



 easyHR by Human Incubator

EasyHR User Manual

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Table of Contents

Section I: Introduction	4
Overview	4
Purpose of this User Manual	4
Who should use this manual	5
Best Practices	5
Section II: Getting Started	8
Introduction	8
How to Access EasyHR System	8
Section III: Dashboard Page	10
Dashboard Page	10
Section IV: Set Up	11
Company Setup	11
Overview	11
Company List	11
Company Detail	11
Approver	12
Settings	13
Announcement	14
Employee Setup	16
Mandatory Tables	24
Shift	25
Year	28
Other Income	31
Other Deductions	33
Users	35
Save/Lock	38
Section V: DTR	40
Change Shift	40
Save/Lock	44
Leave Application	45
Overtime Application	49
DTR	53
Section VI: Payroll	60
Loan	60
Other Income	63
Other Deductions	68
Payroll	72
Section VII: Reports	83
Mandatory Reports	83

Demographics	85
Payroll Worksheet	87
Payroll Worksheet Range	88
Payroll Summary Worksheet Report	90
Payroll Other Income Report	91
Payroll Other Deduction Report	92
Payroll Summary	93
Journal Voucher	94
Withholding Tax Monthly	95
ATM Bank Report	97
DTR Report	98
Bank Detail Report	99
Payslip Report	100
Payroll Other Income Payslip	101
SSS Loan	102
SSS Calamity Loan	103
Loan Summary Report	104
Loan Deduction Report	105
HDMF Loan Report	106
Leave Reports	108
Tardiness Report	109
Absent Report	110
13th Month Pay Report	111
Training/Seminar	112
Section VIII: Portal	113
Employee Portal	113
Section IX: Settings	126
System Tables	126
Employee History	131
System Integration	132
Section X: Logout	134
Logout	134

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 ('Ñ').
 - 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.

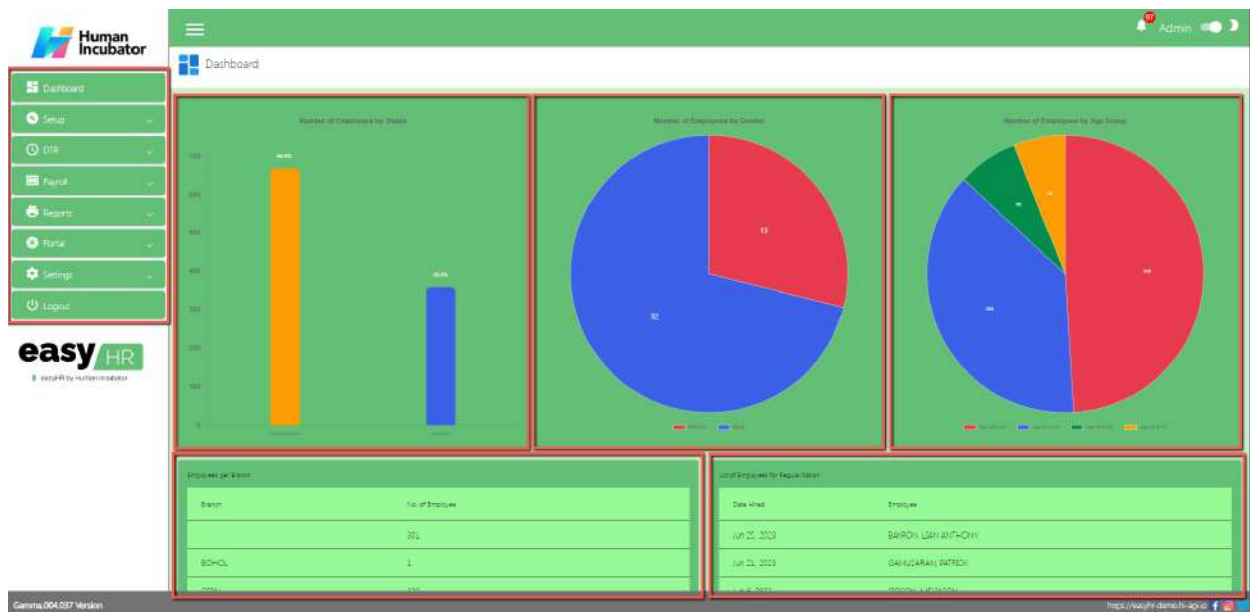
Note: You are required to provide your username in the event that you select the "forgot password" option.



Section III: Dashboard Page

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).



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.

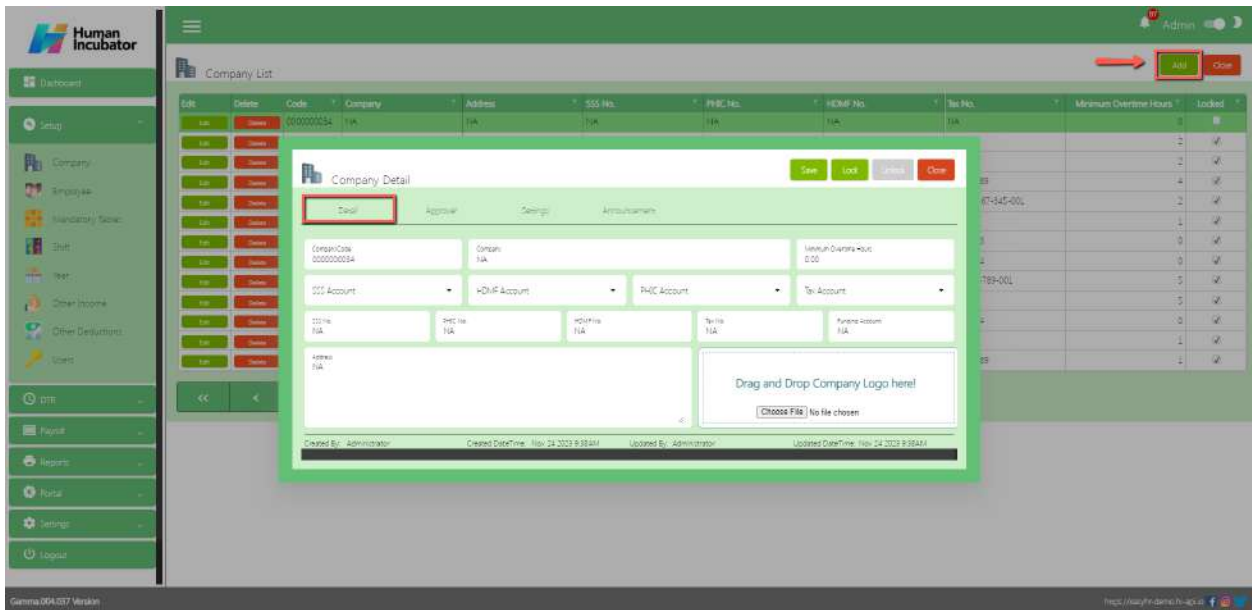
Company List

- Shows the list of all added Company.

Edit	Delete	Code	Company	Address	SSS No.	PHIC No.	HDMF No.	Tax No.	Minimum Overtime Hours	Locked
		0000000083	AR Company	126 Cimner St. (Quezon City)	N/A	N/A	N/A	N/A	2	
		0000000082	Sample Company	N/A	N/A	N/A	N/A	N/A	2	
		0000000081	Melton Truck Lines Inc.	Luc. Cebu City, 6000, Philip.	113321456	654456321	789987123	123456789	4	
		0000000080	CDQ Company	Jalibao Center, Pang City	28-0872690-1	123-456789-112	345134567898	114123-567-845-001	2	
		0000000011	Sample Company	Cebu Business Park, Cebu City	12345	12345	12345	12345	1	
		0000000007	Daton Precious, Inc.	PEZA 3rd Street, MERRILL 3rd	11132434	345678	124412323	121232323	0	
		0000000006	XYZ Company	9 Park Lahus, Cebu City, 6000	11382345	456789	56789	23456789	0	
		0000000005	DEMO VIDEO P/KC	Cebu City	34-9876543-1	123-456789-001	202112345678	123-456-789-001	5	
		0000000004	AGH	N/A	345667	44667	7666	6557	5	
		0000000003	EAGHAR DEMO COMPANY L.	CEBU CITY	0000001	0000002	0000003	0000004	0	
		0000000002	ABC Company	San Roque Antipolo	123456	234567	345678	456789	1	
		0000000001	Demco Company Ltd. Inc.	Cebu City	123456789	123456789	123456789	123456789	1	

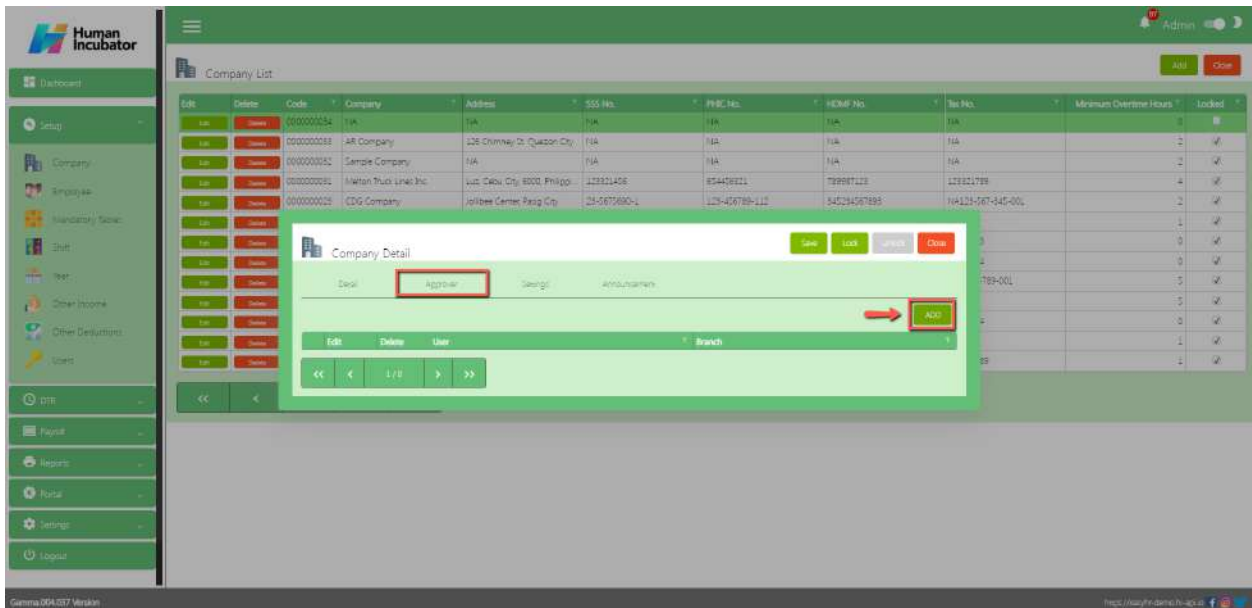
Company Detail

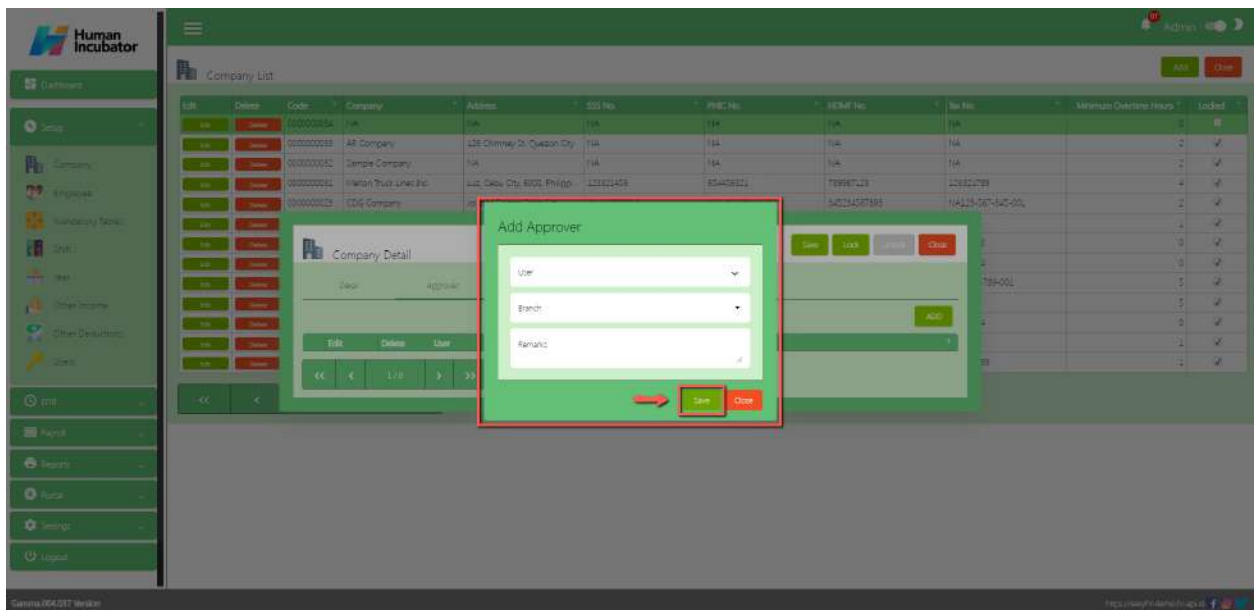
- **Assumption:** The user already clicked the **Add** button on the upper right corner in the company list.
- There are 4 tabs in company detail
 - Detail, Approver, Settings and Announcement
- The user need to select and fill up all the necessary information like
 - Company name, Minimum overtime hours,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



Approver

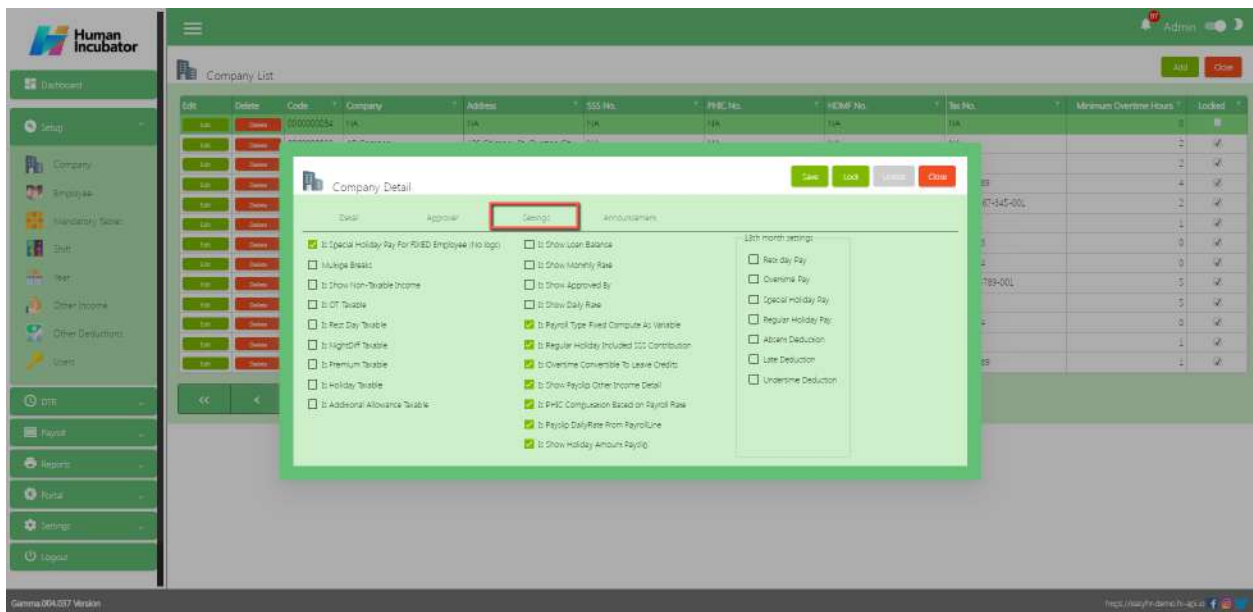
- In Approver tab the user can **Add** the approver per branch
 - Select user, select the branch and also put a remarks
 - Click save button





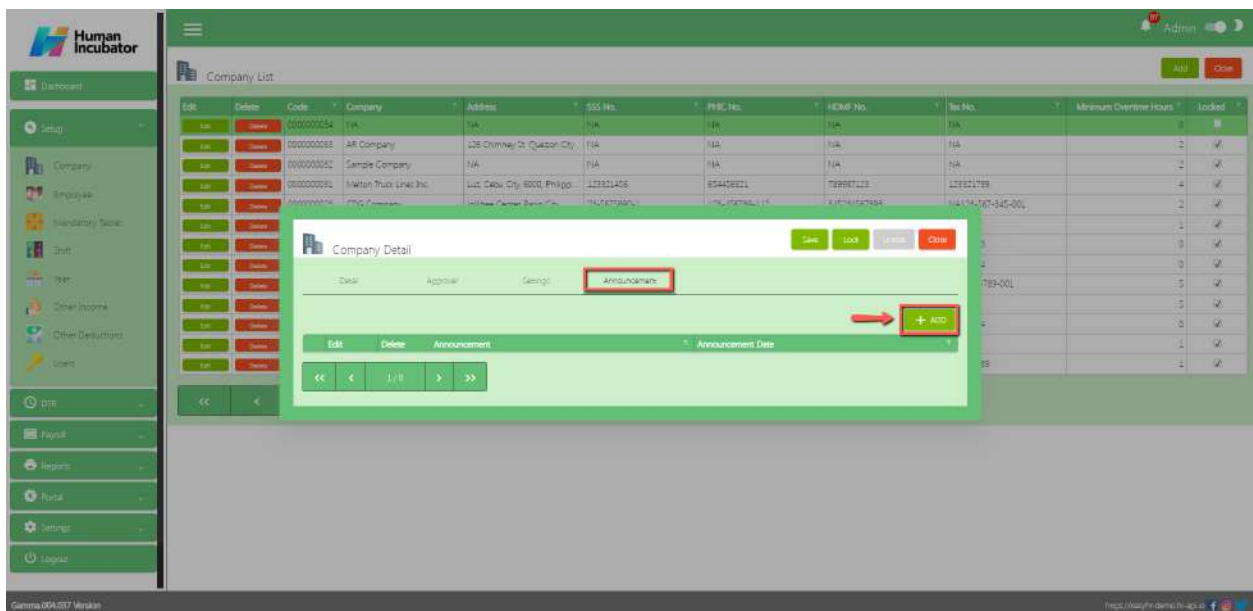
Settings

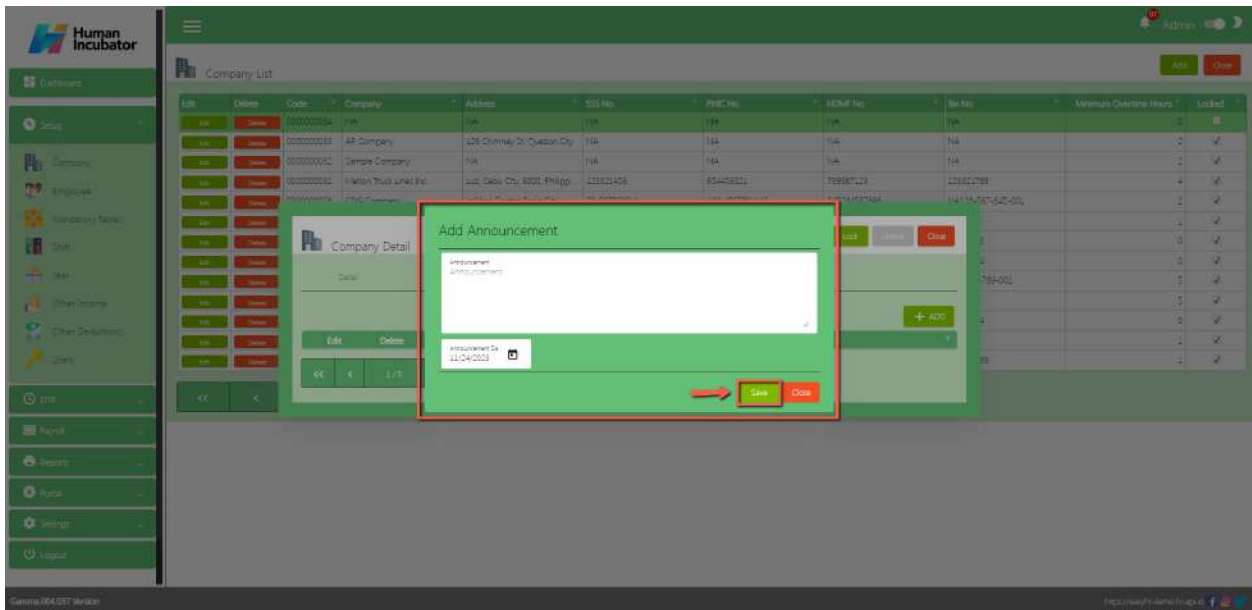
- In Settings tab the user can check the **check box**
 - The Left side in the settings is for Non-taxable/Taxable
 - The Center of the settings of for the of Showable in payslip report
 - The Right side of the settings is for Inclusion for 13th Month
 - **Is Special Holiday Pay for FIXED Employee (No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



Announcement

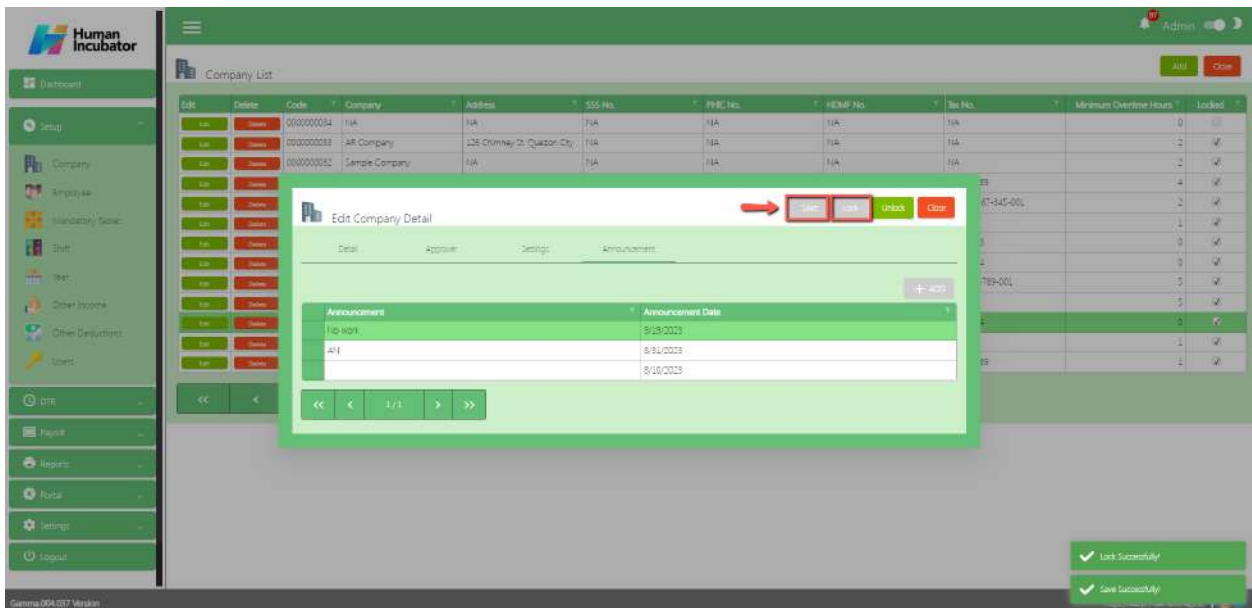
- In Announcement tab the user can **Add** the announcement in company
 - Input the announcement and Announcement date
 - Click save button





Save/Lock

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



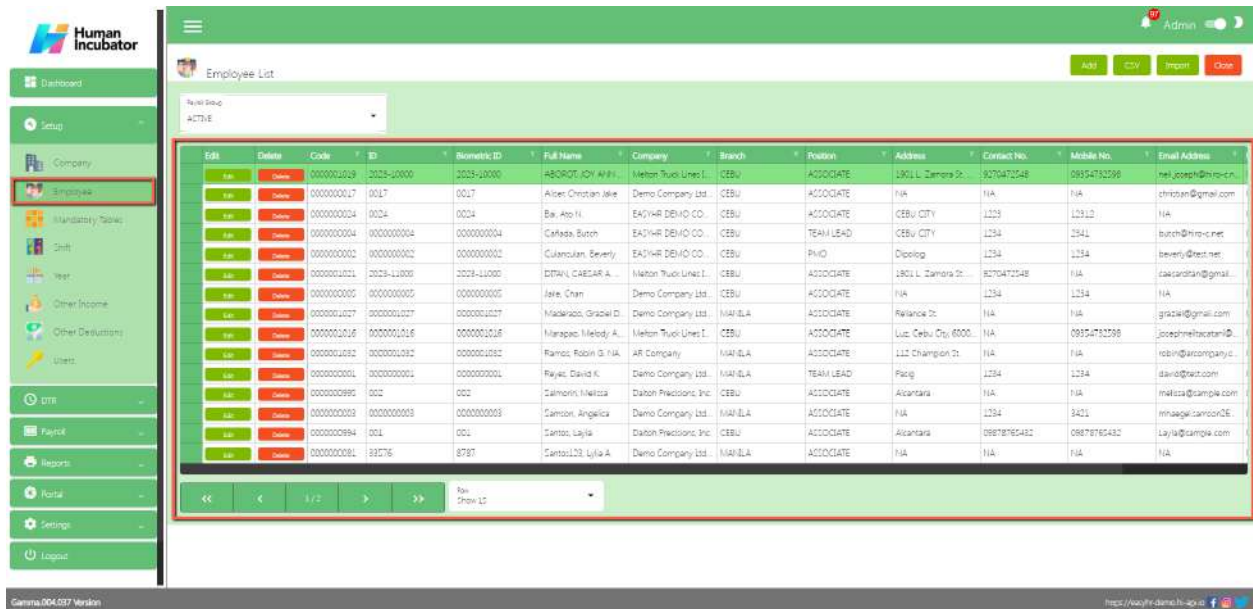
Employee Setup

Overview

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

Employee List

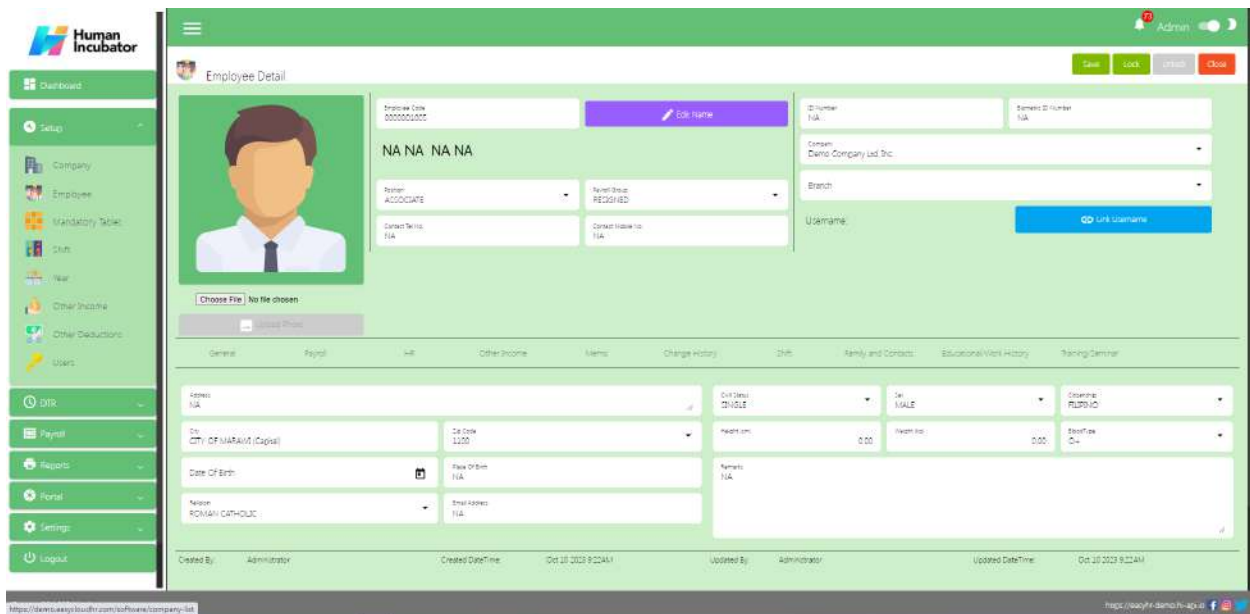
- Shows all the list of the employee



Employee Detail

- Assumption:** The user already clicked the **Add** button that can be seen on the Employee List.
- Fill all the important fields for Employee Detail like:
 - Click **Edit Name** button to fill up the Last name, First name, Middle name, Extension name
 - ID number
 - Biometric number
 - Select Company
 - Select Branch
 - Upload Photo
 - Select Position
 - Select Payroll Group
 - Contact Tel No.
 - Contact Mobile No.
 - Address
 - Select City

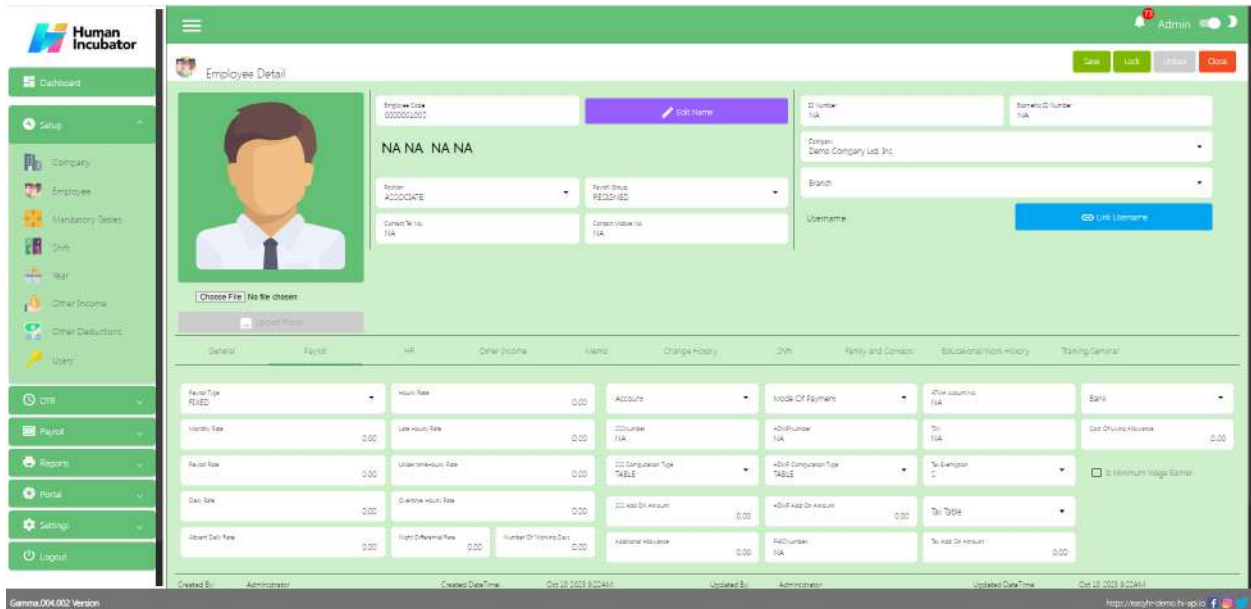
- Select Date of Birth
- Select Religion
- Select Zip Code
- Place of Birth
- Email Address
- Select Civil Status
- Select Sex
- Select Citizenship
- Height
- Weight
- Blood Type



Payroll

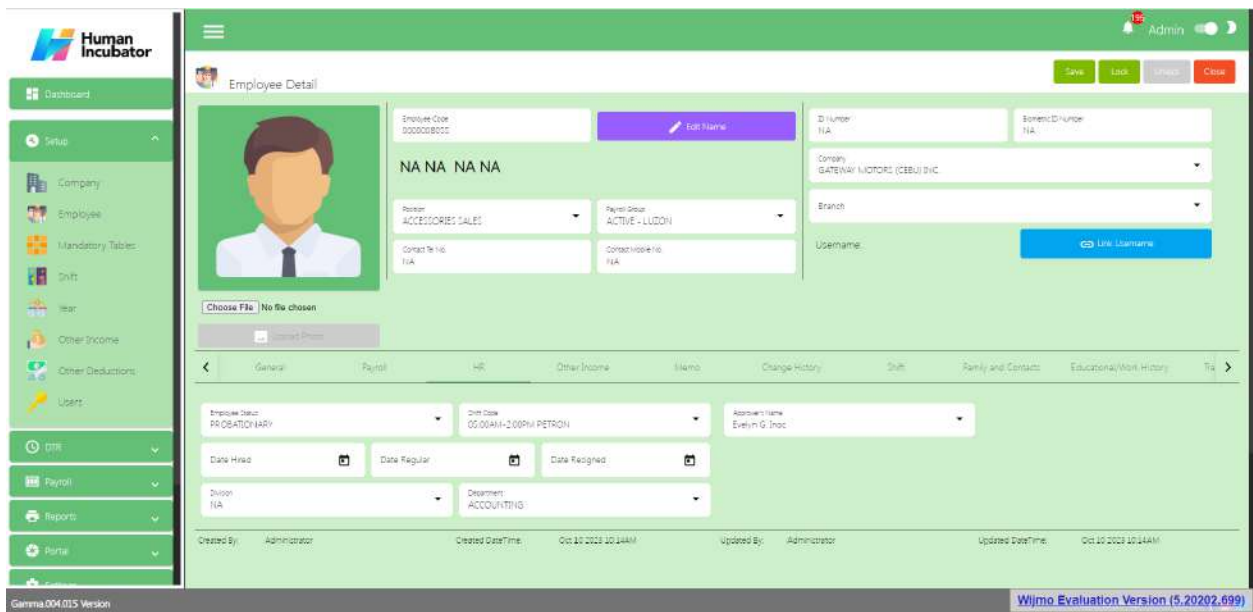
- In **Payroll** tab the user can input monthly rate and mandatory account of employee
- Select and Fill all the important fields for Employee Detail like:
 - Select Payroll Type
 - Monthly Rate
 - Number of Working Days
 - Input SSS Number
 - Input HDMF Number
 - Input PHIC Number
 - Input TIN
 - Tax Exemption
 - Select SSS Computation Table
 - Select HDMF Computation Table

- Tax Table
- Select Mode of Payment
- Input Additional Allowance if Necessary
- Input ATM Account Number
- Select Bank



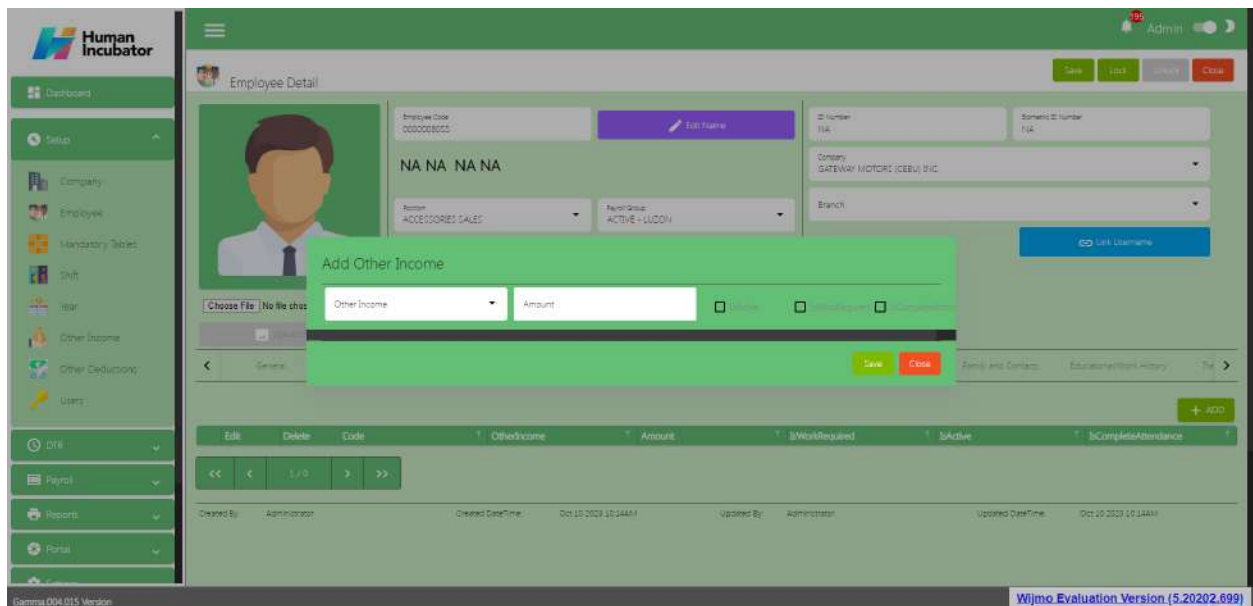
HR

- In the **HR** tab the user can select the status of the employee and also the Date hired.
- Select the important fields like:
 - Employee Status
 - Shift Code
 - Date Hired
 - Date Regular
 - Division
 - Department
 - Approver's Name



