

easyHR User Manual

Build Gamma.008.001

Human Incubator Inc.

09 September 2026

Contents

Before you start	3
1. Dashboard	10
1.1 Dashboard	10
2. Setup	12
2.1 Company	12
2.2 Employee	15
2.3 Mandatory Tables	20
2.4 Shift	23
2.5 Year	25
2.6 Day Type	28
2.7 Other Income	29
2.8 Other Deductions	30
2.9 Users	31
3. DTR (Daily Time Record)	35
3.1 Leave Credits	35
3.2 Change Shift	36
3.3 Leave Application	37
3.4 Overtime Application	39
3.5 DTR	41
4. Payroll	44
4.1 Loans	44
4.2 Other Income	45
4.3 Other Deductions	47
4.4 Payroll	48
5. Reports	51
5.1 Mandatory Reports	51
5.2 Demographics	52
5.3 Payroll Worksheet	52
5.4 Payroll Worksheet Range	53
5.5 Payroll Summary Worksheet Report	54
5.6 Payroll Other Income	55
5.7 Payroll Other Deduction	56
5.8 Payroll Summary	57
5.9 Journal Voucher	58
5.10 Withholding Tax Monthly	59
5.11 ATM Bank Report	60
5.12 DTR Report	61
5.13 Bank Detail Report	62
5.14 Payslip Report	63
5.15 Payroll Other Income Payslip	64
5.16 SSS Loan	65
5.17 SSS Calamity Loan	66
5.18 Loan Summary Report	67
5.19 Loan Deduction Report	68
5.20 HDMF Loan Report	69
5.21 Leave Report	70
5.22 Tardiness Report	71

5.23 Absent Report	72
5.24 13th Month Pay Report	73
5.25 Training Report	74
6. Employee Portal	76
6.1 Employee Portal	76
7. Settings	79
7.1 System Tables	79
7.2 Settings	81
7.3 Employee History	82
7.4 System Integration	83
7.5 Audit Trail	83
8. Additional screens	85
8.1 Alphalist	85
8.2 Form 2316	86
8.3 Official Business Report	87
8.4 Geolocation Official Business Report	87
8.5 Geolocation Report	88
8.6 DTR Image Report	89
8.7 Rostering Report	90
8.8 Tax Exemption	91
8.9 DTR Import Logs	92

Before you start

What this manual covers

This manual describes **easyHR**, the cloud HR and payroll system of Human Incubator Inc. It was written from the running system, screen by screen: every illustration in it is a screenshot of easyHR itself, taken on build **Gamma.008.001**.

The manual is organised the way the product is organised. Each of the seven menus on the top bar becomes a chapter, and each screen inside that menu becomes a numbered section that tells you what the screen is for, how to reach it, what to do on it, and what you should see afterwards.

A note about the illustrations. The screenshots come from a demonstration company. Employee names, addresses, contact numbers, e-mail addresses, government numbers, company and branch names and photographs have all been replaced with obvious placeholders such as *DELA CRUZ*, *Employee 01*, *Sample Company Inc.* and *Branch 01*. Document numbers, dates, times and amounts are untouched, so the worked examples still add up.

Who it is for

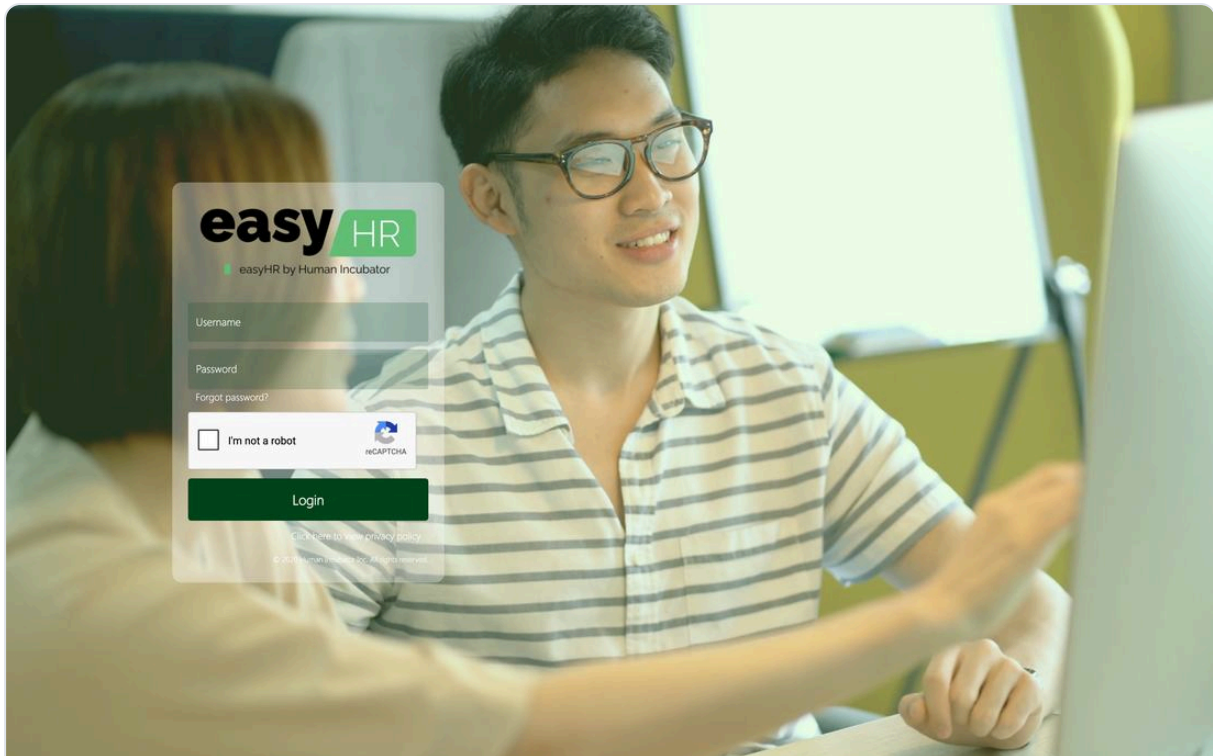
The manual is written for the people who run easyHR day to day: the HR officer who keeps the employee records, the timekeeper who prepares the daily time record, the payroll officer who computes and locks the payroll, and the administrator who sets the system up and gives people access. No technical knowledge is assumed.

Signing in

easyHR runs in a web browser; nothing has to be installed. Open the address your administrator gave you — the demonstration system used for this manual is <https://preprod.easycloudhr.com/> — and the sign-in page appears.

1. Type your **Username** and **Password**. 2. Tick **I'm not a robot**. The **Login** button does nothing until this is ticked, and after three attempts without it the button is disabled for three minutes. 3. Click **Login**.

You land on the Dashboard. If you have forgotten your password, type your user name first and then click **Forgot password?** — the link uses the name in the box to find your account.



The sign-in page

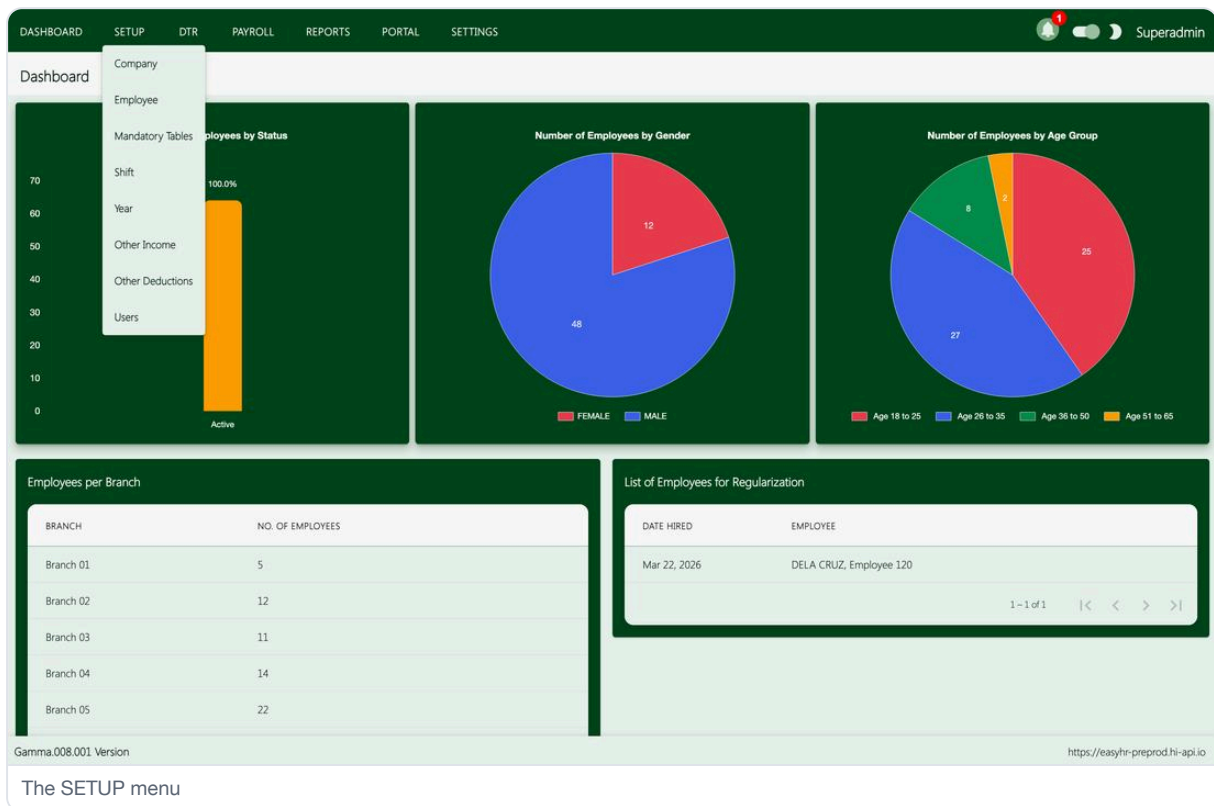
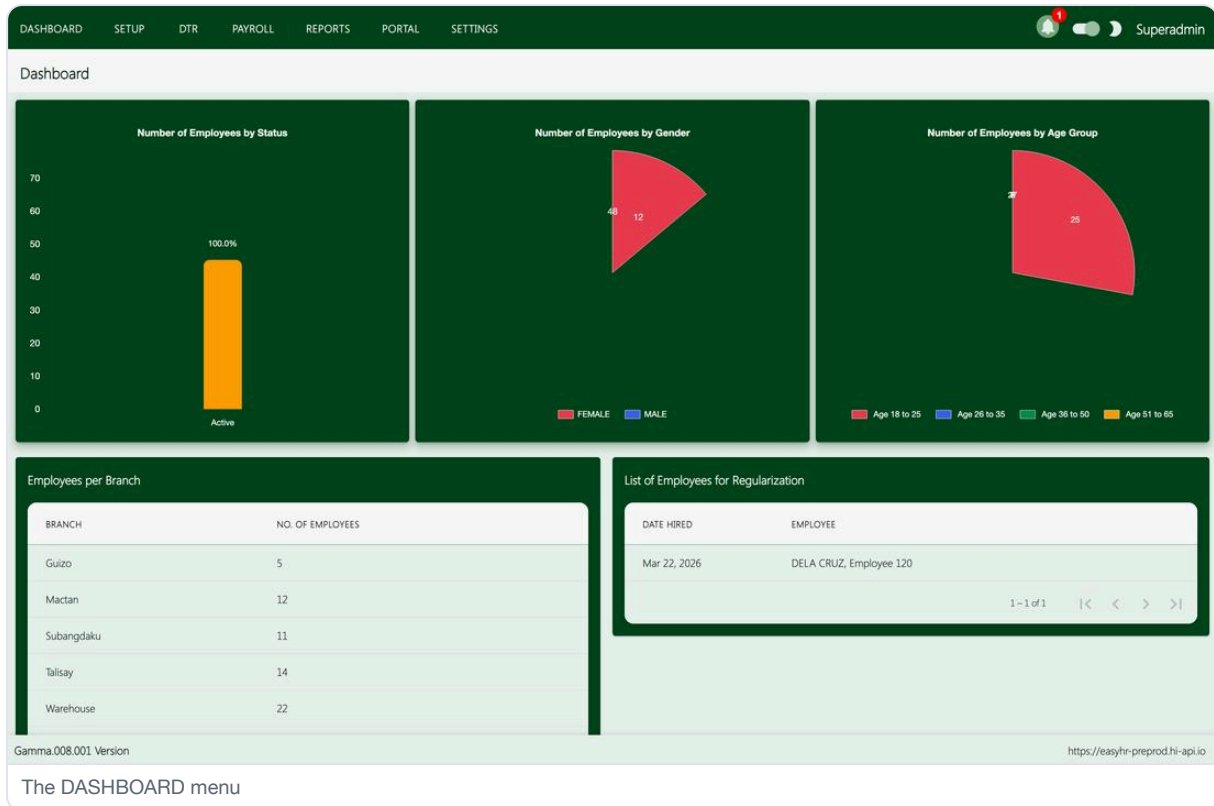
The screen frame

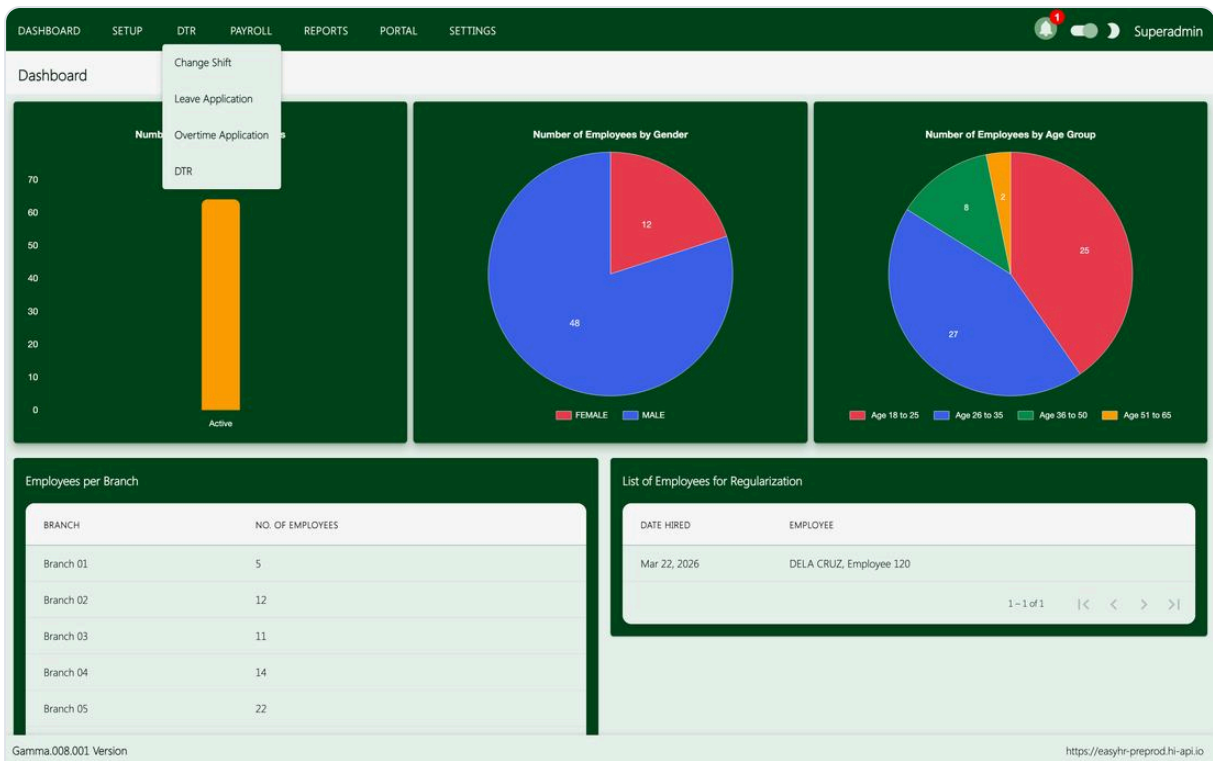
Every screen has the same frame.

- The **top bar** carries the seven menus — Dashboard, Setup, DTR, Payroll, Reports, Portal and Settings. Click one and its screens drop down.
- At the right of the top bar are the **notification bell**, a **colour switch**, a **Dark mode** switch (the crescent moon) and **your user name**. Click your user name to sign out.
- The **page title** sits under the top bar on the left, and the buttons that act on the whole screen — **Add**, **CSV**, **Import**, **Save**, **Lock**, **Unlock**, **Close** — sit on the right of the same strip.
- The **footer** shows the build number of the system, which is worth quoting whenever you report a problem.

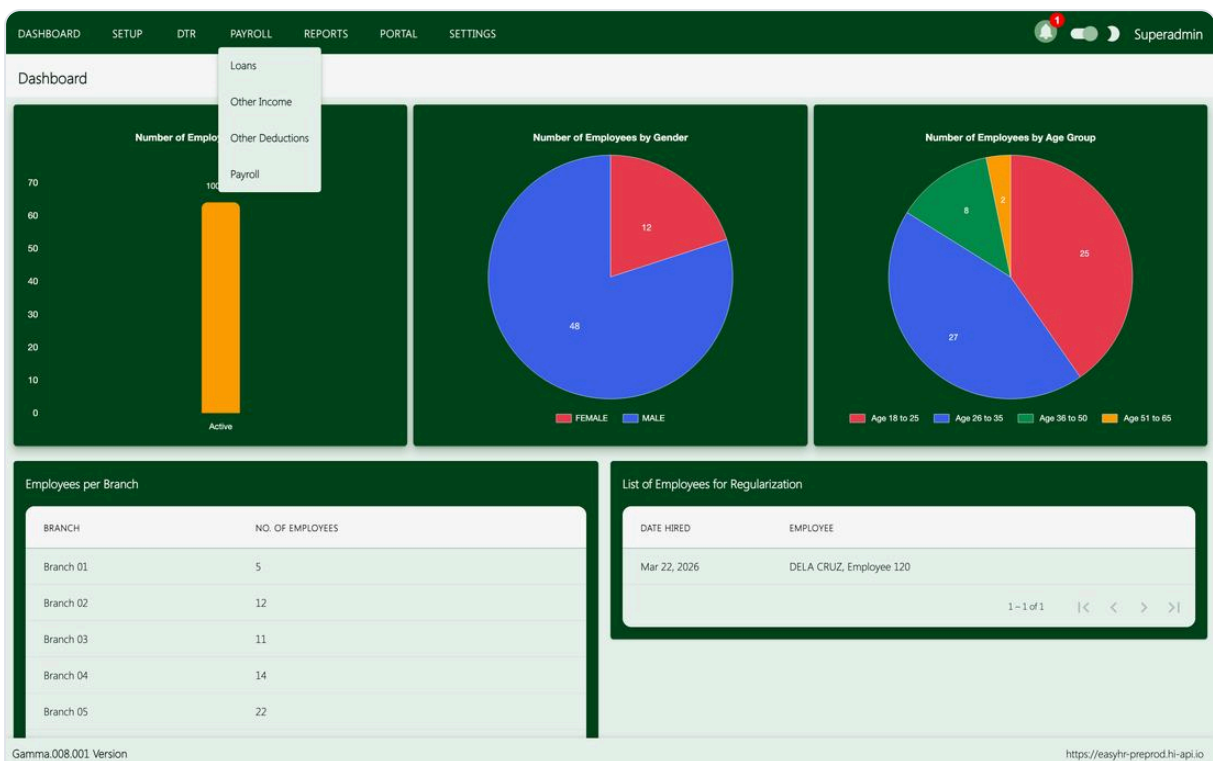
The screenshots in this manual were taken with Dark mode switched off.

THE SEVEN MENUS

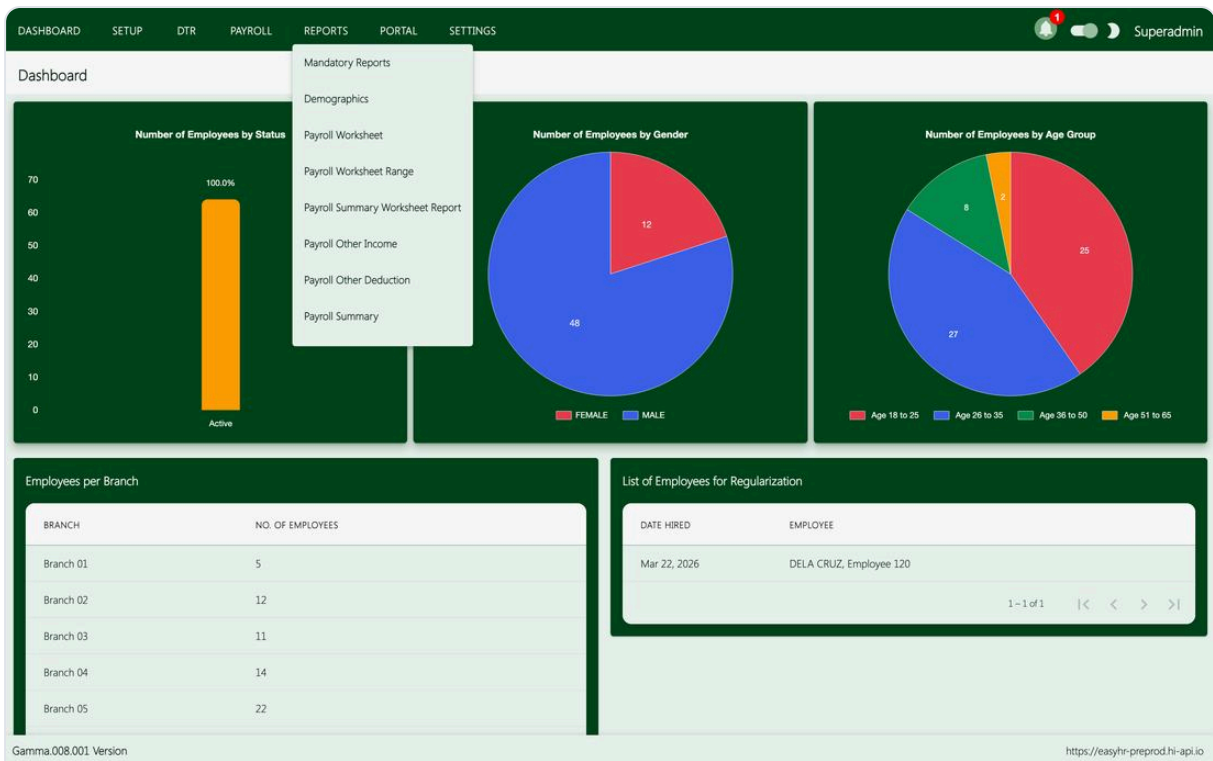




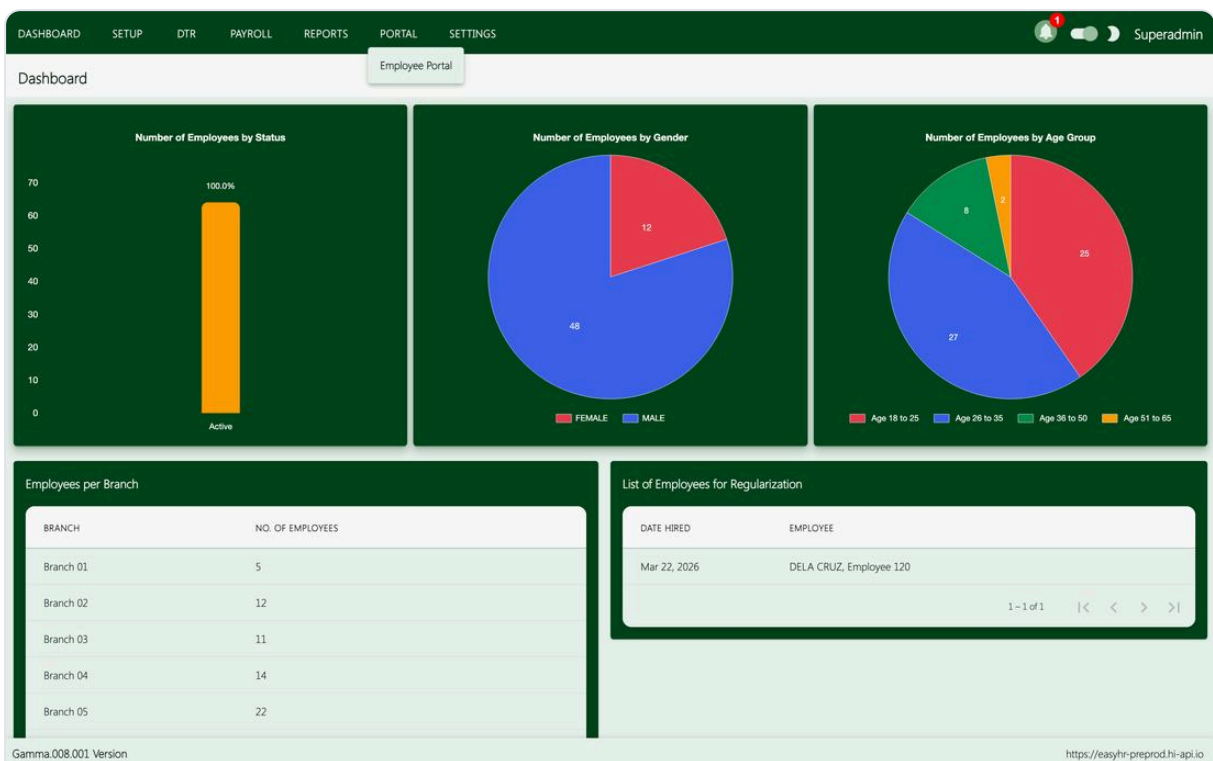
The DTR menu



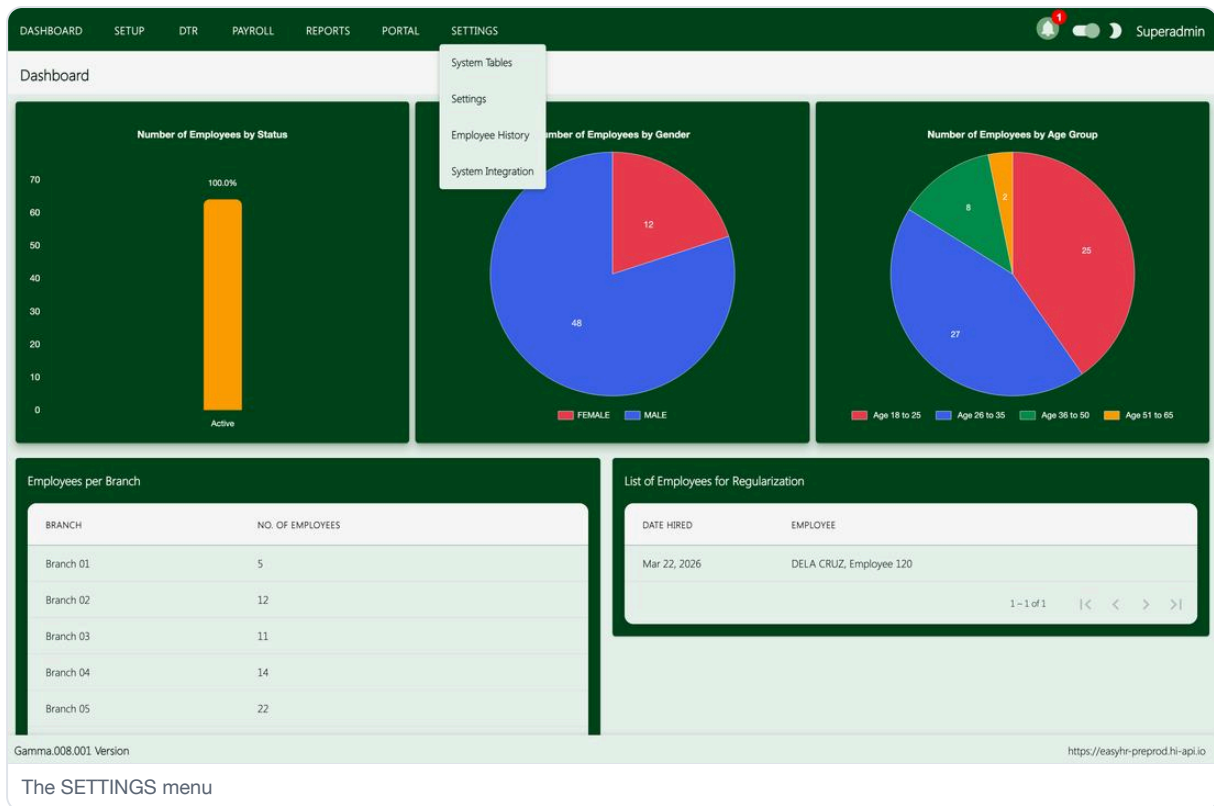
The PAYROLL menu



The REPORTS menu



The PORTAL menu



The SETTINGS menu

List screens

Most screens open on a list. Lists behave the same way everywhere:

- Each row has an **Edit** button that opens the record, and a **Delete** button that removes it. A record that has already been used in a transaction cannot be deleted.
- The small funnel in a column heading filters that column.
- The bar under the grid moves through the pages — first, previous, next, last — and **Show** sets how many rows a page holds.
- **Add** creates a new record; **Close** leaves the screen.
- Where a list belongs to one payroll group, the **Payroll Group** box above the grid decides which records are listed. Change it and the grid reloads.

