User Manual for Employee Lastpay in SPGC ePayroll

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HR MANUAL

1.1 Holding Process

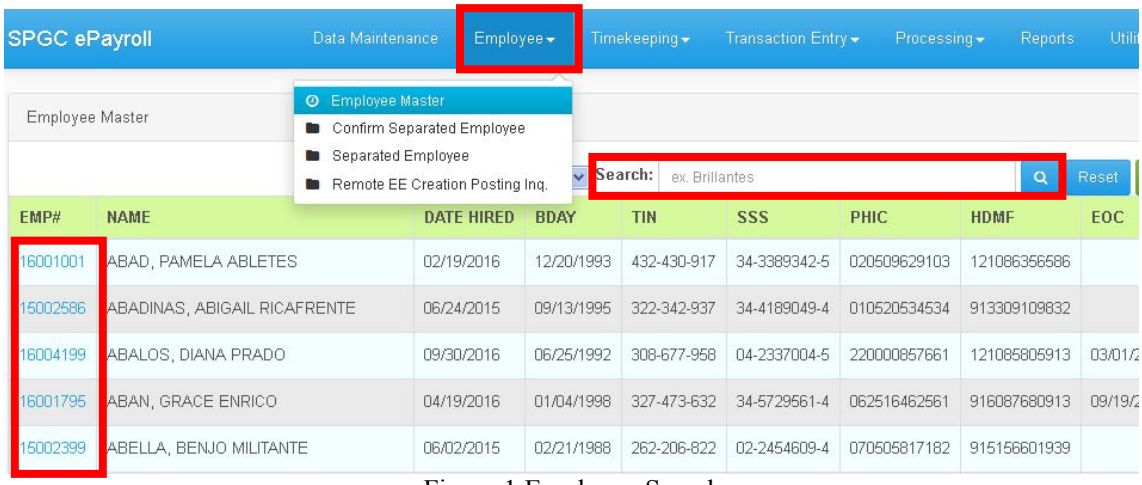

Figure 1 Employee Search

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

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

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

Figure 4 Tag

- Put a check in combo box to tag the employee

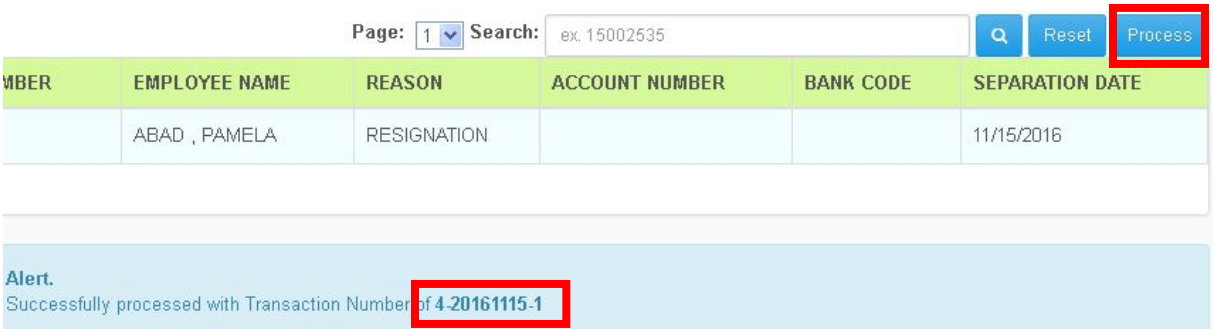

Figure 5 Transaction No.

