



# **User Manual for Employee Lastpay in SPGC ePayroll**

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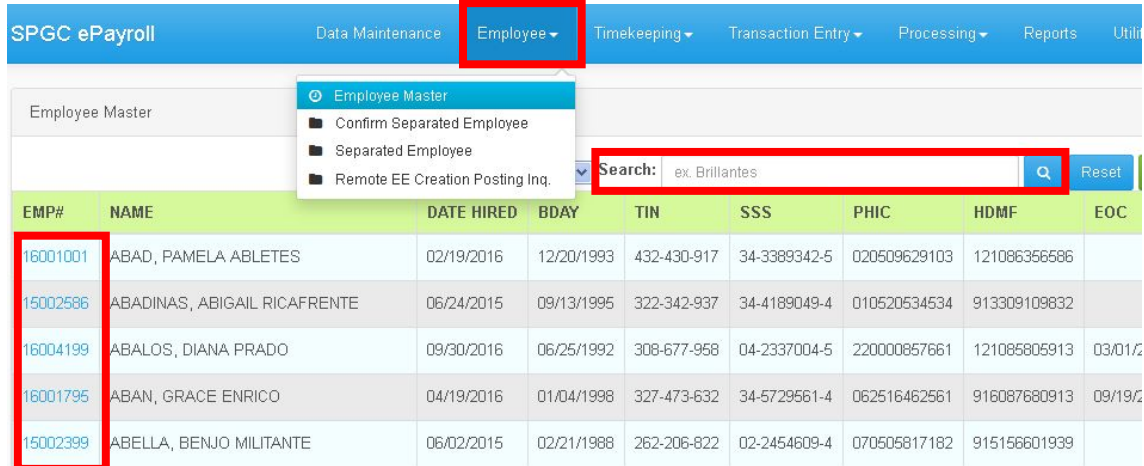
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# HR MANUAL

## 1.1 Holding Process



The screenshot shows the SPGC ePayroll system interface. The 'Employee' menu is selected, and the 'Employee Master' dropdown is open. A search bar contains the text 'ex. Brillantes'. Below the search bar is a table of employee records. The first row, with EMP# 16001001, is highlighted with a red box.

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EOC
16001001	ABAD, PAMELA ABLETES	02/19/2016	12/20/1993	432-430-917	34-3389342-5	020509629103	121086356686	
15002586	ABADINAS, ABIGAIL RICAFFRENTE	06/24/2015	09/13/1995	322-342-937	34-4189049-4	010520534534	913309109832	
16004199	ABALOS, DIANA PRADO	09/30/2016	06/25/1992	308-677-958	04-2337004-5	220000857661	121085805913	03/01/2
16001795	ABAN, GRACE ENRICO	04/19/2016	01/04/1998	327-473-632	34-5729561-4	062516462561	916087680913	09/19/2
15002399	ABELLA, BENJO MILITANTE	06/02/2015	02/21/1988	262-206-822	02-2454609-4	070505817182	915156601939	

Figure 1 Employee Search

- Click **Employee** Bar then, Click Employee Master
- Search Employee
- Click Emp# (ex. 16001001)



The screenshot shows the 'Employee Master' form for employee 16001001. The 'Rec. Status' is set to 'HOLD', 'Hold Reason' is 'RESIGNATION', 'Separation Date' is '11/15/2016', 'Hold Period' is '11/15/2016', and 'Salary Payment Mode' is 'CASH'. The labels for these fields are highlighted with a red box.

Figure 2 Holding and Cash Process

- Find the Rec. Status change active to hold
- Choose the Hold Reason
- Put the Separation Date and Hold Period
- Change ATM to CASH
- Then Click Save

● Update successfully done ●

## 1.2 Separating Process

- Click **Employee Bar** then, Click **Confirm Separated Employee**

Page: 1 Search: abad

EMP#	LASTNAME	FIRSTNAME	MIDDLENAME	DATE HOLD	
<input checked="" type="checkbox"/>	16001001	ABAD	PAMELA	ABLETES	11/15/2016

Figure 3 Confirmation and Separation

- Search Employee
- Put a check in combo box
- Click process

● Records Successfully Saved ●



### 1.3 Batch Tagging Process

- Click **Processing** Bar then, Click Lastpay

	EMPLOYEE NUMBER	EMPLOYEE NAME	REASON
<input checked="" type="checkbox"/>	16001001	ABAD , PAMELA	RESIGNATION

Figure 4 Tag

- Put a check in combo box to tag the employee

Page: 1 Search: ex. 15002535

NUMBER	EMPLOYEE NAME	REASON	ACCOUNT NUMBER	BANK CODE	SEPARATION DATE
	ABAD , PAMELA	RESIGNATION			11/15/2016

Alert.  
Successfully processed with Transaction Number of 4-20161115-1

Figure 5 Transaction No.