Record screens

A detail screen shows one record. Simple records (a shift, a company) open in a dialog on top of the list; larger ones (an employee, a payroll) open as a screen of their own with **tabs** across the middle.

The buttons at the top right always mean the same thing:

- **Save** writes your changes. It stays greyed out until something changes, and while the record is locked.
- **Lock** finalises the record. A locked record cannot be edited, and in most modules only locked records are picked up by the next step — a payroll only sees a locked DTR, for example.
- **Unlock** re-opens a locked record so it can be corrected.
- **Close** returns to the list. Anything unsaved is lost.

Reports

Every report works the same way. Choose what you want to see in the boxes at the top — typically **Payroll Group**, a **date range** or a **payroll period**, and sometimes a single **employee** — and then use the buttons on

the right:

- **View** builds the report and opens it in the built-in PDF viewer, from where it can be printed or saved.
- **CSV** downloads the same figures as a spreadsheet file.
- **Close** leaves the screen.

A report shows nothing until it is generated, and it can only show periods that have already been processed: a payroll report needs a locked payroll, a DTR report needs a locked DTR.

Two habits that save work

Two habits will save you a great deal of work.

- **Lock what is finished, in order.** Change Shift, Leave and Overtime applications are locked before the DTR that consumes them; the DTR is locked before the payroll that consumes it; the payroll is locked before the payslips are printed. Unlocking a record that a later record already used forces you to redo the later record.
- **Do not edit the mandatory tables** unless the government has actually changed a contribution table. Those figures drive every deduction in the system.

What this manual does not cover

Two things are deliberately not in this manual.

- **The output of the reports.** Every report screen is documented — where it is, what you choose on it, and what it produces — but the generated reports themselves are not reproduced. They are built by the server from the live records and carry real employees' names and pay, and unlike the screens they cannot be anonymised reliably, so no example of one is printed here.
- **Screens with no data behind them.** Three record screens — Day Type, Leave Credits and Tax Exemption — hold no records in the system this manual was written from, so they are described but not illustrated. Each says so on its own page.

Everything else that the Super Admin account can open in build Gamma.008.001 is covered: seven menus, fifty-nine screens, and the record screens and tabs behind them.

1. Dashboard

The first screen after signing in: a summary of the workforce, and the place to start from.

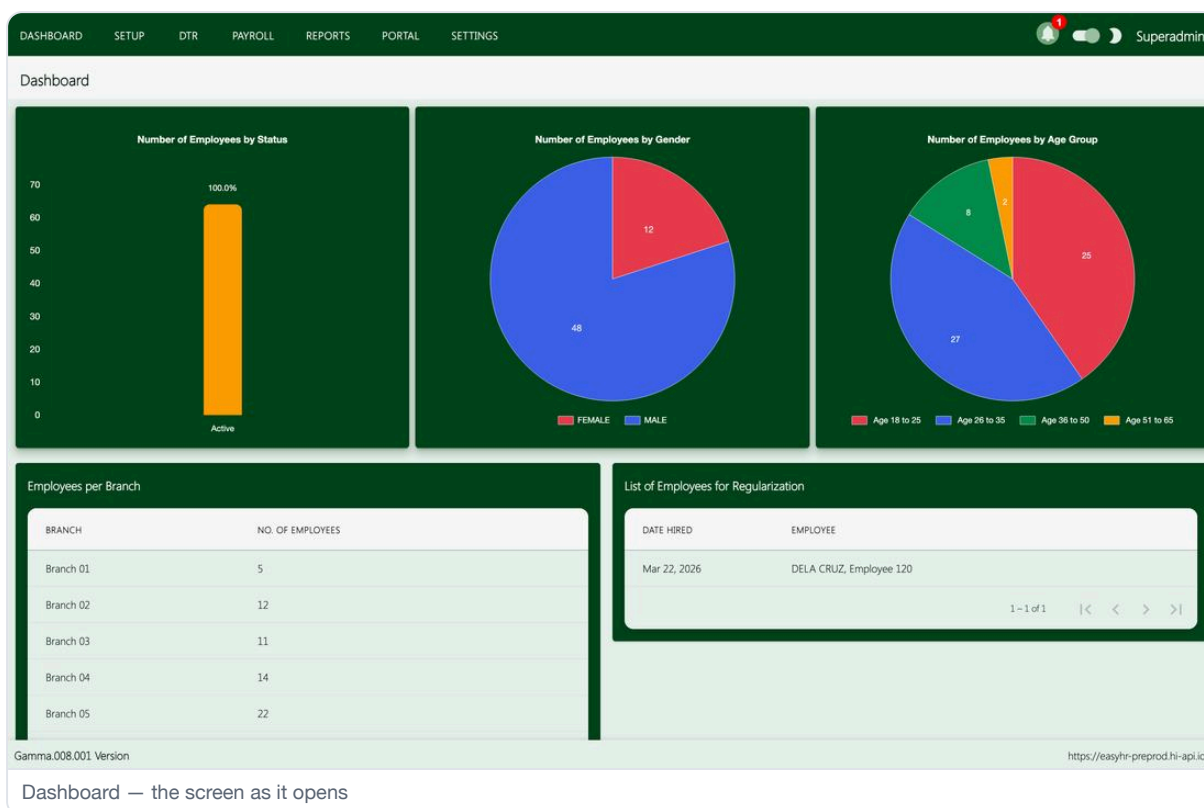
1.1 Dashboard

The Dashboard is the landing screen. It answers the questions a manager asks first thing in the morning — how many people do we employ, how are they split between branches, and who is due for regularisation — without opening a single report.

HOW TO GET THERE

DASHBOARD → **Dashboard** </software/dashboard>

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



WHAT TO DO

1. Sign in. The Dashboard opens by itself.
2. To come back to it later, click **DASHBOARD** on the top bar.

COLUMNS ON THIS SCREEN

BRANCH NO. OF EMPLOYEES DATE HIRED EMPLOYEE

WHAT YOU SHOULD SEE

Four panels: employees by status, by gender and by age group, the head count per branch, and the list of employees whose regularisation date is coming up.

WORTH KNOWING

The figures cover the whole company. There is no filter on this screen — use the Demographics report when you need the

same information for one branch or one payroll group.

The panels are read-only. Nothing on the Dashboard can be edited.

2. Setup

The master files. Everything else in easyHR depends on what is set up here, so this is the chapter to work through first when a company goes live.

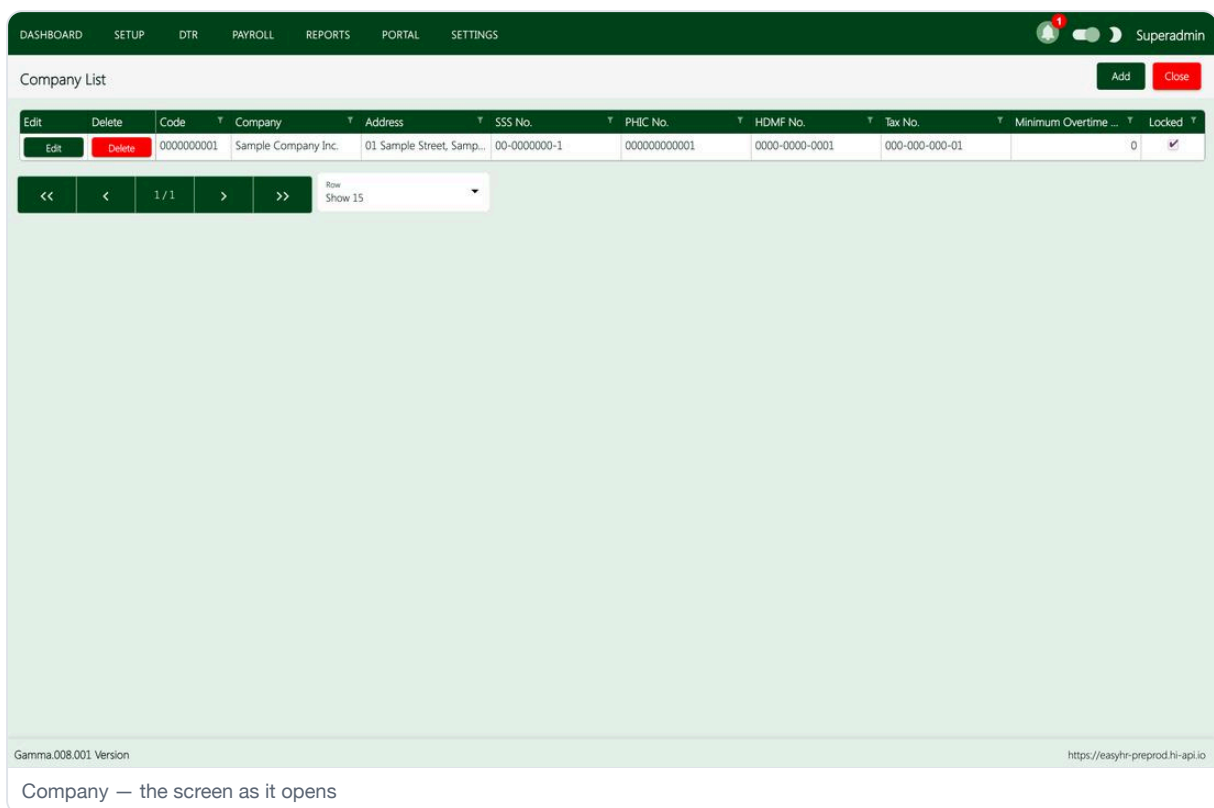
2.1 Company

The company record holds the employer's own details: its name and address, its SSS, PhilHealth, HDMF and BIR numbers, the accounts its contributions are posted to, who may approve applications, how pay is treated for tax and for the 13th month, and the announcement that greets employees in the portal.

Almost every other screen refers back to this record, so it is the first thing to set up.

HOW TO GET THERE

SETUP → **Company** `/software/company-list`



WHAT TO DO

1. Open **SETUP** → **Company**.
2. Click **Edit** on the company you want to change, or **Add** to register another one.
3. On the **Detail** tab fill in the company name, the government numbers, the accounts each contribution is posted to, the address and the logo.
4. On the **Approver** tab add the people who may approve applications, one entry per branch.
5. On the **Settings** tab tick how each kind of pay behaves — whether it is taxable, whether it is shown on the payslip, and whether it counts towards the 13th month.
6. On the **Announcement** tab write the notice that employees see in the portal.
7. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

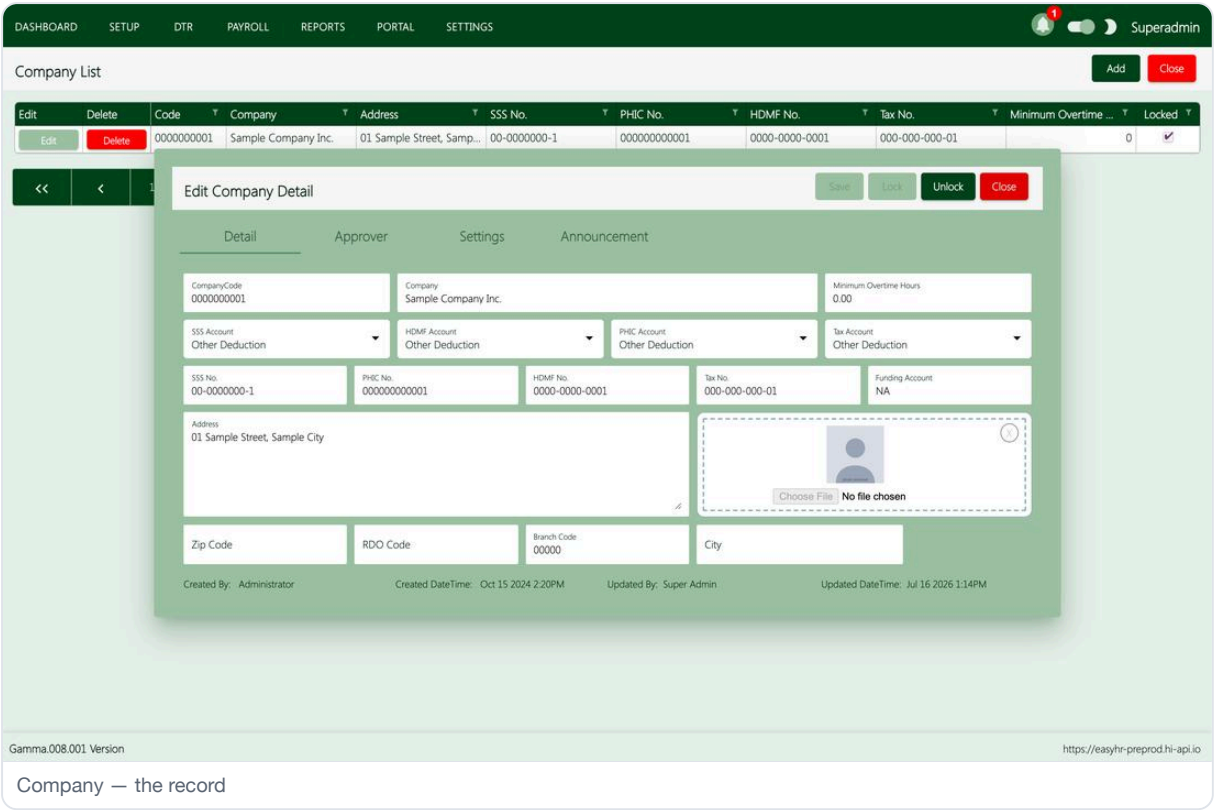
- Edit
- Delete
- Code
- Company
- Address
- SSS No.
- PHIC No.
- HDMF No.
- Tax No.
- Minimum Overtime Hours
- Locked

BUTTONS

- Add
- Close
- Edit
- Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the dialog.



Tabs:

Detail

Approver

Settings

Announcement

Fields:

CompanyCode

Company

Minimum Overtime Hours

SSS Account

HDMF Account

PHIC Account

Tax Account

SSS No.

PHIC No.

HDMF No.

Tax No.

Funding Account

Address

Zip Code

RDO Code

Branch Code

City

Buttons:

Add

Close

Edit

Delete

Save

Lock

Unlock

X

APPROVER

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS




Superadmin

Company List

Add
Close

Edit	Delete	Code	Company	Address	SSS No.	PHIC No.	HDMF No.	Tax No.	Minimum Overtime ...	Locked
<button>Edit</button>	<button>Delete</button>	0000000001	Sample Company Inc.	01 Sample Street, Samp...	00-0000000-1	000000000001	0000-0000-0001	000-000-000-01	0	☒

Edit Company Detail

Save
Lock
Unlock
Close

Detail

Approver

Settings

Announcement

ADD

Edit	Delete	User	Branch
<button>Edit</button>	<button>Delete</button>	HR User	Branch 05
<button>Edit</button>	<button>Delete</button>	Louie Marvin Collamat	Branch 04
<button>Edit</button>	<button>Delete</button>	Ivane Collamat	Branch 05
<button>Edit</button>	<button>Delete</button>	Dion Ross Collamat	Branch 01
<button>Edit</button>	<button>Delete</button>	Ivane Collamat	Branch 03
<button>Edit</button>	<button>Delete</button>	Grazelle Mae Go	Branch 02
<button>Edit</button>	<button>Delete</button>	Marlonne Limbagan	Branch 05
<button>Edit</button>	<button>Delete</button>	Arlonne Limbagan	Branch 05

<<
<
1 / 1
>
>>

Gamma.008.001 Version
<https://easyhr-preprod.hi-api.io>

Company — Approver tab

Columns: Edit Delete Code Company Address SSS No. PHIC No. HDMF No. Tax No.
Minimum Overtime Hours Locked

SETTINGS

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Company List
Add
Close

Edit	Delete	Code	Company	Address	SSS No.	PHIC No.	HDMF No.	Tax No.	Minimum Overtime ...	Locked
									0	

Edit Company Detail
Save
Lock
Unlock
Close

Detail
Approver
Settings
Announcement

☐ Is Special Holiday Pay For FXED Employee (No logs)
☒ Is Show Loan Balance

☐ Multiple Breaks
☒ Is Show Monthly Rate

☒ Is Show Non-Taxable Income
☒ Is Show Approved By

☐ Is OT Taxable
☒ Is Show Daily Rate

☐ Is Rest Day Taxable
☐ Is Payroll Type Fixed Compute As Variable

☐ Is NightDiff Taxable
☐ Is Regular Holiday Included SSS Contribution

☐ Is Premium Taxable
☐ Is Overtime Convertible To Leave Credits

☐ Is Holiday Taxable
☒ Is Show Payslip Other Income Detail

☐ Is Additional Allowance Taxable
☐ Is PHIC Computation Based on Payroll Rate

☐ Is Auto Compute Overtime(Pre Shift)
☐ Is Payslip DailyRate From PayrollLine

☐ Is Auto Compute Overtime(Post Shift)

☐ Is Show CSV (Demographics Report)

☐ Is Show Geotag & Official Business Feature

☐ Is Show DAT File Generator

☐ Is Show Form 2316 Date Range

SSS Calculation Method
Actual Accumulated

HDMF Calculation Method
Actual Accumulated

PHIC Calculation Method
Equal Split (50/50)

Mandatory Amount Basis
Basic Rate

13th month settings:

☐ Rest day Pay
☐ Overtime Pay
☐ Special Holiday Pay
☐ Regular Holiday Pay
☒ Absent Deduction
☒ Late Deduction
☒ Undertime Deduction

Gamma.008.001 Version
<https://easylhr-preprod.hi-api.io>

Company — Settings tab: how each kind of pay is treated

Columns: Edit Delete Code Company Address SSS No. PHIC No. HDMF No. Tax No.
Minimum Overtime Hours Locked

ANNOUNCEMENT

Company List

Edit	Delete	Code	Company	Address	SSS No.	PHIC No.	HDMF No.	Tax No.	Minimum Overtime	Locked
Edit	Delete	0000000001	Sample Company Inc.	01 Sample Street, Samp...	00-0000000-1	000000000001	0000-0000-0001	000-000-000-01	0	☒

Row 1 / 1

Show 15

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Company — Announcement tab

Columns: [Edit](#) [Delete](#) [Code](#) [Company](#) [Address](#) [SSS No.](#) [PHIC No.](#) [HDMF No.](#) [Tax No.](#) [Minimum Overtime Hours](#) [Locked](#)

WHAT YOU SHOULD SEE

The company appears in the list with its code, and becomes selectable on the employee, payroll and report screens.

WORTH KNOWING

A company that is unlocked does not appear in the other modules. If a company is missing from a drop-down, this is almost always why.

A company that already has transactions behind it cannot be deleted.

2.2 Employee

The employee record — the 201 file — is the centre of the system. It carries everything payroll needs: who the person is, which company, branch and payroll group they belong to, how they are paid, which shift they follow, their government numbers and bank details, and the whole of their HR history.

HOW TO GET THERE

SETUP → **Employee** </software/employee-list>

Employee List

Payroll Group: PAYROLL GROUP 01

Edit	Delete	Code	ID	Biometric ID	Full Name	Company	Branch	Position	Address	Contact No.	Mobile No.
Edit	Delete	0000000034	2023112	2023112	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Helper	02 Sample Street, Sa...	0900-000-0001	NA
Edit	Delete	0000000023	2023103	2023103	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Stock Man	03 Sample Street, Sa...	0900-000-0002	NA
Edit	Delete	0000000038	20000002	20000002	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Primary Driver	04 Sample Street, Sa...		0900-000-0003
Edit	Delete	0000000037	2023102	2023102	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Driver	05 Sample Street, Sa...	0900-000-0004	NA
Edit	Delete	0000000041	2023114	2023114	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Primary Driver	NA	0900-000-0005	NA
Edit	Delete	0000000033	2023108	2023108	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Maintenance	06 Sample Street, Sa...	0900-000-0006	NA
Edit	Delete	0000000022	2023117	2023117	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Helper	07 Sample Street, Sa...	0900-000-0007	NA
Edit	Delete	0000000028	2023101	2023101	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Driver	08 Sample Street, Sa...	0900-000-0008	NA
Edit	Delete	0000000047	2023107	2023107	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Maintenance	09 Sample Street, Sa...	0900-000-0009	NA
Edit	Delete	0000000061	20231019	20231019	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Primary Driver	10 Sample Street, Sa...	0900-000-0010	NA
Edit	Delete	0000000053	2023118	2023118	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Store Attendant	11 Sample Street, Sa...	0900-000-0011	NA
Edit	Delete	0000000026	2023105	2023105	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Helper	12 Sample Street, Sa...	0900-000-0012	NA
Edit	Delete	0000000043	2023115	2023115	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Stock Man	NA	NA	NA
Edit	Delete	0000000035	2023111	2023111	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Helper	13 Sample Street, Sa...	0900-000-0013	NA
Edit	Delete	0000000046	20000005	20000005	DELA CRUZ, Employ...	Sample Company Inc.	Branch 05	Delivery Helper	14 Sample Street, Sa...		0900-000-0014

Row Show 15

Gamma.008.001 Version <https://easyhr-preprod.hi-aplio>

Employee — the screen as it opens

WHAT TO DO

1. Open **SETUP** → **Employee**.
2. Choose the **Payroll Group** above the grid; the list shows the employees in that group only.
3. Click **Edit** on a row to open the record, or **Add** to create one.
4. Work through the tabs — **General** for personal details, **Payroll** for rates and government numbers, **HR** for employment dates and status, **Shift** for the working pattern, and the remaining tabs for other income, memos, family, education, training and previous employers.
5. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete Code ID Biometric ID Full Name Company Branch Position Address Contact No. Mobile No.

FILTERS

Payroll Group

BUTTONS

Add CSV Import Close Edit Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/employee-detail/<id>`.

PAYROLL

DASHBOARDSETUPDTRPAYROLLREPORTSPORTALSETTINGS

1

Superadmin

Employee Detail

SaveLockUnlockClose

photo removed

Choose File

No file chosen

Upload Photo

Employee Code

000000034

Edit Name

Employee Santos DELA CRUZ NA

ID Number

2023112

Biometric ID Number

2023112

Company

Sample Company Inc.

Position

Delivery Helper

Payroll Group

PAYROLL GROUP 01

Branch

Branch 05

Contact Tel No.

0900-000-0001

Contact Mobile No.

NA

Username: sampleuser01

Link Username

Payroll

General

HR

Other Income

Memo

Change History

Shift

Family and Contacts

Educational/Work His

Payroll Type

FXED

Hourly Rate

67.79

Account

Mode Of Payment

ATMA ccount No.

NA

Bank

Monthly Rate

14,100.00

Late Hourly Rate

67.79

SSSNumber

00-0000000-2

HDMFNumber

0000-0000-0002

TIN

NA

Cost Of Living Allowance

0.00

Payroll Rate

7,050.00

Under timeHourly Rate

67.79

SSS Computation Type

TABLE

HDMF Computation Type

FIXED PERCENTAGE

Tax Exemption

\$

Is Minimum Wage Earner

Daily Rate

\$42.31

Overtime Hourly Rate

84.74

SSS Add On Amount

0.00

HDMF Add On Amount

0.00

Tax Table

Branch Code

00000

Absent Daily Rate

\$42.31

Night Differential Rate

6.78

Number Of Working Days

26.00

Additional Allowance

0.00

PHICNumber

000000000002

Tax Add On Amount

0.00

Created By: Administrator

Created DateTime: Oct 24 2024 11:13AM

Updated By: Administrator

Updated DateTime: Apr 5 2026 2:29PM

Gamma.008.001 Version

https://easyhr-preprod.hi-apl.io

Employee — Payroll tab: rates and government numbers

- Fields:
- Employee Code

Position

Payroll Group

Contact Tel No.

Contact Mobile No.

ID Number

Biometric ID Number

Company

Branch

Payroll Type

Hourly Rate

Monthly Rate

Late Hourly Rate

Payroll Rate

Under timeHourly Rate

Daily Rate

Overtime Hourly Rate

Absent Daily Rate

Night Differential Rate

Number Of Working Days

Account

Mode Of Payment

ATMA ccount No.

Bank

SSSNumber

HDMFNumber

TIN

Cost Of Living Allowance

SSS Computation Type

HDMF Computation Type

Tax Exemption

SSS Add On Amount

HDMF Add On Amount

Tax Table

Branch Code

Additional Allowance

PHICNumber

Tax Add On Amount

HR

DASHBOARD SETUP DTR PAYROLL REPORTS PORTAL SETTINGS
Superadmin

Employee Detail

Save Lock Unlock Close

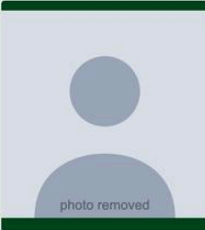


photo removed

Choose File No file chosen

Upload Photo

Employee Code
000000034

[Edit Name](#)

Employee Santos DELA CRUZ NA

Position
Delivery Helper

Payroll Group
PAYROLL GROUP 01

Contact Tel No.
0900-000-0001

Contact Mobile No.
NA

ID Number
2023112

Biometric ID Number
2023112

Company
Sample Company Inc.

Branch
Branch 05

Username: sampleuser01

[Link Username](#)

<
General
Payroll
HR
Other Income
Memo
Change History
Shift
Family and Contacts
Educational/Work His
>

Employee Status
Active

Shift Code
8AM - 5PM SUNDAY RD

Approver's Name
Arlonne Limbagan

Date Hired
10/2/2023

Date Regular
1/1/1991

Date Resigned
1/1/1991

Division
NA

Department
Admin

Created By: Administrator Created DateTime: Oct 24 2024 11:13AM Updated By: Administrator Updated DateTime: Apr 5 2026 2:29PM

Gamma.008.001 Version
https://easyhr-preprod.hi-api.io

Employee — HR tab: employment dates and status

Fields: Employee Code Position Payroll Group Contact Tel No. Contact Mobile No. ID Number Biometric ID Number
Company Branch Employee Status Shift Code Date Hired Date Regular Date Resigned Division Department
Approver's Name

SHIFT

DASHBOARDSETUPDTRPAYROLLREPORTSPORTALSETTINGS

Superadmin

Save

Lock

Unlock

Close

Employee Detail

photo removed

Choose File

No file chosen

Upload Photo

Employee Code
000000034

Edit Name

Position
Delivery Helper

Contact Tel No.
0900-000-0001

ID Number
2023112

Biometric ID Number
2023112

Company
Sample Company Inc.