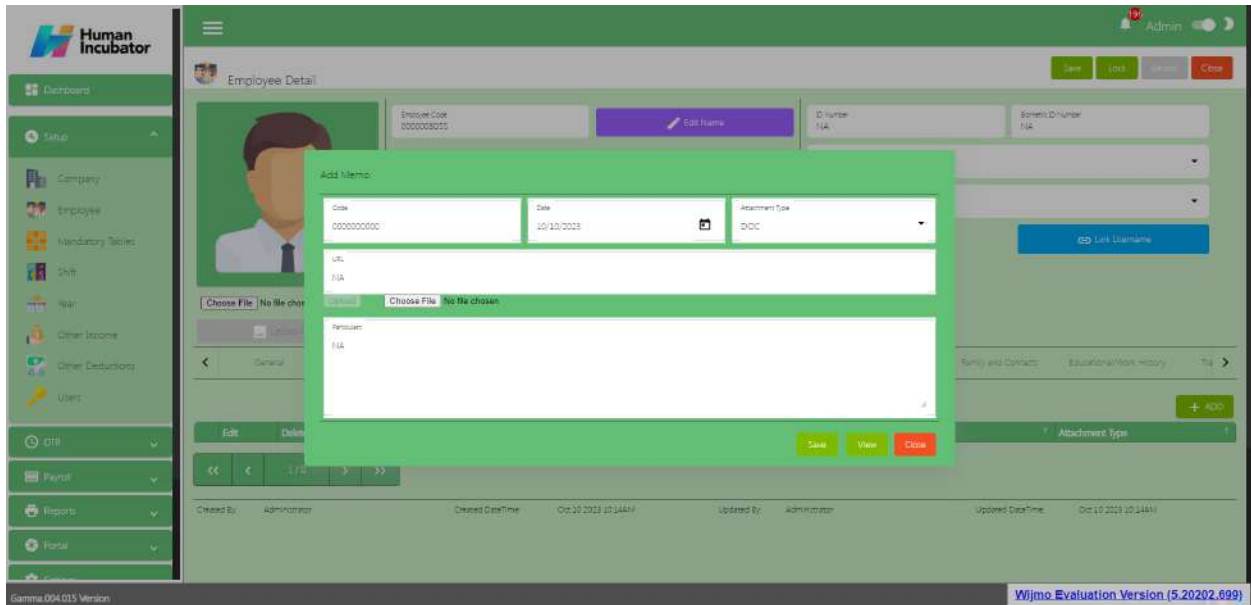
Other Income

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



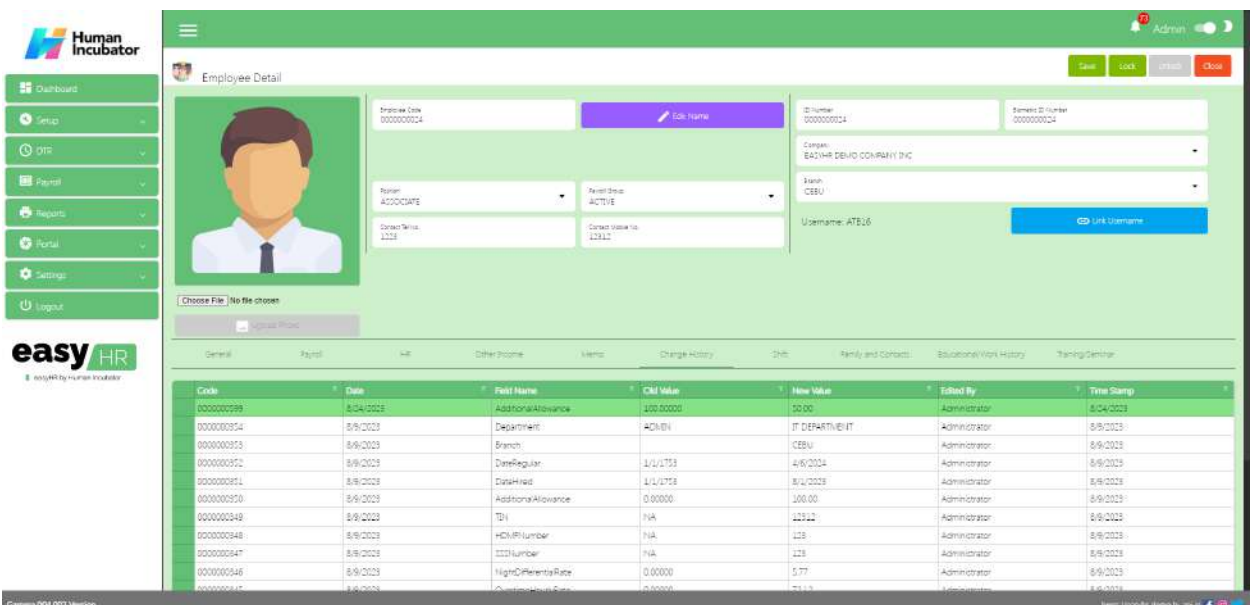
Memo

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



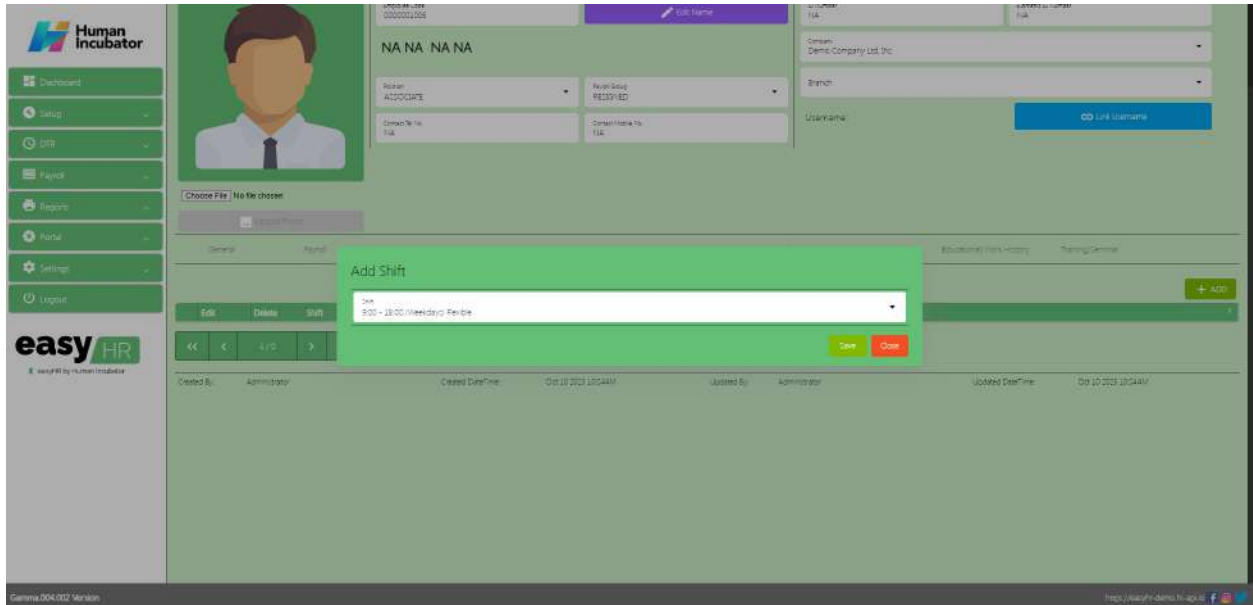
Change History

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



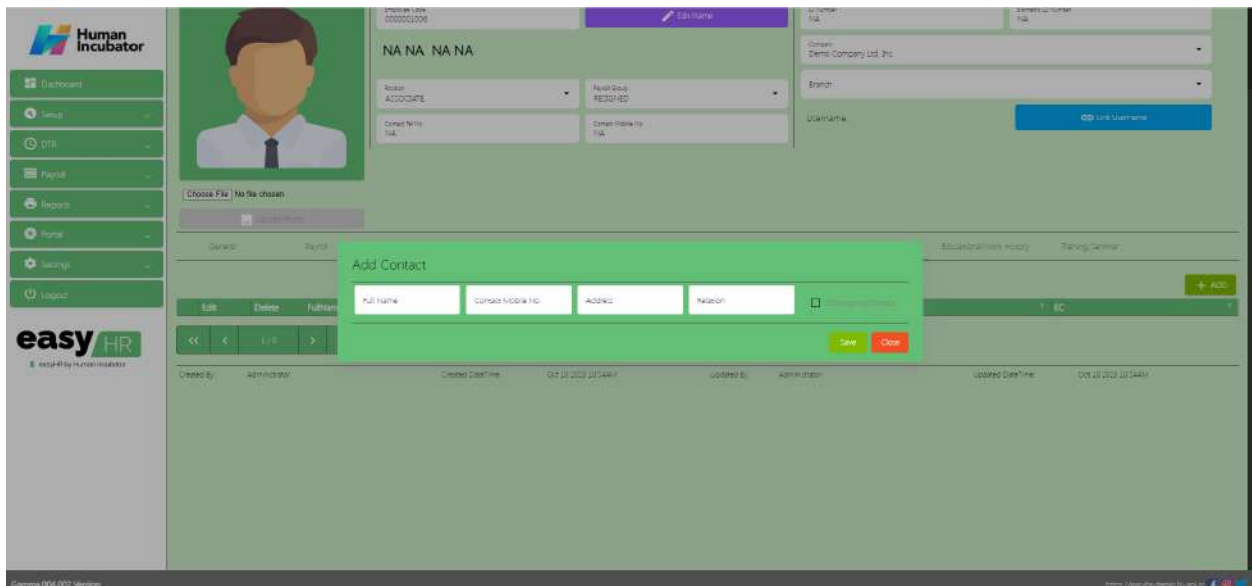
Shift

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



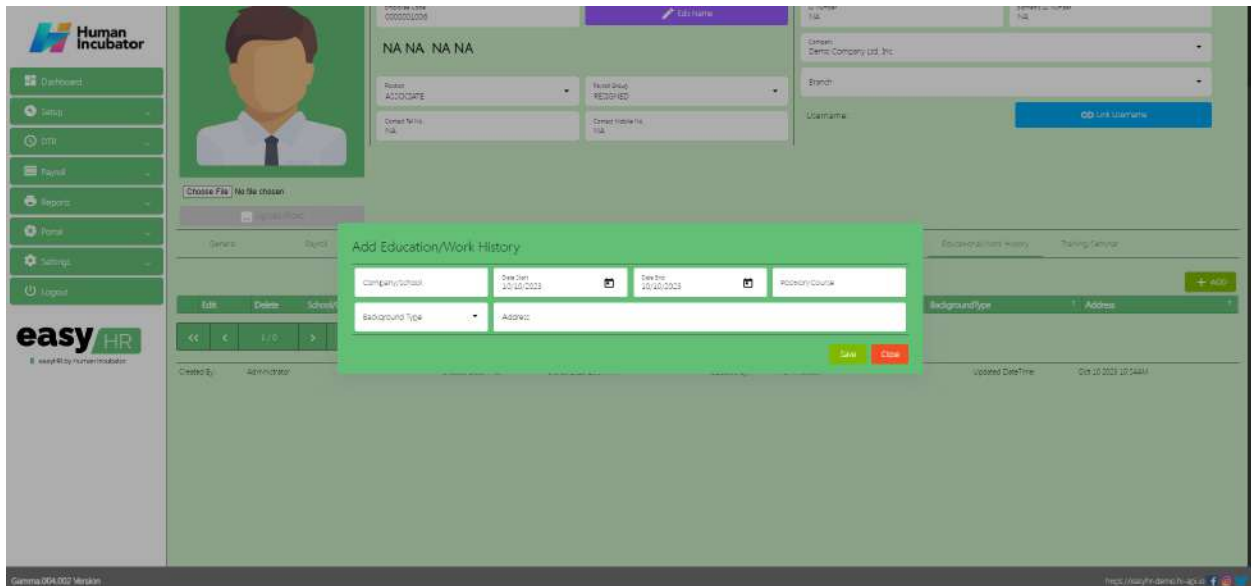
Family and Contacts

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



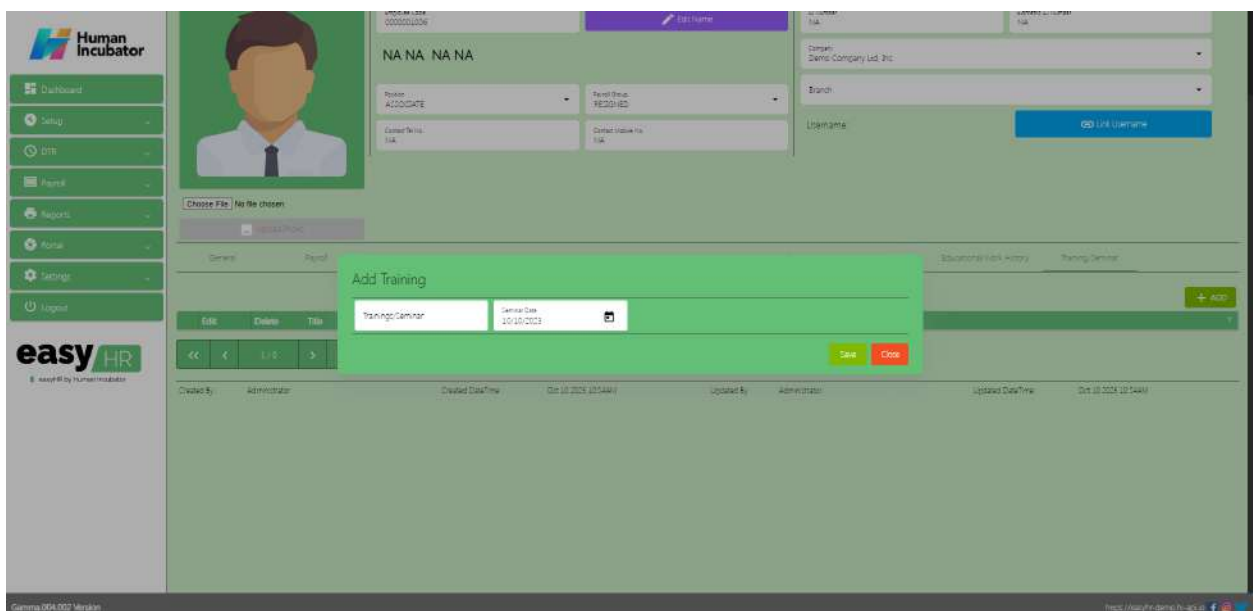
Educational/Work History

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



Training/Seminar

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



Save/Lock

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

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

- Header:** Includes the Human Incubator logo, a navigation menu on the left, and user information (Admin) in the top right.
- Employee Profile:** Features a placeholder for a profile picture and the name 'Butch Cañada'. Fields include Employee ID (000000004), ID Number (000000004), and Social Security Number (000000004). A purple 'Edit Name' button is present.
- Company Information:** Fields for Company Name (BAGWIS DEVLO COMPANY INC), Branch (CEBU), and Username (buthcañada). A blue 'Link Employee' button is located here.
- Form Tabs:** A horizontal menu with tabs for General, Payroll, HR, Other Income, Salary, Change History, Shifts, Family and Contacts, Educational/Work History, and Training/Certification. The 'General' tab is active.
- Personal Details:** Fields for Address (CEBU CITY), Civil Status (SINGLE), Sex (MALE), Category (RURAL/ID), City (CITY OF CEBU (Capital)), Zip Code (9000), Height (cm) (160.00), Weight (kg) (77.00), Blood Type (O+), Date of Birth (11/1/1994), Place of Birth (TALIGAY CITY), Religion (ROMAN CATHOLIC), and Email Address (butch@hinc.net).
- Footer:** Metadata including Created By (Administrator), Created DateTime (Aug 1 2022 10:30AM), Updated By (Administrator), and Updated DateTime. Two green confirmation messages are visible: 'Lock Successfully!' and 'Save 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)

Edit	Delete	Amount Start	Amount End	Employee % Percentage	Employee Additional Amount
Edit	Delete	10,417	24,866	15	0
Edit	Delete	33,333	999,999,999	25	94,770.70
Edit	Delete	83,333	333,332	30	16,770.70
Edit	Delete	33,333	83,332	25	4,270.70
Edit	Delete	16,667	33,332	20	937.50
Edit	Delete	0	10,417	0	0

Shift

Overview

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

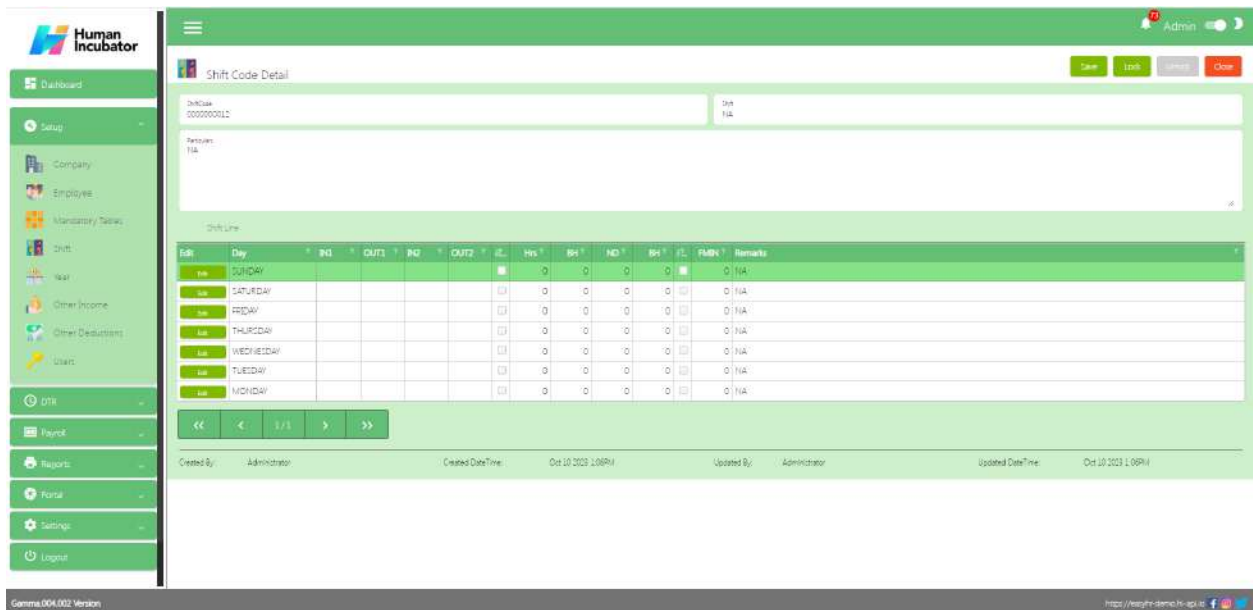
Shift Code List

- Shows all list of shift schedule

Edit	Delete	Code	Shift	Particulars	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000014	8:00 AM-5:00 PM	8:00 AM-5:00 PM	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000018	8:00 AM-5:00 PM	8:00 AM-5:00 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 - 11:00AM - 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 (SUN DAY OFF) FLEXIBLE EVERY MONDAY	For Demo Buton	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000002	8:30AM - 5:30PM (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"/>

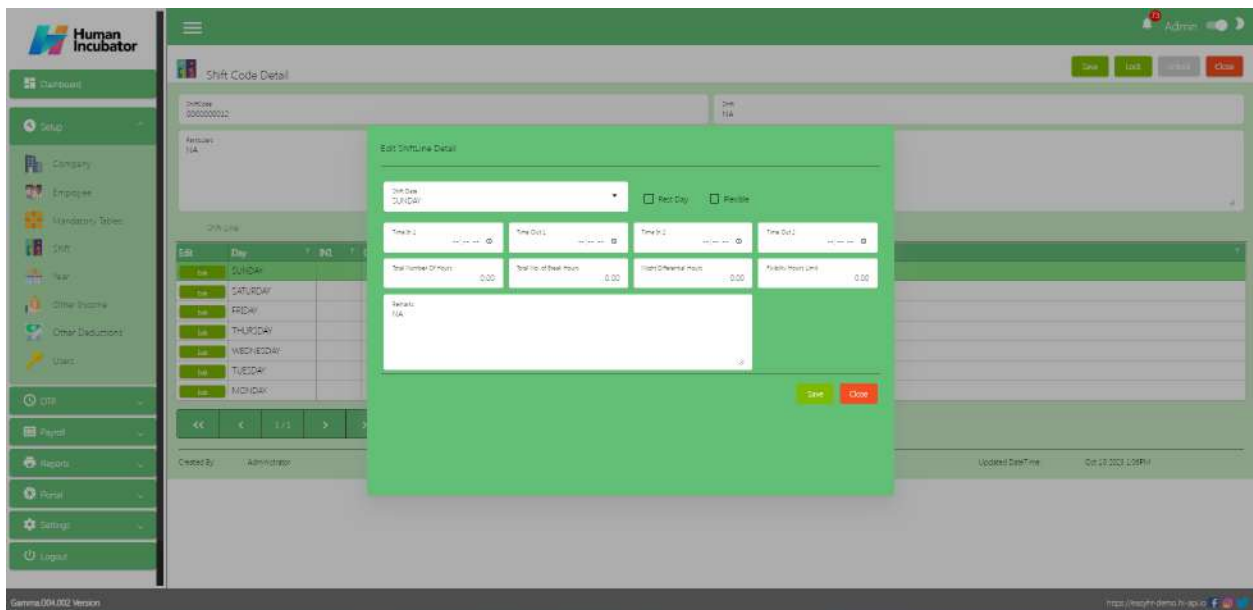
Shift Code Detail

- **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



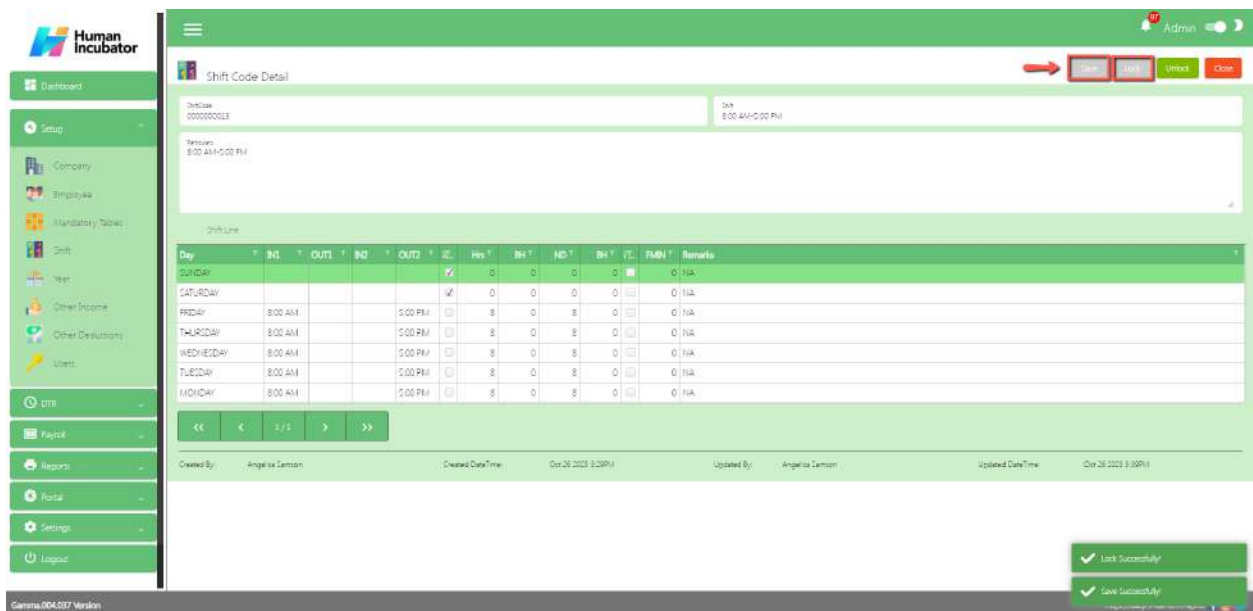
Shift Line

- 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.

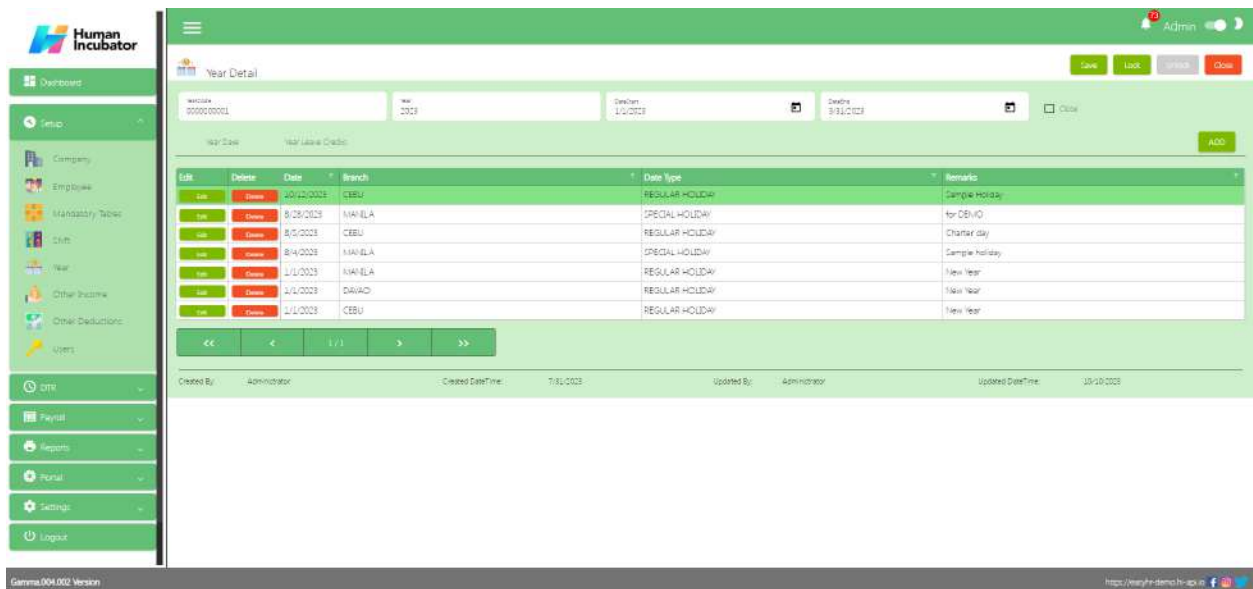
Year List

- Shows all list of year

Edit	Delete	Code	Year	Date Start	Date End	C	Locked
Edit	Delete	0000000006	FA	1/1/2023	12/31/2023		<input type="checkbox"/>
Edit	Delete	0000000000	FA	1/1/2023	12/31/2023		<input type="checkbox"/>
Edit	Delete	0000000004	FA	1/1/2023	12/31/2023		<input type="checkbox"/>
Edit	Delete	0000000008	FA	1/1/2023	12/31/2023		<input type="checkbox"/>
Edit	Delete	0000000002	2024	1/1/2024	12/31/2024		<input checked="" type="checkbox"/>
Edit	Delete	0000000001	2023	1/1/2023	12/31/2023		<input checked="" type="checkbox"/>

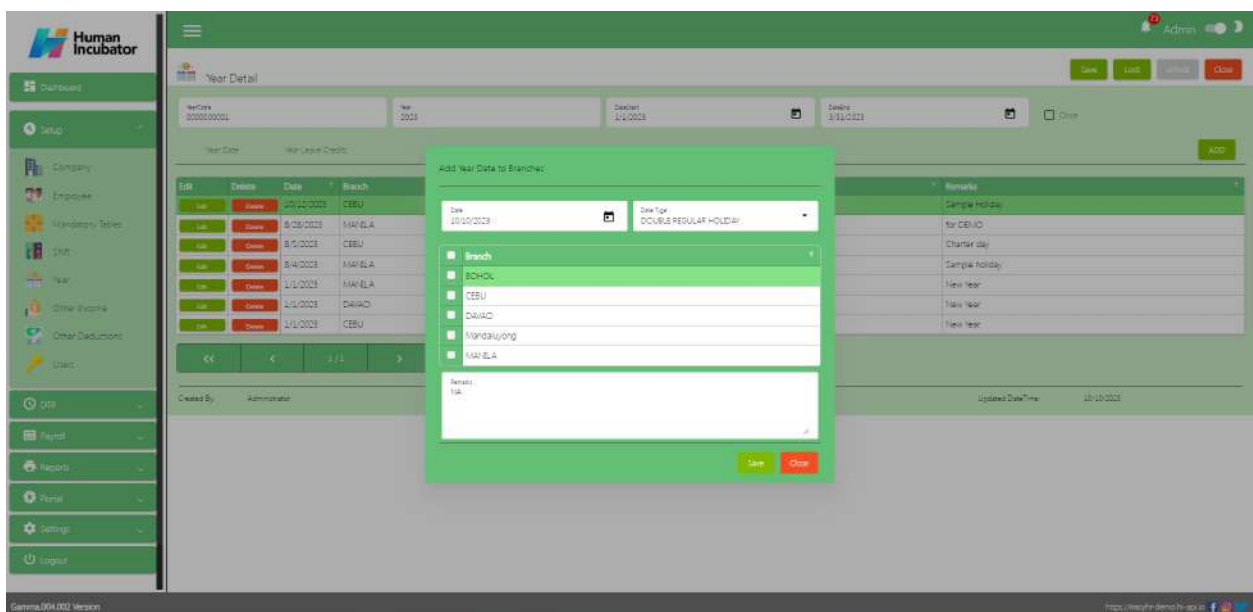
Year Detail

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



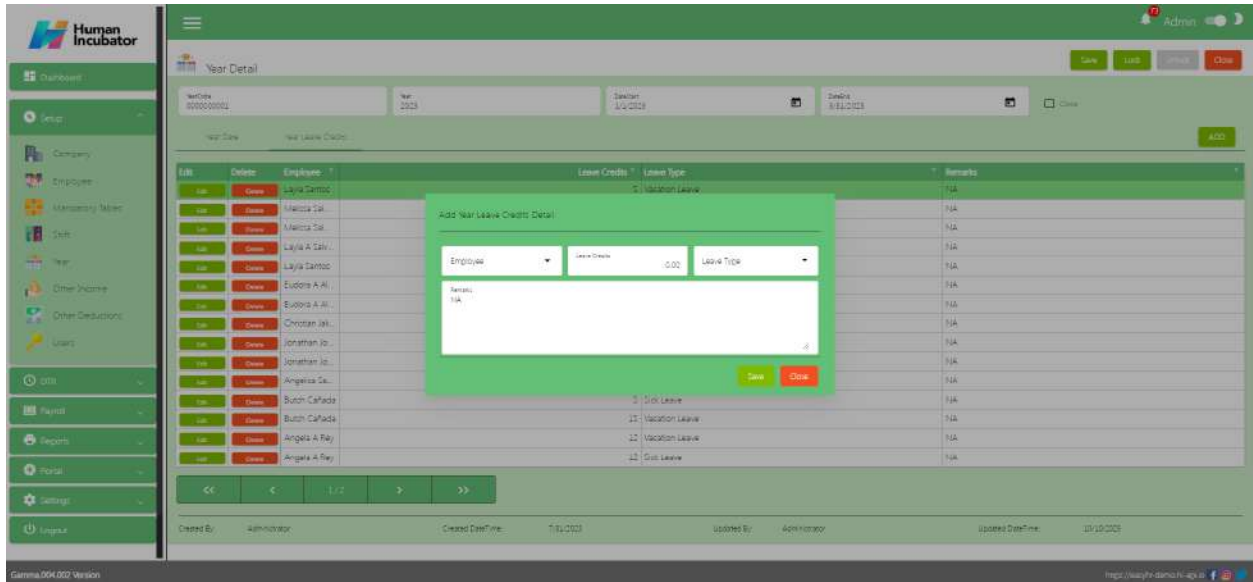
Year Date

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



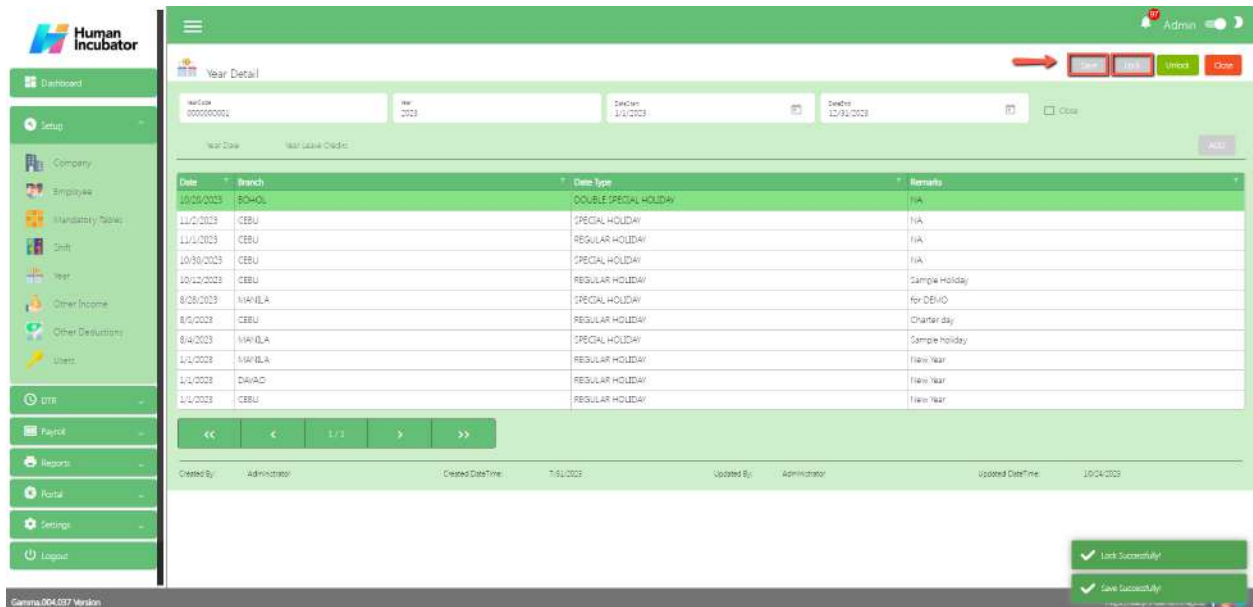
Year Leave Credits

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



Save/Lock

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



Other Income

Overview

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

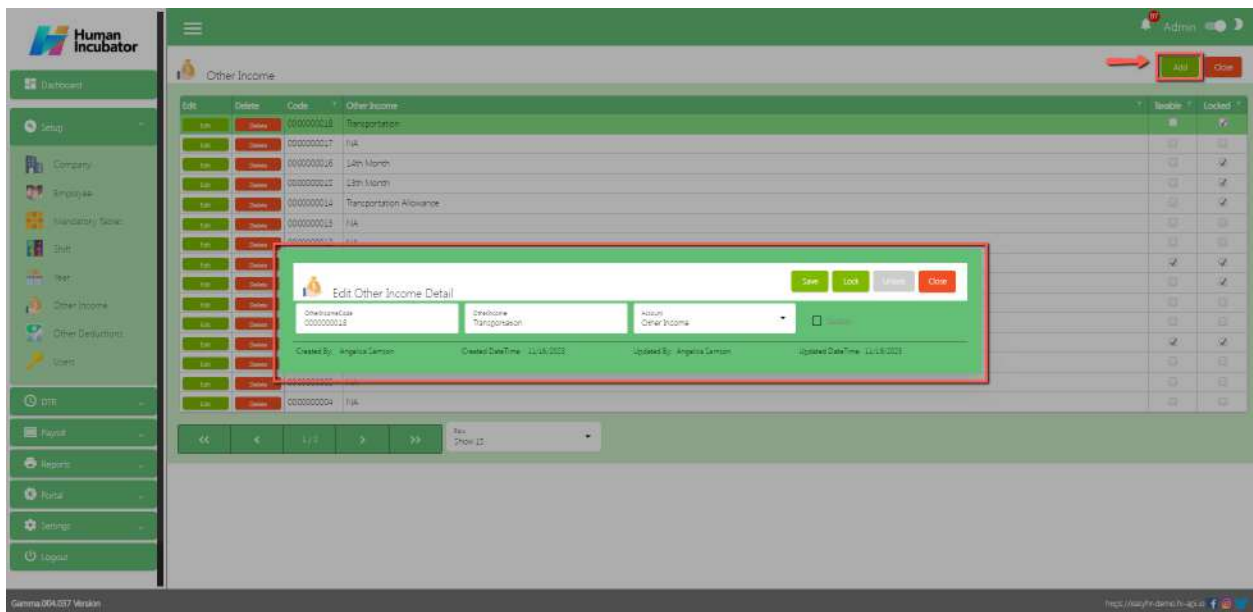
Other Income List

- Shows all list of Other Income

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	FIA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000016	1st Month	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000015	2nd 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	FIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000012	FIA	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000009	FIA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000008	FIA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000007	FIA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000006	FIA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000005	FIA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	FIA	<input type="checkbox"/>	<input type="checkbox"/>

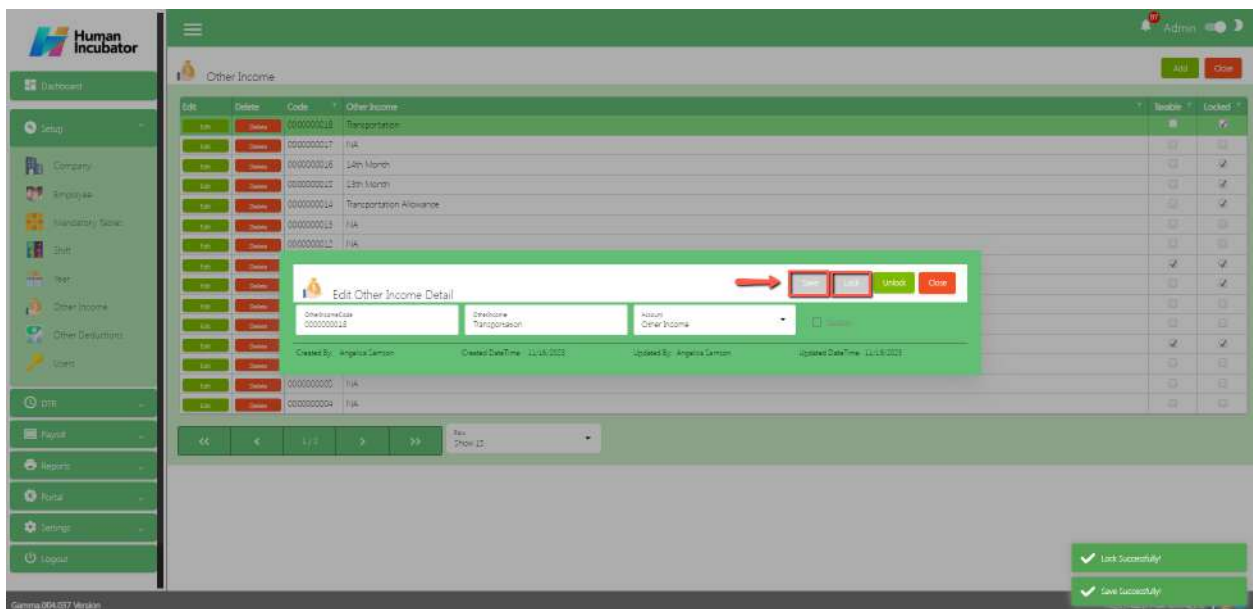
Other Income Detail

- **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.

