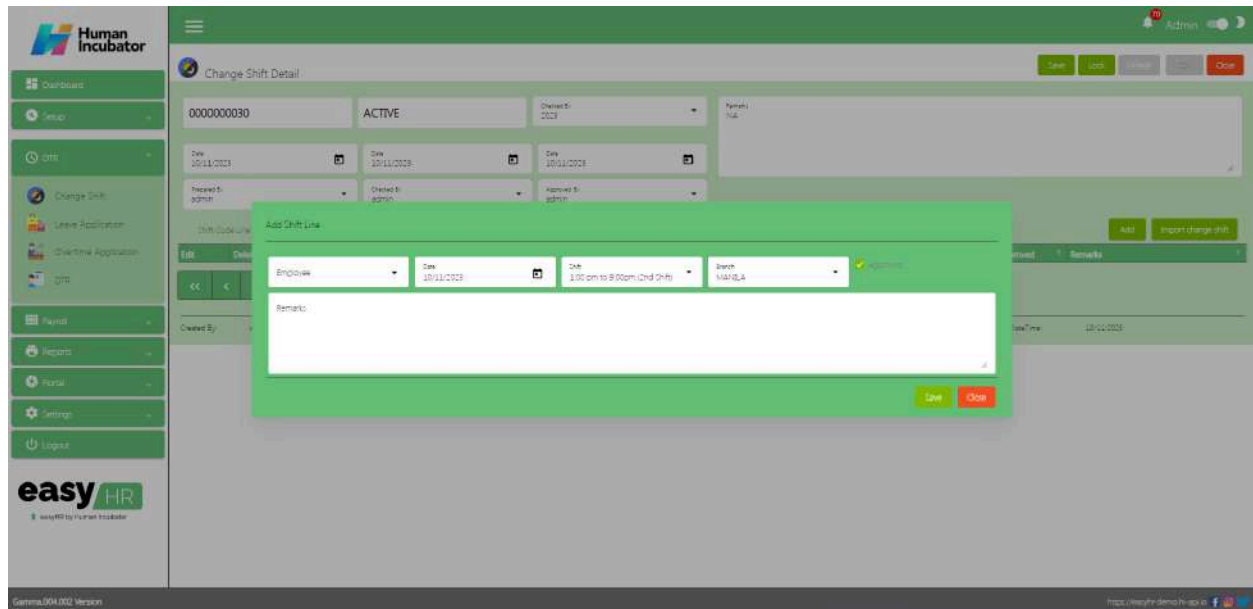
- Select Date End
- Input Remarks
- Select Prepared By
- Select Check By
- Select Approved By



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

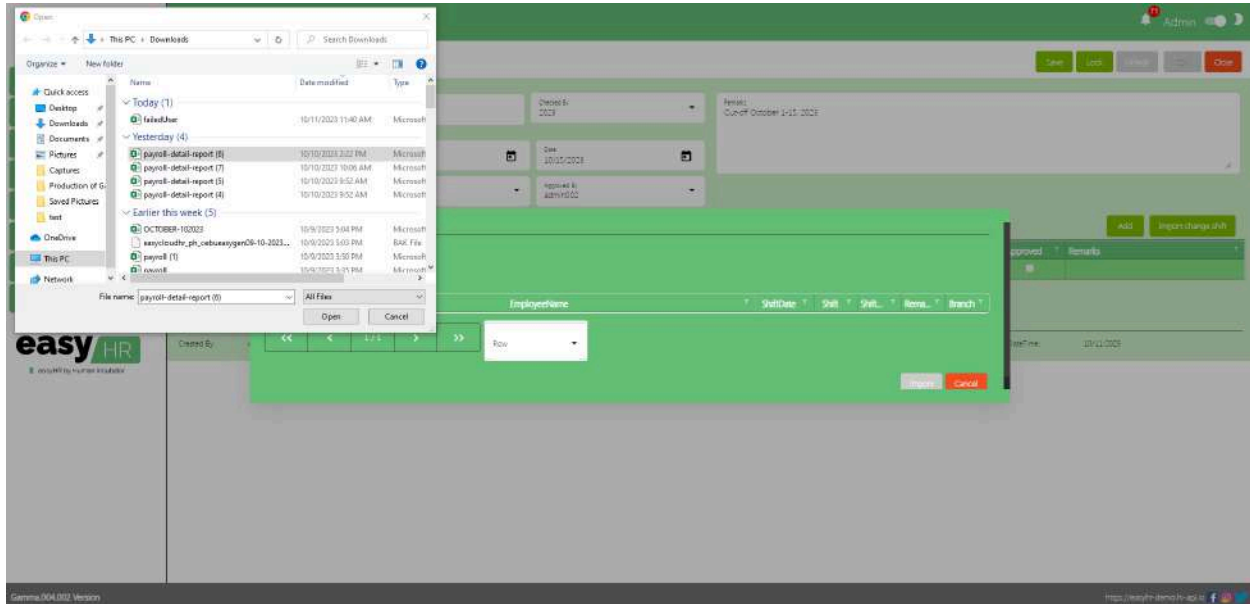
Add Change Shift Manually

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

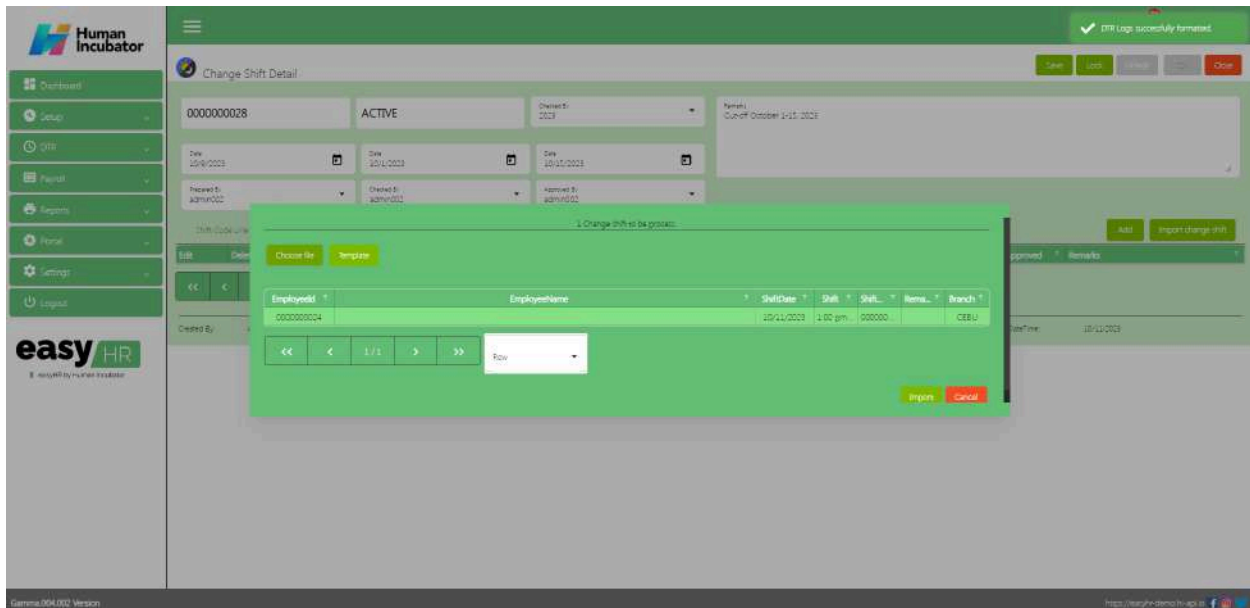


Import Change Shift

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

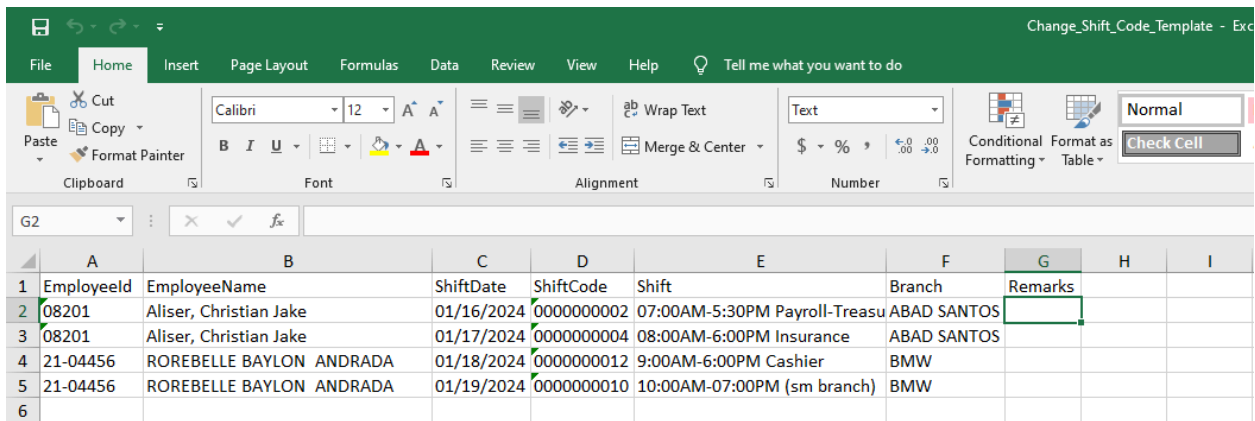


- Click **Import** button to add in the shift code line



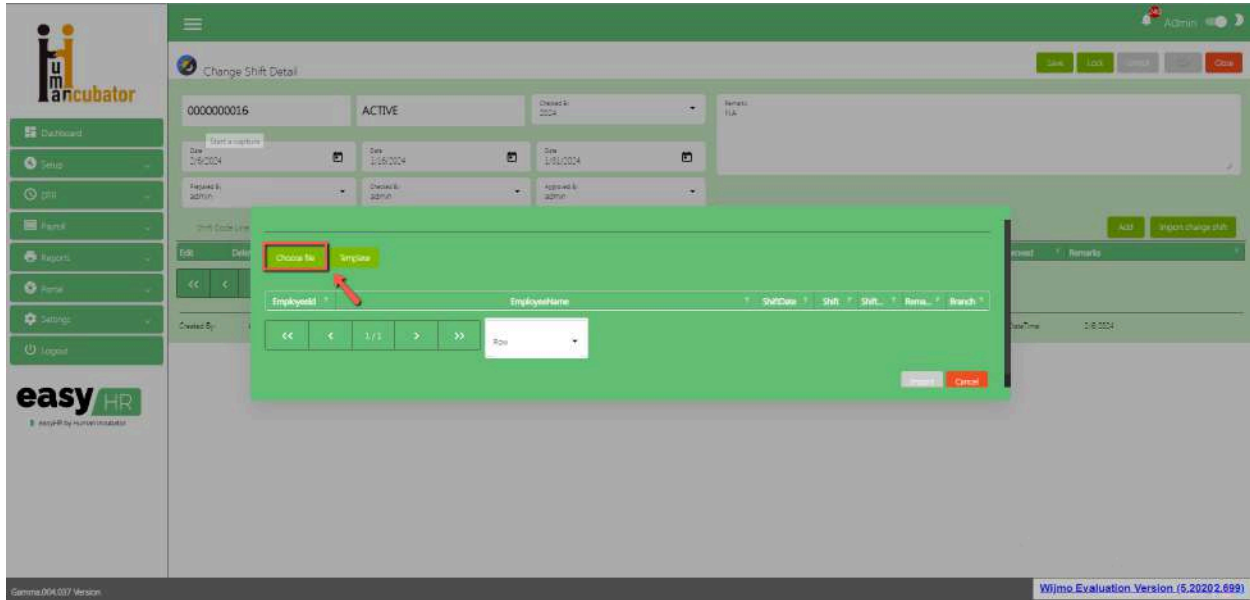
Change Shift Error Message

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

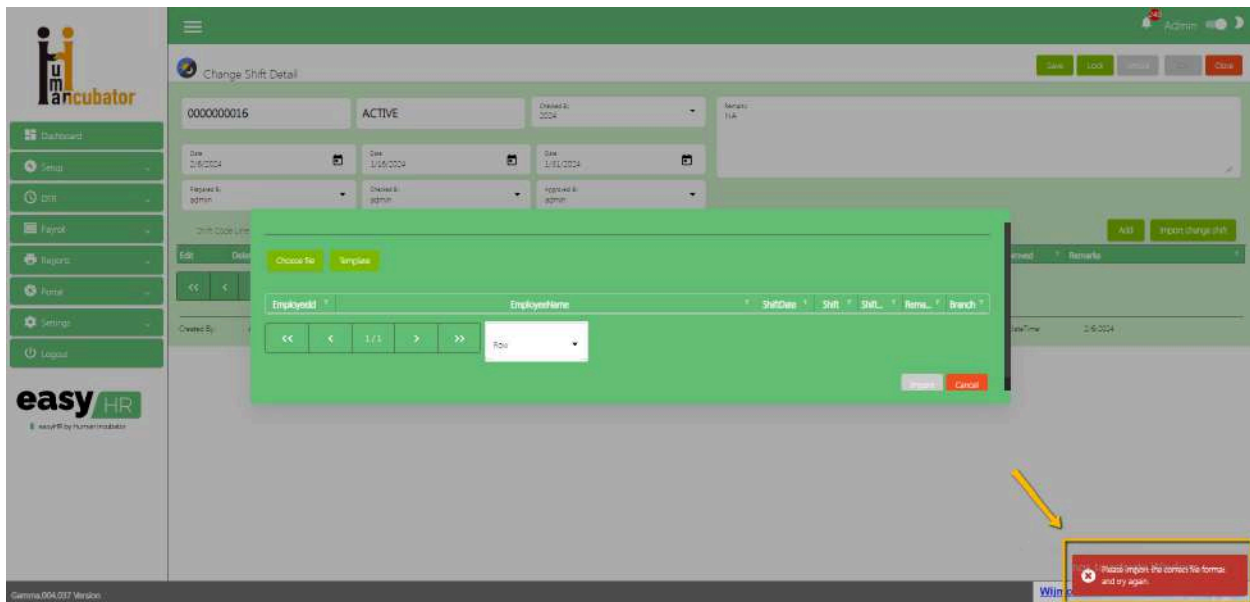


	A	B	C	D	E	F	G	H	I
1	EmployeeId	EmployeeName	ShiftDate	ShiftCode	Shift	Branch	Remarks		
2	08201	Aliser, Christian Jake	01/16/2024	0000000002	07:00AM-5:30PM Payroll-Treasu	ABAD SANTOS			
3	08201	Aliser, Christian Jake	01/17/2024	0000000004	08:00AM-6:00PM Insurance	ABAD SANTOS			
4	21-04456	ROREBELLE BAYLON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

- Select File to Import

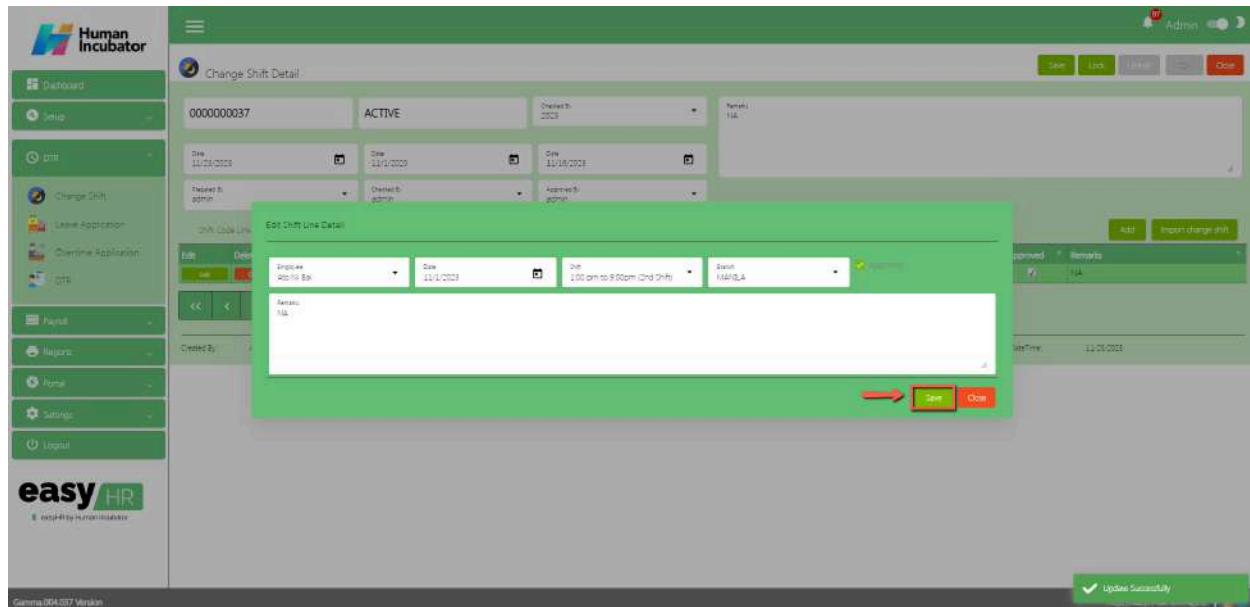


- Error Message will appear



Approved Change Shift

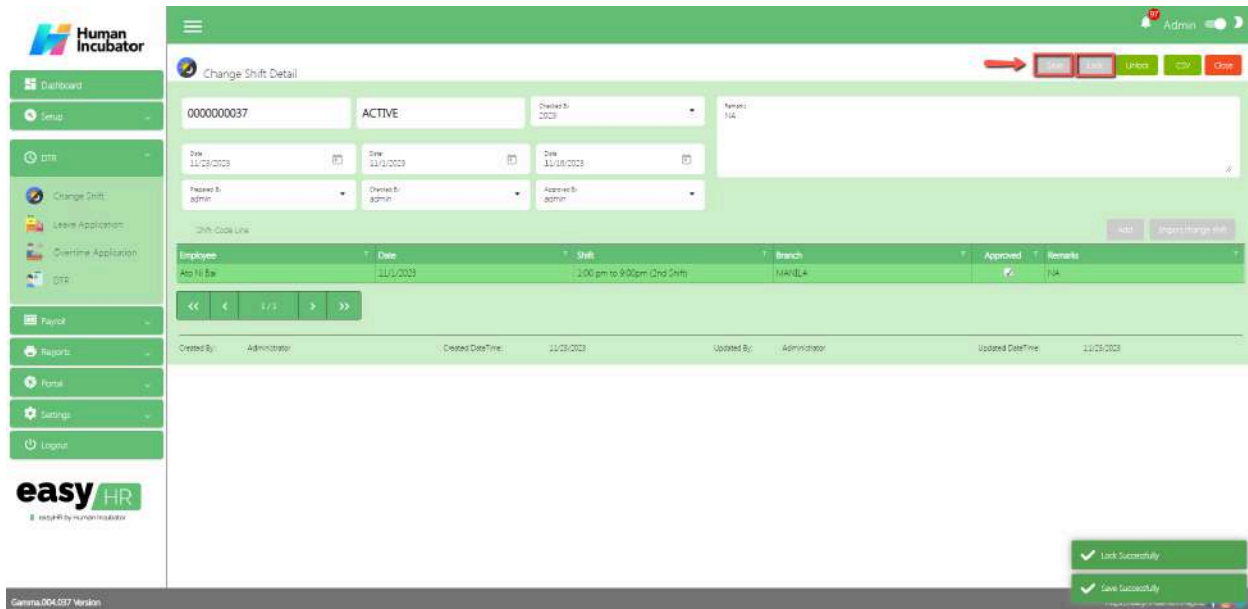
- Click **Edit** button to approve the change shift file in Employee portal
 - Check the Approved
 - Click **Save** button
 - Click **Close** button



Save/Lock

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

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



Column Table

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

Leave Application

Overview

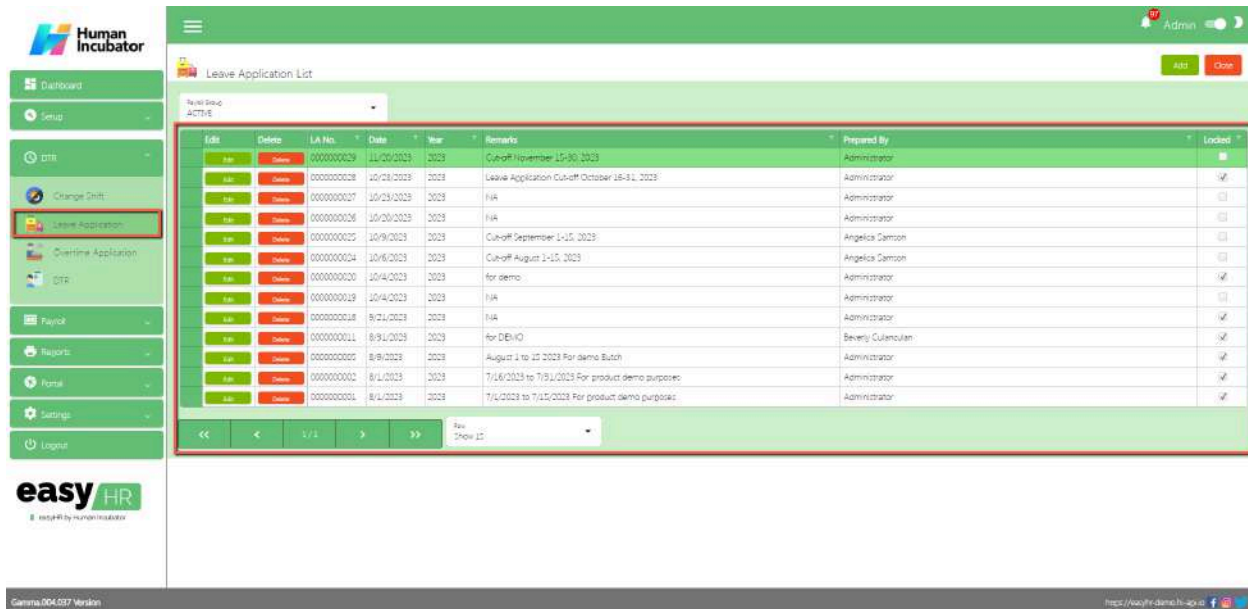
- Leave Application is used for setup a start date and end date per cut-off and also the user can approve if the employee filed a Leave Application
- The user file Leave in employee portal it is automatically seen by approver or admin

Leave Application List

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

Column Table:

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

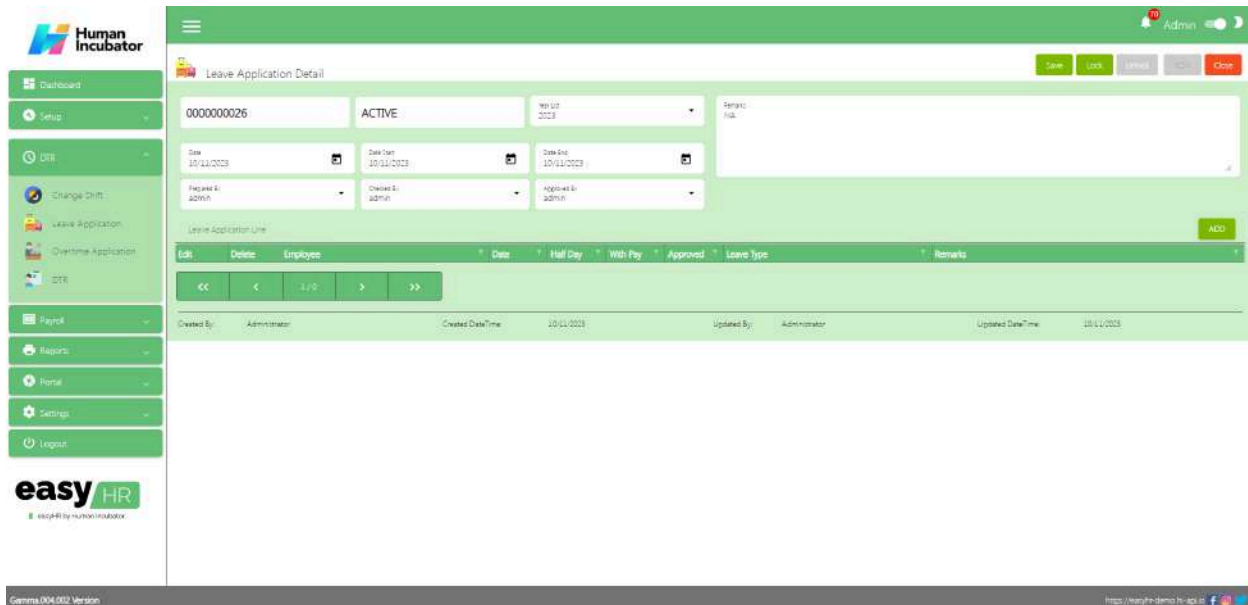


Edit	Delete	LA No.	Date	Year	Remarks	Prepared By	Locked
		0000000029	11/20/2023	2023	Cut-off November 15-30, 2023	Administrator	
		0000000028	10/28/2023	2023	Leave Application Cut-off October 18-31, 2023	Administrator	
		0000000027	10/23/2023	2023	N/A	Administrator	
		0000000026	10/20/2023	2023	N/A	Administrator	
		0000000025	10/9/2023	2023	Cut-off September 1-15, 2023	Angelica Camson	
		0000000024	10/6/2023	2023	Cut-off August 1-15, 2023	Angelica Camson	
		0000000020	10/4/2023	2023	for demo	Administrator	
		0000000019	10/4/2023	2023	N/A	Administrator	
		0000000018	9/21/2023	2023	N/A	Administrator	
		0000000011	8/9/2023	2023	for DEHQ	Beverly Culanulan	
		0000000005	8/8/2023	2023	August 1 to 10 2023 For demo Batch	Administrator	
		0000000002	8/1/2023	2023	7/16/2023 to 7/31/2023 For product demo purposes	Administrator	
		0000000001	8/1/2023	2023	7/1/2023 to 7/15/2023 For product demo purposes	Administrator	

Leave Application Detail

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

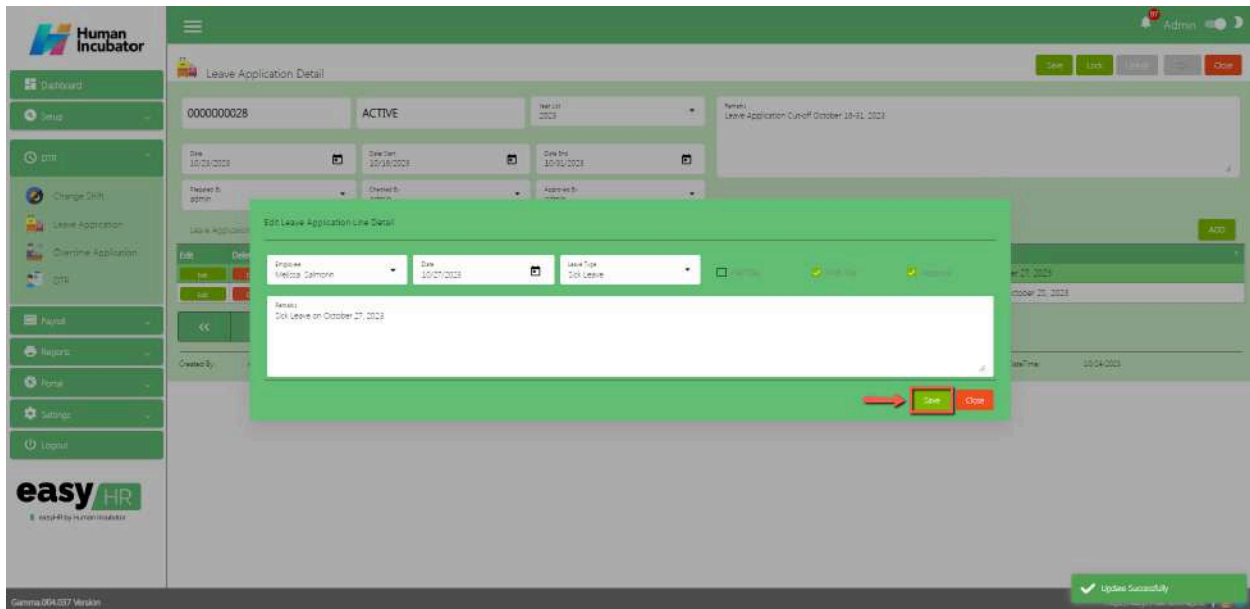
Note: Do not Save and Lock so that this shift code seen in employee portal



The screenshot displays the 'Leave Application Detail' page in the Human Incubator HR system. The interface includes a sidebar with navigation options like Dashboard, Setup, DR, Change Shift, Leave Application, Overtime Application, Payroll, Reports, Portal, Settings, and Logout. The main content area shows a form for adding a leave application manually. The form fields include Employee ID (000000026), Status (ACTIVE), and Date (10/11/2023). Below the form is a table for 'Leave Application Line' with columns for Employee, Date, Half Day, With Pay, Approved, Leave Type, and Remarks. A table below shows a single entry created by Administrator on 10/11/2023.

Add Leave Application Manually

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



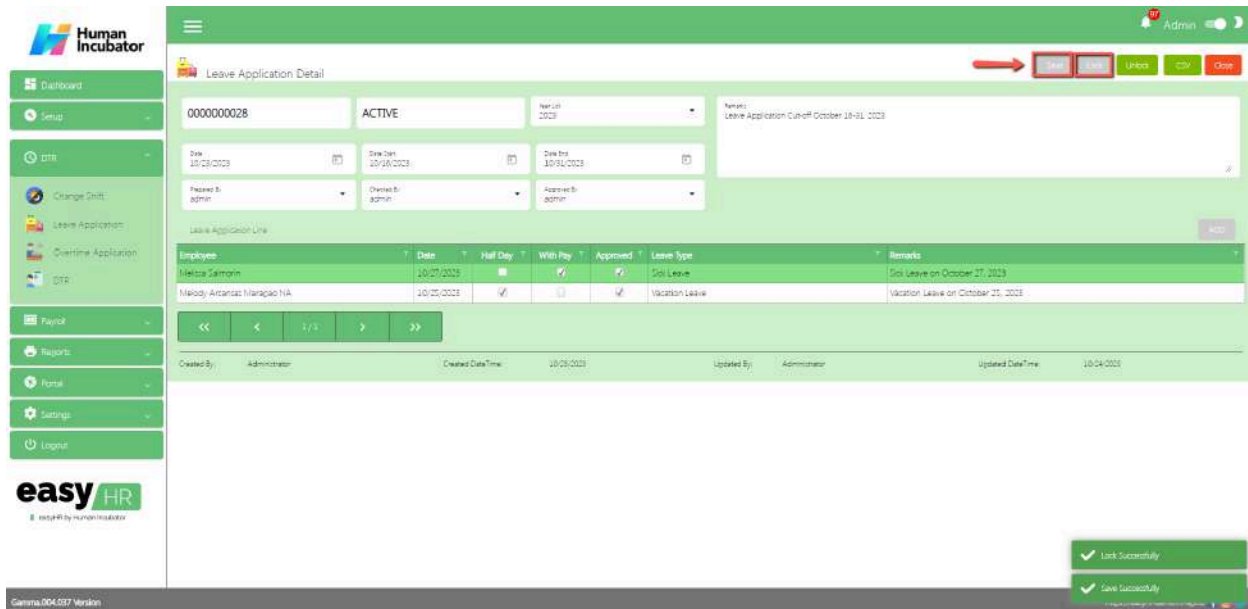
Approved Leave Application

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

Save/Lock

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

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



Employee	Date	Half Day	With Pay	Approved	Leave Type	Remarks
Melissa Salmorin	10/27/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sick Leave	Sick Leave on October 27, 2023
Mikody Arcantas Naranjo NA	10/25/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation Leave	Vacation Leave on October 25, 2023

Column Table

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

Overtime Application

Overview

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

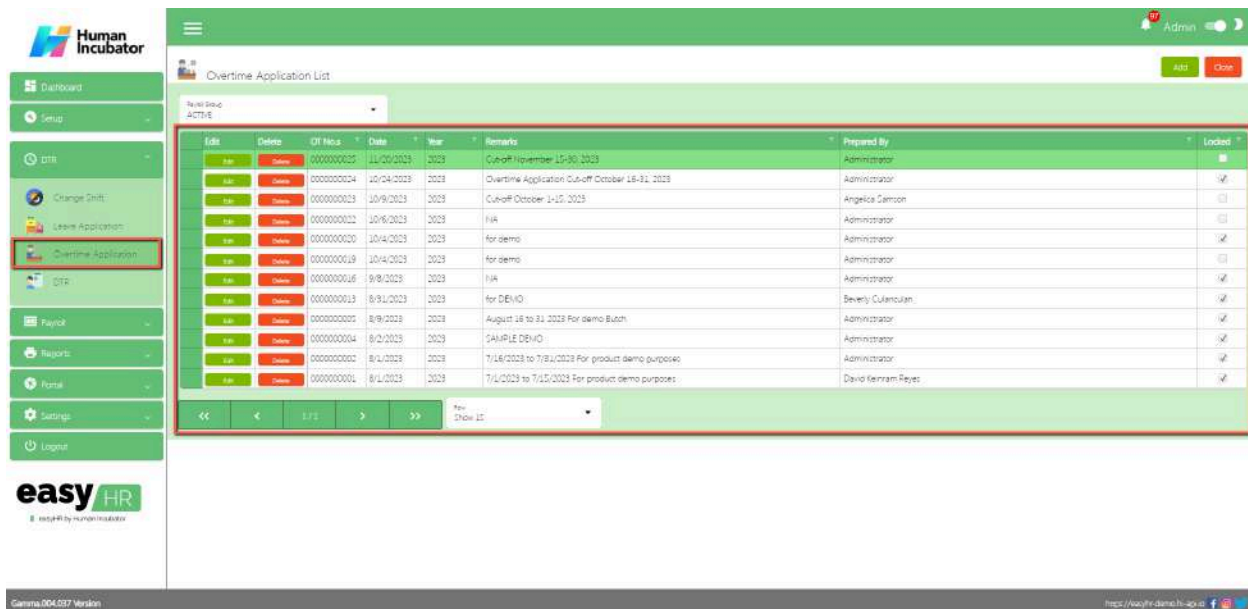
Overtime Application List

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

Column Table

- Edit: This has a function to edit the Overtime Application
- Delete: This has a function to delete the Overtime Application (**Note: You will not be able to delete the Overtime Application if it has still a Overtime Application lines or the DTR connected is already locked**)
- OT No.: This is for Overtime Application number (**Note: It will automatically generate according to the sequence of the added Overtime Application**)
- Date: Date of the Overtime Application added
- Year: Year Date of the Overtime Application

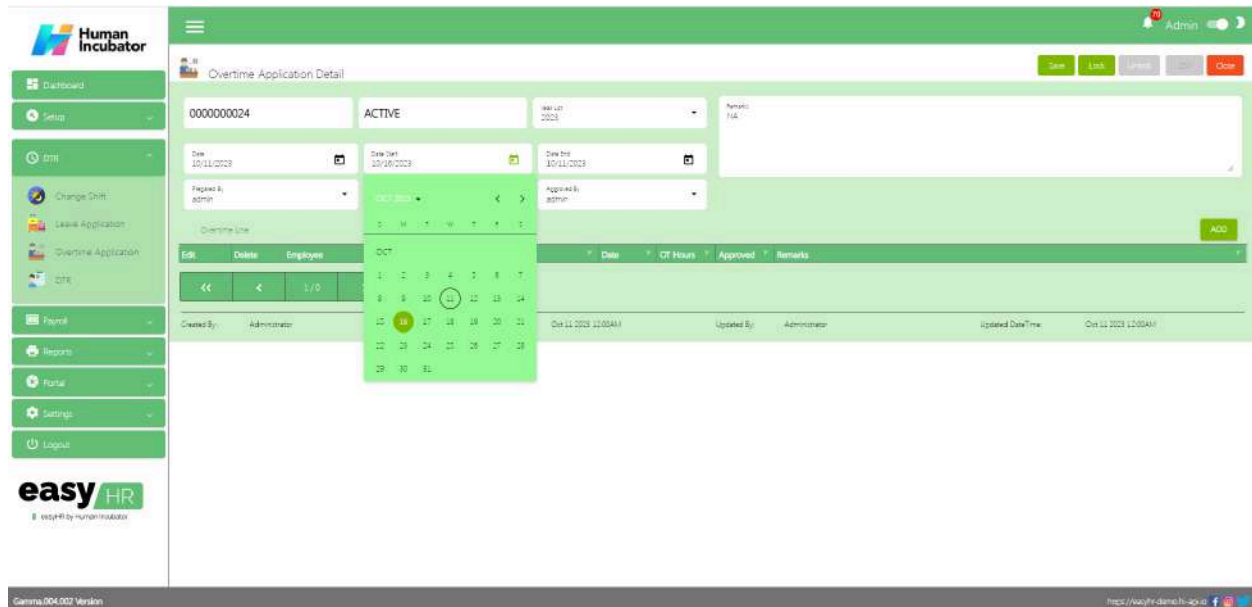
- Remarks: You can input any remarks
- Prepared By: Fullname of the user who created the Overtime Application
- Locked: If the Overtime Application is locked you can select it for the DTR



Edit	Delete	Off No.	Date	Year	Remarks	Prepared By	Locked
		0000000022	11/04/2023	2023	Cut-off November 15-30, 2023	Administrator	
		0000000024	10/04/2023	2023	Overtime Application Cut-off October 16-31, 2023	Administrator	
		0000000023	10/9/2023	2023	Cut-off October 1-15, 2023	Angelica Zamora	
		0000000022	10/6/2023	2023	NA	Administrator	
		0000000020	10/4/2023	2023	for demo	Administrator	
		0000000019	10/4/2023	2023	for demo	Administrator	
		0000000016	9/8/2023	2023	NA	Administrator	
		0000000013	6/9/2023	2023	for DENO	Beverly Culanacan	
		0000000007	8/9/2023	2023	August 18 to 31, 2023 For demo Bluch	Administrator	
		0000000004	8/2/2023	2023	SAMPLE DENO	Administrator	
		0000000002	8/1/2023	2023	7/16/2023 to 7/31/2023 For product demo purposes	Administrator	
		0000000001	8/1/2023	2023	7/1/2023 to 7/15/2023 For product demo purposes	David Kenneth Reyes	

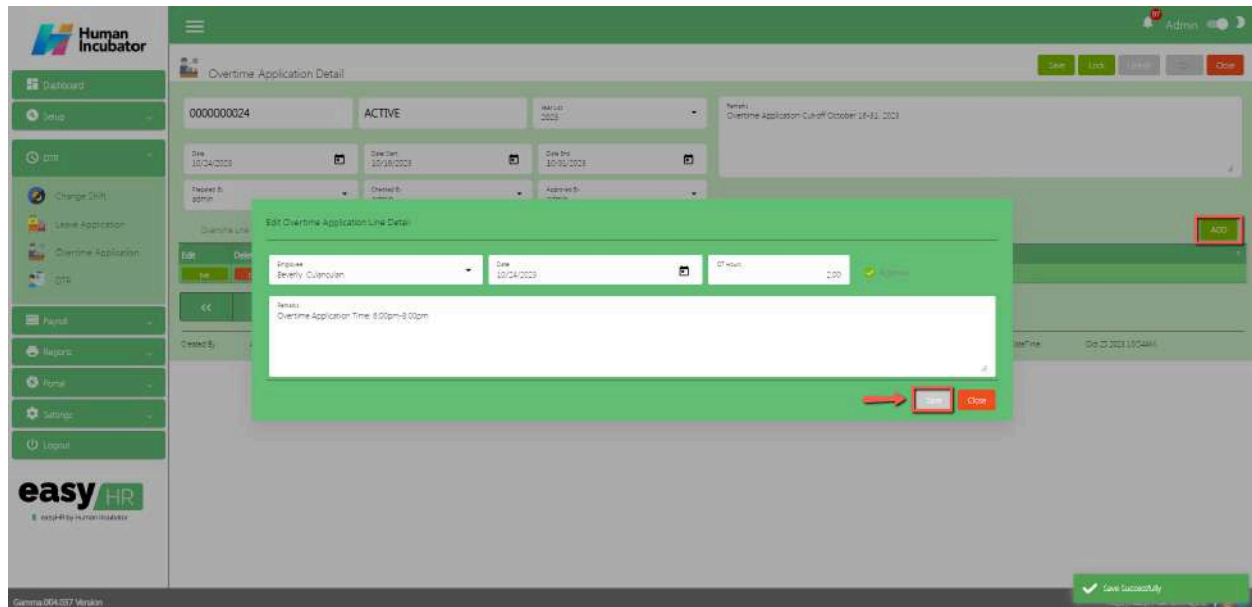
Overtime Application Detail

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



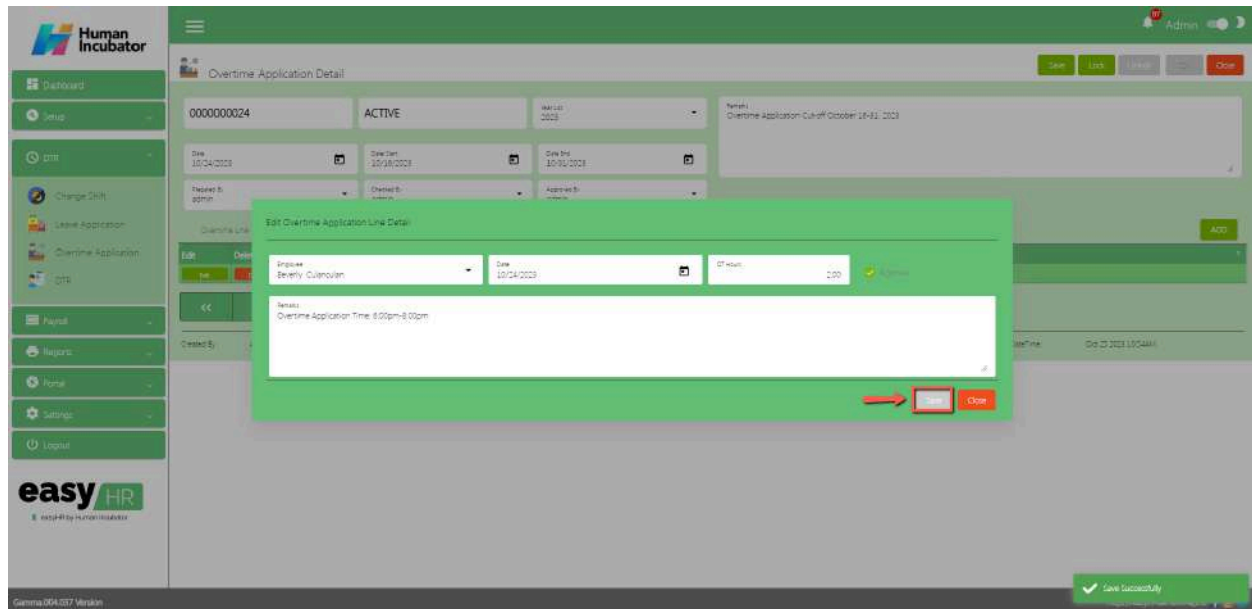
Add Overtime Application Manually

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



Approved Overtime Application

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



Save/Lock

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

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

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

The screenshot displays the 'Overtime Application Detail' page in the Human Incubator HR system. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Leave Application, Overtime Application, Payroll, Reports, Portal, Settings, and Logout. The main content area shows application details for user ID 000000024, which is currently 'ACTIVE'. It lists dates from 10/04/2023 to 10/05/2023, with approval by 'admin'. A table below shows one record for 'Beverly Culaculan' with 2 Overtime Hours on 10/04/2023. The system also shows 'Lock Successfully' and 'Save Successfully' messages at the bottom right.