Branch
Branch 05

Username: sampleuser01

Link Username

Employee Santos DELA CRUZ NA

PAYROLL GROUP 01

<

General

Payroll

HR

Other Income

Memo

Change History

Shift

Family and Contacts

Educational/Work His

>

+ ADD

Shift

8AM - 5PM SUNDAY RD

<<

<

1 / 1

>

>>

Created By:

Administrator

Created Date/Time:

Oct 24 2024 11:13AM

Updated By:

Administrator

Updated Date/Time:

Apr 5 2026 2:29PM

Gamma.008.001 Version

https://easyhr-preprod.hi-api.io

Employee — Shift tab

Employee — Shift tab

Columns: Shift

FAMILY AND CONTACTS

DASHBOARD

SETUP

DTR

PAYROLL

REPORTS

PORTAL

SETTINGS

1

Superadmin

Employee Detail

Save

Lock

Unlock

Close

photo removed

Choose File | No file chosen

Upload Photo

Employee Code

000000034

Edit Name

Employee Santos DELA CRUZ NA

Position

Delivery Helper

Payroll Group

PAYROLL GROUP 01

Contact Tel No.

0900-000-0001

Contact Mobile No.

NA

ID Number

2023112

Biometric ID Number

2023112

Company

Sample Company Inc.

Branch

Branch 05

Username: sampleuser01

Link Username

<

General

Payroll

HR

Other Income

Memo

Change History

Shift

Family and Contacts

Educational/Work His

>

+ ADD

FullName

Contact

Address

Relation

EC

<<

<

1 / 1

>

>>

Created By:

Administrator

Created DateTime:

Oct 24 2024 11:13AM

Updated By:

Administrator

Updated DateTime:

Apr 5 2026 2:29PM

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Employee — Family and Contacts tab

Columns: FullName Contact Address Relation EC

WHAT YOU SHOULD SEE

The employee appears in the list for the chosen payroll group and can be included in a DTR and a payroll.

WORTH KNOWING

- Import** loads employees from a spreadsheet, which is much faster than typing them one by one when a company goes live. The file must follow the template exactly; a wrong column order is rejected with an error message.
- CSV** exports the list you are looking at.
- Use **Link Username** on the employee record to connect the employee to the portal account they sign in with. Without it the employee cannot see their own payslip.
- Deleting an employee who already appears in a DTR or a payroll is not possible; unlock the record and mark them inactive instead.

2.3 Mandatory Tables

The contribution tables the government publishes: BIR withholding tax, SSS, PhilHealth and HDMF (Pag-IBIG). easyHR reads these tables every time it computes a payroll, so what is entered here decides what is deducted from everybody's pay.

HOW TO GET THERE

SETUP → **Mandatory Tables** /software/mandatory-tables

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Mandatory Tables
Add
Close

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

<<
<
1 / 1
>
>>

Gamma.008.001 Version
<https://easyhr-preprod.hi-apio.io>

Mandatory Tables — the screen as it opens

WHAT TO DO

1. Open **SETUP** → **Mandatory Tables**.
2. Choose the table you need — **BIR**, **BIR Annual**, **HDMF**, **PHIC** or **SSS**.
3. Click **Edit** on the bracket that has changed and correct the range or the amount, or use **Add** when the government publishes a new bracket.
4. Click **Save**.

COLUMNS ON THIS SCREEN

Edit
Delete
Amount Start
Amount End
Employee Tax Percentage
Employee Additional Amount

BUTTONS

Add
Close
Edit
Delete

DASHBOARD

SETUP

DTR

PAYROLL

REPORTS

PORTAL

SETTINGS

1

Superadmin

Mandatory Tables

AddClose

BIR		HDMF	PHIC	SSS	BIR Annual			
Edit	Delete	Amount Start	Amount End	Employee Contribution Value	Employer Contribution Value	Employer EC Value	Remarks	
Edit	Delete	34,750	9,999,999.99	1,750	3,500	30	0	
Edit	Delete	34,250	34,749.99	1,725	3,450	30	0	
Edit	Delete	33,750	34,249.99	1,700	3,400	30	0	
Edit	Delete	33,250	33,749.99	1,675	3,350	30	0	
Edit	Delete	32,750	33,249.99	1,650	3,300	30	0	
Edit	Delete	32,250	32,749.99	1,625	3,250	30	0	
Edit	Delete	31,750	32,249.99	1,600	3,200	30	0	
Edit	Delete	31,250	31,749.99	1,575	3,150	30	0	
Edit	Delete	30,750	31,249.99	1,550	3,100	30	0	
Edit	Delete	30,250	30,749.99	1,525	3,050	30	0	
Edit	Delete	29,750	30,249.99	1,500	3,000	30	0	
Edit	Delete	29,250	29,749.99	1,475	2,950	30	0	
Edit	Delete	28,750	29,249.99	1,450	2,900	30	0	
Edit	Delete	28,250	28,749.99	1,425	2,850	30	0	
Edit	Delete	27,750	28,249.99	1,400	2,800	30	0	

<< < 1 / 5 > >>

Gamma.008.001 Versionhttps://easyhr-preprod.hi-api.io

Mandatory Tables — SSS contribution table

Columns: Edit Delete Amount Start Amount End Employee Contribution Value Employer Contribution Value Employer EC Value Remarks

PHIC

DASHBOARD SETUP DTR PAYROLL REPORTS PORTAL SETTINGS

1

Superadmin

Mandatory Tables

AddClose

BIR		HDMF	PHIC	SSS	BIR Annual			
Edit	Delete	Amount Start	Amount End	Employee Contribution P...	Employer Contribution P...	Employee Contribution V...	Employer Contribution V...	Remarks
Edit	Delete	100,000	999,999,999.99	0	0	2,500	2,500	BRACKET 3
Edit	Delete	0	99,999.99	2.50	2.50	0	0	BRACKET 2

<< < 1 / 1 > >>

Gamma.008.001 Versionhttps://easyhr-preprod.hi-api.io

Mandatory Tables — PhilHealth table

Columns: Edit Delete Amount Start Amount End Employee Contribution Percentage Employer Contribution Percentage Employee Contribution Value Employer Contribution Value Remarks

HDMF

DASHBOARD SETUP DTR PAYROLL REPORTS PORTAL SETTINGS

1

Superadmin

Mandatory Tables

AddClose

BIR HDMF PHIC SSS BIR Annual

Edit	Delete	Amount Start ↑	Amount End ↑	Employee Contribution P... ↑	Employer Contribution P... ↑	Employee Contribution V... ↑	Employer Contribution V... ↑	Remarks ↑
Edit	Delete	1	999,999	2	2	0	0	NA

<< < 1 / 1 > >>

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Mandatory Tables — HDMF (Pag-IBIG) table

Columns: Edit Delete Amount Start Amount End Employee Contribution Percentage Employer Contribution Percentage Employee Contribution Value Employer Contribution Value Remarks

WHAT YOU SHOULD SEE

The corrected bracket takes effect on the next payroll that is computed.

WORTH KNOWING

- Do not change these tables for any reason other than a change in the law. They are shipped correct. Editing a bracket to fix one employee's deduction changes the deduction for everybody.
- Changing a table does not recompute payrolls that are already locked.

2.4 Shift

A shift code is a working pattern: when the day starts and ends, when the break falls, how many hours count as a normal day, and which days of the week are rest days. Every employee is given a shift code, and the DTR judges lateness, undertime and overtime against it.

HOW TO GET THERE

SETUP → Shift /software/shift-code-list

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Shift Code List

AddClose

Edit	Delete	Code	Shift	Particulars	Locked
Edit	Delete	0000000009	8AM - 5PM SUNDAY RD	8AM - 5PM	☒
Edit	Delete	0000000007	9AM - 6PM SATURDAY RD	9AM - 6PM	☒
Edit	Delete	0000000006	9AM - 6PM FRIDAY RD	9AM - 6PM	☒
Edit	Delete	0000000005	9AM - 6PM THURSDAY RD	9AM - 6PM	☒
Edit	Delete	0000000004	9AM - 6PM WEDNESDAY RD	9AM - 6PM	☒
Edit	Delete	0000000003	9AM - 6PM TUESDAY RD	9AM - 6PM	☒
Edit	Delete	0000000002	9AM - 6PM MONDAY RD	9AM - 6PM	☒
Edit	Delete	0000000001	9AM - 6PM SUNDAY RD	9AM - 6PM	☒

<<
<
1 / 1
>
>>

Row
Show 15

Gamma.008.001 Version
<https://easyhr-preprod.hi-apli.io>

Shift — the screen as it opens

WHAT TO DO

1. Open **SETUP** → **Shift**.
2. Click **Add**, or **Edit** an existing shift.
3. Give the shift a code and a name, then set the times on the shift lines — one line per day of the week.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete Code Shift Particulars Locked

BUTTONS

Add Close Edit Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/shift-code-detail/<id>` .

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Shift Code Detail

Save
Lock
Unlock
Close

ShiftCode
0000000009

Shift
8AM - 5PM SUNDAY RD

Particulars
8AM - 5PM

Shift Line

Day	IN1	OUT1	IN2	OUT2	RD	Hrs	BH	ND	BH	RD	FMIN	Remarks
SUNDAY	8:00 AM			5:00 PM	☒	8	1	0	1	☐	0	NA
SATURDAY	8:00 AM			5:00 PM	☐	8	1	0	1	☐	0	NA
FRIDAY	8:00 AM			5:00 PM	☐	8	1	0	1	☐	0	NA
THURSDAY	8:00 AM			5:00 PM	☐	8	1	0	1	☐	0	NA
WEDNESDAY	8:00 AM			5:00 PM	☐	8	1	0	1	☐	0	NA
TUESDAY	8:00 AM			5:00 PM	☐	8	1	0	1	☐	0	NA
MONDAY	8:00 AM			5:00 PM	☐	8	1	0	1	☐	0	NA

<<
<
1 / 1
>
>>

Created By: DELA CRUZ, Employee 87
Created DateTime: Oct 29 2024 3:15PM
Updated By: Administrator
Updated DateTime: Jan 18 2025 5:55PM

Gamma.008.001 Version
<https://easyhr-preprod.hi-apli.io>

Shift — the record

Tabs: Shift Line

Fields: ShiftCode Shift Particulars

Buttons: Save Lock Unlock Close

SHIFT LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Day IN1 OUT1 IN2 OUT2 RD Hrs BH ND FLEX FMIN Remarks

WHAT YOU SHOULD SEE

The shift becomes selectable on the employee record and on Change Shift.

WORTH KNOWING

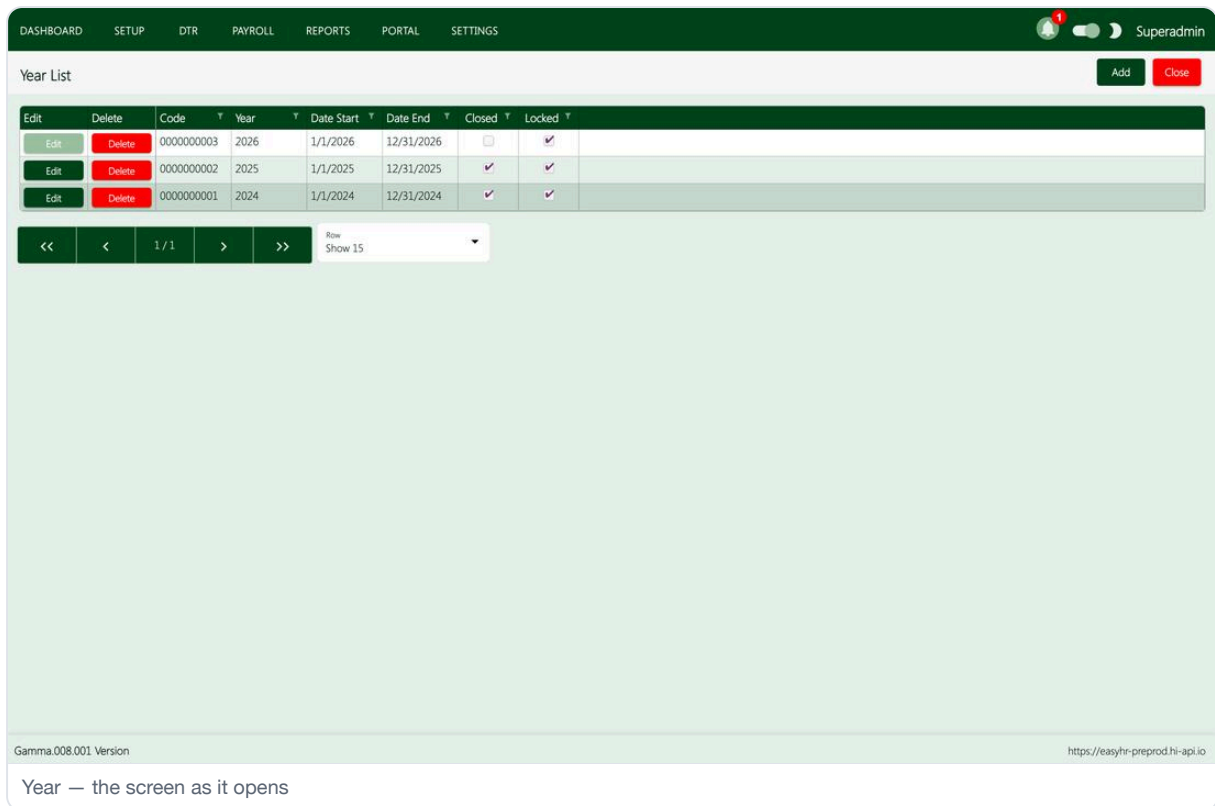
- Set up one shift per genuine working pattern rather than one per employee. Employees who work the same hours should share a shift code.
- Changing a shift affects every employee assigned to it, including days that have not yet been processed into a DTR.

2.5 Year

The payroll year. Each year record holds the holiday calendar — which dates are regular holidays and which are special — and the leave credits granted to each employee for that year. Holiday pay and leave balances both come from here.

HOW TO GET THERE

SETUP → Year /software/year-list



WHAT TO DO

1. Open **SETUP** → **Year**.
2. Click **Add** for a new year, or **Edit** the current one.
3. On the year's date list enter every holiday and mark it regular or special.
4. On the leave credits list enter the credits each employee starts the year with.
5. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

[Edit](#) [Delete](#) [Code](#) [Year](#) [Date Start](#) [Date End](#) [Closed](#) [Locked](#)

BUTTONS

[Add](#) [Close](#) [Edit](#) [Delete](#)

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/year-detail/<id>`.

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Year Detail

YearCode

0000000003

Year

2026

DateStart

1/1/2026

DateEnd

12/31/2026

☐ Close

Year Date

Year Leave Credits

ADD

Date	Branch	Date Type	Remarks
8/6/2026	Branch 04	SPECIAL HOLIDAY	CEBU CHARTER DAY PROVINCE
8/31/2026	Branch 05	REGULAR HOLIDAY	NATIONAL HEROES DAY
8/31/2026	Branch 04	REGULAR HOLIDAY	NATIONAL HEROES DAY
8/31/2026	Branch 03	REGULAR HOLIDAY	NATIONAL HEROES DAY
8/31/2026	Branch 02	REGULAR HOLIDAY	NATIONAL HEROES DAY
8/31/2026	Branch 01	REGULAR HOLIDAY	NATIONAL HEROES DAY
8/21/2026	Branch 05	SPECIAL HOLIDAY	NINYOY AQUINO DAY
8/21/2026	Branch 04	SPECIAL HOLIDAY	NINYOY AQUINO DAY
8/21/2026	Branch 03	SPECIAL HOLIDAY	NINYOY AQUINO DAY
8/21/2026	Branch 02	SPECIAL HOLIDAY	NINYOY AQUINO DAY
8/21/2026	Branch 01	SPECIAL HOLIDAY	NINYOY AQUINO DAY
8/6/2026	Branch 05	SPECIAL HOLIDAY	CEBU CHARTER DAY (CEBU PROVINCE INCLUDING CEBU CITY, MANDAUE...
8/6/2026	Branch 03	SPECIAL HOLIDAY	CEBU CHARTER DAY (CEBU PROVINCE INCLUDING CEBU CITY, MANDAUE...
8/6/2026	Branch 02	SPECIAL HOLIDAY	CEBU CHARTER DAY (CEBU PROVINCE INCLUDING CEBU CITY, MANDAUE...
8/6/2026	Branch 01	SPECIAL HOLIDAY	CEBU CHARTER DAY (CEBU PROVINCE INCLUDING CEBU CITY, MANDAUE...

<<

<

1 / 6

>

>>

Created By: Administrator

Created DateTime: 1/3/2026

Updated By: Super Admin

Updated DateTime: 8/25/2026

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Year — the record

Tabs: Year Date Year Leave Credits ADD

Fields: YearCode Year DateStart DateEnd

Buttons: Save Lock Unlock Close ADD

YEAR DATE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Date Branch Date Type Remarks

YEAR LEAVE CREDITS

Year Detail

YearCode: 0000000003 Year: 2026 DateStart: 1/1/2026 DateEnd: 12/31/2026

Year Date Year Leave Credits

Employee	Leave Credits	Leave Type	Remarks
----------	---------------	------------	---------

Created By: Administrator Created DateTime: 1/3/2026 Updated By: Super Admin Updated DateTime: 8/25/2026

Gamma.008.001 Version <https://easyhr-preprod.hi-apli.io>

Year — leave credits per employee

Columns: Employee Leave Credits Leave Type Remarks

WHAT YOU SHOULD SEE

Holiday pay is computed automatically for the dates entered, and leave applications draw against the credits recorded here.

WORTH KNOWING

Keep the current year locked. An unlocked year is not picked up when a payroll is computed.

A holiday added after a payroll has been locked does not change that payroll.

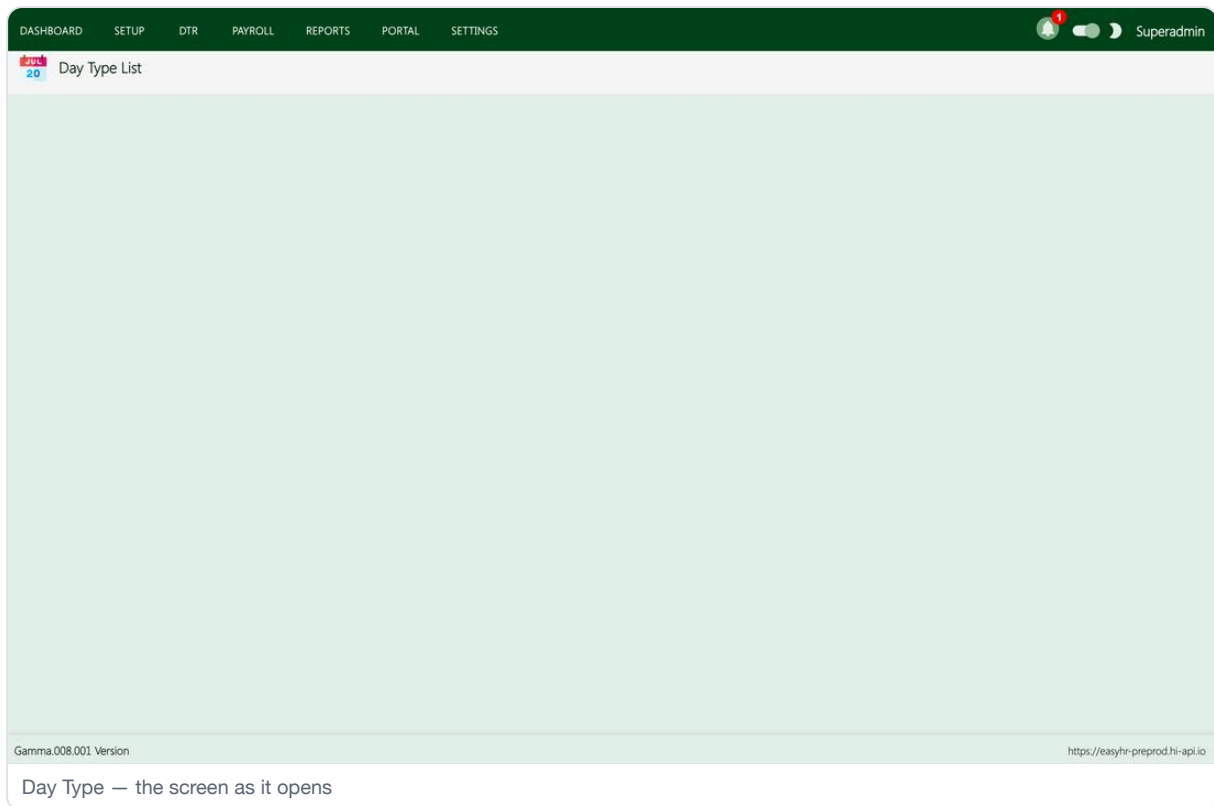
2.6 Day Type

The list of day types — the labels the DTR uses to classify each day, such as a regular day, a rest day or a holiday.

HOW TO GET THERE

SETUP → **Day Type** </software/day-type-list>

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



WHAT TO DO

1. Open **SETUP** → **Day Type**, where the menu shows it.

THE RECORD ITSELF

This module has a record screen, opened with the **Edit** button on a row. The demonstration environment holds no records for it, so it is not illustrated here.

WHAT YOU SHOULD SEE

The day types available to the DTR.

WORTH KNOWING

In the system this manual was written from the screen opens but shows nothing at all — no grid, no fields and no buttons of its own. No request fails and no error is reported; the body of the screen is simply empty. It is listed here for completeness and has been reported for investigation.

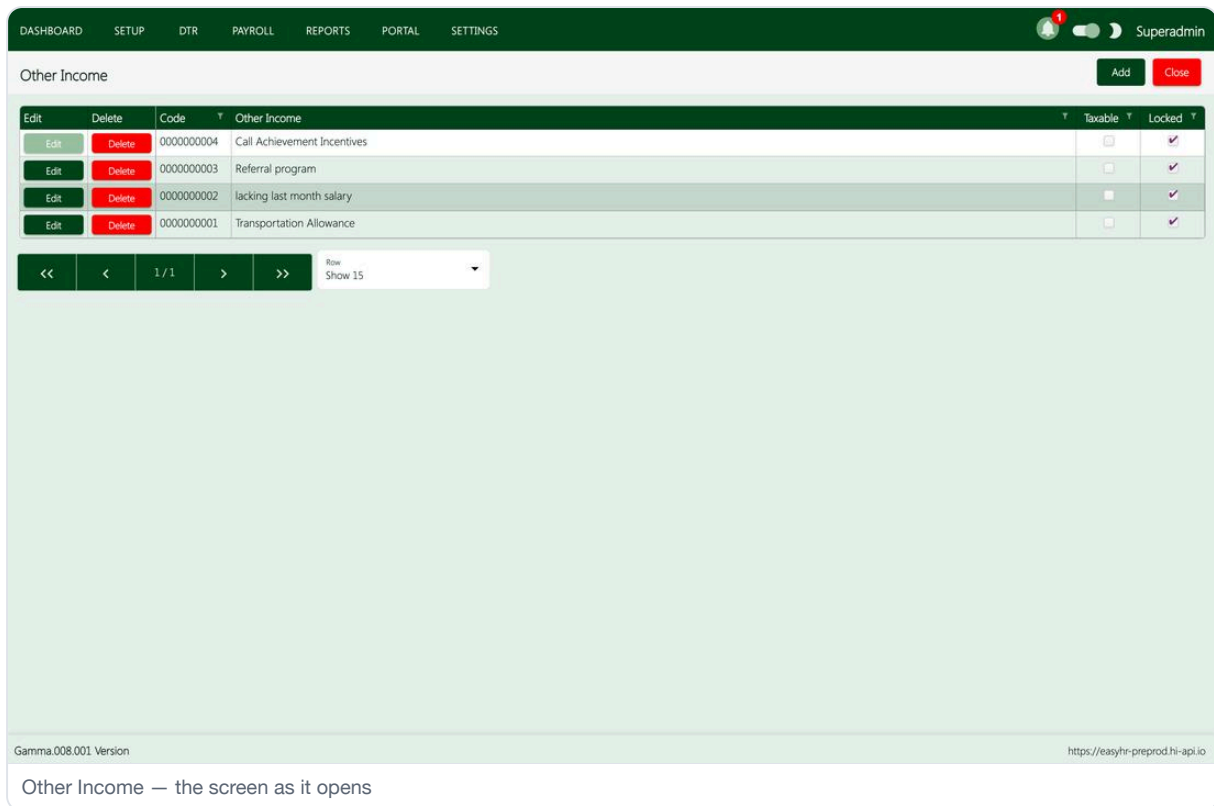
The menu entry is not shown in this environment either.

2.7 Other Income

The catalogue of extra income types — allowances, bonuses, incentives — that can later be added to a pay run. Setting a type up here decides whether it is taxable and whether it counts towards the 13th month; it does not by itself pay anybody anything.

HOW TO GET THERE

SETUP → **Other Income** `/software/other-income`



WHAT TO DO

1. Open **SETUP** → **Other Income**.
2. Click **Add**, or **Edit** an existing type.
3. Name the income type and set whether it is taxable and whether it is included in the 13th month computation.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete Code Other Income Taxable Locked

BUTTONS

Add Close Edit Delete

WHAT YOU SHOULD SEE

The income type becomes selectable in **PAYROLL** → **Other Income**.

WORTH KNOWING

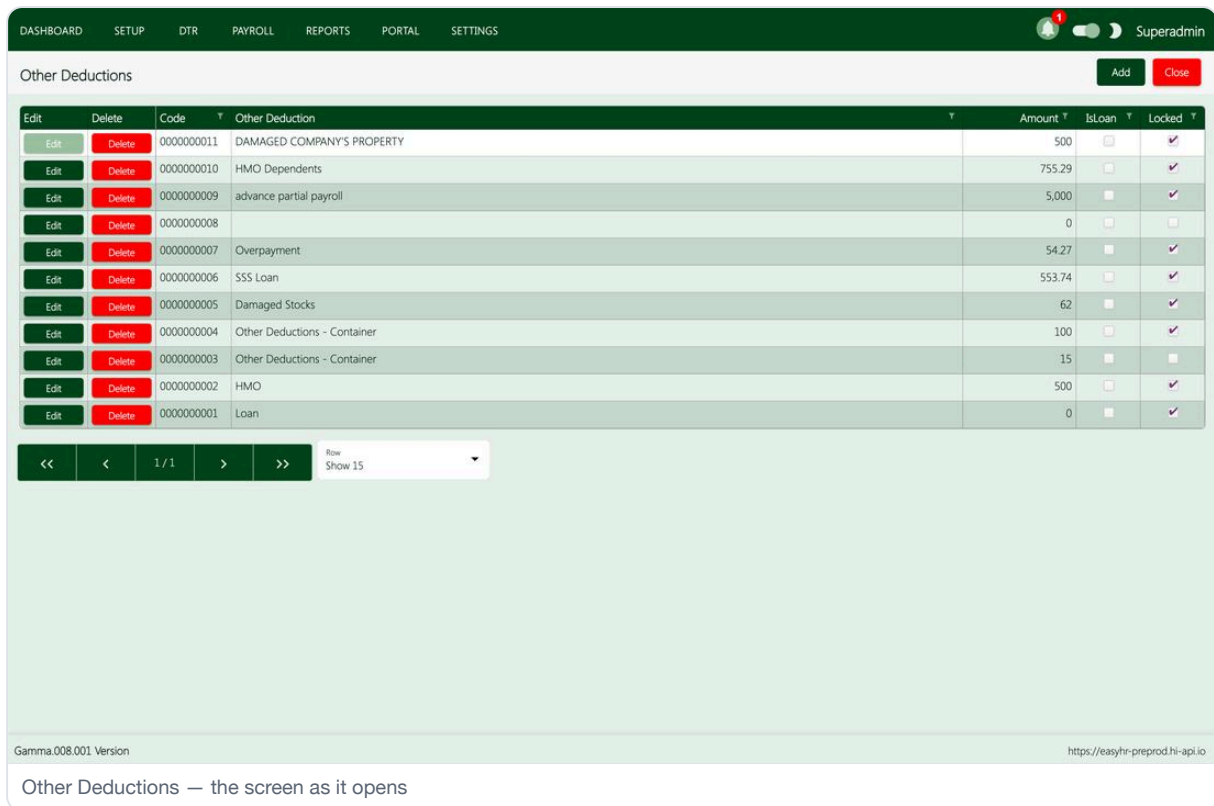
This is a catalogue, not a transaction. Amounts are entered per employee, per pay period, under **PAYROLL** → **Other Income**.