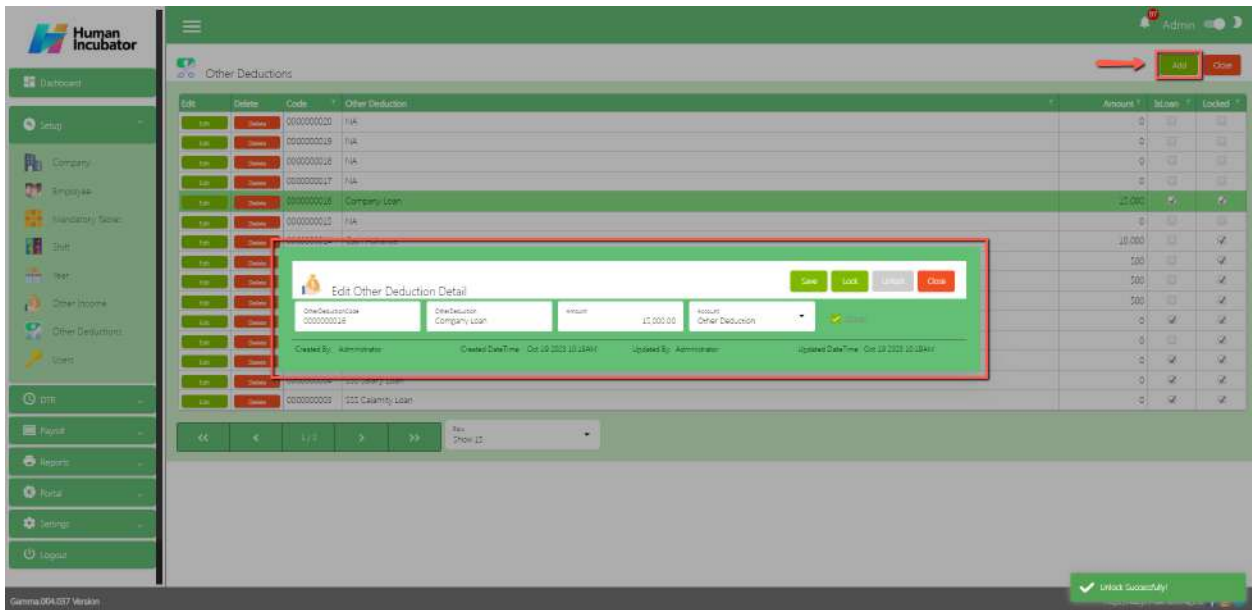
Other Deductions List

- Shows all list of Other Deductions

Edit	Delete	Code	Other Deduction	Amount	IsLoan	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000020	FIA	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000028	FIA	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000028	FIA	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000027	FIA	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000026	Company Loan	25,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000025	FIA	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000024	Cash Advance	10,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000023	PHC EC	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000022	SSC EC	500	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000021	HD/F EC	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000020	Company Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000020	HD/F Calamity Loans	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000020	HD/F Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000024	SSC Salary Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000028	SSC Calamity Loan	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

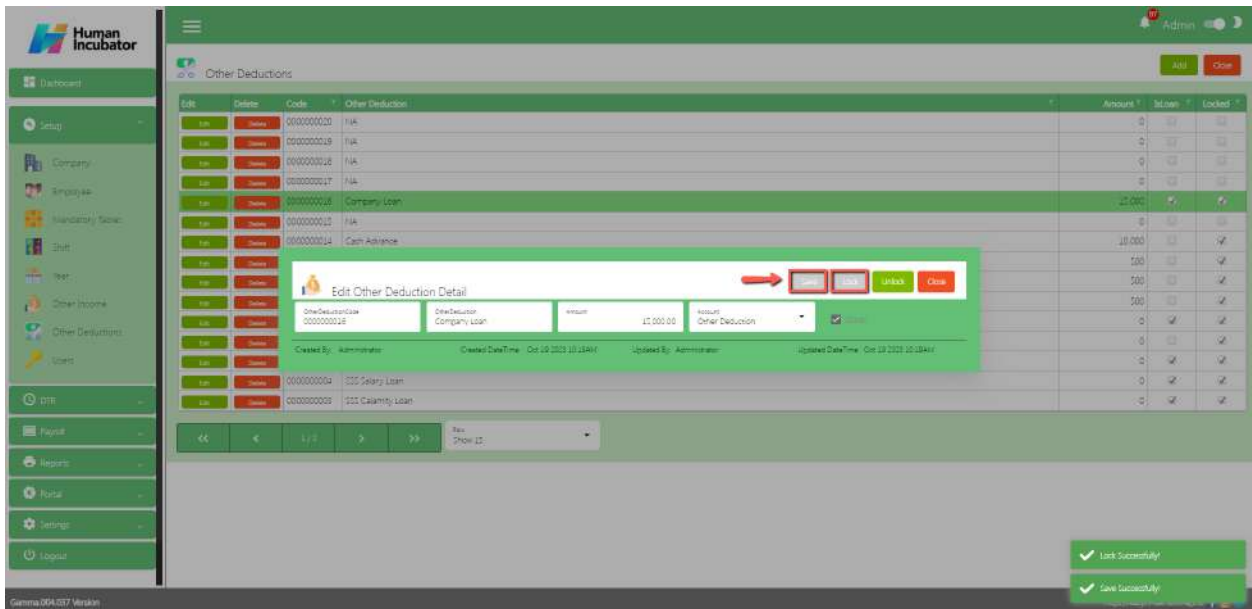
Other Deductions Detail

- 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.



Users

Overview

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

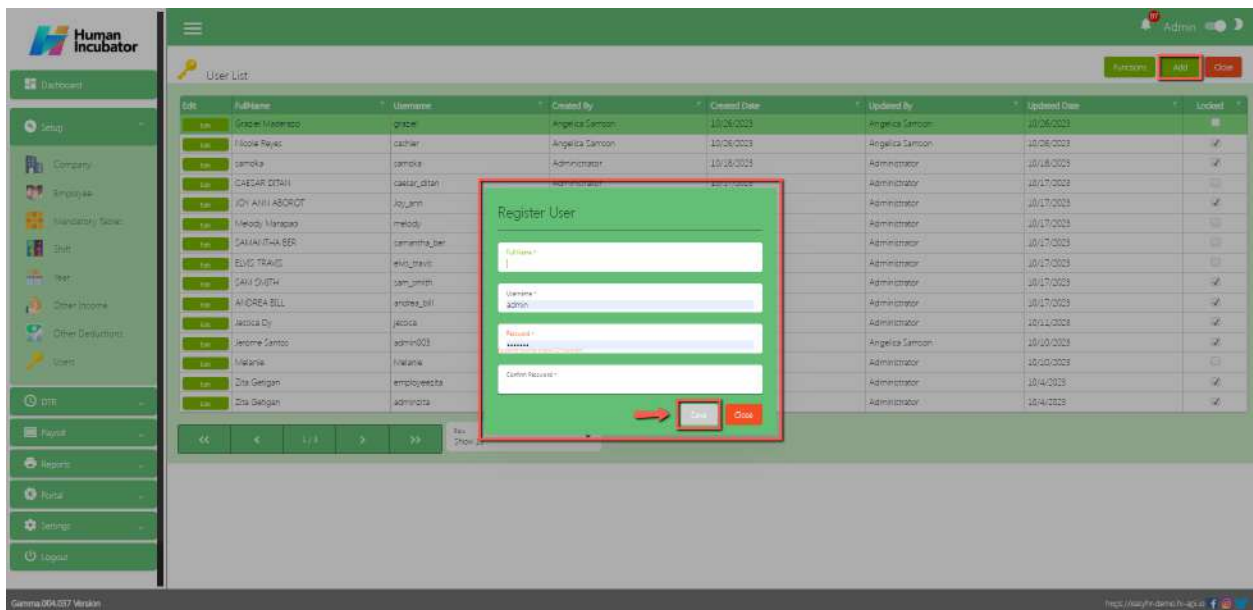
User list

- Shows all list of Users



Register User

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

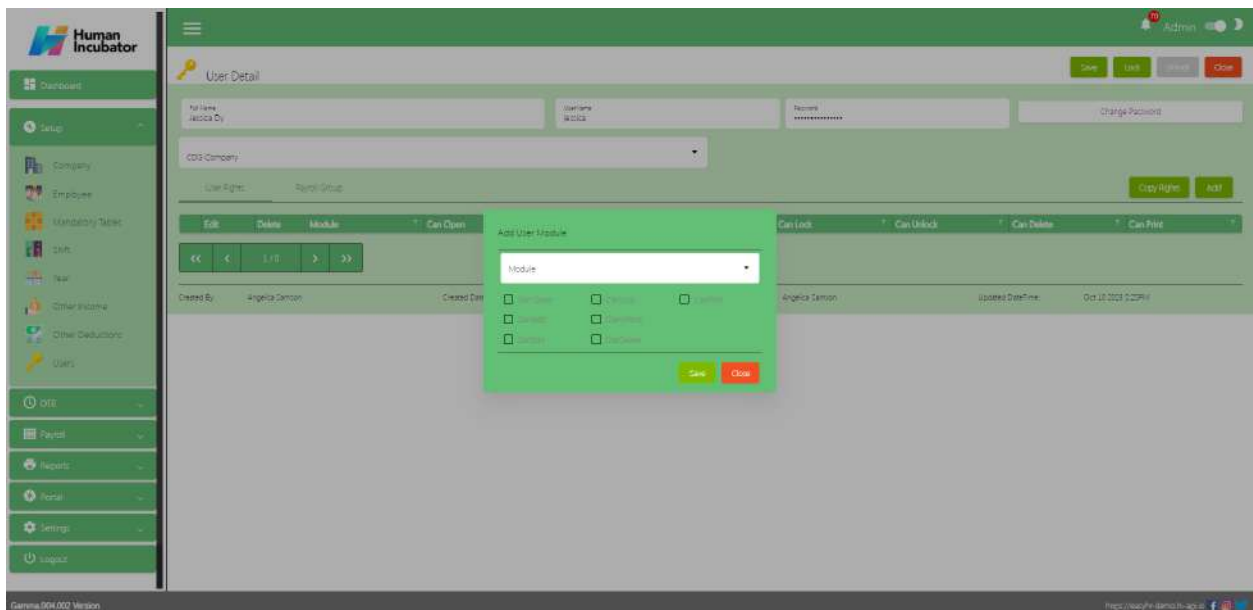


User Detail

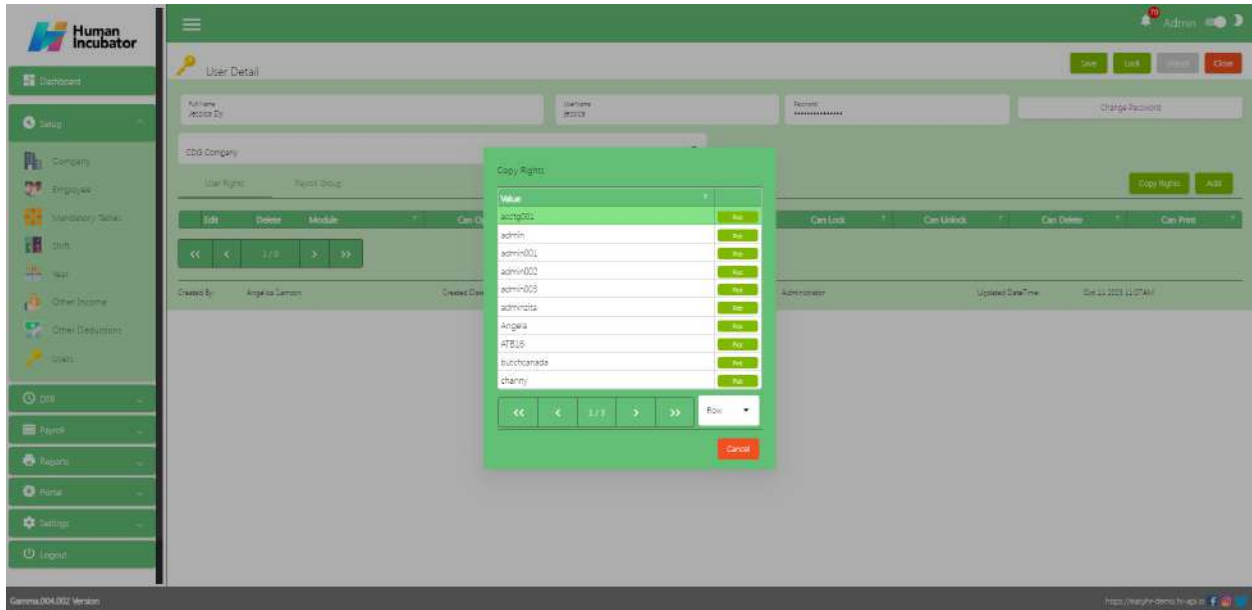
- Click **Edit** button to add the user rights of employee
- There are 2 tabs in user detail
 - User Rights and Payroll Group

User Rights

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

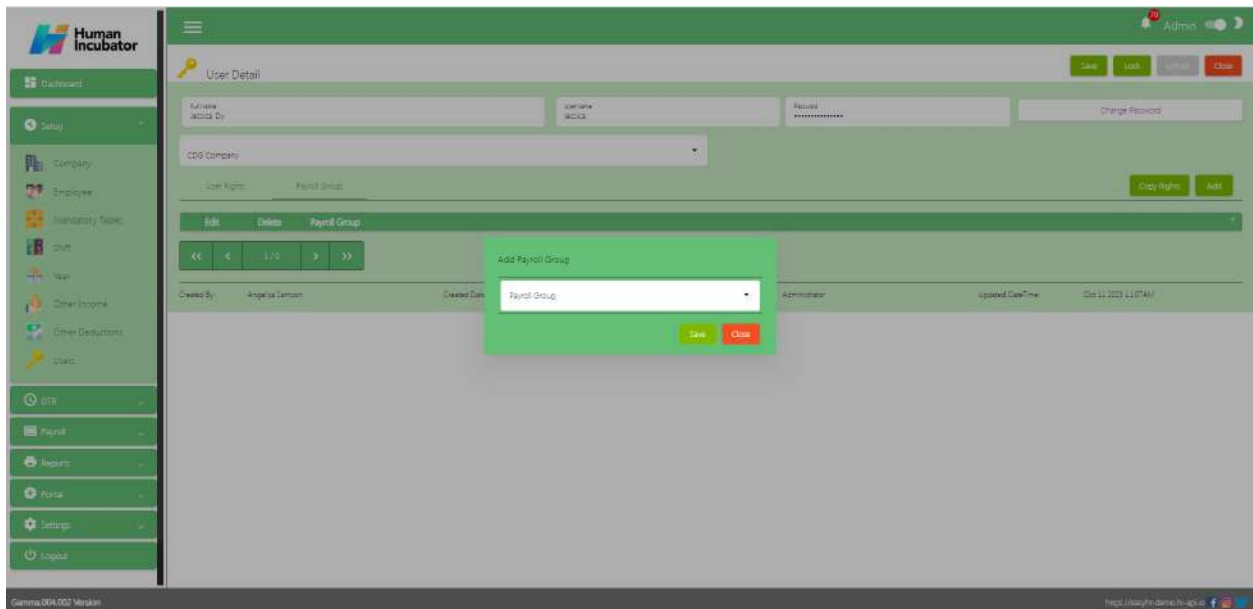


- Click **Copy Rights** button to copy the rights of employee
 - Select the User need to copy rights
 - Click **Pick** button to add in table



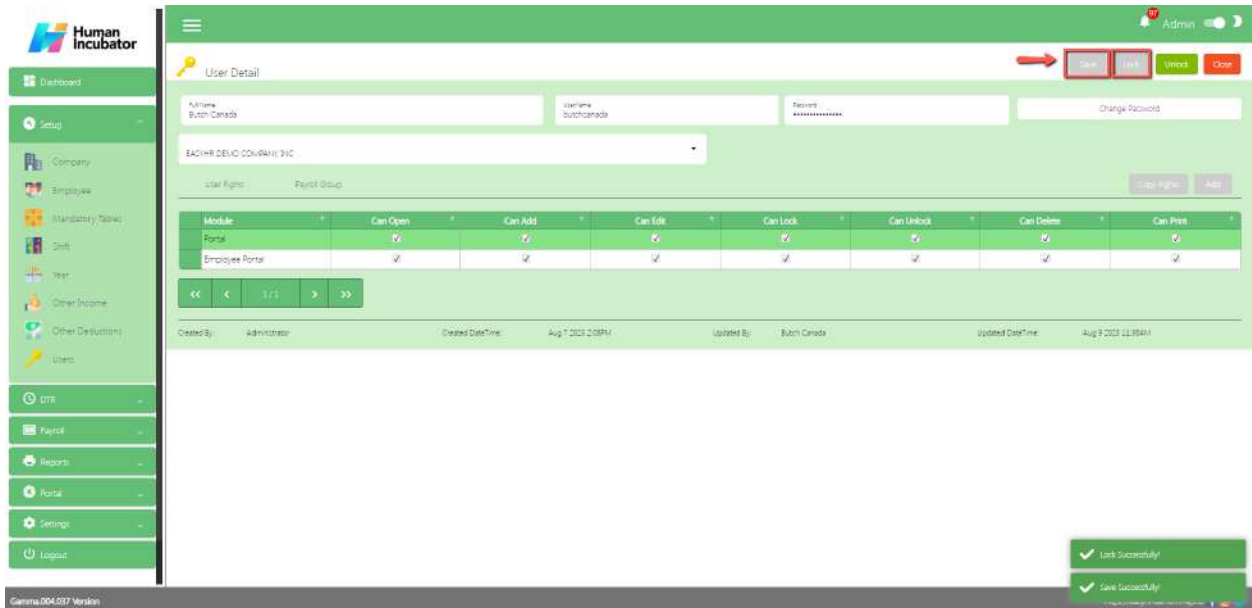
Payroll Group

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



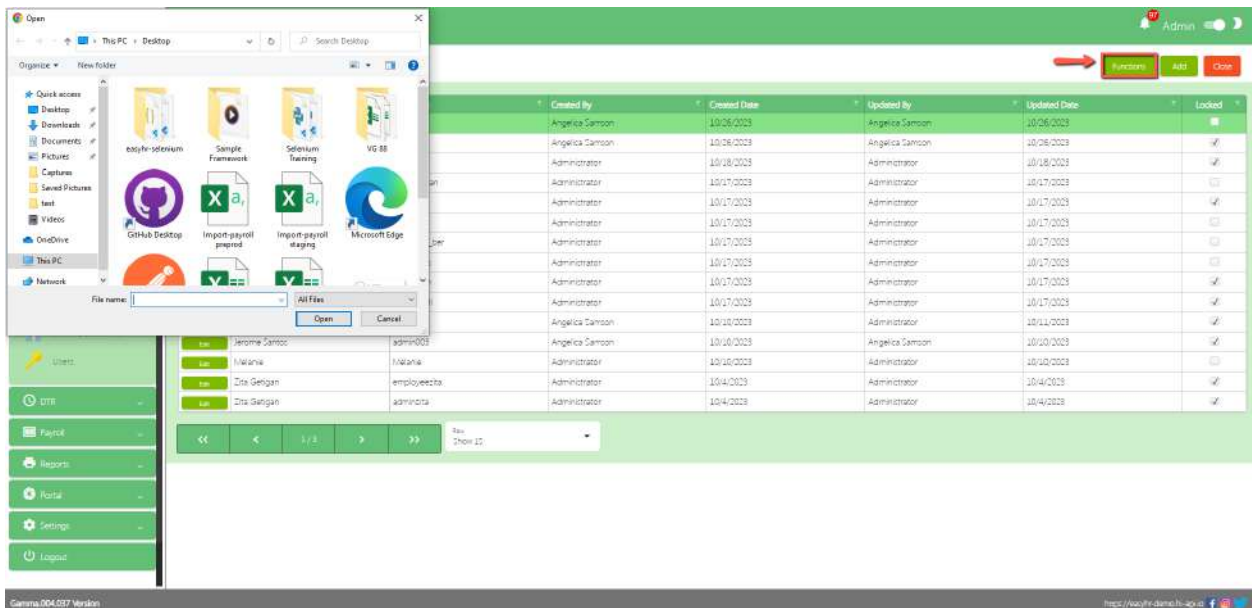
Save/Lock

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



Upload User

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



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

The screenshot shows the 'Human Incubator' application interface. On the left is a sidebar with navigation options: Dashboard, Setup, Company, Employee, Mandatory Social, Shift, Year, Other Income, Other Deductions, Users, PDR, Payroll, Reports, Portal, Settings, and Logout. The main area displays a 'User List' table. A modal dialog box is overlaid on the table, featuring a text input field containing the word 'User', a red arrow pointing to the 'Copy User Rights' button, and a 'Close' button. The table below has the following data:

Edit	FullName	Username	Created By	Created Date	Updated By	Updated Date	Locked
	Crizon Matoraso	crizon	Angelica Samson	10/06/2023	Angelica Samson	10/06/2023	
	Flora Reyes	cazhar	Administrator	10/08/2023	Administrator	10/08/2023	
	Samoka	samoka	Administrator	10/17/2023	Administrator	10/17/2023	
	CAESAR DITAH	caesar_ditan	Administrator	10/17/2023	Administrator	10/17/2023	
	JOY ANH ABOROG	joy_anh	Administrator	10/17/2023	Administrator	10/17/2023	
	Melody Manacao	melody	Administrator	10/17/2023	Administrator	10/17/2023	
	SALAI IMA BEE	samima_bee	Administrator	10/17/2023	Administrator	10/17/2023	
	ELVIG TRAVIS	elvig_travis	Administrator	10/17/2023	Administrator	10/17/2023	
	SAYU GUTTA	say_sayumi	Administrator	10/17/2023	Administrator	10/17/2023	
	ANDREA BILL	andrea_bill	Administrator	10/17/2023	Administrator	10/17/2023	
	Jessica Dy	jessica	Administrator	10/11/2023	Administrator	10/11/2023	
	Jerome Santos	admin003	Administrator	10/03/2023	Angelica Samson	10/03/2023	
	Melania	melania	Administrator	10/03/2023	Administrator	10/03/2023	
	Zita Geligan	employeezita	Administrator	10/4/2023	Administrator	10/4/2023	
	Zita Geligan	adminzita	Administrator	10/4/2023	Administrator	10/4/2023	

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

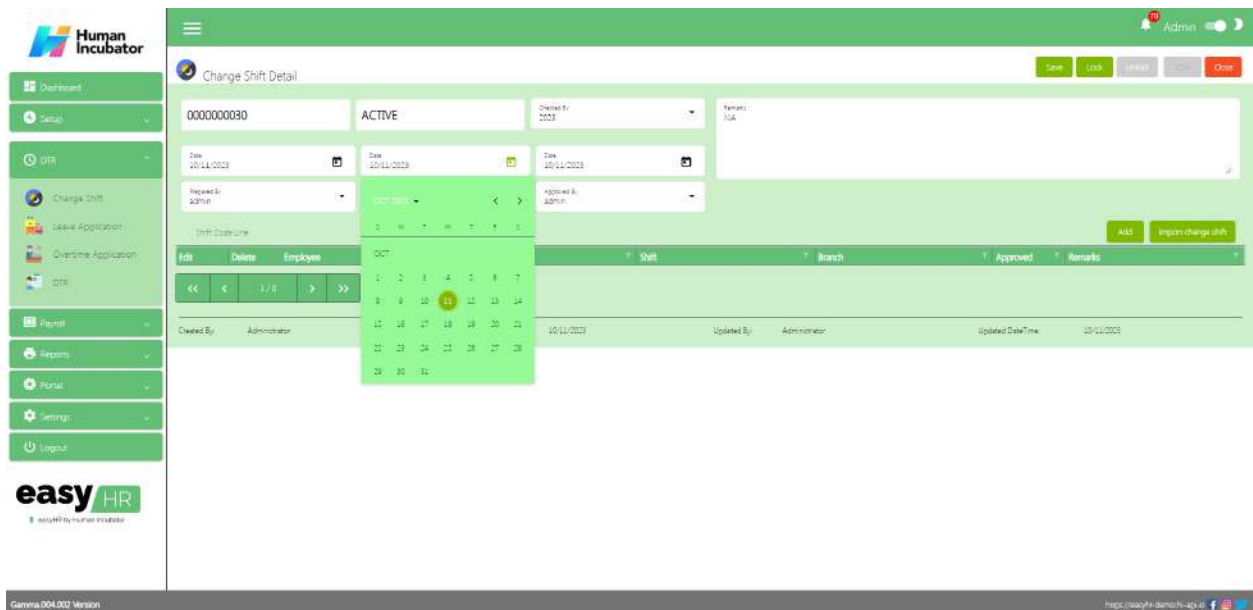
Change shift List

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

Edit	Delete	CS No.	Date	Year	Remarks	Prepared By	Locked
		0000000007	11/23/2023	2023	N/A	Administrator	
		0000000008	11/01/2023	2023	Nov 1 - 15, 2023	Administrator	
		0000000005	11/20/2023	2023	Cut-off November 15-20, 2023	Administrator	
		0000000003	10/23/2023	2023	Change Shift Cut-off October 16-21, 2023	Administrator	
		0000000002	10/17/2023	2023	N/A	Administrator	
		0000000001	10/12/2023	2023	N/A	Administrator	
		0000000000	10/11/2023	2023	N/A	Administrator	
		0000000009	10/10/2023	2023	N/A	Administrator	
		0000000008	10/9/2023	2023	Cut-off October 1-10, 2023	Angelica Camson	
		0000000006	10/6/2023	2023	Cut-off October 1-10, 2023	Angelica Camson	
		0000000002	10/6/2023	2023	N/A	Angelica Camson	
		0000000004	10/5/2023	2023	N/A	Administrator	
		0000000001	10/4/2023	2023	N/A	Administrator	
		0000000000	10/4/2023	2023	for demo	Administrator	
		0000000019	10/4/2023	2023	for demo	Administrator	

Change Shift Detail

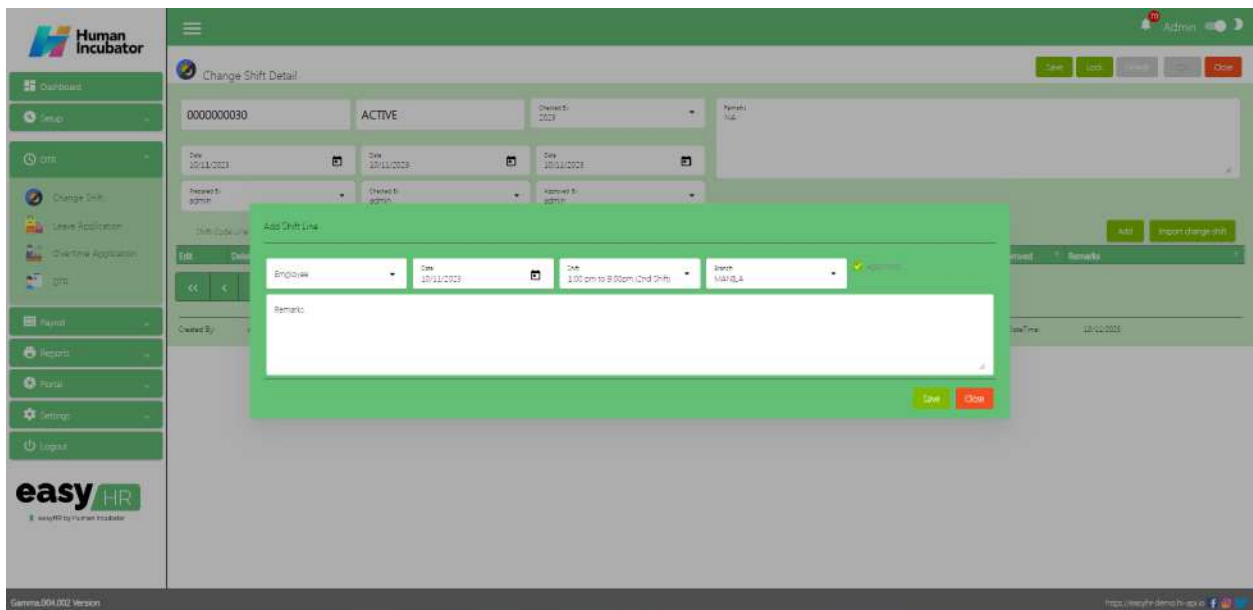
- To **Add** a new change shift detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Change Shift detail like:
 - Select Date Start
 - Select Date End
 - Input Remarks
 - Select Prepared By
 - Select Check By
 - Select Approved By



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

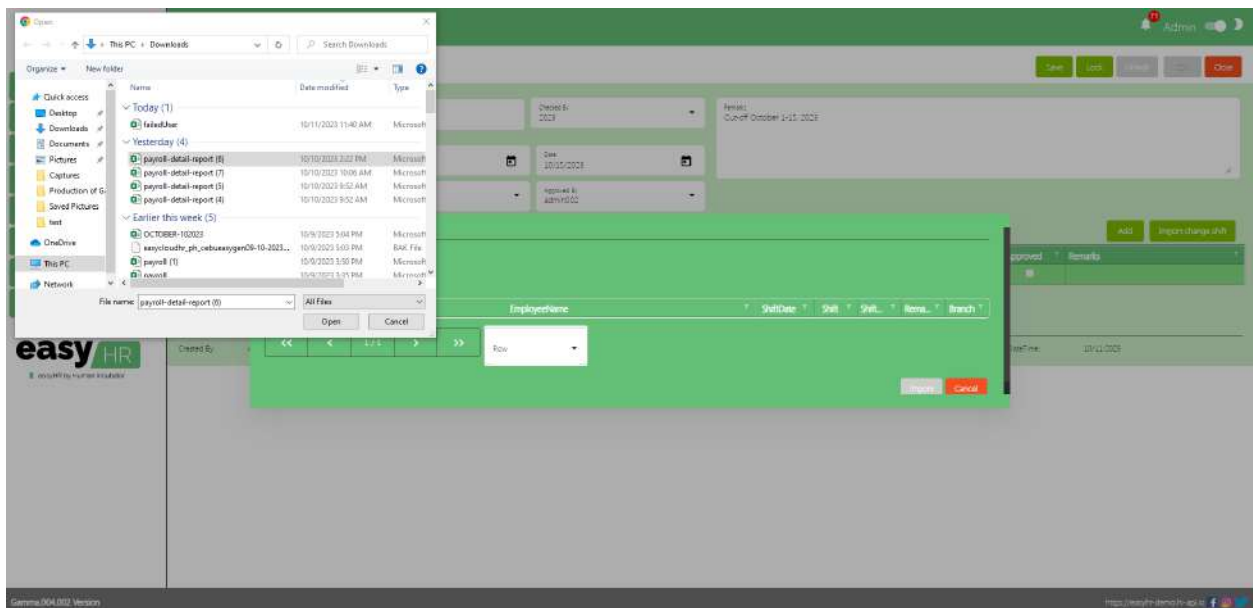
Add Change Shift Manually

- 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

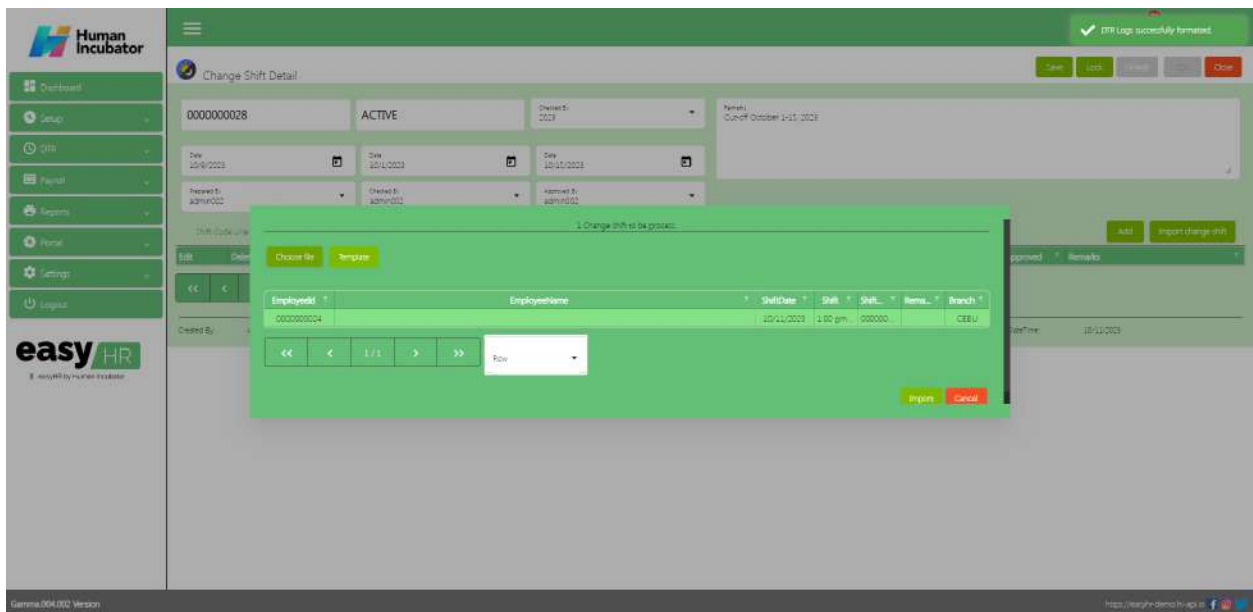


Import Change Shift

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

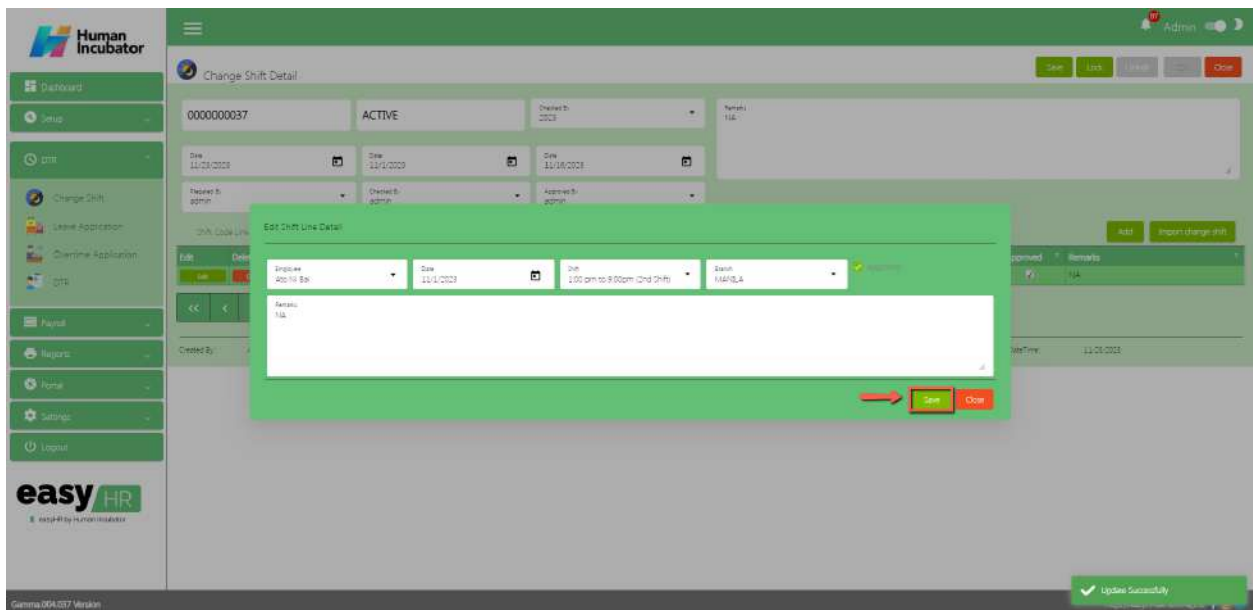


- Click **Import** button to add in the shift code line



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.

The screenshot displays the 'Change Shift Detail' interface in the Human Incubator HR system. The main content area includes a form with the following fields:

- Employee ID: 0000000037
- Status: ACTIVE
- Created By: 0023
- Branch: NA
- Date Range: 11/29/2023 to 11/18/2023
- Requested By: admin
- Checked By: admin
- Approved By: admin

Below the form is a table with the following data:

Employee	Date	Shift	Branch	Approved	Remarks
Alo Ni Ew	11/11/2023	2:00 pm to 9:00pm Otd Shift	MANILA		NA

The page also features a sidebar with navigation options: Dashboard, Setup, DTR, Change Shift, Leave Application, OverTime Application, DTR, Payroll, Reports, Portal, Settings, and Logout. At the bottom right, there are two green success messages: 'Lock Successfully' and 'Save Successfully'. The footer shows 'Gemma.004.027 Version'.