DTR

Overview

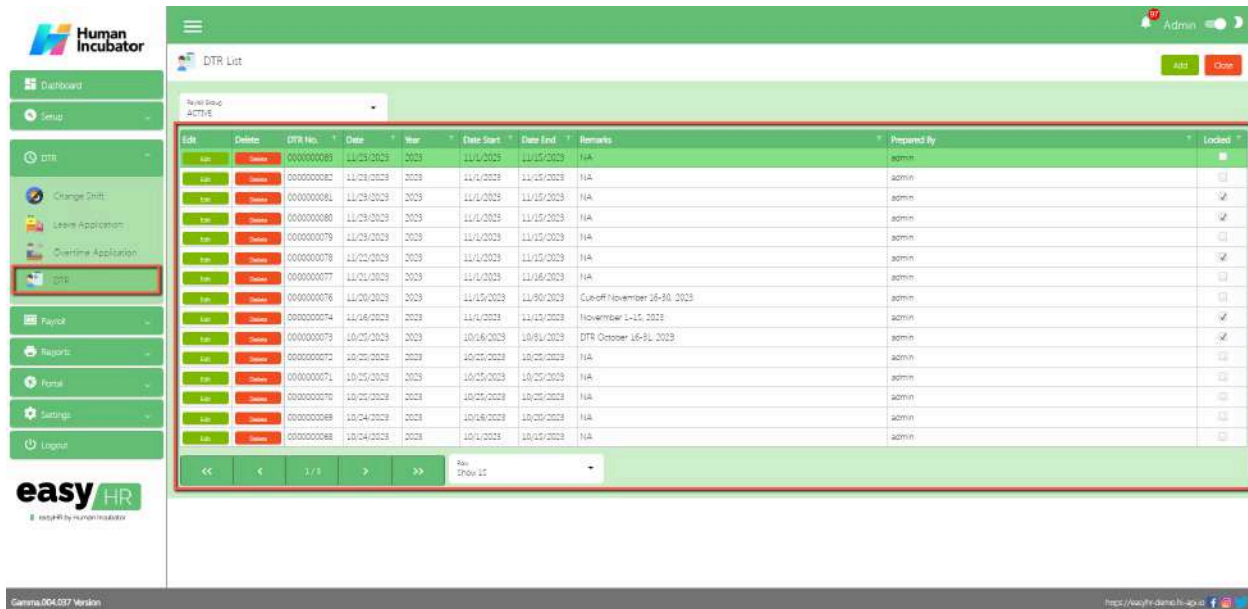
- DTR is used for adding a DTR logs, Import DTR logs for employee and also compute the total net pay, Overtime and Additional Allowance

DTR List

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

Table Column

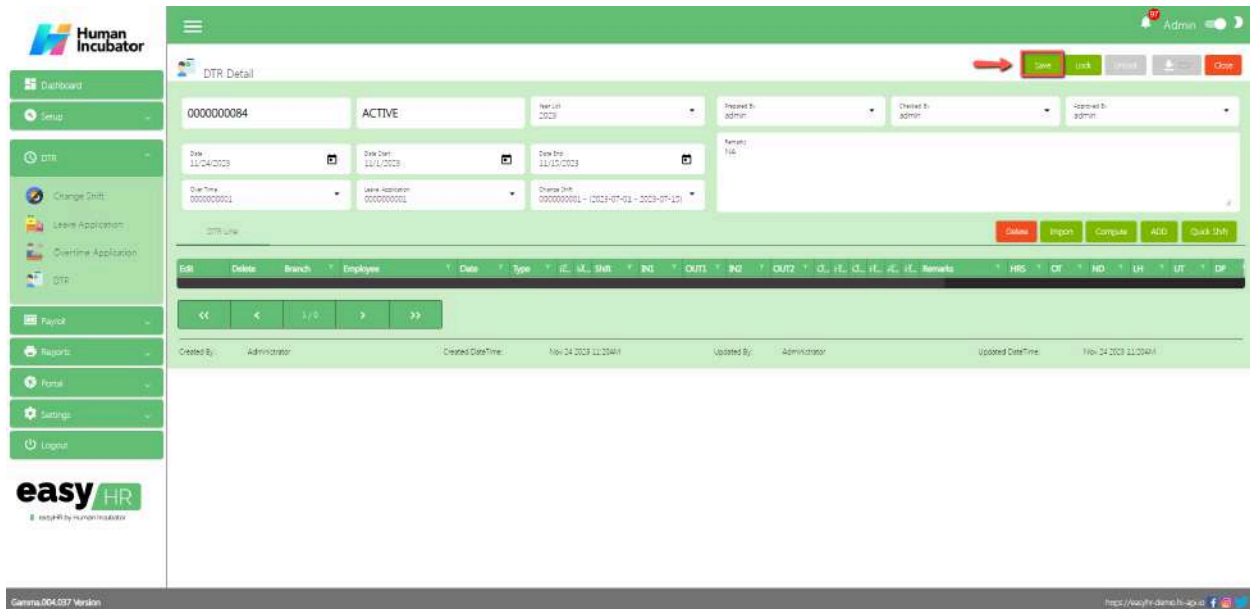
- Edit: This has a function to edit the DTR
- Delete: This has a function to Delete the DTR (**Note: You will not be able to delete the DTR if it has still a DTR lines or the Payroll connected is already locked**)
- DTR No.: This is for the DTR number (**Note: It will automatically generate according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



Edit	Delete	DTR No.	Date	Year	Date Start	Date End	Remarks	Prepared By	Locked
		000000085	11/03/2023	2023	11/1/2023	11/15/2023	NA	admin	
		000000082	11/03/2023	2023	11/1/2023	11/15/2023	NA	admin	
		000000081	11/03/2023	2023	11/1/2023	11/15/2023	NA	admin	
		000000080	11/03/2023	2023	11/1/2023	11/15/2023	NA	admin	
		000000079	11/03/2023	2023	11/1/2023	11/15/2023	NA	admin	
		000000078	11/03/2023	2023	11/1/2023	11/15/2023	NA	admin	
		000000077	11/01/2023	2023	11/1/2023	11/16/2023	NA	admin	
		000000076	11/01/2023	2023	11/1/2023	11/16/2023	Cut-off November 16-30, 2023	admin	
		000000074	11/06/2023	2023	11/1/2023	11/15/2023	November 1-15, 2023	admin	
		000000073	10/25/2023	2023	10/16/2023	10/31/2023	DTR October 16-31, 2023	admin	
		000000072	10/25/2023	2023	10/15/2023	10/25/2023	NA	admin	
		000000071	10/25/2023	2023	10/15/2023	10/25/2023	NA	admin	
		000000070	10/25/2023	2023	10/15/2023	10/25/2023	NA	admin	
		000000069	10/24/2023	2023	10/14/2023	10/20/2023	NA	admin	
		000000068	10/24/2023	2023	10/1/2023	10/15/2023	NA	admin	

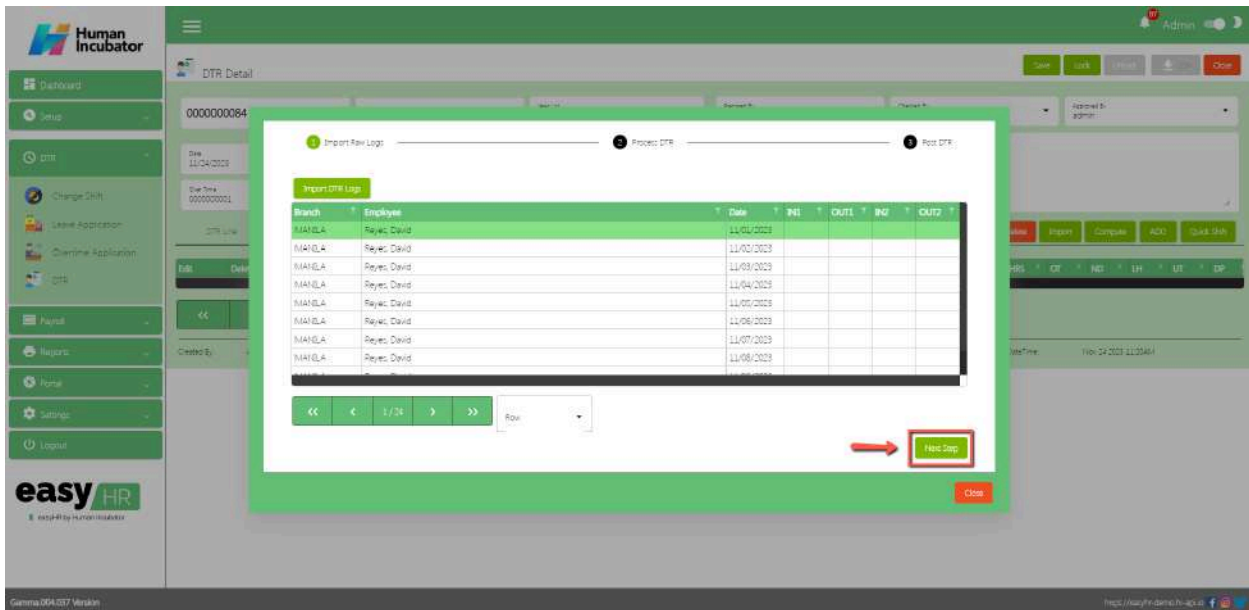
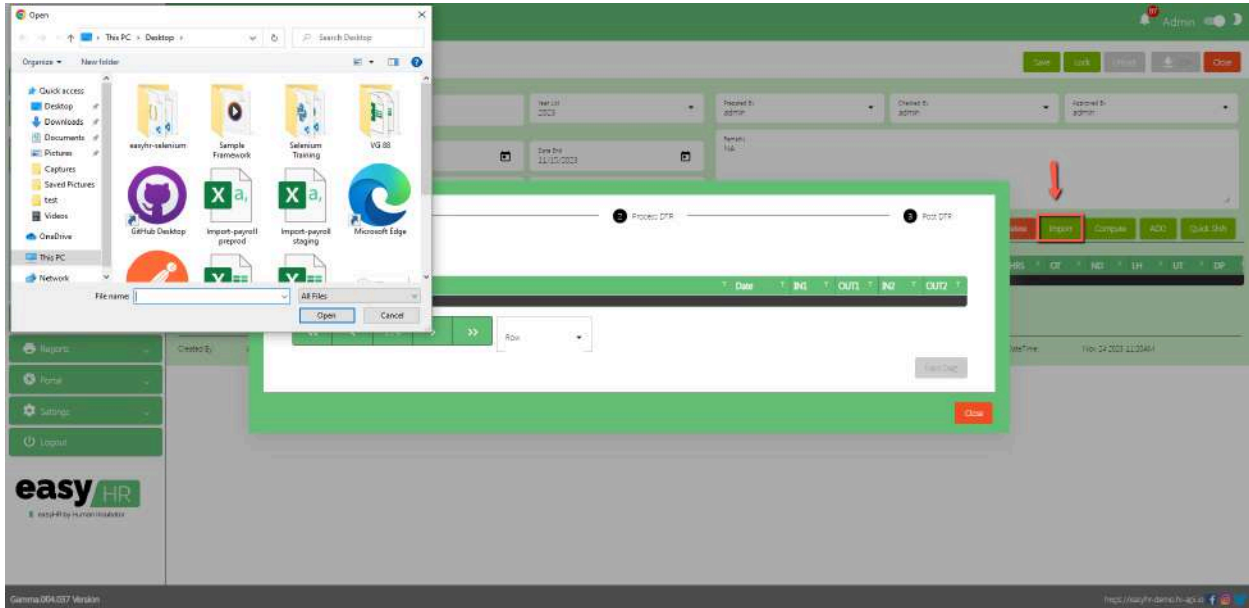
DTR Detail

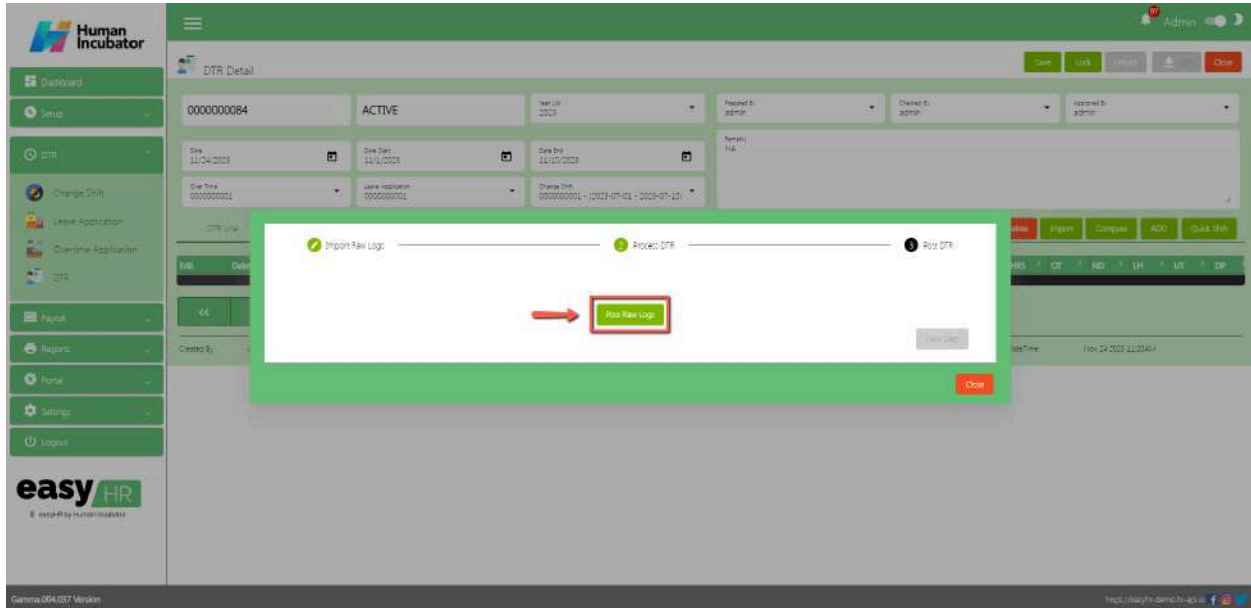
- To **Add** a new DTR detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in DTR detail like:
 - Select Date Start cut-off
 - Select Date End cut-off
 - Select Overtime Code
 - Select Leave Application Code
 - Select Change Shift Code
 - Select Prepared By
 - Select Checked By
 - Select Approved By
 - Input Remarks
 - Click **Save** button to save all selected fields



Import DTR

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





DTR Detail

000000084 ACTIVE

Date: 11/04/2023, Date Start: 11/01/2023, Date End: 11/15/2023

Branch: CEBU

ID	Delete	Branch	Employee	Date	Type	IC	IL	SH	IN	OUT1	IN2	OUT2	CL	CL1	CL2	CL3	Networks	HRS	OT	HD	LH	UT	DP
1	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/01/2023	REGULA												NA	0	0	0	0	0	0
2	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/02/2023	REGULA												NA	0	0	0	0	0	0
3	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/03/2023	REGULA												NA	0	0	0	0	0	0
4	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/04/2023	REGULA												NA	0	0	0	0	0	0
5	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/05/2023	REGULA												NA	0	0	0	0	0	0
6	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/06/2023	REGULA												NA	0	0	0	0	0	0
7	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/07/2023	REGULA												NA	0	0	0	0	0	0
8	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/08/2023	REGULA												NA	0	0	0	0	0	0
9	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/09/2023	REGULA												NA	0	0	0	0	0	0
10	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/10/2023	REGULA												NA	0	0	0	0	0	0
11	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/11/2023	REGULA												NA	0	0	0	0	0	0
12	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/12/2023	REGULA												NA	0	0	0	0	0	0
13	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/13/2023	REGULA												NA	0	0	0	0	0	0
14	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/14/2023	REGULA												NA	0	0	0	0	0	0
15	Delete	CEBU	ABOROT, JOY ANH B. NIA	11/15/2023	REGULA												NA	0	0	0	0	0	0

DTR Detail

000000084 ACTIVE

Date: 11/04/2023, Date Start: 11/01/2023, Date End: 11/15/2023

Branch: CEBU

Import Error Message: The format of the data is incorrect. Please refer to the user manual for the correct format.

ID	Delete	Branch	Employee	Date	Type	IC	IL	SH	IN	OUT1	IN2	OUT2	CL	CL1	CL2	CL3	Networks	HRS	OT	HD	LH	UT	DP
1	Delete	CEBU	Eki Ato N.	11/01/2023	REGULA					10:00 AM		7:02 PM					NA	8	0	0	0	0	46L
2	Delete	CEBU	Eki Ato N.	11/02/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
3	Delete	CEBU	Eki Ato N.	11/03/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
4	Delete	CEBU	Eki Ato N.	11/04/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
5	Delete	CEBU	Eki Ato N.	11/05/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
6	Delete	CEBU	Eki Ato N.	11/06/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
7	Delete	CEBU	Eki Ato N.	11/07/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
8	Delete	CEBU	Eki Ato N.	11/08/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
9	Delete	CEBU	Eki Ato N.	11/09/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
10	Delete	CEBU	Eki Ato N.	11/10/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
11	Delete	CEBU	Eki Ato N.	11/11/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
12	Delete	CEBU	Eki Ato N.	11/12/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
13	Delete	CEBU	Eki Ato N.	11/13/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
14	Delete	CEBU	Eki Ato N.	11/14/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L
15	Delete	CEBU	Eki Ato N.	11/15/2023	REGULA					9:00 AM		6:00 PM					NA	8	0	0	0	0	46L

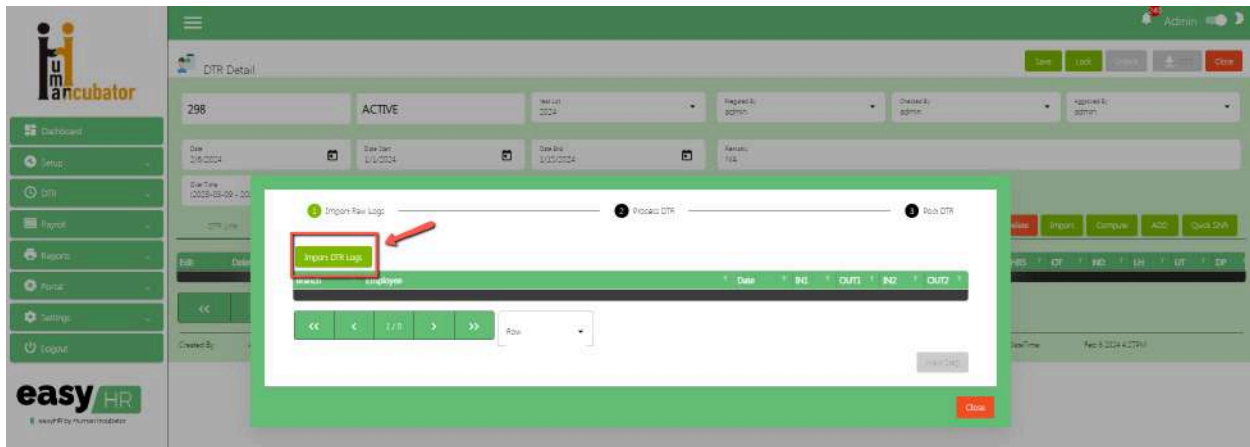
Import DTR Incorrect Format Error Message

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

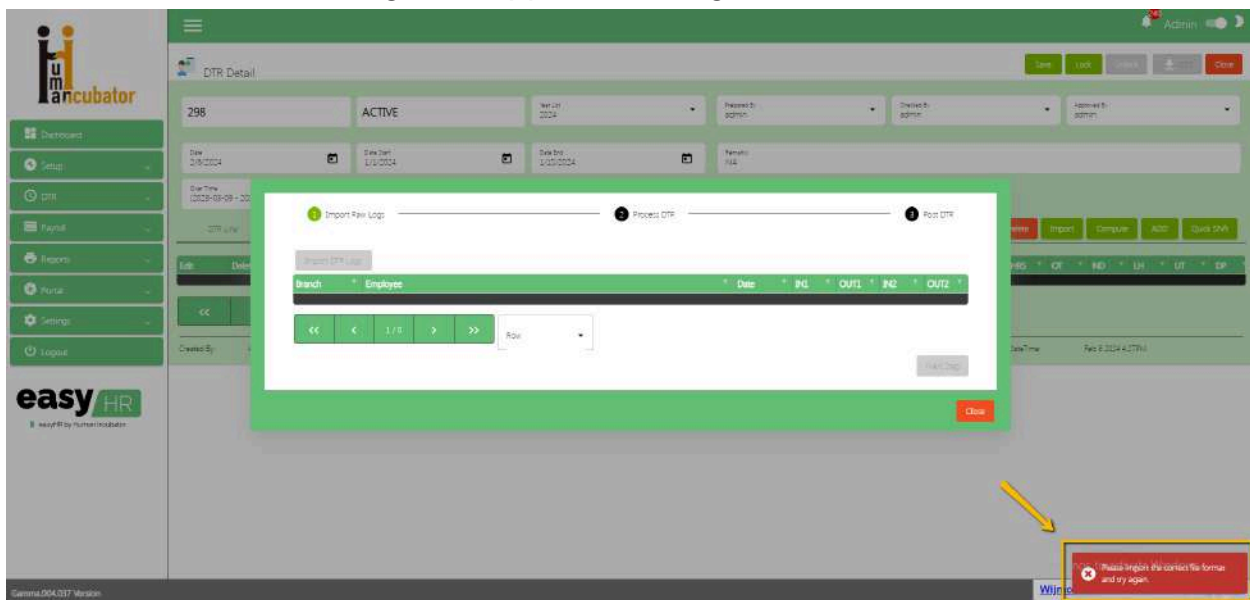
1			Department	Att_Time	Att_ID	Dev_ID	Photo_ID
2	08201	08201		01/02/24 08:37:53			
3	08201	08201		01/02/24 18:42:42			
4	08201	08201		01/03/24 08:41:54			
5	08201	08201		01/03/24 18:36:41			
6	08201	08201		01/04/24 08:29:57			
7	08201	08201		01/04/24 18:30:18			
8	08201	08201		01/05/24 08:41:25			
9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

- Click Import

- Click Import DTR Logs

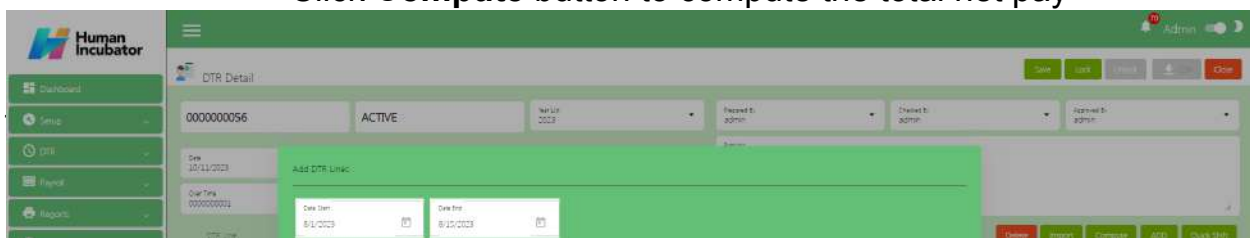


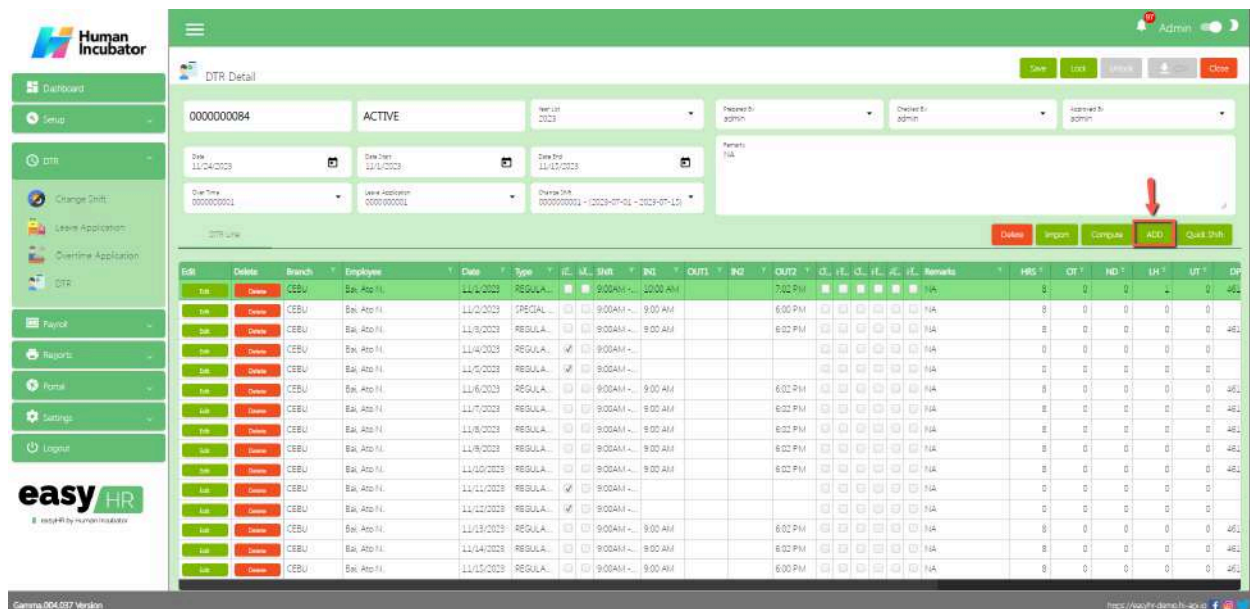
- Error Message will appear if wrong format



Add DRT logs

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

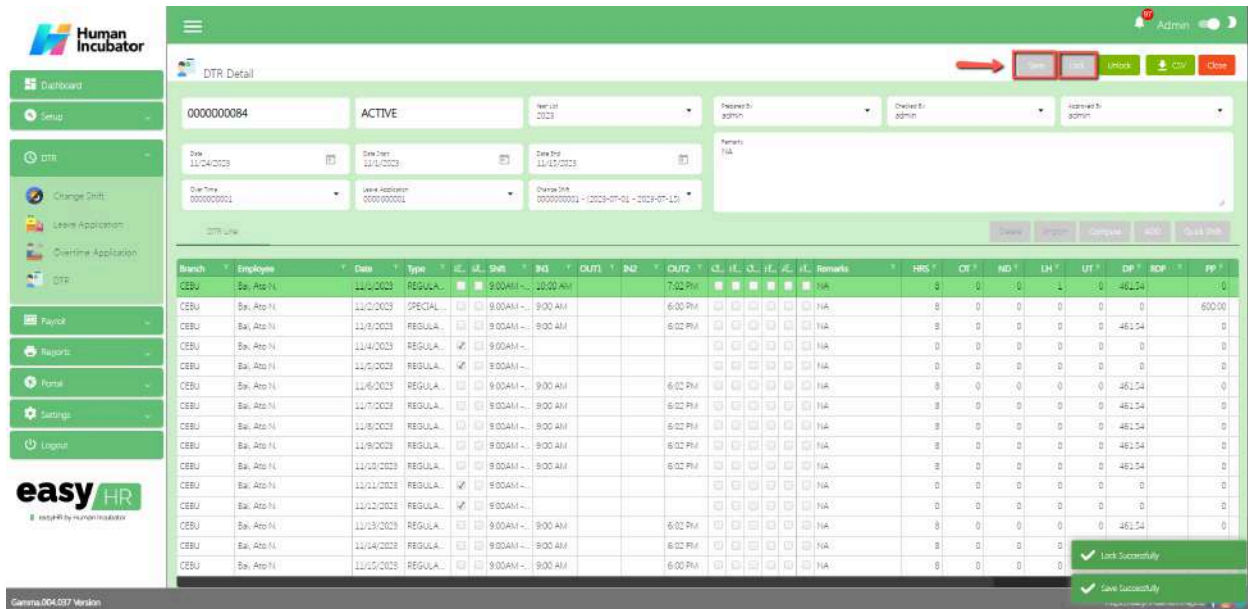




The screenshot shows the 'DTR Detail' page in the Human Incubator HR system. The interface includes a sidebar menu on the left with options like Dashboard, Setup, DTR, Change Shift, Leave Application, Overtime Application, and DTR. The main content area displays details for a specific DTR record (ID: 000000084) which is currently 'ACTIVE'. It shows the date (11/04/2023), employee name (Eni Abo N.), and various application codes. Below this is a table of DTR lines with columns for Edit, Delete, Branch, Employee, Date, Type, IC, IN, START, END, IN1, OUT1, IN2, OUT2, etc. A red arrow points to the 'ADD' button in the bottom right of the table area. The 'easy HR' logo is visible in the bottom left corner of the interface.

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.



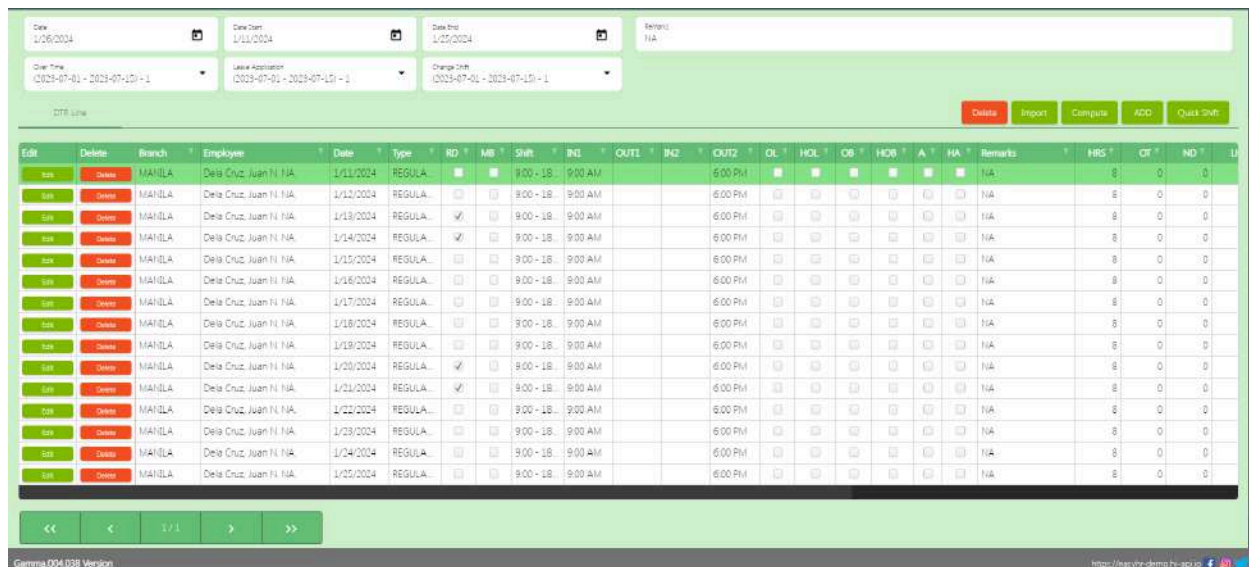
The screenshot shows the 'DTR Detail' page in the Human Incubator system. It displays a table of DTR logs for an employee with ID 000000084. The table includes columns for Branch, Employee, Date, Type, and various attendance metrics. The interface also features a sidebar with navigation options like Dashboard, Setup, DTR, Change Shift, Leave Application, and Payroll. At the bottom, there are 'Lock Successfully' and 'Save Successfully' messages.

Branch	Employee	Date	Type	IN1	OUT1	IN2	OUT2	OL	HOL	OB	HOB	PP
CEBU	Bay, Ato N	11/01/2023	REGULA...	9:00AM	10:00 AM		7:02 PM					0
CEBU	Bay, Ato N	11/02/2023	SPECIAL...	9:00AM	9:00 AM		6:00 PM					600.00
CEBU	Bay, Ato N	11/03/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/04/2023	REGULA...	9:00AM								0
CEBU	Bay, Ato N	11/05/2023	REGULA...	9:00AM								0
CEBU	Bay, Ato N	11/06/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/07/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/08/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/09/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/10/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/11/2023	REGULA...	9:00AM								0
CEBU	Bay, Ato N	11/12/2023	REGULA...	9:00AM								0
CEBU	Bay, Ato N	11/13/2023	REGULA...	9:00AM	9:00 AM		6:00 PM					0
CEBU	Bay, Ato N	11/14/2023	REGULA...	9:00AM	9:00 AM		6:02 PM					0
CEBU	Bay, Ato N	11/15/2023	REGULA...	9:00AM	9:00 AM		6:00 PM					0

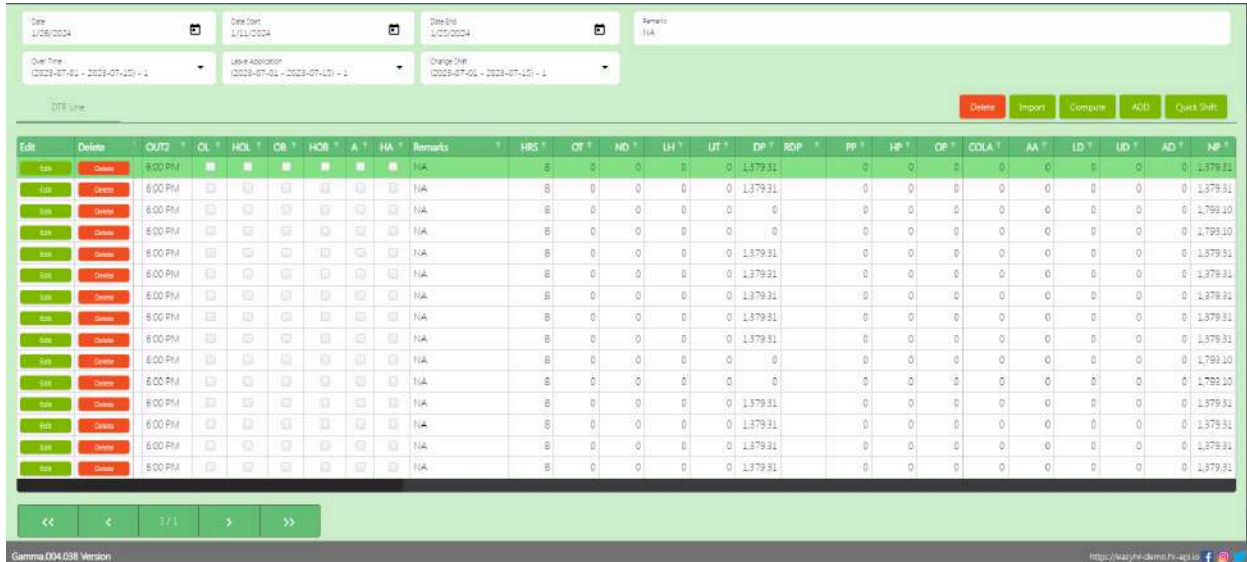
Table Column

- 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

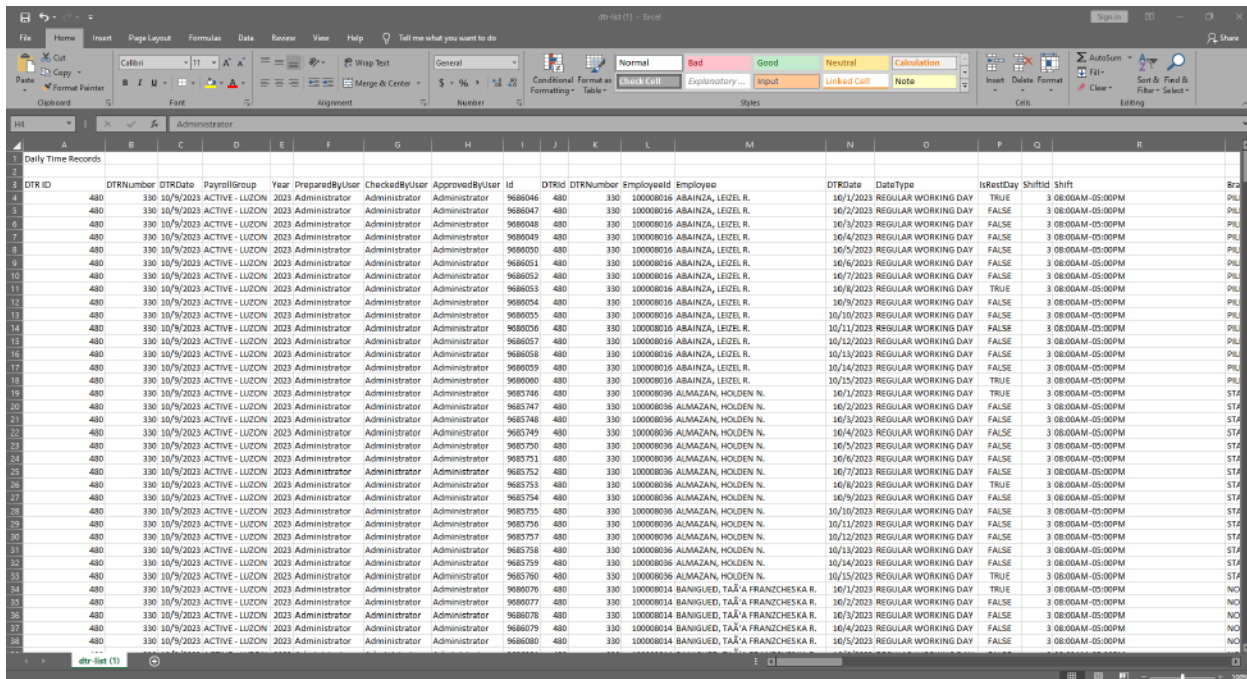


Edit	Delete	Branch	Employee	Date	Type	RD	MB	Shift	IN1	OUTF1	IN2	OUTF2	OL	HOL	OB	HOS	A	HA	Remarks	HRS	OT	ND	U
		MANILA	Dela Cruz, Juan H. NIA	1/11/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/12/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/13/2024	REGULA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/14/2024	REGULA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/15/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/16/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/17/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/18/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/19/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/20/2024	REGULA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/21/2024	REGULA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/22/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/23/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/24/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	
		MANILA	Dela Cruz, Juan H. NIA	1/25/2024	REGULA	<input type="checkbox"/>	<input type="checkbox"/>	9:00 - 18:00	9:00 AM			6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NIA	8	0	0	



Download CSV

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



Section VI: Payroll

Loan

Overview

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

Loan List

- Shows all the list of loans for employee

Column Table

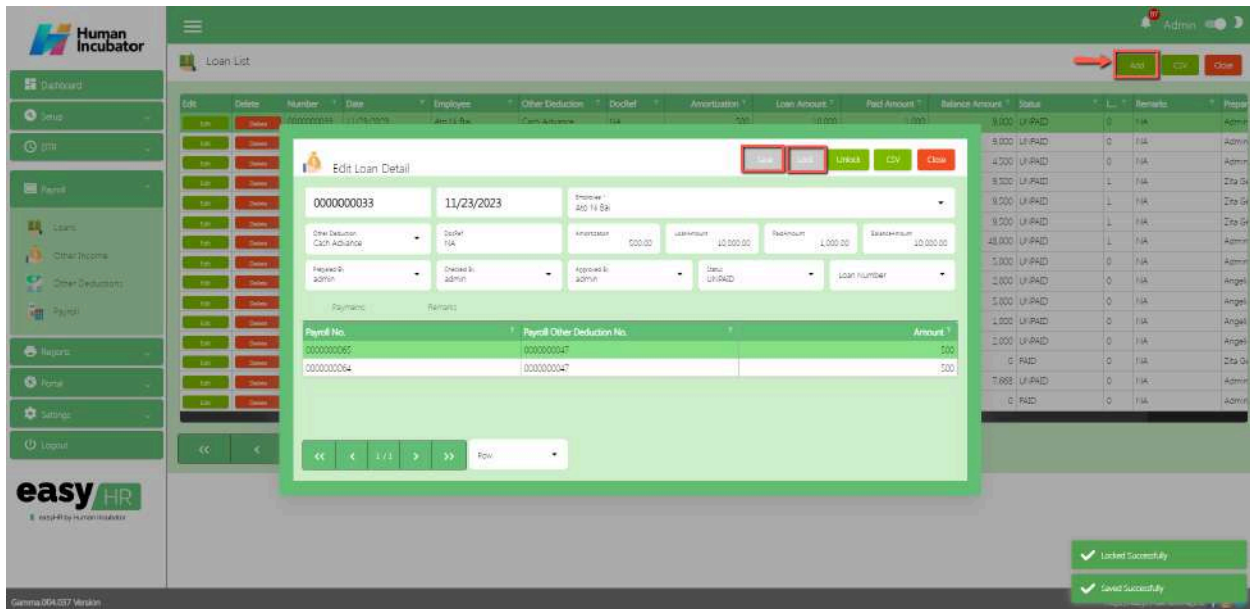
- Edit: This has a function to edit the loan
- Delete: This has a function to delete the loan (**Note: You will not be able to delete the loan if it has already a transaction data**)
- Number: This is for the loan number (**Note: It will automatically generate according to the sequence of the added Loan**)
- Date: Date of the loan added
- Employee: Name of the Employee
- Other Deduction: Name of the Other Deduction
- DocRef: You can input any doc ref
- Amortization: Payment amortization of the loan
- Loan Amount: Amount of the loan
- Paid Amount: Paid amount of the loan
- Balance Amount: Balance amount of the loan
- Status: Status of the loan if it is paid or unpaid
- Loan Number: This loan number is used to separate the loans for the Get loan feature in the Other Deduction module
- Remarks: You can input any remarks
- Prepared By: Fullname of the user who added the loan
- Locked: Check if is already locked



The screenshot shows the 'Loan List' interface in the Human Incubator system. The interface includes a sidebar menu with options like Dashboard, Setup, OTI, Payroll, Loans, Other Income, Other Deductions, Payroll, Reports, Portal, Settings, and Logout. The main area displays a table of loan records with columns for Edit, Delete, Number, Date, Employee, Other Deduction, DocRef, Amortization, Loan Amount, Paid Amount, Balance Amount, Status, L, Remarks, and Prepare. The table contains 15 rows of data, including loans for employees like Caesar Apolo Ditt, Melody Alcaras M., Zia Gerigan, Christian Jake Altar, Rey Angela, Rey David, Jake Chan, and Melissa Salmorin. At the bottom right of the table, there are buttons for 'Add', 'Edit', and 'Done'.