2.8 Other Deductions

The catalogue of deduction types — company loans, cash advances, uniform deductions and the like. As with other income, this screen defines the type; the amounts are entered per employee when a pay run is prepared.

HOW TO GET THERE

SETUP → **Other Deductions** </software/other-deductions>



WHAT TO DO

1. Open **SETUP** → **Other Deductions**.
2. Click **Add**, or **Edit** an existing type.
3. Name the deduction and set how it behaves.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete Code Other Deduction Amount IsLoan Locked

BUTTONS

Add Close Edit Delete

WHAT YOU SHOULD SEE

The deduction type becomes selectable in **PAYROLL** → **Other Deductions** and in the loan module.

2.9 Users

User accounts and what each of them is allowed to do. A user account is what a person signs in with; the employee record is what payroll pays. They are separate on purpose, and an employee who needs the portal must have both, tied together with **Link Username** on the employee record.

HOW TO GET THERE

SETUP → **Users** </software/user-list>

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

User List

Functions

Add

Close

Edit	FullName	Username	Created By	Created Date	Updated By	Updated Date	Locked	Active
Edit	DELA CRUZ, Employee 21	sampleuser02	Administrator	9/5/2025	Administrator	9/5/2025	☒	☒
Edit	DELA CRUZ, Employee 22	sampleuser03	Administrator	9/5/2025	Administrator	9/5/2025	☒	☒
Edit	DELA CRUZ, Employee 23	sampleuser04	Administrator	8/28/2025	Administrator	8/28/2025	☒	☒
Edit	DELA CRUZ, Employee 24	sampleuser05	Administrator	8/28/2025	Administrator	8/28/2025	☒	☒
Edit	DELA CRUZ, Employee 25	sampleuser06	Administrator	8/28/2025	Administrator	8/28/2025	☒	☒
Edit	DELA CRUZ, Employee 26	sampleuser07	Administrator	8/28/2025	Administrator	8/28/2025	☒	☒
Edit	DELA CRUZ, Employee 27	sampleuser08	Administrator	8/28/2025	Administrator	8/28/2025	☒	☒
Edit	DELA CRUZ, Employee 28	sampleuser09	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 29	sampleuser10	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 30	sampleuser11	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 31	sampleuser12	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 32	sampleuser13	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 33	sampleuser14	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 34	sampleuser15	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒
Edit	DELA CRUZ, Employee 35	sampleuser16	Administrator	8/27/2025	Administrator	8/27/2025	☒	☒

<<

<

1 / 5

>

>>

Row

Show 15

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Users — the screen as it opens

WHAT TO DO

1. Open **SETUP** → **Users**.
2. Click **Add**, or **Edit** an existing account.
3. Enter the user name, the person's full name and the company they belong to.
4. Set the module rights — for each module, whether the user may open, add, edit, delete, lock, unlock and print.
5. Click **Save**.

COLUMNS ON THIS SCREEN

Edit

FullName

Username

Created By

Created Date

Updated By

Updated Date

Locked

Active

BUTTONS

Functions

Add

Close

Edit

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/user-detail/<id>`.

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

User Detail

Full Name

DELA CRUZ, Employee 21

UserName

sampleuser02

Password

Change Password

Sample Company Inc.

▼

☒ Is Active

User Rights

Payroll Group

Copy Rights

Add

Module	Can Open	Can Add	Can Edit	Can Lock	Can Unlock	Can Delete	Can Print
Employee Portal	☒	☒	☒	☒	☒	☒	☒

<<

<

1 / 1

>

>>

Created By: Administrator

Created DateTime: Sep 5 2025 10:37AM

Updated By: Administrator

Updated DateTime: Sep 5 2025 10:38AM

Gamma.008.001 Version

https://easyhr-preprod.hi-api.io

Users — the record

- Tabs:**

User Rights

Payroll Group

Copy Rights Add
- Fields:**

Full Name

UserName

Password

Is Active
- Buttons:**

Save

Lock

Unlock

Close

Change Password

Copy Rights

Add

USER RIGHTS

This tab is the one already open in the figure above; its columns are listed below.

- Columns:**

Module

Can Open

Can Add

Can Edit

Can Lock

Can Unlock

Can Delete

Can Print

PAYROLL GROUP

DASHBOARD SETUP DTR PAYROLL REPORTS PORTAL SETTINGS

1

Superadmin

Save

Lock

Unlock

Close

User Detail

Full Name
DELA CRUZ, Employee 21

Username
sampleuser02

Password

Change Password

Sample Company Inc.

Is Active

User Rights

Payroll Group

Copy Rights

Add

Payroll Group

<<

<

1 / 0

>

>>

Created By: Administrator

Created DateTime: Sep 5 2025 10:37AM

Updated By: Administrator

Updated DateTime: Sep 5 2025 10:38AM

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Users — the payroll groups an account may see

Columns: Payroll Group

WHAT YOU SHOULD SEE

The account can sign in, and sees exactly the menus its rights allow.

WORTH KNOWING

- Rights are per module. A user with no right to a module does not see it on the menu at all, which is why two people can be looking at different menus in the same system.
- Deactivate accounts of people who have left rather than deleting them, so that the records they created keep a valid author.

3. DTR (Daily Time Record)

Attendance. Applications filed by employees are reviewed and approved here, and the daily time record that payroll consumes is prepared here.

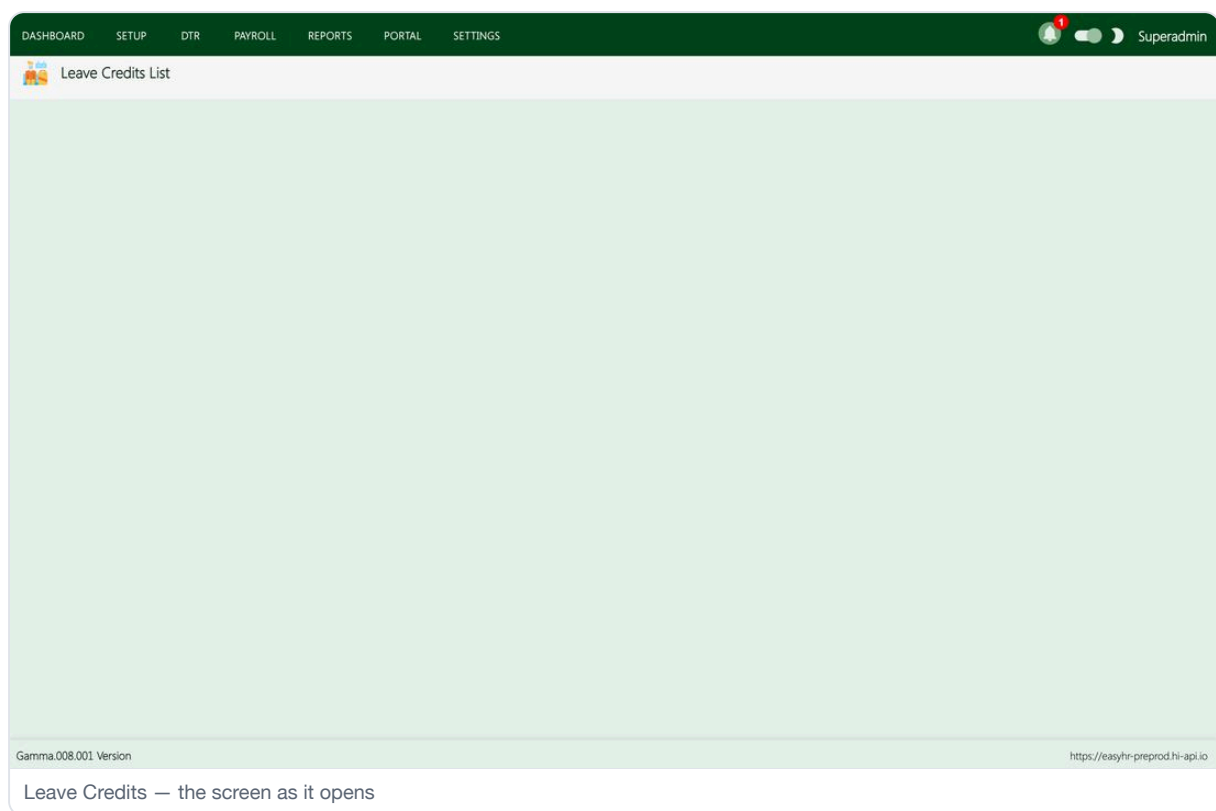
3.1 Leave Credits

The leave credits held by each employee — how many days they were granted and how many they have left. Leave applications draw against these balances.

HOW TO GET THERE

DTR → Leave Credits `/software/leave-credits-list`

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



WHAT TO DO

1. Open **DTR → Leave Credits**, where the menu shows it.
2. Choose the payroll group, then **Edit** the employee whose balance you need to see.

THE RECORD ITSELF

This module has a record screen, opened with the **Edit** button on a row. The demonstration environment holds no records for it, so it is not illustrated here.

WHAT YOU SHOULD SEE

The credit balance per leave type for the employee.

WORTH KNOWING

Opening credits for a year are set up under **SETUP → Year**.

In the system this manual was written from the screen opens but shows nothing at all. No request fails and no error is reported; the body of the screen is empty. It has been reported for investigation.

The menu entry is not shown in this environment either.

3.2 Change Shift

Change Shift records the cases where an employee worked a different pattern from their usual one. Employees file these from the portal; the approver reviews them here. A change shift document covers one cut-off period, and the DTR for that period reads it.

HOW TO GET THERE

DTR → Change Shift /software/change-shift-code-list

Change Shift List

Payroll Group: PAYROLL GROUP 01

Edit	Delete	CS No.	Date	Year	Remarks	Prepared By	Locked
Edit	Delete	0000000228	8/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000223	8/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000218	7/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000217	7/16/2026	2026	NA	Administrator	✓
Edit	Delete	0000000211	7/4/2026	2026	NA	Administrator	✓
Edit	Delete	0000000210	6/30/2026	2026	NA	Administrator	✓
Edit	Delete	0000000205	6/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000200	6/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000194	5/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000189	5/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000188	4/25/2026	2026	NA	Administrator	✓
Edit	Delete	0000000183	4/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000176	4/6/2026	2026	NA	Administrator	✓
Edit	Delete	0000000171	3/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000165	3/5/2026	2026	NA	Administrator	✓

Row 1 / 4 Show 15

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

Change Shift — the screen as it opens

WHAT TO DO

1. Open **DTR → Change Shift**.
2. Click **Add** to open a new document, then set the payroll group and the start and end dates of the cut-off.
3. Add the lines — employee, date, and the shift actually worked — or use **Import** to load them from a spreadsheet.
4. Review the applications the employees filed themselves and approve them.
5. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete CS No. Date Year Remarks Prepared By Locked

FILTERS

Payroll Group

BUTTONS

[Add](#) [Close](#) [Edit](#) [Delete](#)

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/change-shift-code-detail/<id>` .

Change Shift Detail

0000000228 PAYROLL GROUP 01 Year List 2026 Remarks NA

Date: 8/20/2026 Date: 8/1/2026 Date: 8/15/2026

Prepared By: admin Checked By: admin Approved By: admin

Shift Code Line

Employee	Date	Shift	Branch	Approved	Remarks
1 / 0					

Created By: Administrator Created DateTime: 8/6/2026 Updated By: Administrator Updated DateTime: 8/18/2026

Gamma.008.001 Version <https://easyhr-preprod.hi-apli.io>

Change Shift — the record

Tabs: [Shift Code Line](#)

Fields: [Year List](#) [Date](#)

Buttons: [Save](#) [Lock](#) [Unlock](#) [CSV](#) [Close](#) [Add](#) [Import change shift](#)

SHIFT CODE LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: [Employee](#) [Date](#) [Shift](#) [Branch](#) [Approved](#) [Remarks](#)

WHAT YOU SHOULD SEE

The approved shift changes are applied when the DTR for the same period is generated.

WORTH KNOWING

Lock the change shift document **before** generating the DTR for that period, otherwise the changes are not taken up.

An application filed in the employee portal appears here without any further action from the employee.

3.3 Leave Application

Leave applications for one cut-off period. Employees file them in the portal; the approver reviews and approves them here, and the DTR turns approved leave into paid or unpaid days according to the employee's remaining credits.

HOW TO GET THERE

DTR → Leave Application `/software/leave-application-list`

DASHBOARD SETUP DTR PAYROLL REPORTS PORTAL SETTINGS

1

Superadmin

Add

Close

Leave Application List

Payroll Group: PAYROLL GROUP 01

Edit	Delete	LA No.	Date	Year	Remarks	Prepared By	Locked
Edit	Delete	0000000231	8/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000226	8/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000221	7/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000220	7/16/2026	2026	NA	Administrator	✓
Edit	Delete	0000000215	7/4/2026	2026	NA	Administrator	✓
Edit	Delete	0000000213	6/30/2026	2026	NA	Administrator	✓
Edit	Delete	0000000204	6/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000198	6/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000193	5/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000192	5/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000191	4/25/2026	2026	NA	Administrator	✓
Edit	Delete	0000000184	4/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000177	4/6/2026	2026	NA	Administrator	✓
Edit	Delete	0000000170	3/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000169	3/5/2026	2026	NA	Administrator	✓

<<

<

1 / 4

>

>>

Row Show 15

Gamma.008.001 Version

https://easyhr-preprod.hi-apl.io

Leave Application — the screen as it opens

WHAT TO DO

1. Open **DTR** → **Leave Application**.
2. Click **Add**, then set the payroll group and the start and end dates of the cut-off.
3. Add the lines — employee, leave type, dates — or approve the applications the employees filed themselves.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

EditDeleteLA No.DateYearRemarksPrepared ByLocked

FILTERS

Payroll Group

BUTTONS

AddCloseEditDelete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/leave-application-detail/<id>` .

Tabs: Leave Application Line ADD

Fields: Year List Date Date Start Date End

Buttons: Save Lock Unlock CSV Close ADD

LEAVE APPLICATION LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Employee Date Half Day With Pay Approved Leave Type Remarks

WHAT YOU SHOULD SEE

Approved leave appears on the DTR for the same period and is paid according to the employee's leave credits.

WORTH KNOWING

Leave is only paid while credits last; days beyond the balance come through as unpaid.

Lock this document before generating the DTR for the period.

3.4 Overtime Application

Overtime applications for one cut-off period. Overtime is only paid when it has been applied for and approved — hours in the biometric log that no approved application covers are not paid as overtime.

HOW TO GET THERE

DTR → Overtime Application /software/overtime-application-list

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Overtime Application List
Add
Close

Payroll Group
PAYROLL GROUP 01

Edit	Delete	OT No.s	Date	Year	Remarks	Prepared By	Locked
Edit	Delete	0000000238	8/20/2026	2026	NA	Administrator	
Edit	Delete	0000000233	8/5/2026	2026	NA	Administrator	
Edit	Delete	0000000228	7/20/2026	2026	NA	Administrator	
Edit	Delete	0000000227	7/16/2026	2026	NA	Administrator	
Edit	Delete	0000000222	7/4/2026	2026	NA	Administrator	
Edit	Delete	0000000220	6/30/2026	2026	NA	Administrator	
Edit	Delete	0000000215	6/20/2026	2026	NA	Administrator	
Edit	Delete	0000000210	6/5/2026	2026	NA	Administrator	
Edit	Delete	0000000204	5/20/2026	2026	NA	Administrator	
Edit	Delete	0000000198	5/5/2026	2026	NA	Administrator	
Edit	Delete	0000000197	4/25/2026	2026	NA	Administrator	
Edit	Delete	0000000192	4/20/2026	2026	NA	Administrator	
Edit	Delete	0000000185	4/6/2026	2026	NA	Administrator	
Edit	Delete	0000000180	3/20/2026	2026	NA	Administrator	
Edit	Delete	0000000174	3/5/2026	2026	NA	Administrator	

<<
<
1 / 4
>
>>

Row
Show 15

Gamma.008.001 Version
<https://easyhr-preprod.hi-aplio>

Overtime Application — the screen as it opens

WHAT TO DO

1. Open **DTR** → **Overtime Application**.
2. Click **Add**, then set the payroll group and the start and end dates of the cut-off.
3. Add the lines — employee, date, hours — or approve what the employees filed.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit

Delete

OT No.s

Date

Year

Remarks

Prepared By

Locked

FILTERS

Payroll Group

BUTTONS

Add

Close

Edit

Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/overtime-application-detail/<id>` .

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Overtime Application Detail

Save
Lock
Unlock
CSV
Close

0000000238
PAYROLL GROUP 01
Year List 2026

Remarks NA

Date: 8/20/2026

Date Start: 8/1/2026

Date End: 8/15/2026

Prepared By: admin

Checked By: admin

Approved By: admin

Overtime Line

ADD

Employee	Date	OT Hours	Approved	Remarks
DELA CRUZ, Employee 121	8/4/2026	1		
DELA CRUZ, Employee 122	8/5/2026	1		
DELA CRUZ, Employee 123	8/10/2026	2		
DELA CRUZ, Employee 124	8/5/2026	1		

<<
<
1 / 1
>
>>

Created By: Administrator
Created DateTime: Aug 6 2026 12:00AM
Updated By: Administrator
Updated DateTime: Aug 18 2026 1:37PM

Gamma.008.001 Version
<https://easyhr-preprod.hi-aplio>

Overtime Application — the record

Tabs: Overtime Line ADD

Fields: Year List Date Date Start Date End

Buttons: Save Lock Unlock CSV Close ADD

OVERTIME LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Employee Date OT Hours Approved Remarks

WHAT YOU SHOULD SEE

The approved hours are picked up by the DTR and paid at the overtime rates on the employee's payroll record.

WORTH KNOWING

Lock this document before generating the DTR for the period.

Night differential and rest-day or holiday premiums follow from the day the overtime falls on; they do not have to be applied for separately.

3.5 DTR

The daily time record is the bridge between attendance and pay. One DTR document covers one payroll group for one cut-off. It takes the raw clock-in and clock-out logs, applies the employee's shift, adds the approved change shifts, leave and overtime, and produces the hours the payroll is computed from.

HOW TO GET THERE

DTR → DTR /software/dtr-list

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

DTR List
Add
Close

Payroll Group
PAYROLL GROUP 01

Edit	Delete	DTR No.	Date	Year	Date Start	Date End	Remarks	Prepared By	Locked
		252	8/20/2026	2026	8/1/2026	8/15/2026	NA	admin	
		245	8/5/2026	2026	7/16/2026	7/31/2026	NA	admin	
		242	7/20/2026	2026	7/1/2026	7/15/2026	NA	admin	
		238	7/15/2026	2026	7/1/2026	7/15/2026	NA	admin	
		235	7/4/2026	2026	6/16/2026	6/30/2026	NA	admin	
		231	6/30/2026	2026	6/16/2026	6/30/2026	NA	admin	
		230	6/20/2026	2026	6/1/2026	6/15/2026	NA	admin	
		221	6/5/2026	2026	5/16/2026	5/31/2026	NA	admin	
		216	5/20/2026	2026	5/1/2026	5/15/2026	NA	admin	
		211	5/5/2026	2026	4/16/2026	4/30/2026	NA	admin	
		207	4/25/2026	2026	4/16/2026	4/30/2026	NA	admin	
		205	4/20/2026	2026	4/1/2026	4/15/2026	NA	admin	
		200	4/6/2026	2026	3/16/2026	3/31/2026	NA	admin	
		191	3/20/2026	2026	3/1/2026	3/15/2026	NA	admin	
		188	3/5/2026	2026	2/16/2026	2/28/2026	NA	admin	

<<
<
1 / 4
>
>>

Row
Show 15

Gamma.008.001 Version
<https://easyhr-preprod.hi-apli.io>

DTR — the screen as it opens

WHAT TO DO

1. Open **DTR** → **DTR**.
2. Click **Add**, then choose the payroll group, the year and the start and end dates of the cut-off.
3. Link the change shift, leave and overtime documents for the same period.
4. **Import** the biometric logs, or use **ADD** to enter logs by hand on the DTR lines. **Quick Shift** applies a shift to a block of lines in one go.
5. Click **Compute**. easyHR works out the hours for every line.
6. Check the totals per employee — late, undertime, absent, overtime, night differential.
7. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit
Delete
DTR No.
Date
Year
Date Start
Date End
Remarks
Prepared By
Locked

FILTERS

Payroll Group

BUTTONS

Add
Close
Edit
Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/dtr-detail/<id>` .

DASHBOARD

SETUP

DTR

PAYROLL

REPORTS

PORTAL

SETTINGS

1

Superadmin

DTR Detail

252

PAYROLL GROUP 01

Year List 2026

Prepared By admin

Checked By admin

Approved By admin

Date 8/20/2026

Date Start 8/1/2026

Date End 8/15/2026

Remarks NA

Over Time (2026-08-01 - 2026-08-15) - 238

Leave Application (2026-08-01 - 2026-08-15) - 231

Change Shift (2026-08-01 - 2026-08-15) - 228

DTR Line

Delete

Import

Compute

ADD

Quick Shift

Branch	Employee	Date	Type	RD	MB	Shift	IN1	OUT1	IN2	OUT2	OL	HOL	OB	HOA	HA	Remarks	HRS	OT	ND	LH	UT
Branch 05	DELA CRUZ, Employee 01	8/1/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/2/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/3/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/4/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/5/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/6/2026	SPECIAL ...			8AM - 5...	8:04 AM			5:00 PM						NA	8	0	0	0	0.07
Branch 05	DELA CRUZ, Employee 01	8/7/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/8/2026	REGULA...			8AM - 5...										NA	0	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/9/2026	REGULA...			8AM - 5...										NA	0	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/10/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/11/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/12/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/13/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/14/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	
Branch 05	DELA CRUZ, Employee 01	8/15/2026	REGULA...			8AM - 5...	8:00 AM			5:00 PM						NA	8	0	0	0	

<<

<

1 / 19

>

>>

Gamma.008.001 Version

https://easyhr-preprod.hi-aplio

DTR — the record

Tabs: DTR Line

Fields: Year List Date Date Start Date End Over Time Leave Application Change Shift

Buttons: Save Lock Unlock CSV Close Delete Import Compute ADD Quick Shift

DTR LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Branch Employee Date Type RD MB Shift IN1 OUT1 IN2 OUT2 OL HOL OB
HOB A HA Remarks HRS OT ND LH UT

WHAT YOU SHOULD SEE

A locked DTR that the payroll for the same period can be built from.

WORTH KNOWING

The payroll only sees a locked DTR. If a payroll shows no employees, an unlocked DTR is the usual cause.

The import file must match the template. A file in the wrong format is refused with an error message rather than being partly loaded.

CSV downloads the computed DTR for checking outside the system.

4. Payroll

The pay run itself, together with the loans, extra income and extra deductions that feed into it.

4.1 Loans

Employee loans and their balances — SSS salary and calamity loans, Pag-IBIG loans and company loans. Each loan records the amount granted, the amount to be deducted each pay period and how much is still outstanding, and the payroll deducts the instalment automatically until the balance is cleared.

HOW TO GET THERE

PAYROLL → **Loans** `/software/loan-list`

Edit	Delete	Number	Date	Employee	Other Deduction	DocRef	Amortization	Loan Amount	Paid Amount	Balance Amount	Status
Edit	Delete	0000000003	5/3/2025	DELA CRUZ, Employ...	SSS Loan	NA	500	6,000	3,076.92	2,923.08	UNPAID
Edit	Delete	0000000002	4/2/2025	DELA CRUZ, Employ...	Loan	NA	553.74	13,289.76	11,891.10	1,398.66	UNPAID
Edit	Delete	0000000001	3/12/2025	DELA CRUZ, Employ...	Loan	NA	500	5,000	84,350.65	0	PAID

Loans — the screen as it opens

WHAT TO DO

1. Open **PAYROLL** → **Loans**.
2. Choose the payroll group.
3. Click **Add** for a new loan, or **Edit** to look at an existing one.
4. Enter the employee, the loan type, the principal, the instalment per pay period and the date the deduction starts.
5. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit	Delete	Number	Date	Employee	Other Deduction	DocRef	Amortization	Loan Amount	Paid Amount
Balance Amount	Status								

BUTTONS

Add	CSV	Close	Edit	Delete
-----	-----	-------	------	--------

WHAT YOU SHOULD SEE

The instalment is deducted on every payroll from the start date until the balance reaches zero.

WORTH KNOWING

The remaining balance is maintained by the system; do not adjust it by hand to correct a single deduction — correct the payroll instead.

CSV is available both on the list and inside a loan record.

4.2 Other Income

The extra income actually paid in one pay period — allowances, bonuses, incentives — entered per employee. The income types themselves come from **SETUP** → **Other Income**; this screen puts amounts against them. The 13th month computation is also produced here.

HOW TO GET THERE

PAYROLL → **Other Income** `/software/payroll-other-income-list`

Payroll Other Income List

Payroll Group: PAYROLL GROUP 01

Edit	Delete	PI No.	Date	Year	Remarks	Prepared By	Locked
Edit	Delete	0000000054	5/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000039	1/5/2026	2025	NA	Administrator	✓
Edit	Delete	0000000035	12/5/2025	2025	NA	Administrator	✓
Edit	Delete	0000000032	11/20/2025	2025	NA	Administrator	✓
Edit	Delete	0000000030	11/5/2025	2025	NA	Administrator	✓
Edit	Delete	0000000028	10/20/2025	2025	NA	Administrator	✓
Edit	Delete	0000000023	10/4/2025	2025	NA	Administrator	✓
Edit	Delete	0000000020	9/20/2025	2025	NA	Administrator	✓
Edit	Delete	0000000015	8/20/2025	2025	NA	Administrator	✓
Edit	Delete	0000000010	6/18/2025	2025	NA	Administrator	✓
Edit	Delete	0000000005	11/18/2024	2024	NA	Administrator	✓

Other Income — the screen as it opens

WHAT TO DO

1. Open **PAYROLL** → **Other Income**.
2. Click **Add**, then choose the payroll group and the pay period.
3. Add one line per employee and income type with the amount, or **Import** the lines from a spreadsheet.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete PI No. Date Year Remarks Prepared By Locked

FILTERS

Payroll Group

BUTTONS

Add Close Edit Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/payroll-other-income-detail/<id>` .

DASHBOARD

SETUP

DTR

PAYROLL

REPORTS

PORTAL

SETTINGS

Superadmin

Payroll Other Income Detail

Save Lock Unlock CSV Close

0000000054

PAYROLL GROUP 01

Year List 2026

Remarks NA

Date 5/20/2026

Prepared By admin

Checked By admin

Approved By admin

Payroll Other Income Line

ADD Download OtherIncome

Employee	Other Income	Amount	WR	CA	Particulars
DELA CRUZ, Employee 128	lacking last month salary	114.19	☐	☐	overtime not counted last payroll
DELA CRUZ, Employee 20	lacking last month salary	52.25	☐	☐	overtime not counted last payroll

<<

<

1 / 1

>

>>

Created By: Administrator

Created DateTime: May 18 2026 11:03AM

Updated By: Administrator

Updated DateTime: May 18 2026 11:12AM

Gamma.008.001 Version

https://easyhr-preprod.hi-api.io

Other Income — the record

Tabs: Payroll Other Income Line

Fields: Year List Date

Buttons: Save Lock Unlock CSV Close ADD Download OtherIncome

PAYROLL OTHER INCOME LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Employee Other Income Amount WR CA Particulars

WHAT YOU SHOULD SEE

The amounts are added to the payroll for the same period, taxed or not according to how the income type was set up.