- Click Process

☺ Transaction No. ☺

**Note: When the employee is confirmed separated, the employee will not be included in the Employee Master List and the data will be deleted**

## 1.4 Generating Lastpay Processed

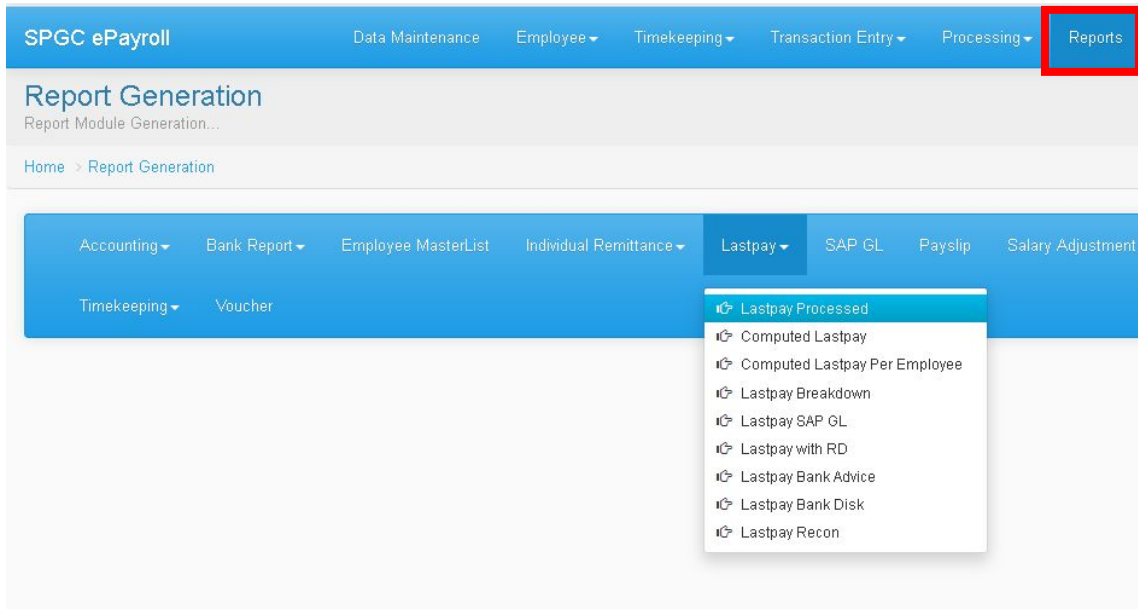
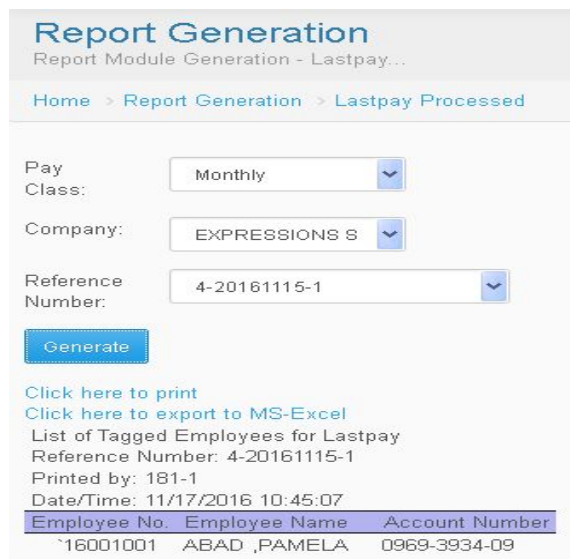


Figure 6 Lastpay Processed

- Click **Reports** then, Click Lastpay Processed



The screenshot shows the 'Report Generation' page for 'Lastpay Processed'. The breadcrumb trail is 'Home > Report Generation > Lastpay Processed'. The form contains the following fields:

- Pay Class: Monthly (dropdown)
- Company: EXPRESSIONS S (dropdown)
- Reference Number: 4-20161115-1 (dropdown)

Below the form is a 'Generate' button. Underneath, there are links for 'Click here to print' and 'Click here to export to MS-Excel'. The page also displays the following information:

- List of Tagged Employees for Lastpay
- Reference Number: 4-20161115-1
- Printed by: 181-1
- Date/Time: 11/17/2016 10:45:07

A table of results is shown below:

Employee No.	Employee Name	Account Number
16001001	ABAD ,PAMELA	0969-3934-09

Figure 7 Generating Lastpay

- Fill up the Pay Class and Company
- Put the Reference Number
- Click Generate

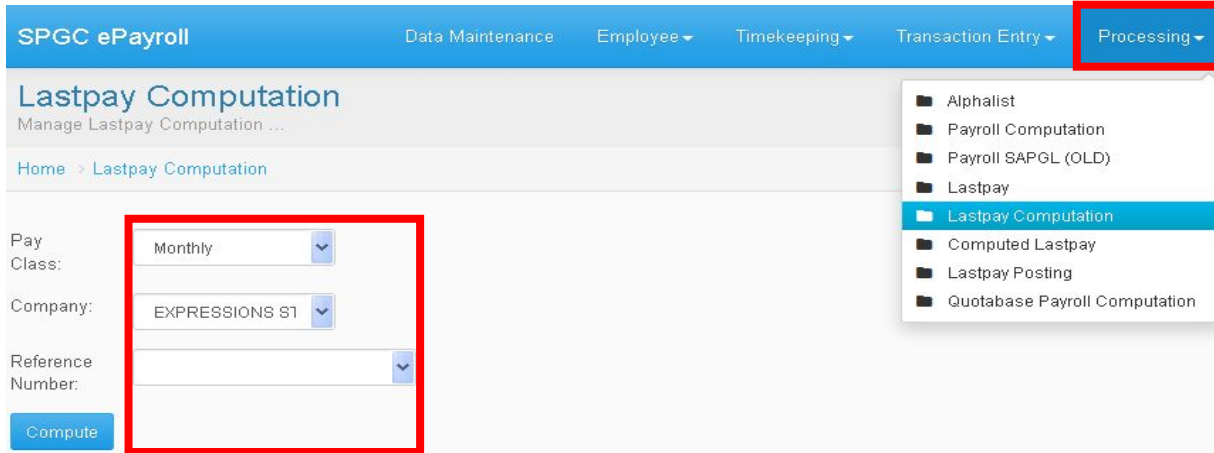




# ACCOUNTING MANUAL

## 2.1 Computation Process

**NOTE: Before you compute the balance of employee make sure you have the reference no.**



SPGC ePayroll    Data Maintenance    Employee ▾    Timekeeping ▾    Transaction Entry ▾    **Processing ▾**

**Lastpay Computation**  
Manage Lastpay Computation ...

Home > Lastpay Computation

Pay Class: Monthly ▾

Company: EXPRESSIONS S1 ▾

Reference Number: ▾

Compute

- Alphalist
- Payroll Computation
- Payroll SAPGL (OLD)
- Lastpay
- Lastpay Computation**
- Computed Lastpay
- Lastpay Posting
- Quotabase Payroll Computation

Figure 6 Lastpay Computation

- Click **Processing** Bar then, Click Lastpay Computation
- Put Pay Class and Company
- Put Reference No. or Transaction No.

● Successfully Completed ●

## 2.2 Segregation Process

- Click **Processing** Bar then, Click Computed Lastpay

Page: 1 Search: 16001001

EMPLOYEE NUMBER	EMPLOYEE NAME	REASON	ACCOUNT NUMBER	BANK CODE	SEPARATION DATE	REFERENCE NU
16001001	ABAD , PAMELA	RESIGNATION			11/15/2016	4-20161115-1

Figure 7 Search Computed Employee

- Search Employee
- Click the Employee Number (ex. 16001001)

EARNINGS			DEDUCTIONS			
<input type="checkbox"/>	DESCRIPTION	AMOUNT	<input type="checkbox"/>	DESCRIPTION	DEDUCTED	UNPAID
<input checked="" type="checkbox"/>	13th mo pay	5,469.73				
<input checked="" type="checkbox"/>	unused sick leave	963.20				
<b>TOTAL:</b>		6,432.93			0.00	0.00
		<input type="text" value="Amount"/>	<input type="text" value="SDSA CODE"/>		<input type="text" value="Amount"/>	

Figure 8 Adding Earnings and Deduction

**Note: Using SDSA CODE you can add Earnings and Deduction for issue of the employee**

- Click this icon  to add issue for Earnings and Deduction

Save Refresh

EARNINGS			DEDUCTIONS		
<input type="checkbox"/>	DESCRIPTION	AMOUNT	<input type="checkbox"/>	DESCRIPTION	DEDUCTED
<input checked="" type="checkbox"/>	13th mo pay	5,469.73			
<input checked="" type="checkbox"/>	unused sick leave	963.20			
<b>TOTAL:</b>		6,432.93			0.00
<input type="checkbox"/>	UNLIQUIDATED ADVANCE	<input type="text" value="1121"/>	<input type="text" value="991"/>	PHARMACIA NI DOK	<input type="text" value="4456"/>