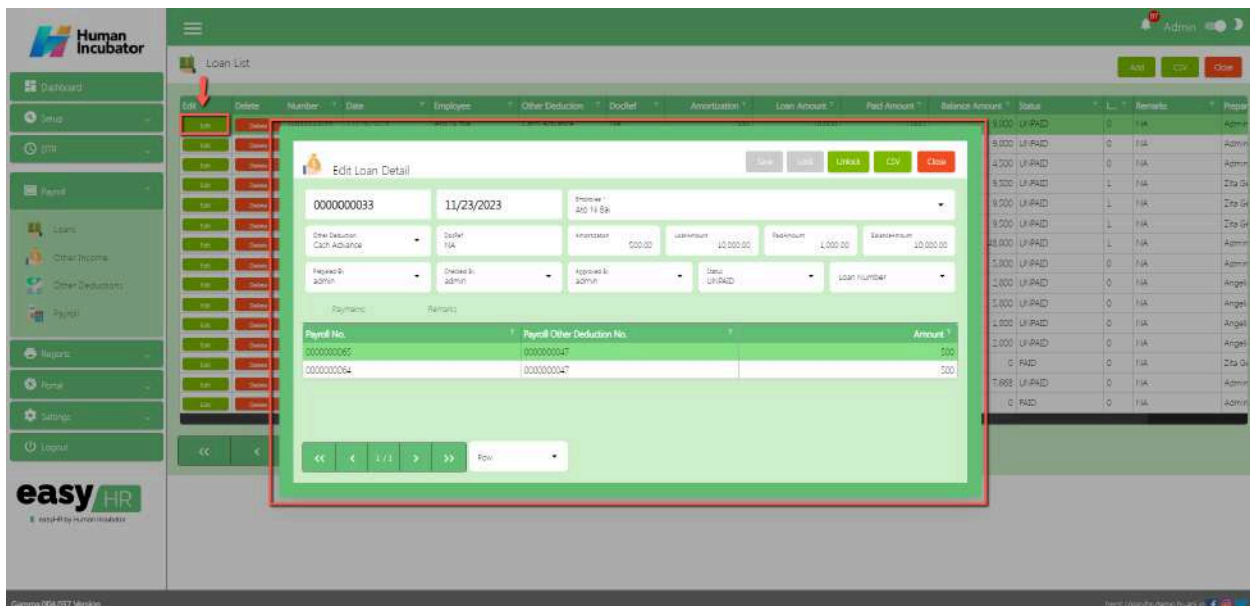
Loan Detail

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



Show Loan Detail

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



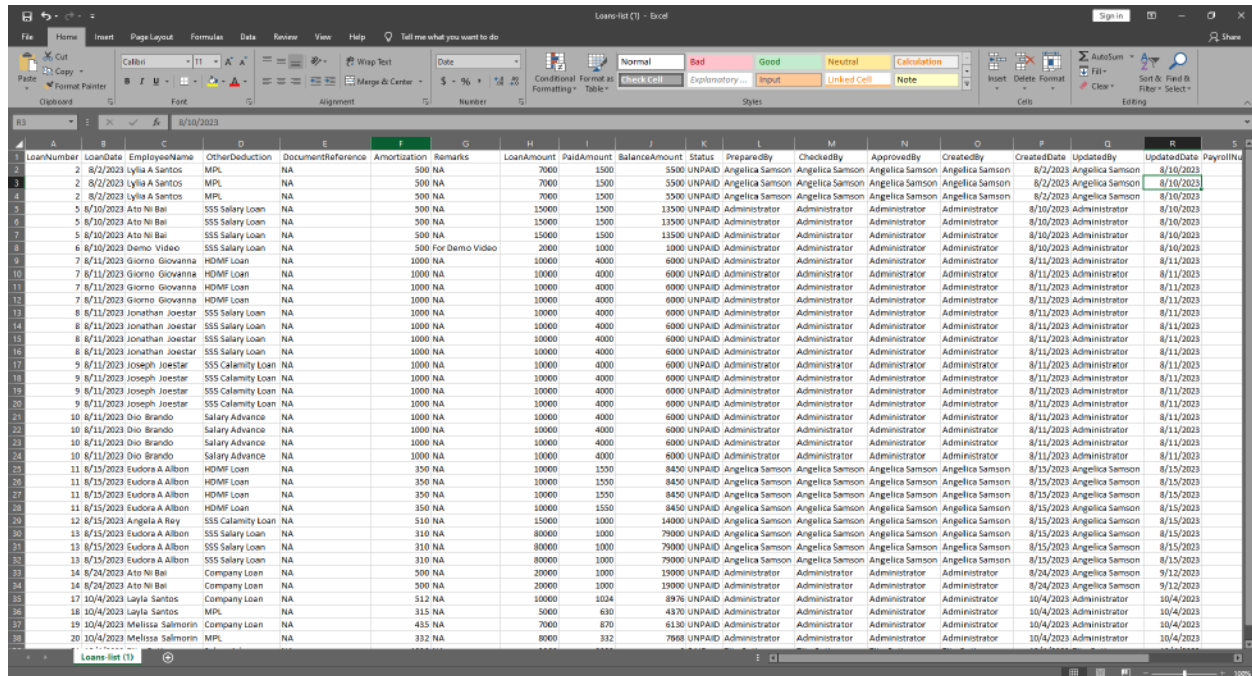
Column Table

- Payroll No.: Payroll number history of the loan

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

Download CSV In Loan List

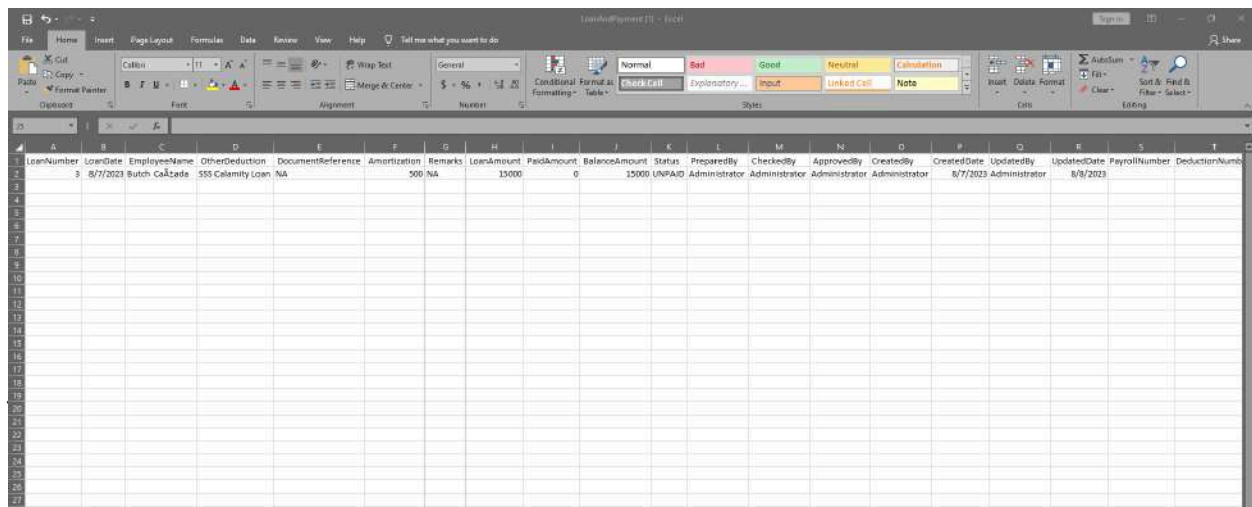
- Click the CSV button to download the CSV file



LoanNumber	LoanDate	EmployeeName	OtherDeduction	DocumentReference	Amortization	Remarks	LoanAmount	PaidAmount	BalanceAmount	Status	PreparedBy	CheckedBy	ApprovedBy	CreatedBy	CreatedDate	UpdatedDate	PayrollNumber	DeductionNumber
1	2/8/2023	Lylia A Santos	MPL	NA			500 NA	7000	1500	5500 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/16/2023	
2	2/8/2023	Lylia A Santos	MPL	NA			500 NA	7000	1500	5500 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/16/2023	
3	2/8/2023	Lylia A Santos	MPL	NA			500 NA	7000	1500	5500 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/16/2023	
4	2/8/2023	Lylia A Santos	MPL	NA			500 NA	7000	1500	5500 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/16/2023	
5	5/8/10/2023	Ato Ni Bai	SSS Salary Loan	NA			500 NA	15000	1500	13500 UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
6	5/8/10/2023	Ato Ni Bai	SSS Salary Loan	NA			500 NA	15000	1500	13500 UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
7	5/8/10/2023	Ato Ni Bai	SSS Salary Loan	NA			500 NA	15000	1500	13500 UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
8	6/10/2023	Demo Videao	SSS Salary Loan	NA			500 For Demo Video	2000	1000	1000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
9	7/8/11/2023	Giorno Giovanna	HDMF Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
10	7/8/11/2023	Giorno Giovanna	HDMF Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
11	7/8/11/2023	Giorno Giovanna	HDMF Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
12	7/8/11/2023	Giorno Giovanna	HDMF Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
13	8/8/11/2023	Jonathan Joestar	SSS Salary Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
14	8/8/11/2023	Jonathan Joestar	SSS Salary Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
15	8/8/11/2023	Jonathan Joestar	SSS Salary Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
16	8/8/11/2023	Jonathan Joestar	SSS Salary Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
17	9/8/11/2023	Joseph Joestar	SSS Calamity Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
18	9/8/11/2023	Joseph Joestar	SSS Calamity Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
19	9/8/11/2023	Joseph Joestar	SSS Calamity Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
20	9/8/11/2023	Joseph Joestar	SSS Calamity Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
21	9/8/11/2023	Joseph Joestar	SSS Calamity Loan	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
22	10/8/11/2023	Dio Brando	Salary Advance	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
23	10/8/11/2023	Dio Brando	Salary Advance	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
24	10/8/11/2023	Dio Brando	Salary Advance	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
25	10/8/11/2023	Dio Brando	Salary Advance	NA			1000 NA	10000	4000	6000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/11/2023	Administrator	8/11/2023	
26	11/8/15/2023	Eudora A Albon	HDMF Loan	NA			350 NA	10000	1550	8450 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
27	11/8/15/2023	Eudora A Albon	HDMF Loan	NA			350 NA	10000	1550	8450 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
28	11/8/15/2023	Eudora A Albon	HDMF Loan	NA			350 NA	10000	1550	8450 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
29	11/8/15/2023	Eudora A Albon	HDMF Loan	NA			350 NA	10000	1550	8450 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
30	12/8/15/2023	Angela A Rey	SSS Calamity Loan	NA			510 NA	15000	1000	14000 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
31	13/8/15/2023	Eudora A Albon	SSS Salary Loan	NA			310 NA	8000	1000	7000 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
32	13/8/15/2023	Eudora A Albon	SSS Salary Loan	NA			310 NA	8000	1000	7000 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
33	13/8/15/2023	Eudora A Albon	SSS Salary Loan	NA			310 NA	8000	1000	7000 UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/15/2023	Angelica Samson	8/15/2023	
34	14/8/24/2023	Ato Ni Bai	Company Loan	NA			500 NA	2000	1000	1000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/24/2023	Angelica Samson	9/12/2023	
35	14/8/24/2023	Ato Ni Bai	Company Loan	NA			500 NA	2000	1000	1000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/24/2023	Angelica Samson	9/12/2023	
36	17/10/4/2023	Layla Santos	Company Loan	NA			512 NA	10000	1024	8976 UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
37	18/10/4/2023	Layla Santos	MPL	NA			315 NA	5000	630	4370 UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
38	19/10/4/2023	Melissa Salmorin	Company Loan	NA			435 NA	7000	870	6130 UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	
39	20/10/4/2023	Melissa Salmorin	MPL	NA			332 NA	8000	332	7668 UNPAID	Administrator	Administrator	Administrator	Administrator	10/4/2023	Administrator	10/4/2023	

Download CSV In Loan Detail

- Click the CSV button to download the CSV file



LoanNumber	LoanDate	EmployeeName	OtherDeduction	DocumentReference	Amortization	Remarks	LoanAmount	PaidAmount	BalanceAmount	Status	PreparedBy	CheckedBy	ApprovedBy	CreatedBy	CreatedDate	UpdatedDate	PayrollNumber	DeductionNumber
3	8/7/2023	Bulch Calzada	SSS Calamity Loan	NA			500 NA	13000	0	13000 UNPAID	Administrator	Administrator	Administrator	Administrator	8/7/2023	Administrator	8/8/2023	

Other Income

Overview

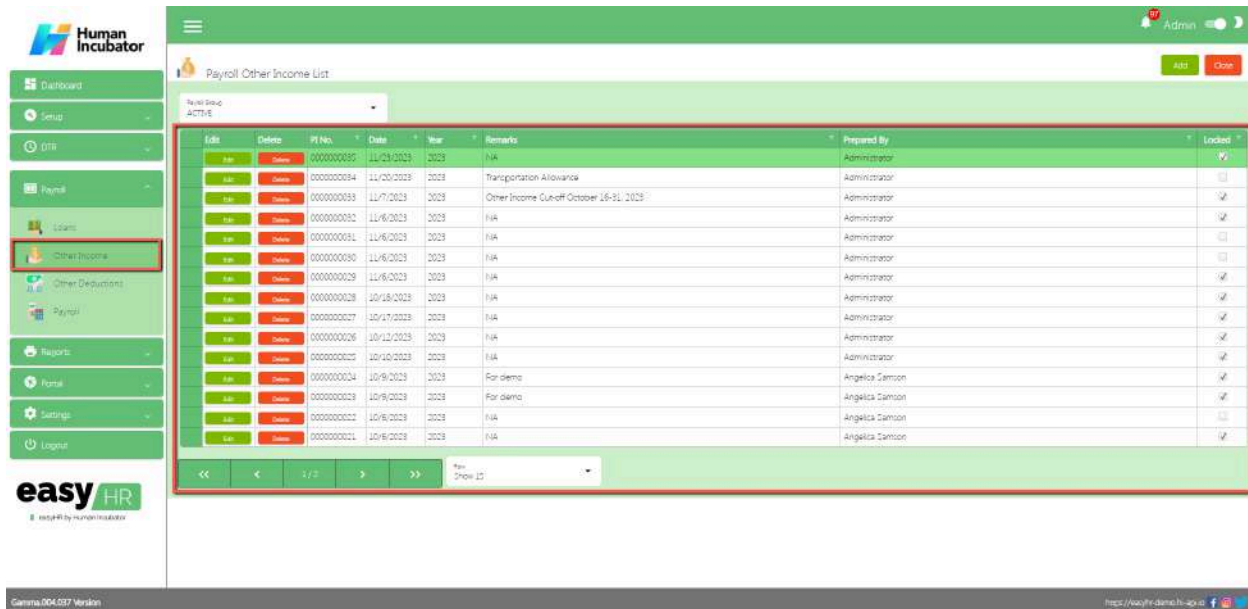
- Other Income is used to add other income to include to employee payroll and also the user can compute the 13th month for employees

Payroll Other Income List

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

Column Table

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



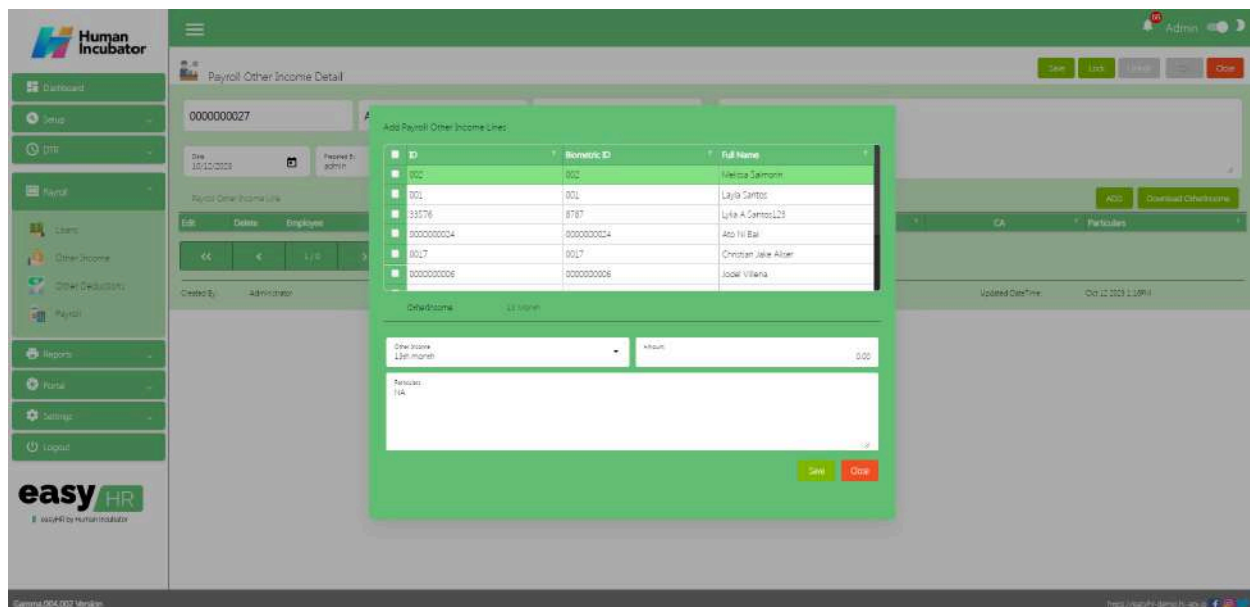
Edit	Delete	PI No.	Date	Year	Remarks	Prepared By	Locked
		0000000000	11/23/2023	2023	N/A	Administrator	
		0000000034	11/20/2023	2023	Transportation Allowance	Administrator	
		0000000033	11/17/2023	2023	Other Income Cut-off October 16-31, 2023	Administrator	
		0000000032	11/16/2023	2023	N/A	Administrator	
		0000000031	11/16/2023	2023	N/A	Administrator	
		0000000030	11/16/2023	2023	N/A	Administrator	
		0000000029	11/16/2023	2023	N/A	Administrator	
		0000000028	10/18/2023	2023	N/A	Administrator	
		0000000027	10/17/2023	2023	N/A	Administrator	
		0000000026	10/12/2023	2023	N/A	Administrator	
		0000000025	10/10/2023	2023	N/A	Administrator	
		0000000024	10/9/2023	2023	For demo	Angelica Zamora	
		0000000023	10/9/2023	2023	For demo	Angelica Zamora	
		0000000022	10/6/2023	2023	N/A	Angelica Zamora	
		0000000021	10/6/2023	2023	N/A	Angelica Zamora	

Payroll Other Income Detail

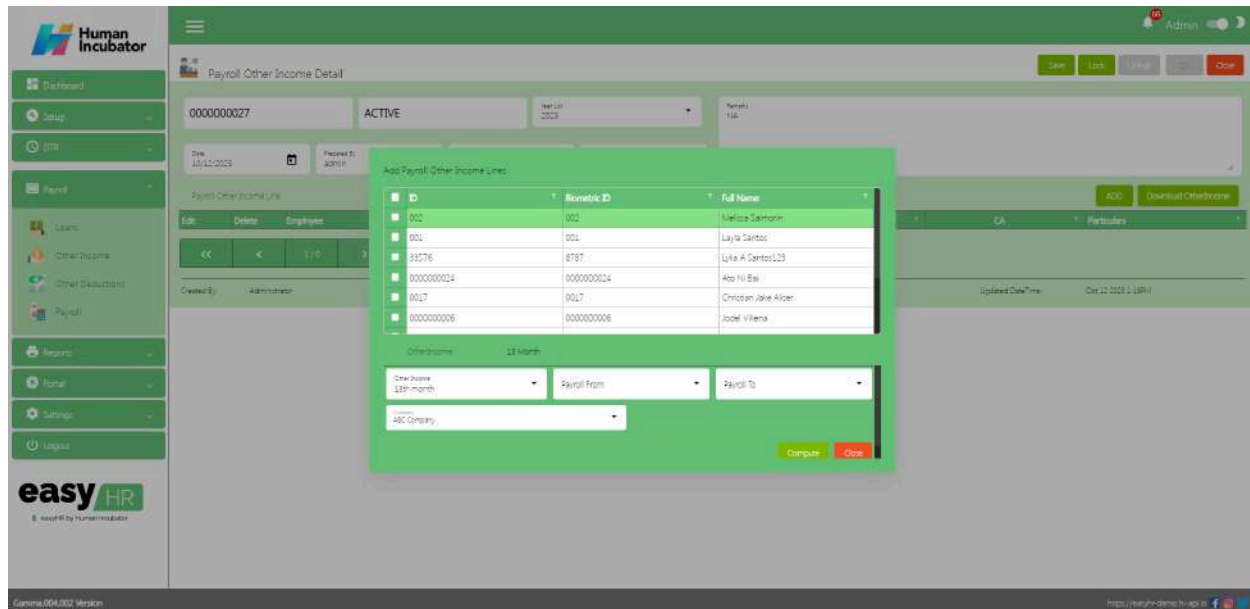
- To **Add** a new Payroll Other Income, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Loan detail like:
 - Input Remarks
 - Select Date
 - Select Prepared By
 - Select Checked By
 - Approved By

Add Payroll Other Income Lines

- To **Add** a manually Payroll Other Income lines, click the **Add** button
- There 2 tabs in add payroll other income lines
 - Select Employee
 - **OtherIncome** Tab and **13th Month** Tab
- In **Other Income** tab there are important fields need to fill up and select
 - Select Other Income Name
 - Input Amount
 - Input Particulars
 - Click **Save** button to add in Payroll Other Income Line

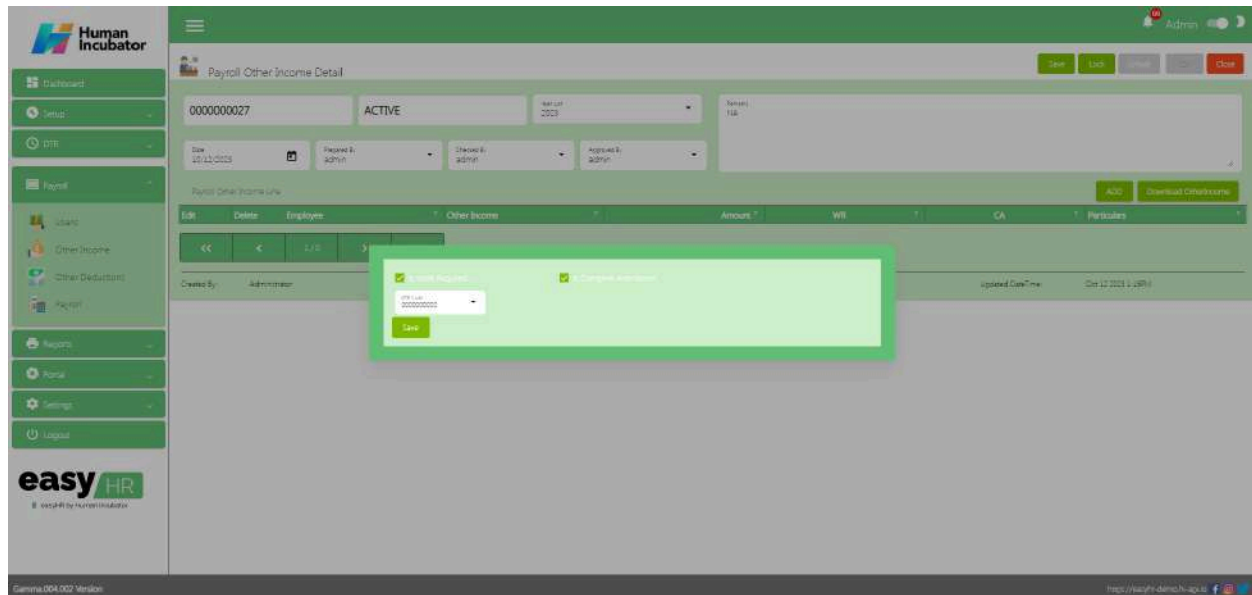


- In **13th Month** tab there are important fields need and select
 - Select 13th Month
 - Select Payroll From
 - Select Payroll To
 - Select Company
 - Click **Compute** button to compute the 13th month



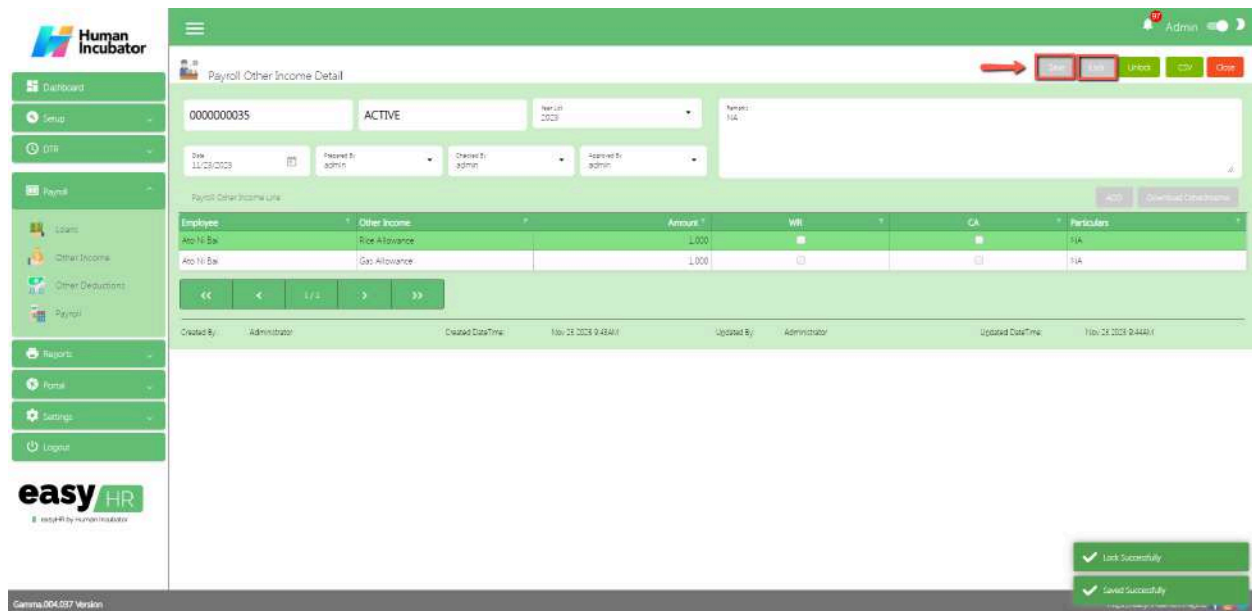
Download Other Income

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



Save/Lock

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

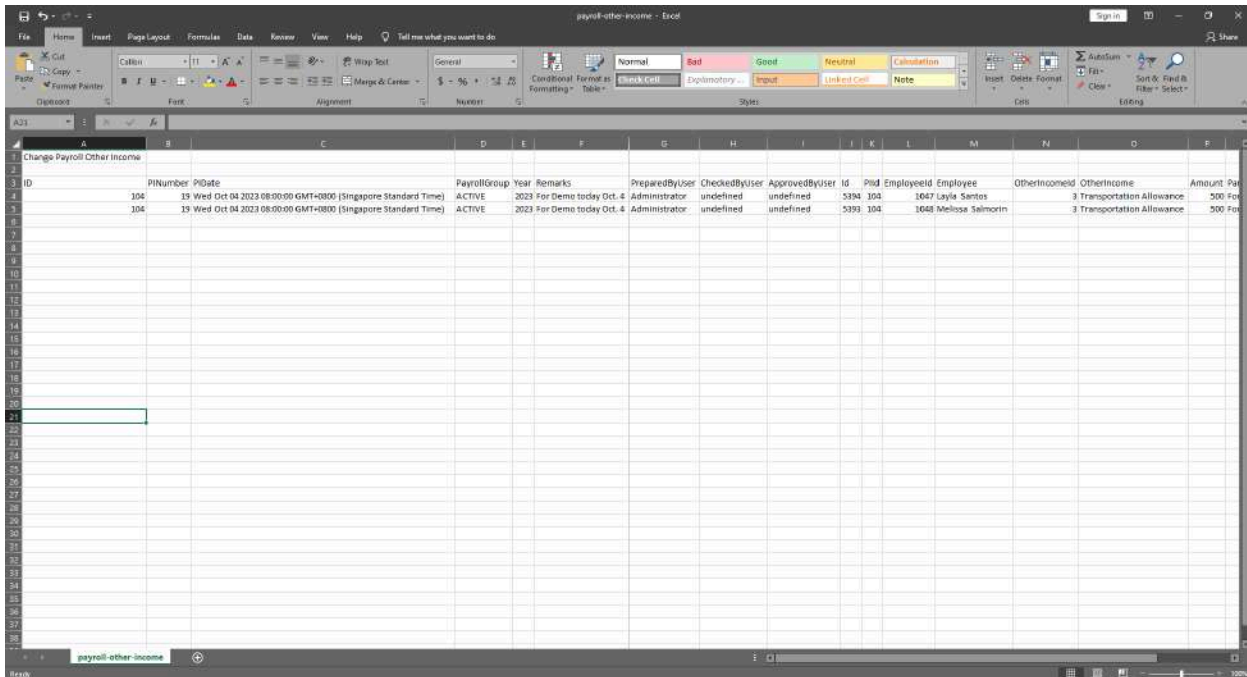


Column Detail

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

Download CSV In Payroll Other Income Detail

- Click the CSV button to download the CSV file



ID	PNumber	PDate	PayrollGroup	Year	Remarks	PreparedByUser	CheckedByUser	ApprovedByUser	ID	PId	EmployeeId	Employee	OtherIncomeId	OtherIncome	Amount
	104	19 Wed Oct 04 2023 08:00:00 GMT+0800 (Singapore Standard Time)	ACTIVE	2023	For Demo today Oct. 4	Administrator	undefined	undefined	5394	104	1047	Layla Santos	3	Transportation Allowance	500
	104	19 Wed Oct 04 2023 08:00:00 GMT+0800 (Singapore Standard Time)	ACTIVE	2023	For Demo today Oct. 4	Administrator	undefined	undefined	5393	104	1048	Melissa Salmorin	3	Transportation Allowance	500

Other Deductions

Overview

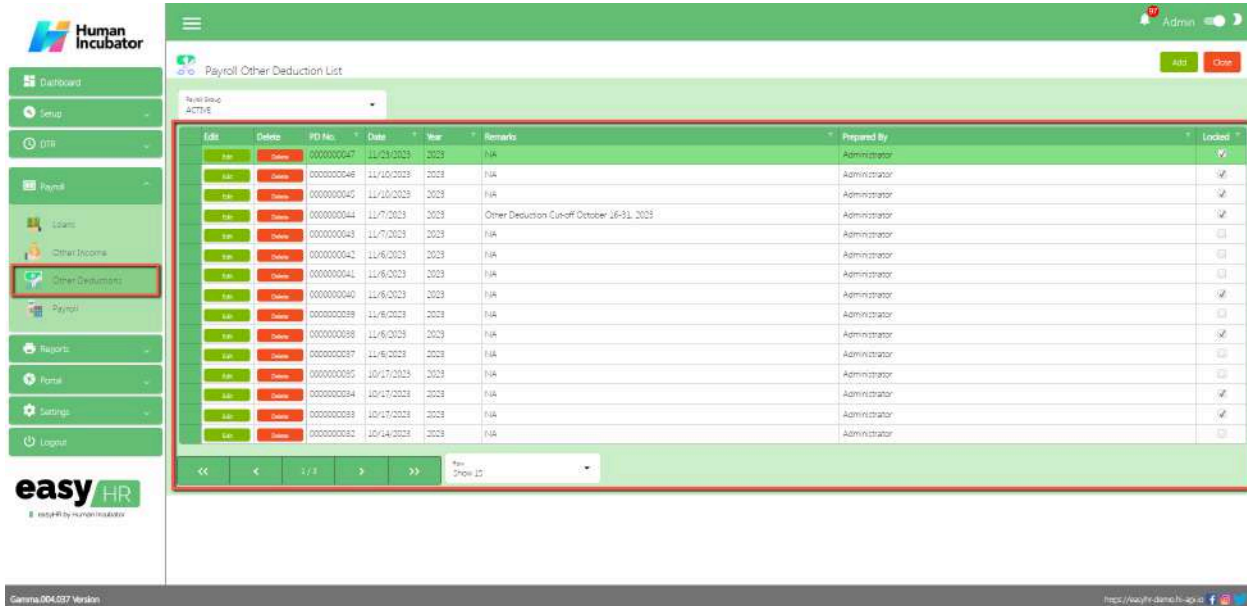
- Other Deduction is used generate the deduction or loans of employee and also the user can add the loan for the 1 time payment deduction

Payroll Other Deduction List

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

Column Table:

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



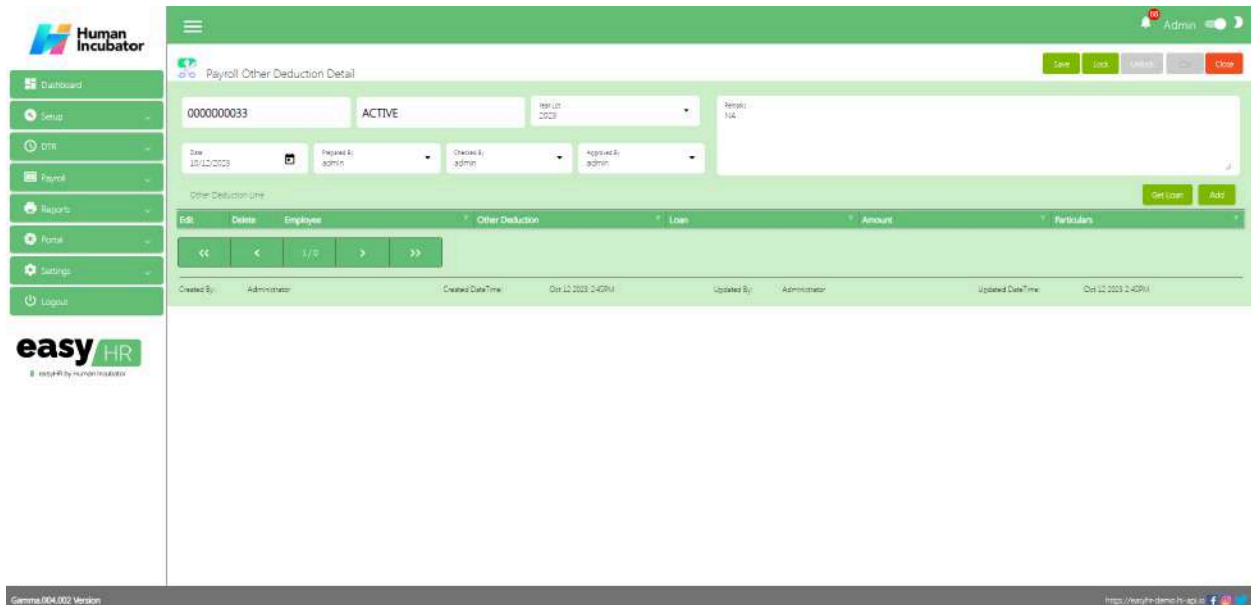
Payroll Other Deduction List

Edit	Delete	PD No.	Date	Year	Remarks	Prepared By	Locked
		0000000047	11/23/2023	2023	N/A	Administrator	
		0000000048	11/10/2023	2023	N/A	Administrator	
		0000000049	11/10/2023	2023	N/A	Administrator	
		0000000044	11/7/2023	2023	Other Deduction Cut-off October 16-31, 2023	Administrator	
		0000000043	11/7/2023	2023	N/A	Administrator	
		0000000042	11/6/2023	2023	N/A	Administrator	
		0000000041	11/6/2023	2023	N/A	Administrator	
		0000000040	11/6/2023	2023	N/A	Administrator	
		0000000039	11/6/2023	2023	N/A	Administrator	
		0000000038	11/6/2023	2023	N/A	Administrator	
		0000000037	11/6/2023	2023	N/A	Administrator	
		0000000035	10/17/2023	2023	N/A	Administrator	
		0000000034	10/17/2023	2023	N/A	Administrator	
		0000000033	10/17/2023	2023	N/A	Administrator	
		0000000032	10/14/2023	2023	N/A	Administrator	

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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



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Easy HR by Human Incubator

Payroll Other Deduction Detail

000000033 ACTIVE 10/12/2023

Date: 10/12/2023 Prepared By: admin Checked By: admin Approved By: admin

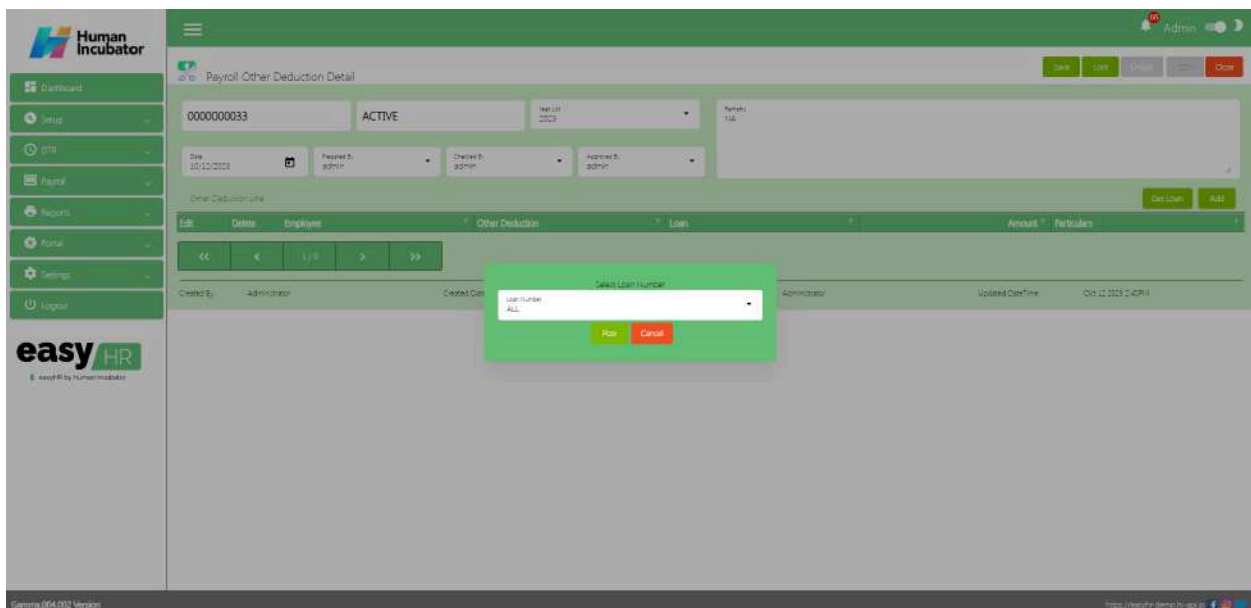
Other Deduction Line

Edit	Delete	Employee	Other Deduction	Loan	Amount	Particulars
<p>Get Loan Add</p>						

Created By: Administrator Created DateTime: Oct 12 2023 2:42PM Updated By: Administrator Updated DateTime: Oct 12 2023 2:42PM