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

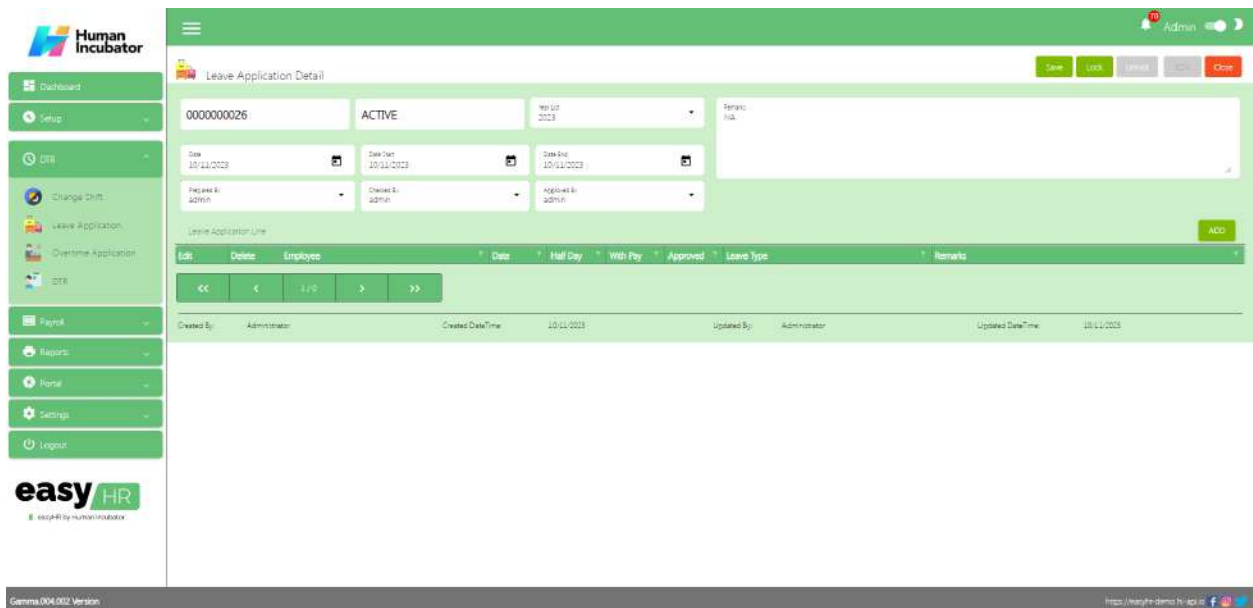
- Shows all list of Leave Application setup per cut off
- Select Payroll Group

Edit	Delete	LA No.	Date	Year	Remarks	Prepared By	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000029	11/01/2023	2023	Cut-off November 15-30, 2023	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000028	10/28/2023	2023	Leave Application Cut-off October 16-31, 2023	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000027	10/29/2023	2023	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000026	10/20/2023	2023	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000025	10/9/2023	2023	Cut-off September 1-15, 2023	Angela Camson	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000024	10/6/2023	2023	Cut-off August 1-15, 2023	Angela Camson	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000020	10/4/2023	2023	for demo	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000019	10/4/2023	2023	NA	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000018	8/21/2023	2023	NA	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000011	8/9/2023	2023	for DEHQ	Beverly Culenculen	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000005	8/9/2023	2023	August 1 to 10 2023 For demo Batch	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000002	8/1/2023	2023	7/16/2023 to 7/19/2023 For product demo purposes	Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000001	8/1/2023	2023	7/1/2023 to 7/15/2023 For product demo purposes	Administrator	<input checked="" type="checkbox"/>

Leave Application Detail

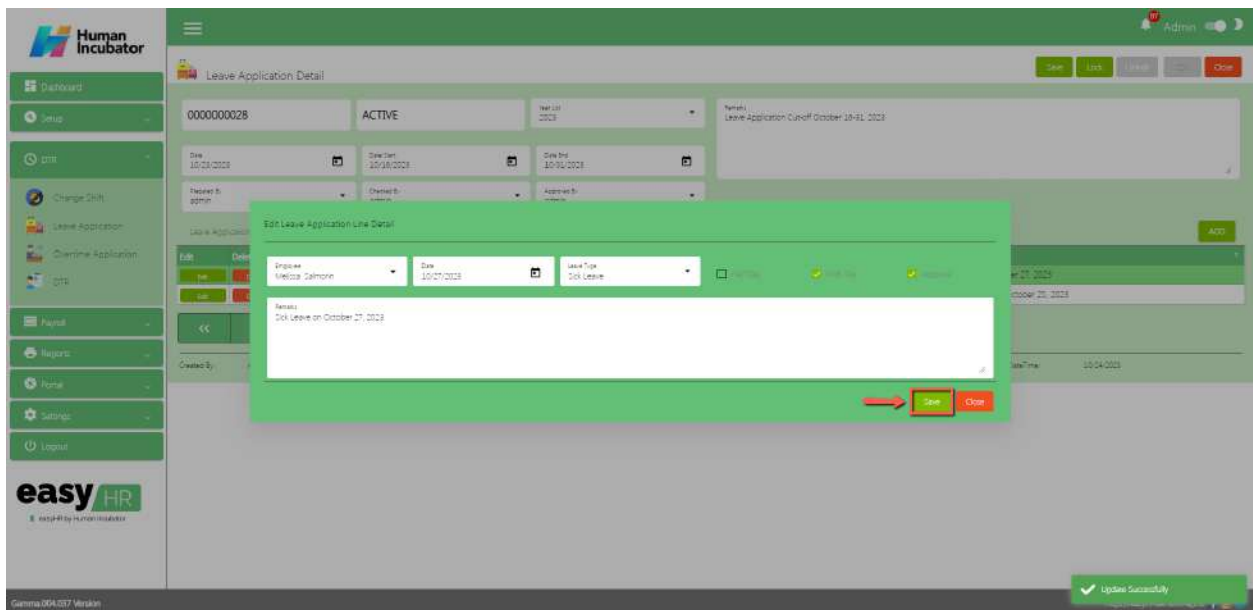
- To **Add** a new Leave Application detail, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Leave Application detail like:
 - Select Date Start
 - Select Date End
 - Input Remarks
 - Select Prepared By
 - Select Check By
 - Select Approved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

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



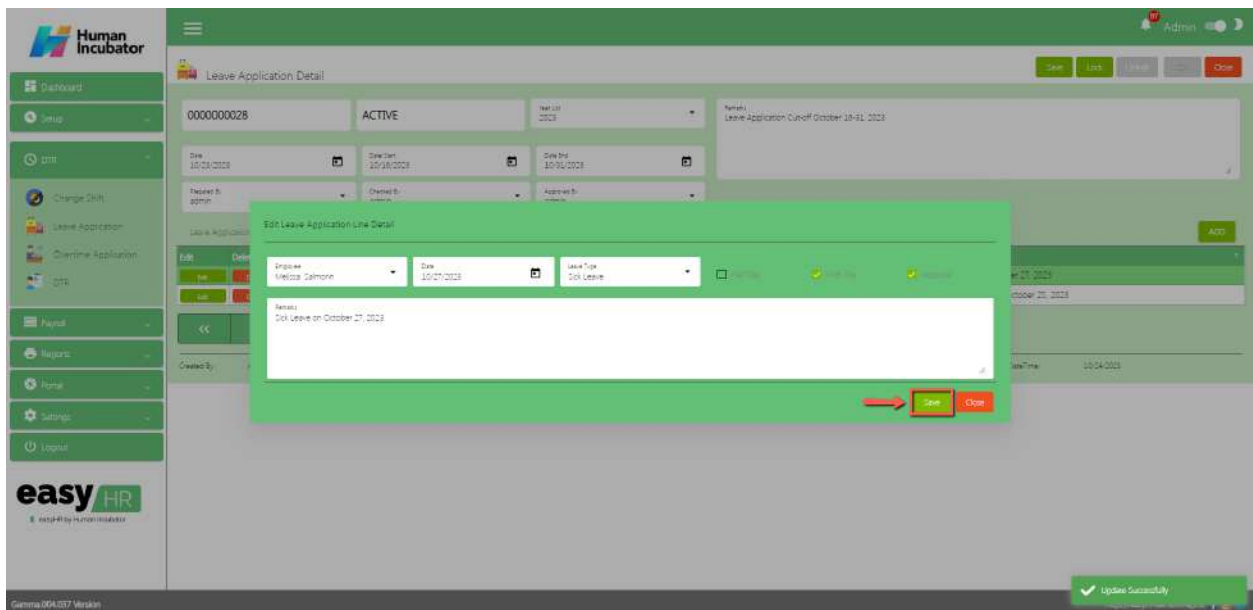
Add Leave Application Manually

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



Approved Leave Application

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



Save/Lock

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

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

The screenshot shows the 'Leave Application Detail' page in the Human Incubator HR system. The page is divided into a sidebar on the left and a main content area. The sidebar contains navigation options: Dashboard, Setup, DTR, Change Shift, Leave Application, Overtime Application, DTR, Payroll, Reports, Portal, Settings, and Logout. The main content area displays the details of a leave application for employee Melisa Salmorin. The application ID is 0000000028, and the status is ACTIVE. The application was created on 10/28/2023 and is approved by Admin. The leave type is Sick Leave, and the date is 10/27/2023. The table below shows the leave application details:

Employee	Date	Half Day	With Pay	Approved	Leave Type	Remarks
Melisa Salmorin	10/27/2023				Sick Leave	Sick Leave on October 27, 2023
Nicody Amantas Naraño NA	10/25/2023				Vacation Leave	Vacation Leave on October 25, 2023

At the bottom right of the page, there are two green confirmation boxes: 'Lock Successfully' and 'Save Successfully'. The page footer shows the version number: Camms.004.027 Version.

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

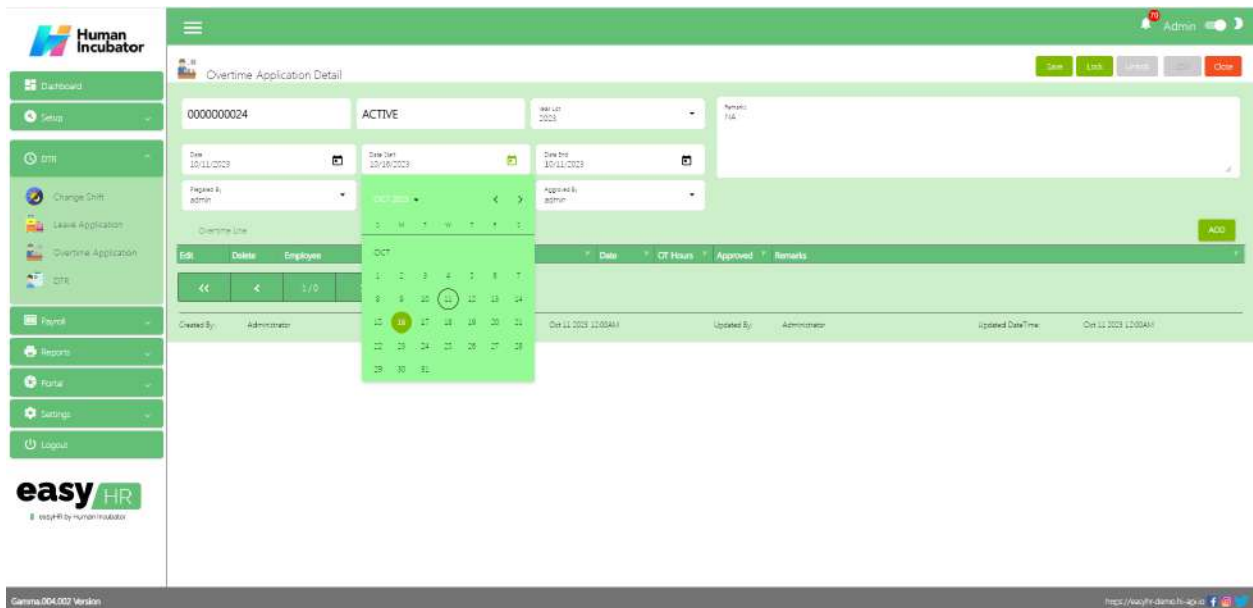
Overtime Application List

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

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	N/A	Administrator	
		0000000020	10/4/2023	2023	for demo	Administrator	
		0000000019	10/4/2023	2023	for demo	Administrator	
		0000000016	9/8/2023	2023	N/A	Administrator	
		0000000013	8/9/2023	2023	for DEMO	Beverly Culaculan	
		0000000020	8/9/2023	2023	August 16 to 31, 2023 For demo Batch	Administrator	
		0000000004	8/2/2023	2023	SAMPLE DEMO	Administrator	
		0000000002	8/2/2023	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	

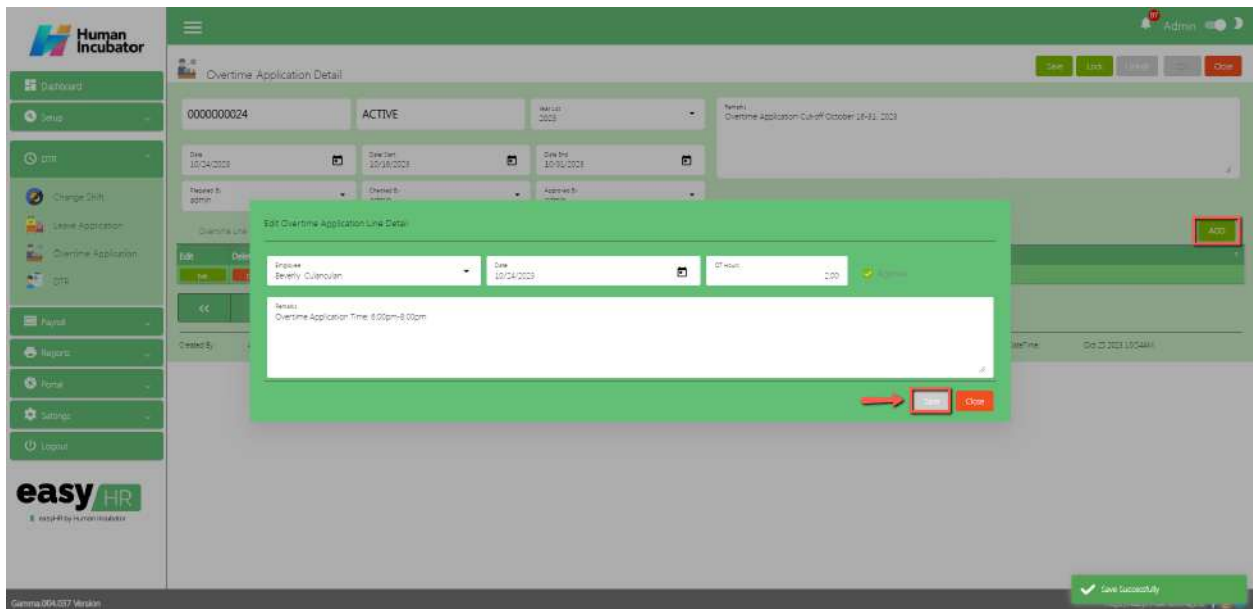
Overtime Application Detail

- 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



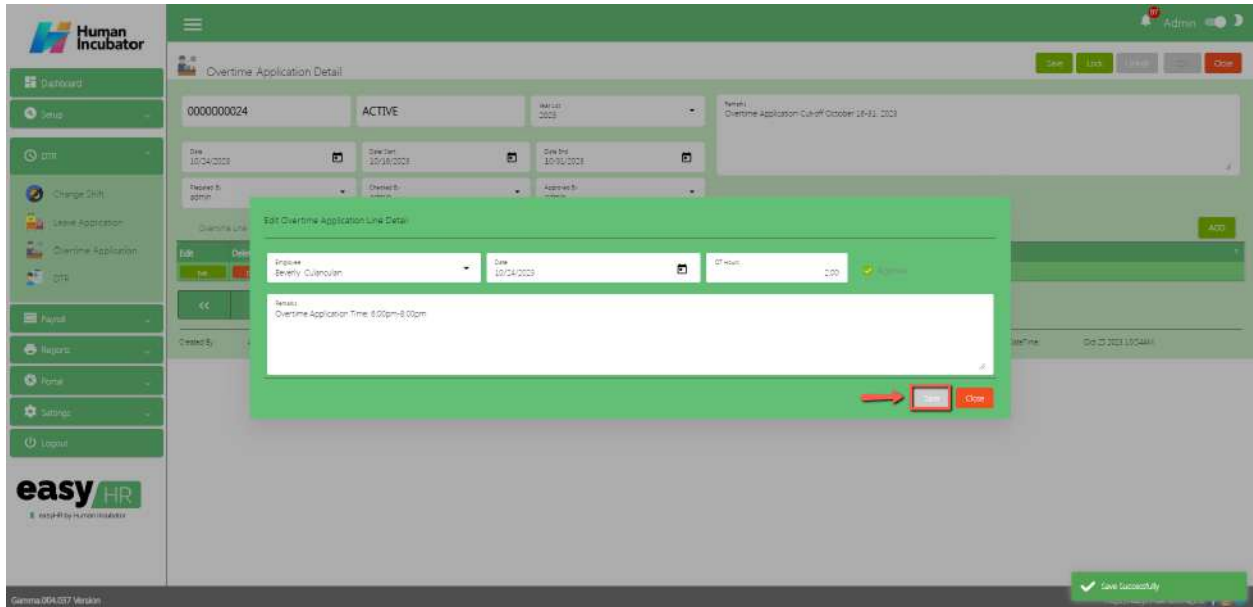
Add Overtime Application Manually

- 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.

The screenshot displays the 'Overtime Application Detail' interface in the Human Incubator system. The main content area shows the application details for employee Beverly Cuanhulan, including the application date (10/24/2023), status (ACTIVE), and Overtime Hours (2). The interface includes a sidebar with navigation options such as Dashboard, Setup, DTR, Payroll, and Reports. At the bottom right, there are two green buttons: 'Lock Successfully' and 'Save Successfully'.

Employee	Date	Overtime Hours	Approved	Remarks
Beverly Cuanhulan	10/24/2023	2		Overtime Application Time: 6:00pm-8:00pm

Created By: Administrator | Created DateTime: Oct 24 2023 11:03AM | Updated By: Administrator | Updated DateTime: Oct 25 2023 1:02AM

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

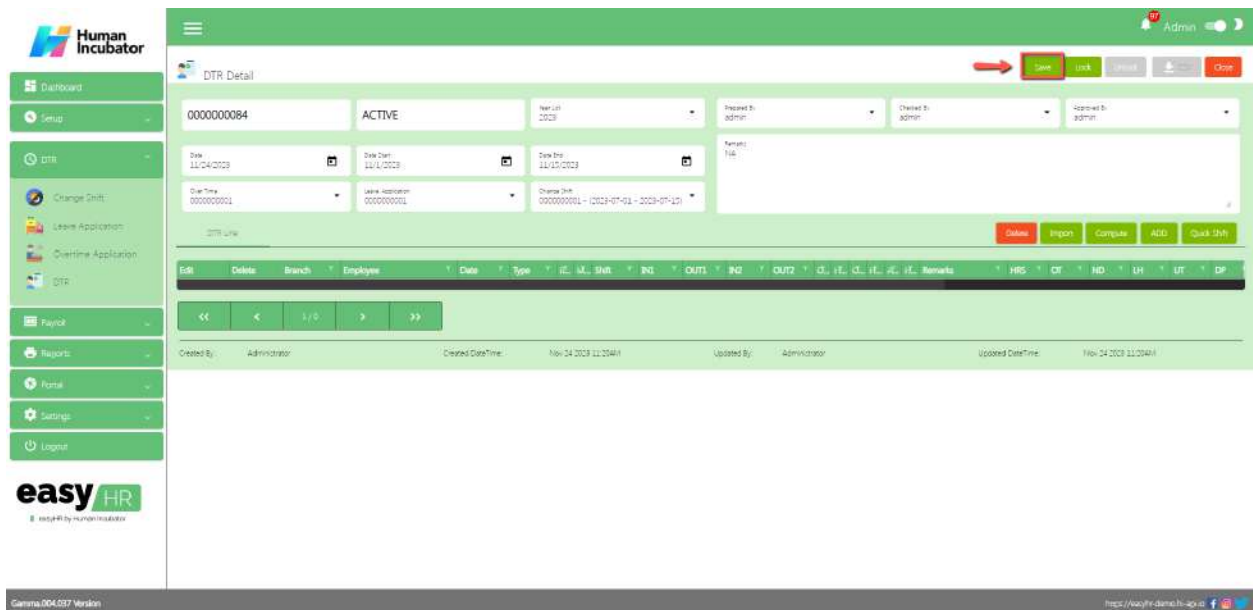
DTR List

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

Edit	Delete	DTR No.	Date	Year	Date Start	Date End	Remarks	Prepared By	Locked
Edit	Delete	0000000083	11/25/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000082	11/23/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000081	11/23/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000080	11/23/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000079	11/23/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000078	11/22/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000077	11/21/2023	2023	11/1/2023	11/15/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000076	11/20/2023	2023	11/1/2023	11/15/2023	Cue-off November 26-30, 2023	admin	<input type="checkbox"/>
Edit	Delete	0000000074	11/16/2023	2023	11/1/2023	11/15/2023	November 1-15, 2023	admin	<input type="checkbox"/>
Edit	Delete	0000000073	10/25/2023	2023	10/16/2023	10/18/2023	DTR October 16-18, 2023	admin	<input type="checkbox"/>
Edit	Delete	0000000072	10/25/2023	2023	10/25/2023	10/25/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000071	10/25/2023	2023	10/25/2023	10/25/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000070	10/25/2023	2023	10/25/2023	10/25/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000069	10/24/2023	2023	10/16/2023	10/20/2023	N/A	admin	<input type="checkbox"/>
Edit	Delete	0000000068	10/24/2023	2023	10/1/2023	10/15/2023	N/A	admin	<input type="checkbox"/>

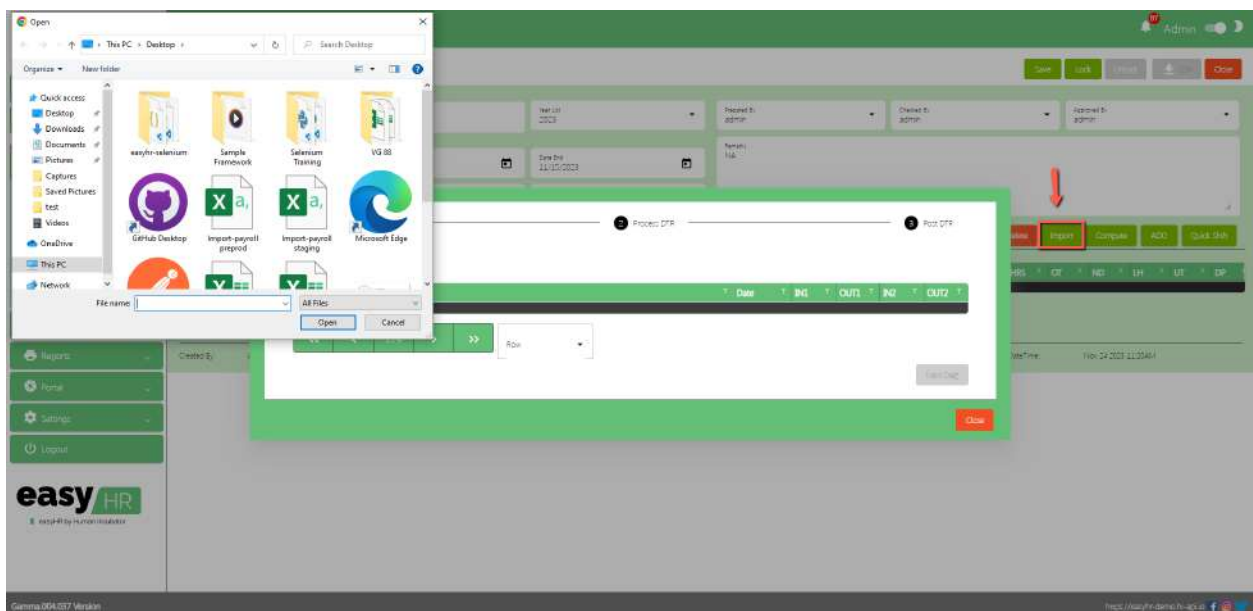
DTR Detail

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



Import DTR

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



Human Incubator

DTR Detail

000000084

Step 1: Import Raw Log | Step 2: Process DTR | Step 3: Post DTR

Import DTR Log

Branch	Employee	Date	IN1	OUT1	IN2	OUT2
MANILA	Reyes, David	11/02/2023				
MANILA	Reyes, David	11/03/2023				
MANILA	Reyes, David	11/04/2023				
MANILA	Reyes, David	11/05/2023				
MANILA	Reyes, David	11/06/2023				
MANILA	Reyes, David	11/07/2023				
MANILA	Reyes, David	11/08/2023				

Next Step

Human Incubator

DTR Detail

000000084

Step 1: Import Raw Log | Step 2: Process DTR | Step 3: Post DTR

Post Raw Log

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 for employee ID 000000056. A modal window titled 'Add DTR Line' is open, displaying a table of employees for selection. The table has columns for ID, Biometric ID, Full Name, Position, Branch, and Department.

ID	Biometric ID	Full Name	Position	Branch	Department
000	000	Melissa Samson	ASSOCIATE	CEBU	ADM (H)
001	001	Layla Santos	ASSOCIATE	CEBU	ADM (H)
33076	8787	Lyla A Santos L23	ASSOCIATE	MAHILA	ADM (H)
000000004	000000004	App 1) Ba	ASSOCIATE	CEBU	IT DEPARTMENT
0017	0017	Oriston Jake Alder	ASSOCIATE	CEBU	ADM (H)
000000006	000000006	Josel Vilana	ASSOCIATE	CEBU	IT DEPARTMENT

The screenshot shows the 'DTR Detail' page for employee ID 000000084. The main table displays DTR logs with columns for Date, Type, IN, OUT, and Remarks. A red arrow points to the 'ADD' button in the table's action column.

ID	Delete	Branch	Employee	Date	Type	IN	OUT	Remarks	HRS	OT	ND	LT	UT	DT
000	Delete	CEBU	Bai Ato N	11/1/2023	REGULA	9:00 AM	12:00 AM	NA	8	0	0	0	0	461
001	Delete	CEBU	Bai Ato N	11/2/2023	SPECIAL	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
002	Delete	CEBU	Bai Ato N	11/3/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
003	Delete	CEBU	Bai Ato N	11/4/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
004	Delete	CEBU	Bai Ato N	11/5/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
005	Delete	CEBU	Bai Ato N	11/6/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
006	Delete	CEBU	Bai Ato N	11/7/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
007	Delete	CEBU	Bai Ato N	11/8/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
008	Delete	CEBU	Bai Ato N	11/9/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
009	Delete	CEBU	Bai Ato N	11/10/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
010	Delete	CEBU	Bai Ato N	11/11/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
011	Delete	CEBU	Bai Ato N	11/12/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
012	Delete	CEBU	Bai Ato N	11/13/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
013	Delete	CEBU	Bai Ato N	11/14/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461
014	Delete	CEBU	Bai Ato N	11/15/2023	REGULA	9:00 AM	9:00 AM	NA	8	0	0	0	0	461

DTR Detail

ID: 000000084 | Status: ACTIVE | Ver List: 2023

Date: 11/24/2023 | Date From: 11/1/2023 | Date To: 11/17/2023

Time: 000000001 | User Application: 000000001 | Charge DTR: 000000001 - (2023-07-01 - 2023-07-15)

Buttons: Delete, Import, **Compute**, Add, Quick DTR

Edit	Delete	Branch	Employee	Date	Type	IC	IL	SNR	IN1	OUT1	IN2	OUT2	CL	IL	CL	IL	IL	Remarks	HRS	OT	ND	LH	UT	DP
11/2/2023	REGULA..	9:00AM - 10:00 AM	7:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11/2/2023	SPECIAL	9:00AM - 9:00 AM	6:00 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11/4/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11/5/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11/6/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/7/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/9/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/10/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/11/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/12/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/13/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/13/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/14/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	
11/15/2023	REGULA..	9:00AM - 9:00 AM	6:00 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54	

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.

DTR Detail

ID: 000000084 | Status: ACTIVE | Ver List: 2023

Date: 11/24/2023 | Date From: 11/1/2023 | Date To: 11/17/2023

Time: 000000001 | User Application: 000000001 | Charge DTR: 000000001 - (2023-07-01 - 2023-07-15)

Buttons: Delete, Import, **Compute**, **Save**, **Lock**, Add, Quick DTR

Branch	Employee	Date	Type	IC	IL	SNR	IN1	OUT1	IN2	OUT2	CL	IL	CL	IL	IL	Remarks	HRS	OT	ND	LH	UT	DP	BDP	PP
CEBU	Eki Atop N.	11/2/2023	REGULA..	9:00AM - 10:00 AM	7:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEBU	Eki Atop N.	11/2/2023	SPECIAL	9:00AM - 9:00 AM	6:00 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	600.00
CEBU	Eki Atop N.	11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/4/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEBU	Eki Atop N.	11/5/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEBU	Eki Atop N.	11/6/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/7/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/8/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/9/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/10/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/11/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/12/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/13/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/14/2023	REGULA..	9:00AM - 9:00 AM	6:02 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54
CEBU	Eki Atop N.	11/15/2023	REGULA..	9:00AM - 9:00 AM	6:00 PM	NA	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	461.54

Lock Successfully

Save Successfully

Section VI: Payroll

Loan

Overview

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

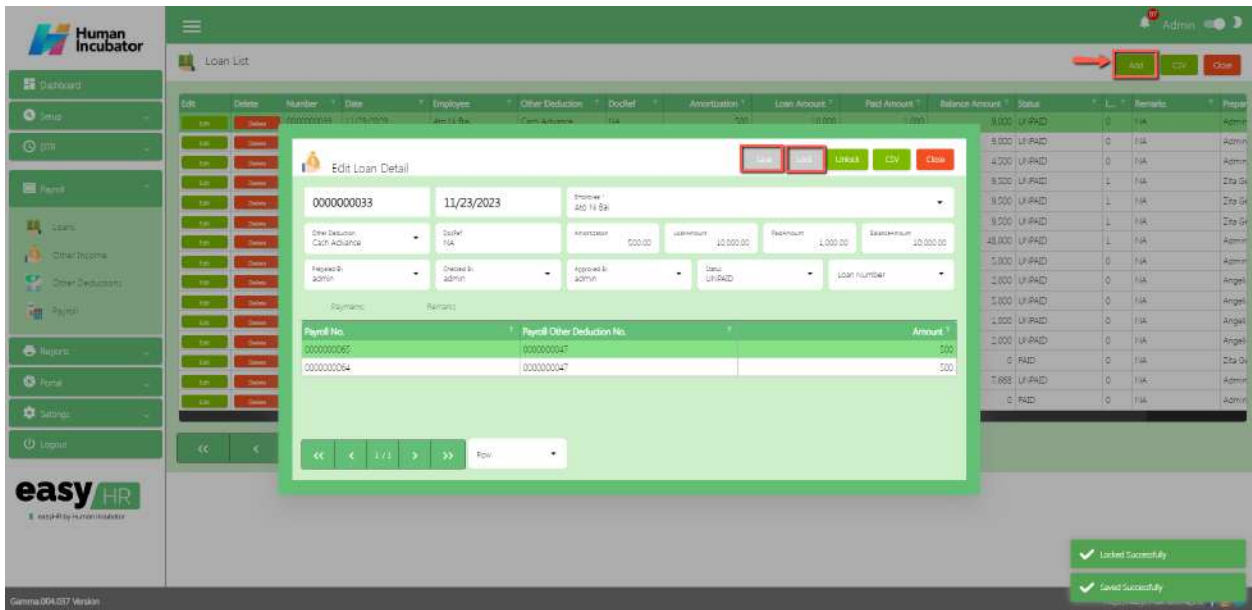
Loan List

- Shows all the list of loans for employee

Edit	Delete	Number	Date	Employee	Other Deduction	DocRef	Amortization	Loan Amount	Paid Amount	Balance Amount	Status	Remarks	Prepare	
		0000000038	11/05/2023	Ang H. Be	Cash Advance	NA	500	10,000	1,000	9,000	UNPAID	0	NA	Admin
		0000000039	10/06/2023	CAROL APOLDO DIT	Company Loan	NA	2,000	10,000	2,000	8,000	UNPAID	0	NA	Admin
		0000000091	10/26/2023	Melody Arcanas M.	Company Loan	NA	500	5,000	500	4,500	UNPAID	0	NA	Admin
		0000000030	10/24/2023	Zita Getigan	HDFC Loan	NA	500	10,000	500	9,500	UNPAID	L	NA	Zita Gi
		0000000029	10/24/2023	Zita Getigan	SSS Calamity Loan	NA	500	10,000	500	9,500	UNPAID	L	NA	Zita Gi
		0000000028	10/24/2023	Zita Getigan	SSS Salary Loan	NA	500	10,000	500	9,500	UNPAID	L	NA	Zita Gi
		0000000027	10/14/2023	Christan Jake Alizer	Salary Advance	NA	1,000	50,000	2,000	48,000	UNPAID	L	NA	Admin
		0000000026	10/10/2023	Rey Angela	Company Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Admin
		0000000025	10/9/2023	Reyec David	SSS Calamity Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Angel
		0000000024	10/9/2023	Jake Chan	SSS Calamity Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Angel
		0000000023	10/8/2023	Reyec David	Company Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Angel
		0000000022	10/8/2023	Rey Angela	SSS Calamity Loan	NA	500	5,000	0	5,000	UNPAID	0	NA	Angel
		0000000021	10/4/2023	Zita Getigan	Salary Advance	NA	2,000	8,000	0	8,000	UNPAID	0	NA	Zita Gi
		0000000020	10/4/2023	Meliza Salomon	MPL	NA	852	8,000	852	7,148	UNPAID	0	NA	Admin
		0000000019	10/4/2023	Meliza Salomon	Company Loan	NA	400	7,000	7,400	0	PAID	0	NA	Admin

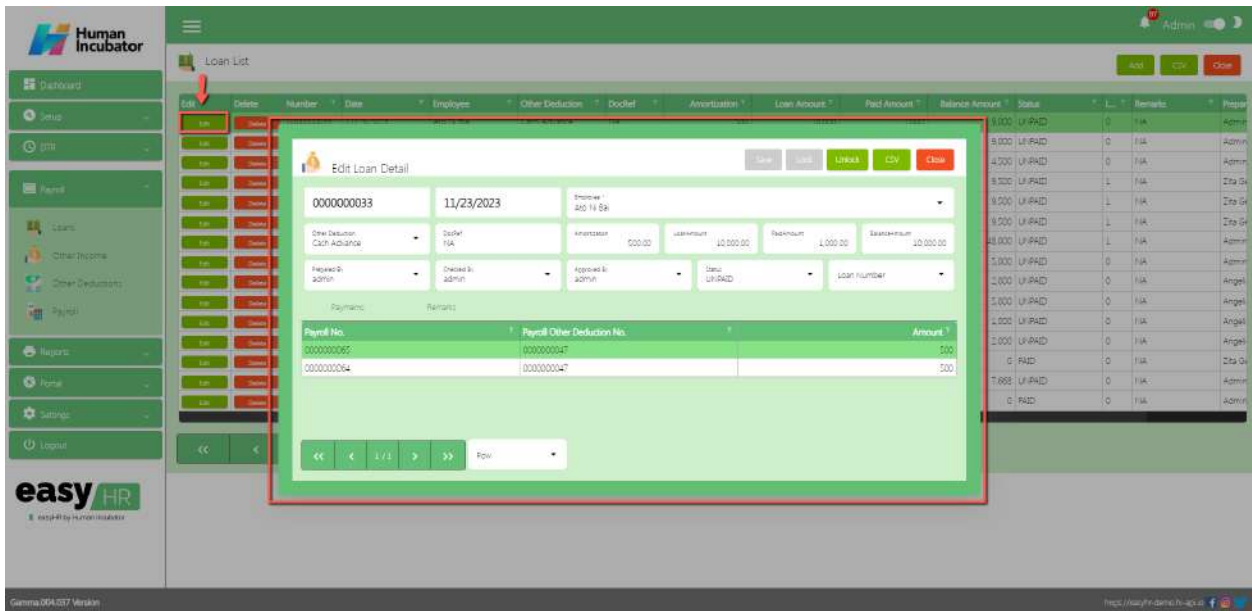
Loan Detail

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



Show Loan Detail

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



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	PrepareBy	CheckedBy	ApprovedBy	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	PayrollNumber
1	2	8/2/2023	Lyla A Santos	MPL	NA	500 NA	7000	1500	5500	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/10/2023	
2	2	8/2/2023	Lyla A Santos	MPL	NA	500 NA	7000	1500	5500	UNPAID	Angelica Samson	Angelica Samson	Angelica Samson	Angelica Samson	8/2/2023	Angelica Samson	8/10/2023	
3	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	
4	5	8/10/2023	Ato Ni Bai	SSS Salary Loan	NA	500 NA	15000	1500	13500	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
5	5	8/10/2023	Ato Ni Bai	SSS Salary Loan	NA	500 NA	15000	1500	13500	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
6	6	8/10/2023	Demo Video	SSS Salary Loan	NA	500 For Demo Video	2000	1000	1000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/10/2023	Administrator	8/10/2023	
7	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	
8	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	
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	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	
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	1500	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	1500	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	1500	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	1500	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 Riley	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	80000	1000	79000	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	80000	1000	79000	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	80000	1000	79000	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	20000	1000	19000	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	20000	1000	19000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/24/2023	Angelica Samson	9/12/2023	
36	17	10/4/2023	Lyla 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	Lyla 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 Salmoren	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 Salmoren	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	PrepareBy	CheckedBy	ApprovedBy	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	PayrollNumber	DeductionNumber
3	8/7/2023	Butch Calzeda	SSS Calamity Loan	NA	500 NA		15000	0	15000	UNPAID	Administrator	Administrator	Administrator	Administrator	8/7/2023	Administrator	8/8/2023		