WORTH KNOWING

- Lock this document before computing the payroll for the period.
- Whether an amount is taxable, whether it appears on the payslip and whether it counts towards the 13th month are all decided by the income type in Setup, not here.

4.3 Other Deductions

The extra deductions taken in one pay period — one-off deductions and company charges that are not loans with a running balance.

HOW TO GET THERE

PAYROLL → **Other Deductions** </software/payroll-other-deduction-list>

Payroll Other Deduction List

Payroll Group: PAYROLL GROUP 01

Edit	Delete	PD No.	Date	Year	Remarks	Prepared By	Locked
Edit	Delete	0000000142	8/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000137	8/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000132	7/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000127	7/4/2026	2026	NA	Administrator	✓
Edit	Delete	0000000122	6/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000117	6/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000108	5/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000107	5/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000102	4/25/2026	2026	NA	Administrator	✓
Edit	Delete	0000000101	4/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000096	4/4/2026	2026	NA	Administrator	✓
Edit	Delete	0000000090	3/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000082	3/5/2026	2026	NA	Administrator	✓
Edit	Delete	0000000081	2/20/2026	2026	NA	Administrator	✓
Edit	Delete	0000000076	2/5/2026	2026	NA	Administrator	✓

Row: 1 / 3 Show 15

Gamma.008.001 Version <https://easyhr-preprod.hi-apli.io>

Other Deductions — the screen as it opens

WHAT TO DO

1. Open **PAYROLL** → **Other Deductions**.
2. Click **Add**, then choose the payroll group and the pay period.
3. Add one line per employee and deduction type with the amount, or click **Get Loan** to pull in the instalments due on the employees' loans for that period.
4. Click **Save**, then **Lock**.

COLUMNS ON THIS SCREEN

Edit Delete PD No. Date Year Remarks Prepared By Locked

FILTERS

Payroll Group

BUTTONS

Add Close Edit Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at </software/payroll-other-deduction-detail/<id>>.

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Payroll Other Deduction Detail

Save
Lock
Unlock
CSV
Close

0000000142
PAYROLL GROUP 01
Year List 2026

Date: 8/20/2026
Prepared By: admin
Checked By: admin
Approved By: admin
Remarks: NA

Other Deduction Line

Get LoanAdd

Employee	Other Deduction	Loan	Amount	Particulars
DELA CRUZ, Employee 121	Loan	0000000001	500	2nd out 6
DELA CRUZ, Employee 123	HMO Dependents	0000000001	755.29	NA
DELA CRUZ, Employee 123	HMO	0000000001	275.83	NA

<<
<
1 / 1
>
>>

Created By: Administrator
Created DateTime: Aug 6 2026 12:03PM
Updated By: Administrator
Updated DateTime: Aug 6 2026 12:04PM

Gamma.008.001 Version
<https://easyhr-preprod.hi-apli.io>

Other Deductions — the record

Tabs:
Other Deduction Line

Fields:
Year List
Date

Buttons:
Save
Lock
Unlock
CSV
Close
Get Loan
Add

OTHER DEDUCTION LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns:
Employee
Other Deduction
Loan
Amount
Particulars

WHAT YOU SHOULD SEE

The amounts are deducted on the payroll for the same period.

WORTH KNOWING

Use a loan rather than a deduction when the amount is to be recovered over several pay periods; a loan keeps the running balance for you.

4.4 Payroll

The pay run. A payroll document takes a locked DTR for one payroll group and one cut-off, applies the employee's rates, the statutory contributions, the loans, the extra income and the extra deductions, and produces the net pay for every employee in the group.

HOW TO GET THERE

PAYROLL → **Payroll** `/software/payroll-list`

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Payroll List

Add

Close

Payroll Group

PAYROLL GROUP 01

Edit	Delete	Pay No.	Date	Year	Remarks	Prepared By	Locked
Edit	Delete	0000000248	8/20/2026	2026	NA	Administrator	
Edit	Delete	0000000240	8/5/2026	2026	NA	Administrator	
Edit	Delete	0000000236	7/20/2026	2026	NA	Administrator	
Edit	Delete	0000000232	7/15/2026	2026	NA	Administrator	
Edit	Delete	0000000228	7/4/2026	2026	NA	Administrator	
Edit	Delete	0000000224	6/30/2026	2026	NA	Administrator	
Edit	Delete	0000000223	6/20/2026	2026	NA	Administrator	
Edit	Delete	0000000214	6/5/2026	2026	NA	Administrator	
Edit	Delete	0000000209	5/20/2026	2026	NA	Administrator	
Edit	Delete	0000000206	5/5/2026	2026	NA	Administrator	
Edit	Delete	0000000199	4/25/2026	2026	NA	Administrator	
Edit	Delete	0000000197	4/20/2026	2026	NA	Administrator	
Edit	Delete	0000000192	4/6/2026	2026	NA	Administrator	
Edit	Delete	0000000183	3/20/2026	2026	NA	Administrator	
Edit	Delete	0000000178	3/5/2026	2026	NA	Administrator	

<<

<

1 / 4

>

>>

Row

Show 15

Gamma.008.001 Version

https://easyhr-preprod.hi-aplio

Payroll — the screen as it opens

WHAT TO DO

1. Open **PAYROLL** → **Payroll**.
2. Click **Add**, then choose the payroll group, the year and the pay date.
3. Link the **DTR**, the **Other Income** and the **Other Deductions** documents for the same period. All of them must already be locked.
4. Click **Download Employee** to bring the employees into the run, then **Download DTR** to bring in their hours.
5. Click **Compute**. easyHR applies the rates, the contribution tables, the loans and the other income and deductions, and fills in the payroll lines.
6. Check the computed lines — gross, contributions, loans, other income, other deductions, net.
7. Click **Save**, then **Lock**.
8. Print the worksheet and the payslips from the Reports menu.

COLUMNS ON THIS SCREEN

Edit

Delete

Pay No.

Date

Year

Remarks

Prepared By

Locked

FILTERS

Payroll Group

BUTTONS

Add

Close

Edit

Delete

THE RECORD ITSELF

Click **Edit** on a row (or **Add** for a new record) to open the detail screen at `/software/payroll-detail/<id>`.

DASHBOARD
SETUP
DTR
PAYROLL
REPORTS
PORTAL
SETTINGS

Superadmin

Payroll Detail

Save
Lock
Unlock
Print Worksheet
CSV
Close

0000000248
PAYROLL GROUP 01
Year List 2026
Prepared By admin
Checked By admin
Approved By admin

Date: 8/20/2026
Quarter No. 3
Month Name August
Week No. 0
Remarks NA

DTR (2026-08-01 - 2026-08-15) - 252
Payroll Other Income 0000000005
Payroll Other Deduction 0000000142

Payroll Line

Import Payroll
Download Employees
Download DTR
Add
Compute
Delete All

Employee	Payroll Rate	Total Daily Pay	Total Restday Pay	Total Premium Pay	Total Holiday Pay	Total Overtime Pay	Total Night Differ...	Total Additional A...	Total Late Deduct...	Total
DELA CRUZ, Employee 01	7,050	6,507.72	0	699.13	0	0	0	0	4.52	
DELA CRUZ, Employee 02	7,300	6,738.48	0	730.00	0	43.87	0	0	0	
DELA CRUZ, Employee 03	7,500	6,923.04	0	750.00	0	0	0	0	2.40	
DELA CRUZ, Employee 04	7,500	7,499.96	0	0	0	0	0	0	0	
DELA CRUZ, Employee 05	7,500	6,923.04	0	742.18	0	0	0	0	6.01	
DELA CRUZ, Employee 06	7,050	6,507.72	0	705.00	0	0	0	0	56.49	
DELA CRUZ, Employee 07	7,050	6,507.72	0	700.60	0	0	0	0	10.17	
DELA CRUZ, Employee 08	8,500	7,846.20	0	850.01	0	0	0	0	0	
DELA CRUZ, Employee 09	9,000	8,307.72	0	900.00	0	113.58	0	0	0	
DELA CRUZ, Employee 10	7,500	6,923.04	0	750.00	0	0	0	0	34.86	
DELA CRUZ, Employee 11	7,050	6,507.72	0	705.00	0	0	0	0	25.99	
DELA CRUZ, Employee 12	7,300	6,738.48	0	730.00	0	57.03	0	0	2.34	
DELA CRUZ, Employee 13	7,050	6,507.72	0	702.07	0	0	0	0	6.78	
DELA CRUZ, Employee 14	7,050	6,507.72	0	611.00	0	0	0	0	6.78	
DELA CRUZ, Employee 15	7,050	6,507.72	0	705.00	0	0	0	0	0	

Number of Employee: 19

Gamma.008.001 Version
<https://easyhr-preprod.hi-aplio>

Payroll — the record

Tabs: Payroll Line

Fields: Year List Date Quarter No. Month Name Week No. DTR Payroll Other Income Payroll Other Deduction

Buttons: Save Lock Unlock Print Worksheet CSV Close Import Payroll Download Employee Download DTR Add Compute Delete All

PAYROLL LINE

This tab is the one already open in the figure above; its columns are listed below.

Columns: Employee Payroll Rate Total Daily Pay Total Restday Pay Total Premium Pay Total Holiday Pay Total Overtime Pay Total Night Differential Pay Total Additional Allowance Total Late Deduction Total Undertime Deduction

WHAT YOU SHOULD SEE

A locked payroll from which payslips, the bank file and every payroll report can be produced.

WORTH KNOWING

Lock the payroll before printing payslips. The payslip report reads locked payrolls only.

If employees are missing from the run, check that the DTR for the same period is locked and that the employees belong to the payroll group.

Unlocking a payroll that has already been paid out will not undo the payment; it only re-opens the document.

Delete All clears every line in the run so it can be rebuilt. It does not delete the payroll document itself.

5. Reports

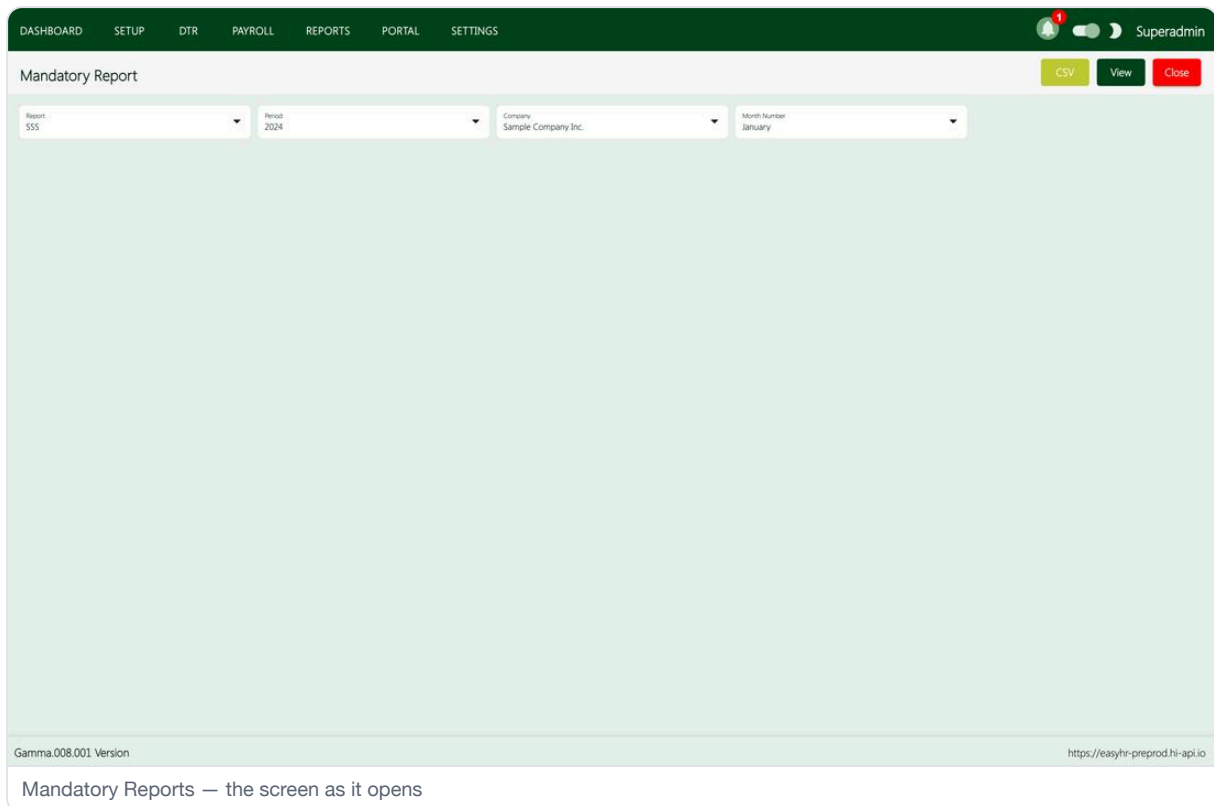
Twenty-five reports covering payroll, statutory contributions, loans and attendance. All of them read data that already exists; none of them change anything.

5.1 Mandatory Reports

The statutory contribution reports — SSS, PhilHealth and HDMF — for a chosen period, in the form the agencies expect. This is what is used for remittance.

HOW TO GET THERE

REPORTS → **Mandatory Reports** `/software/report-mandatory`



The screenshot shows the 'Mandatory Report' interface. At the top is a dark green navigation bar with links: DASHBOARD, SETUP, DTR, PAYROLL, REPORTS, PORTAL, and SETTINGS. On the right of this bar is a user profile icon with a red notification badge, a toggle switch, and the text 'Superadmin'. Below the navigation bar is a light gray header area with the title 'Mandatory Report' and three buttons: 'CSV' (yellow), 'View' (green), and 'Close' (red). The main content area is a large light green rectangle. At the top of this area are four dropdown menus: 'Report' (selected: SSS), 'Period' (selected: 2024), 'Company' (selected: Sample Company Inc.), and 'Month Number' (selected: January). At the bottom of the screen is a footer bar with the text 'Gamma.008.001 Version' on the left and 'https://easyhr-preprod.hi-apli.io' on the right. Below the screenshot, the text 'Mandatory Reports — the screen as it opens' is displayed.

WHAT TO DO

1. Open **REPORTS &arr; Mandatory Reports**.
2. Set the selection at the top of the screen: **Report, Period, Company, Month Number**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Report Period Company Month Number

BUTTONS

CSV View Close

WHAT YOU SHOULD SEE

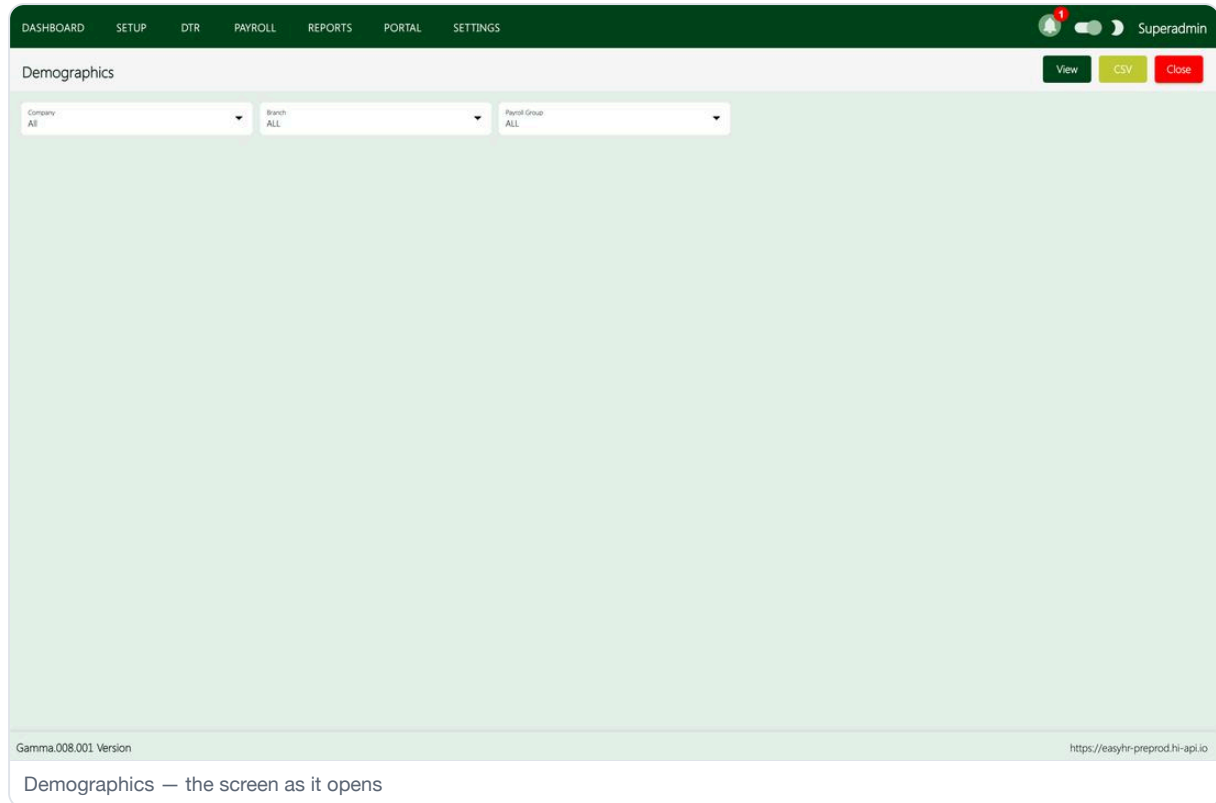
The contribution due per employee and the totals to be remitted.

5.2 Demographics

A profile of the workforce: age, sex, civil status, length of service and the like, for the whole company or a chosen branch or payroll group.

HOW TO GET THERE

REPORTS → **Demographics** `/software/report-demographics`



WHAT TO DO

1. Open **REPORTS** & **Demographics**.
2. Set the selection at the top of the screen: **Company**, **Branch**, **Payroll Group**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Company Branch Payroll Group

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

A breakdown of the workforce by the characteristics chosen.

5.3 Payroll Worksheet

The full working of one pay run for one payroll group: every employee, every component of gross pay, every deduction and the net. It is the report to check before a payroll is paid out.

HOW TO GET THERE

REPORTS → **Payroll Worksheet** `/software/report-payroll-work-sheet-v1`

The screenshot shows the 'Payroll Worksheet' interface. At the top is a dark green navigation bar with links: DASHBOARD, SETUP, DTR, PAYROLL, REPORTS, PORTAL, and SETTINGS. On the right of this bar are a notification bell with a red '1', a toggle switch, and the user name 'Superadmin'. Below the navigation bar is a light green header area with the title 'Payroll Worksheet' and two buttons: 'View' (green) and 'Close' (red). Under the header are four dropdown menus: 'Period' (set to 0000000248), 'Branch' (set to ALL), 'Company' (set to Sample Company Inc.), and 'Department' (set to ALL). The main content area is a large, empty light green rectangle. At the bottom of the screen, a footer bar contains the text 'Gamma.008.001 Version' on the left and 'https://easyhr-preprod.hi-api.io' on the right. Below the footer bar, a caption reads 'Payroll Worksheet — the screen as it opens'.

WHAT TO DO

1. Open **REPORTS → Payroll Worksheet**.
2. Set the selection at the top of the screen: **Payroll, Branch, Company, Department**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Branch Company Department

BUTTONS

View Close

WHAT YOU SHOULD SEE

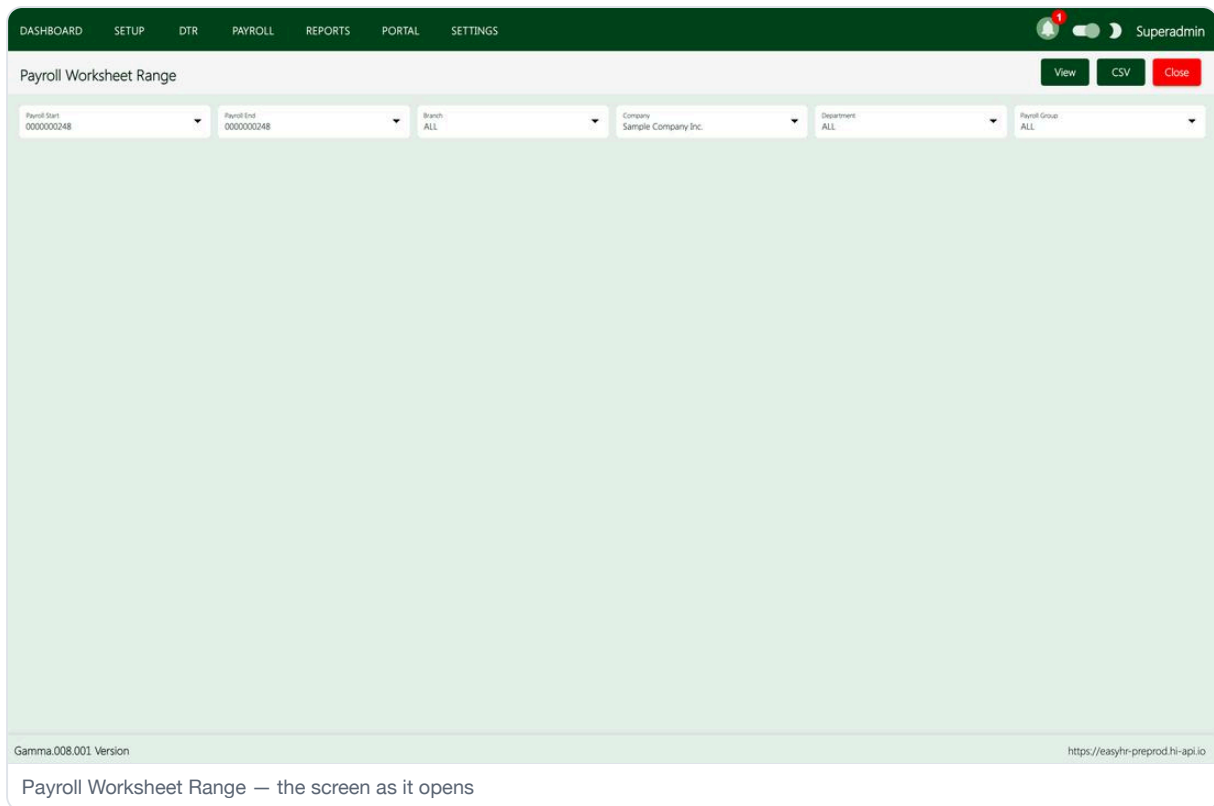
One line per employee with the complete computation, and column totals.

5.4 Payroll Worksheet Range

The payroll worksheet across a range of pay periods instead of a single one — used to look at a month or a quarter in one view.

HOW TO GET THERE

REPORTS → **Payroll Worksheet Range** `/software/report-payroll-work-sheet`



WHAT TO DO

1. Open **REPORTS &arr; Payroll Worksheet Range**.
2. Set the selection at the top of the screen: **Payroll Start**, **Payroll End**, **Branch**, **Company**, **Department**, **Payroll Group**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Start Payroll End Branch Company Department Payroll Group

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

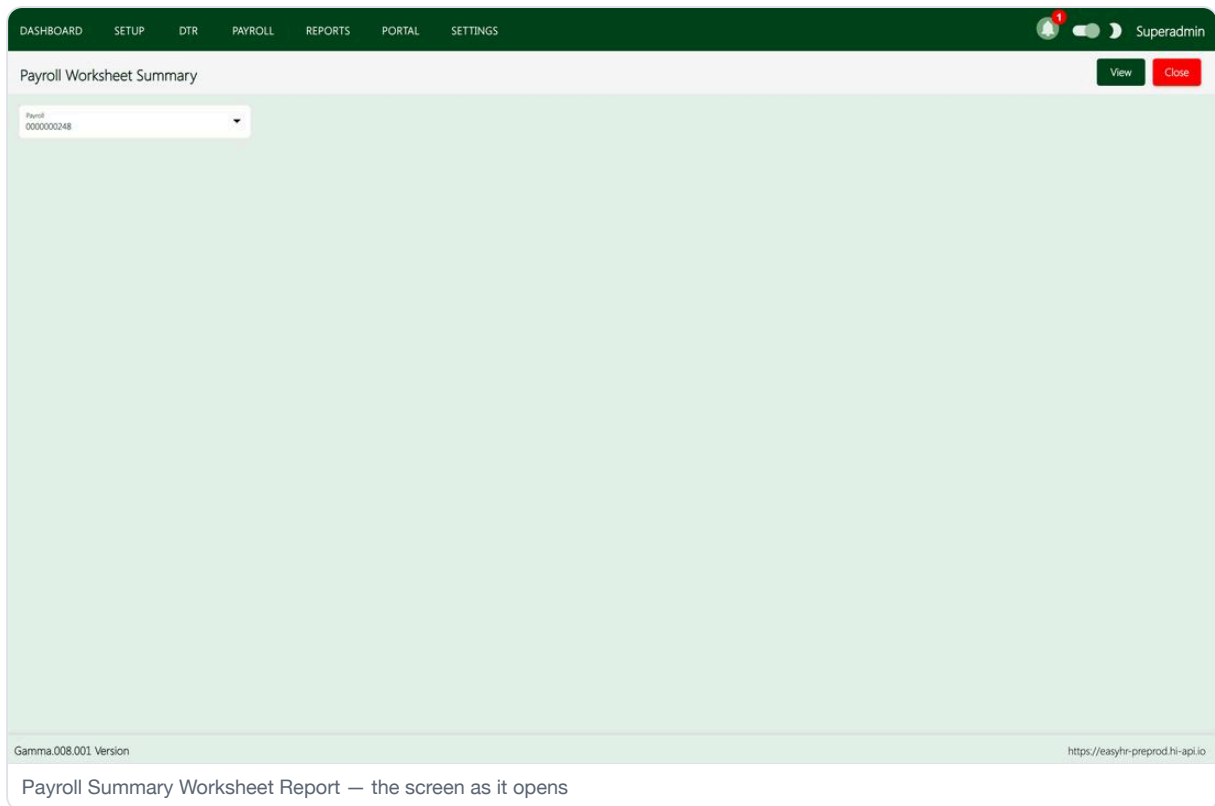
The same working as the payroll worksheet, accumulated over the chosen range.

5.5 Payroll Summary Worksheet Report

A condensed payroll worksheet: the totals per employee without the detail of how each figure was reached.

HOW TO GET THERE

REPORTS → **Payroll Summary Worksheet Report** `/software/payroll-summary-worksheet-report`



WHAT TO DO

1. Open **REPORTS &arrarr; Payroll Summary Worksheet Report**.
2. Set the selection at the top of the screen: **Payroll**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll

BUTTONS

View

Close

WHAT YOU SHOULD SEE

One summary line per employee for the chosen period.

5.6 Payroll Other Income

The extra income paid in a period, listed by employee and income type.

HOW TO GET THERE

REPORTS → **Payroll Other Income** `/software/report-payroll-other-income`

Payroll Other Income Report

Payroll: 0000000248 Department: ALL

View Close

Gamma.008.001 Version <https://easyhr-preprod.hi-apli.io>

Payroll Other Income — the screen as it opens

WHAT TO DO

1. Open **REPORTS → Payroll Other Income**.
2. Set the selection at the top of the screen: **Payroll, Department**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Department

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per employee and income type, with totals.

5.7 Payroll Other Deduction

The extra deductions taken in a period, listed by employee and deduction type.

HOW TO GET THERE

REPORTS → **Payroll Other Deduction** </software/report-payroll-other-deduction>

Payroll Other Deduction Report

Payroll: 0000000248 Other Deduction: ALL Department: ALL

Gamma.008.001 Version https://easyhr-preprod.hi-api.io

Payroll Other Deduction — the screen as it opens

WHAT TO DO

1. Open **REPORTS → Payroll Other Deduction**.
2. Set the selection at the top of the screen: **Payroll, Other Deduction, Department**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Other Deduction Department

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per employee and deduction type, with totals.