Gamma 004.002 Version <https://easyhr-demo.hr-inc.com/>

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



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Logout

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Easy HR by Human Incubator

Payroll Other Deduction Detail

000000033 ACTIVE 10/12/2023

Date: 10/12/2023 Prepared By: admin Checked By: admin Approved By: admin

Other Deduction Line

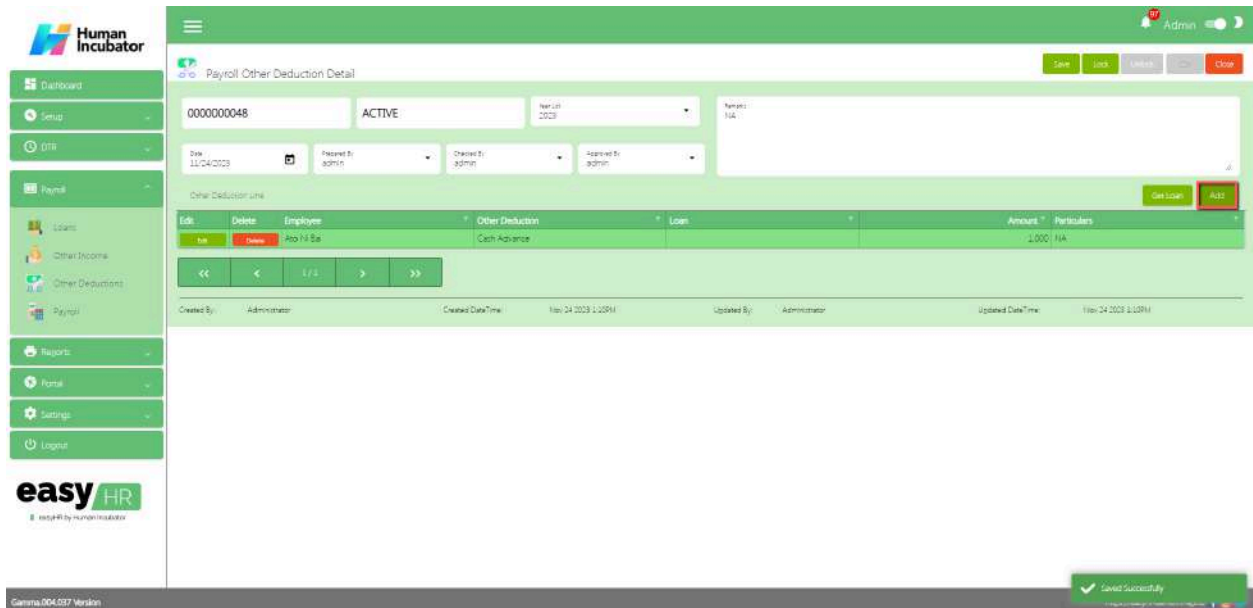
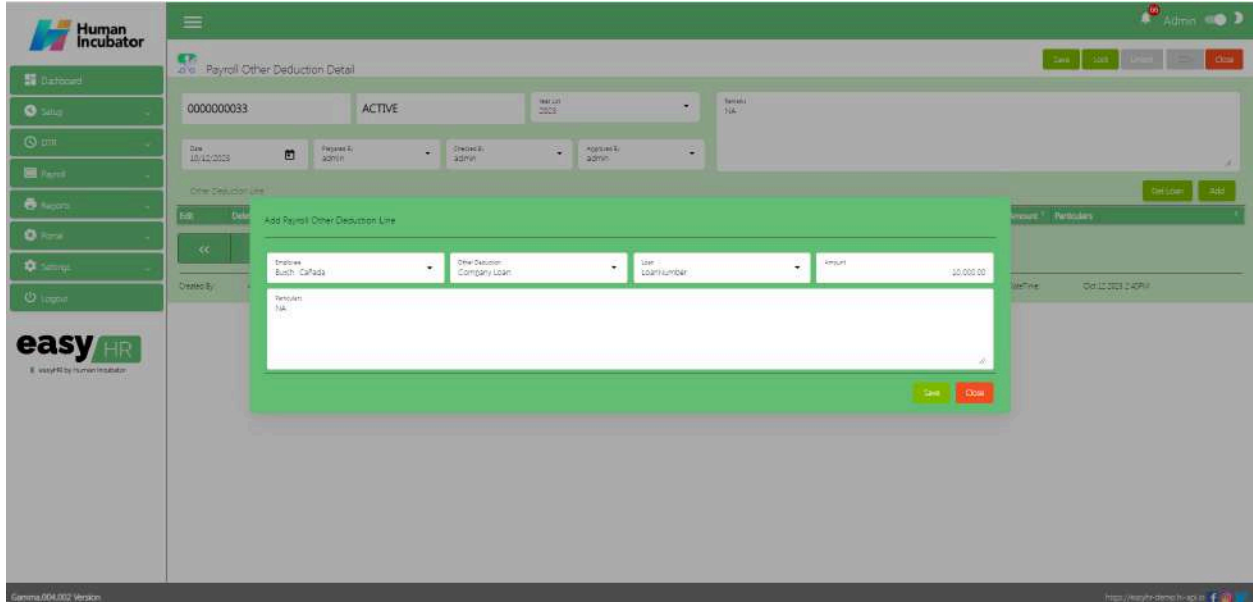
Edit	Delete	Employee	Other Deduction	Loan	Amount	Particulars
<p>Get Loan Add</p>						

Created By: Administrator Created DateTime: Oct 12 2023 2:42PM Updated By: Administrator Updated DateTime: Oct 12 2023 2:42PM

Gamma 004.002 Version <https://easyhr-demo.hr-inc.com/>

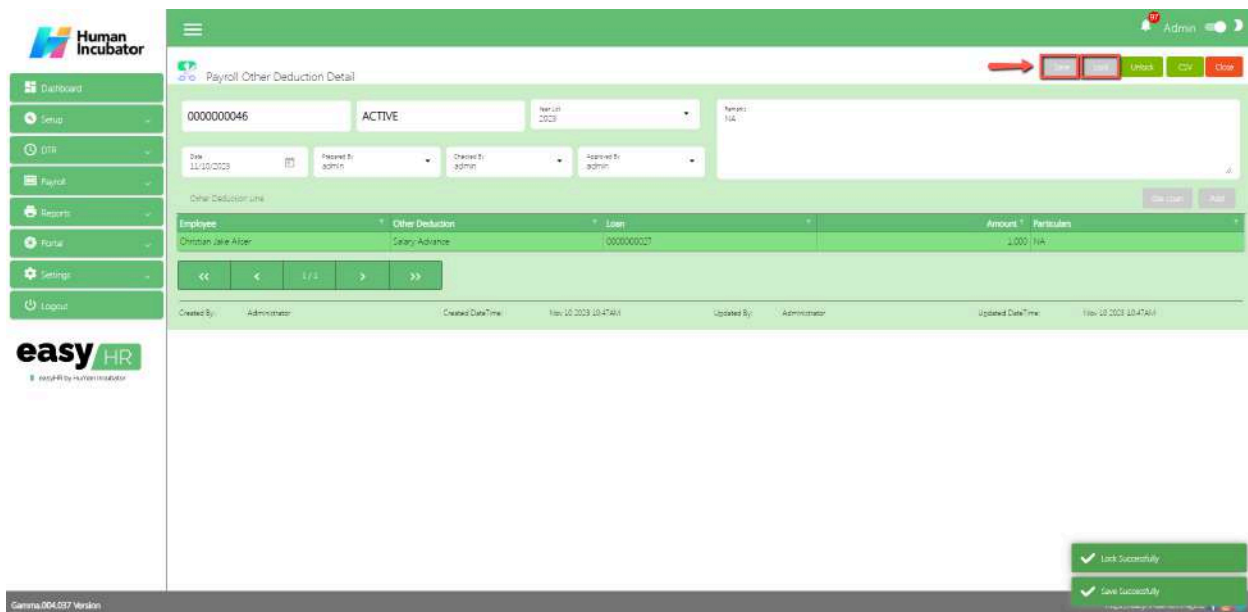
The screenshot shows the 'Payroll Other Deduction Detail' interface. At the top, there are fields for ID (0000000033), Status (ACTIVE), and Month (2023). Below these are fields for Date (2023-10-12), Prepared By (admin), Checked By (admin), and Approved By (admin). The main section is a table titled 'Other Deduction Line' with columns: Edit, Delete, Employee, Other Deduction, Loan, Amount, and Particulars. The table contains 10 rows of data for various employees and deduction types like NPL, Company Loan, and Salary Advance. An 'Add' button is located at the bottom right of the table. At the bottom of the page, it shows 'Created By: Administrator', 'Created DateTime: Oct 12 2023 2:49PM', 'Updated By: Administrator', and 'Updated DateTime: Oct 12 2023 2:49PM'.

- Click **Add** button to manually or individually add a loan to the employee.
 - Select Employee
 - Select Other Deduction Name
 - Select Loan Number
 - Input Amount
 - Click **Save** button to add in other deduction line



Save/Lock

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



Human Incubator

Admin

Payroll Other Deduction Detail

0000000046 ACTIVE Hire Date: Nov 01 2023 Name: Nil

Date: 11/10/2023 Prepared By: admin Created By: admin Approved By: admin

Other Deduction Line

Employee	Other Deduction	Loan	Amount	Particulars
Christian Jake Alizer	Salary Advance	0000000027	1,000.00	NA

Created By: Administrator Created DateTime: Nov 10 2023 10:47:41 Updated By: Administrator Updated DateTime: Nov 10 2023 10:47:41

Lock Successfully

Save Successfully

Camera:004.037 Version

Column Table

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

Payroll

Overview

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

Payroll List

- Shows all the list of Payroll
- Select Payroll Group

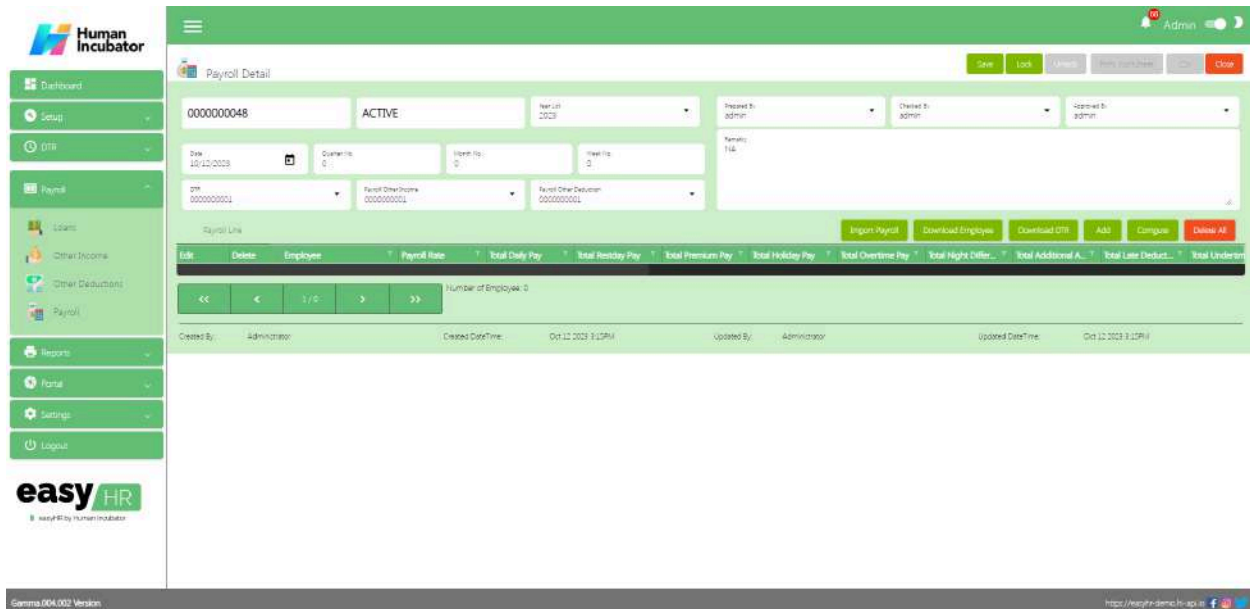
Column Table

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

Edit	Delete	Pay No.	Date	Year	Remarks	Prepared By	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000070	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000069	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000068	11/23/2023	NA	2nd cut off	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000067	11/23/2023	2023	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000066	11/23/2023	NA	1st cut off	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000065	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000064	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000063	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000062	11/23/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000061	11/13/2023	2023	November 1-15 Payroll Cut-off	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000060	10/31/2023	2023	10-31	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000059	11/01/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000058	11/10/2023	NA	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000057	11/8/2023	2023	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000056	11/8/2023	NA	NA	Administrator	<input type="checkbox"/>

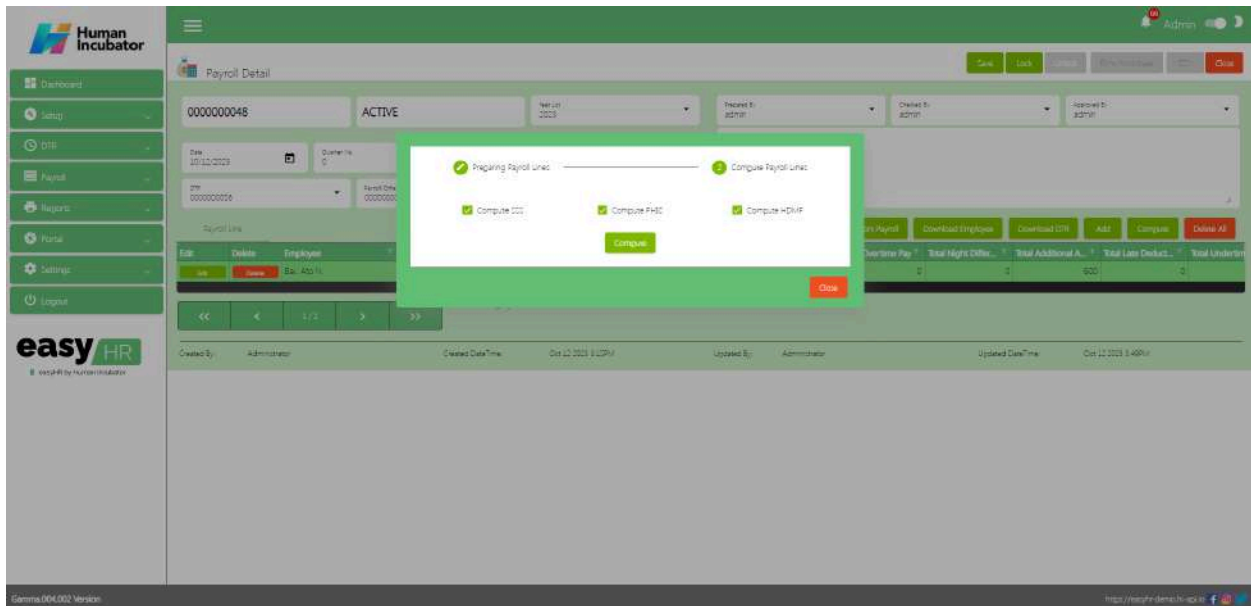
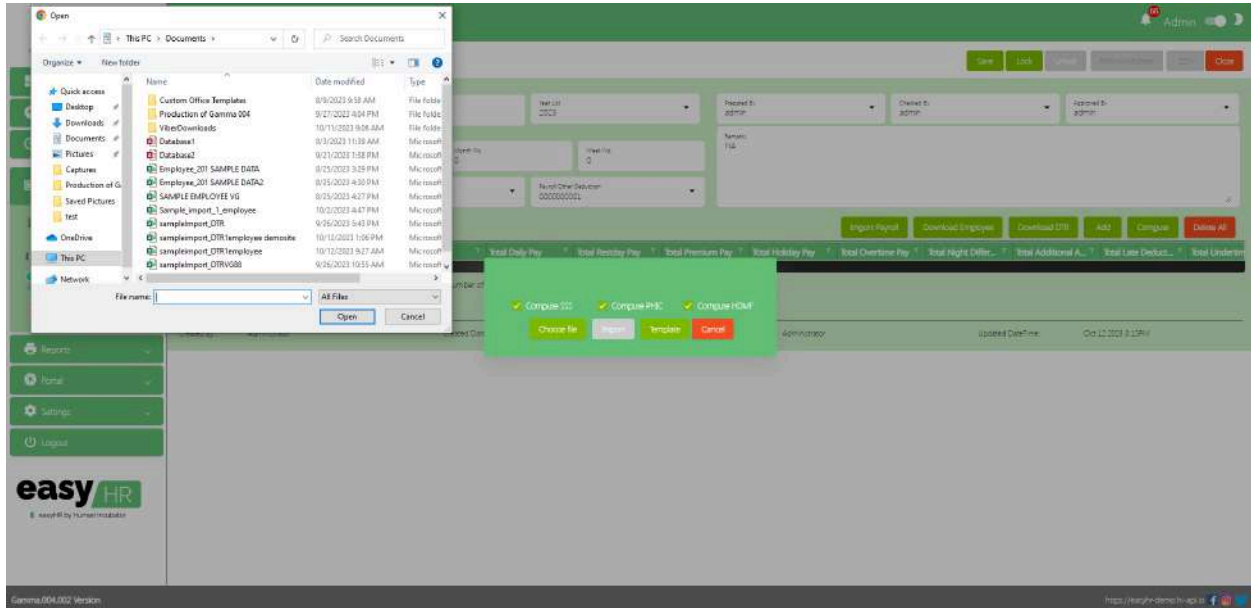
Payroll Detail

- To **Add** a new Payroll, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Payroll detail like:
 - Select Date
 - Input Quarter Number
 - Input Month Number
 - Input Week Number (For Weekly Salary)
 - Select DTR Number
 - Select Payroll Other Income Number
 - Select Payroll Other Deduction Number
 - Select Checked By
 - Select Approved By
 - Input Remarks
 - Click **Save** button to save all details



Import Payroll

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

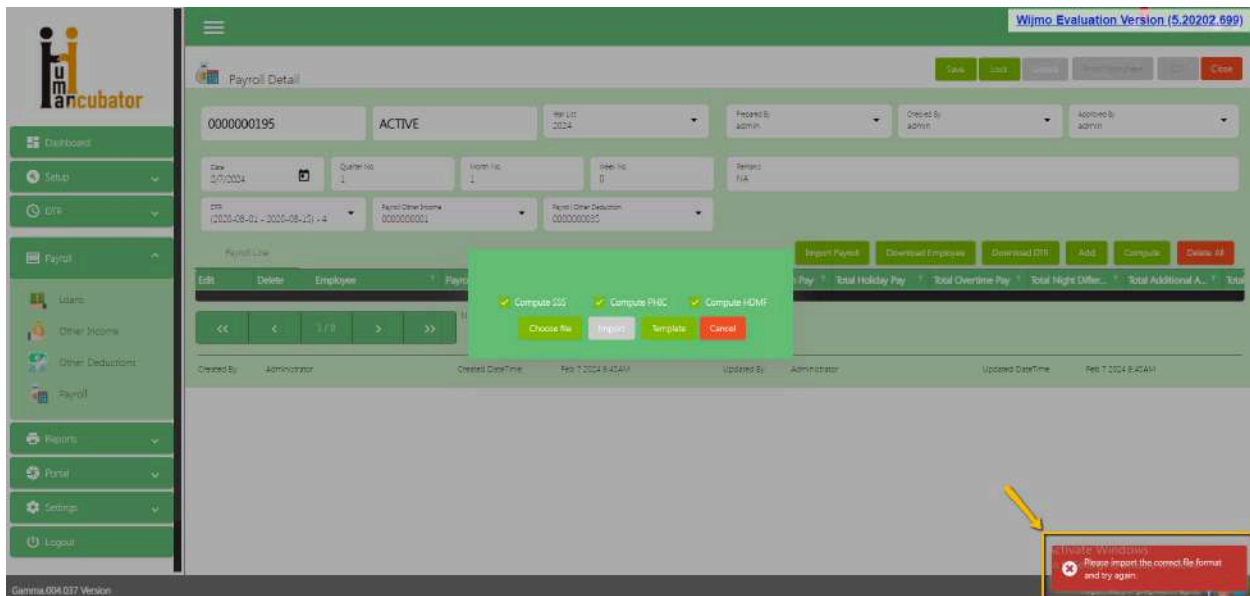


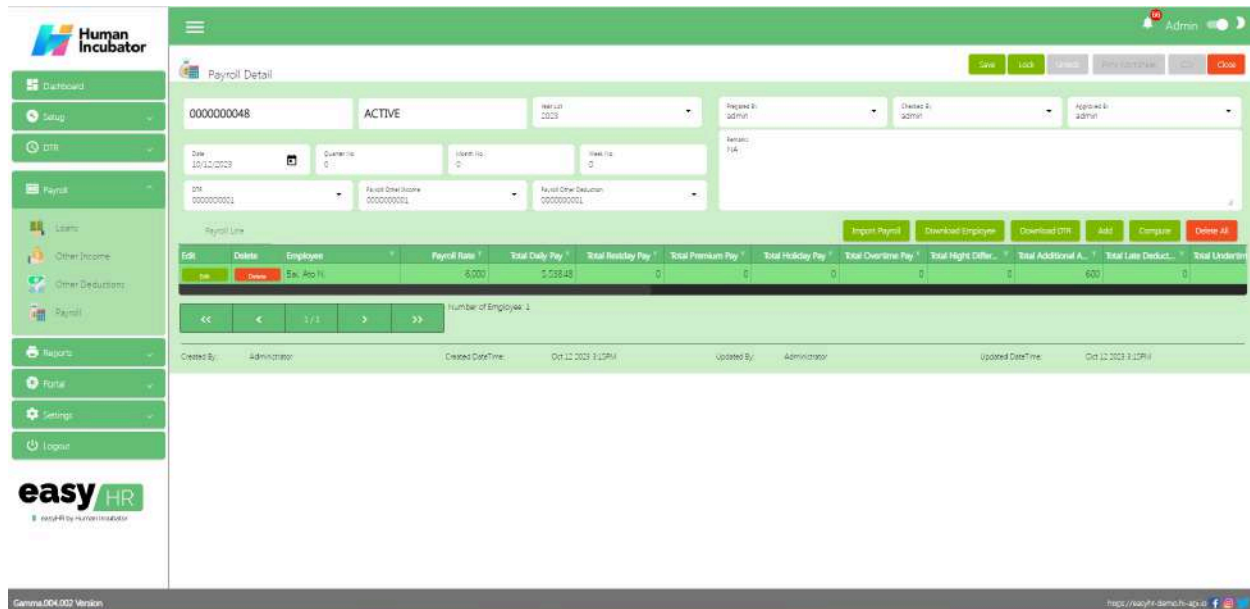
Import Payroll Incorrect File Format Error Message

- Edit excel file removed column name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X												
1	Employee	Employee	Regular	LegalHoli	LegalHoli	Special	Ho	Rest	Day	LegalHoli	Special	Ho	Regular	W	LegalHoli	Special	Ho	Rest	Day	LegalHoli	Special	Ho	Regular	W	LegalHoli	Special	Ho	AWDL	Total	Late	Hours					
2	'09201	Aliser, Ch	12	1	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1													
3	'21-04456	ANDRADA	12	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1														
4	'2127	ANTONIO	12	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1														
5	'2133	BELLO, MA	12	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1														
6	'2182	FEDLINE,	12	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1														
7	'2128	FELICIDAD	12	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1														
8	'2172	PANGANG	12	1	1	1	1	0	0	0	2	2	2	1	1	1	2	2	2	3	0	1														
9																																				
10																																				
11																																				
12																																				
13																																				

- Import Excel file





Download Employee

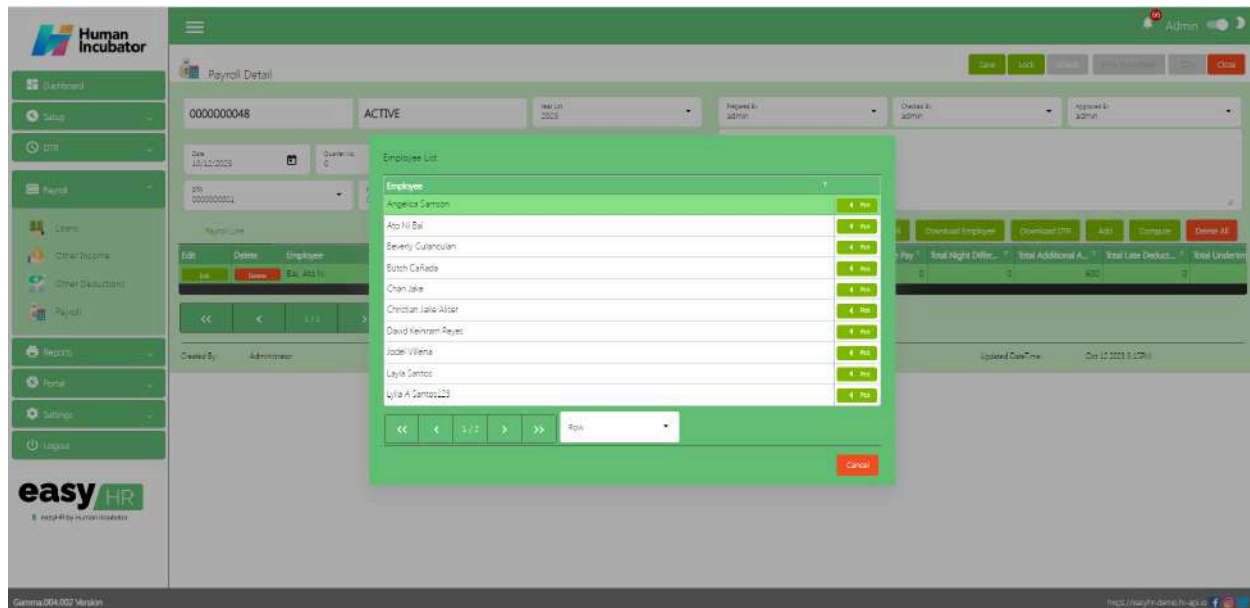
- Click **Download Employee** to Download individual employee
 - Click **Pick Employee** in Employee list
 - Click **Compute** button to Compute the Payroll line
 - Click **Next** button
 - Click **Compute** button to Compute your mandatory deduction

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

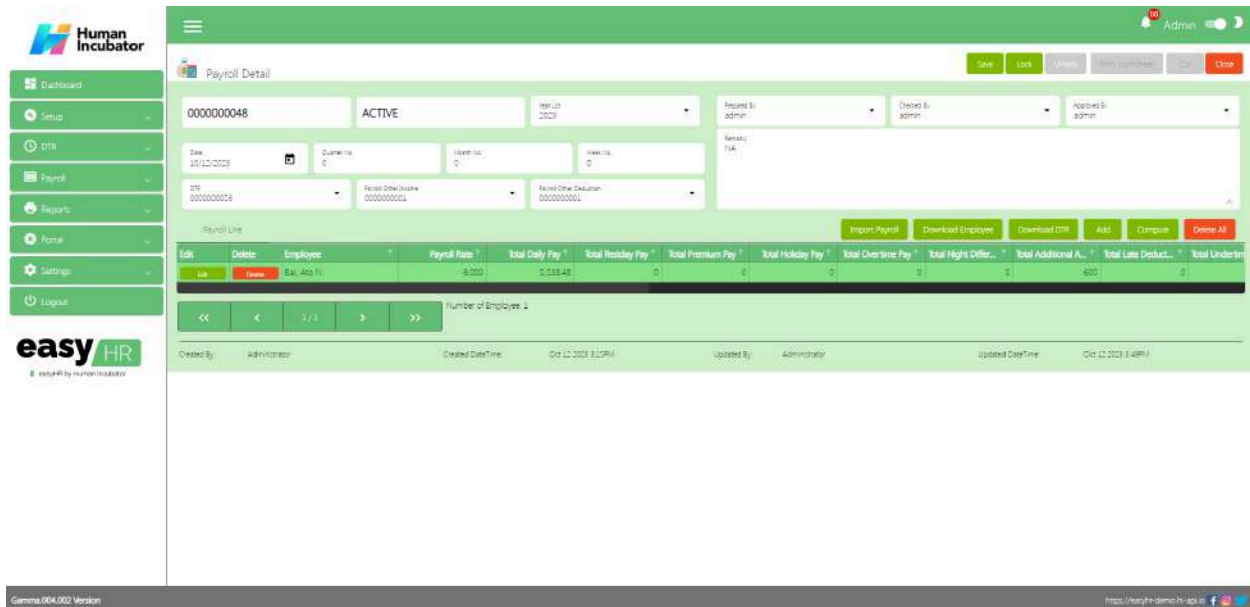
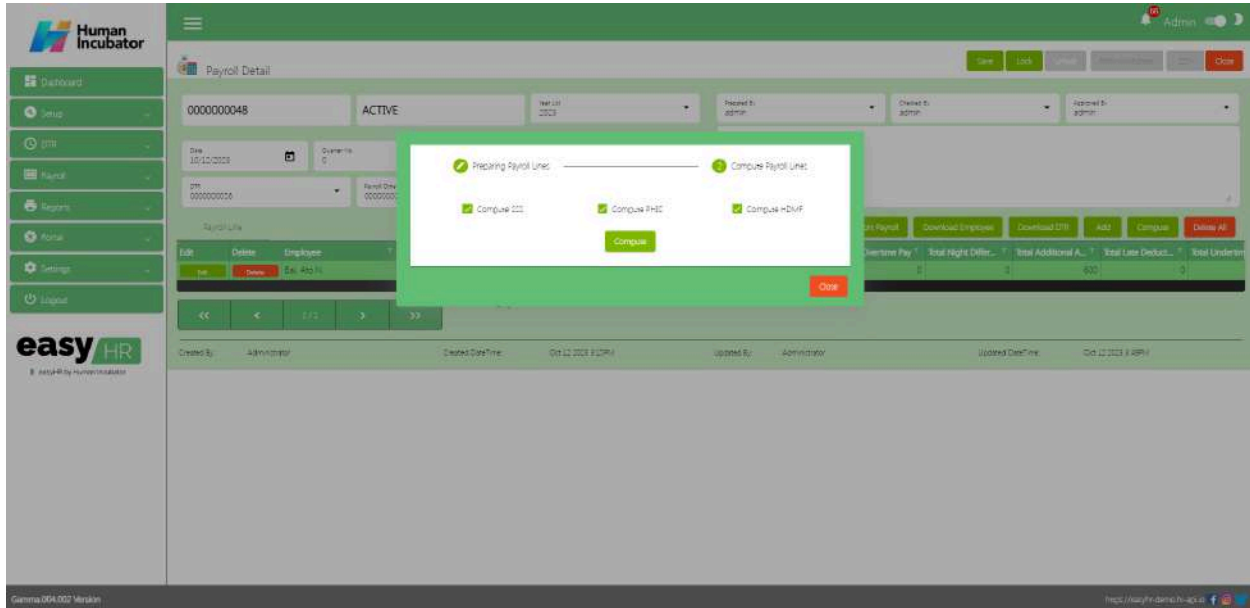
Note: If the payroll rate exceeded 29,750 amount the SSS mandatory deduction will deduct fully in the first half but the deduction for the second half will be zero

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

- Click **Done** button

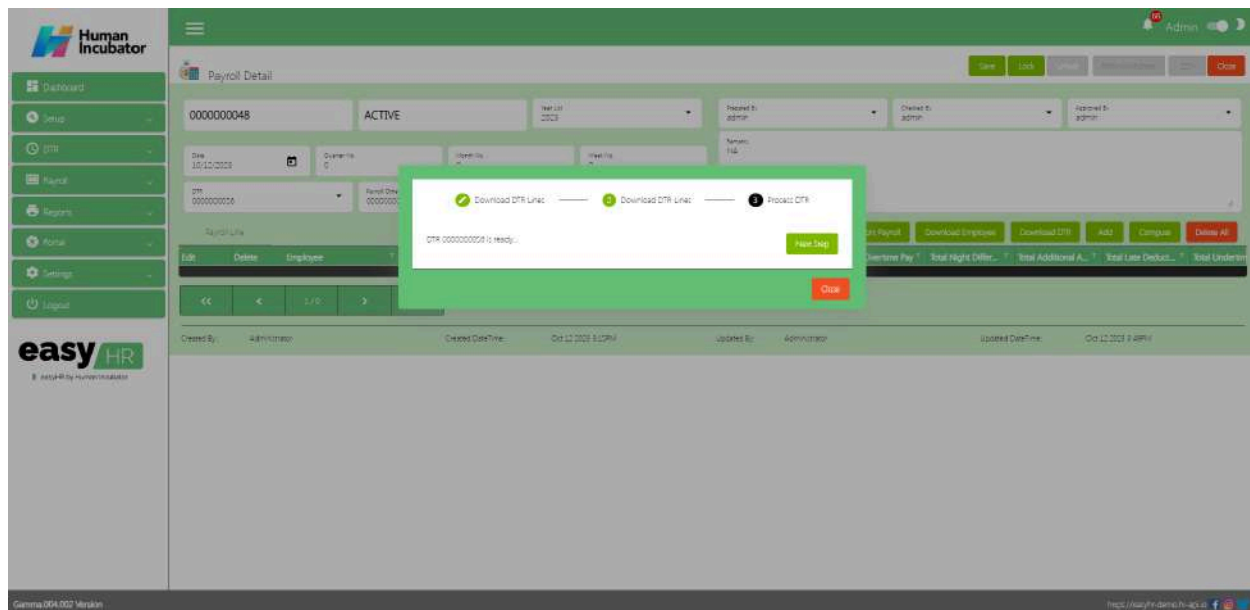


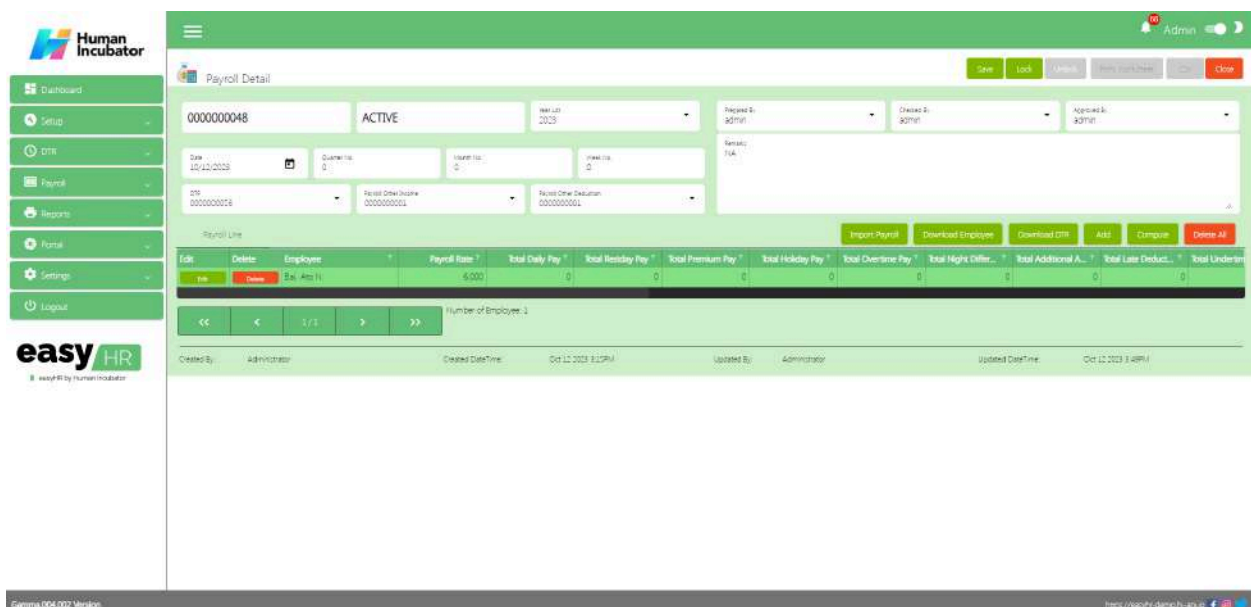
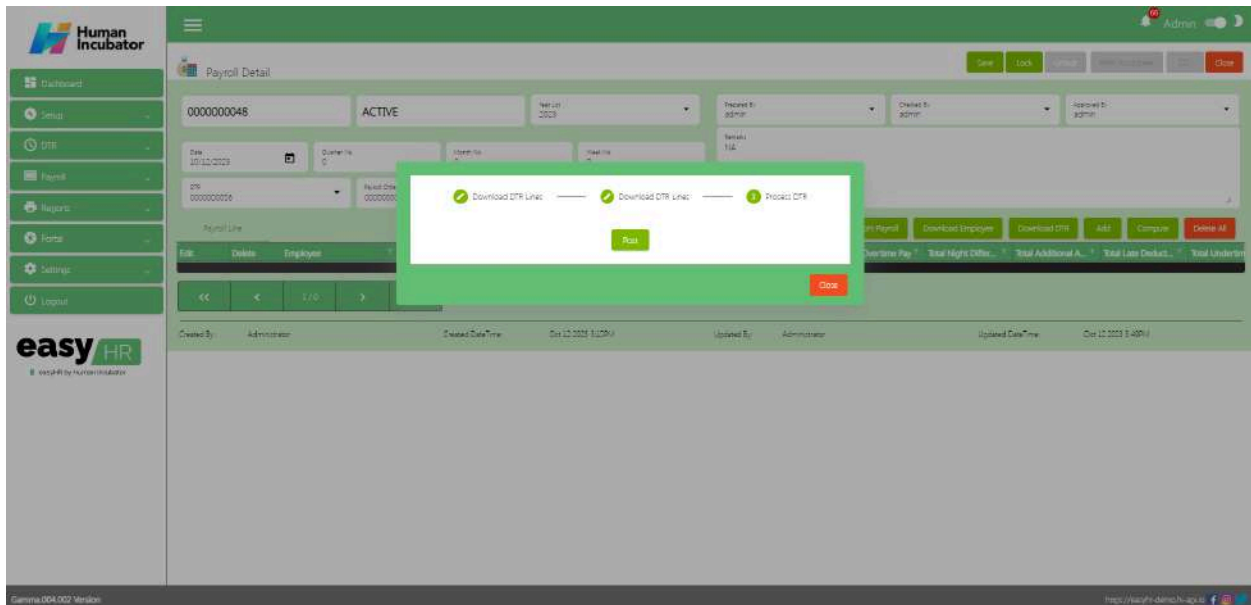
The screenshot shows the 'Payroll Detail' interface in the Human Incubator system. A modal window titled 'Employee List' is open, displaying a list of employees with their names and roles. The list includes: Angelica Samson, Ato Ni Bal, Beverly Culanluan, Eutch Carredo, Chan Jake, Christian Jake Altar, David Keniram Reyes, Jodel Wilena, Layla Santos, and Lilia A Santos. Each name has a 'No.' column with a dropdown arrow. The modal also features navigation arrows and a 'Cancel' button at the bottom right.



Download DTR

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





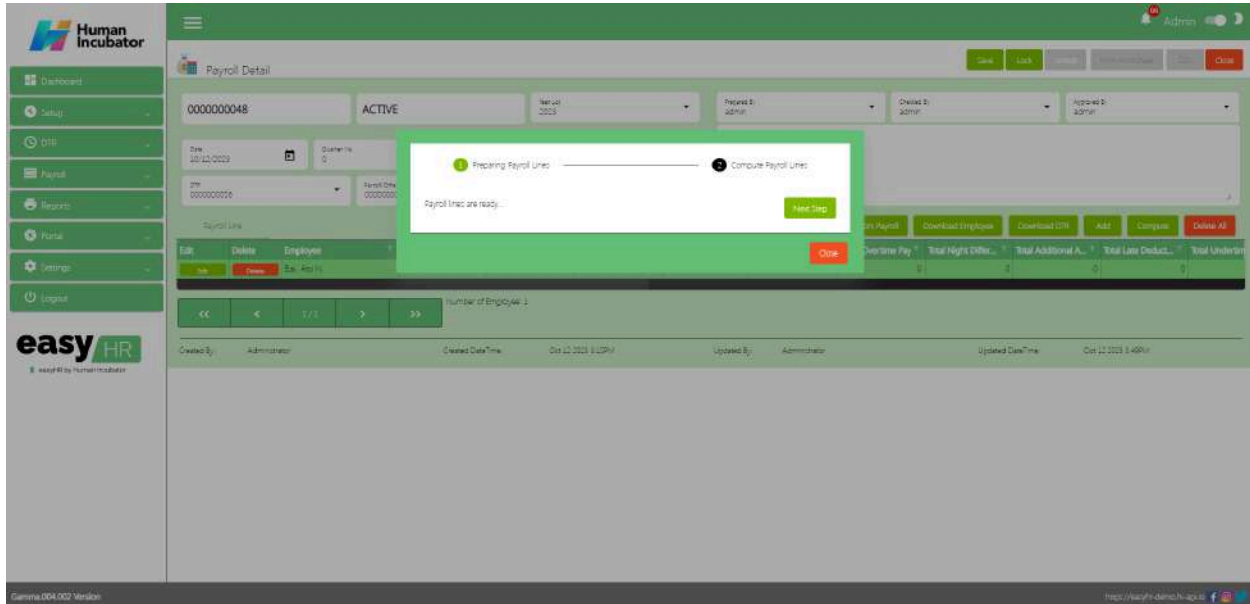
- Click **Compute** button to Compute the Payroll line
- Click **Next** button
- Click **Compute** button to Compute your mandatory deduction

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

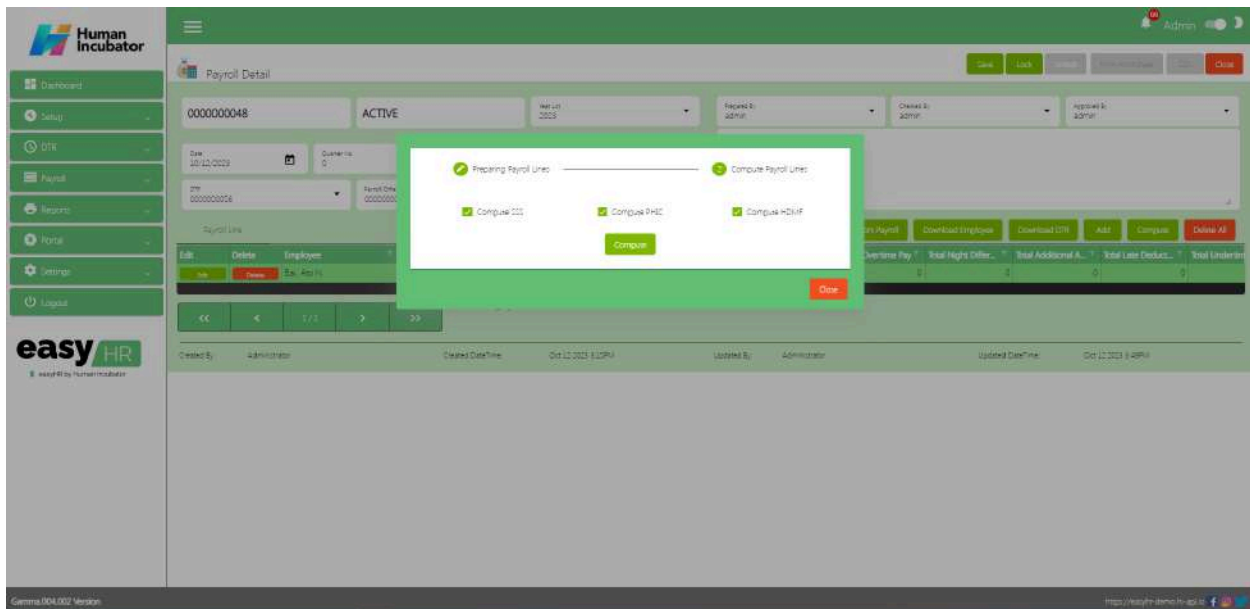
Note: If the payroll rate exceeded 29,750 amount the SSS mandatory deduction will deduct fully in the first half but the deduction for the second half will be zero

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

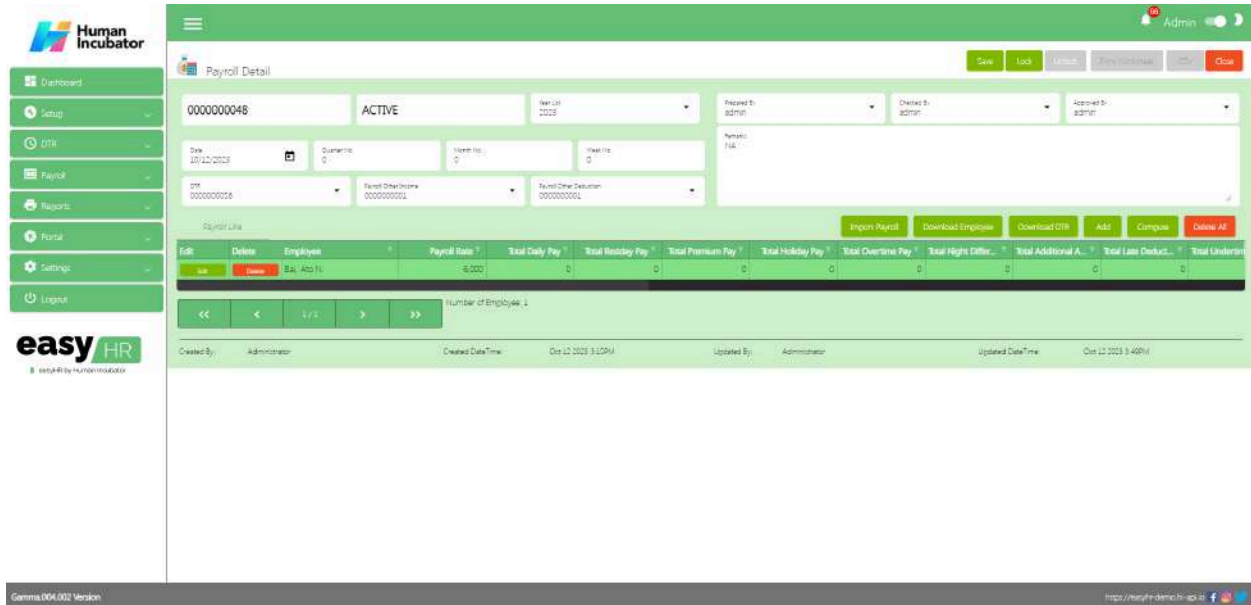
- Click **Done** button



The screenshot shows the 'Payroll Detail' page in the Human Incubator system. A modal window is open, indicating the 'Preparing Payroll Lines' step is in progress. The modal has a progress bar and a 'Next Step' button. The background shows the payroll details for a specific payroll run (ID: 0000000048) with 1 employee. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, and Logout. The footer shows 'Gemini 004.002 Version' and the URL 'http://easyhr-demo.hi-inc.com'.