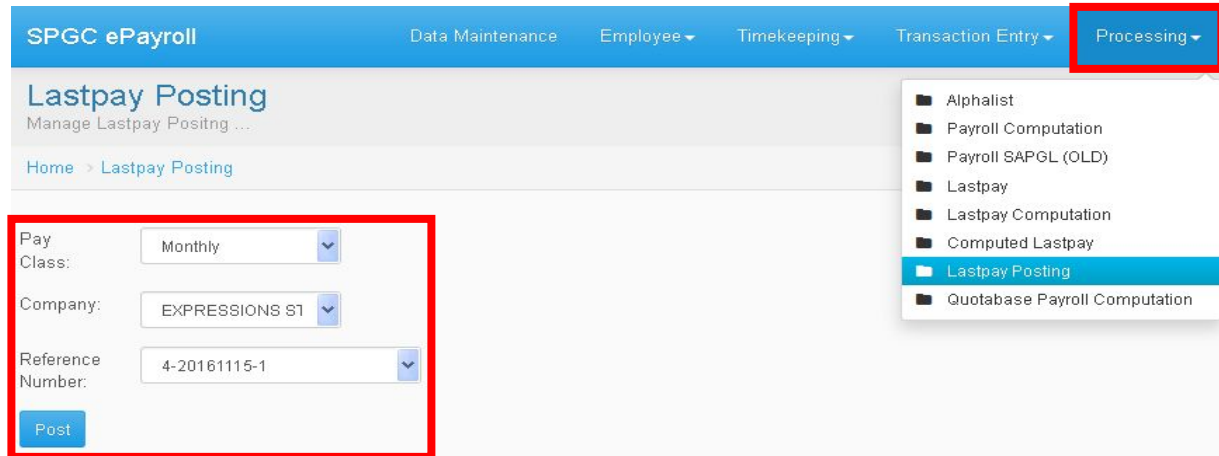
Figure 9 Save and Refresh

- Put SDSA CODE
- Click Save then, Click Refresh

● Successfully Saved ●

**Note: User can check or uncheck the box if the employee has to restrain their issue, just don't forget to save and refresh to update the Net of the employee.**

## 2.3 Posting Process



SPGC ePayroll    Data Maintenance    Employee ▾    Timekeeping ▾    Transaction Entry ▾    **Processing ▾**

### Lastpay Posting

Manage Lastpay Posting ...

Home > Lastpay Posting

Pay Class: Monthly ▾

Company: EXPRESSIONS S1 ▾

Reference Number: 4-20161115-1 ▾

**Post**

- Alphalist
- Payroll Computation
- Payroll SAPGL (OLD)
- Lastpay
- Lastpay Computation
- Computed Lastpay
- Lastpay Posting**
- Quotabase Payroll Computation

Figure 10 Lastpay Posting

- Click **Processing** Bar then, Click Lastpay Posting
- Put Pay Class and Company
- Put Reference No. or Transaction No.
- Click Post then, Click OK

● Successfully Posted ●

## 2.4 Generation of Computed Lastpay Process

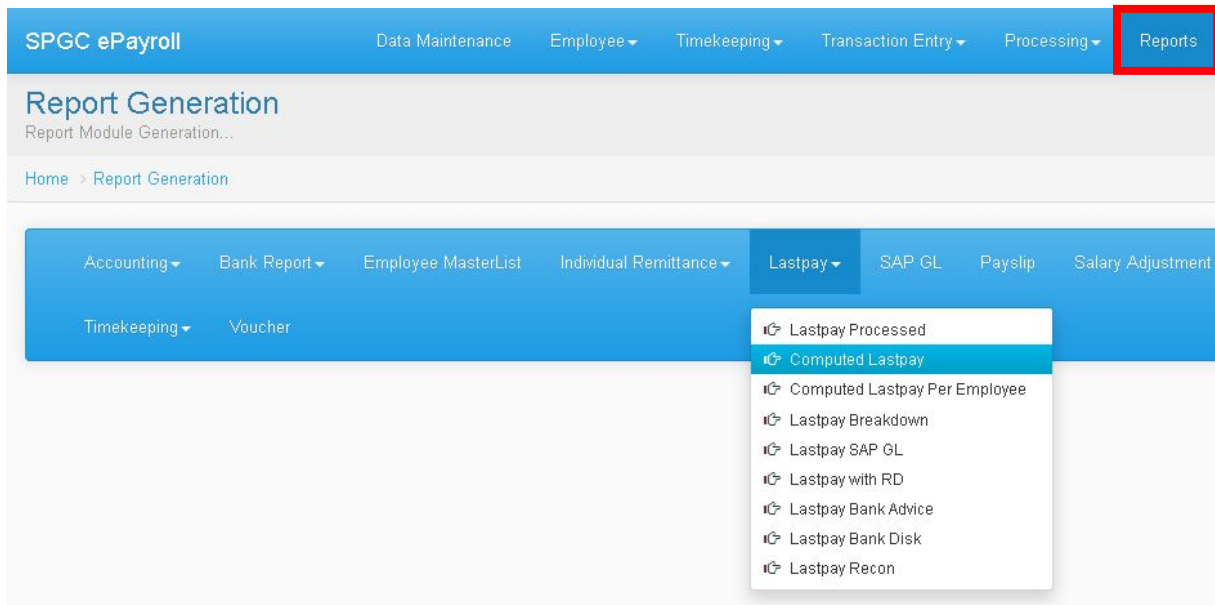
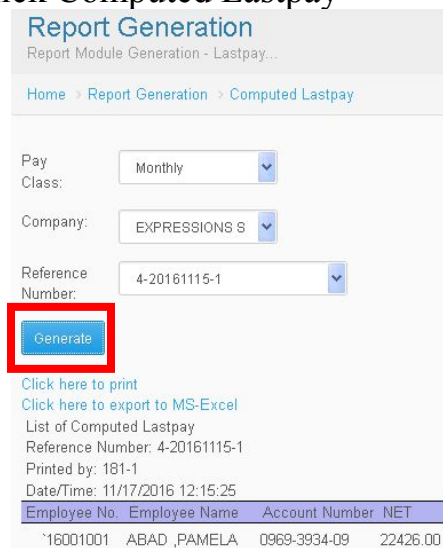