5.8 Payroll Summary

The payroll for a period reduced to its totals — gross, contributions, deductions and net for the group as a whole. The report management signs off.

HOW TO GET THERE

REPORTS → **Payroll Summary** `/software/report-payroll-summary`

Payroll Summary

Payroll Group: Select Payroll Group

Payroll

Company: Sample Company Inc.

Department: ALL

Gamma.008.001 Version

https://easyhr-preprod.hi-api.io

Payroll Summary — the screen as it opens

WHAT TO DO

1. Open **REPORTS & Payroll Summary**.
2. Set the selection at the top of the screen: **Payroll Group, Payroll, Company, Department**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Group Payroll Company Department

BUTTONS

View Close

WHAT YOU SHOULD SEE

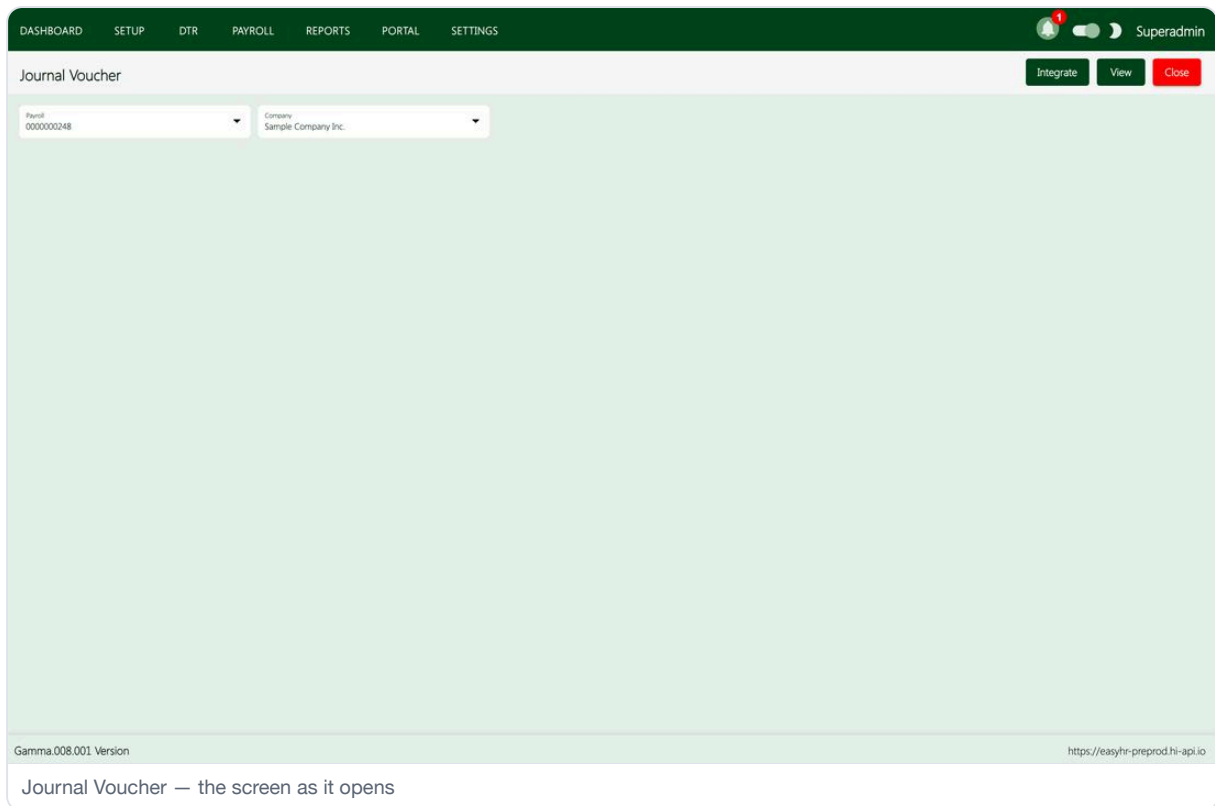
Totals for the payroll group and the period chosen.

5.9 Journal Voucher

The payroll expressed as an accounting entry, with the debit and credit against each account. It is the bridge between easyHR and the general ledger, and the accounts it uses are the ones set on the company record.

HOW TO GET THERE

REPORTS → **Journal Voucher** `/software/report-company-journal-voucher`



WHAT TO DO

1. Open **REPORTS → Journal Voucher**.
2. Set the selection at the top of the screen: **Payroll, Company**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Company

BUTTONS

Integrate View Close

WHAT YOU SHOULD SEE

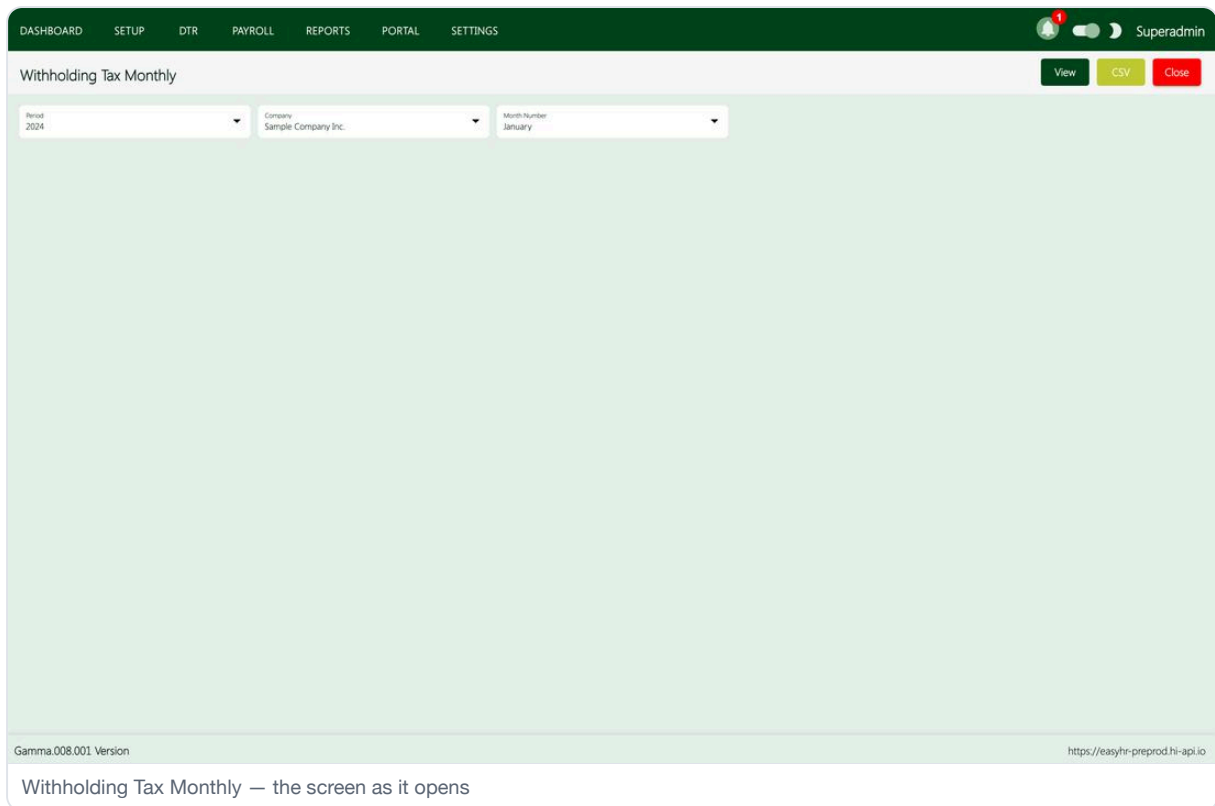
A balanced journal entry for the chosen payroll.

5.10 Withholding Tax Monthly

The withholding tax deducted in a calendar month, per employee — the figures behind the monthly remittance return.

HOW TO GET THERE

REPORTS → **Withholding Tax Monthly** `/software/report-month-withholding-tax`



WHAT TO DO

1. Open **REPORTS &arr; Withholding Tax Monthly**.
2. Set the selection at the top of the screen: **Period, Company, Month Number**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Period Company Month Number

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

Tax withheld per employee for the month, with the total to be remitted.

5.11 ATM Bank Report

The payroll credit file for the bank: each employee's account number and the net amount to be credited on the pay date.

HOW TO GET THERE

REPORTS → **ATM Bank Report** `/software/atm-bank-report`

ATM Bank Report

Payroll: 0000000248 Company: Sample Company Inc. Department: ALL Report Type: Bank Report

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

ATM Bank Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → ATM Bank Report**.
2. Set the selection at the top of the screen: **Payroll, Company, Department, Report Type**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Company Department Report Type

BUTTONS

View Close

WHAT YOU SHOULD SEE

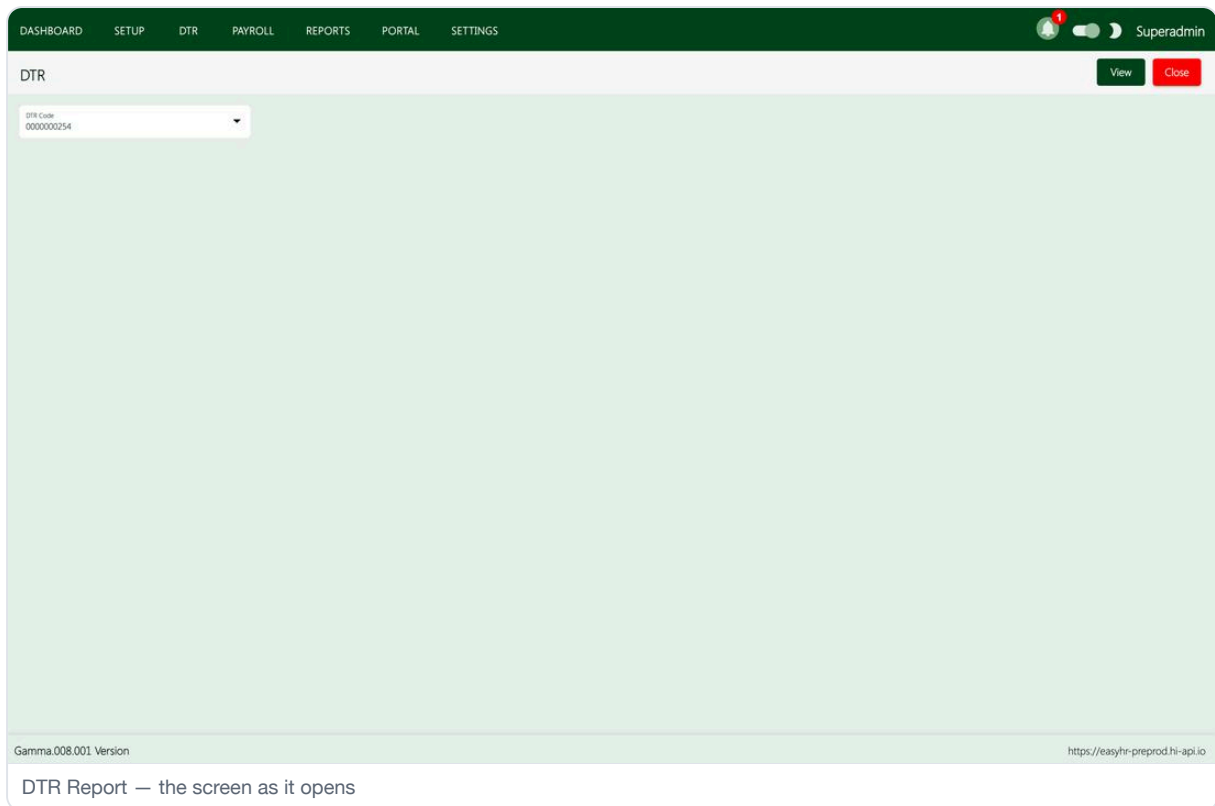
The list of accounts and amounts to be sent to the bank.

5.12 DTR Report

The attendance behind a pay period: hours worked, late, undertime, absences, overtime and night differential, per employee and per day.

HOW TO GET THERE

REPORTS → **DTR Report** `/software/dtr-report`



WHAT TO DO

1. Open **REPORTS → DTR Report**.
2. Set the selection at the top of the screen: **DTR Code**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Code

BUTTONS

View

Close

WHAT YOU SHOULD SEE

The daily time record for the chosen employees and period.

5.13 Bank Detail Report

The bank details held on the employee records — bank, branch and account number — so they can be checked before a payroll is sent to the bank.

HOW TO GET THERE

REPORTS → **Bank Detail Report** `/software/bank-detail-report`

Bank Detail Report

Payroll: 0000000248 Company: Sample Company Inc. Department: ALL

Gamma.008.001 Version https://easyhr-preprod.hi-apli.io

Bank Detail Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → Bank Detail Report**.
2. Set the selection at the top of the screen: **Payroll, Company, Department**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Company Department

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per employee with their bank account details.

5.14 Payslip Report

The payslips for a pay period, ready to print or to send. Each payslip shows the employee's earnings, deductions and net pay, and what appears on it is governed by the payslip settings on the company record.

HOW TO GET THERE

REPORTS → **Payslip Report** `/software/payslip-report`

WHAT TO DO

1. Open **REPORTS & rarr; Payslip Report**.
2. Set the selection at the top of the screen: **Payroll Group, Payroll, Company, Branch, Department, Employee, View Summary**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Group Payroll Company Branch Department Employee View Summary

BUTTONS

View Close

WHAT YOU SHOULD SEE

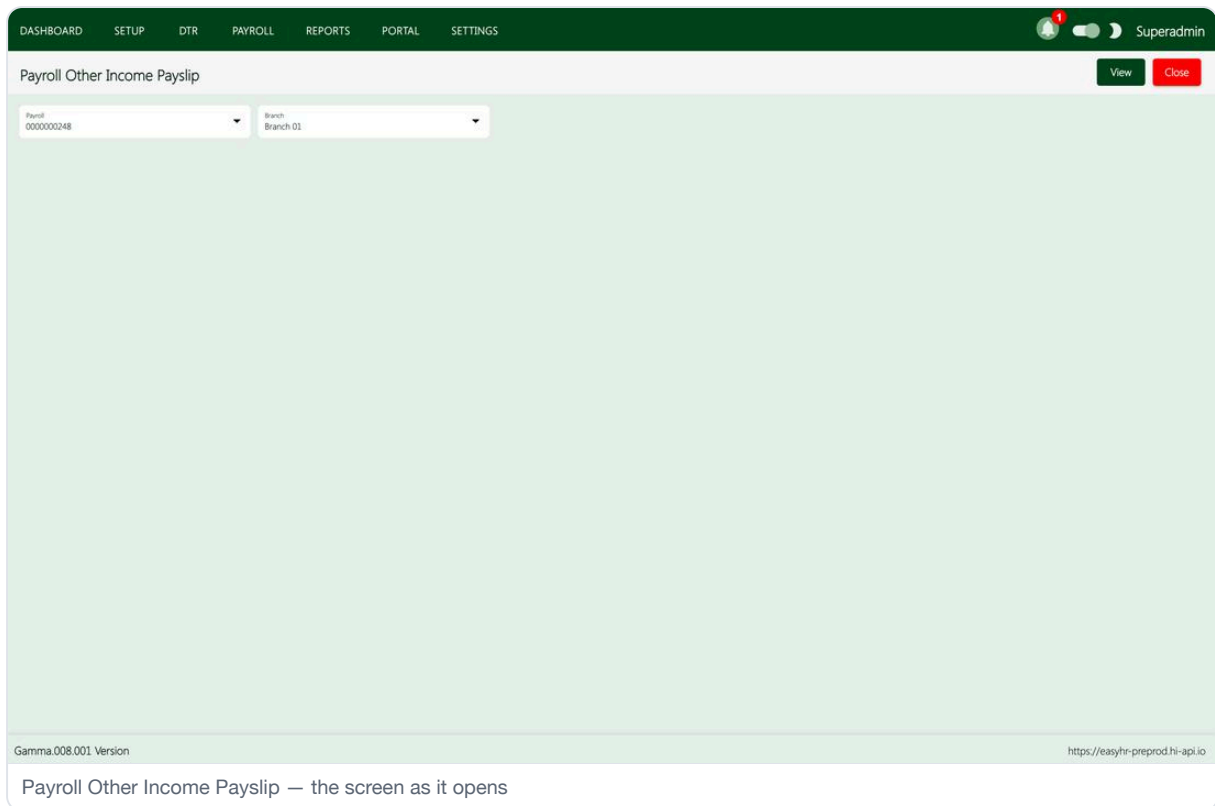
One payslip per employee for the chosen payroll.

5.15 Payroll Other Income Payslip

A payslip covering only the extra income paid — used when a bonus or an allowance is paid outside the regular pay run.

HOW TO GET THERE

REPORTS → **Payroll Other Income Payslip** `/software/payroll-other-income-payslip`



WHAT TO DO

1. Open **REPORTS → Payroll Other Income Payslip**.
2. Set the selection at the top of the screen: **Payroll, Branch**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll Branch

BUTTONS

View Close

WHAT YOU SHOULD SEE

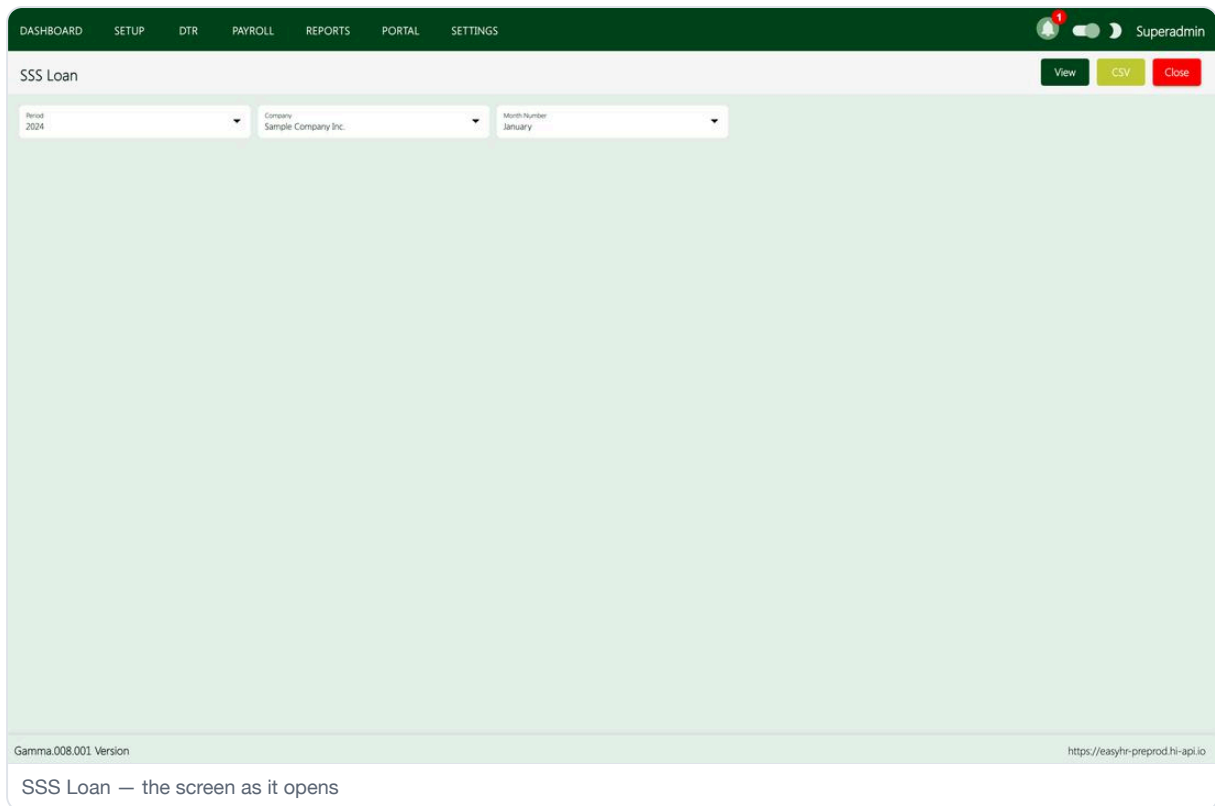
One payslip per employee showing the other-income amounts.

5.16 SSS Loan

The SSS salary loan deductions for a period, in the form SSS expects for remittance.

HOW TO GET THERE

REPORTS → **SSS Loan** `/software/report-sss-loan`



WHAT TO DO

1. Open **REPORTS → SSS Loan**.
2. Set the selection at the top of the screen: **Period, Company, Month Number**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Period Company Month Number

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

The loan deduction per employee and the total to be remitted to SSS.

5.17 SSS Calamity Loan

The same as the SSS loan report, for calamity loans, which SSS accounts for separately.

HOW TO GET THERE

REPORTS → SSS Calamity Loan `/software/report-sss-calamity-loan`

SSS Calamity Loan

Period: 2024, Company: Sample Company Inc., Month Number: January

View CSV Close

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

SSS Calamity Loan — the screen as it opens

WHAT TO DO

1. Open **REPORTS ⇉ SSS Calamity Loan**.
2. Set the selection at the top of the screen: **Period, Company, Month Number**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Period Company Month Number

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

The calamity loan deduction per employee and the total to be remitted.

5.18 Loan Summary Report

Every loan on file with its principal, what has been paid and what is still outstanding — the report to use when an employee asks how much is left.

HOW TO GET THERE

REPORTS → **Loan Summary Report** `/software/loan-summary-report`

Loan Summary Report

Enter a date range Employee Other Deduction: DAMAGED COMPANY'S PROPERTY

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

Loan Summary Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → Loan Summary Report**.
2. Set the selection at the top of the screen: **Enter a date range**, **Employee**, **Other Deduction**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Enter a date range Employee Other Deduction

BUTTONS

View Close

WHAT YOU SHOULD SEE

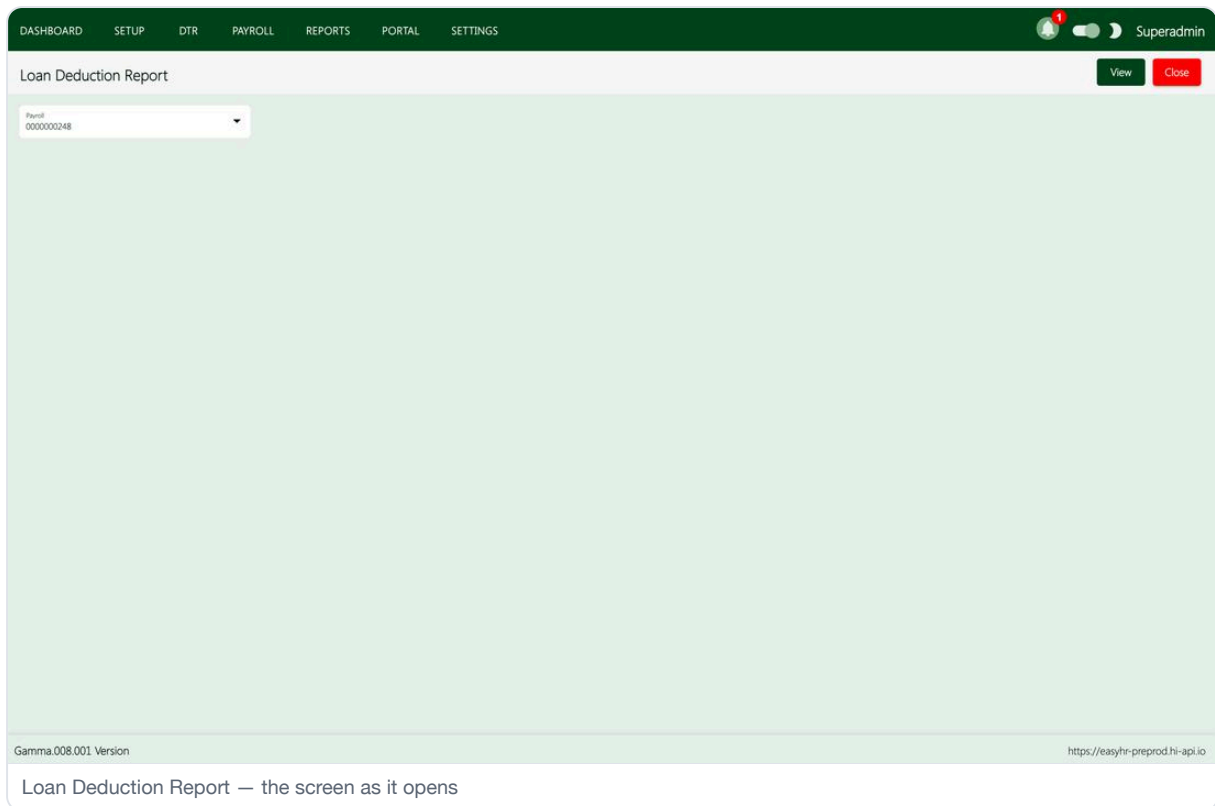
One line per loan with the running balance.

5.19 Loan Deduction Report

The loan instalments actually deducted in a period, by employee and loan type.

HOW TO GET THERE

REPORTS → **Loan Deduction Report** `/software/loan-deduction-report`



WHAT TO DO

1. Open **REPORTS → Loan Deduction Report**.
2. Set the selection at the top of the screen: **Payroll**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Payroll

BUTTONS

View

Close

WHAT YOU SHOULD SEE

One line per employee and loan, with the amount deducted.

5.20 HDMF Loan Report

The Pag-IBIG (HDMF) loan deductions for a period, in the form HDMF expects.

HOW TO GET THERE

REPORTS → HDMF Loan Report `/software/hdmf-loan-report`

HDMF Loan Report

Period: 2024, Company: Sample Company Inc., Other Deduction, Month Number: January

Gamma.008.001 Version https://easyhr-preprod.hi-api.io

HDMF Loan Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → HDMF Loan Report**.
2. Set the selection at the top of the screen: **Period, Company, Other Deduction, Month Number**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Period Company Other Deduction Month Number

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

The loan deduction per employee and the total to be remitted to HDMF.

5.21 Leave Report

Leave taken and leave remaining, per employee and leave type.

HOW TO GET THERE

REPORTS → **Leave Report** `/software/leave-reports`

WHAT TO DO

1. Open **REPORTS → Leave Report**.
2. Set the selection at the top of the screen: **Leave Report, Year, Payroll Group**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Leave Report Year Payroll Group

BUTTONS

View Close

WHAT YOU SHOULD SEE

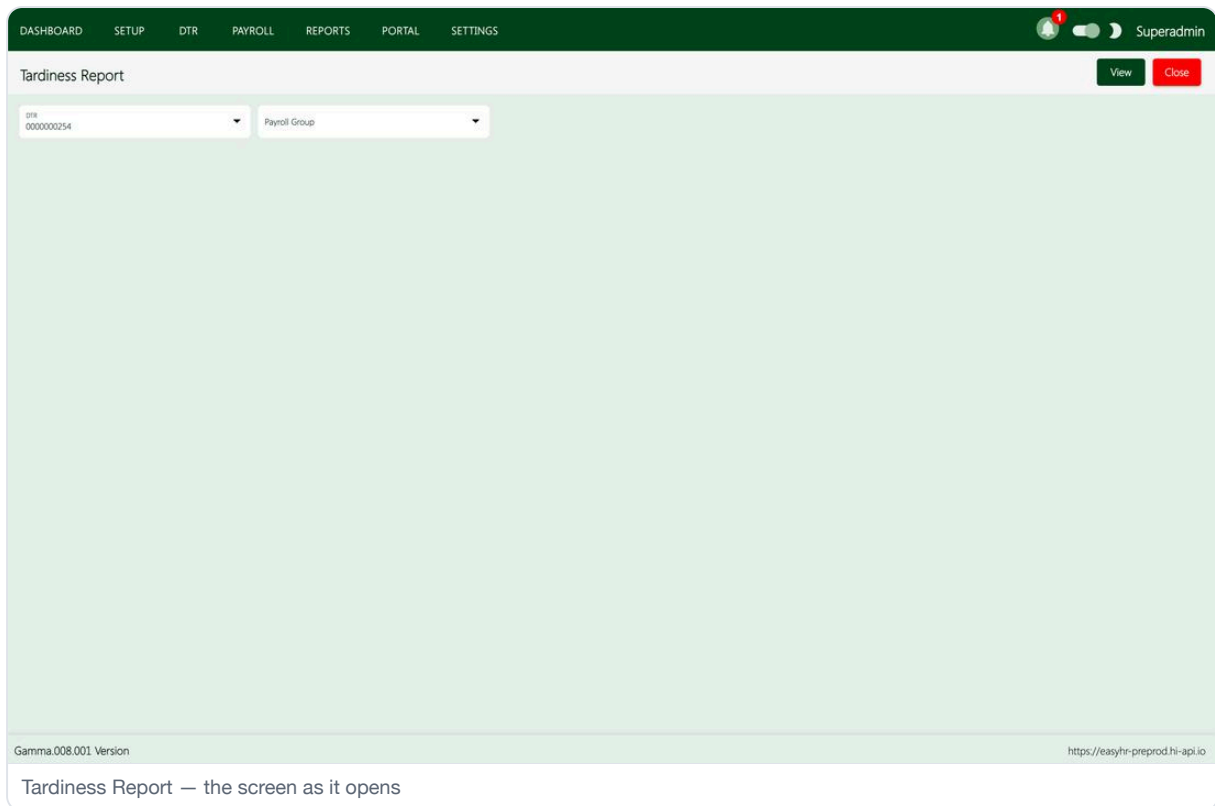
Leave credits granted, used and remaining for the chosen period.