The screenshot shows the 'Payroll Detail' page in the Human Incubator system. The modal window now shows that the 'Preparing Payroll Lines' step is complete, and the 'Compute Payroll Lines' step is also complete. The modal has a 'Compute' button. The background shows the payroll details for the same payroll run (ID: 0000000048) with 1 employee. The interface is consistent with the previous screenshot, showing the sidebar and footer information.



Human Incubator

Payroll Detail

0000000048 ACTIVE

0000000028

Edit	Delete	Employee	Payroll Rate	Total Daily Pay	Total Residual Pay	Total Premium Pay	Total Holiday Pay	Total Overtime Pay	Total Night Differ.	Total Additional A.	Total Late Deduct.	Total Underbr
Save	Delete	0000000028	8,000.00	0	0	0	0	0	0	0	0	0

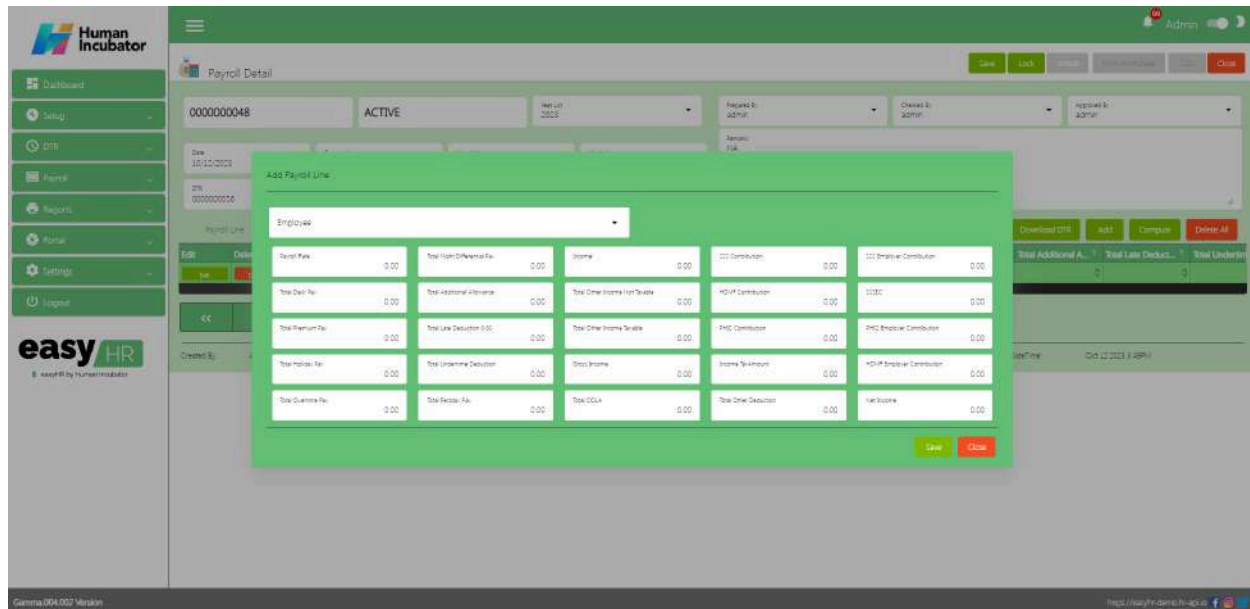
Number of Employees: 1

Created By: Administrator Created DateTime: Oct 12 2023 3:12PM Updated By: Administrator Updated DateTime: Oct 12 2023 3:46PM

Gamma.004.002 Version <https://myhrdemo.hi-inc.com>

Add

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



Delete All

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

Save/Lock

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

The screenshot shows the 'Payroll Detail' interface. At the top, there are fields for 'Payroll ID' (000000068), 'Status' (ACTIVE), and 'Period' (Nov 2023). Below these are fields for 'Date' (11/09/2023), 'Comments' (A.), 'Item No.' (11), and 'Item No.' (0). There are also fields for 'Payroll Rate' (5,000.00), 'Total Overtime' (0.00), and 'Total Late Deduction' (0.00). A table titled 'Payroll List' displays the following data:

Employee	Payroll Rate	Total Daily Pay	Total Restday Pay	Total Premium Pay	Total Holiday Pay	Total Overtime Pay	Total Night Differ.	Total Additional A.	Total Late Deduct.	Total Undertime	Total Absent Amo.
Alex Christian Jale	5,000	4,597.70	0	187.90	219.77	0	0	0	0	0	0

At the bottom of the interface, there are two green buttons that say 'Save Successfully'.

Column Table

- Employee: Name of the Employee
- Payroll Rate: Payroll Rate of the Employee
- Total Daily Pay: Total Daily Pay of the Employee based of the number of working days
- Total Restday Pay: Total Restday Pay of the Employee
- Total Premium Pay: Total Premium Pay of the Employee (**Note: Premium Pay means Special Holiday Pay**)
- Total Holiday Pay: Total Holiday Pay of the Employee (**Note: Holiday Pay means Regular Holiday Pay**)
- Total Overtime Pay: Total Overtime of the Employee
- Total Night Differential: Total Night Differential Pay of the Employee
- Total Additional Allowance: Total Additional Allowances of the Employee
- Total Late Deduction: Total Late Deduction of the Employee
- Total Undertime Deduction: Total Undertime Deduction of the Employee
- Total Absent Amount: Total Absent Amount of the Employee
- Income: Total Income of the Employee

- Taxable OtherIncome: Taxable Income of the Employee
- Non-Taxable Other Income: Non-Taxable Income of the Employee
- Gross Income: Total Gross Income of the Employee (Note: If the Employee has Taxable or Non-Taxable Income it will be added in total in the Gross Income)
- SSS Contribution: SSS Contribution of the Employee
- PHIC Contribution: PHIC Contribution of the Employee
- HDMF Contribution: HDMF Contribution of the Employee
- Income Tax Amount: Income Tax Amount of the Employee
- Total Other Deductions: Total Other Deductions of the Employee
- Net Income: Total Net Income of the Employee (**Note: This includes all Other Incomes and All Deductions such as Mandatory Deductions, Tax Deductions and Other Deductions of the Employee**)
- SSS Employer Contribution: SSS Contribution of the Employer
- SSS EC: SSS EC of the Employer
- PHIC Employer Contribution: PHIC Contribution of the Employer
- HDMF Employer Contribution: HDMF Contribution of the Employer

Payroll Detail

000000079 ACTIVE Year: 2024 Prepared By: admin Created By: admin Approved By: admin

Date: 1/24/2024 Quarter No: 1 Month No: 1 Year No: 0 Demand: N/A

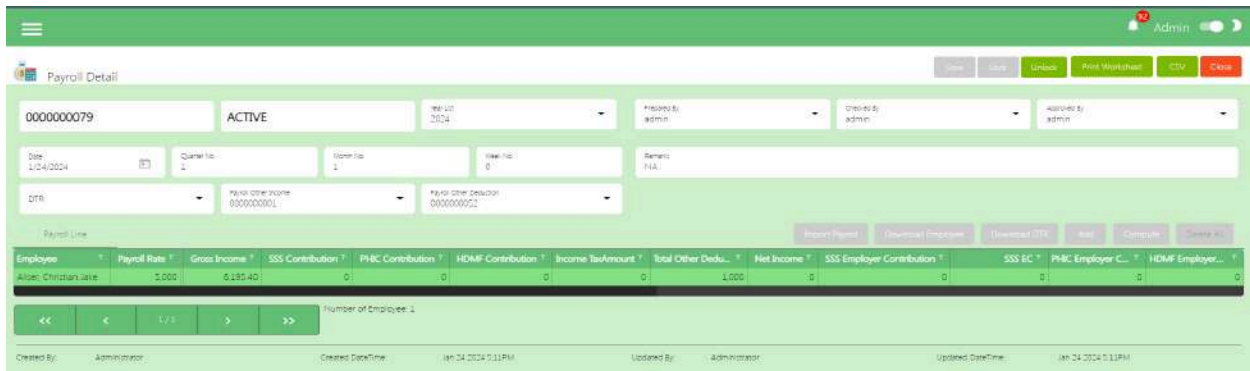
DTR: Payroll Other Income: 0000000000 Payroll Other Deduction: 0000000000

Payroll Line

Employee	Payroll Rate	Income	Taxable OtherIncome	Non-Taxable OtherIncome	Gross Income	SSS Contribution	PHIC Contribution	HDMF Contribution	Income TaxAmount	Total Other Dedu...	Net Income	SSS Employer Contribution
Alex Christian Jara	5,000	6,185.40	0	0	6,185.40	0	0	0	0	0	1,000	0

Number of Employee: 1

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



Payroll Detail

000000079 ACTIVE

Date: 1/24/2024 Quarter: 1 Month: 1 Year: 2024

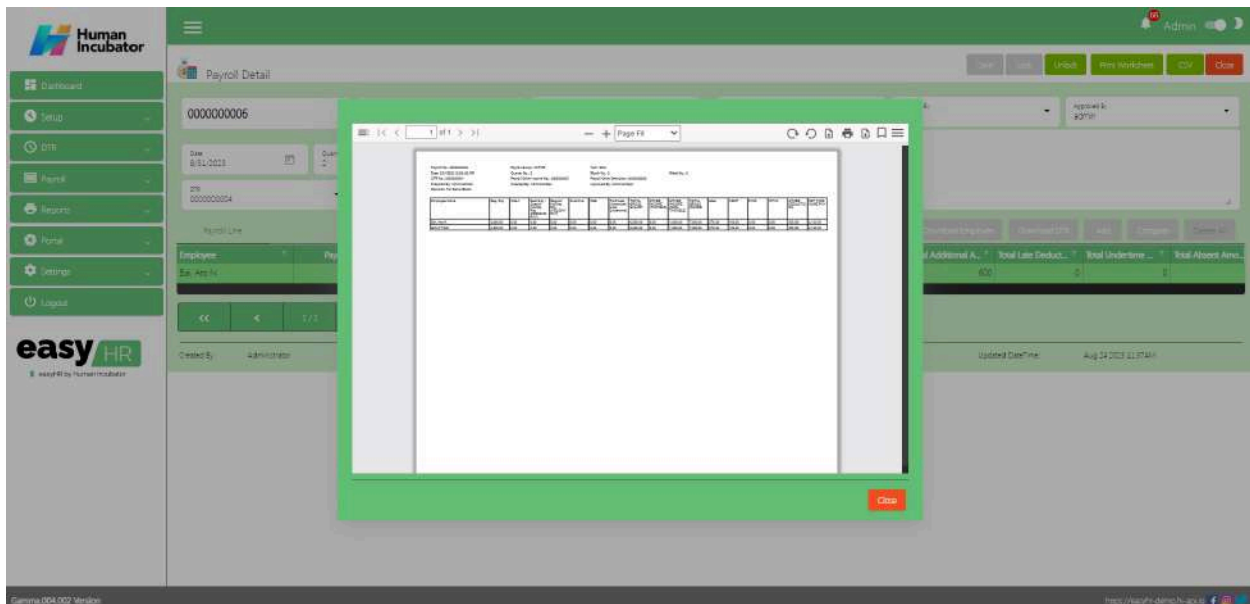
Employee	Payroll Rate	Gross Income	SSS Contribution	PHIC Contribution	HDMF Contribution	Income Tax Amount	Total Other Deduct...	Net Income	SSS Employer Contribution	SSS EC	PHIC Employer C...	HDMF Employer...
Alonzo Christian Laine	3,000	6,150.40	0	0	0	0	1,000	0	0	0	0	0

Number of Employee: 1

Created By: Administrator Created DateTime: Jan 24 2024 5:13 PM Updated By: Administrator Updated DateTime: Jan 24 2024 5:13 PM

Print WorkSheet

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



Print WorkSheet

Employee: Alonzo Christian Laine

Date: 8/11/2023

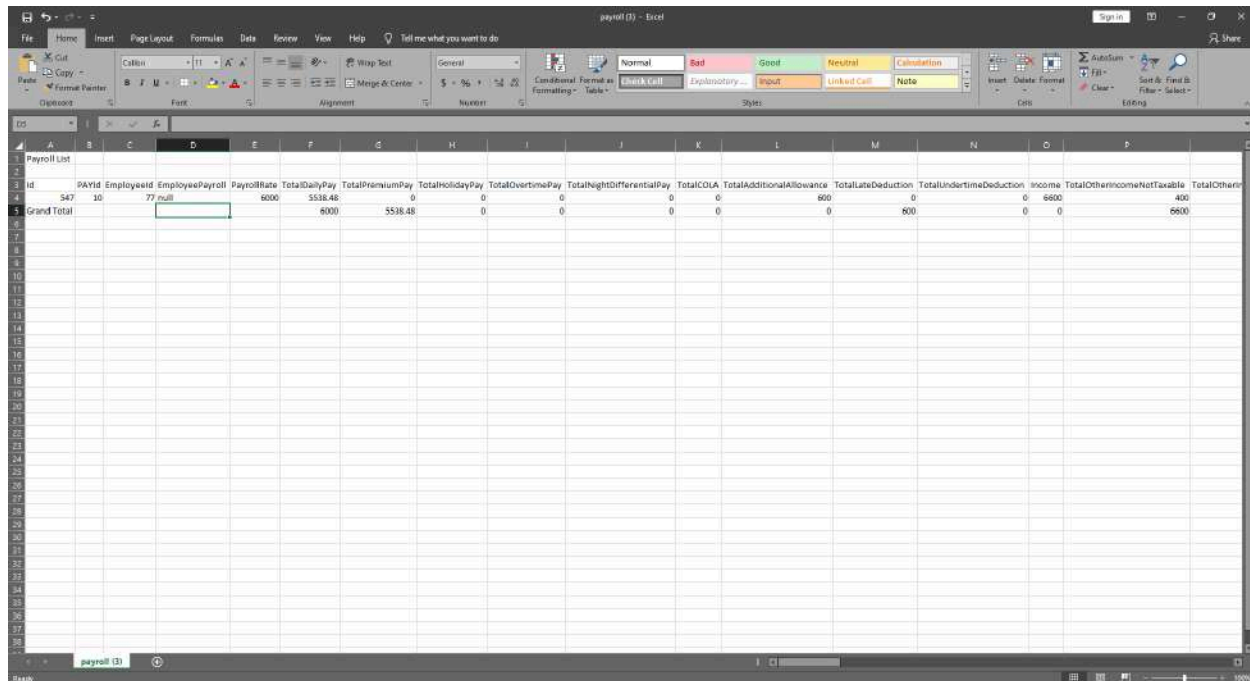
Employee	Payroll Rate	Gross Income	SSS Contribution	PHIC Contribution	HDMF Contribution	Income Tax Amount	Total Other Deduct...	Net Income	SSS Employer Contribution	SSS EC	PHIC Employer C...	HDMF Employer...
Alonzo Christian Laine	3,000	6,150.40	0	0	0	0	1,000	0	0	0	0	0

Number of Employee: 1

Created By: Administrator Created DateTime: Aug 24 2023 11:37 AM Updated By: Administrator Updated DateTime: Aug 24 2023 11:37 AM

Download CSV

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



id	PAYID	EmployeeID	EmployeePayroll	PayrollRate	TotalDailyPay	TotalPremiumPay	TotalHolidayPay	TotalOvertimePay	TotalNightDifferentialPay	TotalCOLA	TotalAdditionalAllowance	TotalLateDeduction	TotalUnderTimeDeduction	Income	TotalOtherIncomeNetTaxable	TotalOther
4	S47	10	77 null	6000	5538.48	0	0	0	0	0	0	800	0	0	6600	400
5	Grand Total			6000	5538.48	0	0	0	0	0	0	800	0	0	6600	400

Section VII: Reports

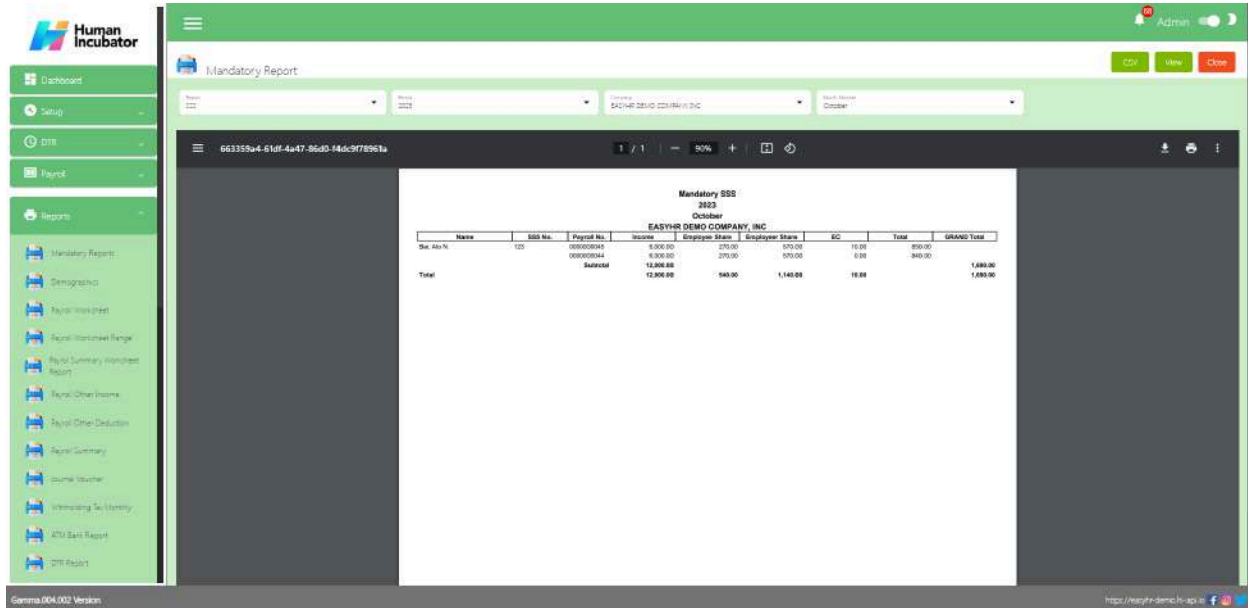
Mandatory Reports

Overview

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

Mandatory Report

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



The screenshot shows the 'Mandatory Report' interface in the Human Incubator system. The report is for the month of October 2023 for the company 'EASYHR DEMO COMPANY, INC.'. The table displays payroll data for a single employee (ID: 121) with a total gross amount of 1,880.00.

Mandatory SSS									
2023									
October									
EASYHR DEMO COMPANY, INC.									
Emp. No.	SSS No.	Payroll No.	Income	Employee Share	Employer Share	EC	Total	GRAND Total	
121	00000004	00000004	8,000.00	270.00	570.00	0.00	8,840.00		
		Subtotal	12,800.00	540.00	1,140.00	0.00		1,880.00	
Total								1,880.00	

Download CSV

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

mandatory-list (1) - Excel

Mandatory SSS									
2023									
October									
EASVHR DEMO COMPANY INC									
Name	Id No.	TIN	Date of Birth	SSS No.	Payroll No.	Income	Employee Share	Employer Share	EC Total
Bal. Ato Ni	24	12312	12/25/1991	123	45	6000	270	370	10 850
Bal. Ato Ni	24	12312	12/25/1991	123	44	6000	270	370	0 840
TOTAL							12000	540	

Demographics

Overview

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

Demographics

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

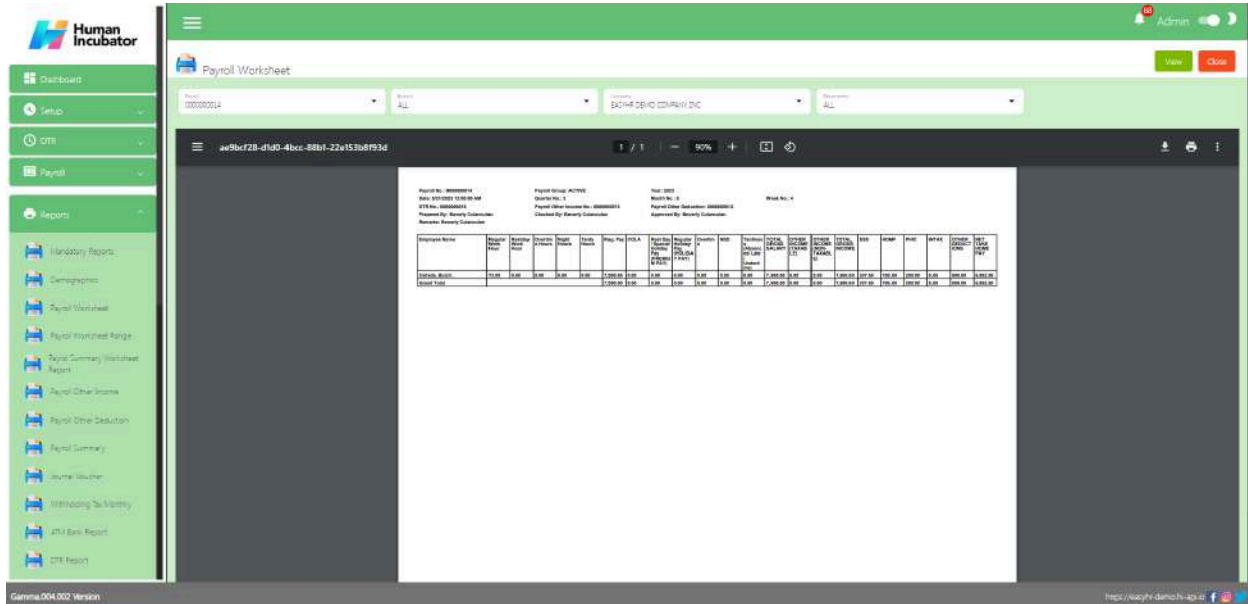
Payroll Worksheet

Overview

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

Payroll Worksheet

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



The screenshot displays the 'Payroll Worksheet' interface. On the left is a navigation menu with options like Dashboard, Setup, OTR, Payroll, and Reports. The main area shows a report for 'Payroll Worksheet' with filters for Period (01/01/2024), Shift (ALL), Company (BOM-DEVELOPMENT INC), and Region (ALL). Below the filters is a table with columns for Employee Name, Employee No., Position, Grade, Salary, and various deduction and benefit amounts. The table includes a 'Grand Total' row at the bottom.

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

Payroll Worksheet Range

Overview

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

Payroll Worksheet Range

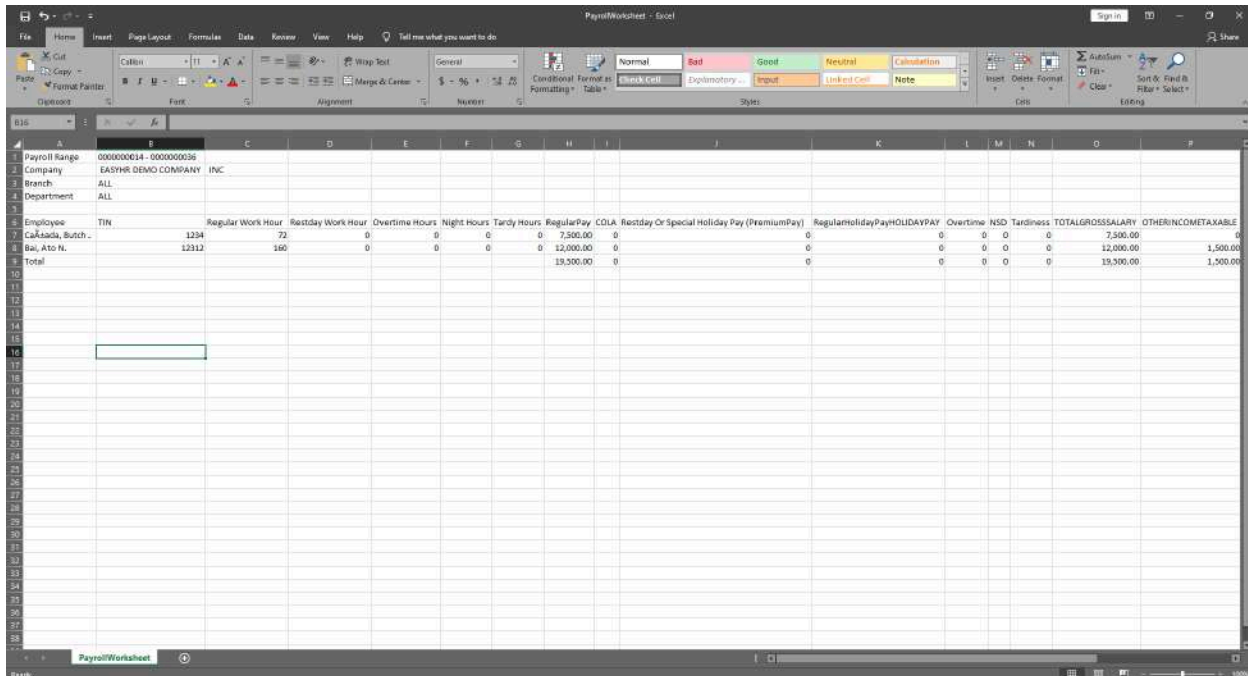
- Generate or view reports
 - Select Payroll Start
 - Select Payroll End
 - Select Branch (The user can select all Branches)
 - Select Company
 - Select Department (The user can select all Departments)
 - Click the View button to generate a Payroll worksheet range report.

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

150

Download CSV

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



Employee	TIN	Regular Work Hour	Restday Work Hour	Overtime Hours	Night Hours	Tardy Hours	Regular Pay	COLA	Restday Or Special Holiday Pay (Premium Pay)	Regular Holiday Pay	HOLIDAY PAY	Overtime NSD	Tardiness	TOTAL GROSS SALARY	OTHER INCOME TAXABLE
Calabasa, Butch	1234	72	0	0	0	0	2,500.00	0	0	0	0	0	0	2,500.00	0
Bal, Ato N.	12312	160	0	0	0	0	12,000.00	0	0	0	0	0	0	12,000.00	1,500.00
Total							19,500.00	0	0	0	0	0	0	19,500.00	1,500.00

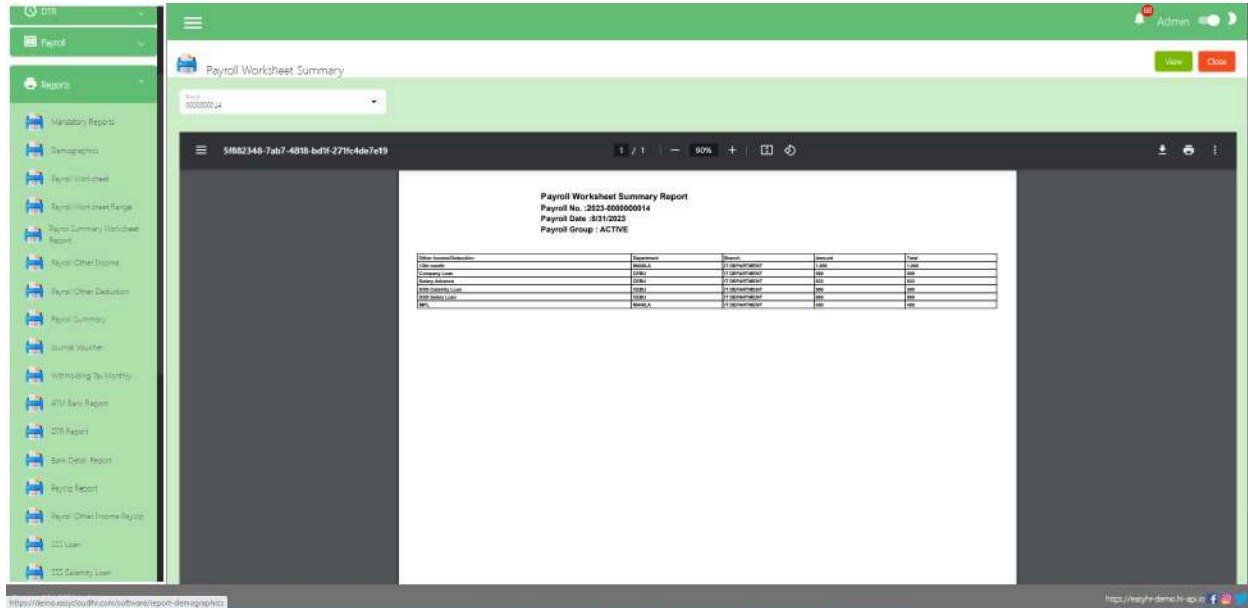
Payroll Summary Worksheet Report

Overview

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

Payroll Summary Worksheet Report

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



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

Payroll Other Income Report Overview

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

Payroll Other Income Report

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

The screenshot displays the 'Payroll Other Income Report' interface. The main content area shows the following details:

Demo Company Ltd, Inc.
Payroll Other Income Report
Payroll No. : 2023-000000028
Payroll Date : 3/28/2023
Payroll Group : ACTIVE

Other Income	Amount
Gas Allowance	500.00
Gas Allowance	1,000.00
Gas Allowance	1,000.00
GRAND TOTAL:	1,500.00

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

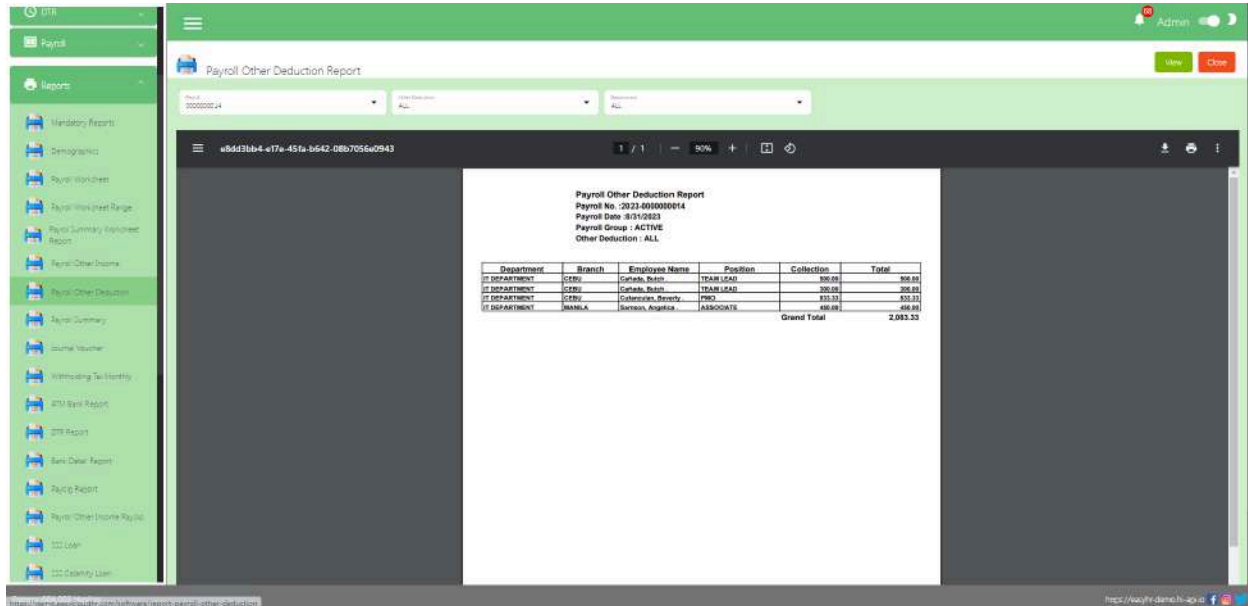
Payroll Other Deduction Report

Overview

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

Payroll Other Deduction Report

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



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

Payroll Summary

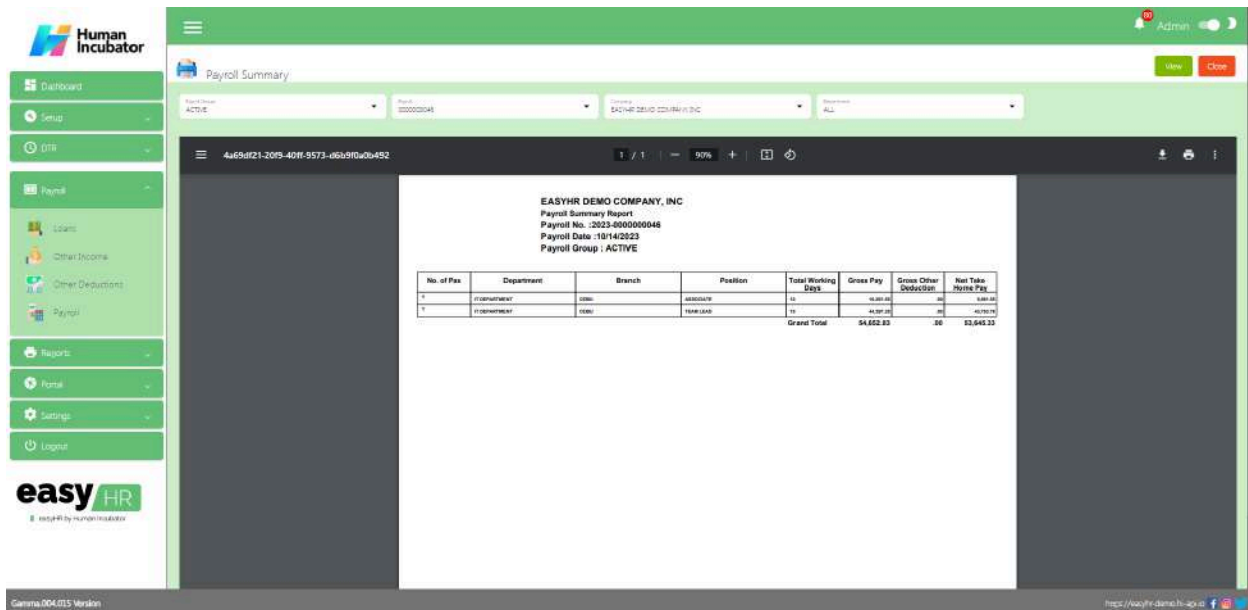
Overview

- Payroll Summary provides a concise summary of the financial aspects of a company's payroll process. It typically includes key information related to employee compensation, taxes, deductions, and other payroll-related expenses for a specific period, such as a month or a pay cycle. This overview is essential for both accounting

and management purposes, helping businesses keep track of their labor costs and ensure compliance with relevant regulations.

Payroll Summary

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



EASYHR DEMO COMPANY, INC
Payroll Summary Report
Payroll No.: 2023-000000046
Payroll Date: 18/14/2023
Payroll Group: ACTIVE

No. of Pks	Department	Branch	Position	Total Working Days	Gross Pay	Gross Other Deduction	Net Take Home Pay
1	IT DEPARTMENT	CEBU	ADMINISTR	10	45,000.00	0.00	45,000.00
1	IT DEPARTMENT	CEBU	TEAM LEAD	10	45,000.00	0.00	45,000.00
				Grand Total	54,652.33	0.00	54,652.33

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

Journal Voucher

Overview

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

Journal Voucher

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

Account	Debit	Credit	
Salaries and Wages	54,652.83	0.00	
Other Income	500.00	0.00	
SSS Expense (Employer Contribution + EC)	1,202.50	0.00	
PHIC Expense (Employer Contribution)	200.00	0.00	
HDMF Expense (Employer Contribution)	200.00	0.00	
Cash	0.00	53,645.33	
SSS Payable	0.00	1,910.00	
PHIC Payable	0.00	400.00	
HDMF Payable	0.00	400.00	
WTAX Payable	0.00	0.00	
Other Deduction	0.00	1,000.00	
	56,855.33	56,355.33	500.00

- 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

Withholding Tax Monthly
2023
October

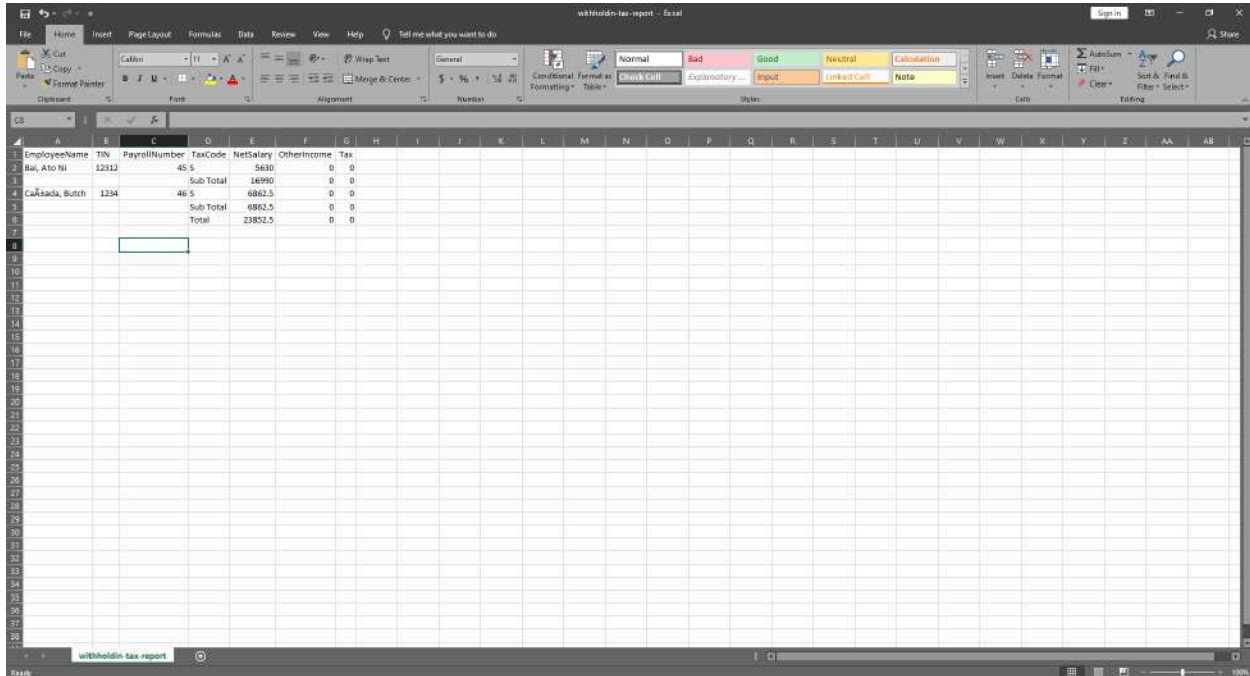
EASYHR DEMO COMPANY, INC.