Other Income

Overview

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

Payroll Other Income List

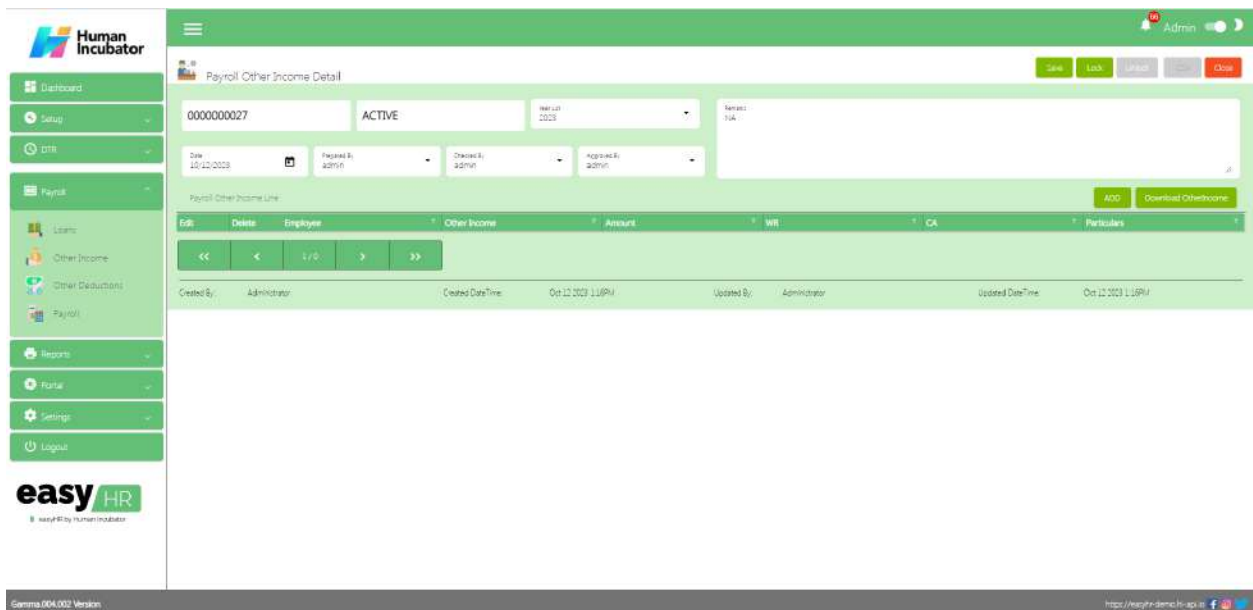
- Shows all list of Payroll Other Income
- Select Payroll Group

The screenshot displays the 'Payroll Other Income List' interface. The table contains the following data:

Edit	Delete	PI No.	Date	Year	Remarks	Prepared By	Locked
<input type="checkbox"/>	<input type="checkbox"/>	0000000000	11/03/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000034	11/20/2023	2023	Transportation Allowance	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000033	11/7/2023	2023	Other Income Cutoff October 16-31, 2023	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000032	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000031	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000030	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000029	11/6/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000028	10/18/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000027	10/17/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000026	10/12/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000025	10/10/2023	2023	N/A	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000024	10/9/2023	2023	For demo	Angelica Camson	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000023	10/9/2023	2023	For demo	Angelica Camson	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000022	10/9/2023	2023	N/A	Angelica Camson	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000021	10/9/2023	2023	N/A	Angelica Camson	<input type="checkbox"/>

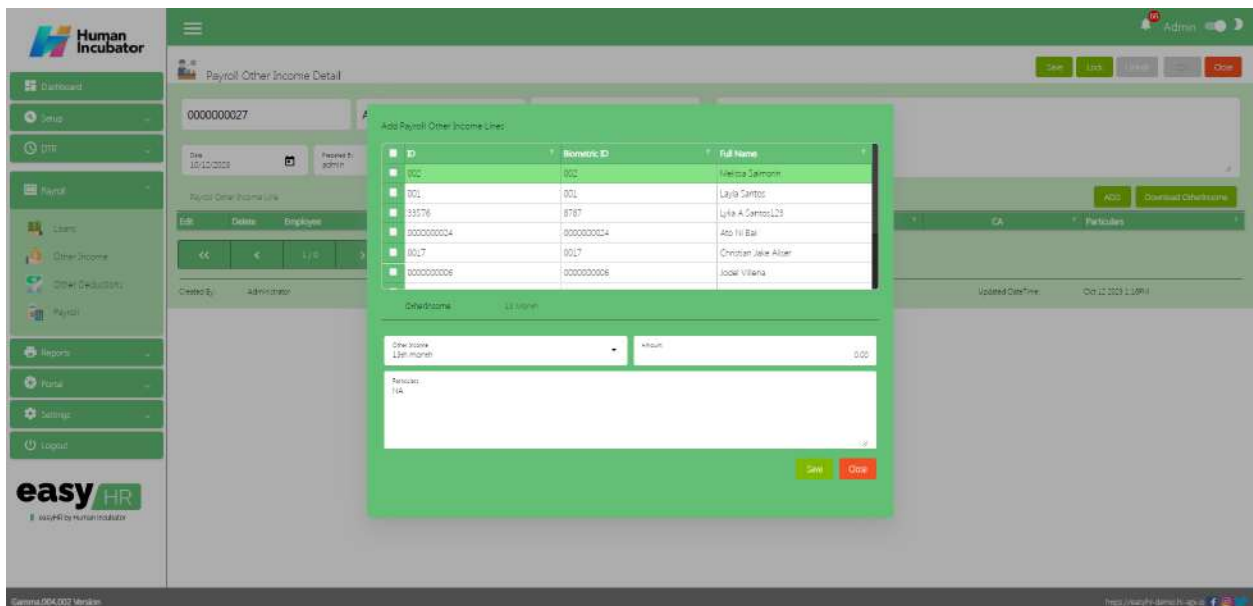
Payroll Other Income Detail

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

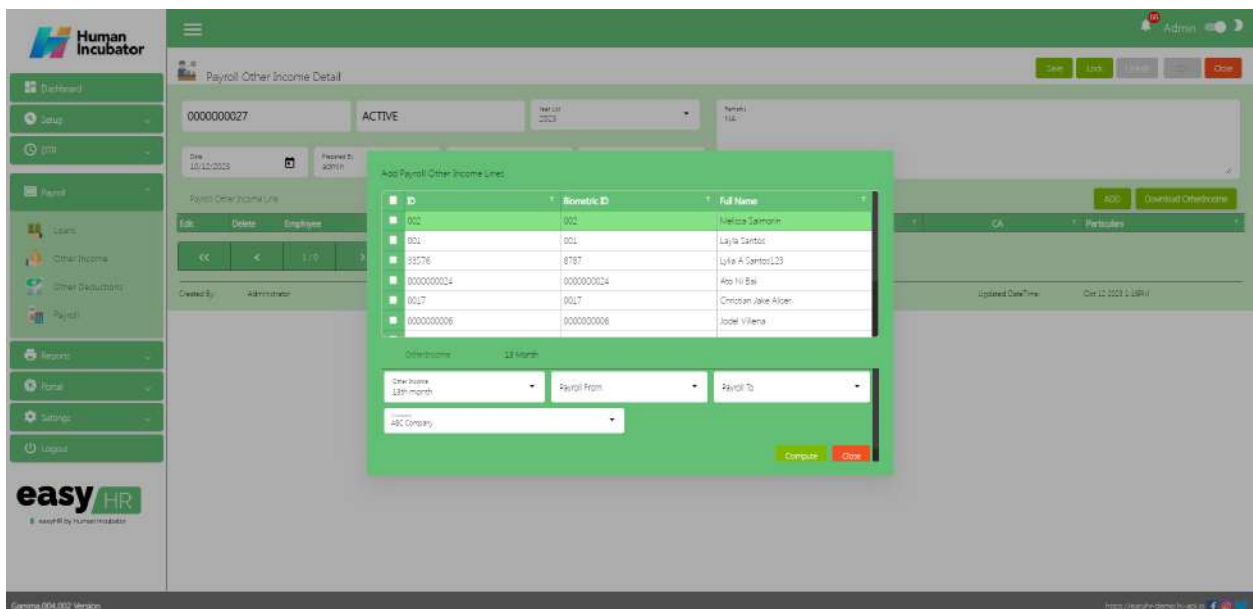


Add Payroll Other Income Lines

- 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

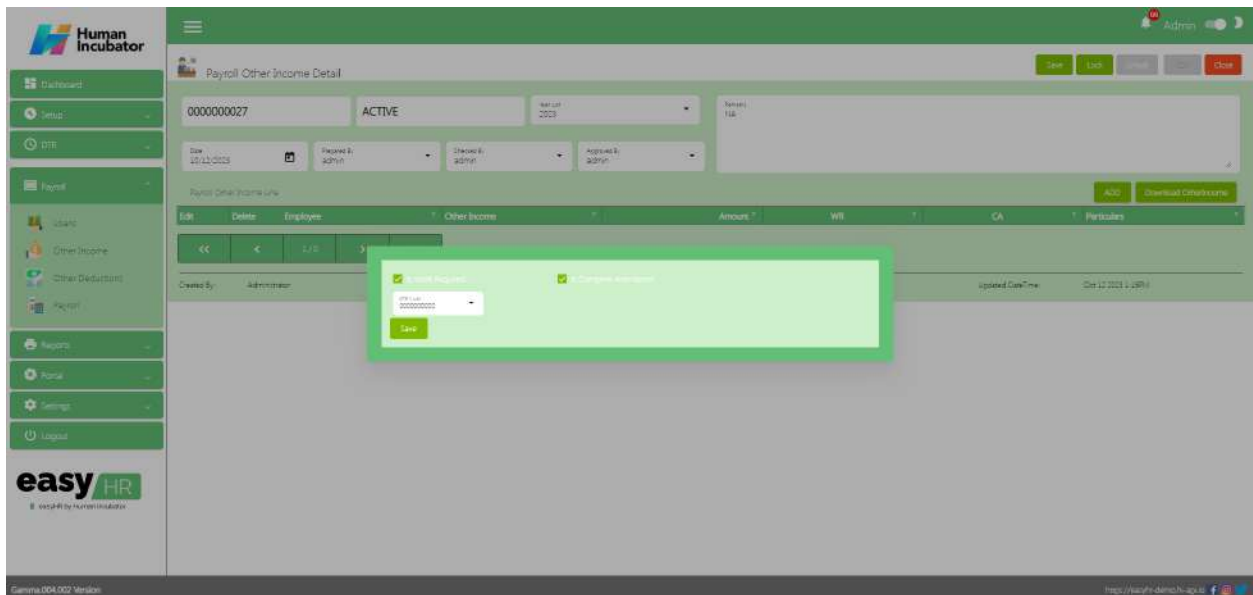


- In **13th Month** tab there are important fields need and select
 - Select 13th Month
 - Select Payroll From
 - Select Payroll To
 - Select Company
 - Click **Compute** button to compute the 13th month



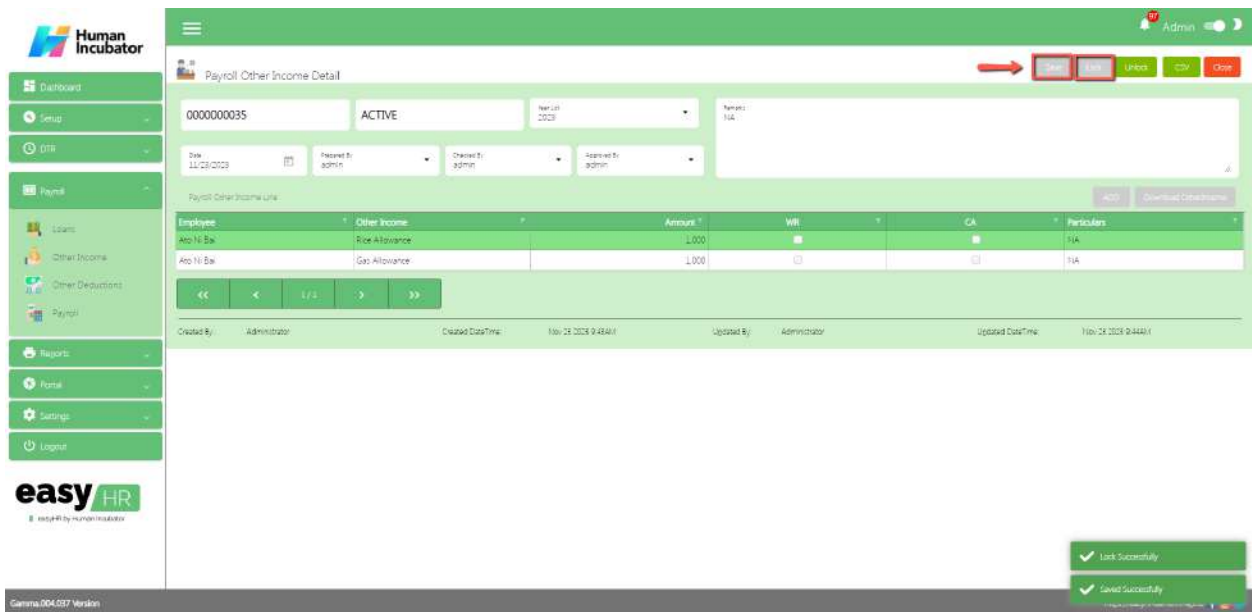
Download Other Income

- 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



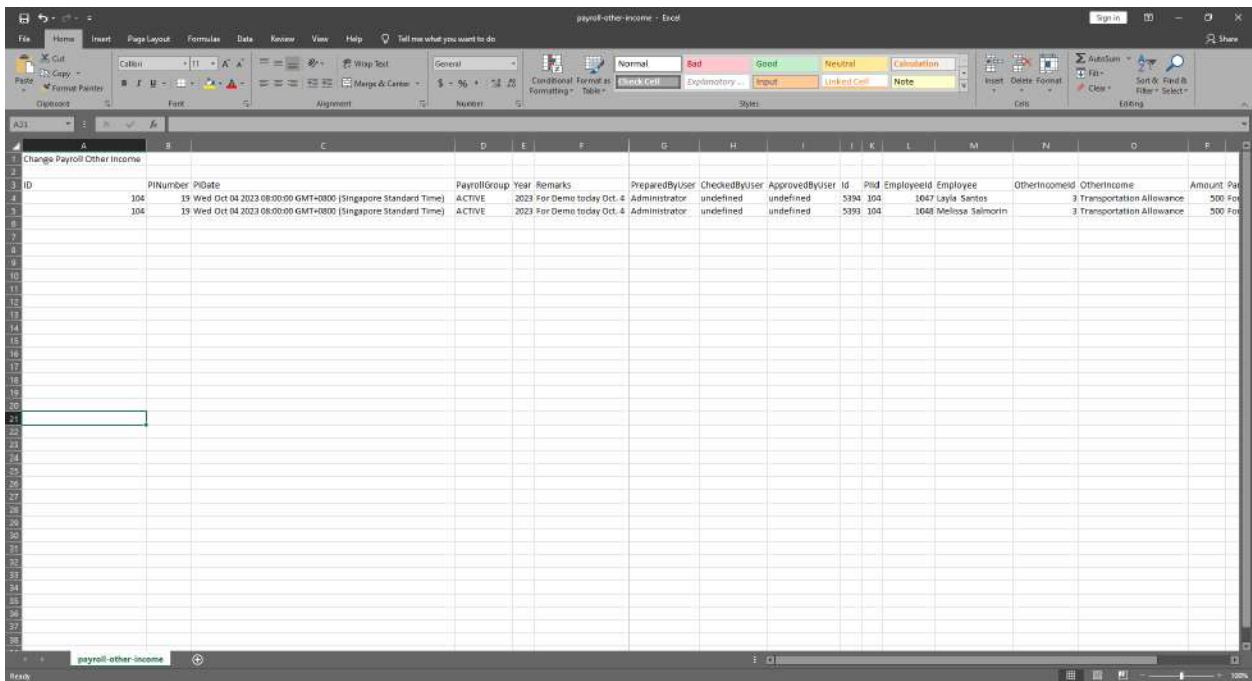
Save/Lock

- 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.



Download CSV In Payroll Other Income Detail

- Click the CSV button to download the CSV file



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

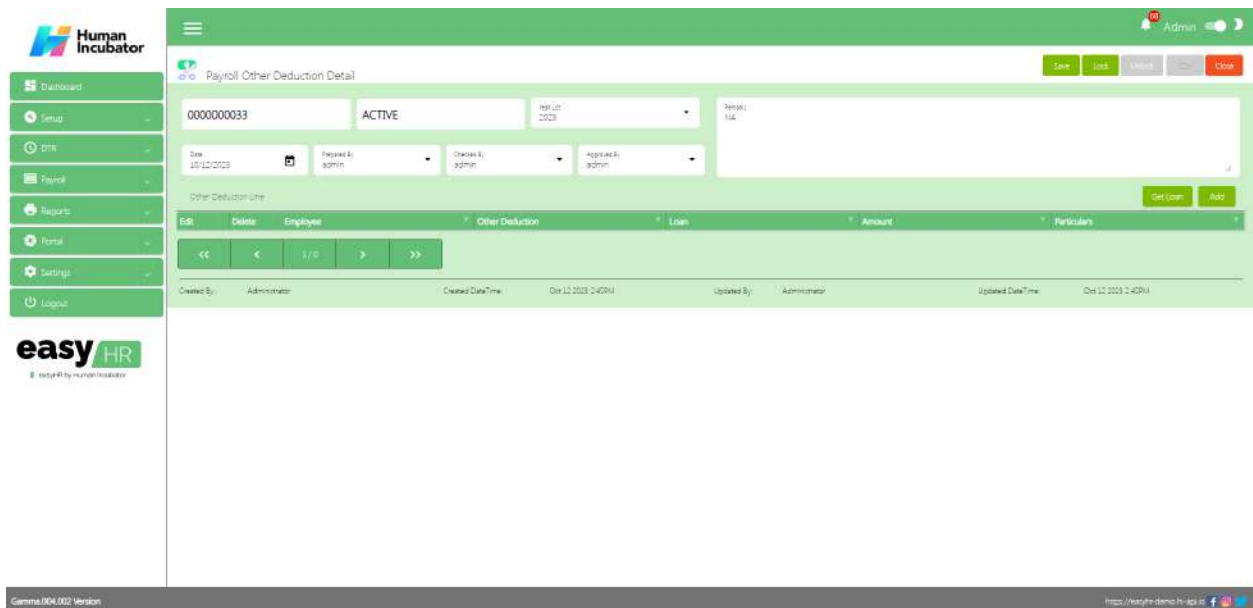
- Shows all the list of Payroll Other Deduction
- Select Payroll Group

The screenshot displays the 'Payroll Other Deduction List' interface. The table contains the following data:

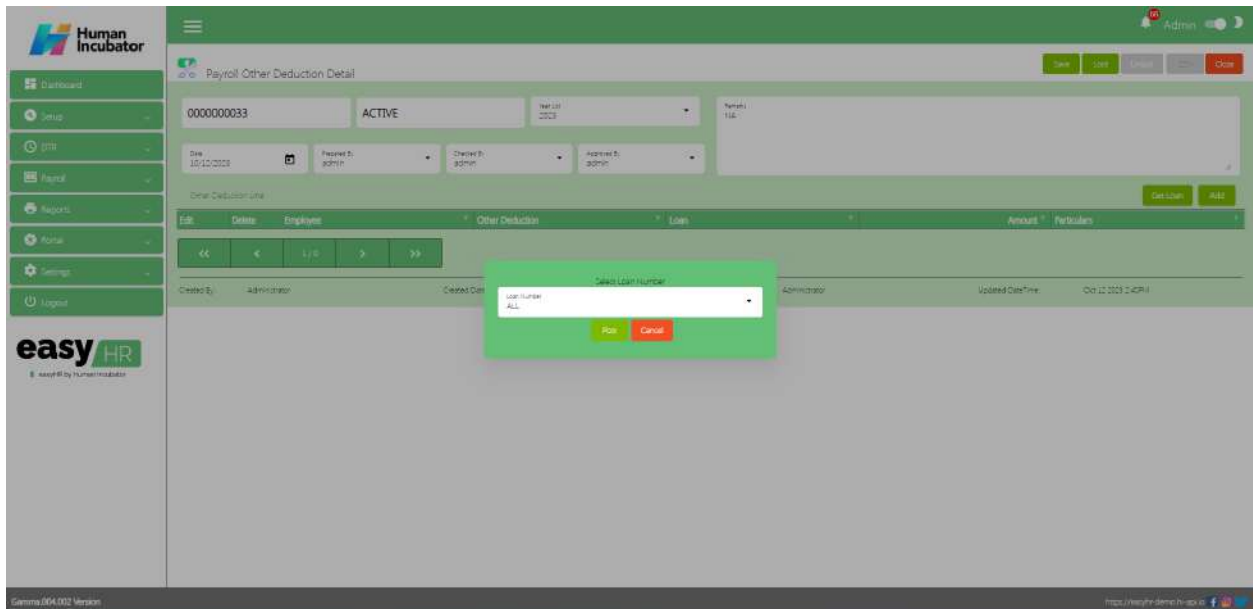
Edit	Delete	PD No.	Date	Year	Remarks	Prepared By	Locked
		0000000047	11/23/2023	2023	N/A	Administrator	
		0000000048	11/10/2023	2023	N/A	Administrator	
		0000000049	11/10/2023	2023	N/A	Administrator	
		0000000044	11/7/2023	2023	Other Deduction Cus-Off October 16-31, 2023	Administrator	
		0000000043	11/7/2023	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	

Payroll Other Deduction Detail

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



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



The screenshot shows the 'Payroll Other Deduction Detail' interface. At the top, there are fields for ID (0000000033), status (ACTIVE), and month (March 2023). Below this is a table of 'Other Deduction Line' items:

Edit	Delete	Employee	Other Deduction	Loan	Amount	Particulars
		Melissa Salmorin	MPL	0000000020	552	HA
		Melissa Salmorin	Company Loan	0000000019	450	HA
		Layla Santos	MPL	0000000018	810	HA
		Layla Santos	Company Loan	0000000017	510	HA
		Angelica Samson	MPL	0000000016	450	HA
		Ato H Bae	Company Loan	0000000014	500	HA
		Ato H Bae	000 Salary Loan	0000000005	500	HA
		Burch Cafada	000 Salary Loan	0000000004	300	HA
		Burch Cafada	000 Calamity Loan	0000000003	500	HA
		Beverly Cullancian	Salary Advance	0000000001	859.39	HA

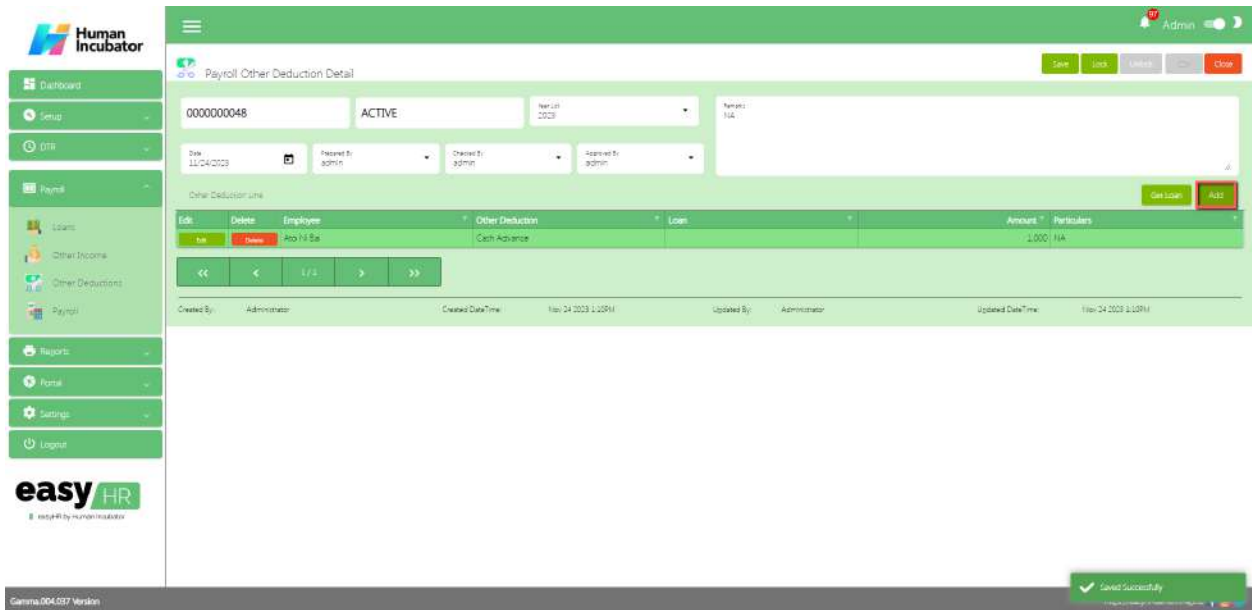
At the bottom of the table, there are navigation arrows and a status bar showing 'Created By: Administrator', 'Created DateTime: Oct 12 2023 2:40PM', 'Updated By: Administrator', and 'Updated DateTime: Oct 12 2023 2:40PM'. The 'Add' button is visible in the top right of the table area.

- 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

The screenshot shows the 'Add Payroll Other Deduction Line' modal form. The form fields are as follows:

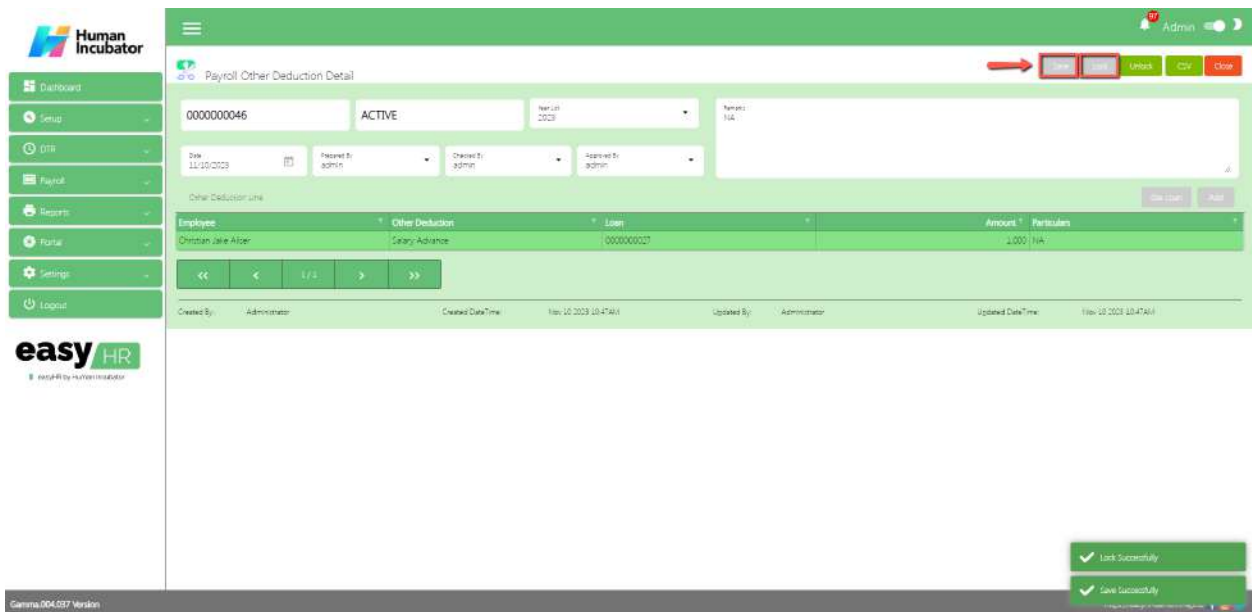
- Employee: Burch Cafada
- Other Deduction: Company Loan
- Loan Loan Number: [empty]
- Amount: 10,000.00
- Remarks: HA

At the bottom of the modal, there are 'Save' and 'Close' buttons.



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.



Payroll

Overview

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

Payroll List

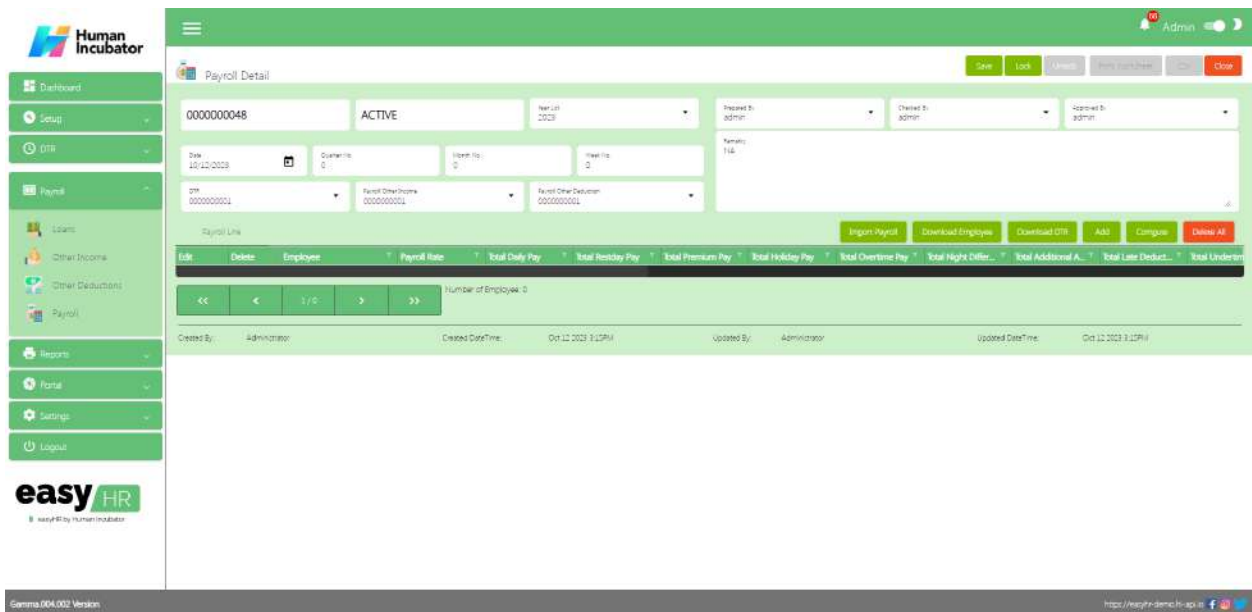
- Shows all the list of Payroll
- Select Payroll Group

The screenshot displays the 'Payroll List' interface. On the left, a sidebar menu includes 'Dashboard', 'Setup', 'DTR', 'Payroll', 'Leave', 'Other Income', 'Other Deduction', 'Payroll', 'Report', 'Form', 'Setting', and 'Logout'. The 'Payroll' menu item is highlighted with a red box. The main content area shows a table with the following columns: Edit, Delete, Pay No., Date, Year, Remarks, Prepared By, and Locked. The table contains 15 rows of data. The 'Add' button is visible in the top right corner of the table area. The footer of the page shows 'Genara,004,017 Version' and 'http://www.hr.daneh.hr-eg.com'.

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	10/8/2023	2023	10-31	Administrator	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0000000059	11/05/2023	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"/>

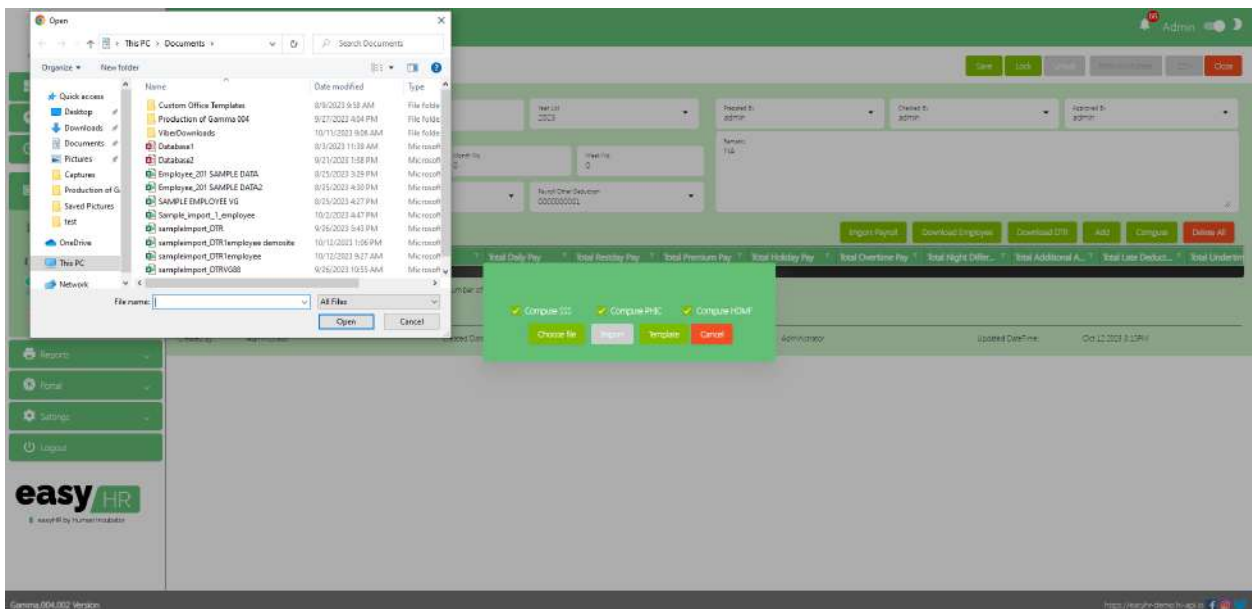
Payroll Detail

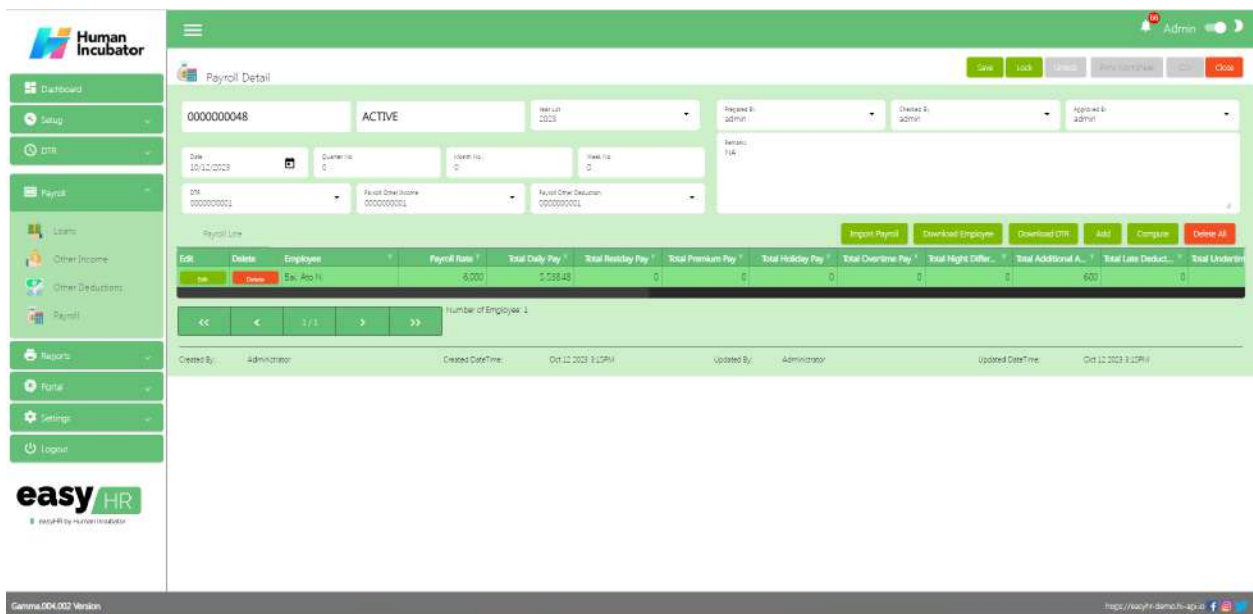
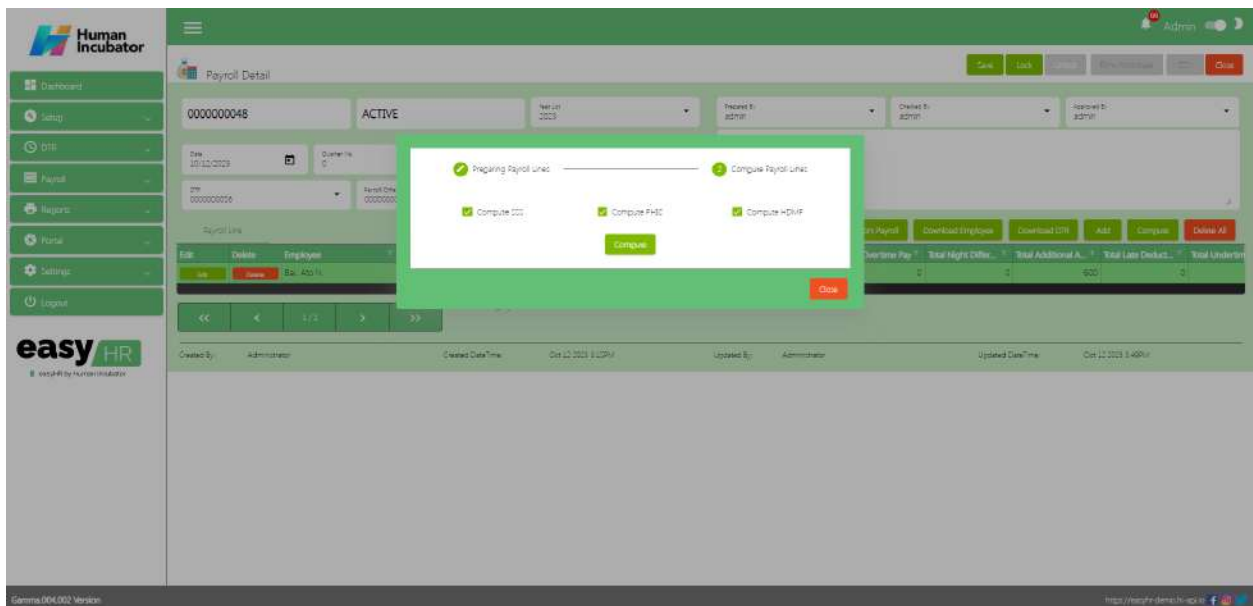
- To **Add** a new Payroll, click the **Add** button that can be seen on the right side of the screen
- Fill all the important fields in Payroll detail like:
 - Select Date
 - Input Quarter Number
 - Input Month Number
 - Input Week Number (For Weekly Salary)
 - Select DTR Number
 - Select Payroll Other 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