Figure 11 Computed Lastpay

- Click **Reports Bar**
- Click Lastpay then, Click Computed Lastpay



The screenshot shows the 'Report Generation - Lastpay' form. The breadcrumb trail is 'Home > Report Generation > Computed Lastpay'. The form contains the following fields:

- Pay Class: Monthly (dropdown)
- Company: EXPRESSIONS S (dropdown)
- Reference Number: 4-20161115-1 (dropdown)

The 'Generate' button is highlighted with a red box. Below the form, there are links for 'Click here to print' and 'Click here to export to MS-Excel'. The output shows the following details:

List of Computed Lastpay  
Reference Number: 4-20161115-1  
Printed by: 181-1  
Date/Time: 11/17/2016 12:15:25

Employee No.	Employee Name	Account Number	NET
*16001001	ABAD ,PAMELA	0969-3934-09	22426.00

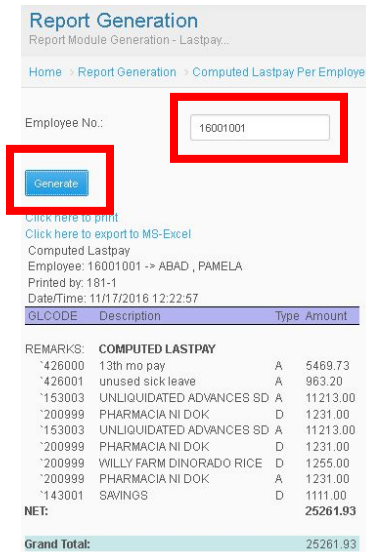
Figure 12 Generating Computed Lastpay

- Fill up Pay Class , Company and Reference Number
- Click Generate



## 2.5 Generation of Computed Lastpay Per Employee Process

- Click **Reports** Bar
- Click Lastpay then, Click Computed Lastpay Per Employee



**Report Generation**  
Report Module Generation - Lastpay...

Home > Report Generation > Computed Lastpay Per Employee

Employee No.:

[Click here to print](#)  
[Click here to export to MS-Excel](#)

Computed Lastpay  
Employee: 16001001 -> ABAD , PAMELA  
Printed by: 181-1  
Date/Time: 11/17/2016 12:22:57

GLCODE	Description	Type	Amount
<b>REMARKS: COMPUTED LASTPAY</b>			
*426000	13th mo pay	A	5469.73
*426001	unused sick leave	A	963.20
*153003	UNLIQUIDATED ADVANCES SD	A	11213.00
*200999	PHARMACIA NI DOK	D	1231.00
*153003	UNLIQUIDATED ADVANCES SD	A	11213.00
*200999	PHARMACIA NI DOK	D	1231.00
*200999	WILLY FARM DINORADO RICE	D	1255.00
*200999	PHARMACIA NI DOK	A	1231.00
*143001	SAVINGS	D	1111.00
<b>NET:</b>			<b>25261.93</b>
<b>Grand Total:</b>			<b>25261.93</b>

Figure 13 Generating Computed Lastpay Per Employee

- Put the Employee Number ( ex. 16001001)
- Fill up Pay Class , Company and Reference Number
- Click Generate



## 2.6 Generation of Breakdown Lastpay Process

- Click **Reports** Bar
- Click Lastpay then, Click Computed Lastpay Per Employee

**Report Generation**  
Report Module Generation - Lastpay...

Home > Report Generation > Lastpay Breakdown

Pay Class: Monthly

Company: EXPRESSIONS STATK

Reference Number: 4-20161115-1

**Generate**

[Click here to print](#)  
[Click here to export to MS-Excel](#)  
 List of Computed Lastpay  
 Reference Number: 4-20161115-1  
 Printed by: 181-1  
 Date/Time: 11/17/2016 12:32:03