Name	TIN	Payroll No.	Tax Code	Net Salary	Other Income	Tax
Bal, Ato Hl	12312	000000046	S	5,730.00	0.00	0.00
		000000044	S	5,730.00	0.00	0.00
		000000046	S	5,830.00	0.00	0.00
			Sub Total	16,990.00	0.00	0.00
Carada, Butch	1234	000000046	S	6,862.50	0.00	0.00
			Sub Total	6,862.50	0.00	0.00
Total				23,852.50	0.00	0.00

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

Download CSV

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



EmployeeName	TIN	PayrollNumber	TaxCode	NetSalary	OtherIncome	Tax
Bai, Ato Ni	12312	45 S		5620	0	0
		Sub Total		16990	0	0
Calasada, Butch	1234	46 S		6862.5	0	0
		Sub Total		6862.5	0	0
		Total		23852.5	0	0

ATM Bank Report

Overview

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

ATM Bank Report

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

The screenshot displays the 'ATM Bank Report' interface in the EASYHR system. The report is for 'EASYHR DEMO COMPANY, INC.' and is dated '10/14/2023'. It shows a list of employees and their respective payment amounts and counts.

Employee Name	Amount	Count
NA - Butch Canada	9,891.55	1
NA - David Kainram Reyes	43,753.78	1
Total	63,445.33	2

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

DTR Report

Overview

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

DTR Report

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

DAILY TIME RECORD
Name: AIsar, Christian Jake
DTR number: 000000041
Department: ADMIN
Remarks: NA
Position: ASSOCIATE
Date Starts: 19/12/2021 Date Ends: 20/12/2021

Date	Type	R	OR	OL	A	IN	I	OUT	I	IN	I	LATE	WT	I	IN	IN	IN	OT	QTR
19/12/2021	REGULAR WORKING DAY					08:00 AM	08:00 AM	05:00 PM	05:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20/12/2021	REGULAR WORKING DAY					08:00 AM	08:00 AM	05:00 PM	05:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total																			
81.000 0.000 0.000 4196.448 0.000 0.000 8.880																			

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

Bank Detail Report

Overview

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

Bank Detail Report

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

Bank Detail Report

Company: 147149 DEMO COMPANY INC

Report: 2023-09-01-09-30

2bb8d51e-6ca3-4c60-bffe-824a36c4264b

EASYHR DEMO COMPANY, INC
Payroll Summary Report
Payroll No. 2023-09-01-09-30
Payroll Date: 10/16/2023
Payroll Group: ACTIVE

Batch Name	Total Paga	Total Amount	No of Paga
AA - Batch Canales	1,000.00	5,897.88	1
AA - David Kaneson Mayne	1,000.00	43,328.76	1

Camera: 004.015 Version

<http://easyhr.demo.hr-iso.com>

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

Payslip Report

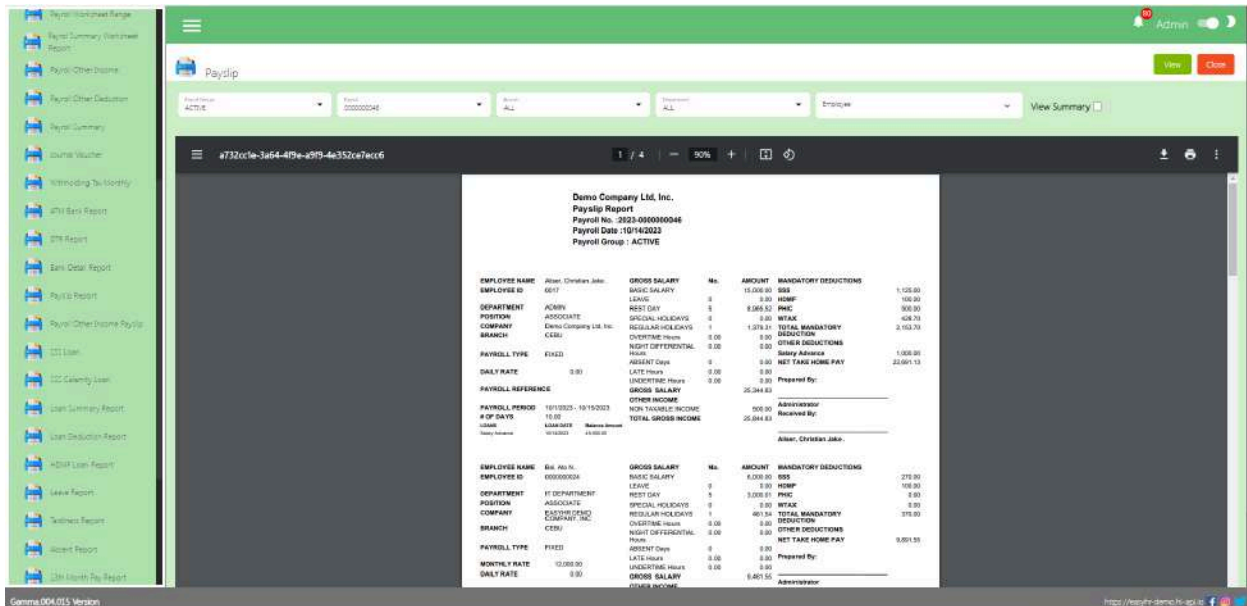
Overview

- Payslip Report is a document that provides a detailed summary of an employee's earnings, deductions, and net pay for a specific pay period. It is typically issued by an employer to an employee along

with their salary or wage payment. The payslip serves as a record of an employee's compensation and is important for both financial management and legal compliance.

Payslip Report

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



The screenshot displays the 'Payslip' report interface. The main content area shows a detailed breakdown for two employees from 'Demo Company Ltd, Inc.' for the payroll period of 10/15/2023 to 10/15/2023. The report includes columns for Employee Name, Employee ID, Department, Position, Company, Branch, Payroll Type, and Daily Rate. It also lists various components of the salary and deductions, such as Basic Salary, Leave, Rest Day, Special Holidays, Overtime Hours, Night Differential, Absent Days, Late Hours, UnderTime Hours, and Mandatory Deductions (SSS, HDMF, Phil, With, Total Mandatory Deduction). Other deductions include Salary Advance and Net Take Home Pay. The report is prepared by the Administrator.

EMPLOYEE NAME	EMPLOYEE ID	DEPARTMENT	POSITION	COMPANY	BRANCH	PAYROLL TYPE	DAILY RATE	MONTHLY RATE	DAILY RATE	GROSS SALARY	No.	AMOUNT	MANDATORY DEDUCTIONS	AMOUNT	NET TAKE HOME PAY
Allen, Christian Jabo	6017	ADMIN	ASSOCIATE	Demo Company Ltd, Inc.	CEBU	FIXED	0.00	0.00	0.00	12,000.00	1	12,000.00	SSS	1,125.00	10,875.00
													HDMF	100.00	10,775.00
													PHIL	300.00	10,475.00
													WITH	404.70	10,070.30
													TOTAL MANDATORY DEDUCTION	2,153.70	7,916.60
													OTHER DEDUCTIONS	0.00	7,916.60
													Salary Advance	1,000.00	8,916.60
													NET TAKE HOME PAY	22,061.13	
															Prepared By: Administrator
															Received By: Administrator
															Signature

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

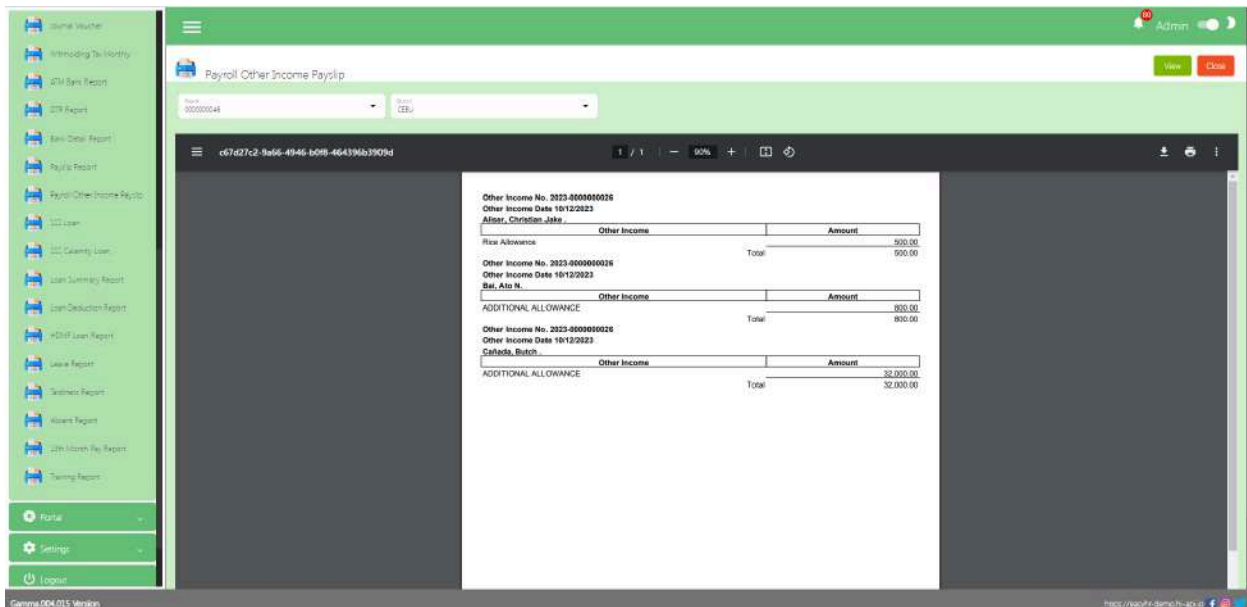
Payroll Other Income Payslip

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 screenshot shows the 'Payroll Other Income Payslip' report in a web application. The interface includes a sidebar with navigation options like 'Journal Voucher', 'Introducing To Monthy', 'ATM Bank Report', etc. The main content area displays a report for 'Other Income No. 2023-000000026' for 'Alfar, Christian Jake' on '10/12/2023'. The report shows a total amount of 500.00. Below this, it shows 'ADDITIONAL ALLOWANCE' for 'Alfa, Ato N.' with a total amount of 800.00. The final section shows 'ADDITIONAL ALLOWANCE' for 'Cabrera, Ruth' with a total amount of 32,000.00.

Other Income	Amount
Raw Absences	500.00
Total	500.00

Other Income	Amount
ADDITIONAL ALLOWANCE	800.00
Total	800.00

Other Income	Amount
ADDITIONAL ALLOWANCE	32,000.00
Total	32,000.00

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

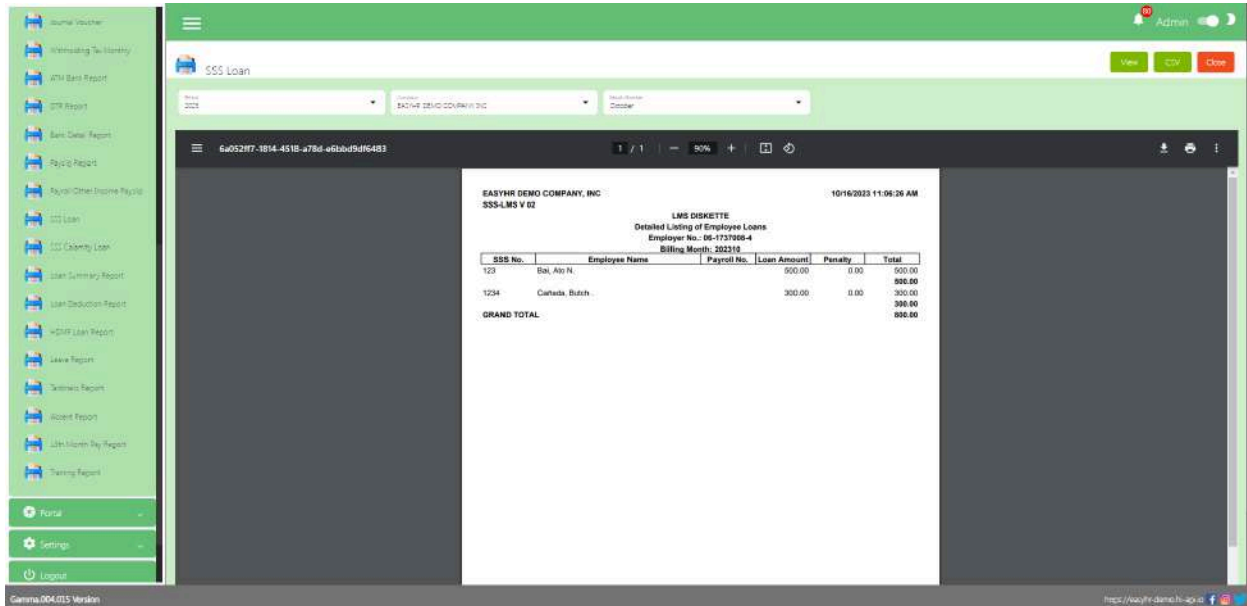
SSS Loan

Overview

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

SSS Loan

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



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

Download CSV

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

SSS Calamity Loan

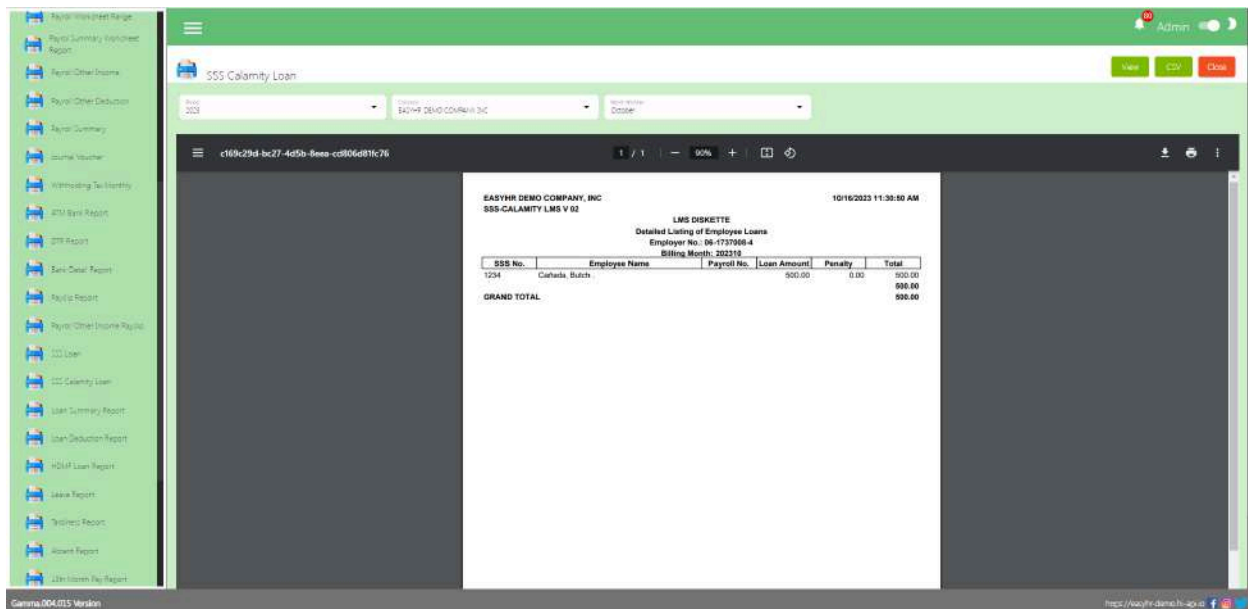
Overview

- 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.

Date	Loan	Name	Amount	Amount	NoofPay	Balance	IP
8/24/2023	Company Loan	Blt, Ato N	20,000.00	500.00	2	19,000.00	
8/28/2023	Company Loan	ADAPON, AL DEN B. NA	2,000.00	500.00	0	2,000.00	
8/28/2023	Company Loan	ADAPON, AL DEN B. NA	2,000.00	500.00	0	2,000.00	
10/4/2023	Company Loan	Santos, Laine	10,000.00	912.00	1	9,088.00	
10/4/2023	Company Loan	Bastros, Melissa	7,000.00	438.00	1	6,130.00	
10/4/2023	Company Loan	Plaver, David K.	1,000.00	200.00	0	1,000.00	
10/19/2023	Company Loan	Ray, Angelo A.	5,000.00	500.00	0	5,000.00	

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

Loan Deduction Report

Overview

- Loan Deduction Report is a document that provides a detailed summary of loan deductions made from an individual's or employee's salary or income to repay a loan. This report is often

generated by employers or financial institutions to document the loan deduction process and help individuals keep track of their loan repayment progress.

Loan Deduction Report

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

The screenshot displays the 'Loan Deduction Report' interface in the easyHR system. The report is for payroll 2023-000000026, covering the period from 1-15-2023. The report table is as follows:

Loan	Name	Amount
Company Loan	Santos, Layla	512.00
MPL	Santos, Layla	315.00
Company Loan	Salmorin, Melissa	435.00
MPL	Salmorin, Melissa	332.00
HDMF Loan	Santos, Layla	500.00
SSS Salary Loan	Santos, Layla	500.00
SSS Casamty Loan	Santos, Layla	500.00

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

HDMF Loan Report

Overview

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

HDMF Loan Report

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

HDMF Loan Report

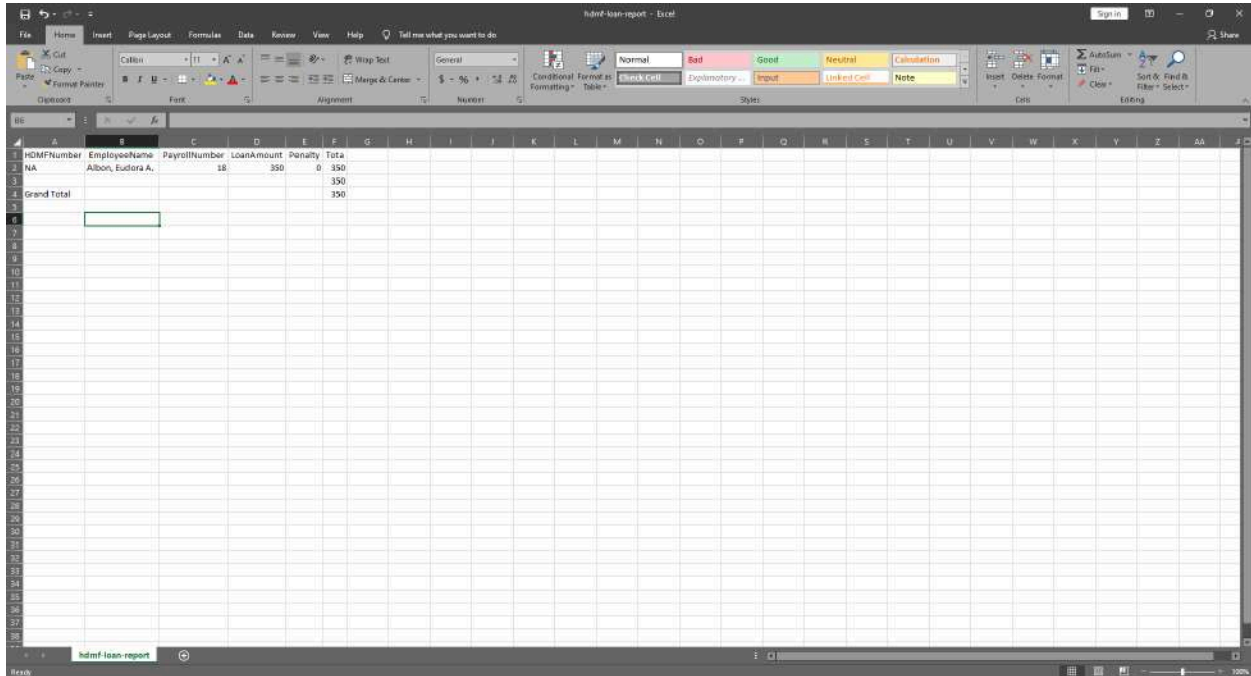
Year: 2023 | Section: HDMF HDMF H-C | Date: 2023-08-01 | Month: August

HDMF No.	Employee Name	Payroll No.	Amount	Penalty	Total
NA	Albon, Eudora A.	000000018	350.00	00.00	350.00
GRAND TOTAL					350.00

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

Download CSV

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



HCMF Number	Employee Name	Payroll Number	Loan Amount	Penalty	Total
NA	Albon, Eudora A.	18	350	0	350
					350
Grand Total					350

Leave Reports

Overview

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

Leave Reports

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

The screenshot shows the 'Leave Reports' section of the easyHR system. A dropdown menu is set to 'Leave Ledger Summary' for the year '2022' and 'ACTIVE' status. The main content area displays a table titled 'Leave Ledger Summary' with the following data:

Employee	Leave Type	Leave Debit	Leave Credit	Balance
Carhadi, Butch	Sick Leave	05.00	0.00	05.00
Carhadi, Butch	Vacation Leave	15.00	0.00	15.00
Carhadi, Butch	Vacation Leave	0.00	01.00	14.00
Christian Jake Aliser	Sick Leave	0.00	01.00	-01.00
Christian Jake Aliser	Sick Leave	0.00	01.00	-02.00
Christian Jake Aliser	Vacation Leave	10.00	0.00	10.00
Christian Jake Aliser	Vacation Leave	0.00	01.00	09.00
Christian Jake Aliser	Vacation Leave	0.00	01.00	08.00
Melissa Salmorin	Sick Leave	05.00	0.00	05.00
Melissa Salmorin	Vacation Leave	05.00	0.00	05.00
Melissa Salmorin	Vacation Leave	0.00	01.00	04.00
Samson, Angelica	Sick Leave	15.00	0.00	15.00
Samson, Angelica	Sick Leave	0.00	01.00	14.00
Santos, Layla	Sick Leave	05.00	0.00	05.00
Santos, Layla	Sick Leave	0.00	01.00	04.00
Santos, Layla	Vacation Leave	05.00	0.00	05.00

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

Tardiness Report

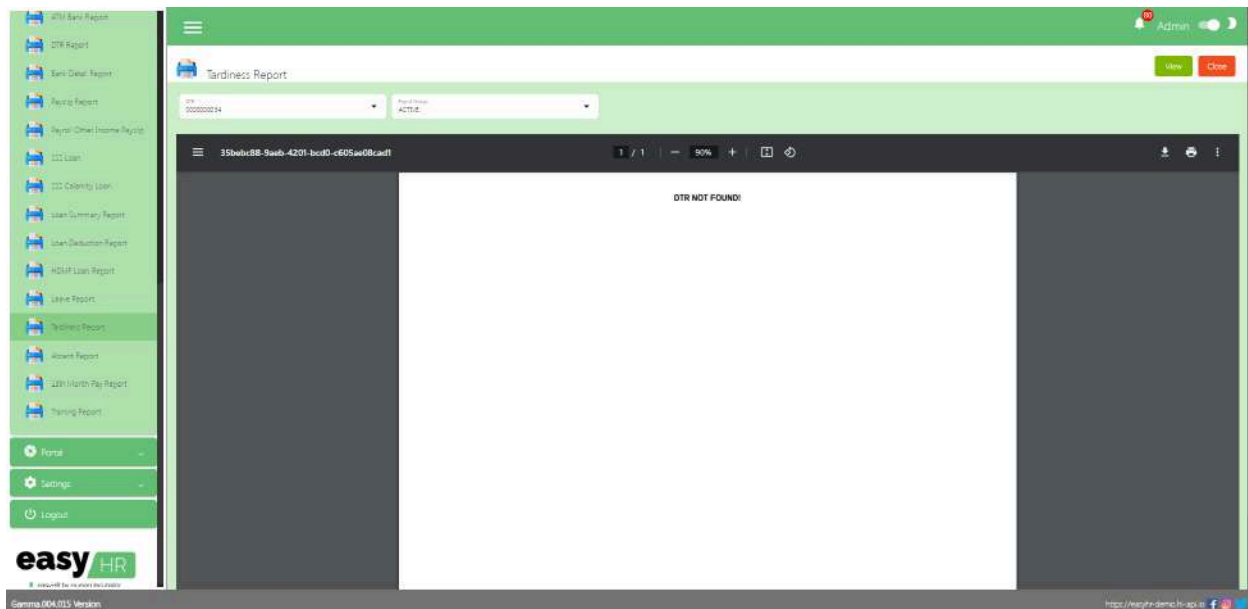
Overview

- 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 **View** button to generate a tardiness report.



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

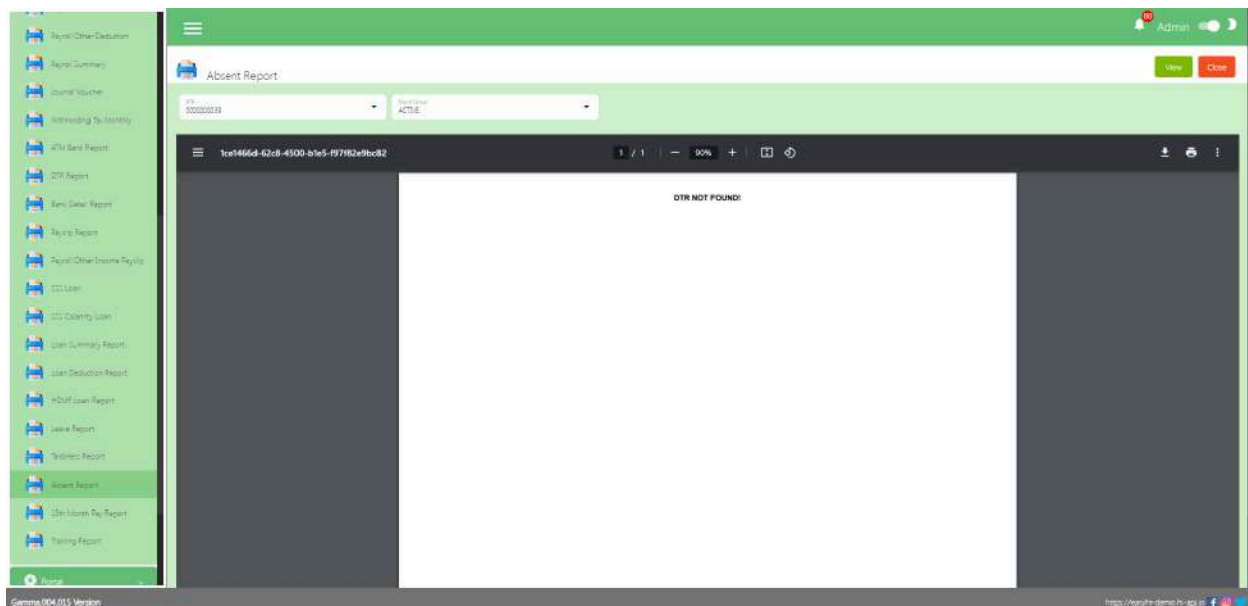
Absent Report

Overview

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

Absent Report

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



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

13th Month Pay Report

Overview

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

13th Month Pay Report

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

Employee	Gross Salary	13th Month
ADMIN		
Aksar, Christian Jake	15,000.00	1,250.00
Santos123, Lyfa A.	0.00	0.00
Total	15,000.00	1,250.00
IT DEPARTMENT		
P Reyes, David K.	16,500.00	1,375.00
Columacion, Beverly	25,000.00	2,083.33
Samson, Angelica	10,000.00	833.33
Jake, Chan	12,500.00	1,041.67
Vilens, Jodel	11,494.30	957.86
Total	76,494.30	6,291.19
Grand Total	91,494.30	7,541.19

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

Official Business Report

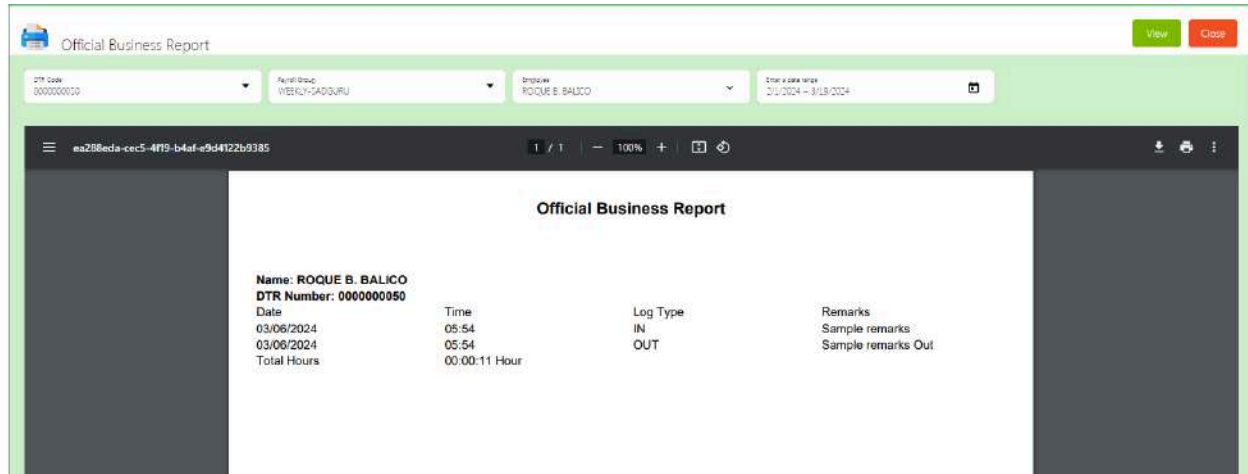
Overview

- 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



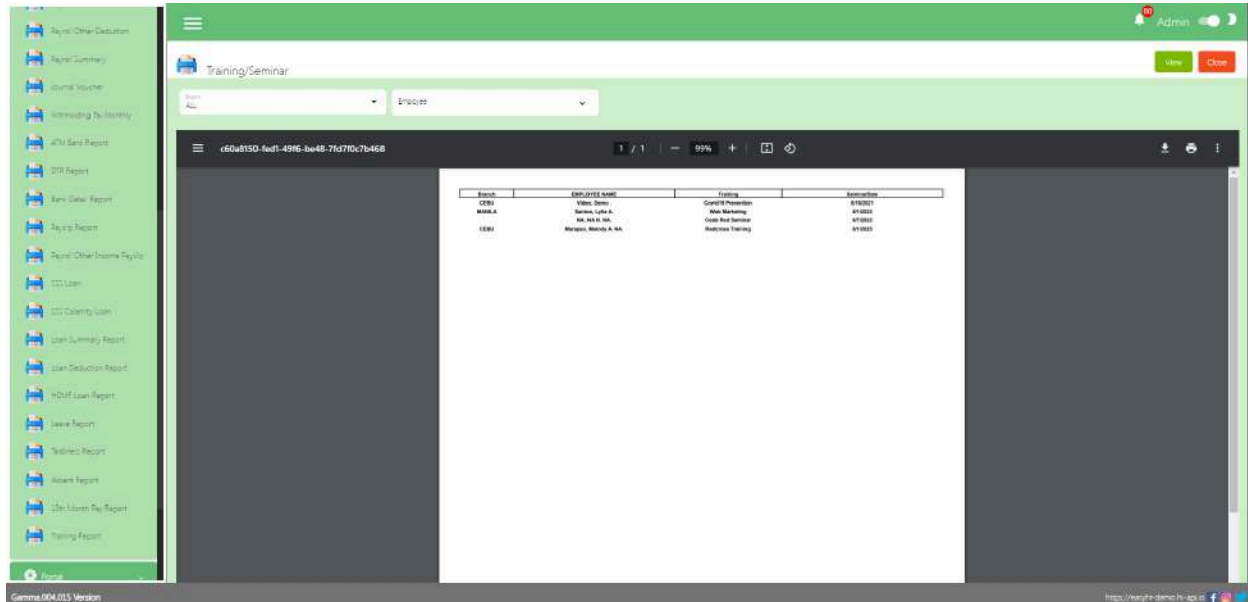
Training/Seminar

Overview

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

Training/Seminar

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



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

Geolocation Official Business Report

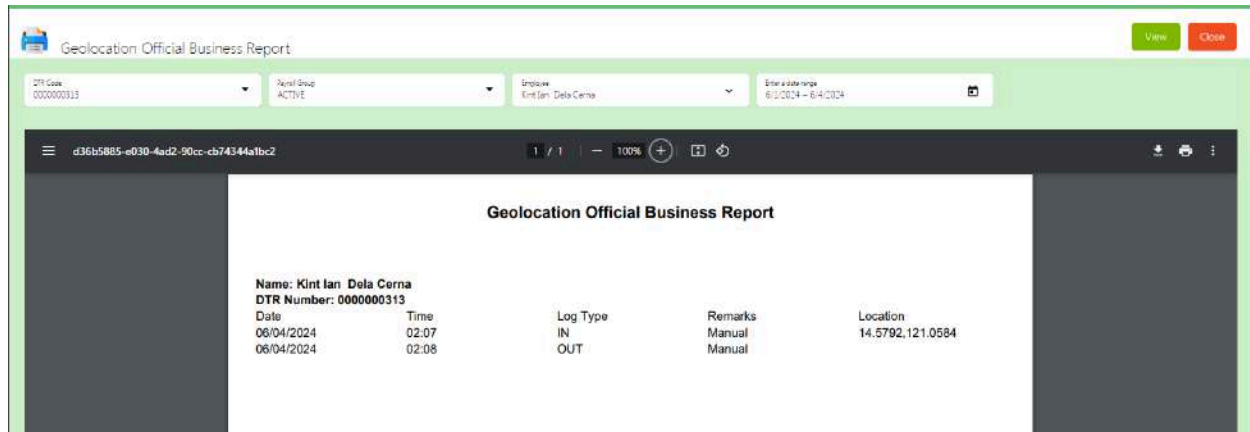
Overview

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

Geolocation Official Business Report

- Generate or view report
 - Select DTR Code
 - Select Payroll Group

- Select Employee
- Enter Date Range



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

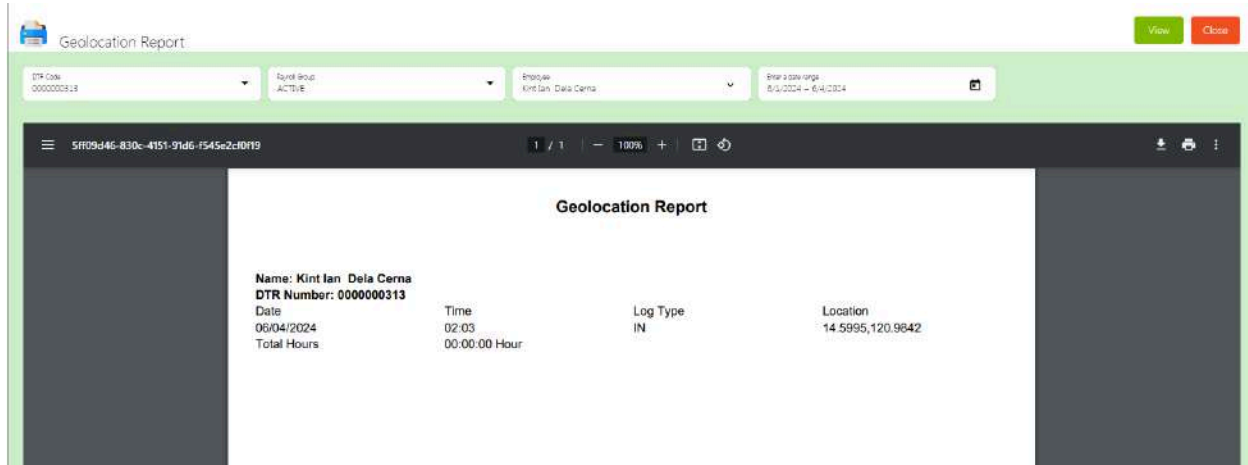
Geolocation Report

Overview

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

Geolocation Report

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



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

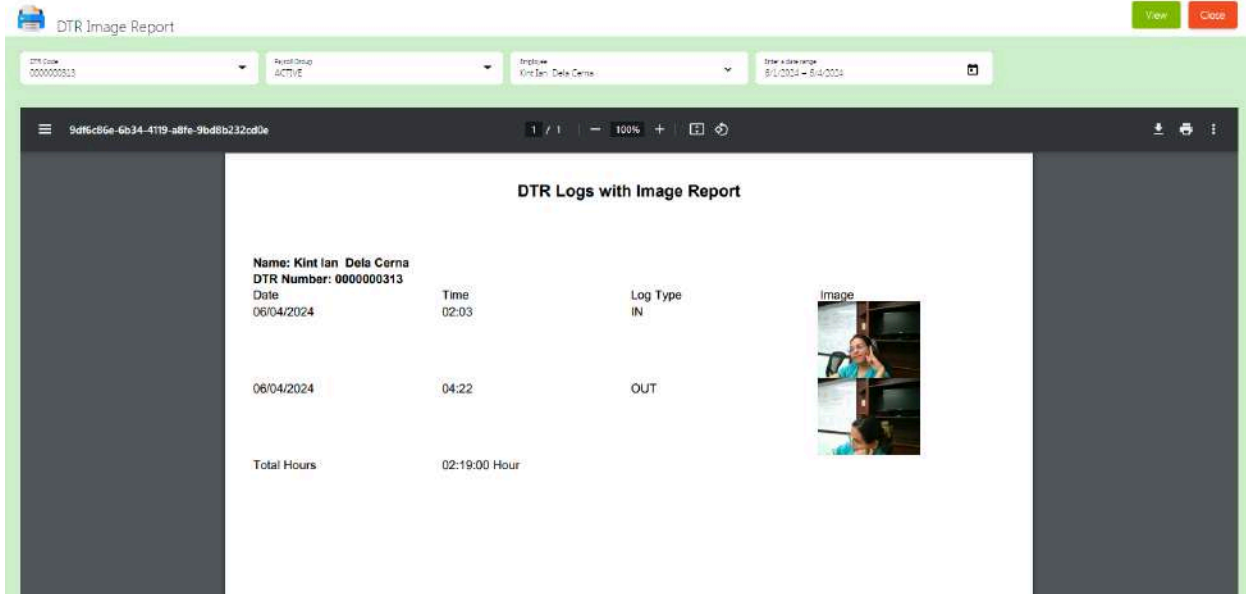
DTR Image Report

Overview

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

DTR Image Report

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

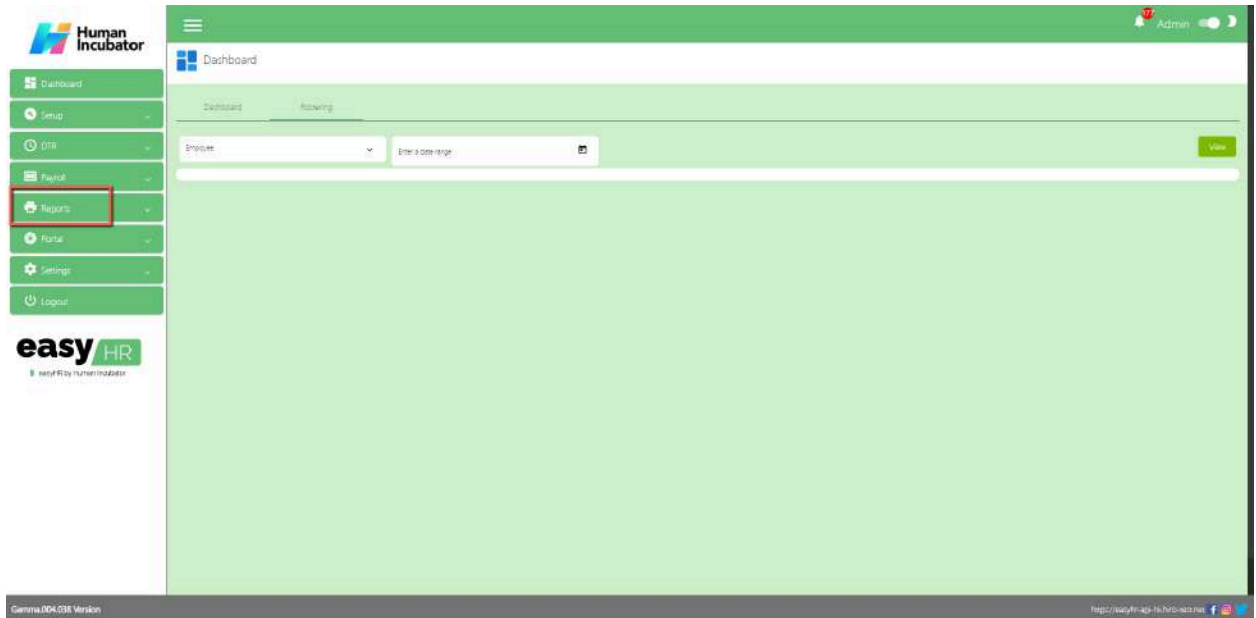


- The user can **Download** this report and also can **Print**.