Download Employee

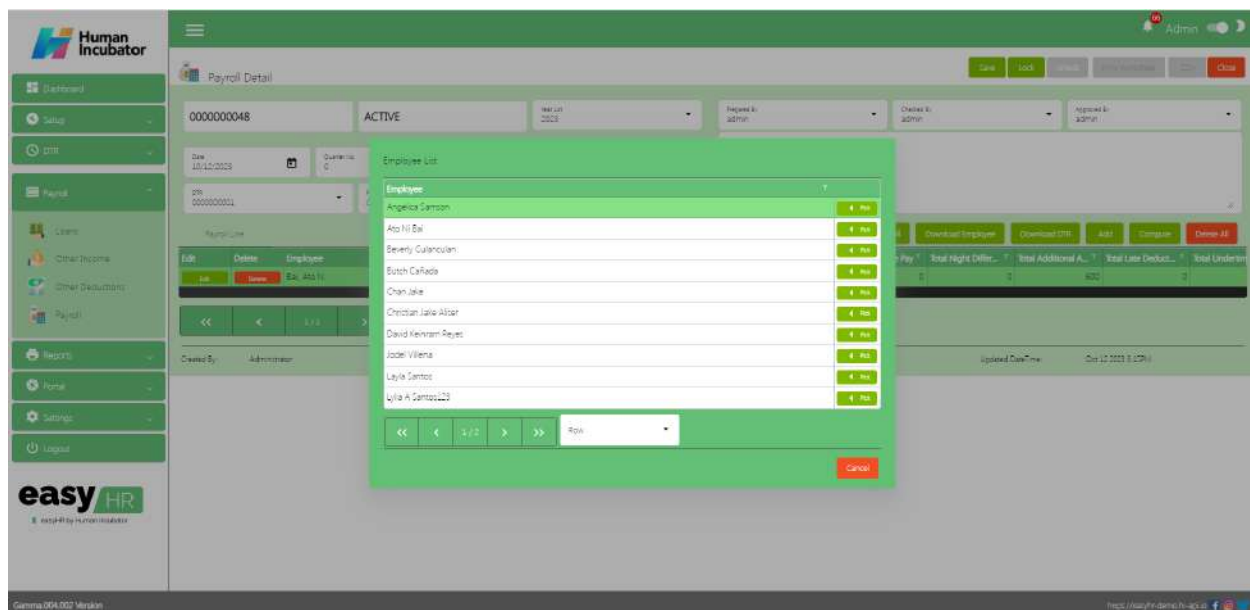
- Click **Download Employee** to Download individual employee
 - Click **Pick** Employee in Employee list
 - Click **Compute** button to Compute the Payroll line
 - Click **Next** button
 - Click **Compute** button to Compute your mandatory deduction

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 P59,000	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

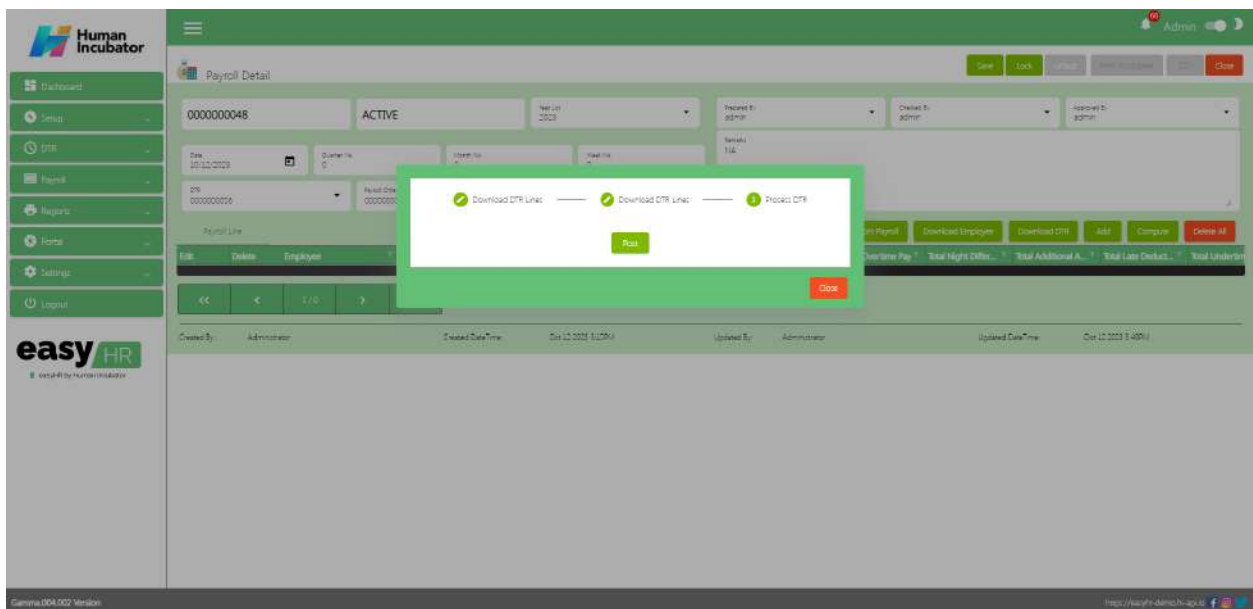
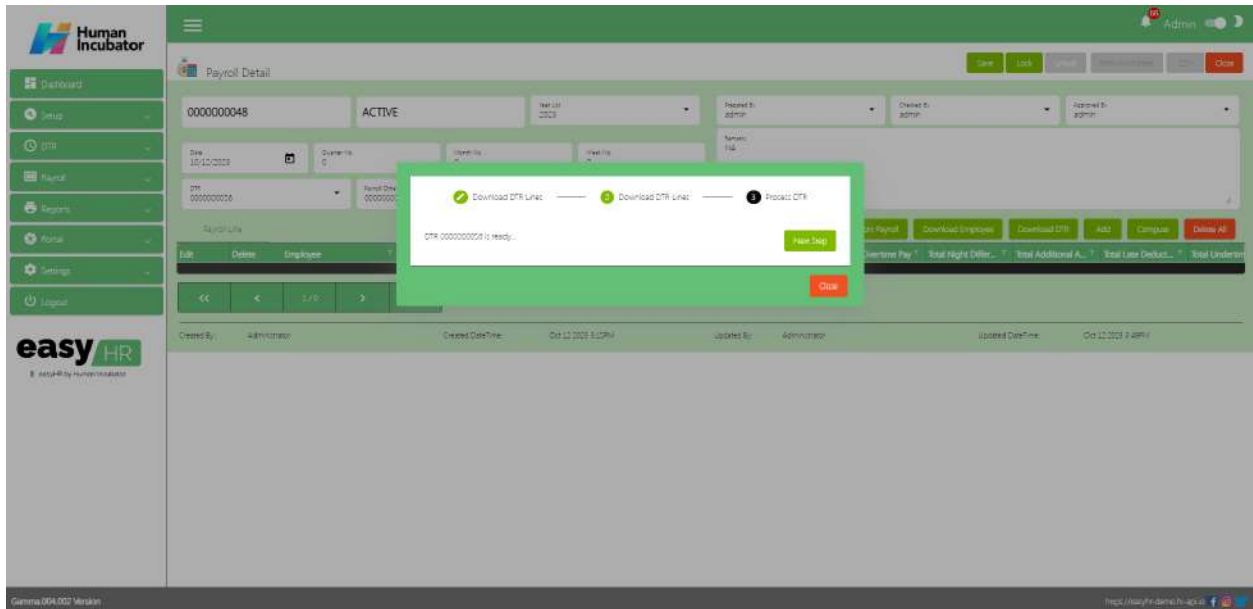


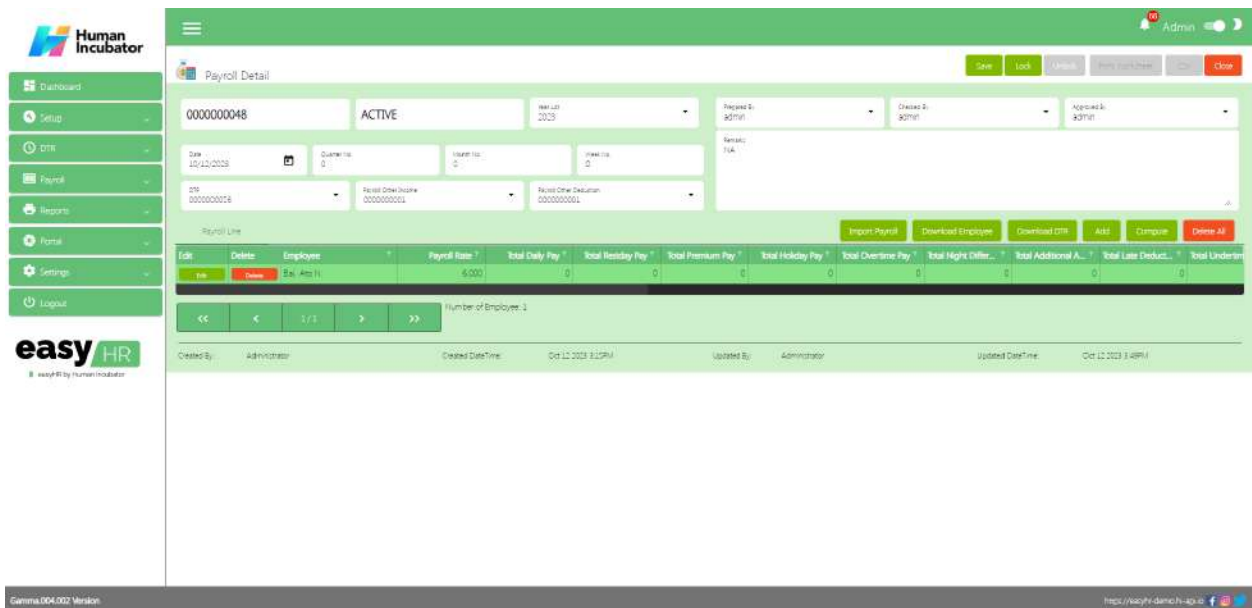
The screenshot shows the 'Payroll Detail' page in the Human Incubator system. A modal window is open in the center, titled 'Computing Payroll Lines'. It contains three checkboxes: 'Compute OII', 'Compute PHEC', and 'Compute HDivF', all of which are checked. A green 'Compute' button is located at the bottom of the modal. The background page shows a payroll entry for ID 0000000048, dated 10/12/2023, with a status of 'ACTIVE'. The page includes a sidebar with navigation options like Dashboard, Setup, OTH, Payroll, Reports, Portal, Settings, and Logout. The footer indicates 'Gamma 004.002 Version' and 'http://easyhr.demos.hr-aps.nl'.

This screenshot shows the 'Payroll Detail' page with a table of payroll lines. The table has the following columns: 'Edit', 'Delete', 'Employee', 'Payroll Rate', 'Total Daily Pay', 'Total Holiday Pay', 'Total Premium Pay', 'Total Holiday Pay', 'Total Overtime Pay', 'Total Night Differ...', 'Total Additional A...', 'Total Late Deduct...', and 'Total Underm...'. The first row of data shows an employee 'Bal. 465 (1)' with a payroll rate of 8,000 and a total daily pay of 2,538.48. The table also includes a 'Number of Employees: 1' indicator. The page layout is consistent with the previous screenshot, showing the same sidebar and footer information.

Download DTR

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





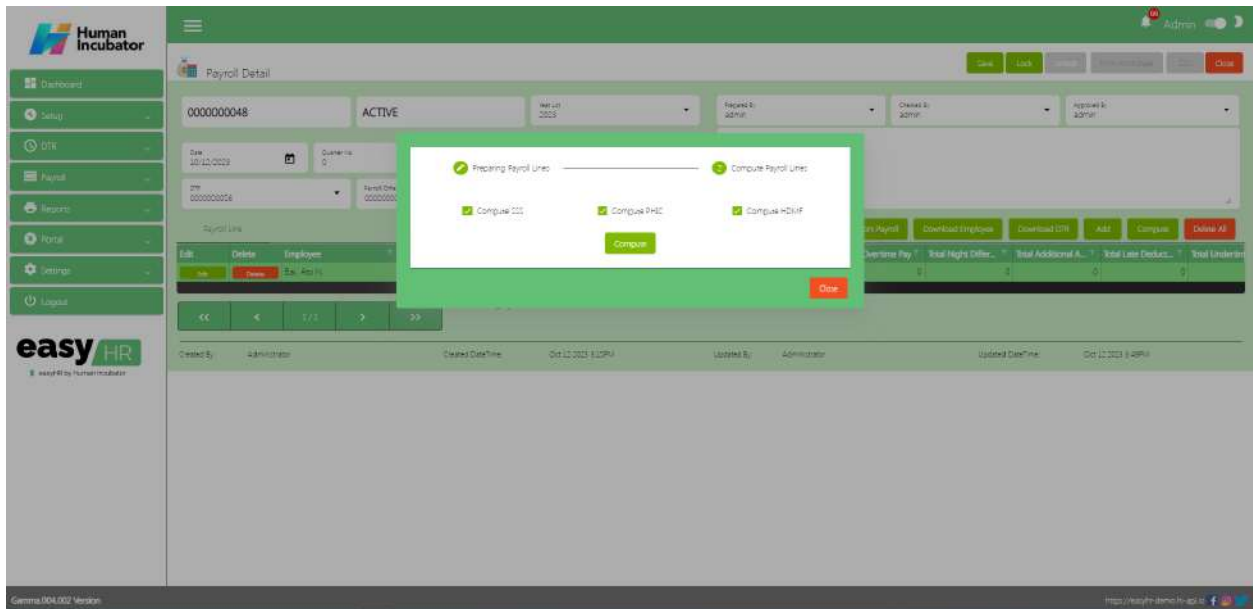
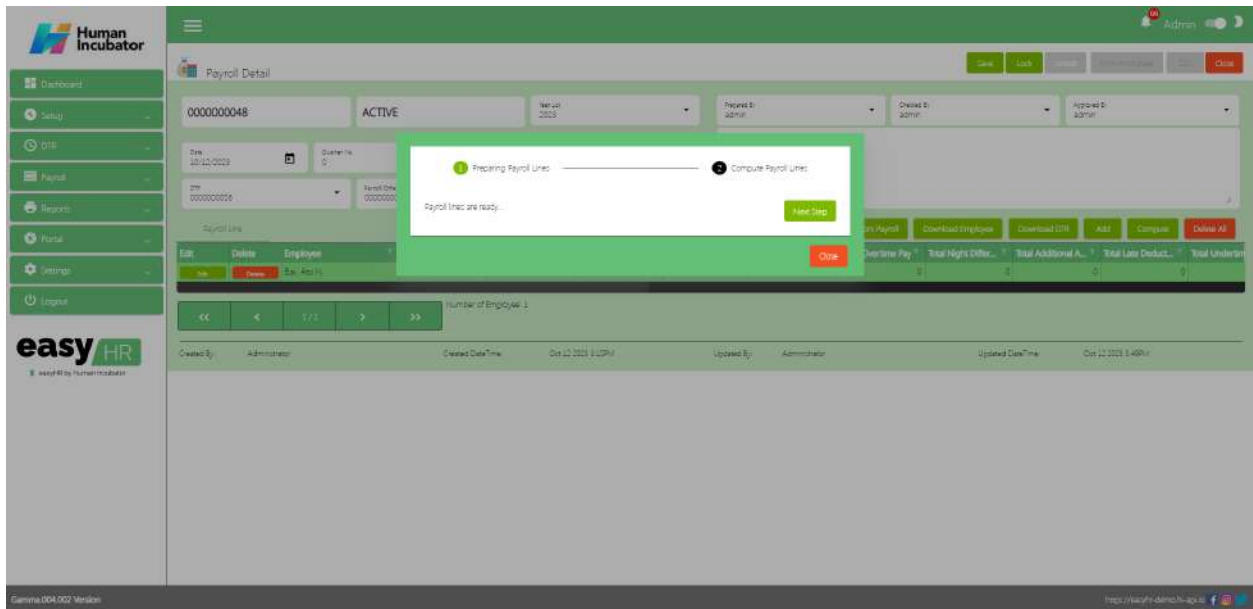
- Click **Compute** button to Compute the Payroll line
- Click **Next** button
- Click **Compute** button to Compute your mandatory deduction

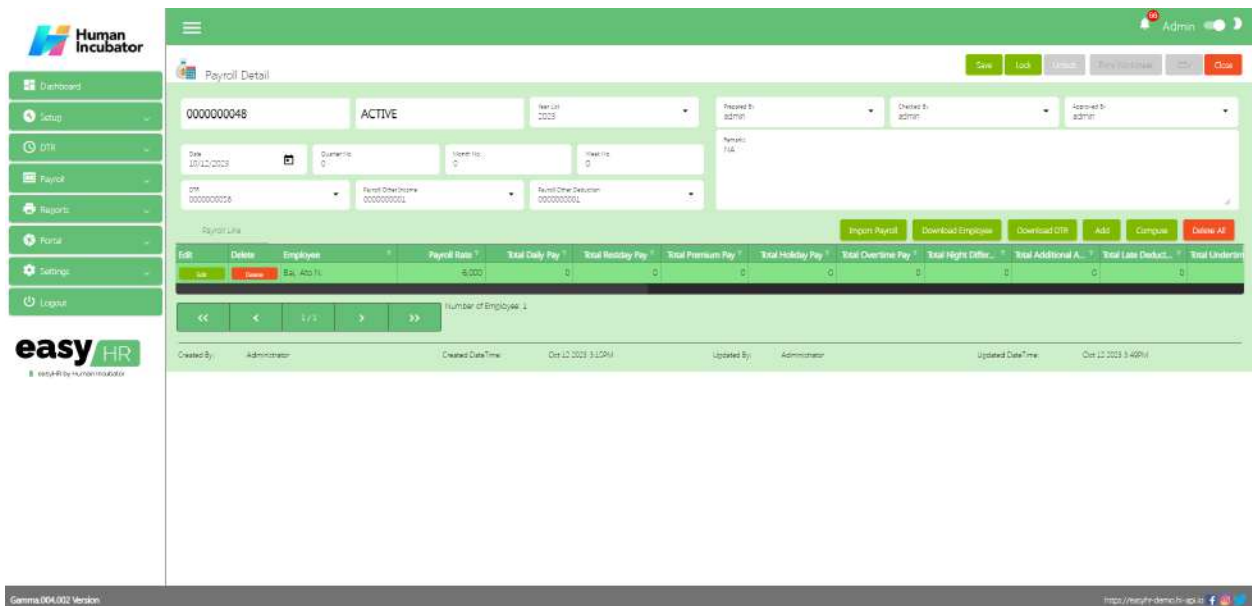
Note: The mandatory deduction will be based on the payroll rate for the first half and the deduction for the second half will deduct the remaining amount based on the monthly rate

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

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

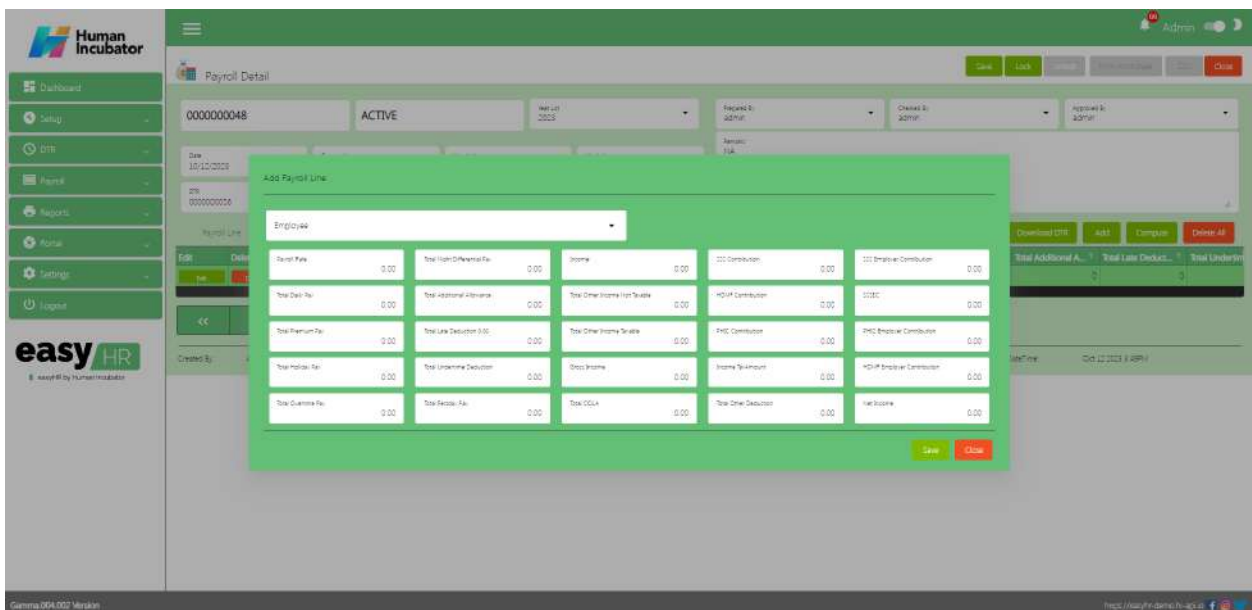
- Click **Done** button





Add

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



Delete All

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

Save/Lock

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

Human Incubator

Payroll Detail

0000000068 ACTIVE

Date: 11/23/2023 Comments: 4 Hours: 11 Hours: 0

Employee	Payroll Rate	Total Daily Pay	Total Residency Pay	Total Premium Pay	Total Holiday Pay	Total Overtime Pay	Total Night Diff.	Total Additional A.	Total Late Deduct.	Total Undertime	Total Absent Amo.
Alice Christian (ale)	5,000	4,597.70	0	117.80	419.77	0	0	0	0	0	0

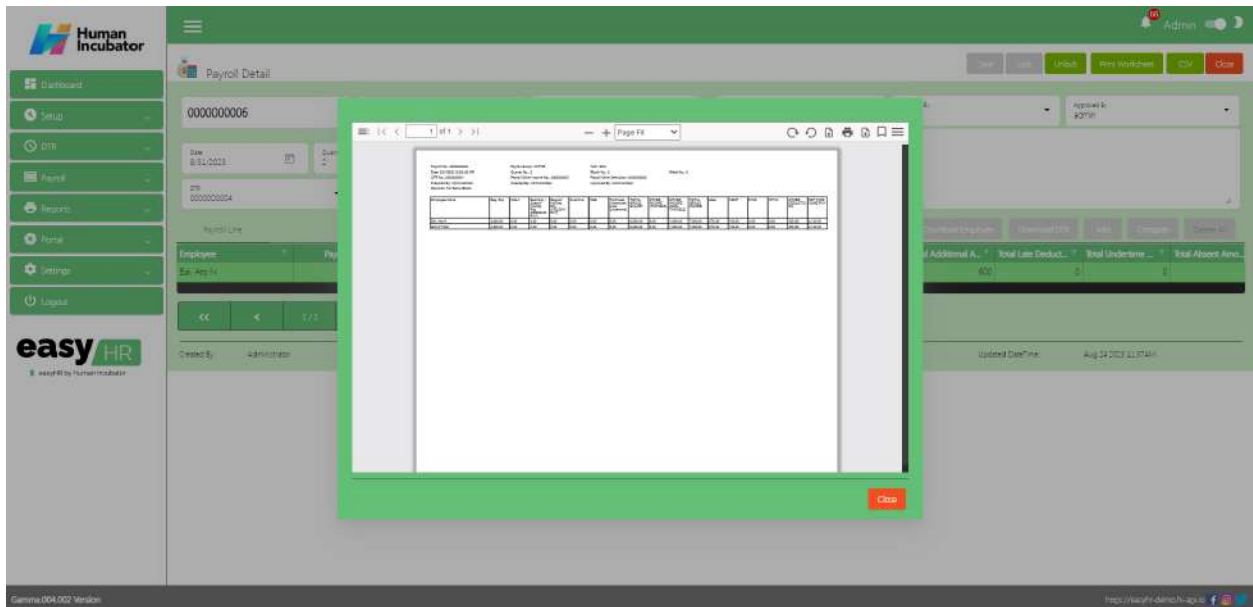
Created By: Administrator Created Date/Time: Nov-23 2023 10:31:41 Updated By: Administrator Updated Date/Time: Nov-23 2023 11:27:41

easy HR

Gamma.004.017 Version

Print WorkSheet

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



Download CSV

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

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

id	PAYID	Employeeid	EmployeePayroll	PayrollRate	TotalDailyPay	TotalPremiumPay	TotalHolidayPay	TotalOvertimePay	TotalNightDifferentialPay	TotalCOLA	TotalAdditionalAllowance	TotalLateDeduction	TotalUnderTimeDeduction	Income	TotalOtherIncomeNetTaxable	TotalOther
547	10	77	null	6000	5538.48	0	0	0	0	0	0	800	0	6600	400	400
Grand Total					6000	5538.48	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 displays the 'Mandatory Report' interface in the Human Incubator system. The interface includes a sidebar with navigation options like Dashboard, Setup, DTR, Payroll, and Reports. The main content area shows a report for 'Mandatory SSS' for the month of 'October 2023' for the company 'EASTYR DEMO COMPANY, INC'. The report table lists employee details and their respective SSS contributions.

Name	SSS No.	Payroll No.	Income	Employee Share	Employer Share	EC	Total	GRAND Total
Stc. No. N	125	00000004	8,300.00	270.00	870.00	18.00	938.00	938.00
		00000004	8,300.00	270.00	870.00	0.00	940.00	
Total		Subtotal	16,600.00	540.00	1,740.00	18.00		1,898.00

Download CSV

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

The screenshot shows an Excel spreadsheet with the following data:

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	570	10	850
Bal. Ato NI	24	12312	12/25/1991	123	44	6000	270	570	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.

The screenshot shows the 'Demographics' report in the Human Incubator system. The interface includes a sidebar with navigation options and a main content area displaying a table of employee data. The table has columns for Employee, Position, Salary, and various demographic fields. A search bar at the top allows filtering by Company, Branch, and Payroll Group. A 'View' button is visible in the top right corner.

Employee	Position	Salary	Gender	Marital Status	Education	Occupation	Age	Income	Assets	Debt	Net Worth	Other Info
ADRIAN ANDRIAN S.K	Assoc. Officer	2,500,000	Male	Single	High School	Accountant	35	15,000,000	5,000,000	10,000,000	100%	100%
ADRIAN ANDRIAN S.K	Assoc. Officer	2,500,000	Male	Single	High School	Accountant	35	15,000,000	5,000,000	10,000,000	100%	100%
ADRIAN ANDRIAN S.K	Assoc. Officer	2,500,000	Male	Single	High School	Accountant	35	15,000,000	5,000,000	10,000,000	100%	100%

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 'Human Incubator' Payroll Worksheet interface. The main content area shows a report for Payroll No. 000000014, Branch EKIHA DEVD COMPANY INC, and Month No. 0. The report includes a table with the following columns: Employee Name, Payroll Number, Date, Amount, and various tax and deduction amounts. The table shows a total amount of 25,000.00 for the payroll.

Employee Name	Payroll Number	Date	Amount	Tax	Deduction	Net Pay
...	25,000.00

- 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 screenshot shows the 'Payroll Worksheet Range' report in the Human Incubator system. The report is displayed in a table format with the following columns: Employee Name, ID, Salary, Social Security, Medicare, Health Insurance, Life Insurance, 401K, 408A, 408B, 408C, 408D, 408E, 408F, 408G, 408H, 408I, 408J, 408K, 408L, 408M, 408N, 408O, 408P, 408Q, 408R, 408S, 408T, 408U, 408V, 408W, 408X, 408Y, 408Z, Total. The report includes a summary row for 'Total' and a 'Grand Total' row. The interface also features a sidebar with navigation options and a top navigation bar with 'View', 'Edit', and 'Close' buttons.

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

Download CSV

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

Employee	TIN	Regular Work Hour	Restday Work Hour	Overtime Hours	Night Hours	Tardy Hours	Regular Pay	COLA	Restday Or Special Holiday Pay (Premium Pay)	Regular Holiday Pay	HOLIDAY PAY	Overtime NSD	Tardiness	TOTAL GROSS SALARY	OTHER INCOME TAXABLE
Calinda, Butch	1234	72	0	0	0	0	7,500.00	0	0	0	0	0	0	7,500.00	0
Bai, 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

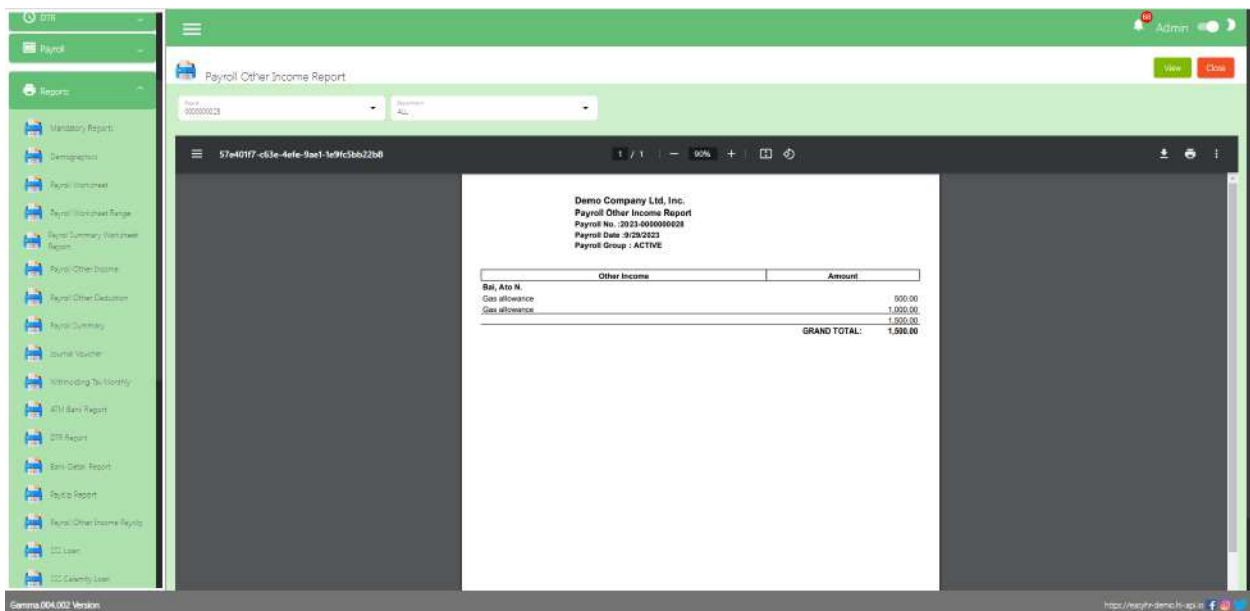
Payroll Other Income Report

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 sidebar on the left lists various reports, including 'Payroll Other Income'. The main content area shows the report title 'Payroll Other Income Report' and a table of other income amounts.

Report Details:

- Company: Demo Company Ltd, Inc.
- Report: Payroll Other Income Report
- Payroll No.: 2923-000000028
- Payroll Date: 01/01/2023
- Payroll Group: ACTIVE

Other Income	Amount
Bus. Auto Rl	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 screenshot displays the 'Payroll Other Deduction Report' interface. The sidebar on the left lists various report categories, with 'Payroll Other Deduction' selected. The main content area shows the report details and a table of data.

Payroll Other Deduction Report
Payroll No : 2023-095000014
Payroll Date : 8/31/2023
Payroll Group : ACTIVE
Other Deduction : ALL

Department	Branch	Employee Name	Position	Collection	Total
IT DEPARTMENT	CENB	Carlota, Rocio	TEAM LEAD	300.00	300.00
IT DEPARTMENT	CENB	Carlota, Rocio	TEAM LEAD	300.00	300.00
IT DEPARTMENT	CENB	Guillermo, Rocio	PMO	133.33	133.33
IT DEPARTMENT	Remix	Isabel, Analucia	ASSOCIATE	66.67	66.67
Grand Total					2,033.23

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

Payroll Summary

Overview

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

Payroll Summary

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

The screenshot shows the 'Payroll Summary' report in the Human Incubator system. The report is for 'EASYHR DEMO COMPANY, INC' with a Payroll No. of 2023-0000000048 and a Payroll Date of 10/14/2023. The Payroll Group is ACTIVE. The table below shows the payroll data for two employees.

No. of Pias	Department	Branch	Position	Total Working Days	Gross Pay	Gross Other Deduction	Net Take Home Pay
1	IT DEPARTMENT	0001	ADMINISTRATIVE	10	43,800.00	00	43,800.00
1	IT DEPARTMENT	0001	MANAGER	10	41,800.00	00	41,800.00
Grand Total					84,600.00	00	84,600.00

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

Journal Voucher

Overview

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

Journal Voucher

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

Account	Debit	Credit	
Salaries and Wages	54,492.83	0.00	
Other Income	500.00	0.00	
SSS Expense (Employer Contribution = EC)	1,202.50	0.00	
PNIC Expense (Employer Contribution)	200.00	0.00	
HDMF Expense (Employer Contribution)	200.00	0.00	
Cash	0.00	53,845.33	
SSS Payable	0.00	1,910.00	
PNIC Payable	0.00	400.00	
HDMF Payable	0.00	400.00	
WTAX Payable	0.00	1,000.00	
Other Deduction	0.00	1,000.00	
	56,395.33	56,395.33	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

The screenshot displays a web application interface for generating a 'Withholding Tax Monthly' report. The report is for the month of October 2023, generated for 'EASYHR DEMO COMPANY, INC.'. The interface includes a sidebar with various report options, a main content area with the report data, and a footer with version and URL information.