5.22 Tardiness Report

Who arrived late, on which days and by how much.

HOW TO GET THERE

REPORTS → Tardiness Report </software/tardiness-reports>



WHAT TO DO

1. Open **REPORTS → Tardiness Report**.
2. Set the selection at the top of the screen: **DTR, Payroll Group**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Payroll Group

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per late instance, with totals per employee.

5.23 Absent Report

Absences in a period, per employee and per day.

HOW TO GET THERE

REPORTS → **Absent Report** `/software/absent-reports`

Absent Report

DTR 0000000254 Payroll Group

Gamma.008.001 Version https://easyhr-preprod.hi-apli.io

Absent Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → Absent Report**.
2. Set the selection at the top of the screen: **DTR, Payroll Group**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Payroll Group

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per absence, with totals per employee.

5.24 13th Month Pay Report

The 13th month pay due to each employee: the basic pay that counts towards it, the months of service, and the amount. Which kinds of pay are included is set on the company record.

HOW TO GET THERE

REPORTS → **13th Month Pay Report** `/software/13th-month-pay-report`

13th Month Pay Report

Company: Sample Company Inc. PayrollFrom: 0000000248 PayrollTo: 0000000248 Employee:

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

13th Month Pay Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → 13th Month Pay Report**.
2. Set the selection at the top of the screen: **Company, PayrollFrom, PayrollTo, Employee**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Company PayrollFrom PayrollTo Employee

BUTTONS

View Close

WHAT YOU SHOULD SEE

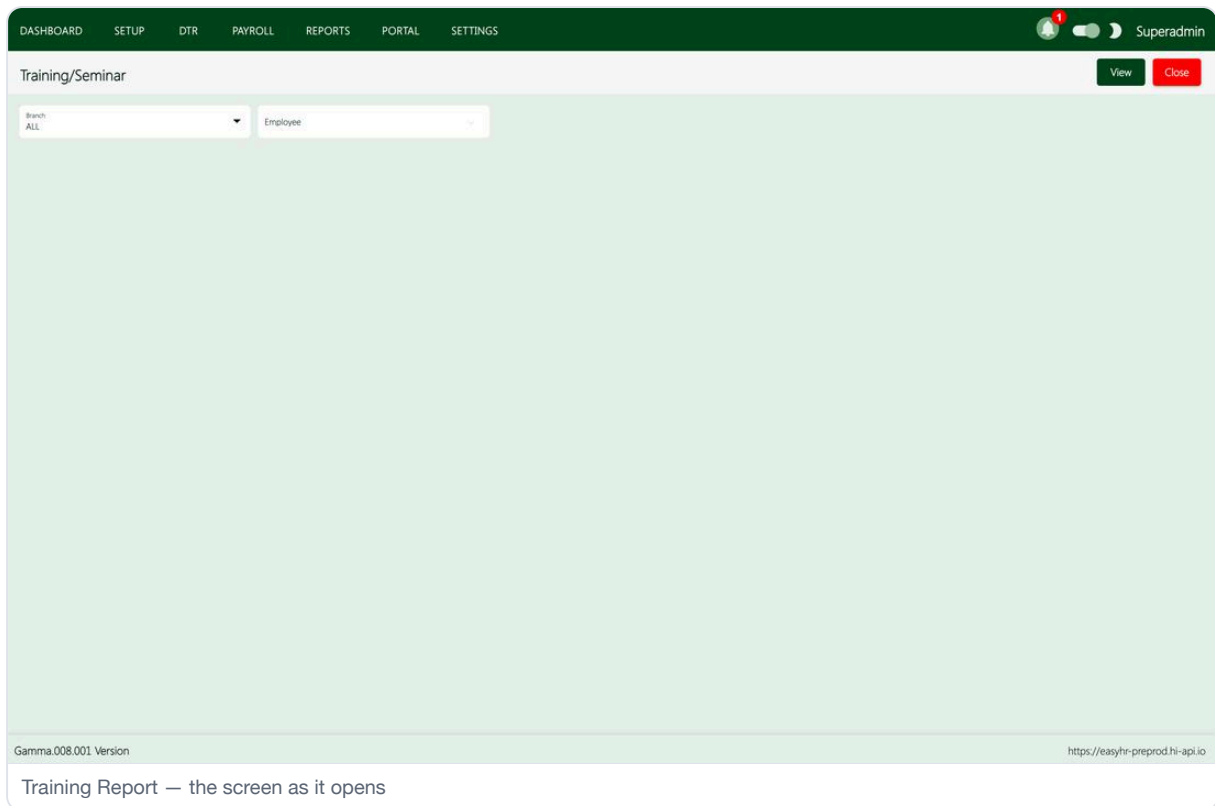
The 13th month entitlement per employee for the year.

5.25 Training Report

The training and seminars recorded on the employee records, so that attendance can be reviewed across the workforce.

HOW TO GET THERE

REPORTS → **Training Report** `/software/training-report`



WHAT TO DO

1. Open **REPORTS → Training Report**.
2. Set the selection at the top of the screen: **Branch, Employee**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Branch Employee

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per employee and training event.

6. Employee Portal

What an employee sees when they sign in to easyHR themselves.

6.1 Employee Portal

The employee portal is what an employee sees when they sign in with their own account. It is self-service: employees look up their own attendance, payslips, loan balances and 13th month, and file change shift, leave and overtime applications that appear straight away on the approver's screen.

HOW TO GET THERE

PORTAL → **Employee Portal** `/software/portal-employee`

Employee Portal

Change Password

Close

Employee Code: ID No.: Biometric No.: Fullname: Company: Address: Branch: Landline No.: Position: Mobile No.: Payroll Group:

Announcement Announcement Date LEAVE TYPE LEAVE BALANCE

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

Year 2026 ADD

Edit	Number	Year	Date	DateType	In	Out
<<	<	1 / 1	>	>>		

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

Employee Portal — the screen as it opens

WHAT TO DO

1. The employee signs in with their own user name and password.
2. The portal opens on their own record — there is nothing else they can reach.
3. **DTR logs** shows their attendance; **Payroll** and **Other Income Payslip** show their payslips; **Loan** shows their balances; **13th Month** shows their entitlement.
4. **OT Application**, **Leave Application** and **Change Shift** let them file an application.

COLUMNS ON THIS SCREEN

Edit Number Year Date DateType In Out

FILTERS

Year

BUTTONS

Close vpn_keyChange Password ADD

OT APPLICATION

This tab is the one already open in the figure above; its columns are listed below.

Columns: Edit Delete Number Year Date Hours Approved ConvertedToLeaveCredit Remarks

LEAVE APPLICATION

This tab is the one already open in the figure above; its columns are listed below.

Columns: Edit Delete Number Year Date Leave Type Half Day With Pay Approved Remarks

PAYROLL

DASHBOARDSETUPDTRPAYROLLREPORTSPORTALSETTINGS

Superadmin

Close

Employee Portal

Change Password

Employee Code:

ID No.:

Biometric No.:

Fullname:

Company:

Address:

Branch:

Landline No.:

Position:

Mobile No.:

Payroll Group:

Announcement

Announcement Date

LEAVE TYPE

LEAVE BALANCE

DTR Logs

OT Application

Leave Application

Change Shift

DTR

Payroll

Other Income Payslip

Loan

13th Month

2026

Pay No.

Date

Year

Remarks

Prepared By

Locked

<<

<

1 / 0

>

>>

Gamma.008.001 Version

https://easyhr-preprod.hi-api.io

Employee Portal — the employee's own payslips

Columns: Pay No. Date Year Remarks Prepared By Locked

LOAN

DASHBOARD

SETUP

DTR

PAYROLL

REPORTS

PORTAL

SETTINGS

1

Superadmin

Close

Employee Portal

Change Password

Employee Code:

Fullname:

Address:

Landline No.:

Mobile No.:

ID No.:

Biometric No.:

Company:

Branch:

Position:

Payroll Group:

Announcement

Announcement Date

LEAVE TYPE

LEAVE BALANCE

DTR Logs

OT Application

Leave Application

Change Shift

DTR

Payroll

Other Income Payslip

Loan

13th Month

Number

Date

Employee

Other Deduction

DocRef

Amortization

Loan Amount

Paid Amount

Balance Amount

Status

Remarks

<<

<

1 / 0

>

>>

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

Employee Portal — the employee's own loan balances

Columns: Number Date Employee Other Deduction DocRef Amortization Loan Amount Paid Amount Balance Amount Status Remarks

WHAT YOU SHOULD SEE

An application filed here appears on the matching DTR screen for the approver, with no further step.

WORTH KNOWING

- An employee only sees the portal if their employee record has been tied to a user account with **Link Username**.
- An administrator opening this screen sees the portal view; it is the same screen the employee gets.

7. Settings

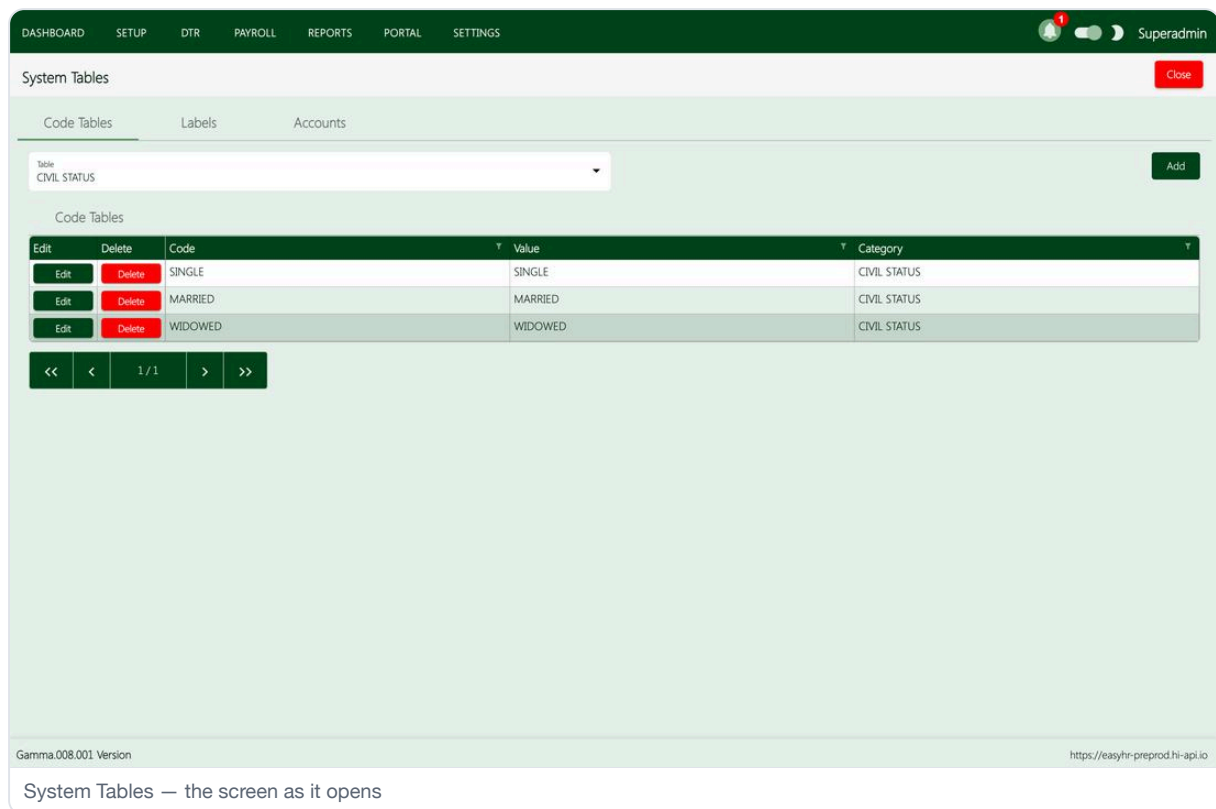
System-wide configuration, the record of who changed what, and the link to other Human Incubator products.

7.1 System Tables

The look-up lists the rest of the system chooses from — the code tables such as departments, positions, banks and leave types; the labels that let a company rename what the screens say; and the accounting accounts used when the payroll is turned into a journal voucher.

HOW TO GET THERE

SETTINGS → **System Tables** `/software/system-tables-list`



WHAT TO DO

1. Open **SETTINGS** → **System Tables**.
2. Choose the tab — **Code Tables**, **Labels** or **Accounts**.
3. Click **Add** for a new entry, or **Edit** an existing one.
4. Click **Save**.

COLUMNS ON THIS SCREEN

[Edit](#) [Delete](#) [Code](#) [Value](#) [Category](#)

FILTERS

[Table](#)

BUTTONS

[Close](#) [Add](#) [Edit](#) [Delete](#)

LABELS

DASHBOARDSETUPDTRPAYROLLREPORTSPORTALSETTINGS

1

Superadmin

System Tables

Close

Code Tables

Labels

Accounts

Add

Edit	Delete	Code ↑	Label ↑	Displayed Label ↑
------	--------	--------	---------	-------------------

<<

<

1 / 0

>

>>

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

System Tables — Labels

Columns: Edit Delete Code Label Displayed Label

ACCOUNTS

DASHBOARDSETUPDTRPAYROLLREPORTSPORTALSETTINGS

1

Superadmin

System Tables

Close

Code Tables

Labels

Accounts

Sync

Add

Edit	Delete	Code ↑	Account Code ↑	AccountName ↑	Description ↑
Edit	Delete	0000000003	NA	Other Deduction	Other Deduction
Edit	Delete	0000000002	NA	Other Income	Other Income
Edit	Delete	0000000001	NA	Salaries and Wages	Salaries and Wages

<<

<

1 / 1

>

>>

Gamma.008.001 Version

https://easyhr-preprod.hi-apli.io

System Tables — Accounts

Columns: Edit Delete Code Account Code AccountName Description

WHAT YOU SHOULD SEE

The new entry appears in the drop-downs that read that table.

WORTH KNOWING

Do not use special characters in these entries; only `+` and `-` are safe.

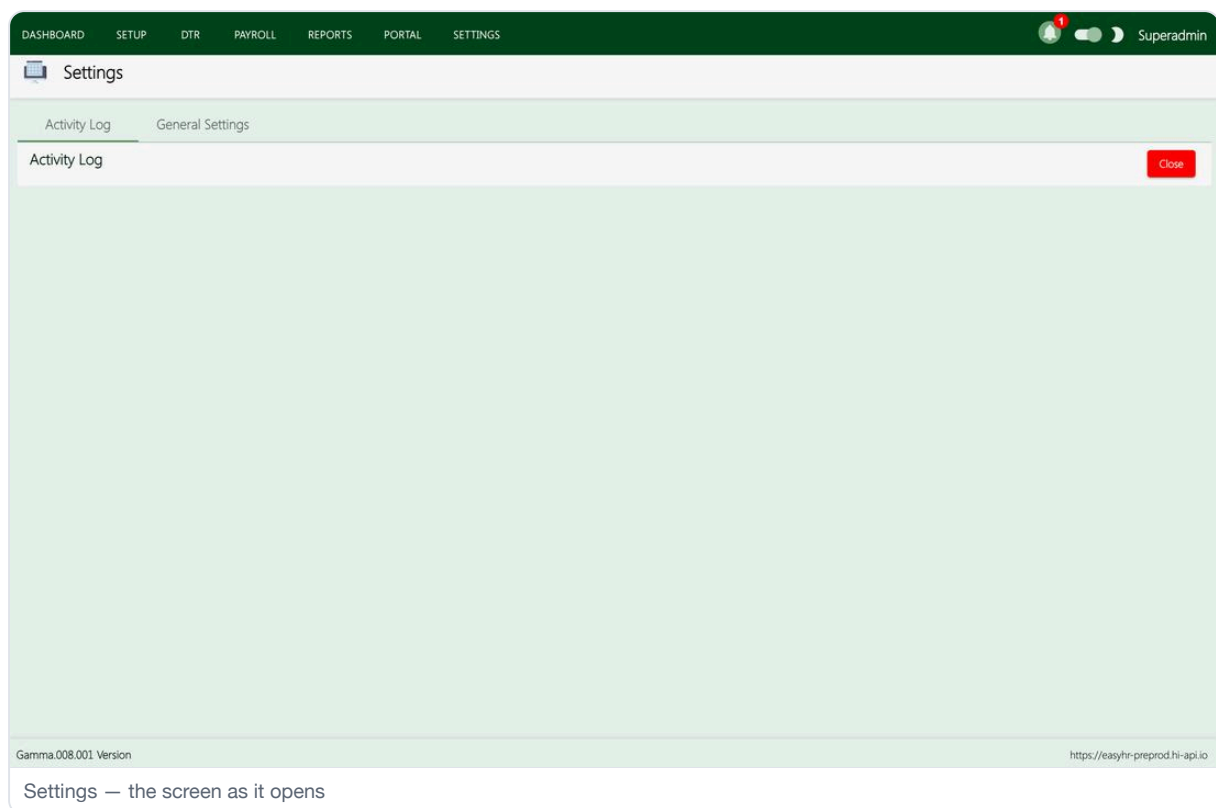
Removing a code that is already in use on employee records leaves those records pointing at nothing. Add a replacement first.

7.2 Settings

The Settings entry on the menu opens the activity log — a record of what has been done in the system, in order, with the account that did it.

HOW TO GET THERE

SETTINGS → **Settings** `/software/demo-activity-log`



WHAT TO DO

1. Open **SETTINGS** → **Settings**.
2. The **Activity Log** tab lists what has been done; the **General Settings** tab holds the system-wide options.

BUTTONS

Close

GENERAL SETTINGS

This tab is the one already open in the figure above; its columns are listed below.

Fields: Employee Limit

WHAT YOU SHOULD SEE

The activity log, most recent first, and the general settings on the second tab.

WORTH KNOWING

This screen is read-only.

In the system this manual was written from the Activity Log tab is empty; the General Settings tab is populated.

7.3 Employee History

The record of changes made to employee 201 files: what was changed, when, and by which user. It is the first place to look when an employee's details are not what somebody expected.

HOW TO GET THERE

SETTINGS → **Employee History** `/software/employee-history`

Code	Date	Field Name	Old Value	New Value	Edited By	Date
0000004531	8/18/2026	FullName	LEGUIZ, Ann Janet G. NA.	Ann Janet Glinogo LEGUIZ NA	Administrator	8/18/2026
0000004530	8/18/2026	NightDifferentialRate	6.78000	7.21	Administrator	8/18/2026
0000004529	8/18/2026	OvertimeHourlyRate	84.74000	90.14	Administrator	8/18/2026
0000004528	8/18/2026	UndertimeHourlyRate	67.79000	72.12	Administrator	8/18/2026
0000004527	8/18/2026	LateHourlyRate	67.79000	72.12	Administrator	8/18/2026
0000004526	8/18/2026	AbsentDailyRate	542.31000	576.92	Administrator	8/18/2026
0000004525	8/18/2026	HourlyRate	67.79000	72.12	Administrator	8/18/2026
0000004524	8/18/2026	DailyRate	542.31000	576.92	Administrator	8/18/2026
0000004523	8/18/2026	PayrollRate	7050.00000	7500.00	Administrator	8/18/2026
0000004522	8/18/2026	MonthlyRate	14100.00000	15000.00	Administrator	8/18/2026
0000004521	8/17/2026	FullName	HOMILLADA, Jingkie D. NA.	Jingkie Dauba HOMILLADA NA	Administrator	8/17/2026
0000004520	8/17/2026	NightDifferentialRate	6.78000	7.21	Administrator	8/17/2026
0000004519	8/17/2026	OvertimeHourlyRate	84.74000	90.14	Administrator	8/17/2026
0000004518	8/17/2026	UndertimeHourlyRate	67.79000	72.12	Administrator	8/17/2026
0000004517	8/17/2026	LateHourlyRate	67.79000	72.12	Administrator	8/17/2026

Employee History — the screen as it opens

WHAT TO DO

1. Open **SETTINGS** → **Employee History**.
2. Filter by employee or by date to narrow the list.

COLUMNS ON THIS SCREEN

Code Date Field Name Old Value New Value Edited By

WHAT YOU SHOULD SEE

One line per change, with the old and new values and the user who made them.

WORTH KNOWING

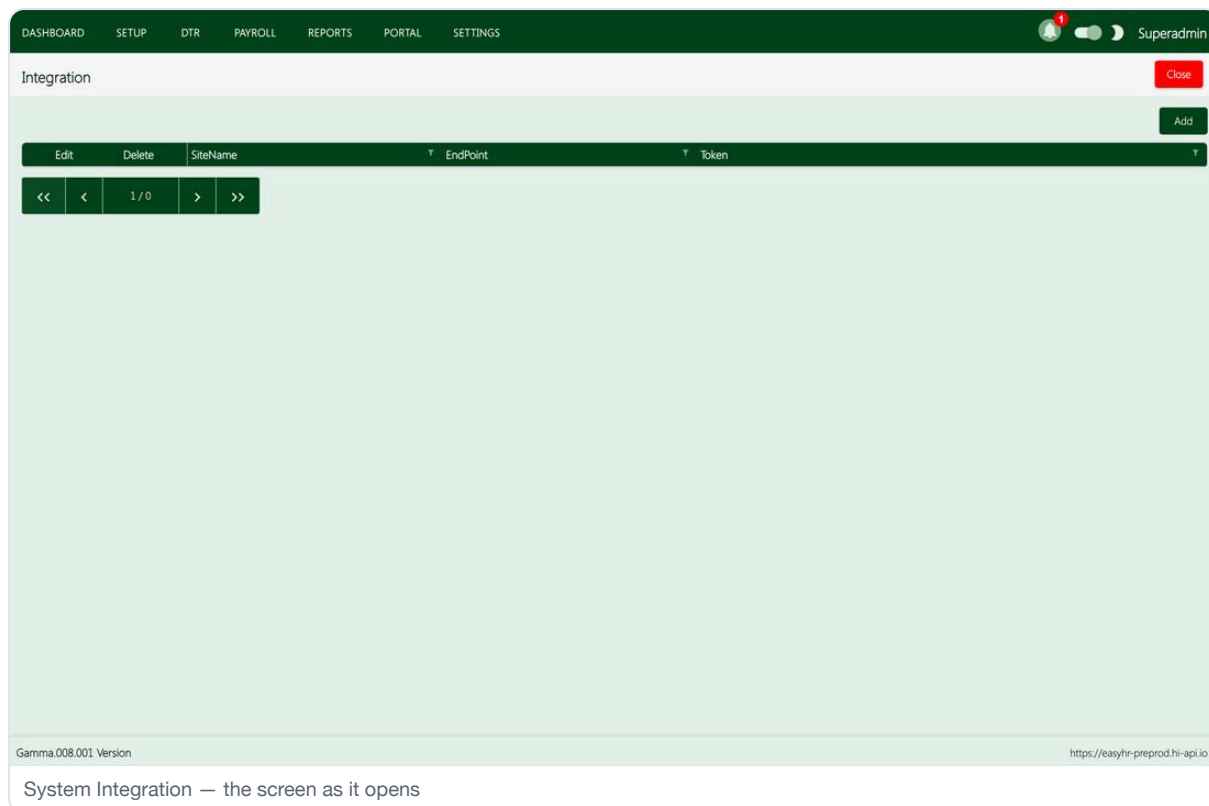
The history is written automatically and cannot be edited.

7.4 System Integration

The link between easyHR and the other Human Incubator products — easyFS in particular — so that payroll can be posted to the accounting system without being re-typed.

HOW TO GET THERE

SETTINGS → **System Integration** `/software/sys-integration`



WHAT TO DO

1. Open **SETTINGS** → **System Integration**.
2. Enter the connection details for the system to be linked and save them.

COLUMNS ON THIS SCREEN

Edit Delete SiteName EndPoint Token

BUTTONS

Close Add

WHAT YOU SHOULD SEE

Payroll journal entries can be passed to the linked system.

WORTH KNOWING

Integration settings are normally configured once, by the administrator, with Human Incubator's help. Changing them stops the transfer until they are corrected.

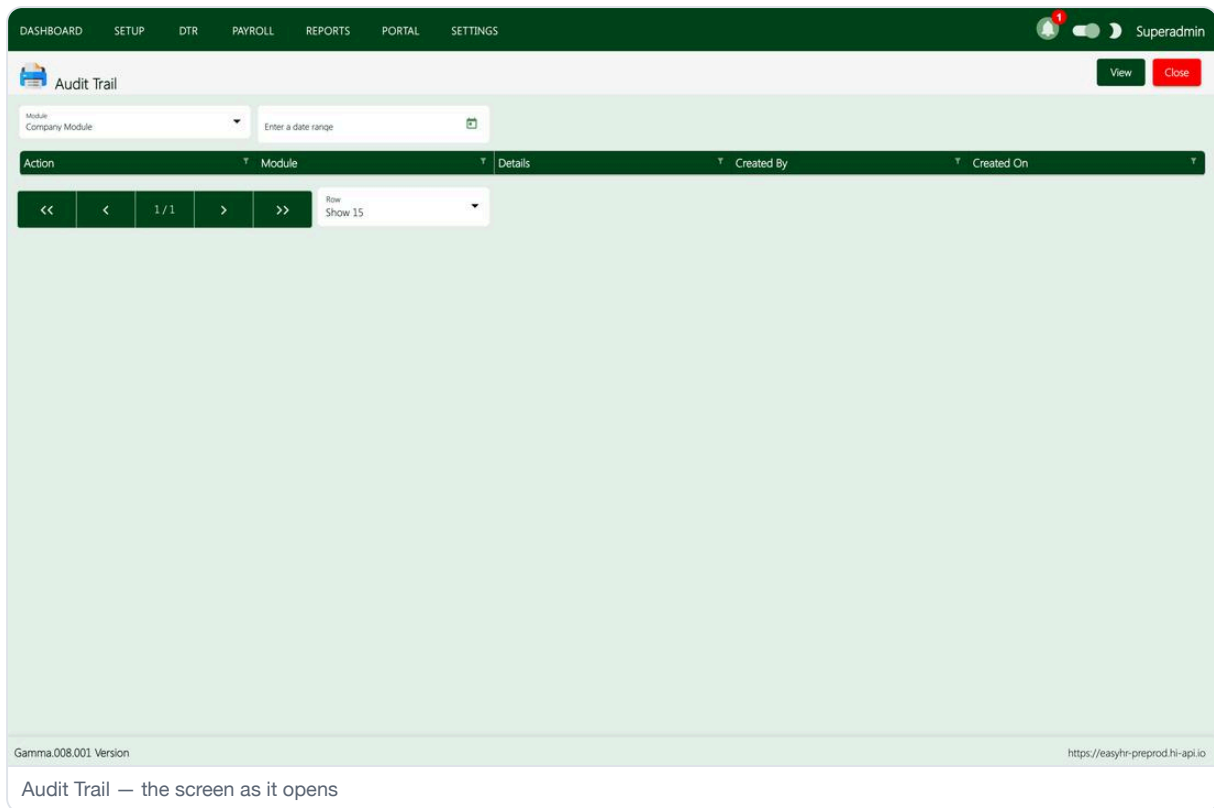
7.5 Audit Trail

The audit trail of sign-ins and of what each account did. It answers who was in the system, when, and from where.