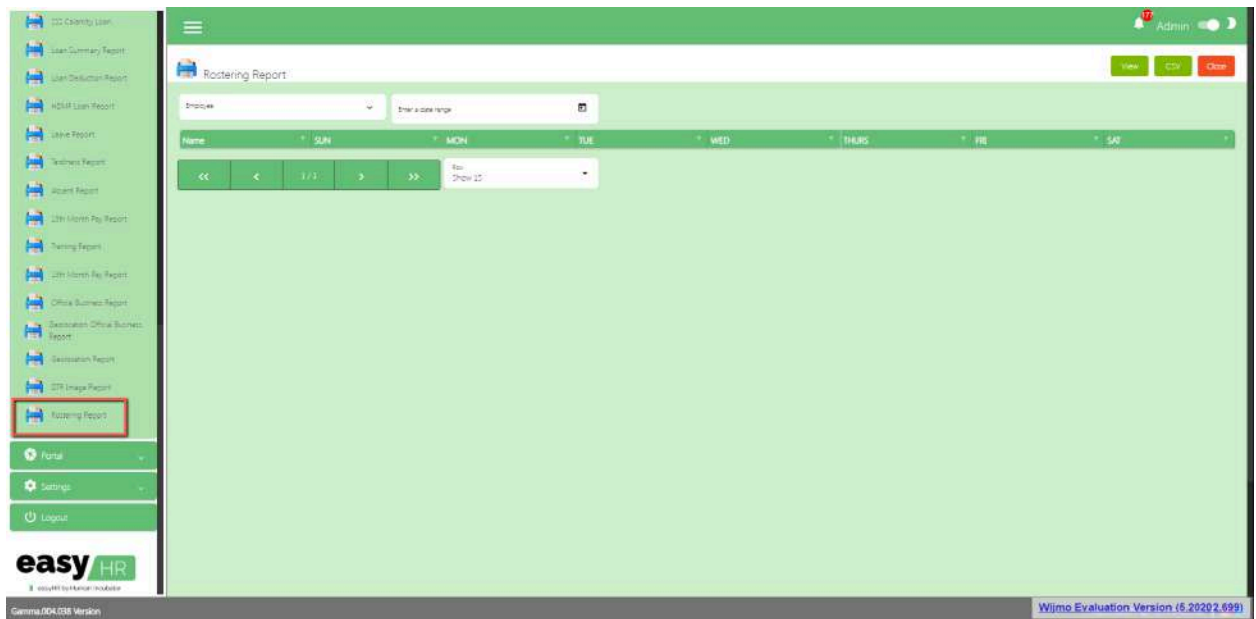
Rostering Report

Steps

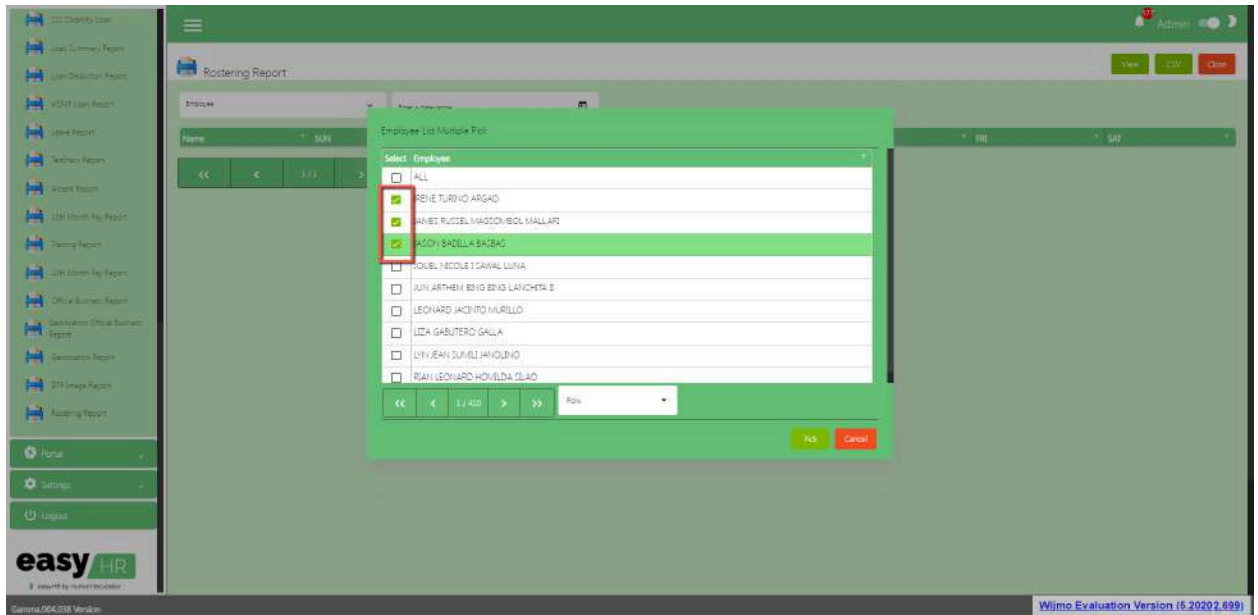
1. Go to Reports Module



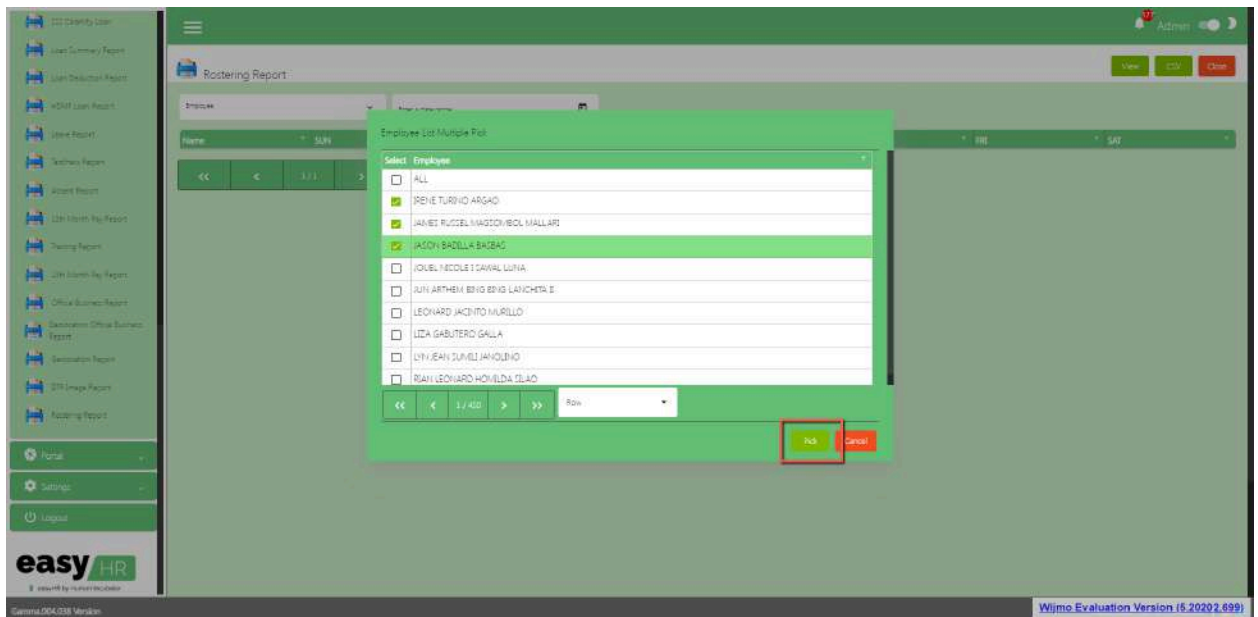
2. Click Rostering Report



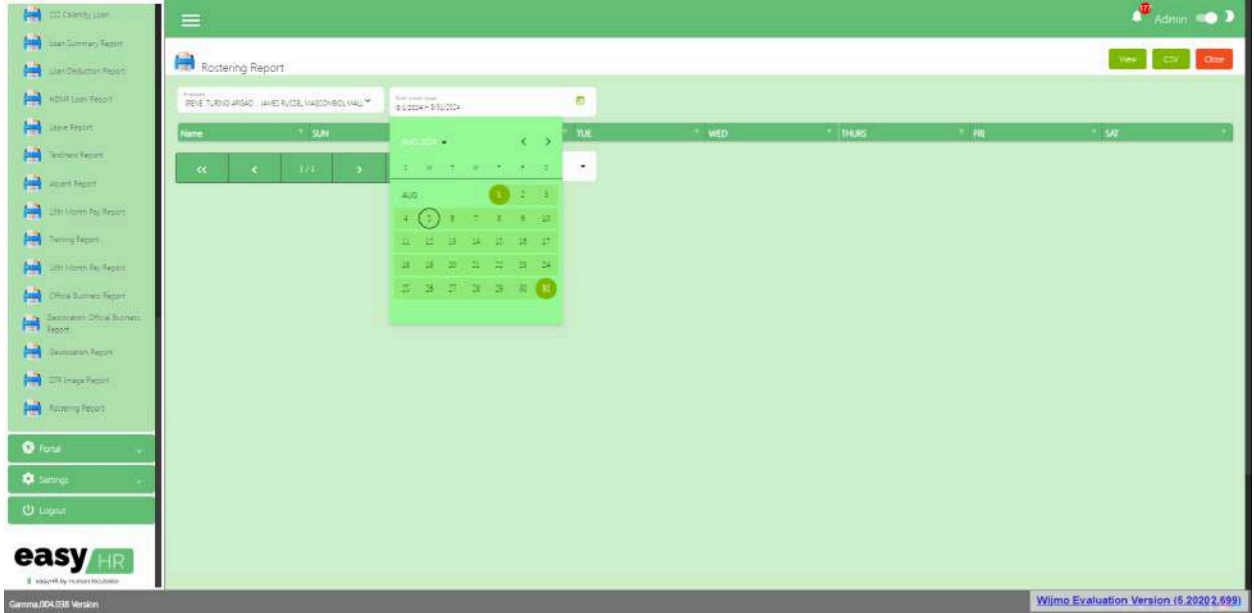
3. Click checkbox to Select one or multiple employees



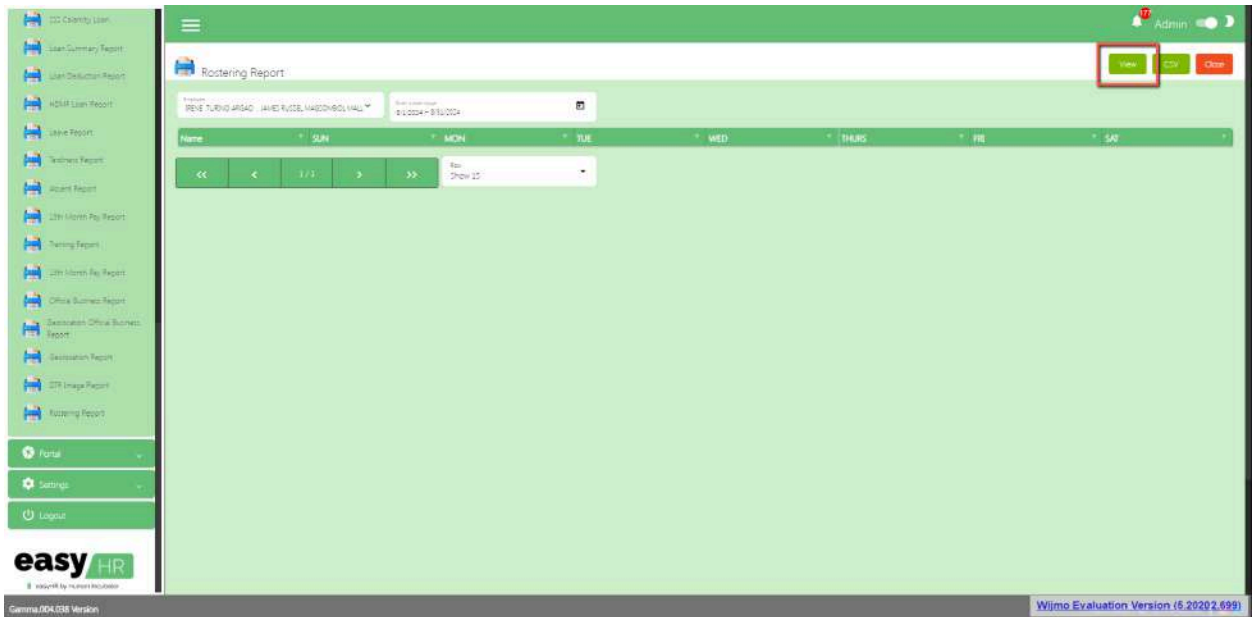
4. Click Pick



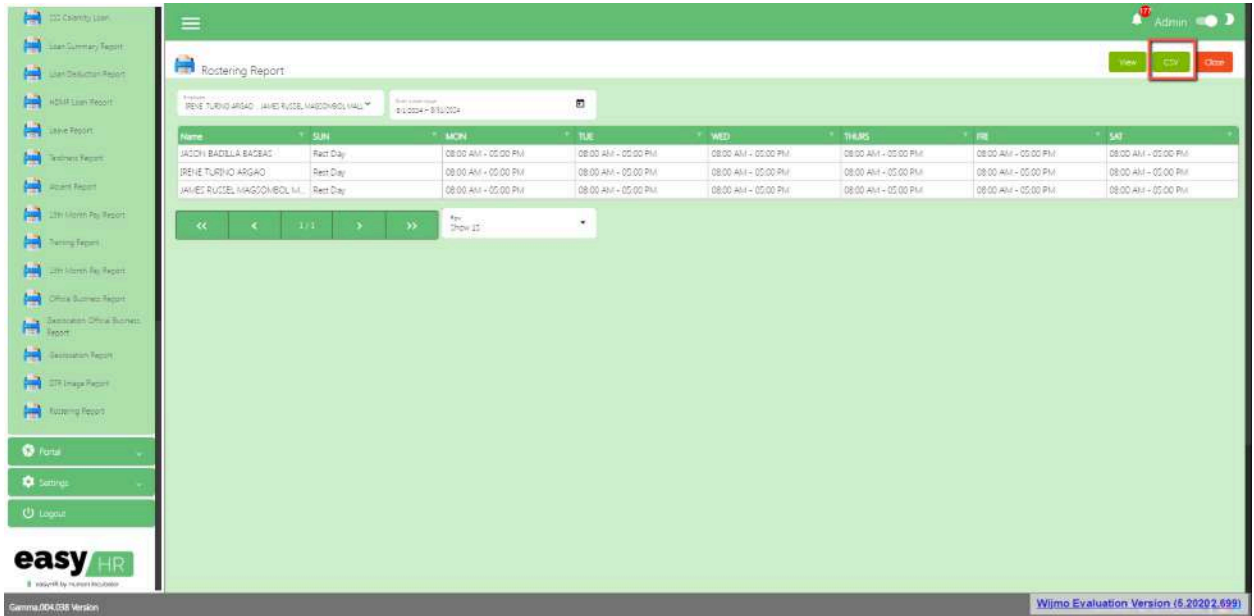
5. Select Date Range



6. Click View



7. Click CSV to download CSV file of this report



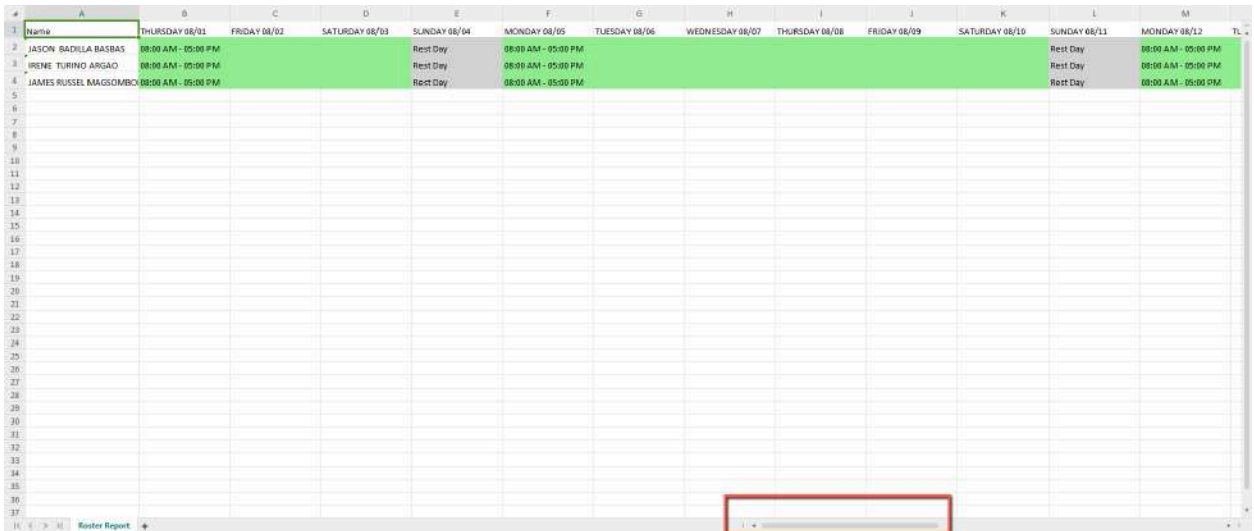
Rostering Report

Employee: IRENE TURINO ARGAO, JAMES RUSSEL MAGGOMBOMBAY
Date Range: 8/1/2024 - 8/12/2024

Name	SUN	MON	TUE	WED	THURS	FRI	SAT
JASON BADELLA BASBAS	Rest Day	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
IRENE TURINO ARGAO	Rest Day	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
JAMES RUSSEL MAGGOMBOMBAY	Rest Day	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

CSV

8. Scroll sideways to view the rest of the dates



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

Show All

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

	V	W	X	V	Z	AA	AB	AC	AD	AE	AF	AG	AM	AI
1	WEDNESDAY 08/21	THURSDAY 08/22	FRIDAY 08/23	SATURDAY 08/24	SUNDAY 08/25	MONDAY 08/26	TUESDAY 08/27	WEDNESDAY 08/28	THURSDAY 08/29	FRIDAY 08/30	SATURDAY 08/31			
2					Rest Day	08:00 AM - 05:00 PM								
3					Rest Day	08:00 AM - 05:00 PM								
4					Rest Day	08:00 AM - 05:00 PM								
5														
6														
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Section VIII: Portal

Employee Portal

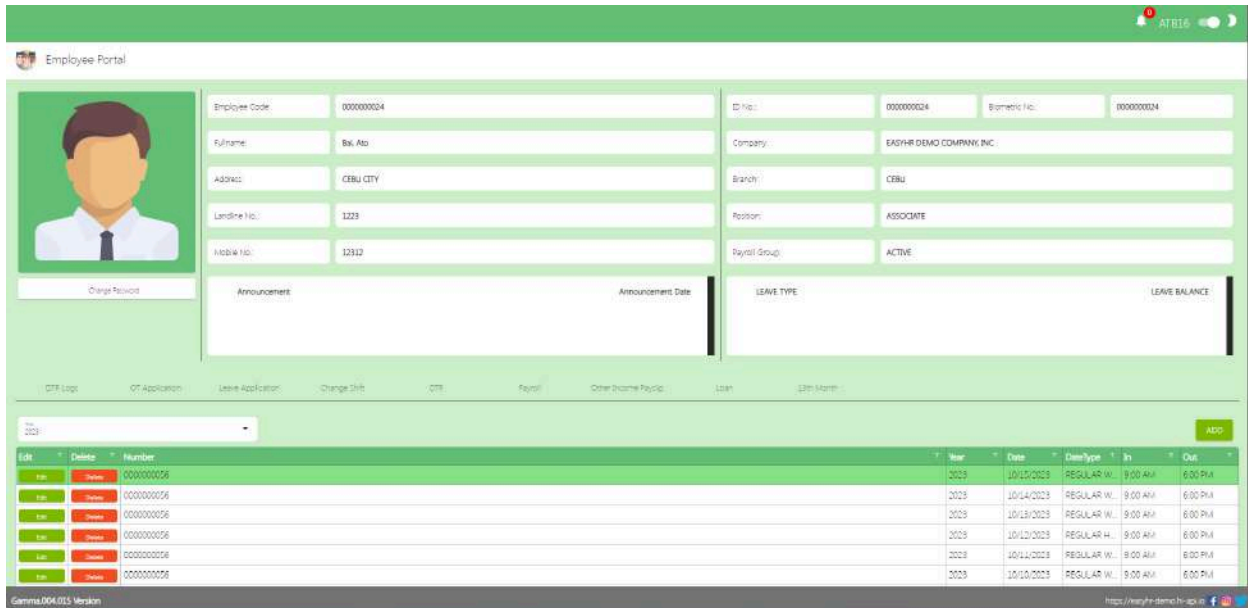
Overview

- 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



The screenshot shows the 'Employee Portal' interface. At the top, there's a navigation bar with 'Employee Portal' and a notification bell. Below is a profile card with a placeholder image and a 'Change Profile' button. To the right is a form with fields for Employee Code, Fullname, Address, Landline No., Mobile No., ID No., Biometric No., Company, Branch, Position, and Payroll Group. Below the form is an 'Announcement' section with columns for 'Announcement' and 'Announcement Date'. At the bottom, there's a menu with options: DTR Logs, OT Application, Leave Application, Change Shift, DTR, Payroll, Other Income Payslip, Loan, and 13th Month. The 'DTR Logs' option is selected, showing a table with columns: Edit, Delete, Number, Year, Date, DateType, In, and Out. The table contains several rows of data for the year 2023, with dates ranging from 10/12/2023 to 10/20/2023, all with a 'REGULAR W.' date type and '9:00 AM' in/out times.

Edit	Delete	Number	Year	Date	DateType	In	Out
		0000000026	2023	10/12/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000026	2023	10/14/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000026	2023	10/15/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000026	2023	10/17/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000026	2023	10/18/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000026	2023	10/20/2023	REGULAR W.	9:00 AM	6:00 PM

DTR logs

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



The screenshot shows a web application interface for DTR logs. At the top, there are navigation tabs: DTR Logs, DTR Application, Leave Application, Change Shift, DTR, Payroll, Other Income Paylog, Loan, and 12th Month. Below the tabs is a search bar with '2024' entered and an 'ADD' button. The main content is a table with the following columns: Edit, Number, Year, Date, DateType, In, and Out. The table contains 10 rows of data for the year 2024, with dates ranging from 01/16/2024 to 01/25/2024. Each row has a green 'Add' button in the 'Edit' column.

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

- **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 0000000313	Date 06/03/2024	Attendance Type	Time 13:42:44
Remarks	In 10:11AM	Out	
	Attendance Type (OB)	Time 13:42:44	
	In	Out	

Start Camera Capture Image

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

The screenshot shows a software interface with a menu bar at the top containing: DTR Logs, OT Application, Leave Application, Change Shifts, DTR, Payroll, Other Income Paydip, Loan, and 13th Month. Below the menu is a dropdown menu for the year '2024' and a red-bordered 'ADD' button. The main area contains a table with columns: Edit, Number, Year, Date, DateType, In, and Out. The table lists several rows of DTR logs for the year 2024, with dates ranging from 04/08/2024 to 09/24/2024. At the bottom right, there is a watermark for 'Wjimo Evaluation Version (5.20202.699)'.

- 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**

The screenshot shows the same software interface as the previous one, but with a 'DTR logs' modal form open. The modal form has fields for 'DTR Application Number' (000000301), 'Date' (04/16/2024), and 'Attendance Type' (In). It also has a 'Remarks' field and a 'Time' field (14:49:59). At the bottom of the modal, there are four buttons: 'EOD' (highlighted in a red box), 'Save', 'Delete', and 'Clear'. The background table is dimmed. At the bottom right, there is a watermark for 'Wjimo Evaluation Version (5.20202.699)'.

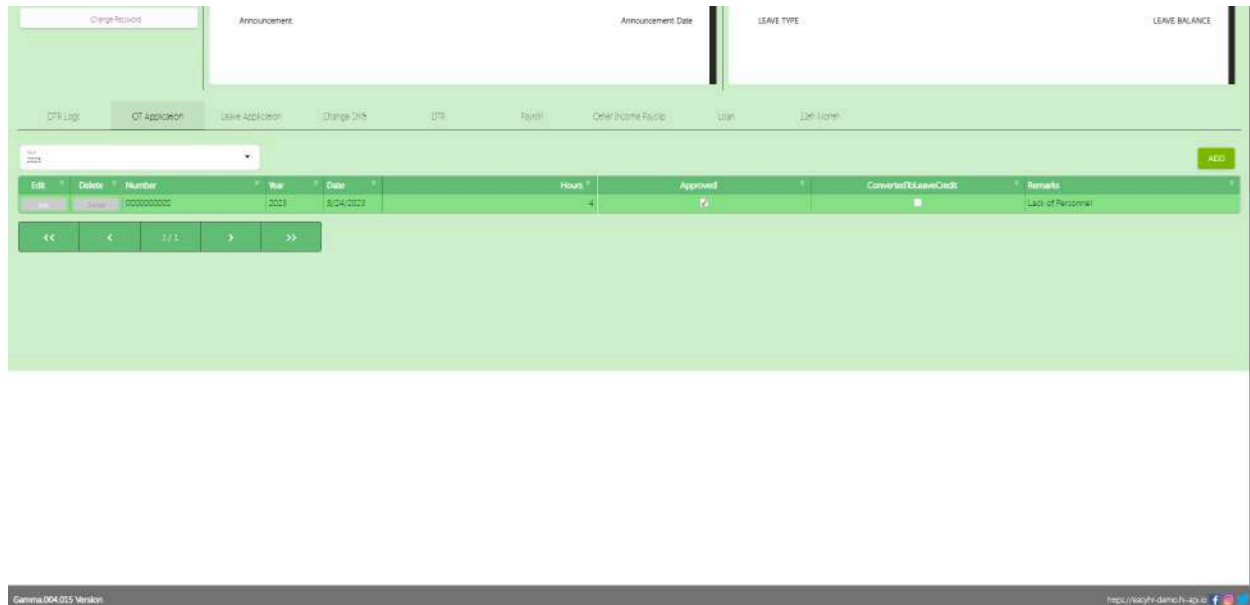
- After clicking the **EOD** button there is a message that “EOD Updated Successfully!”, and the **Add** button will be enabled.

The screenshot shows the 'OT Application' tab in the system. The 'Add' button is highlighted with a red box. Below the table, a success message is displayed: 'Success: EOD updated successfully!'.

Edit	Number	Year	Date	DateType	In	Out
	0000000901	2024	04/06/2024	REGULAR W..	2:45PM	2:45PM
	0000000298	2024	03/16/2024	REGULAR W..	8:00AM	5:00PM
	0000000298	2024	03/17/2024	REGULAR W..		
	0000000298	2024	03/18/2024	REGULAR W..	8:00AM	5:01PM
	0000000298	2024	03/19/2024	REGULAR W..	8:23AM	6:01PM
	0000000298	2024	03/20/2024	REGULAR W..	8:00AM	5:00PM
	0000000298	2024	03/21/2024	REGULAR W..	8:01AM	5:08PM
	0000000298	2024	03/22/2024	REGULAR W..	8:00AM	5:00PM
	0000000298	2024	03/23/2024	REGULAR W..		
	0000000298	2024	03/24/2024	REGULAR W..		

OT Application

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

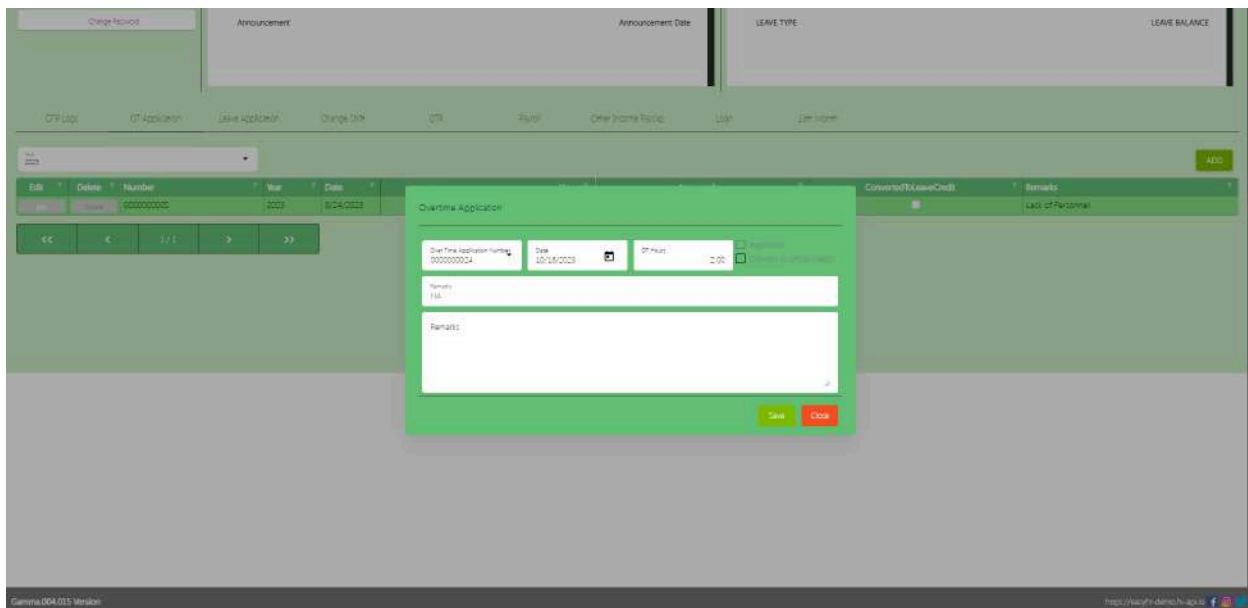


- **Assumption:** The employee already clicked the **Add** button on the upper right corner in the OT application tab.

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

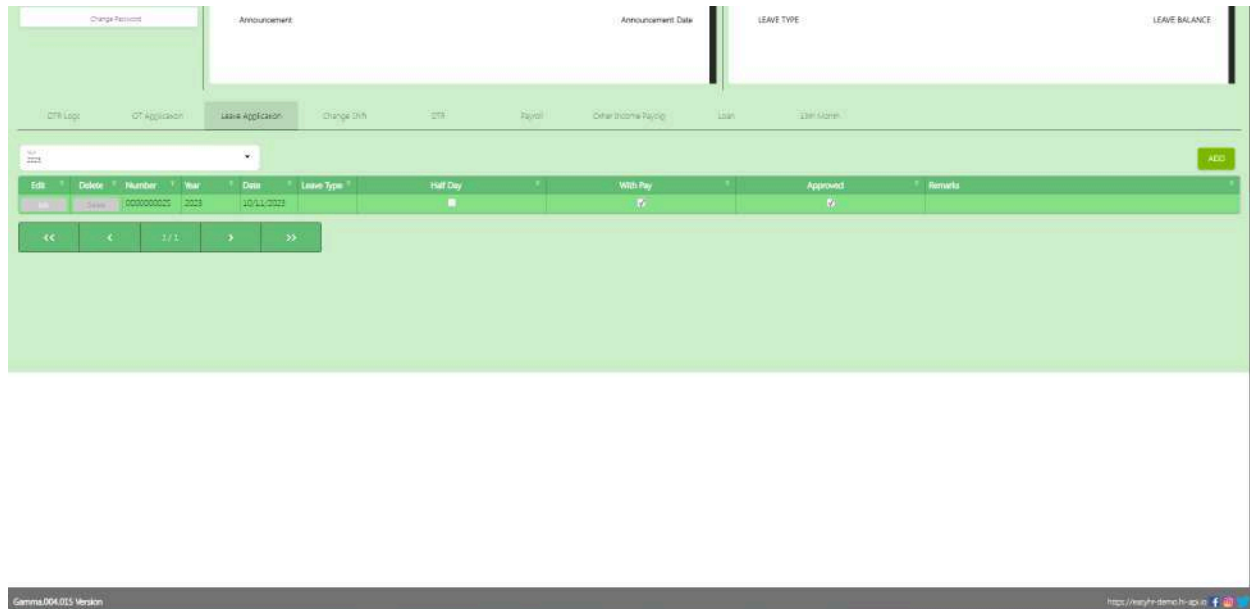
- Select Overtime Application number
- Select Date
- Input OT Hours
- Input Remarks

- The Employee can Check the Checkbox **Convert to Offset Credits**
- Click **Save** button to add in overtime application employee table.



Leave Application

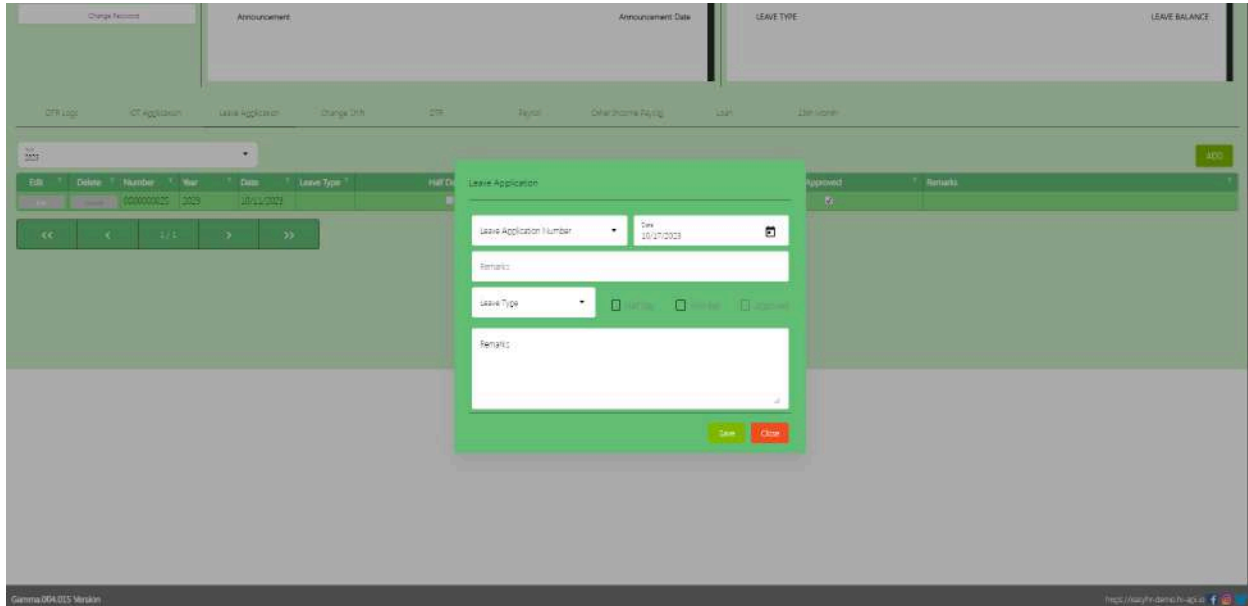
- In the **Leave Application** tab the employee can **Add** a leave application.



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

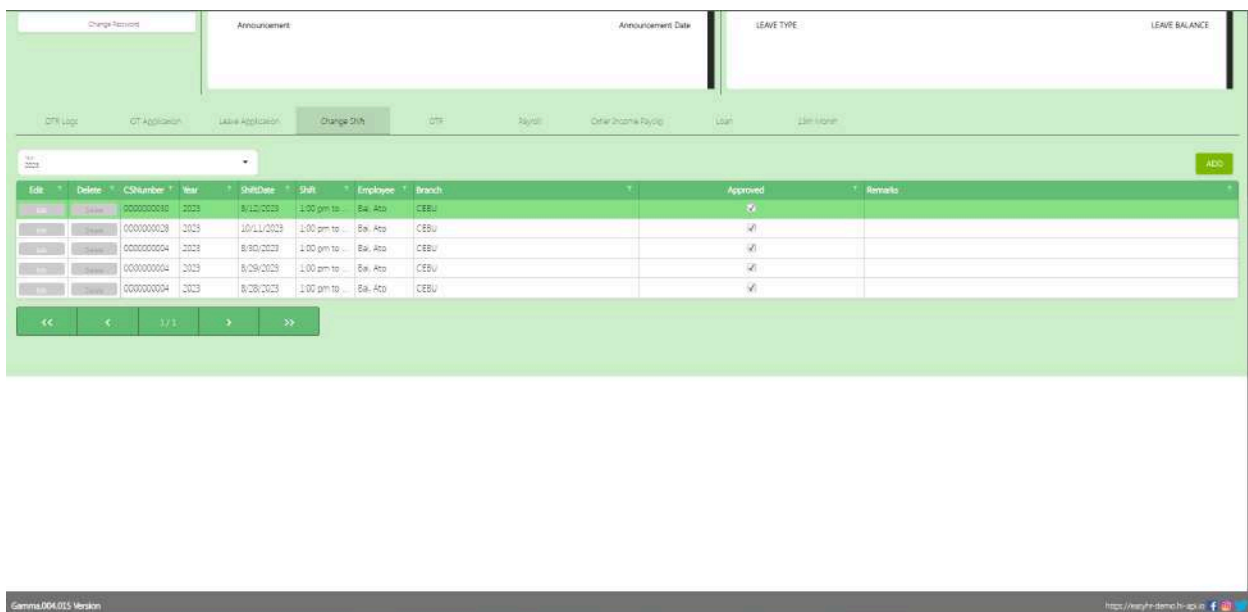
Note: Make sure the LA number should not be locked by the admin so that employees can access the Leave Application number in Leave Application.

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



Change Shift

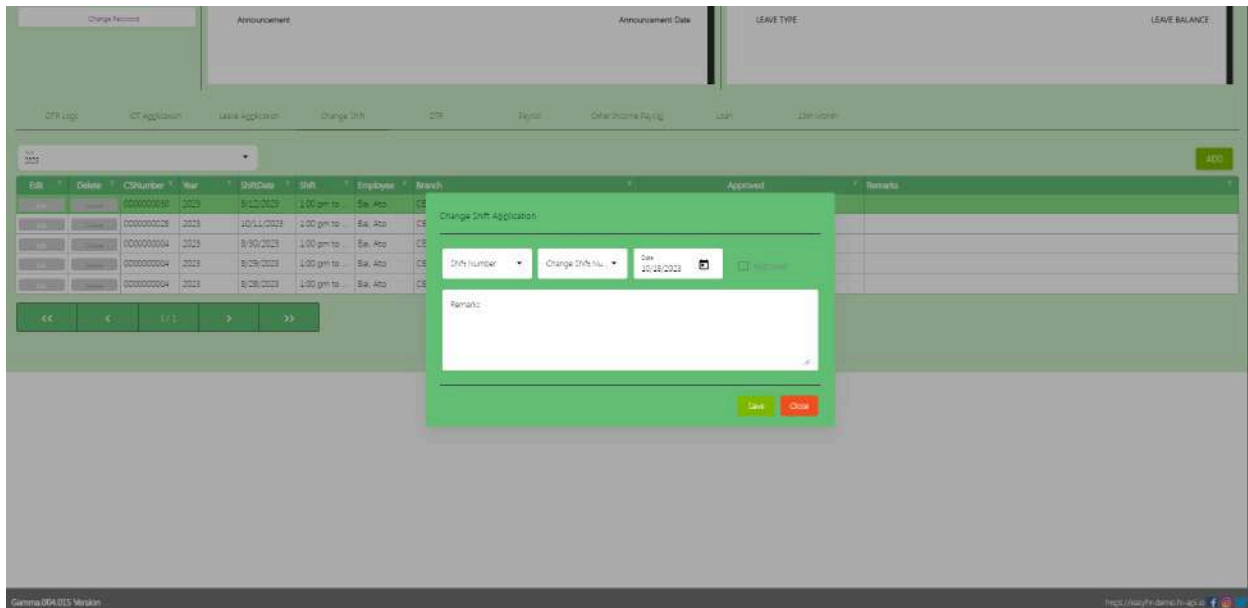
- In the **Change Shift** tab the employee can **Add** a Change Shift.



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

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

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

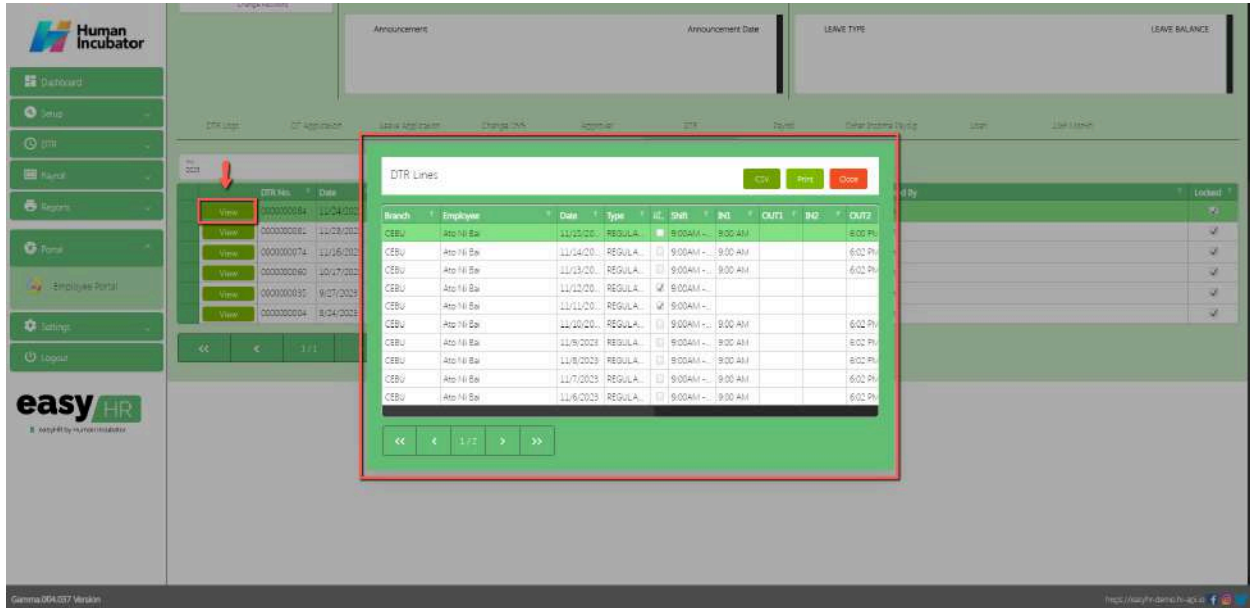


DTR

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

DTR No.	Date	Year	Date Start	Date End	Remarks	Prepared By	Locked
0000000084	11/04/2023	2023	11/0/2023	11/15/2023	NA	admin	☑
0000000085	11/08/2023	2023	11/1/2023	11/15/2023	NA	admin	☑
0000000074	11/06/2023	2023	11/1/2023	11/15/2023	November 2-15, 2023	admin	☑
0000000080	10/17/2023	2023	10/18/2023	10/24/2023	NA	admin	☑
0000000035	9/27/2023	2023	9/16/2023	9/16/2023	NA	admin	☑
0000000004	8/24/2023	2023	8/16/2023	8/18/2023	For demo batch	admin	☑

- **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



The screenshot displays the Human Incubator HR system interface. On the left is a navigation sidebar with options like Dashboard, Setup, DTR, Report, and Employee Portal. The main area shows a 'DTR Lines' modal window with a table of employee attendance records. A red box highlights the modal window, and a red arrow points to the 'View' button in the table below it.