Name	TIN	Payroll No.	Tax Code	Net Salary	Other Income	Tax
Bai, Ato Hi	12312	000000046	S	6,830.00	0.00	0.00
		000000044	S	5,730.00	0.00	0.00
		000000048	S	5,830.00	0.00	0.00
			Sub Total	18,390.00	0.00	0.00
Carada, Buteh	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
Bal, Ato NI	12112	45 S		5630	0	0
		Sub Total		16990	0	0
Calkaack, Butch	1234	46 S		6862.5	0	0
		Sub Total		6862.5	0	0
		Total		23852.5	0	0

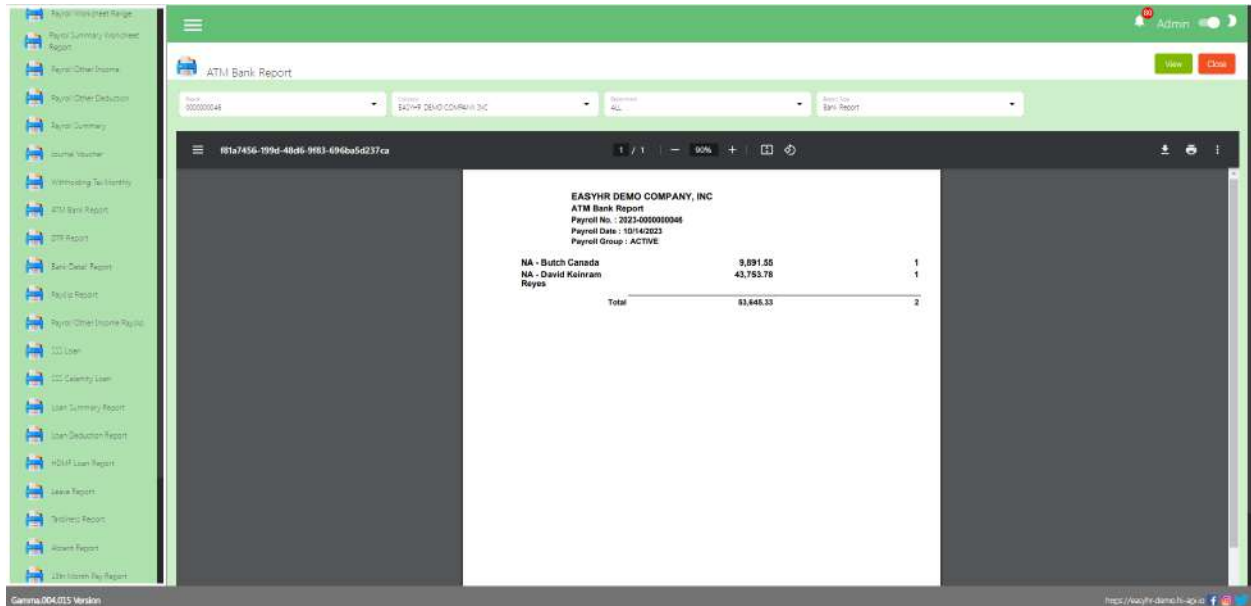
ATM Bank Report

Overview

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

ATM Bank Report

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



The screenshot displays the 'ATM Bank Report' interface. The main content area shows a table with the following data:

EASYHR DEMO COMPANY, INC		
ATM Bank Report		
Payroll No. : 2021-0000000046		
Payroll Date : 10/14/2023		
Payroll Group : ACTIVE		
NA - Butch Canada	8,891.55	1
NA - David Kalnram	43,753.78	1
Total	52,645.33	2

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

Bank Detail Report

Overview

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

Bank Detail Report

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

The screenshot shows a web application interface for generating a Bank Detail Report. The main content area displays the following report data:

EASYHR DEMO COMPANY, INC			
Payroll Summary Report			
Payroll No. 2523-8000100046			
Payroll Date: 10/14/2023			
Payroll Group : ACTIVE			
BA - Burch Canada	Total Amount: 5,891.08	Check #	Expense
Total Pay: 1.08	No of Pay: 1.00		
BA, 10/15	5,891.00		
BA - David Anderson Reyes	Total Amount: 43,328.76	Check #	Expense
Total Pay: 1.08	No of Pay: 1.00		
Contract	43,328.76		
Contract Date:	10/14/23		

- 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 a web interface for generating a Payslip Report. The main content area shows a detailed report for 'Demo Company Ltd, Inc.' for the period 10/15/2023 to 10/15/2023. The report is for the 'ACTIVE' payroll group and includes the following data:

EMPLOYEE NAME	Christian Jobe	GROSS SALARY	No.	AMOUNT	MANDATORY DEDUCTIONS
EMPLOYEE ID	00000004	BASIC SALARY	1	12,000.00	SSS 1,125.00
DEPARTMENT	ADMIN	LEAVE	0	0.00	HDMF 100.00
POSITION	ASSOCIATE	REST DAY	0	0.00	PHIC 300.00
COMPANY	Demo Company Ltd, Inc.	SPECIAL HOLIDAYS	0	0.00	WTAX 408.70
BRANCH	0000	REGULAR HOLIDAYS	1	1,275.00	TOTAL MANDATORY DEDUCTION 2,163.70
PAYROLL TYPE	0100	OVERTIME Hours	0.00	0.00	OTHER DEDUCTIONS Salary Advance 1,000.00
DAILY RATE	0.00	NIGHT DIFFERENTIAL Hours	0.00	0.00	NET TAKE HOME PAY 22,061.13
		ABSENT Days	0	0.00	
		LATE Hours	0.00	0.00	
		UNDERTIME Hours	0.00	0.00	
PAYROLL REFERENCE		GROSS SALARY		25,244.43	Prepared By: Administrator
PAYROLL PERIOD	10/15/2023 - 10/15/2023	OTHER INCOME		0.00	Received By: Administrator
# OF DAYS	10.00	NON TAXABLE INCOME		0.00	
LOAN	00000000	TOTAL GROSS INCOME		25,244.43	

EMPLOYEE NAME	Bob Jobe	GROSS SALARY	No.	AMOUNT	MANDATORY DEDUCTIONS
EMPLOYEE ID	00000002	BASIC SALARY	1	4,000.00	SSS 275.00
DEPARTMENT	IT DEPARTMENT	LEAVE	0	0.00	HDMF 100.00
POSITION	ASSOCIATE	REST DAY	0	0.00	PHIC 0.00
COMPANY	DEMO COMPANY	SPECIAL HOLIDAYS	0	0.00	WTAX 0.00
BRANCH	0000	REGULAR HOLIDAYS	1	400.00	TOTAL MANDATORY DEDUCTION 375.00
PAYROLL TYPE	0100	OVERTIME Hours	0.00	0.00	OTHER DEDUCTIONS
		NIGHT DIFFERENTIAL Hours	0.00	0.00	NET TAKE HOME PAY 3,615.00
		ABSENT Days	0	0.00	
		LATE Hours	0.00	0.00	
		UNDERTIME Hours	0.00	0.00	
MONTHLY RATE	13,000.00	GROSS SALARY		4,400.00	Prepared By: Administrator
DAILY RATE	0.00	OTHER INCOME		0.00	Received By: Administrator

- 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 a web application interface for generating payroll reports. The sidebar on the left contains various report categories such as 'Journal Voucher', 'Introduction To Inventory', 'ATM Bank Report', 'OTR Report', 'Bank Detail Report', 'Payroll Report', 'Payroll Other Income Payslip', 'LOI Loan', 'LOI Casualty Loan', 'Loan Summary Report', 'Loan Deduction Report', 'MORF Loan Report', 'Leave Report', 'Sickness Report', 'Award Report', '20th Month Pay Report', and 'Training Report'. The main content area displays a 'Payroll Other Income Payslip' report for three employees. The report includes fields for 'Other Income No.', 'Other Income Date', and 'Employee Name'. Each employee's data is presented in a table with columns for 'Other Income' and 'Amount'.

Other Income	Amount
Rise Allowance	500.00
Total	500.00

Other Income	Amount
ADDITIONAL ALLOWANCE	300.00
Total	300.00

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 screenshot displays a web application interface for generating SSS Loan reports. The main content area shows a detailed listing of employee loans for EASYHR DEMO COMPANY, INC. The report is titled "LMS DISKETTE Detailed Listing of Employee Loans" and is for the billing month of 202210. The data is presented in a table with the following columns: SSS No., Employee Name, Payroll No., Loan Amount, Penalty, and Total. The table contains two rows of data and a grand total row.

SSS No.	Employee Name	Payroll No.	Loan Amount	Penalty	Total
123	Bal, Ato N.		500.00	0.00	500.00
1234	Cahala, Butch		300.00	0.00	300.00
GRAND TOTAL					800.00

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

Download CSV

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

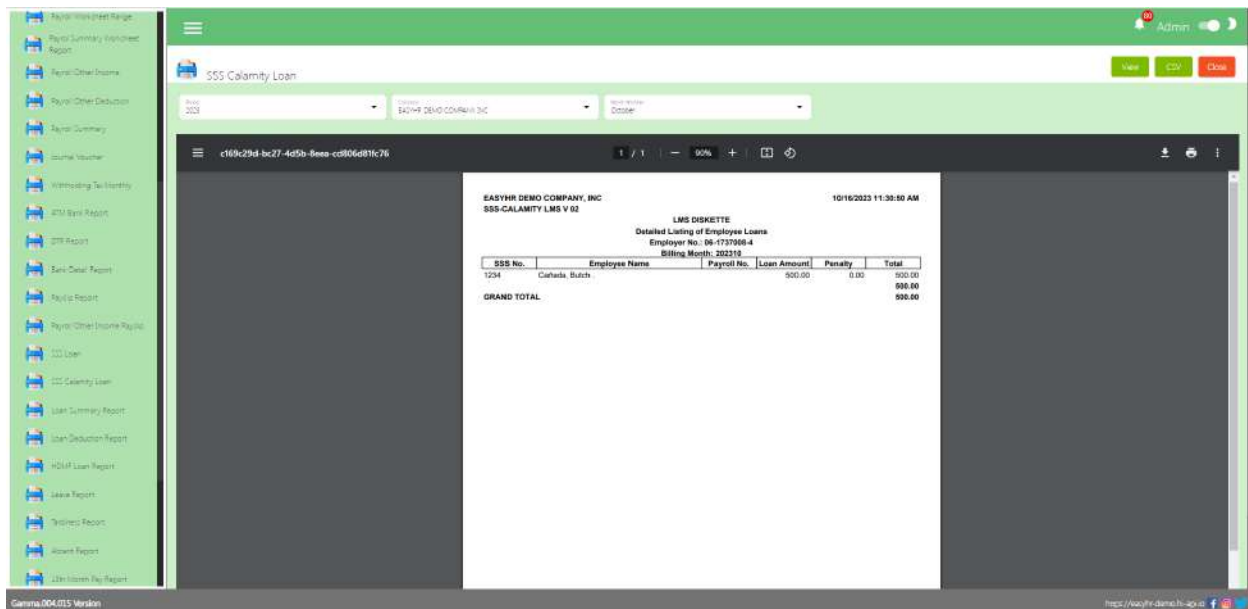
SSS Calamity Loan

Overview

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

SSS Calamity Loan

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



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

Download CSV

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

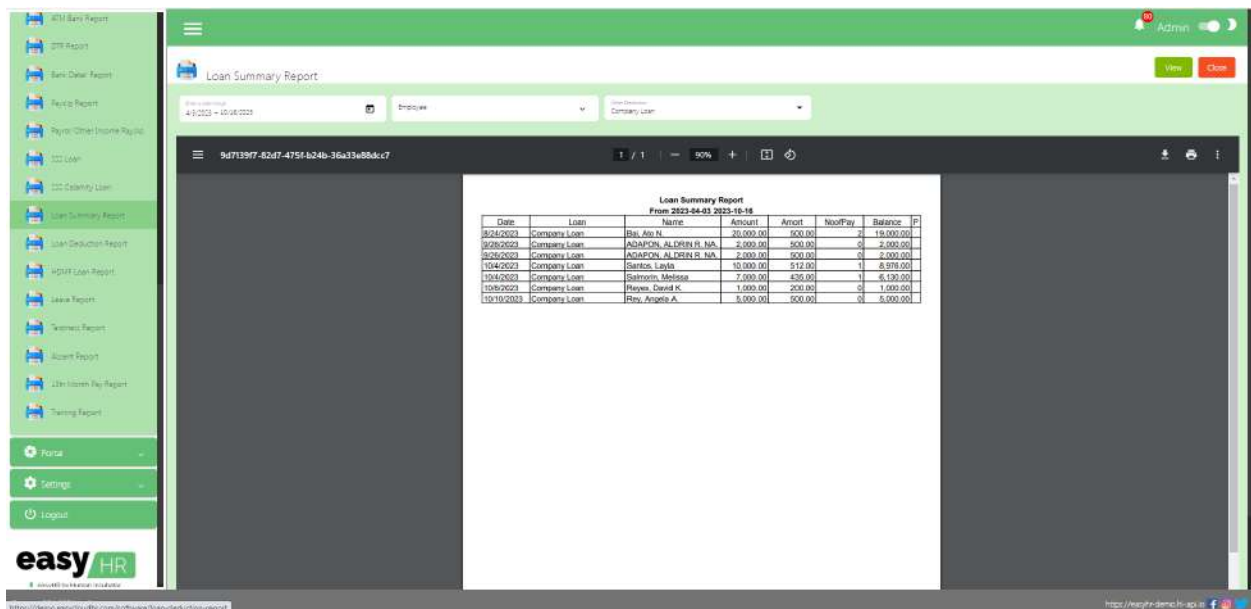
Loan Summary Report

Overview

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

Loan Summary Report

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



The screenshot displays the 'Loan Summary Report' interface. The sidebar on the left contains various report categories, with 'Loan Summary Report' highlighted. The main content area shows the report title 'Loan Summary Report' and a date range filter set to '4/3/2023 - 10/16/2023'. Below the filter is a table of loan details.

Date	Loan	Name	Amount	Amount	NoofPay	Balance	P
8/24/2021	Company Loan	Bibi, Ato N.	20,000.00	500.00	2	19,000.00	
9/26/2021	Company Loan	ADAPON, AL DEN R. NA.	2,000.00	500.00	0	2,000.00	
9/26/2021	Company Loan	ADAPON, AL DEN R. NA.	2,000.00	500.00	0	2,000.00	
10/4/2021	Company Loan	Sarkos, Layla	10,000.00	512.00	1	8,978.00	
10/4/2021	Company Loan	Selwyn, Melissa	2,000.00	426.00	1	4,126.00	
10/8/2021	Company Loan	Rayes, David K.	1,000.00	200.00	0	1,000.00	
10/10/2021	Company Loan	Rev. Angela A.	8,000.00	600.00	0	8,000.00	

- 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 titled 'Loan Deduction Report' and is for payroll '2023-000000032' (October 1-15, 2023). The report shows a table of deductions for two employees: Santos, Layla and Salmorin, Melissa. The deductions include Company Loan, MPL, HDMPF Loan, SSS Salary Loan, and SSS Casualty Loan.

Loan	Name	Amount
Company Loan	Santos, Layla	512.00
MPL	Santos, Layla	215.00
Company Loan	Salmorin, Melissa	425.00
MPL	Salmorin, Melissa	332.00
HDMPF Loan	Santos, Layla	500.00
SSS Salary Loan	Santos, Layla	500.00
SSS Casualty Loan	Santos, Layla	500.00

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

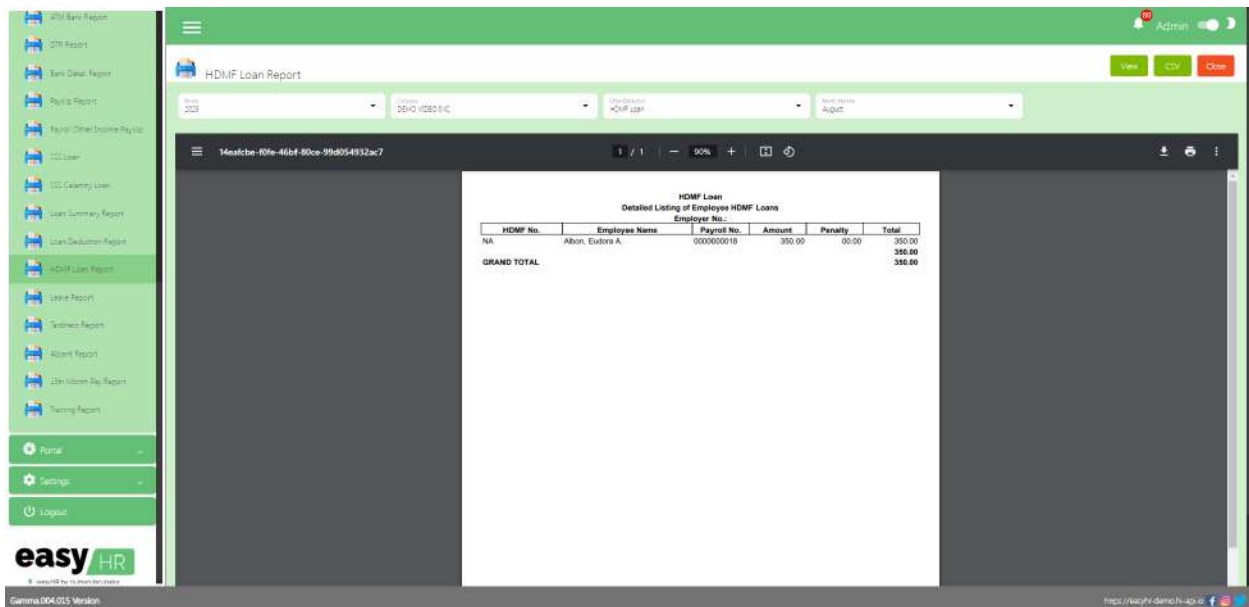
HDMF Loan Report

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.



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

Download CSV

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

The screenshot shows an Excel spreadsheet with the following data:

HDMFNumber	EmployeeName	PayrollNumber	LoanAmount	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. The interface includes a sidebar with navigation options like '27M Split Report', '27M Report', 'Bank Detail Report', 'Payroll Report', 'Payroll Other Income Report', 'LOA Loan', 'LOA Column Loan', 'Loan Summary Report', 'Loan Deduction Report', 'WDM Loan Report', 'Leave Report', 'Timesheet Report', 'Account Report', 'LOA Month Pay Report', and 'Timing Report'. The main content area displays a 'Leave Ledger Summary' report for the year 2023. The report is titled '39a210d7-8e80-4e50-8aed-2fd1b562a2b6' and shows a table with the following data:

Employee	Leave Type	Leave Debit	Leave Credit	Balance
Carhede, Burch	Sick Leave	05.00	0.00	05.00
Carhede, Burch	Vacation Leave	15.00	0.00	15.00
Carhede, Burch	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, Salmoiri	Sick Leave	05.00	0.00	05.00
Melissa, Salmoiri	Vacation Leave	05.00	0.00	05.00
Melissa, Salmoiri	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**.

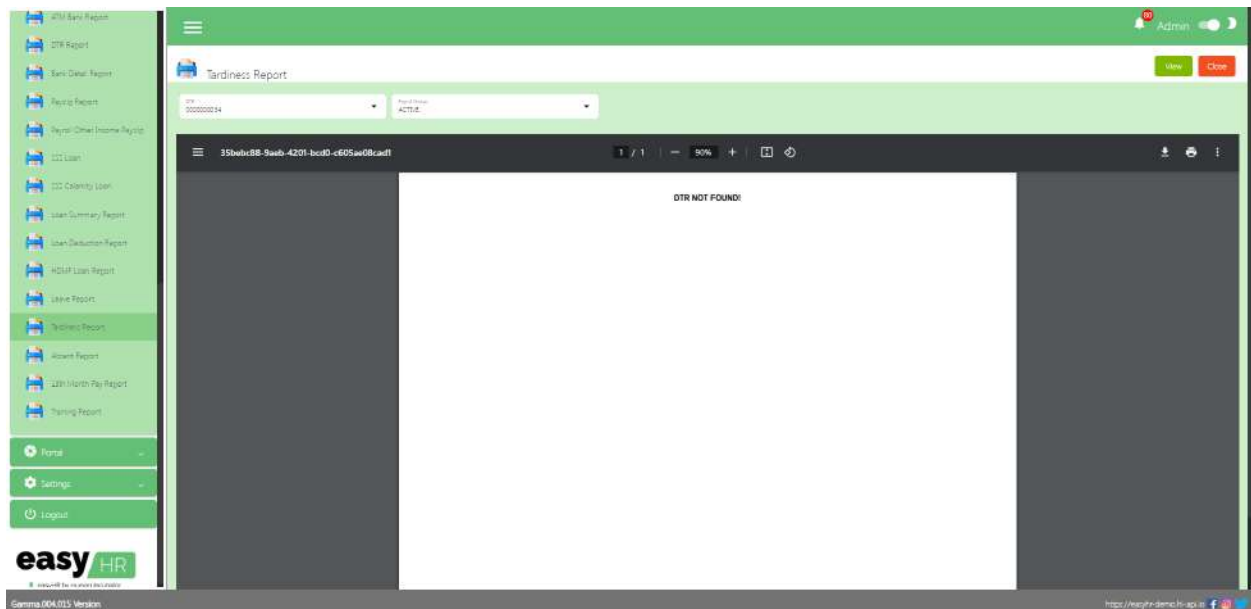
Tardiness Report

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**.

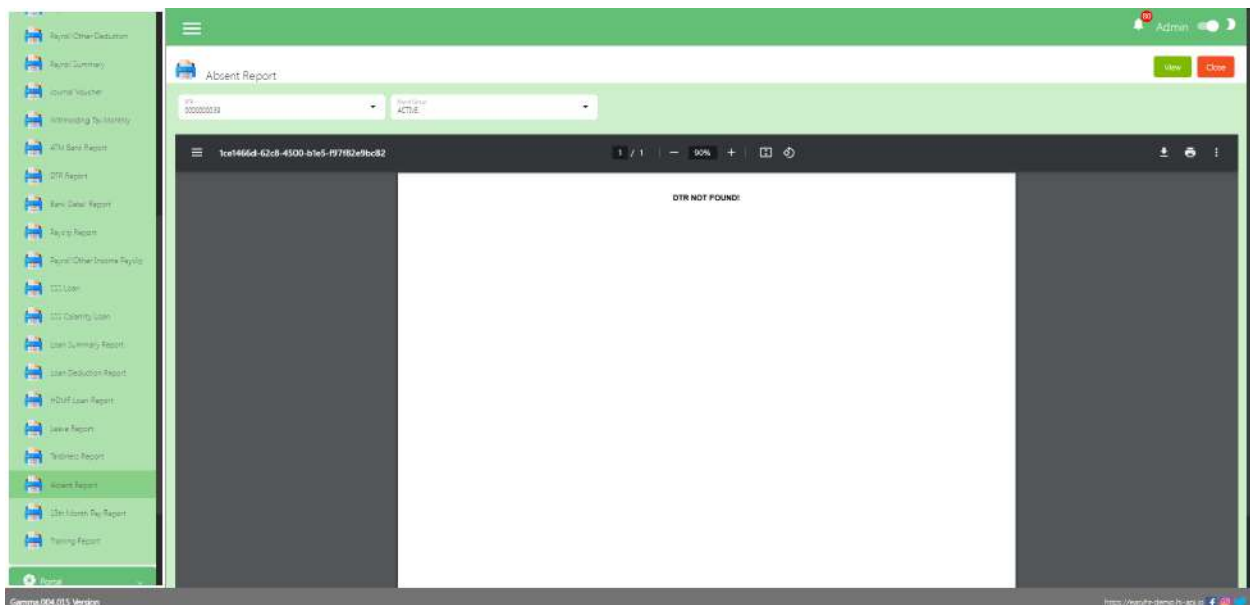
Absent Report

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.

Payroll Start: 000000046
Payroll End: 000000046

Employee	Gross Salary	13th Month
ADMIN		
Aben, Christian Jake	15,000.00	1,250.00
Santos123, Lylla A.	0.00	0.00
Total	15,000.00	1,250.00
IT DEPARTMENT		
Royes, David K.	16,500.00	1,375.00
Culenculan, Beverly	25,000.00	2,083.33
Sanson, Angelica	10,000.00	833.33
Juan, Chan	12,500.00	1,041.67
Villena, Jodel	11,494.30	957.86
Total	75,494.30	6,291.19
Grand Total	90,494.30	7,541.19

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

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 screenshot displays a web application interface for generating a Training/Seminar report. The interface is divided into several sections:

- Left Sidebar:** A vertical list of report categories, including: Payroll/Other Deduction, Payroll Summary, Journal Voucher, Approving To Monthly, WTA Bond Report, DTR Report, Bank Detail Report, Pay Slip Report, Payroll/Other Income Payroll, CCC Loan, CCC Collateral Loan, Loan Summary Report, Loan Reduction Report, HDAF Loan Report, Leave Report, Termination Report, Advance Report, Other Income Tax Report, and Training Report.
- Top Bar:** A green header with a user profile 'Admin' and a notification icon. Below it, the page title 'Training/Seminar' is displayed, along with 'View' and 'Close' buttons.
- Main Content Area:** A table with the following columns: Branch, EMPLOYEE NAME, STATUS, and Amount/Type. The table contains three rows of data:

Branch	EMPLOYEE NAME	STATUS	Amount/Type
CEBU	Ylan Dato	Contract Position	610000
MANILA	Baron Lopez L.	High Banking	610000
CEBU	Marvin A. A.	Credit Risk Seminar	610000
- Bottom Bar:** A footer containing the version number 'Gamma.004.015 Version' and a URL 'https://www.its-demo.com/...'. There are also social media icons for Facebook, Twitter, and LinkedIn.

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

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 displays the Employee Portal interface. At the top, there is a green header with the text "Employee Portal" and a user profile icon. Below the header, there is a profile card on the left with a placeholder image and a "Change Password" button. To the right of the profile card are several input fields for employee information: Employee Code (000000024), ID No. (000000024), Biometric No. (000000024), Fullname (Bk. Ato), Company (EASYHR DEMO COMPANY INC.), Address (CEBU CITY), Branch (CEBU), Landline No. (1223), Position (ASSOCIATE), Mobile No. (12312), and Payroll Group (ACTIVE). Below these fields are sections for "Announcement" and "Announcement Date", and a "LEAVE BALANCE" section. At the bottom, there is a navigation bar with tabs for "DTR Logs", "OT Application", "Leave Application", "Change Shift", "DTR", "Payroll", "Other Income Payslip", "Loan", and "13th Month". Below the navigation bar is a table with columns for "Edit", "Delete", "Number", "Year", "Date", "DateType", "In", and "Out". The table contains several rows of data, all with the number "000000026" in the "Number" column and "2023" in the "Year" column. The "Date" column shows dates from 10/12/2023 to 10/16/2023, and the "DateType" column shows "REGULAR W.". The "In" and "Out" columns show times like "9:00 AM" and "6:00 PM".

Edit	Delete	Number	Year	Date	DateType	In	Out
+	-	000000026	2023	10/12/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	000000026	2023	10/14/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	000000026	2023	10/15/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	000000026	2023	10/12/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	000000026	2023	10/14/2023	REGULAR W.	9:00 AM	6:00 PM
+	-	000000026	2023	10/16/2023	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 software interface for DTR logs. At the top, there are tabs for 'DTR logs', 'OT Application', 'Leave Application', 'Change DTR', 'DTR', 'Payroll', 'Other Income Payroll', 'Loan', and 'DTR Notes'. The 'DTR logs' tab is selected. Below the tabs is a search bar with 'No. 2023' and an 'ADD' button. The main area contains a table with columns: Edit, Delete, Number, Year, Date, Date Type, In, and Out. The table lists 16 rows of DTR logs for the year 2023, with dates ranging from 10/11/2023 to 10/17/2023. Each row shows a 'REGULAR W.' date type and '9:00 AM' for both 'In' and 'Out' times. At the bottom of the table, there are navigation buttons: '<<', '<', '1 / 16', '>', and '>>'. The footer of the interface includes 'Gamma.DM.015 Version' and a URL 'https://www.pr-demo.hr-ica.hr'.

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

Change Record Announcement Announcement Date LEAVE TYPE LEAVE BALANCE

DTR Log OT Application Leave Application Change Shift DTR Payroll Other Income Payroll Loan DTR Store

ADD

Edit	Delete	Number	Year	Date	DateType	In	Out
		0000000056	2023	10/27/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/24/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/18/2023	REGULAR W.	8:00 AM	6:00 PM
		0000000056	2023	10/12/2023	REGULAR H.	9:00 AM	6:00 PM
		0000000056	2023	10/11/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/10/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/9/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/8/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/7/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/6/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/5/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/4/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/3/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/2/2023	REGULAR W.	9:00 AM	6:00 PM
		0000000056	2023	10/1/2023	REGULAR W.	9:00 AM	6:00 PM

Gamma.004.015 Version <http://wafhr.demc.hr-isp.hr>

OT Application

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

Change Record Announcement Announcement Date LEAVE TYPE LEAVE BALANCE

DTR Log **OT Application** Leave Application Change Shift DTR Payroll Other Income Payroll Loan DTR Store

ADD

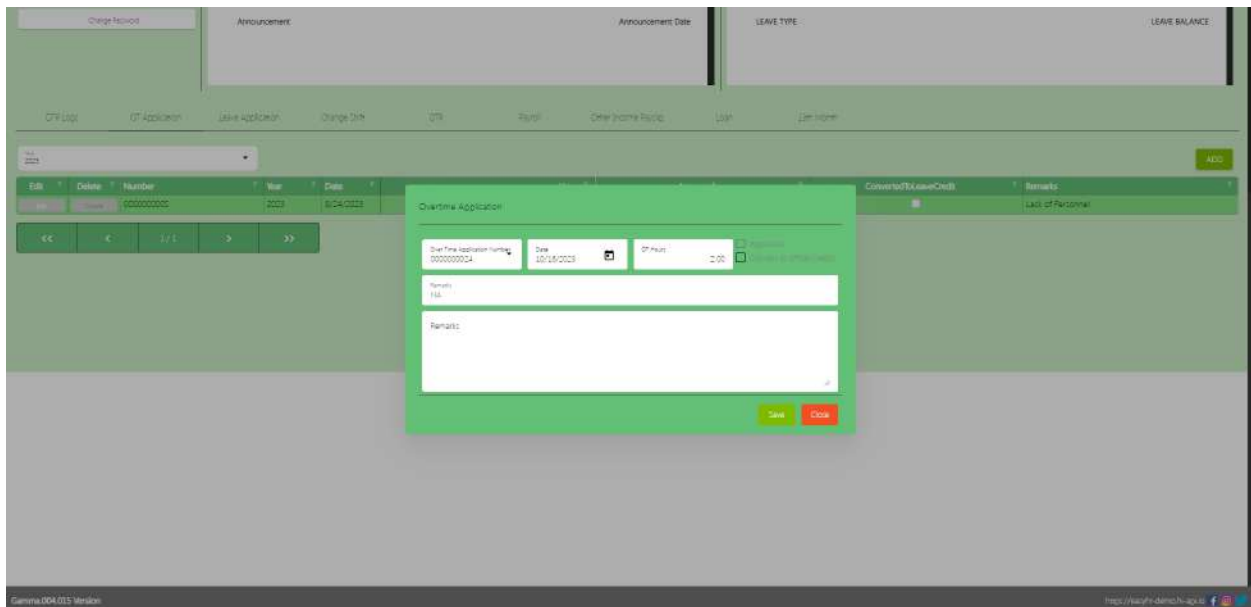
Edit	Delete	Number	Year	Date	Hours	Approved	Converted/Leave/Credit	Remarks
		0000000000	2023	8/04/2023	4			Lack of Personnel

Gamma.004.015 Version <http://wafhr.demc.hr-isp.hr>

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

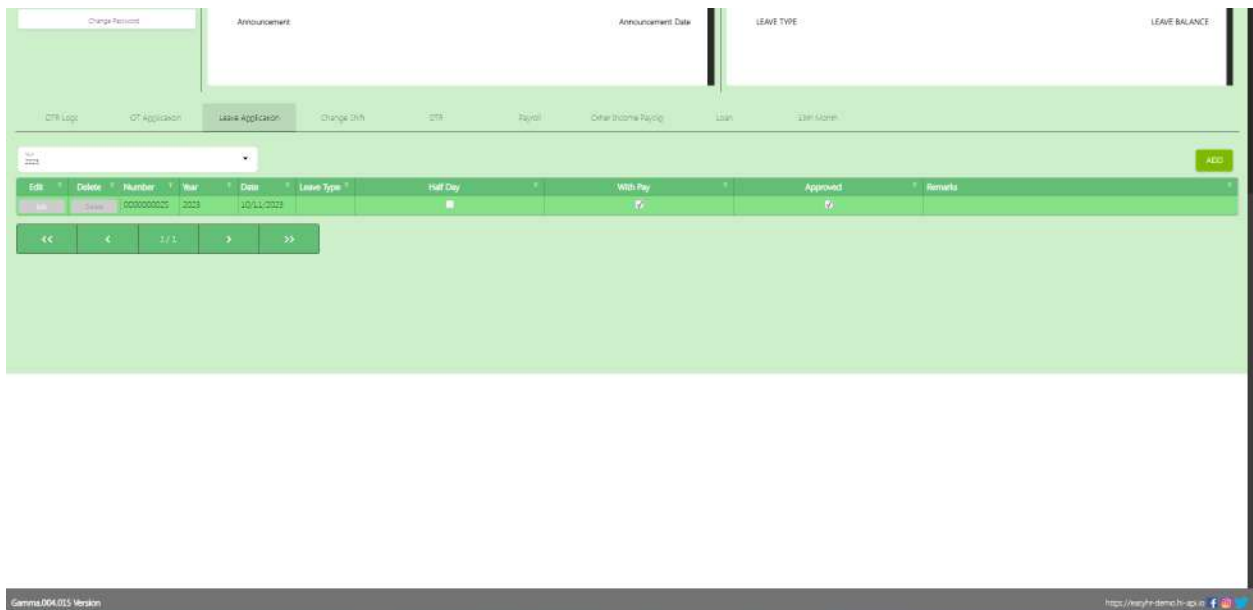
Note: Make sure the OT number should not be locked by the admin so that employees can access the Overtime Application number in Overtime Application.

- 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.

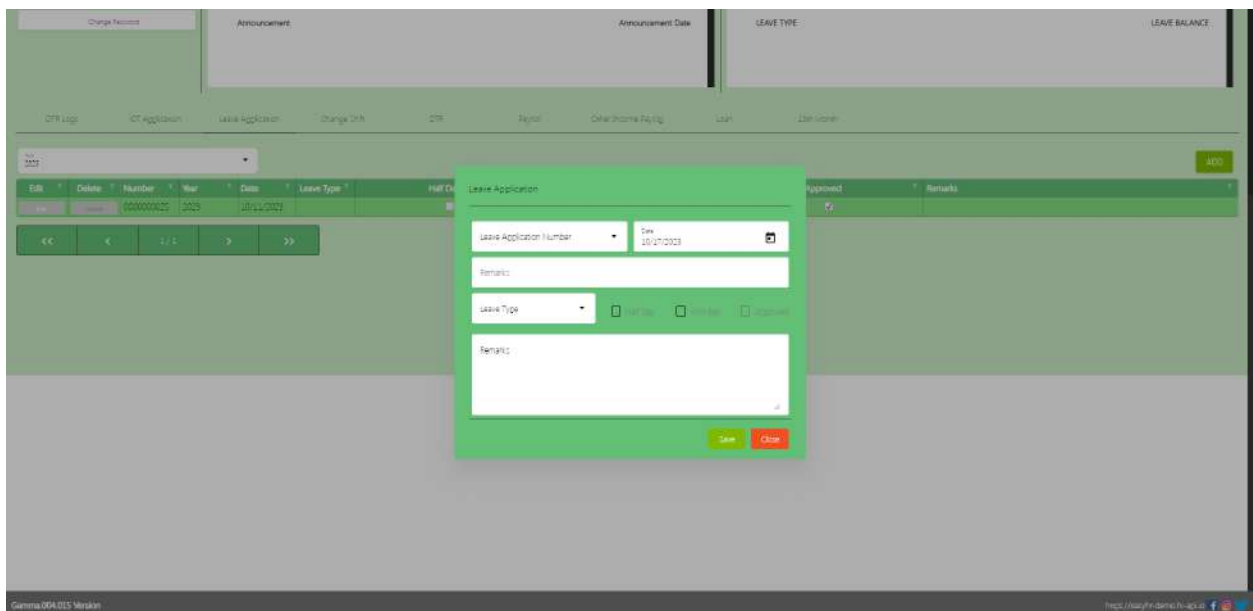


Leave Application

- 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.

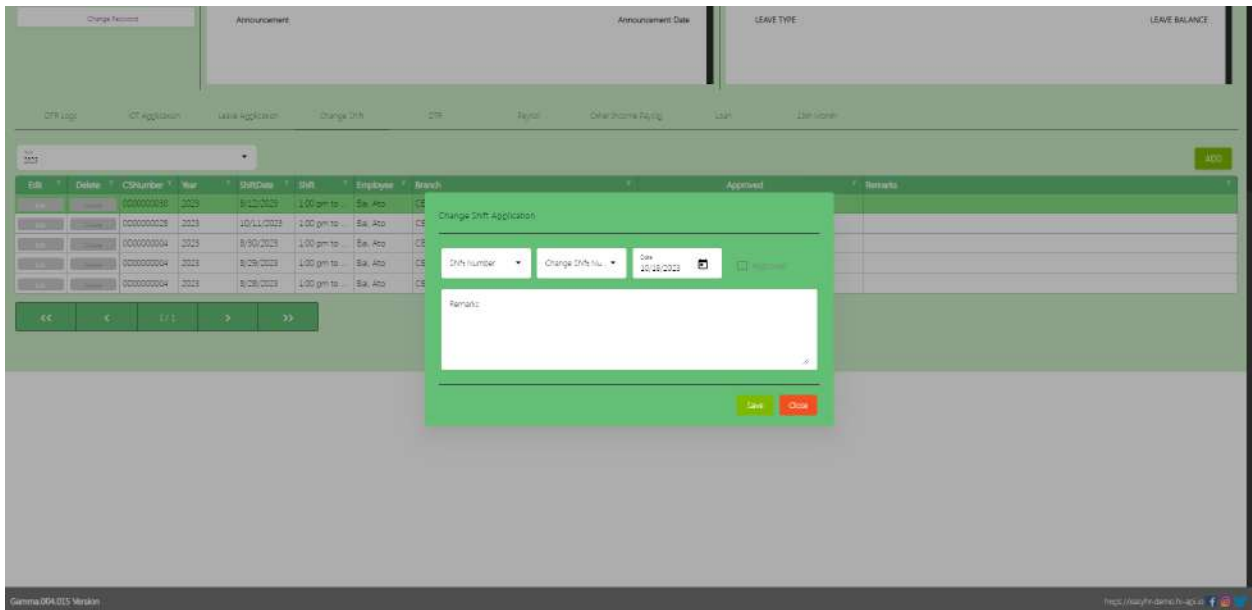


Change Shift

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

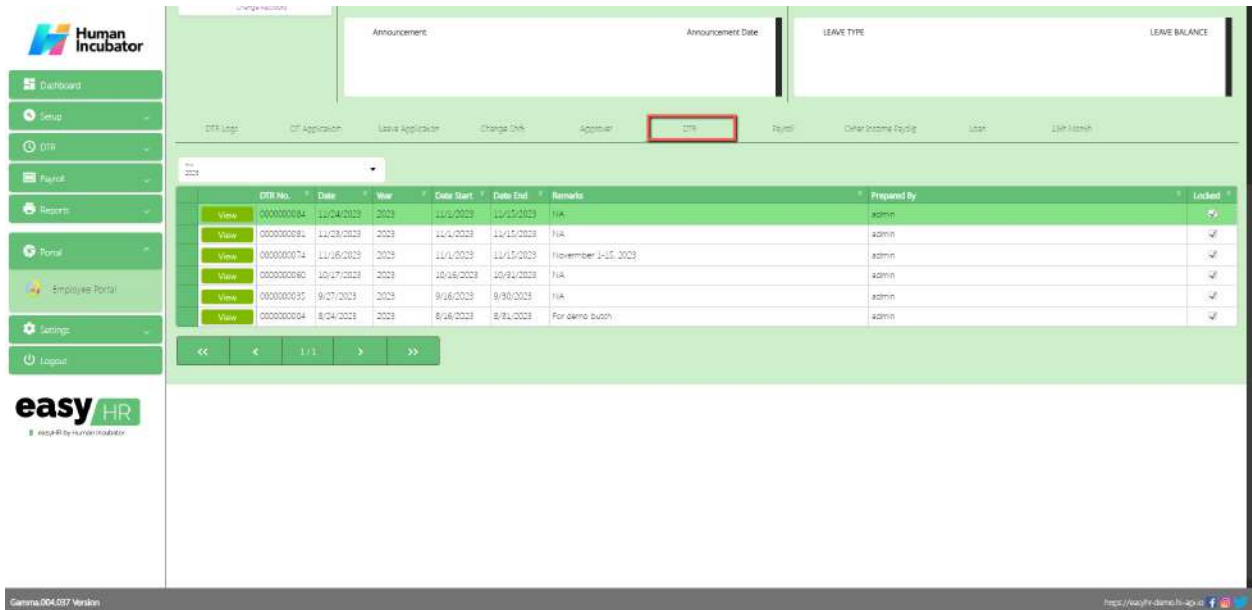
Edit	Delete	CSNumber	Year	ShiftDate	Shift	Employee	Branch	Approved	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	0000000030	2023	8/12/2023	1:00 pm to ...	Bak. Ato	CEBU	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	0000000028	2023	10/11/2023	1:00 pm to ...	Bak. Ato	CEBU	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	2023	8/30/2023	1:00 pm to ...	Bak. Ato	CEBU	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	2023	8/29/2023	1:00 pm to ...	Bak. Ato	CEBU	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	0000000004	2023	8/28/2023	1:00 pm to ...	Bak. Ato	CEBU	<input checked="" type="checkbox"/>	

- **Assumption:** The employee already clicked the **Add** button on the upper right corner in the Change Shift tab.
Note: Make sure the CS number should not be locked by the admin so that employees can access the Change Shift number in Change Shift.
 - Select Shift number
 - Select Change Shift number
 - Select Date
 - Input Remarks
 - Click **Save** button to add in the Change Shift employee table.