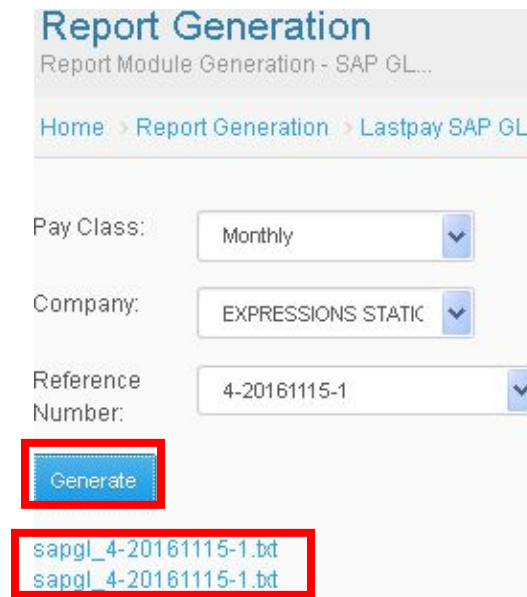
Employee No.	Employee Name	Account Number	Description	Type	Amount
*16001001	ABAD, PAMELA	0969-3934-09	UNLIQUIDATED ADVANCES SD	A	11213.00
			UNLIQUIDATED ADVANCES SD	A	11213.00
<b>NET</b>					<b>22426.00</b>

Figure 14 Generating Breakdown Lastpay

- Fill up Pay Class , Company and Reference Number
- Click Generate

## 2.7 Generation and Downloading of SAP GL Process

- Click **Reports** Bar
- Click Lastpay then, Click Lastpay SAP GL



Report Generation  
Report Module Generation - SAP GL...

Home > Report Generation > Lastpay SAP GL

Pay Class: Monthly

Company: EXPRESSIONS STATIC

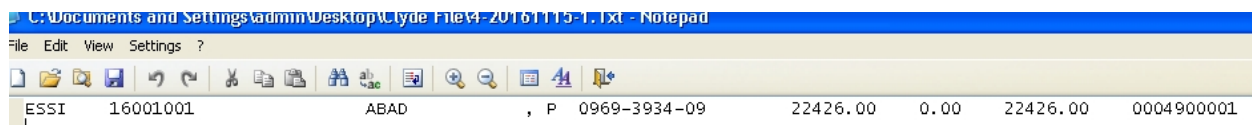
Reference Number: 4-20161115-1

Generate

sapgl\_4-20161115-1.bt  
sapgl\_4-20161115-1.bt

Figure 15 Generating SAP GL

- Fill up Pay Class , Company and Reference Number
- Click Generate then , Download the text file



C:\Documents and Settings\admin\Desktop\Clyde File\4-20161115-1.txt - Notepad

File Edit View Settings ?

ESSI 16001001 ABAD , P 0969-3934-09 22426.00 0.00 22426.00 0004900001

Figure 16 SAP File

## 2.8 Uploading RD Process

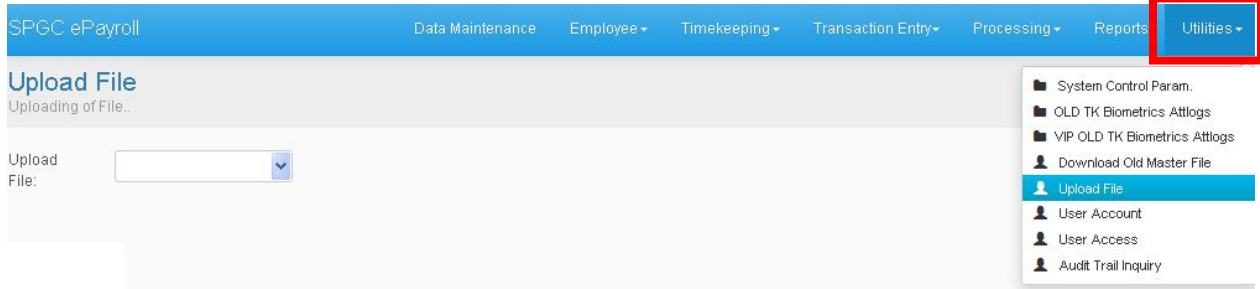


Figure 17 Generating SAP GL

- Click **Utilities** Bar then, Click Upload File

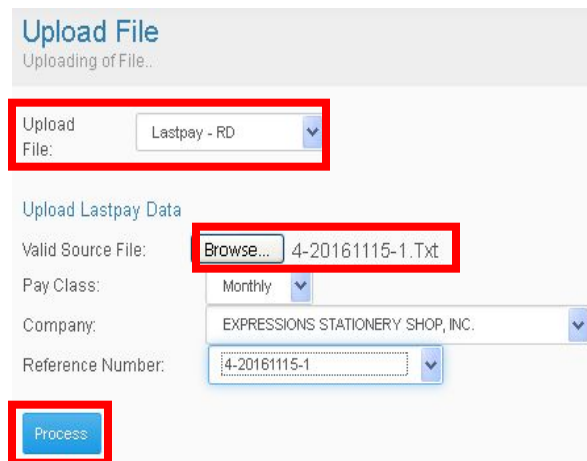


Figure 18 Uploading RD File

- Choose Lastpay – RD in Upload File
- Browse your File came from SAP
- Fill up Pay Class, Company and Reference Number
- Click Process