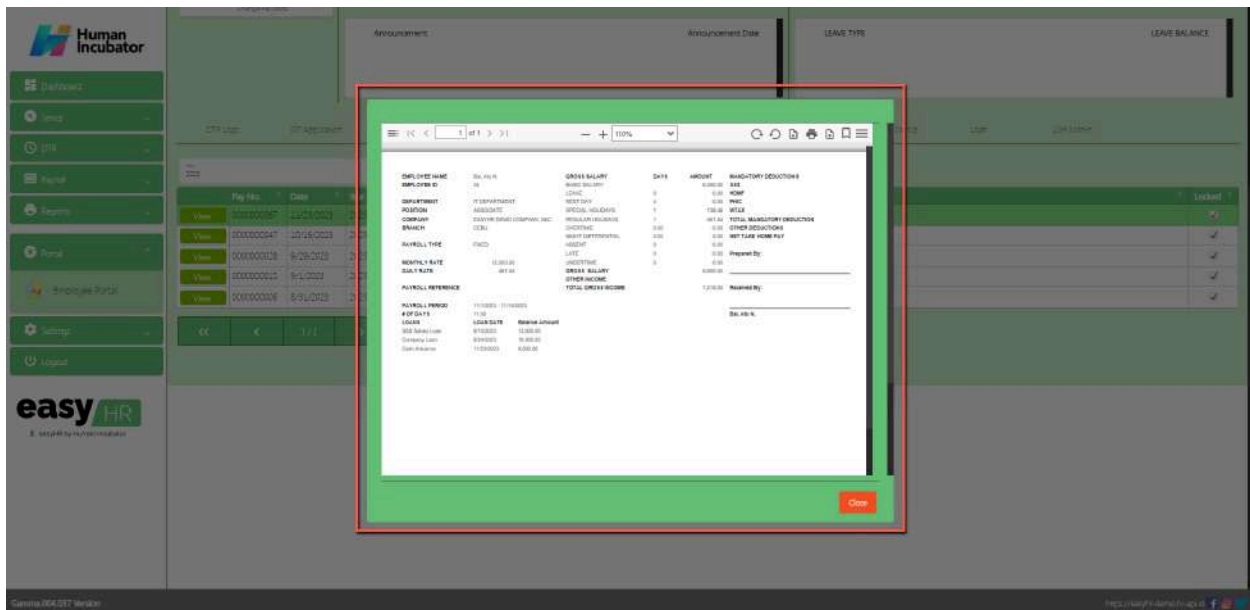
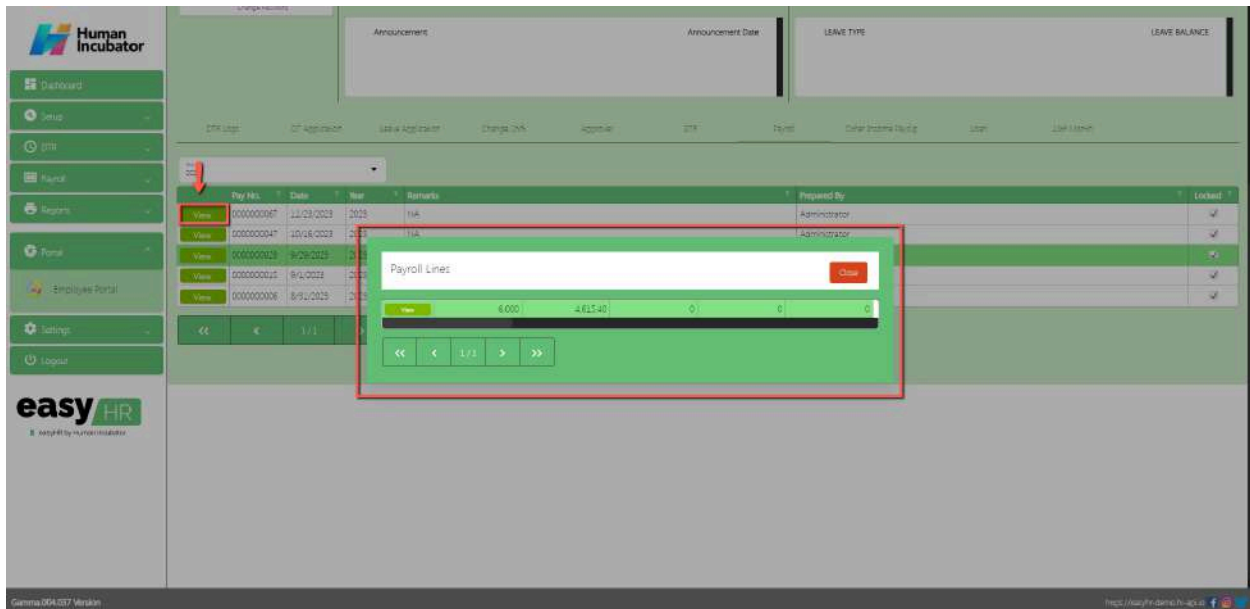
Branch	Employee	Date	Type	HT	Shift	NO	CUT1	NO	CUT2	LOCKED
CEBU	Ato Nl Ba	11/25/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/24/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/23/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/22/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/21/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/20/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/19/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/18/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/17/2023	REGULA	11	9:00AM - 9:00 AM					✓
CEBU	Ato Nl Ba	11/16/2023	REGULA	11	9:00AM - 9:00 AM					✓

Payroll

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

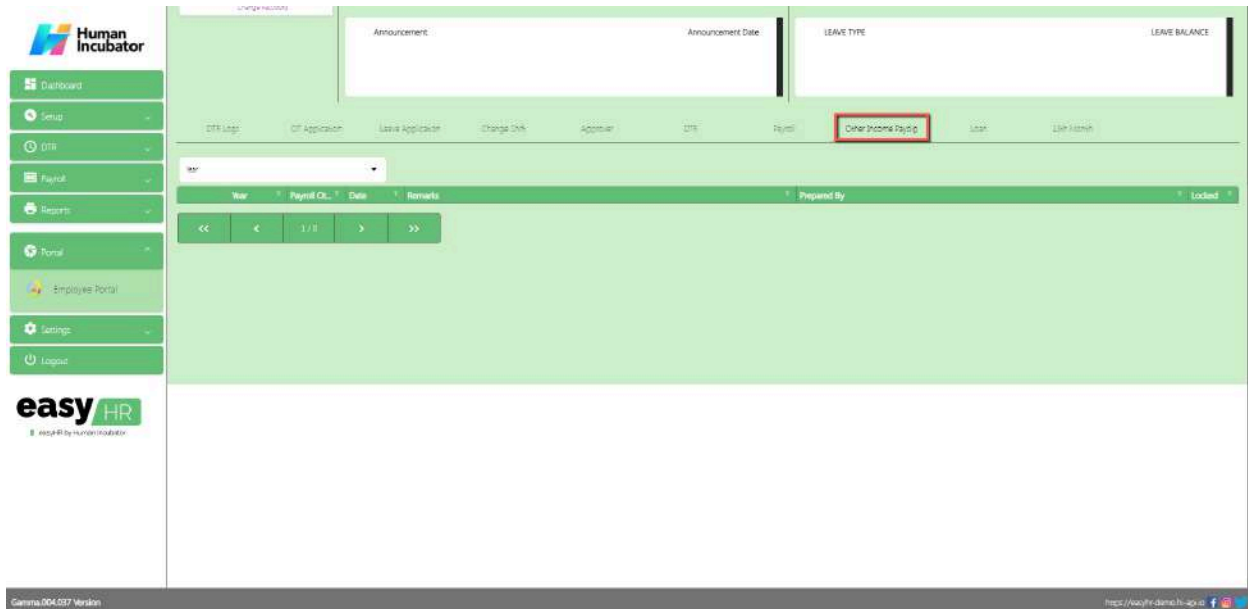
Pay No.	Date	Year	Remarks	Prepared By	Locked
0000000047	11/23/2023	2023	N/A	Administrator	✓
0000000047	10/16/2023	2023	N/A	Administrator	✓
0000000028	9/29/2023	2023	N/A	Administrator	✓
0000000025	9/12/2023	2023	For DEMO	Angelica Gamson	✓
0000000006	8/31/2023	2023	For Demo Batch	Administrator	✓

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



Other Income Payslip

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



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

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

Other Income	Amount
Rice Allowance	1,000.00
ADDITIONAL ALLOWANCE	815.00
Total	1,815.00

Close

Loan

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

Human Incubator

Dashboard, Setup, OTR, Payroll, Reports, Portal, Employee Portal, Settings, Logout

easy HR

Gamma.004.037 Version

https://web/finance/h-40-d

Employee Details: Line Item No. 1229, Mobile No. 12812, Position: ASSOCIATE, Payroll Group: ACTIVE

Navigation: OTR Usage, OTR Application, Leave Application, Change Shift, Absence, OTR, Payroll, Other Income Payroll, **Loan**, 23th Month

Number	Employee	Other Deduction	DocRef	Amortization	Loan Amount	Paid Amount	Balance Amount	Status	Remarks	Prepared By	Locked
0000000028	Ato Hi Bai	Cash Advance	HA	500	10,000	1,000	9,000	UP/PAD	HA	Administrator	✓
0000000024	Ato Hi Bai	Company Loan	HA	500	20,000	1,500	18,500	UP/PAD	HA	Administrator	✓
0000000002	Ato Hi Bai	SSS Salary Loan	HA	500	15,000	3,000	12,000	UP/PAD	HA	Administrator	✓

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

💰 Loan Detail
Close

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

Payments	Remarks	
Payroll No.	Payroll Other Deduction No.	Amount
000000018	000000024	500
000000015	000000010	500

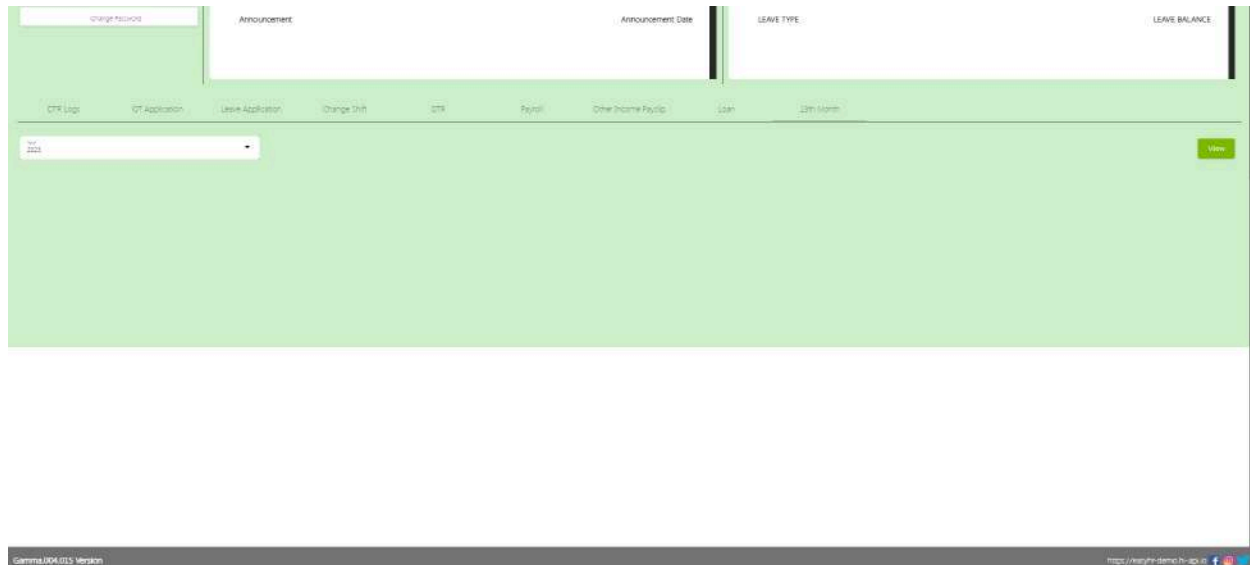
<<
<
1 / 1
>
>>

Row
Show 5

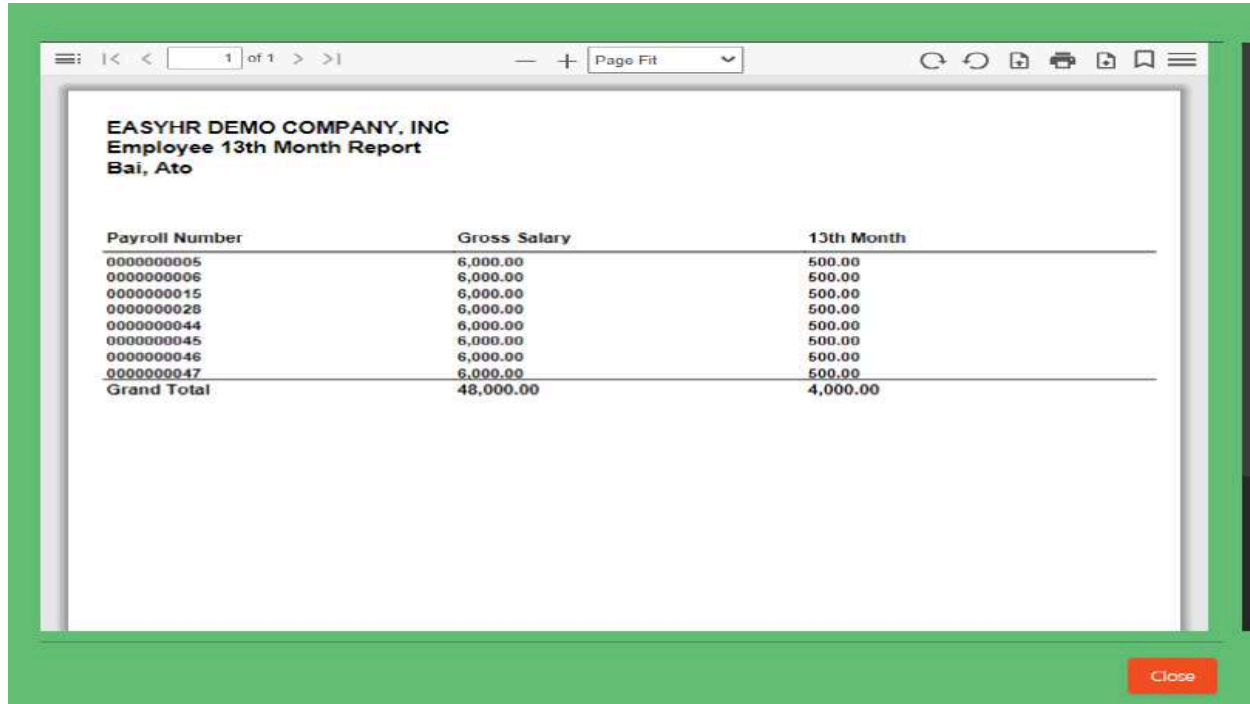
Created By: Administrator
Created DateTime: 8/24/2023
Updated By: Angelica Samson
Updated DateTime: 9/12/2023

13th Month

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



- **Assumption:** The employee already clicked the **View** button on the right side in the 13th month.
 - View Other Income Payslip
 - Can Download PDF file
 - Can Print



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

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

Close

Section IX: Settings

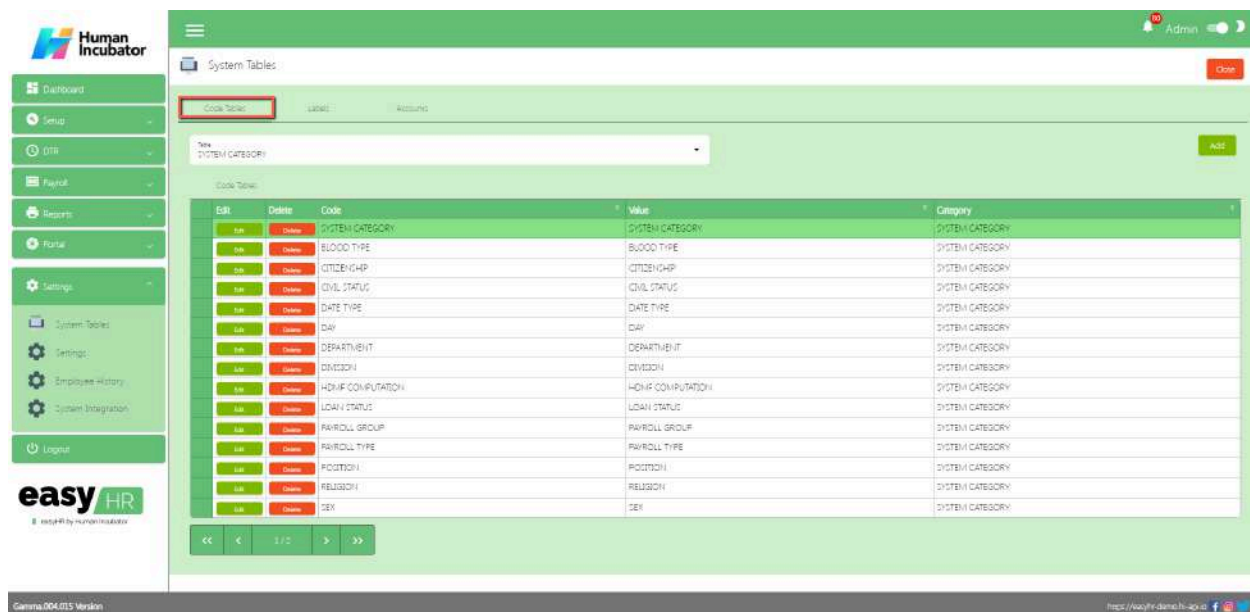
System Tables

Overview

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

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

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



Edit	Delete	Code	Value	Category
		SYSTEM CATEGORY	SYSTEM CATEGORY	SYSTEM CATEGORY
		BLOOD TYPE	BLOOD TYPE	SYSTEM CATEGORY
		CITIZENSHIP	CITIZENSHIP	SYSTEM CATEGORY
		CIVIL STATUS	CIVIL STATUS	SYSTEM CATEGORY
		DATE TYPE	DATE TYPE	SYSTEM CATEGORY
		DAY	DAY	SYSTEM CATEGORY
		DEPARTMENT	DEPARTMENT	SYSTEM CATEGORY
		DIVISION	DIVISION	SYSTEM CATEGORY
		HDMF COMPUTATION	HDMF COMPUTATION	SYSTEM CATEGORY
		LEAVE STATUS	LEAVE STATUS	SYSTEM CATEGORY
		PAYROLL GROUP	PAYROLL GROUP	SYSTEM CATEGORY
		PAYROLL TYPE	PAYROLL TYPE	SYSTEM CATEGORY
		POSITION	POSITION	SYSTEM CATEGORY
		RELIGION	RELIGION	SYSTEM CATEGORY
		SEX	SEX	SYSTEM CATEGORY

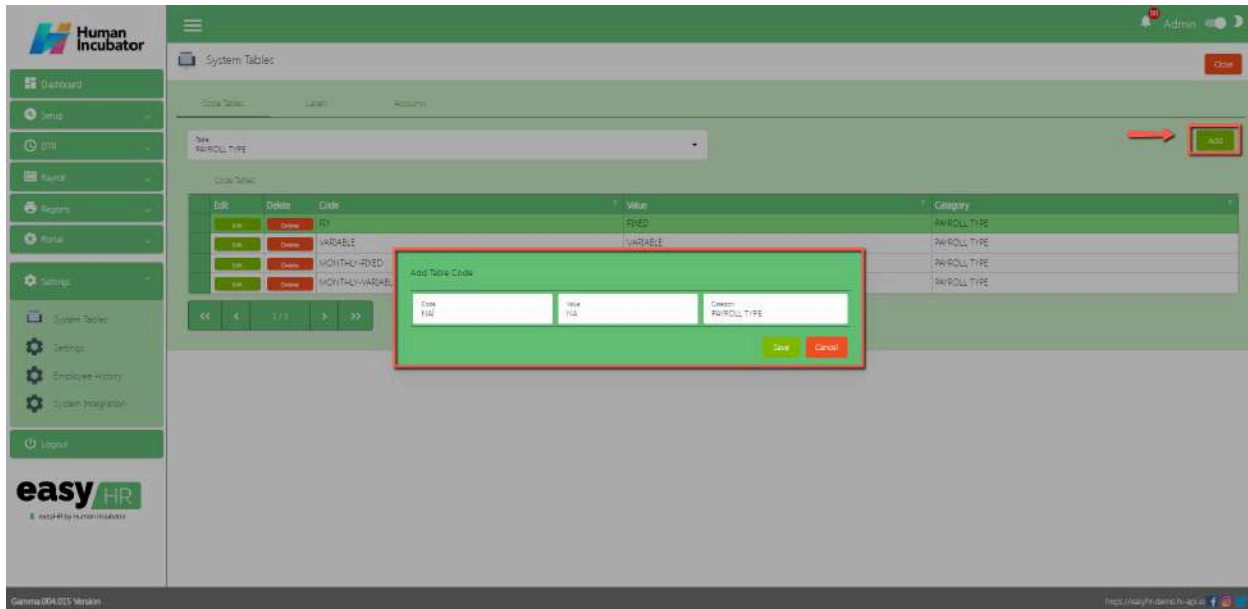
Code Tables

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

Code Table	Label	Category
ADD	DATE TYPE	DATE TYPE
ADD	DAY	DAY
ADD	DEPARTMENT	DEPARTMENT
ADD	DIVISION	DIVISION
ADD	HRMF COMPUTATION	HRMF COMPUTATION
ADD	LOAN STATUS	LOAN STATUS
ADD	PAIROLL GROUP	PAIROLL GROUP
ADD	PAIROLL TYPE	PAIROLL TYPE
ADD	POSITION	POSITION
ADD	RELIGION	RELIGION
ADD	SEX	SEX

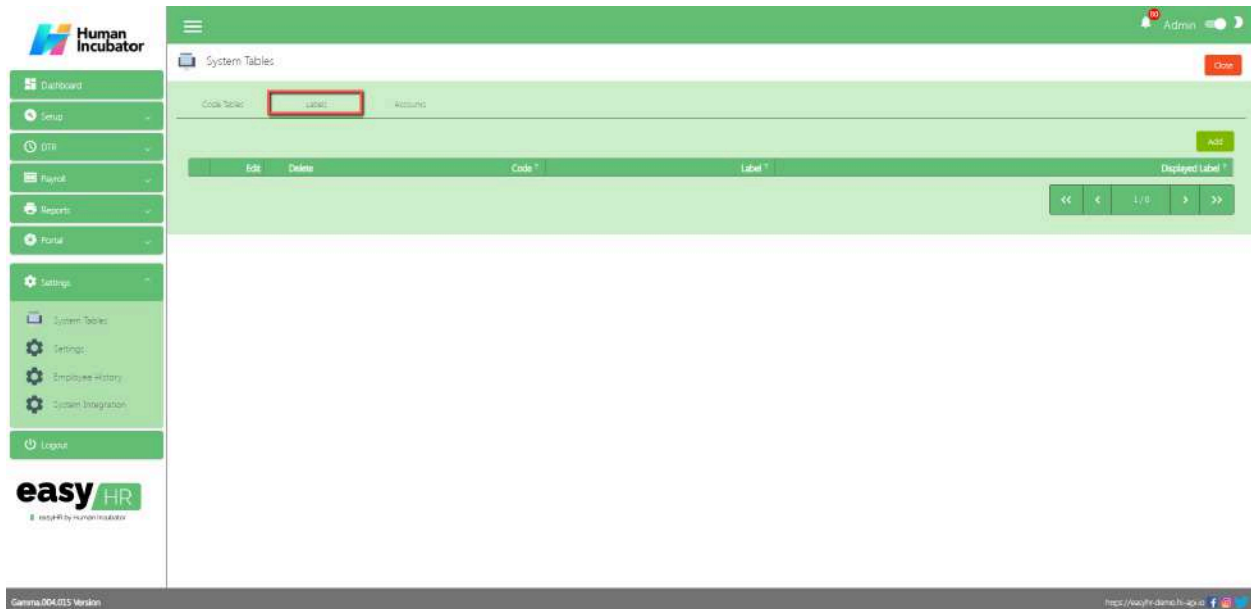
- **Assumption:** The employee already clicked the **Add** button on the right side in the code tables tab.
 - Input Code
 - Input Value

- Click **Save** button to add in code tables list.

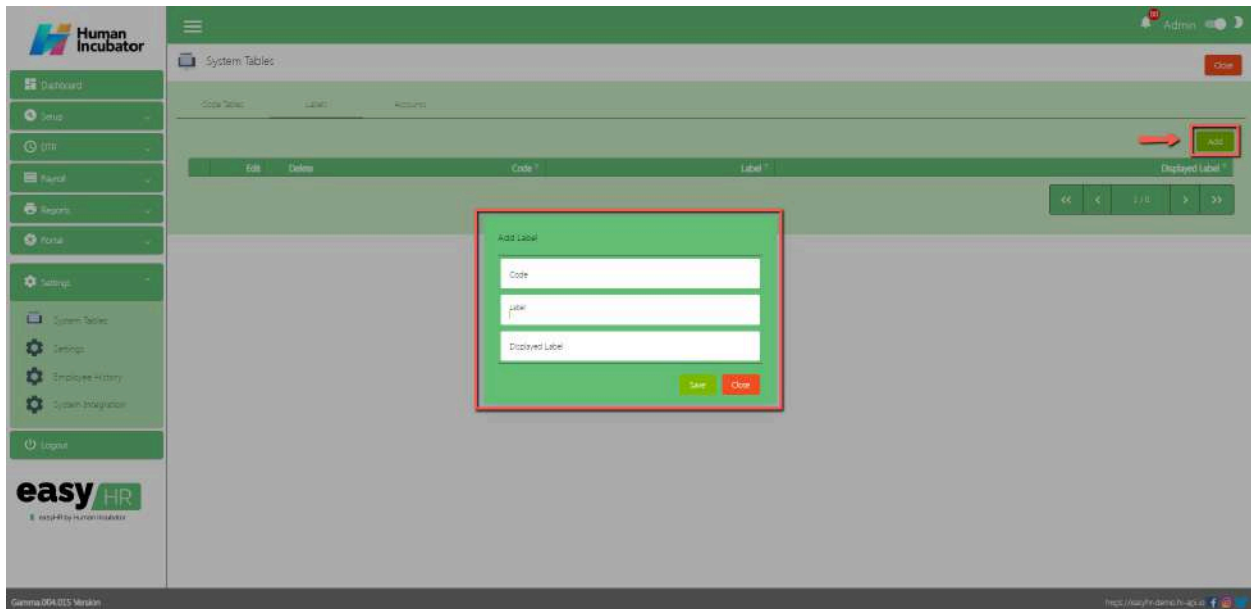


Labels

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

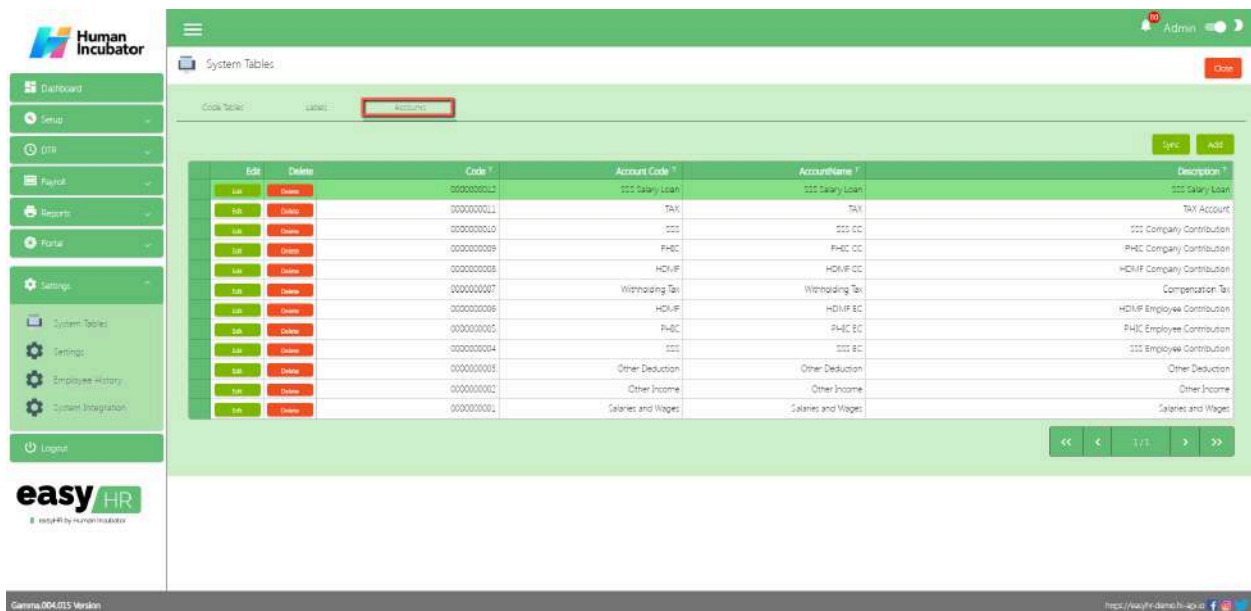


- **Assumption:** The employee already clicked the **Add** button on the right side in the labels tab.
 - Input Label
 - Input Displayed label
 - Click **Save** button to add in the label table list.



Accounts

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



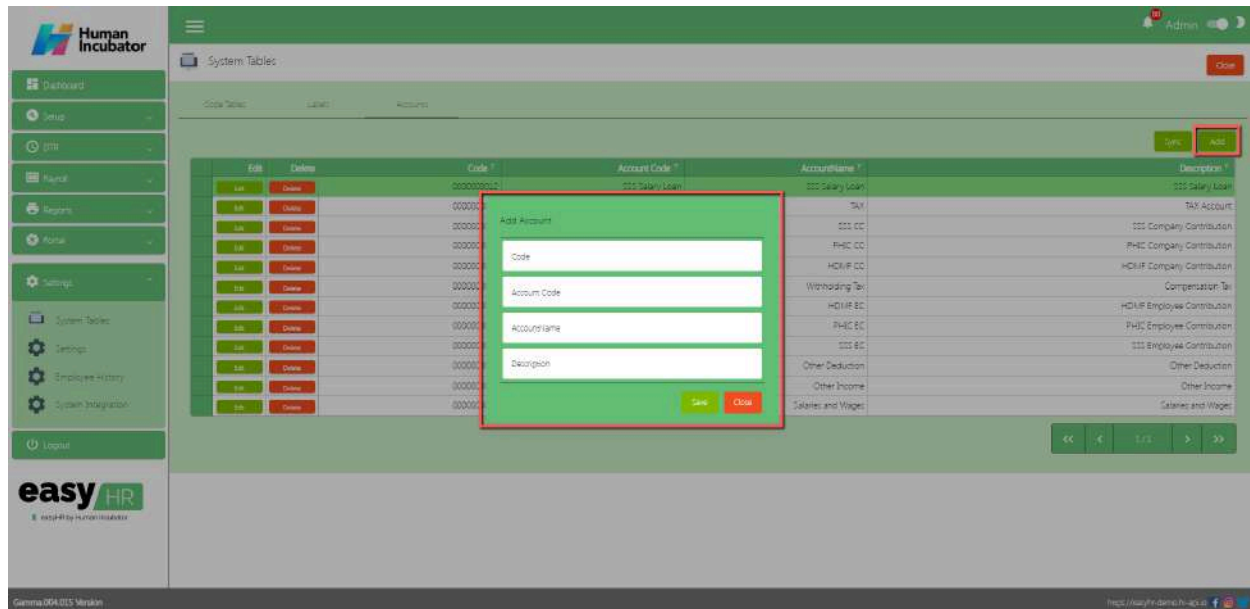
- The user click the **Sync** button and all the accounts will sync to the EasyFS system.



The screenshot shows the 'System Tables' interface in the Human Incubator system. A table lists various accounts with columns for 'Code', 'Account Code', 'Account Name', and 'Description'. The 'Add' button is highlighted in red, and the 'Sync' button is highlighted in green. The table contains the following data:

Code	Account Code	Account Name	Description
000000001	000000001	000 Salary Loan	000 Salary Loan
000000001	TAX	TAX	TAX Account
000000000	000	000 CC	000 Company Contribution
000000009	PHC	PHC CC	PHC Company Contribution
000000008	HDMF	HDMF CC	HDMF Company Contribution
000000007	Withholding Tax	Withholding Tax	Compensation Tax
000000006	HDMF	HDMF EC	HDMF Employee Contribution
000000005	PHC	PHC EC	PHC Employee Contribution
000000004	000	000 EC	000 Employee Contribution
000000003	Other Deduction	Other Deduction	Other Deduction
000000002	Other Income	Other Income	Other Income
000000001	Salaries and Wages	Salaries and Wages	Salaries and Wages

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



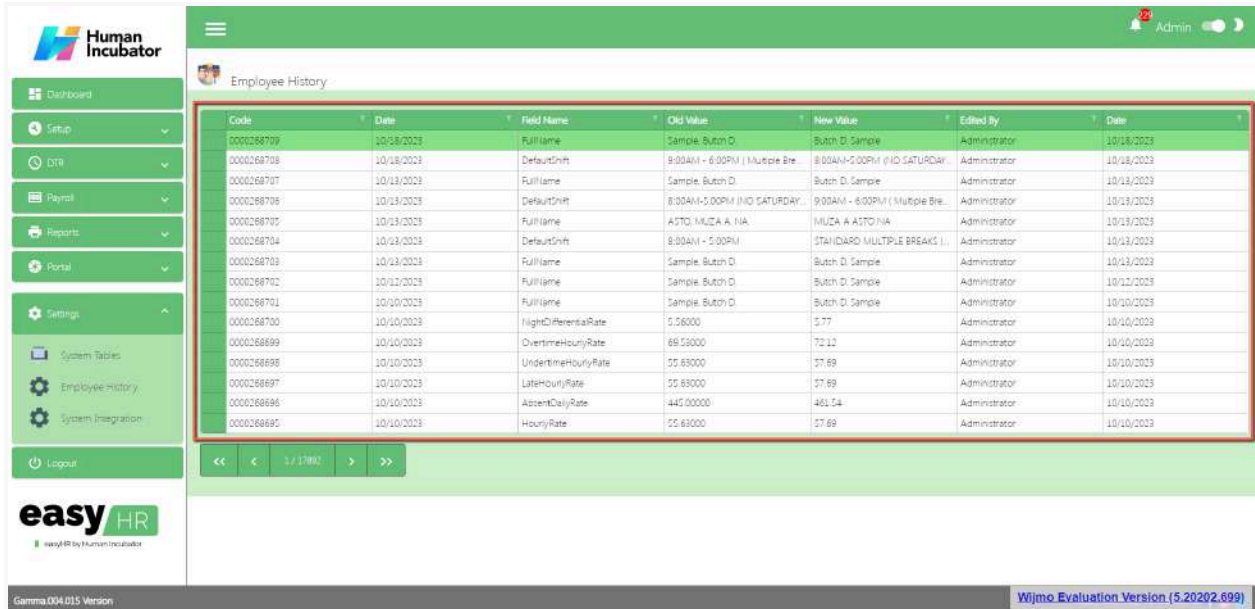
Employee History

Overview

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

Employee History

- Shows all the list of employee history.



The screenshot shows the 'Employee History' page in the Human Incubator system. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, System Tables, Employee History, System Integration, and Logout. The main content area displays a table of employee history records.

Code	Date	Field Name	Old Value	New Value	Edited By	Date
0000268707	10/18/2023	FullName	Sample, Butch D	Butch D, Sample	Administrator	10/18/2023
0000268708	10/18/2023	DefaultShift	9:00AM - 6:00PM (Multiple Bre	8:00AM-5:00PM (NO SATURDAY	Administrator	10/18/2023
0000268707	10/13/2023	FullName	Sample, Butch D	Butch D, Sample	Administrator	10/13/2023
0000268708	10/13/2023	DefaultShift	8:00AM-5:00PM (NO SATURDAY	9:00AM - 6:00PM (Multiple Bre	Administrator	10/13/2023
0000268707	10/13/2023	FullName	ASTO, MUZA A, IIA	MUZA A ASTO IIA	Administrator	10/13/2023
0000268704	10/13/2023	DefaultShift	8:00AM - 5:00PM	STANDARD MULTIPLE BREAKS (Administrator	10/13/2023
0000268703	10/13/2023	FullName	Sample, Butch D	Butch D, Sample	Administrator	10/13/2023
0000268702	10/12/2023	FullName	Sample, Butch D	Butch D, Sample	Administrator	10/12/2023
0000268701	10/10/2023	FullName	Sample, Butch D	Butch D, Sample	Administrator	10/10/2023
0000268700	10/10/2023	HighDifferenceRate	5.56000	5.77	Administrator	10/10/2023
0000268699	10/10/2023	OvertimeHourlyRate	69.58000	72.12	Administrator	10/10/2023
0000268698	10/10/2023	UrgentHourlyRate	57.85000	57.69	Administrator	10/10/2023
0000268697	10/10/2023	LateHourlyRate	55.85000	57.69	Administrator	10/10/2023
0000268696	10/10/2023	AbsentDailyRate	445.00000	461.54	Administrator	10/10/2023
0000268695	10/10/2023	HourlyRate	55.63000	57.69	Administrator	10/10/2023

Navigation: << < 1 / 1780 > >>

Footer: Gamma 094.015 Version | Wijmo Evaluation Version (5.20202.699)

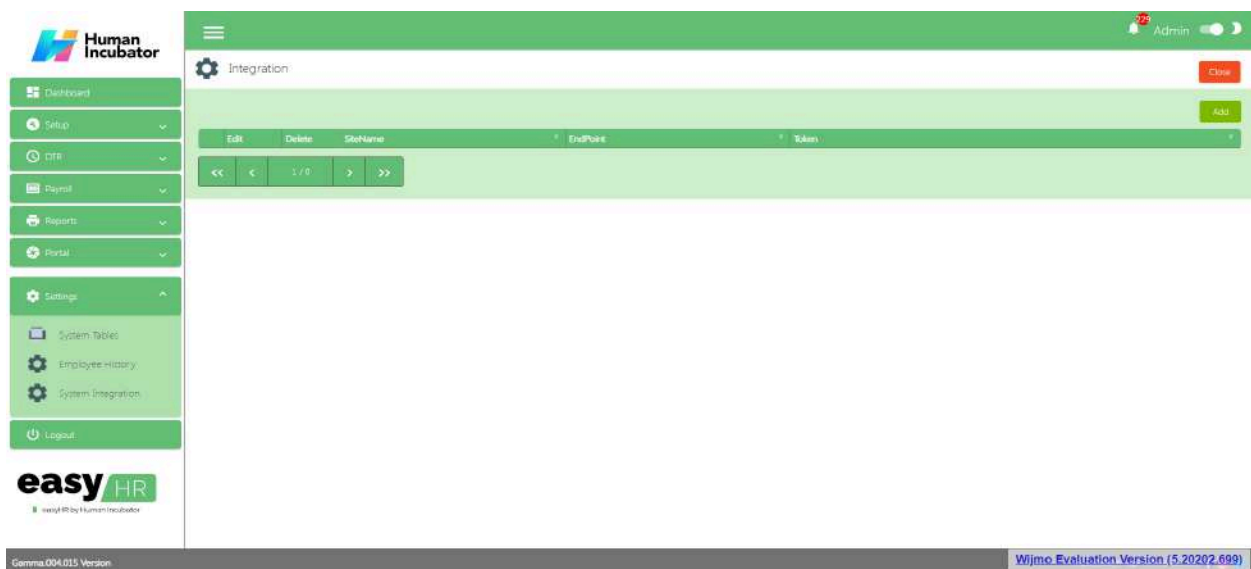
System Integration

Overview

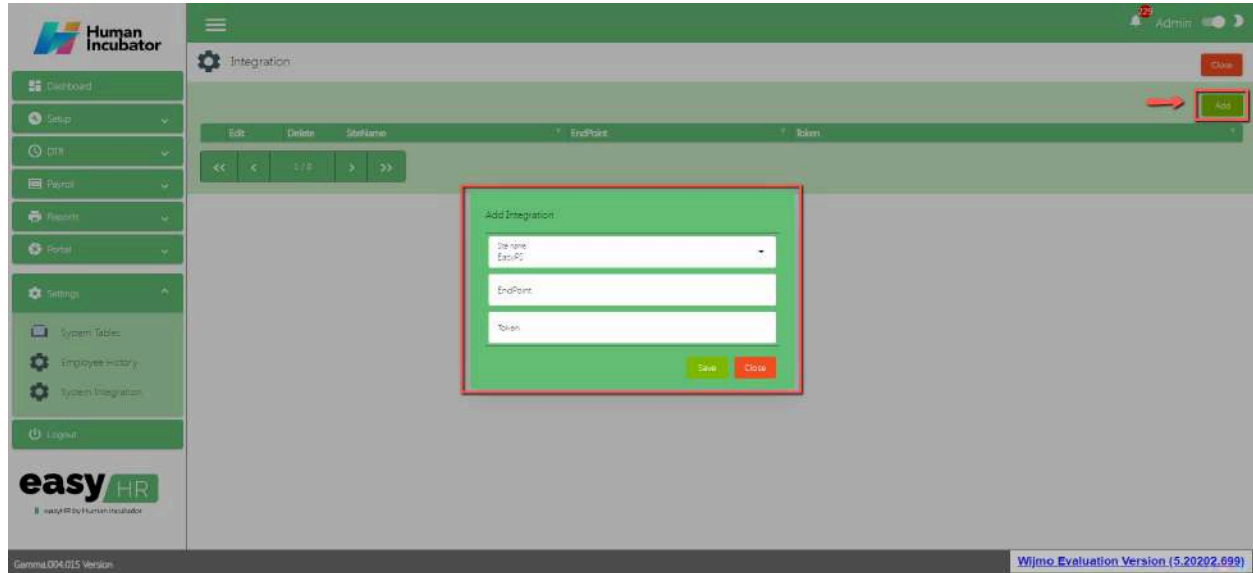
- System Integration is used to integrate to another system like EasyFS.

Integration

- Show the list of integration



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



Section X: Logout

Logout

Overview

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

Logout

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

The screenshot shows the Human Incubator HR system dashboard. On the left sidebar, the 'Logout' button is highlighted with a red box and a red arrow. The main dashboard area contains three charts: 'Number of Employees by Status' (a bar chart with values 1.4%, 4.4%, 63.7%, 2.8%, 28.3%), 'Number of Employees by Gender' (a pie chart with 2572 and 4810 segments), and 'Number of Employees by Age Group' (a pie chart with segments for 18-24, 25-34, 35-44, 45-54, and 55+). Below the charts are two tables: 'Employees per Branch' and 'List of Employees for Registration'. The bottom of the dashboard shows 'Gamma 004.015 Version' on the left and 'Wjmo Evaluation Version (5.20202.699)' on the right.