HOW TO GET THERE

SETTINGS → **Audit Trail** `/software/user-logs-list`

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



WHAT TO DO

1. Open **SETTINGS** → **Audit Trail**, where the menu shows it.

COLUMNS ON THIS SCREEN

Action Module Details Created By Created On

FILTERS

Module Enter a date range

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per logged action, newest first.

WORTH KNOWING

This screen is not shown on the menu in the demonstration environment.

The log is written by the system and cannot be edited or cleared from the screen.

8. Additional screens

Screens that exist in this build and can be opened, but that the menu does not show in the demonstration environment. They are documented here so that the manual is complete; whether they appear for you depends on how your company is configured and on your user rights.

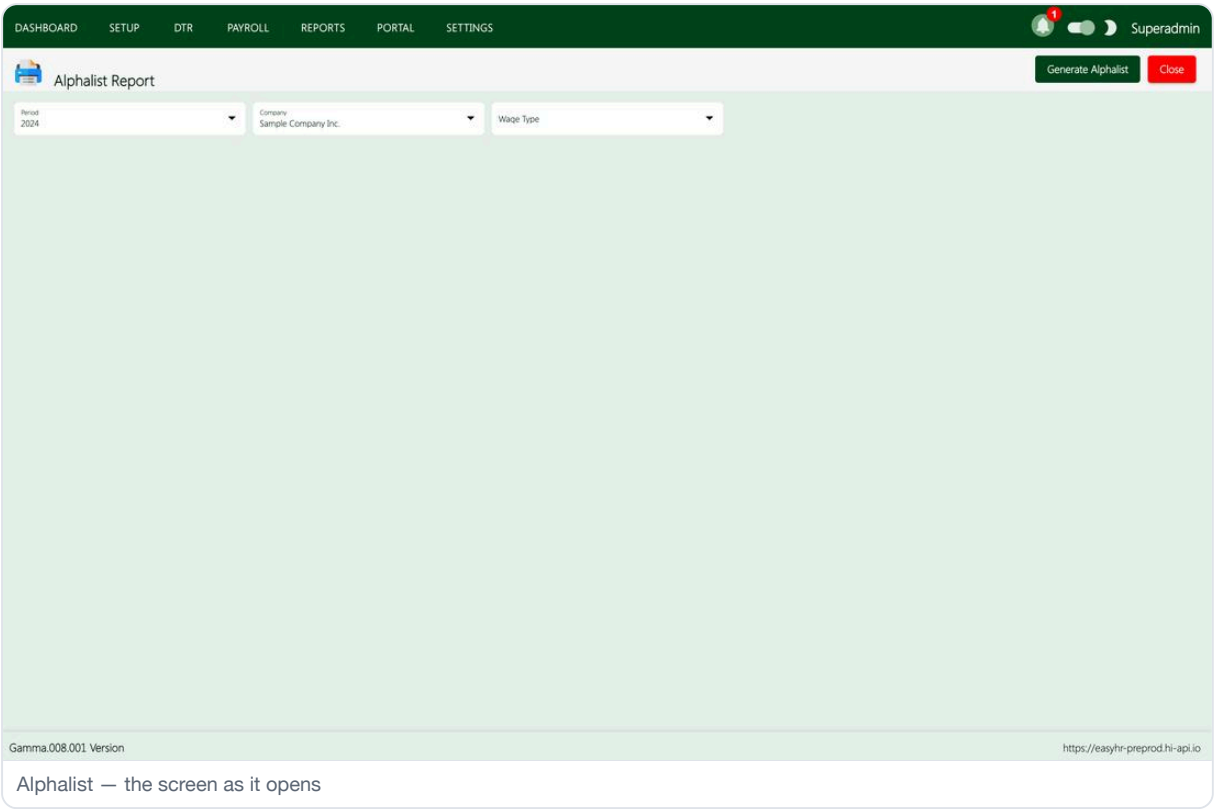
8.1 Alphalist

The BIR alphabetical list of employees: annual compensation, tax withheld and the details the Bureau of Internal Revenue requires with the annual return.

HOW TO GET THERE

REPORTS → **Alphalist** `/software/alphalist-report`

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



WHAT TO DO

1. Open **REPORTS → Alphalist**.
2. Set the selection at the top of the screen: **Period**, **Company**, **Wage Type**.
3. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Period Company Wage Type

BUTTONS

Generate Alphalist Close

WHAT YOU SHOULD SEE

The alphalist for the chosen tax year.

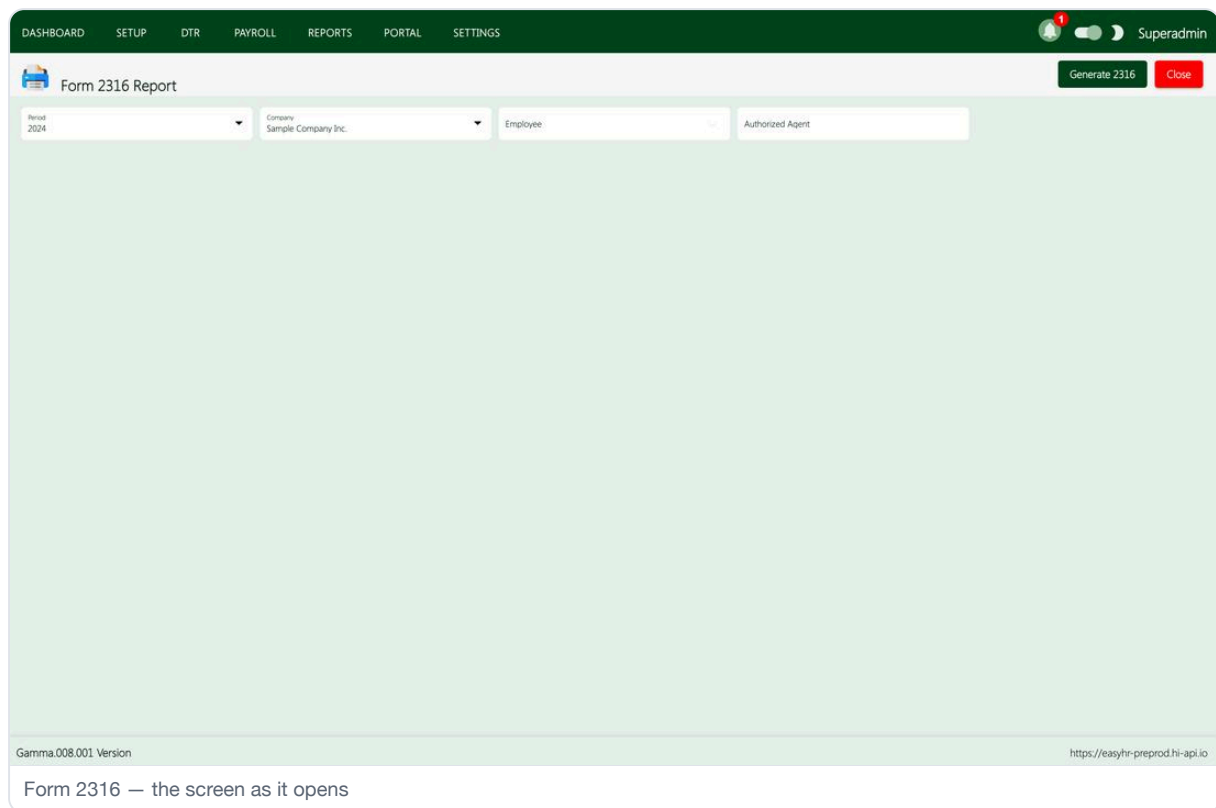
8.2 Form 2316

BIR Form 2316 — the certificate of compensation paid and tax withheld that each employee is given at the end of the year.

HOW TO GET THERE

REPORTS → **Form 2316** </software/form2316-report>

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



The screenshot shows the 'Form 2316 Report' interface. At the top, there is a navigation bar with links: DASHBOARD, SETUP, DTR, PAYROLL, REPORTS, PORTAL, and SETTINGS. On the right of the navigation bar, there is a user profile icon with a notification badge, a toggle switch, and the text 'Superadmin'. Below the navigation bar, the main header area contains the title 'Form 2316 Report' and two buttons: 'Generate 2316' and 'Close'. The main content area is a large, empty light green box. At the top of this area, there are four input fields: 'Period' (with a dropdown arrow, showing '2024'), 'Company' (with a dropdown arrow, showing 'Sample Company Inc.'), 'Employee' (with a dropdown arrow), and 'Authorized Agent' (with a text input field). At the bottom of the screen, there is a footer bar containing the text 'Gamma.008.001 Version' on the left and 'https://easyhr-preprod.hi-apli.io' on the right. Below the footer bar, there is a caption: 'Form 2316 — the screen as it opens'.

WHAT TO DO

1. Open **REPORTS** & **Form 2316**.
2. Set the selection at the top of the screen: **Period**, **Company**, **Employee**, **Authorized Agent**.
3. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

Period Company Employee Authorized Agent

BUTTONS

Generate 2316 Close

WHAT YOU SHOULD SEE

One Form 2316 per employee for the chosen year.

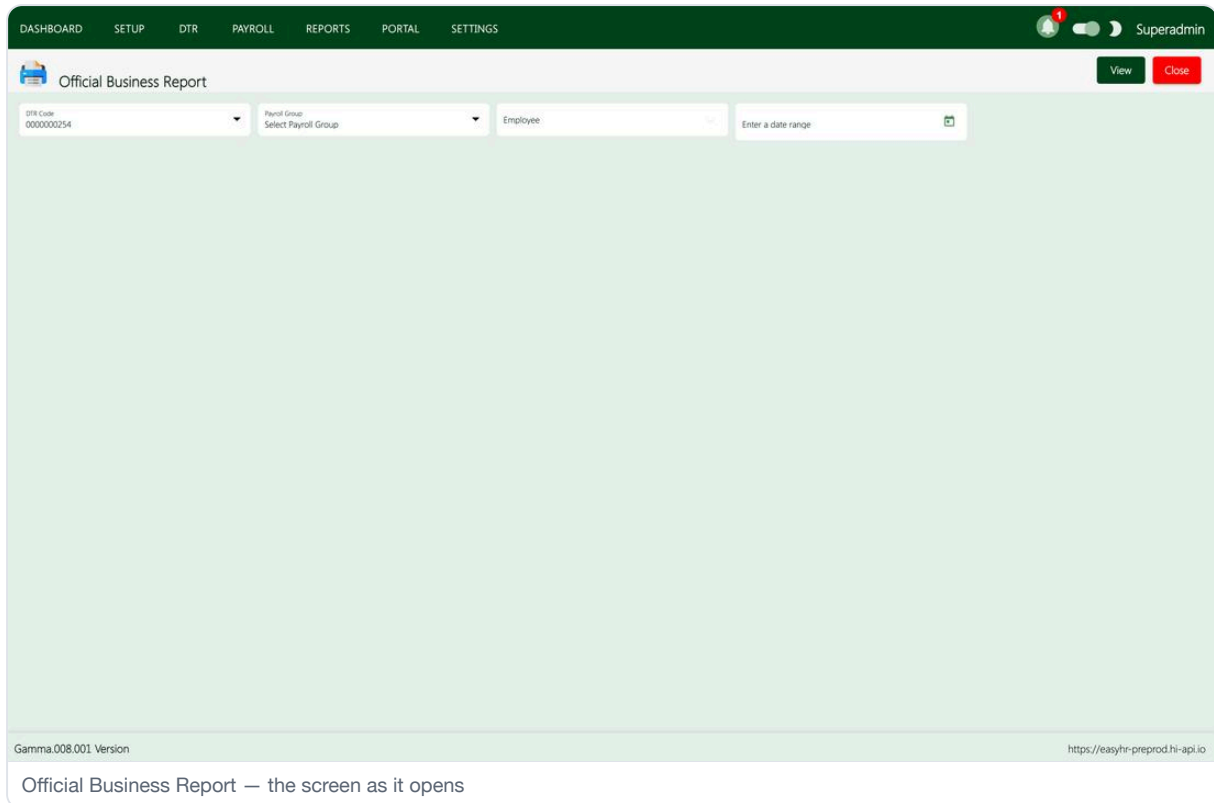
8.3 Official Business Report

Time spent away from the workplace on official business, as filed and approved.

HOW TO GET THERE

REPORTS → **Official Business Report** </software/official-business-report>

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



The screenshot shows the 'Official Business Report' screen. At the top is a dark green navigation bar with links: DASHBOARD, SETUP, DTR, PAYROLL, REPORTS, PORTAL, SETTINGS. On the right of the bar is a user profile icon with a red notification badge, a toggle switch, and the text 'Superadmin'. Below the navigation bar is a light gray header with the title 'Official Business Report' and two buttons: 'View' (green) and 'Close' (red). The main area is a light green form with four input fields: 'DTR Code' (containing '0000000254'), 'Payroll Group' (with a dropdown arrow and text 'Select Payroll Group'), 'Employee' (with a dropdown arrow), and 'Enter a date range' (with a calendar icon). The footer of the screen is a light green bar containing the text 'Gamma.008.001 Version' on the left and 'https://easyhr-preprod.hi-apli.io' on the right. Below the screenshot, the text 'Official Business Report — the screen as it opens' is displayed.

WHAT TO DO

1. Open **REPORTS &arrarr; Official Business Report**.
2. Set the selection at the top of the screen: **DTR Code**, **Payroll Group**, **Employee**, **Enter a date range**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Code Payroll Group Employee Enter a date range

BUTTONS

View Close

WHAT YOU SHOULD SEE

One line per official-business record.

8.4 Geolocation Official Business Report

The same as the official business report, with the coordinates recorded when the employee logged in and out away from the office.

HOW TO GET THERE

REPORTS → **Geolocation Official Business Report** </software/geolocation-official-business-report>

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.

Geolocation Official Business Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS & Geolocation Official Business Report**.
2. Set the selection at the top of the screen: **DTR Code**, **Payroll Group**, **Employee**, **Enter a date range**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Code Payroll Group Employee Enter a date range

BUTTONS

View Close

WHAT YOU SHOULD SEE

Official-business records with their locations.

8.5 Geolocation Report

Where each clock-in and clock-out was recorded — latitude, longitude, date, time and log type — for employees who use the mobile application.

HOW TO GET THERE

REPORTS → **Geolocation Report** </software/geolocation-report>

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.

Geolocation Report

DTR Code: 0000000254

Payroll Group: Select Payroll Group

Employee: [User Icon]

Enter a date range: [Calendar Icon]

View Close

Gamma.008.001 Version <https://easyhr-preprod.hi-api.io>

Geolocation Report — the screen as it opens

WHAT TO DO

1. Open **REPORTS → Geolocation Report**.
2. Set the selection at the top of the screen: **DTR Code**, **Payroll Group**, **Employee**, **Enter a date range**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Code Payroll Group Employee Enter a date range

BUTTONS

View Close

WHAT YOU SHOULD SEE

The location of each attendance log for the chosen period.

8.6 DTR Image Report

The photographs captured with the attendance logs, alongside the time recorded.

HOW TO GET THERE

REPORTS → DTR Image Report `/software/geo-image-report`

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.

WHAT TO DO

1. Open **REPORTS → DTR Image Report**.
2. Set the selection at the top of the screen: **DTR Code**, **Payroll Group**, **Employee**, **Enter a date range**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **Close** to leave the screen.

FIELDS ON THIS SCREEN

DTR Code Payroll Group Employee Enter a date range

BUTTONS

View Close

WHAT YOU SHOULD SEE

One entry per log, with the photograph taken at the time.

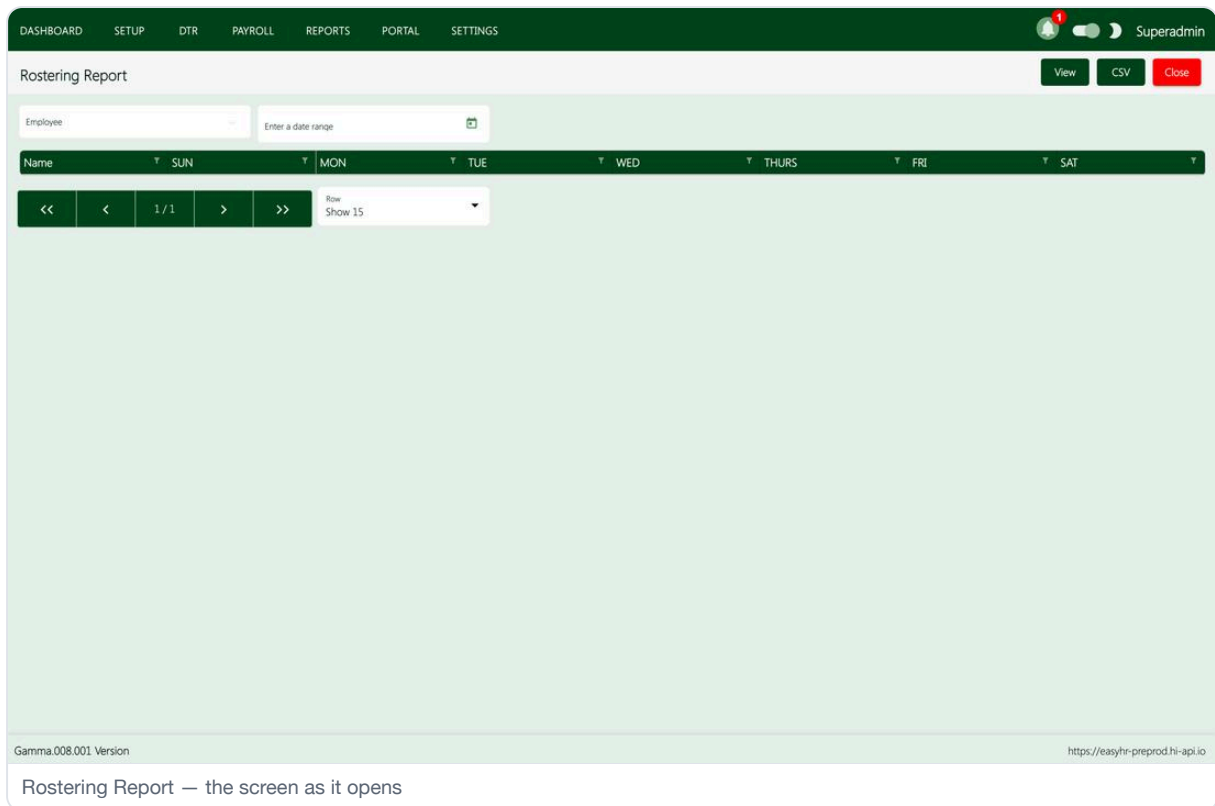
8.7 Rostering Report

The shift roster: who is scheduled on which shift, over the chosen period.

HOW TO GET THERE

REPORTS → Rostering Report `/software/rostering-report`

The menu entry for this screen is not shown in the demonstration environment. Whether it appears for you depends on your company's configuration and on your user rights.



WHAT TO DO

1. Open **REPORTS &arr; Rostering Report**.
2. Set the selection at the top of the screen: **Employee**, **Enter a date range**.
3. Click **View**. The report is built and opened in the viewer.
4. Click **CSV** instead to download the same figures as a spreadsheet file.
5. Click **Close** to leave the screen.

COLUMNS ON THIS SCREEN

Name SUN MON TUE WED THURS FRI SAT

FILTERS

Employee Enter a date range

BUTTONS

View CSV Close

WHAT YOU SHOULD SEE

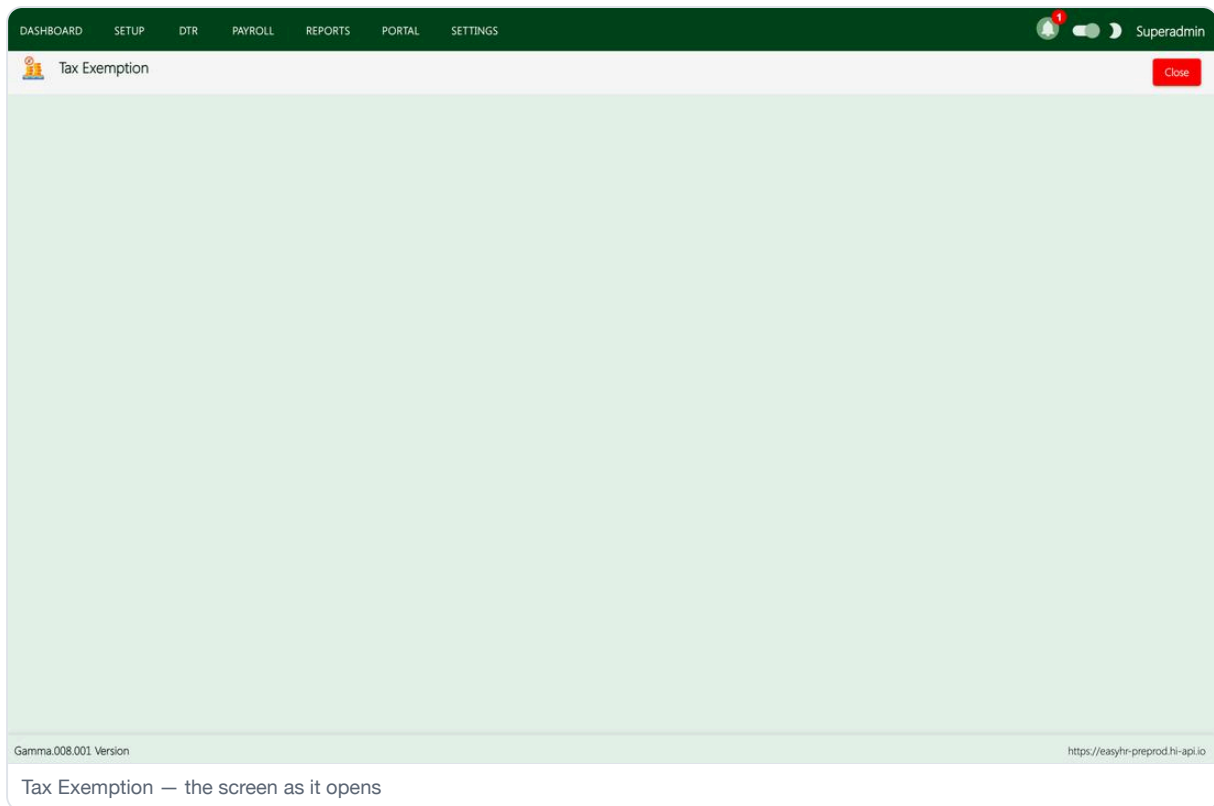
The roster for the employees and dates chosen.

8.8 Tax Exemption

The tax exemption codes and the amounts attached to them, used when withholding tax is computed for an employee.

HOW TO GET THERE

This screen has no entry on the menu in this build. Its address is `/software/tax-exemption-list` .



WHAT TO DO

1. This screen has no menu entry in this build; it is reached from the employee record where the exemption is chosen.

BUTTONS

Close

THE RECORD ITSELF

This module has a record screen, opened with the **Edit** button on a row. The demonstration environment holds no records for it, so it is not illustrated here.

WHAT YOU SHOULD SEE

The list of exemption codes.

WORTH KNOWING

In the system this manual was written from the grid opens with no columns and no rows. The screen and its pager are there, but there is nothing in it.

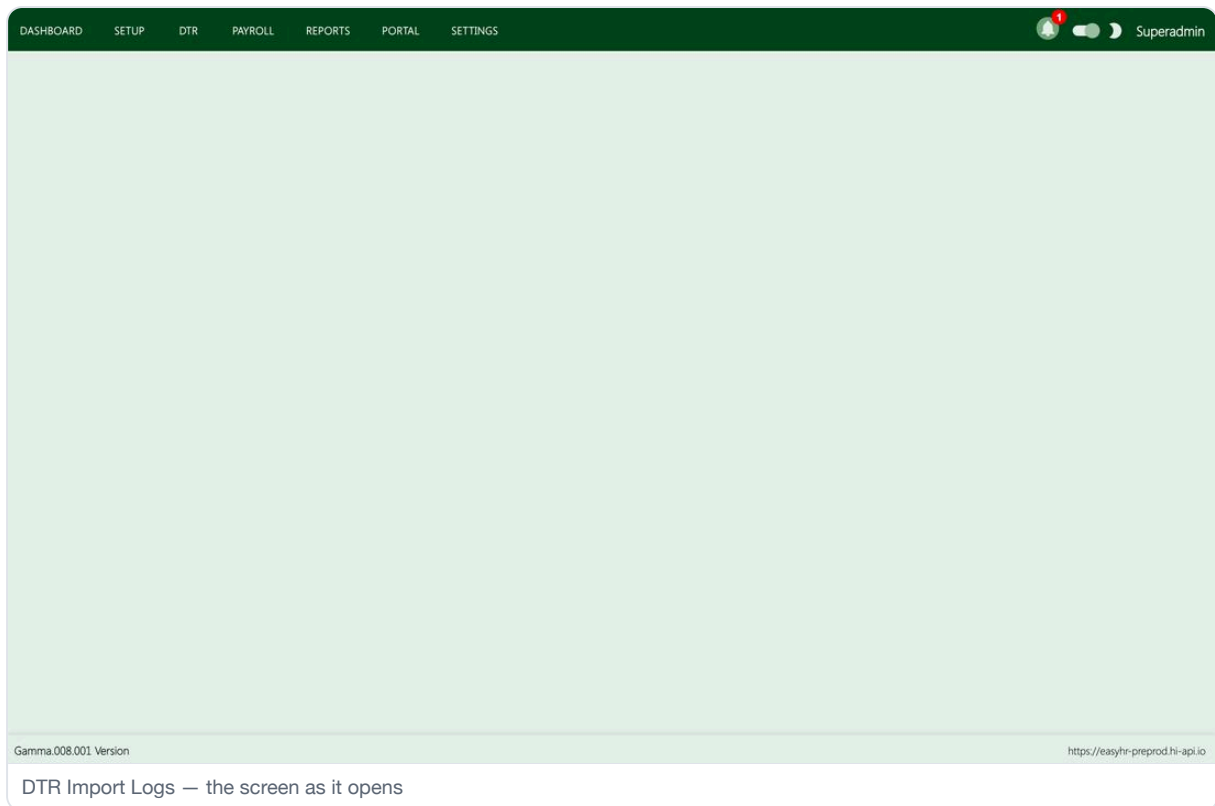
Tax exemption categories were removed from Philippine withholding tax by the TRAIN law, so this screen is of historical interest for most companies.

8.9 DTR Import Logs

The record of DTR imports: which file was loaded, when, by whom, and which lines the system refused. It is where to look when an import appears to have worked but rows are missing.

HOW TO GET THERE

This screen has no entry on the menu in this build. Its address is `/software/dtr-detail-import-logs-v2`.



WHAT TO DO

1. This screen has no menu entry in this build; it is reached from the DTR import step.

WHAT YOU SHOULD SEE

One line per import, with the rows accepted and rejected.

WORTH KNOWING

In the system this manual was written from the screen opens but shows nothing at all. It has been reported for investigation.