● Successfully Upload ●



# TREASURY MANUAL

### 3.1 Uploading Bank File Process

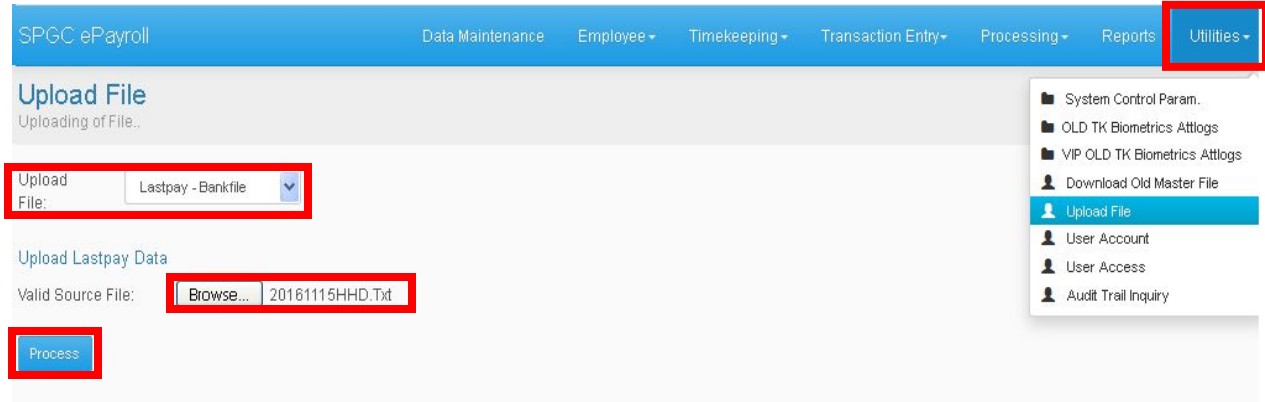


Figure 19 Uploading BankFile

- Click **Utilities** Bar then, Click Upload File
- Choose Lastpay – Bankfile in Upload File
- Browse your File came from SAP
- Click Process

● Successfully Upload ●



### 3.2 Updating of Bank Advice Process

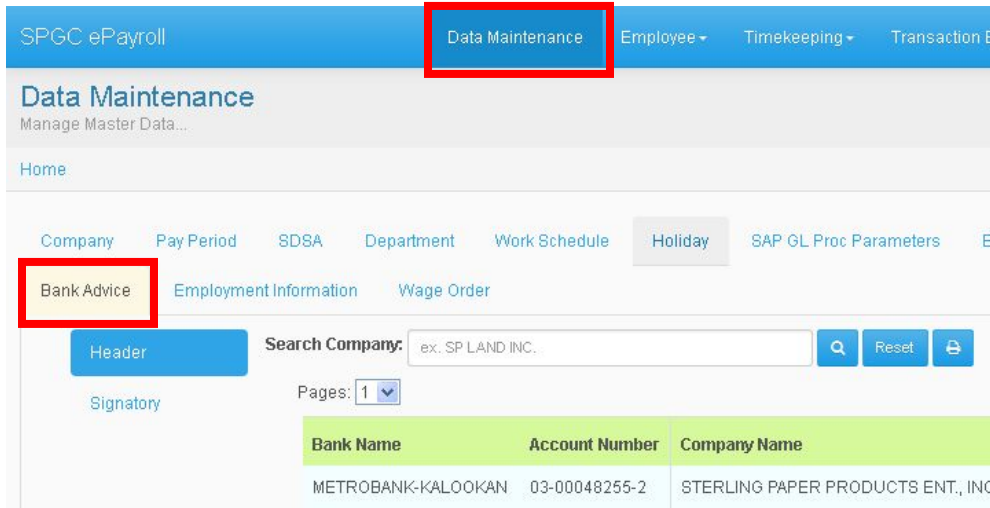


Figure 20 Bank Advice

- Click **Data Maintenance** Bar then, Click **Bank Advice**



Figure 21 Header




- Click **Header**
- Click this icon  to add
- Click this icon  to view
- Click this icon  to print