DTR

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



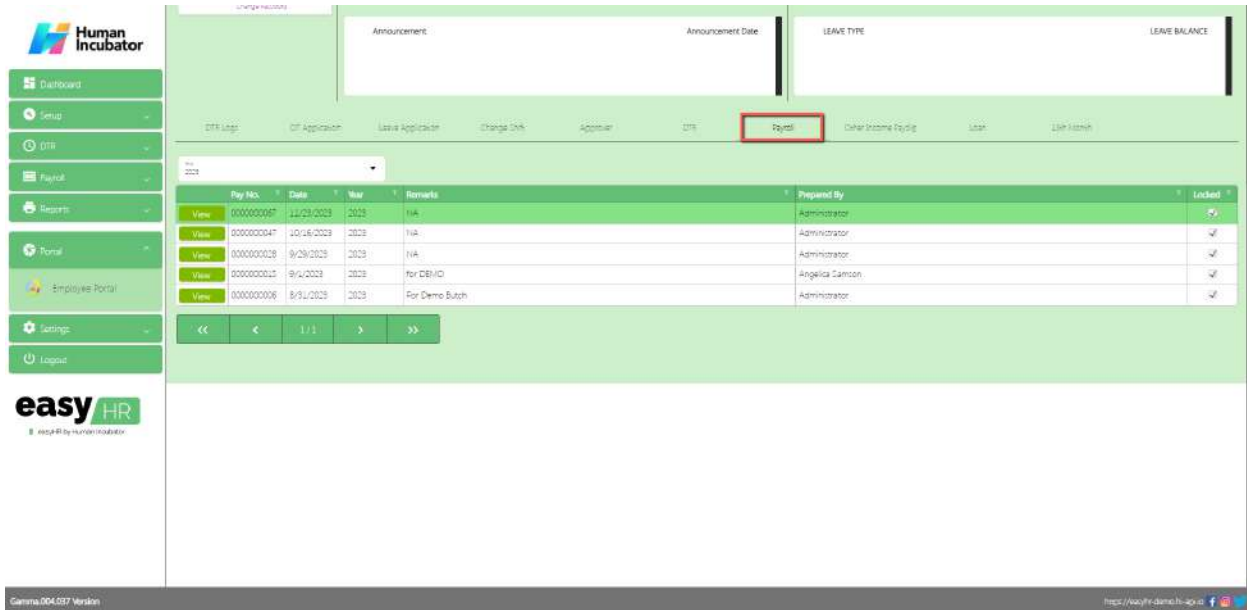
- **Assumption:** The employee already clicked the **View** button on the left side in the DTR table.
 - Can View DTR logs
 - Can Download CSV file
 - Can Print to PDF file

The screenshot shows the Human Incubator HR system interface. A modal window titled "DTR Lines" is open, displaying a table of DTR records. The table has the following columns: Branch, Employee, Date, Type, Shift, IN1, OUT1, IN2, and OUT2. The data rows show records for Cebu Atto 16 Bar on various dates from 11/23/2022 to 11/6/2023, all with a "REGULA" type and "9:00AM - 9:00 AM" shift. The modal also includes "CSV", "Print", and "Close" buttons at the top right and navigation arrows at the bottom.

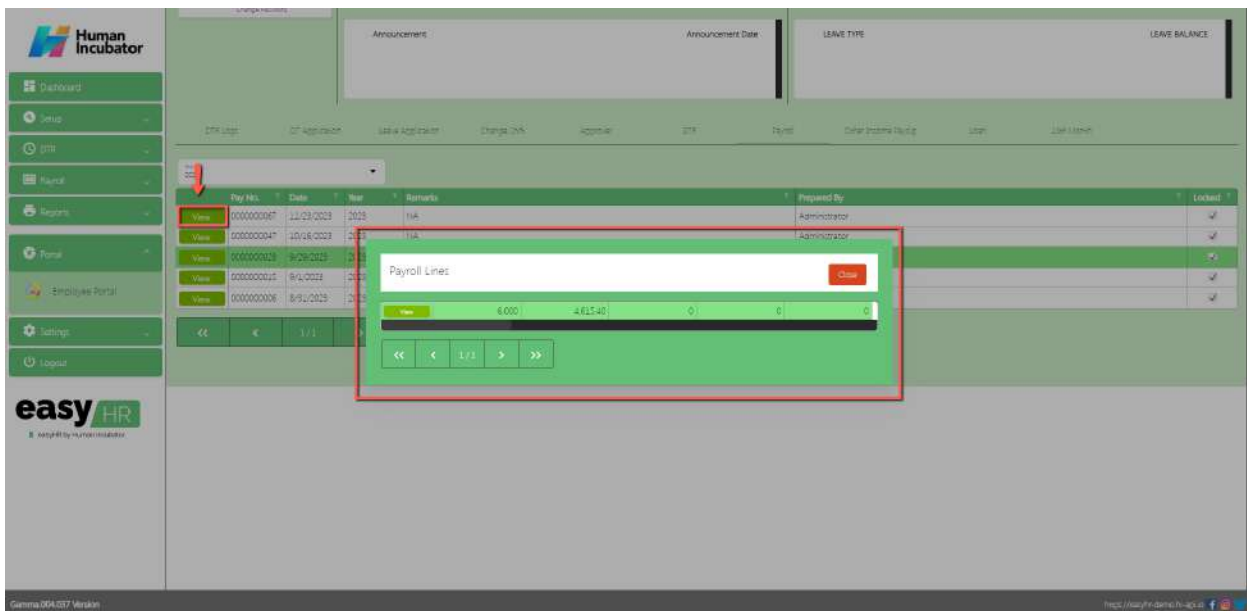
Branch	Employee	Date	Type	Shift	IN1	OUT1	IN2	OUT2
Cebu	Atto 16 Bar	11/23/2022	REGULA	9:00AM - 9:00 AM				
Cebu	Atto 16 Bar	11/24/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/25/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/26/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/27/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/28/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/29/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/30/2022	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/01/2023	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/02/2023	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/03/2023	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/04/2023	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/05/2023	REGULA	9:00AM - 9:00 AM		6:02 PM		
Cebu	Atto 16 Bar	11/06/2023	REGULA	9:00AM - 9:00 AM		6:02 PM		

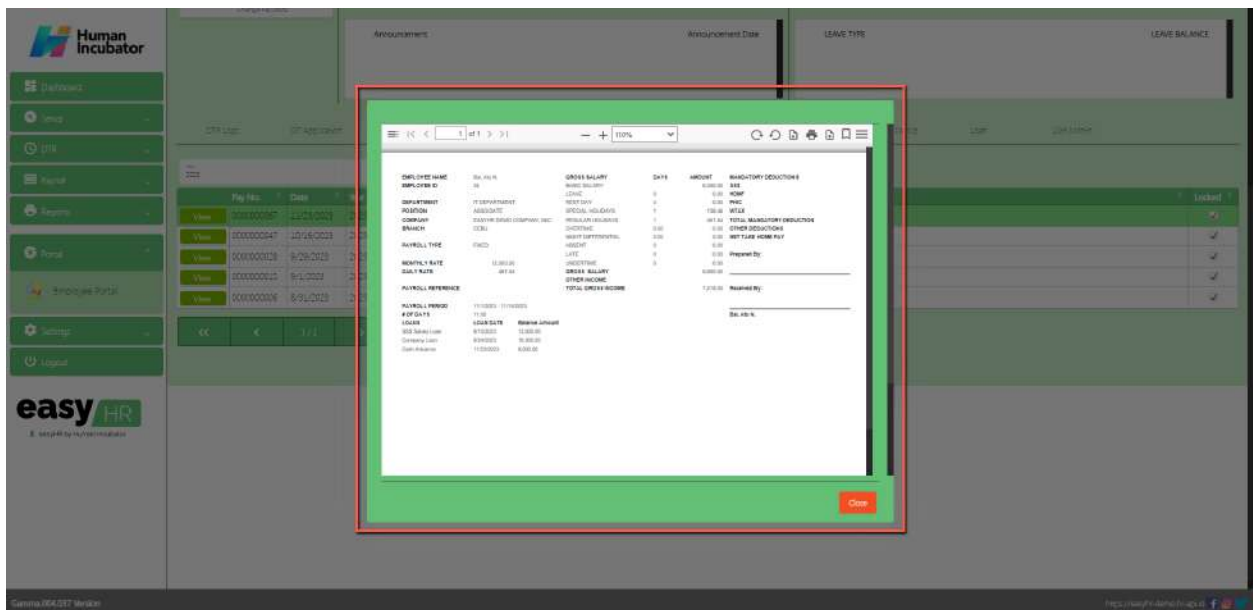
Payroll

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



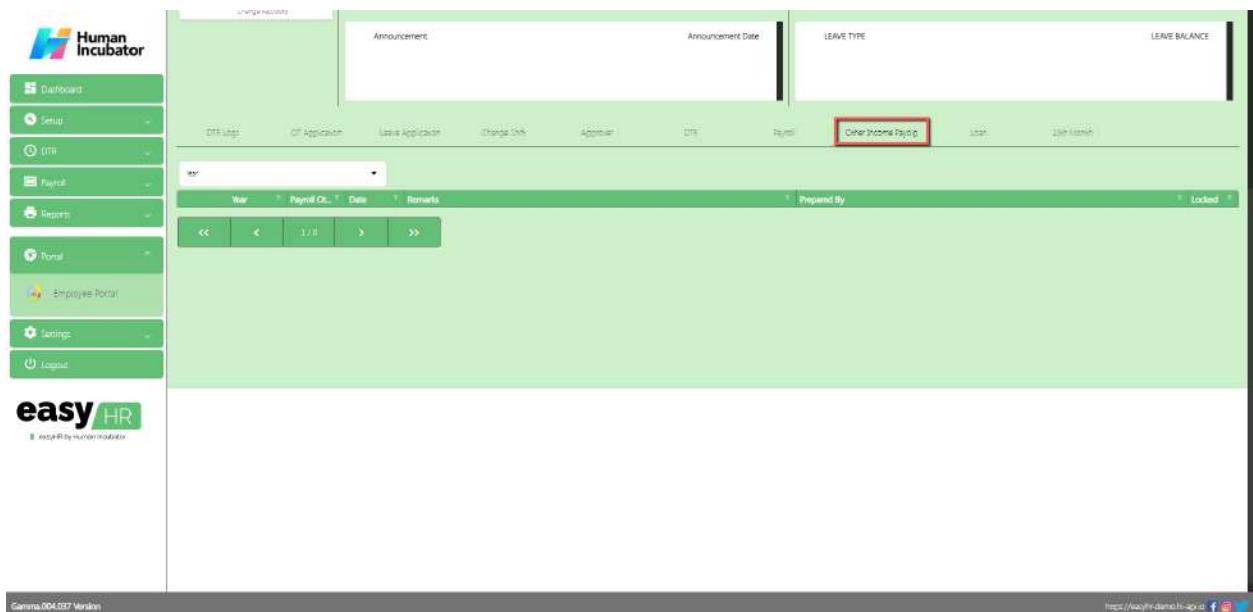
- **Assumption:** The employee already clicked the **View** button on the left side in the Payroll table.
 - Can view Payroll Lines
 - Click **View** button to view payslip
 - Can Download PDF file
 - Can Print



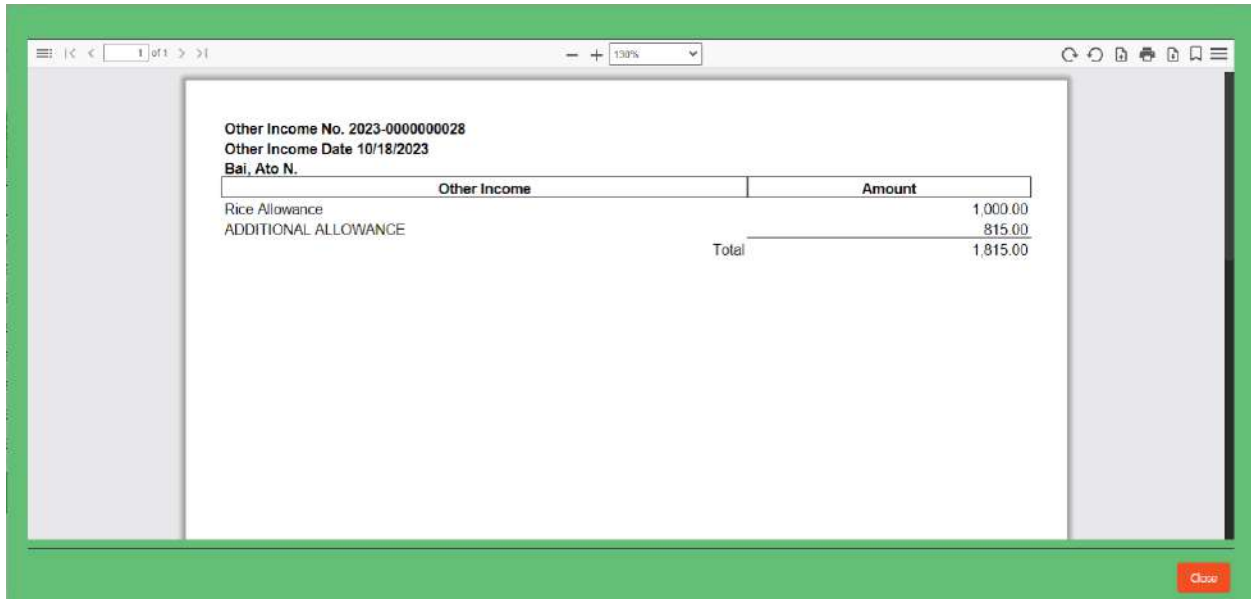


Other Income Payslip

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

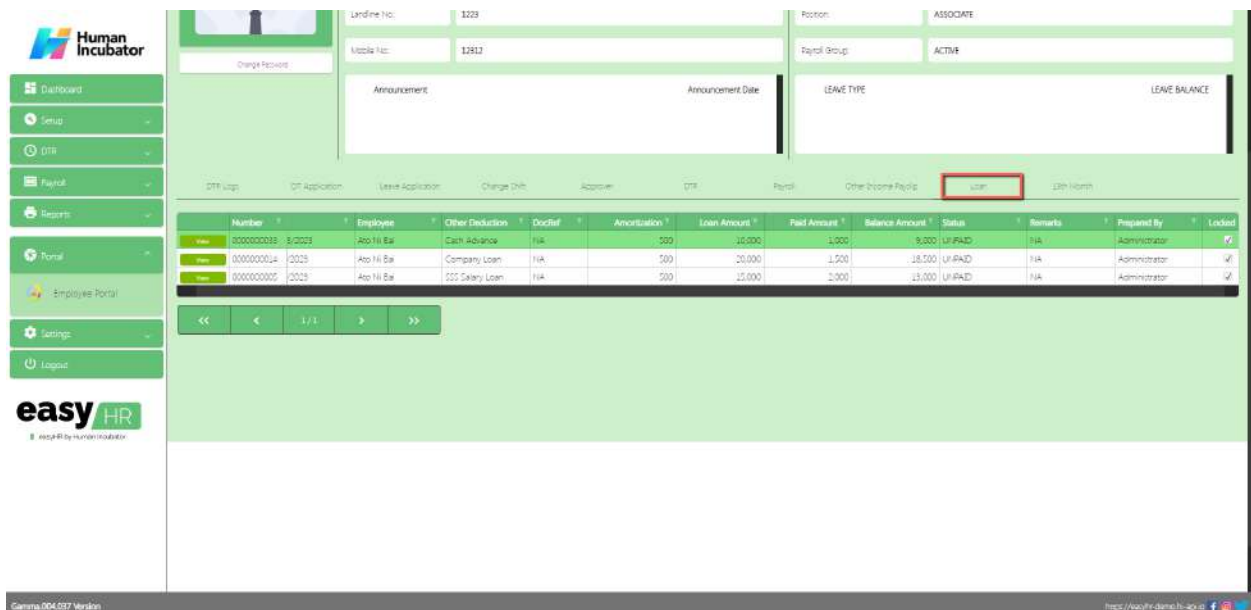


- **Assumption:** The employee already clicked the **View** button on the left side in the Other Income Payslip table.
 - View Other Income Payslip
 - Can Download PDF file
 - Can Print



Loan

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



- **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

Date: 8/24/2023

Other Deduction: Company Loan

DocRef: NA

Amortization: 500.00

PaidAmount: 1,000.00

Prepared By: Administrator

Approved By: Administrator

Loan Amount: 20,000.00

Balance Amount: 19,000.00

Checked By: Administrator

Payments: Remarks:

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

change month
Announcement
Announcement Date
LEAVE TYPE
LEAVE BALANCE

OTR Log
OT Application
Leave Application
Change OTR
OTR
Payroll
Other Income Payroll
Loan
13th Month

Year: 2023 View

- **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

Human Incubator

System Tables

Code Tables Labels Accounts

SYSTEM CATEGORY Add

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
		WORK COMPUTATION	WORK COMPUTATION	SYSTEM CATEGORY
		LOAN STATUS	LOAN 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

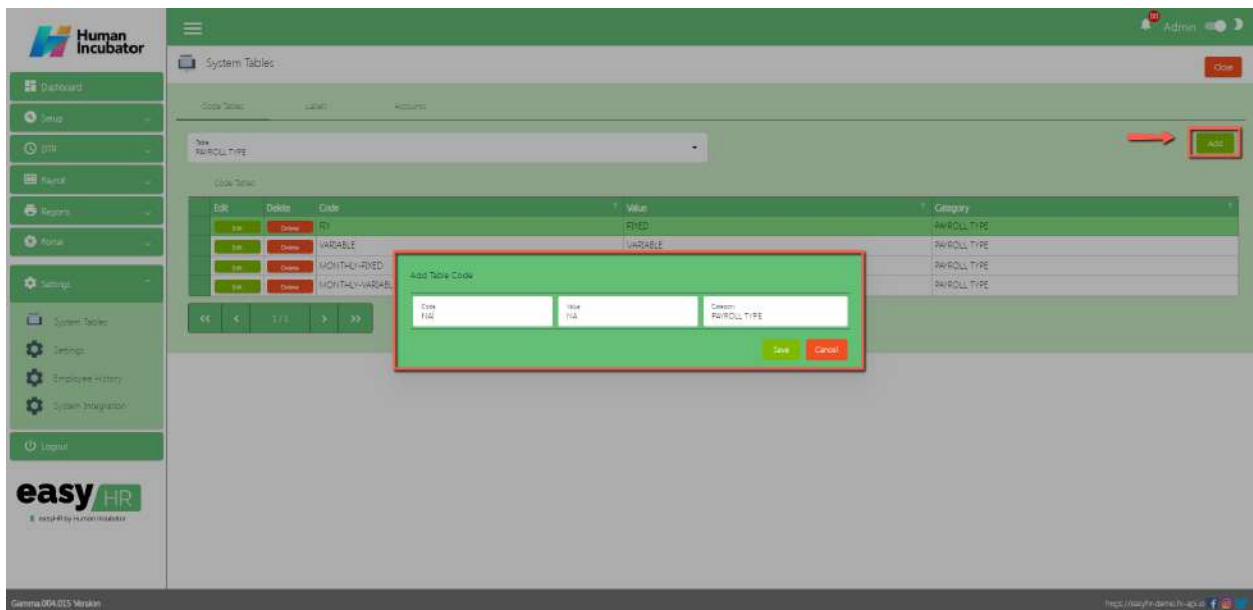
Camms.004.015 Version <http://easyhr.danic.hr>

Code Tables

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

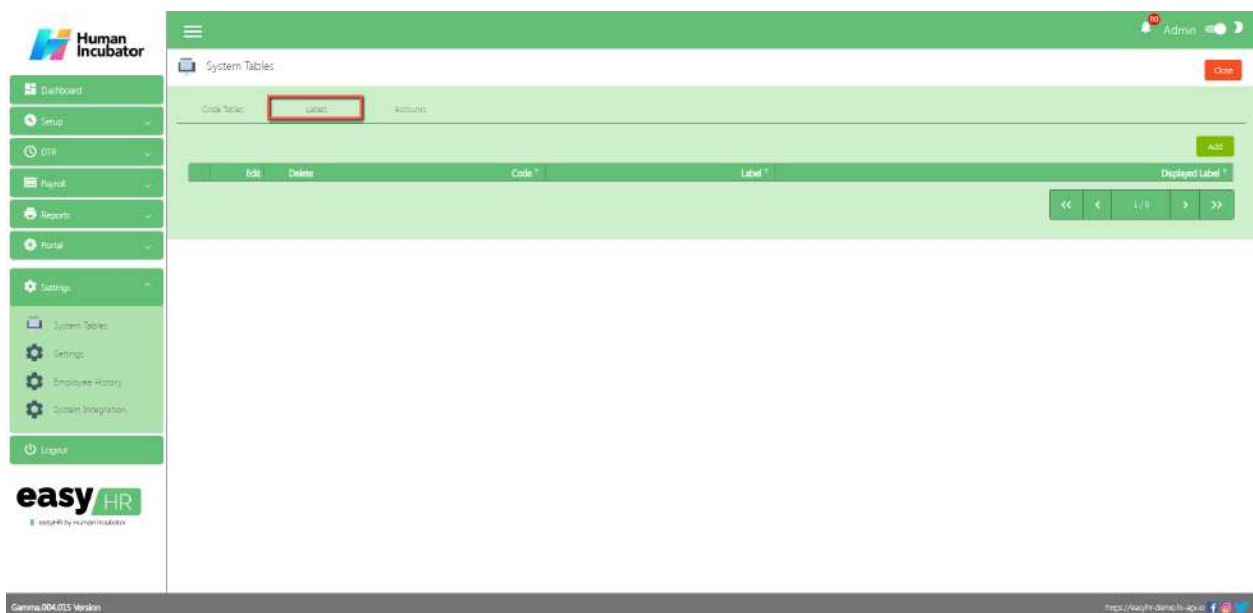
The screenshot displays the 'System Tables' management interface in the easyHR system. On the left is a navigation sidebar with options like Dashboard, Setup, OTR, Payroll, Reports, Portal, Settings, System Tables, Employee History, and System Integration. The main area is titled 'System Tables' and contains a table with columns for 'Code Table', 'Label', and 'Assume'. A red box highlights the 'Code Table' column, which lists various HR-related terms such as 'HDIIF COMPUTATION', 'LOAN STATUS', 'PAYROLL GROUP', 'PAYROLL TYPE', 'POSITION', and 'RELIGION'. To the right of this table is a dropdown menu for 'Category', which is currently set to 'SYSTEM CATEGORY'. At the bottom of the table, there are navigation controls including '<<', '<', '>', '>>', and '1 / 2'. The footer of the page shows the version 'Genima.004.015 Version' and the URL 'http://www.danic.hr/eg/01'.

- **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.

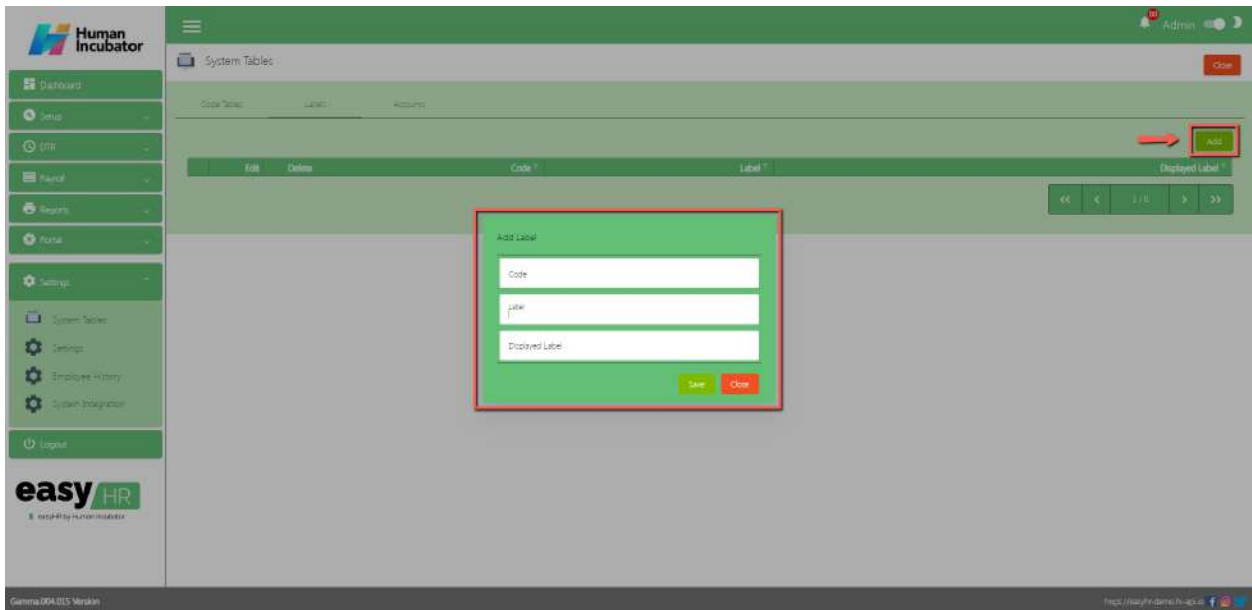


Labels

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

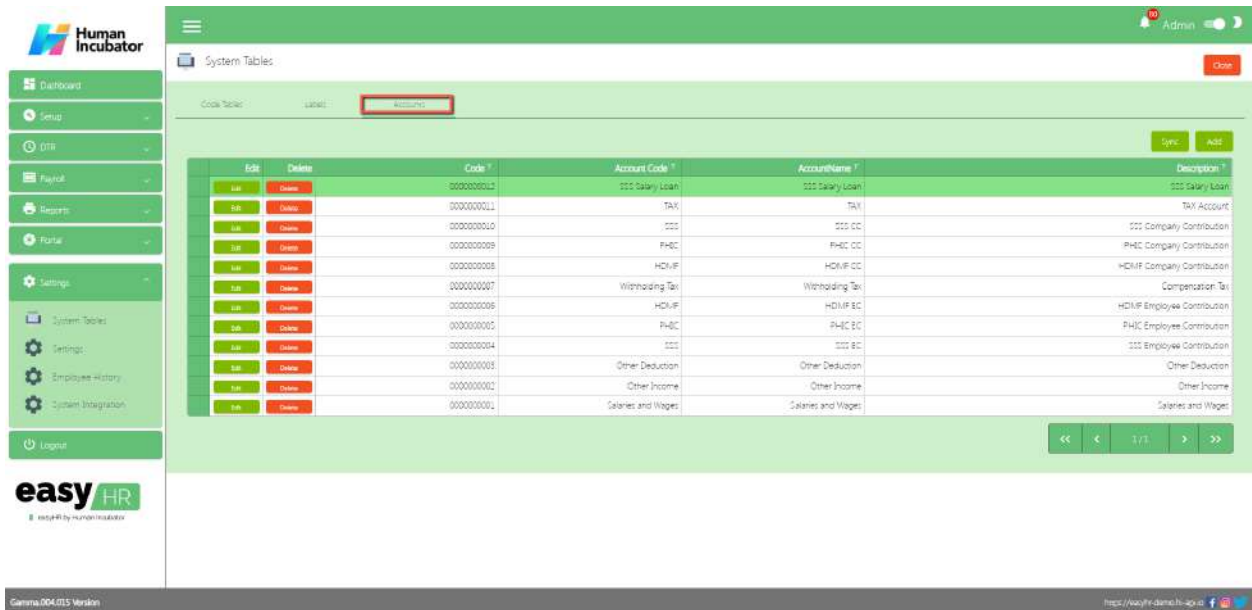


- **Assumption:** The employee already clicked the **Add** button on the right side in the labels tab.
 - Input Label
 - Input Displayed label
 - Click **Save** button to add in the label table list.



Accounts

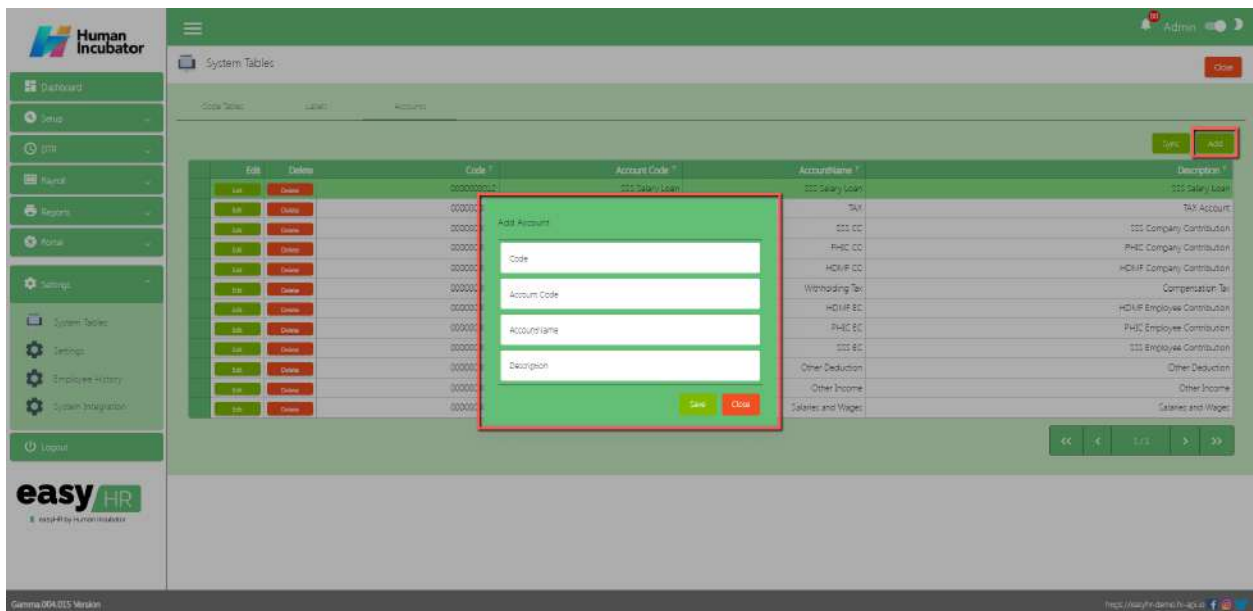
- In the **Accounts** tab the user can sync to EasyFS and add an account.



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



- The 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 displays the 'Employee History' page in the Human Incubator system. The main content is a table listing changes made to employee 201. The table has the following columns: Code, Date, Field Name, Old Value, New Value, Edited By, and Date. The records show various updates to fields like Full Name, Default Shift, and Hourly Rates.

Code	Date	Field Name	Old Value	New Value	Edited By	Date
0000268707	10/18/2023	Full Name	Sample, Butch D	Butch D, Sample	Administrator	10/18/2023
0000268708	10/18/2023	Default Shift	9:00AM - 6:00PM (Multiple Bre.	8:00AM-2:00PM (NO SATURDAY	Administrator	10/18/2023
0000268707	10/18/2023	Full Name	Sample, Butch D	Butch D, Sample	Administrator	10/18/2023
0000268706	10/13/2023	Default Shift	8:00AM-5:00PM (NO SATURDAY	9:00AM - 6:00PM (Multiple Bre.	Administrator	10/13/2023
0000268707	10/13/2023	Full Name	ASTO, MUZA A, NA	MUZA A ASTO/NA	Administrator	10/13/2023
0000268704	10/13/2023	Default Shift	8:00AM - 5:00PM	STANDARD MULTIPLE BREAKS (Administrator	10/13/2023
0000268703	10/13/2023	Full Name	Sample, Butch D	Butch D, Sample	Administrator	10/13/2023
0000268702	10/12/2023	Full Name	Sample, Butch D	Butch D, Sample	Administrator	10/12/2023
0000268701	10/10/2023	Full Name	Sample, Butch D	Butch D, Sample	Administrator	10/10/2023
0000268700	10/10/2023	HighDifferentialRate	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	UndertimeHourlyRate	55.85000	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
0000268690	10/10/2023	HourlyRate	55.83000	57.69	Administrator	10/10/2023

The interface also includes a sidebar with navigation options: Dashboard, Setup, DTR, Payroll, Reports, Portal, Settings, System Tables, Employee History, and System Integration. The footer shows 'Gamma 004.015 Version' and 'Wijmo Evaluation Version (5.20202.699)'.

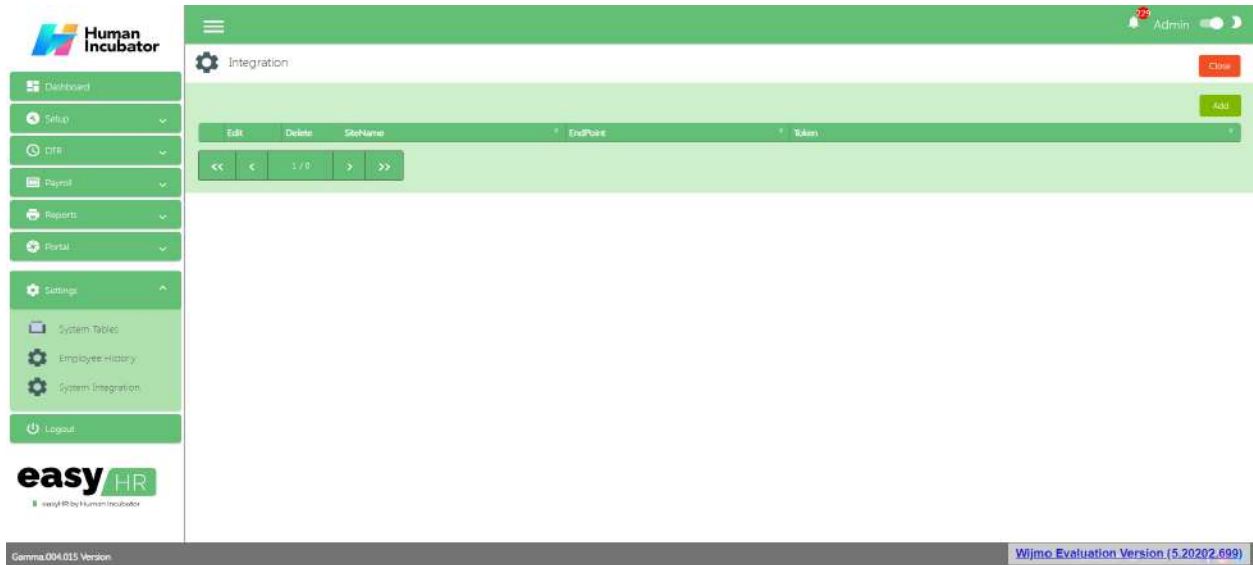
System Integration

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.

The screenshot displays the 'Integration' management interface in the Human Incubator system. On the left is a navigation sidebar with options: Dashboard, Setup, DTR, Portal, Reports, Portal, Settings, System Tables, Employee history, System Integration, and Logout. The main content area is titled 'Integration' and features a table with columns for 'Edit', 'Delete', 'SystemName', 'EndPoint', and 'Token'. A red arrow points to an 'Add' button in the top right corner of the table area. A modal window titled 'Add Integration' is open in the center, containing three input fields: 'SystemName', 'EndPoint', and 'Token'. The 'SystemName' field has a dropdown arrow. At the bottom of the modal are 'Save' and 'Close' buttons. The footer of the page includes 'Gamma.004.015 Version' on the left and 'Wijmo Evaluation Version (5.20202.699)' on the right.

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.