Figure 22 Signatory

- Click **Signatory**



### 3.3 Generation of Bank Advice Process

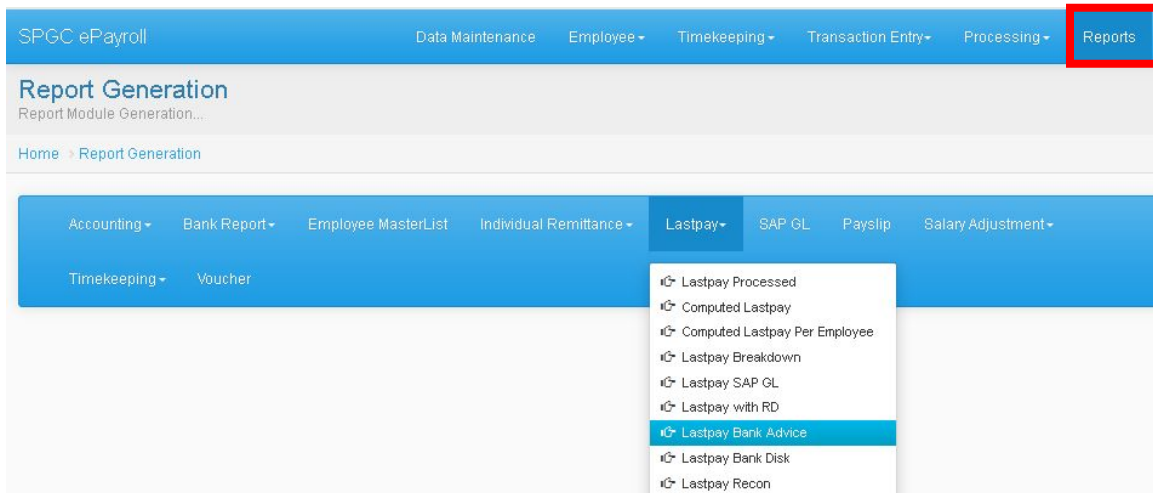


Figure 23 Lastpay Bank Advice

- Click **Reports** Bar
- Click Lastpay then, Click Lastpay Bank Advice



The screenshot shows the 'Report Generation - Lastpay...' form. It includes the following fields:

- Pay Class: Monthly
- Company: EXPRESSIONS STATIC
- Settlement Code: 11/15/2016HHD
- Bank Code: 066 -> BPI-Pasong Tamo Ext

The 'Generate' button at the bottom is highlighted in a red box.

Figure 24 Generating Bank Advice

- Fill up Pay Class, Company, Settlement Code and Bank Code
- Click Generate

[Click here to print](#)

[Click here to export to MS-Excel](#)

EXPRESSIONS STATIONERY SHOP, INC.  
113 DAGOHOY ST. KALOOKAN CITY

MR. SAMPLE  
BRANCH MANAGER  
Sample address

Kindly debit the corresponding amounts to our Account No. 202-53-0000-831 and credit them to the respective employees accounts. Please furnish us with the list of Encoded Accounts and the corresponding debit memos.

Employee Name	Account No.	Net Pay
ABAD ,PAMELA	0969-3934-09	22,426.00
Total Number of Employees: 1		
Grand Total:		22,426.00

Checked and Reviewed By:

Approved by :

Mary Ann Berdin  
Acctg. Supervisor

Perlita M. Skaar  
VP - Finance

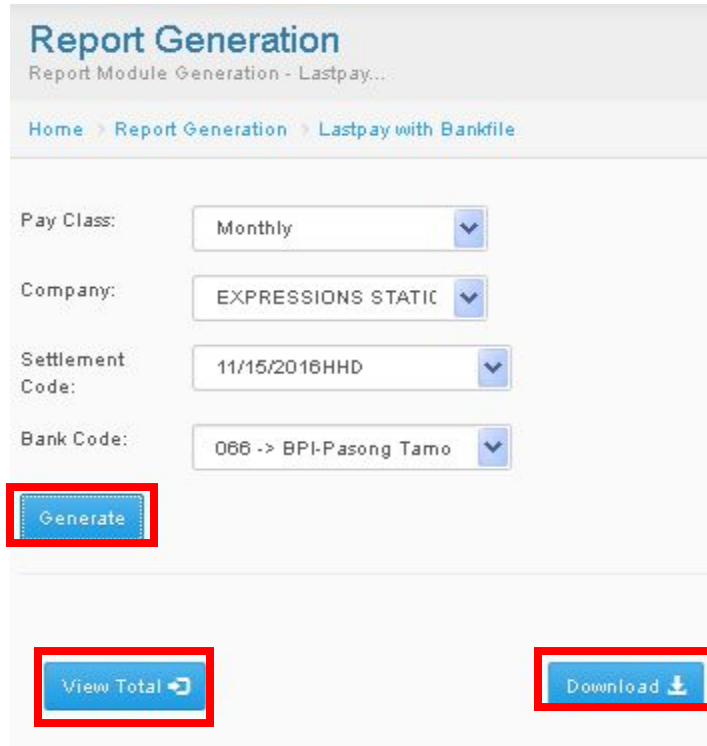
Noted By:

Henry Lim Bon Liong  
Chairman and CEO

Figure 25 Bank Advice Letter

### 3.4 Generation of Bank Disk Process

- Click **Reports Bar**
- Click Lastpay then, Click Lastpay Bank Advice



**Report Generation**  
Report Module Generation - Lastpay...

Home > Report Generation > Lastpay with Bankfile

Pay Class: Monthly

Company: EXPRESSIONS STATIC

Settlement Code: 11/15/2016HHD

Bank Code: 066 -> BPI-Pasong Tamo

Generate

View Total

Download

Figure 26 Generating of Bank Disk

- Fill up Pay Class, Company, Settlement Code and Bank Code
- Click Generate

**NOTE: After generating of the bank advice the view total and download will appear that has the sum of employee net pay for the view total and payroll file for download**