- 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

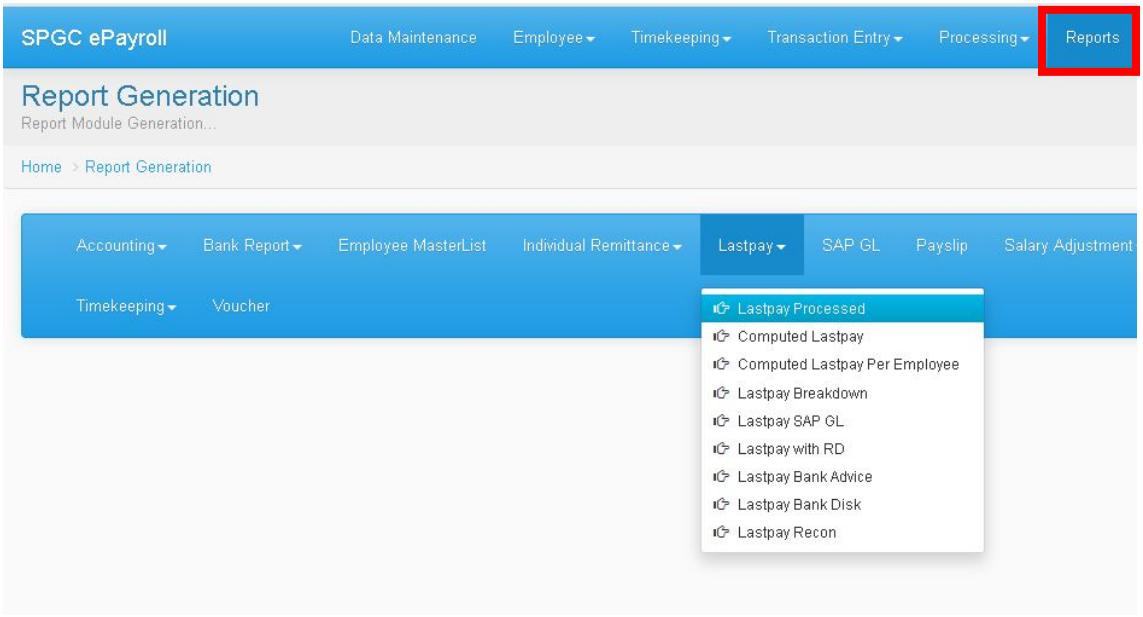

Figure 6 Lastpay Processed

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

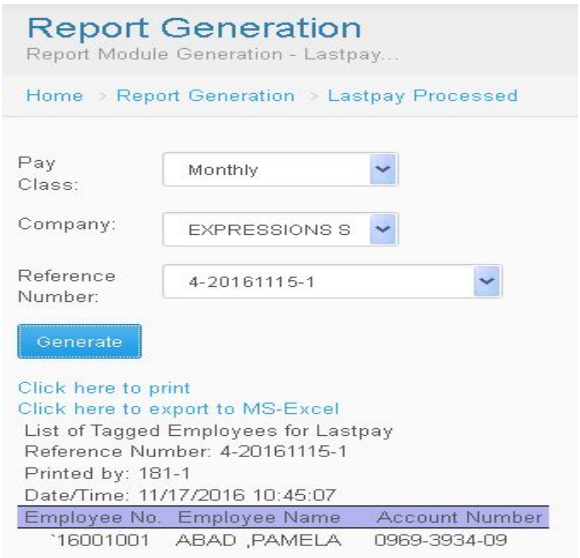

Figure 7 Generating Lastpay

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

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ACCOUNTING MANUAL

2.1 Computation Process

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

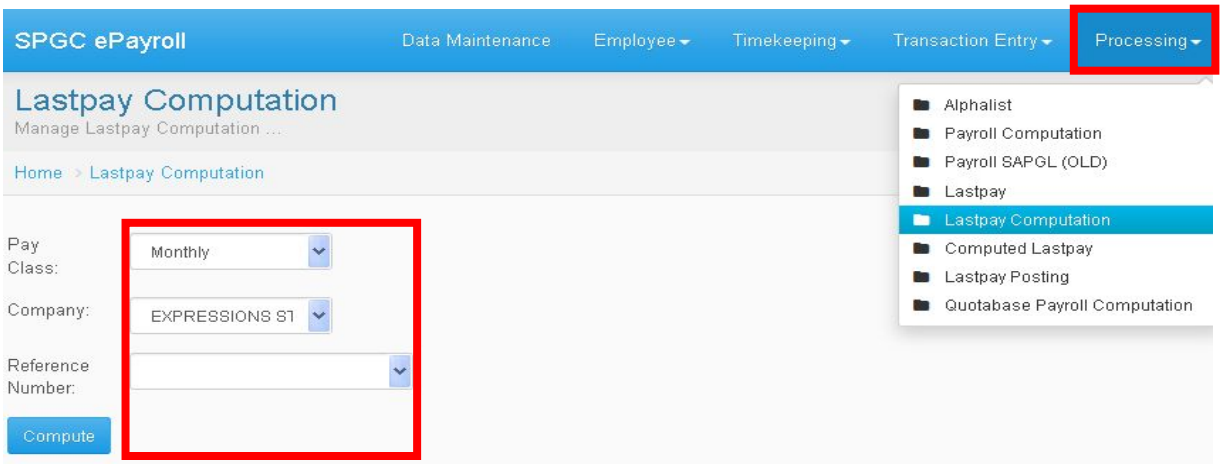

Figure 6 Lastpay Computation

- 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

Figure 7 Search Computed Employee

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

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

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

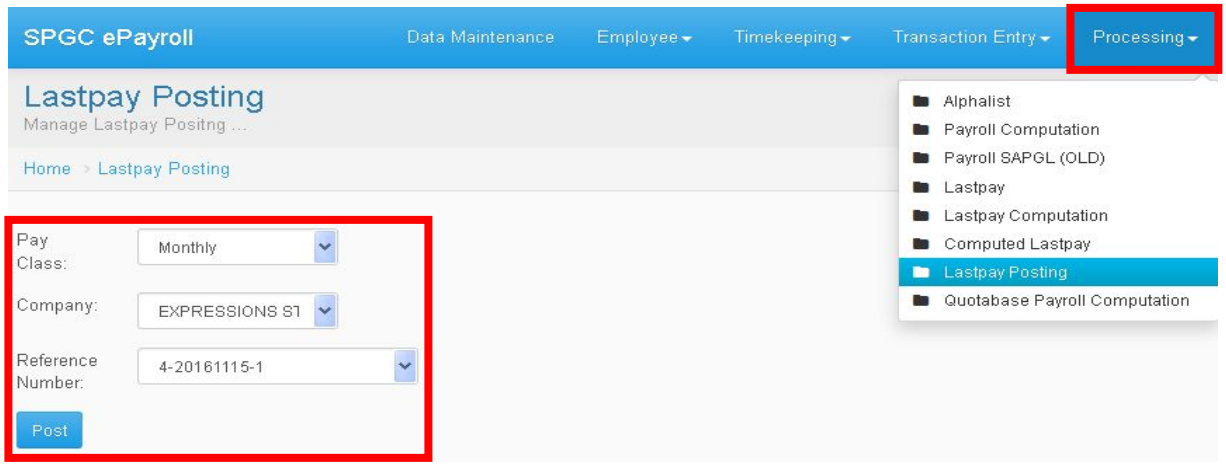

Figure 10 Lastpay Posting

- 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

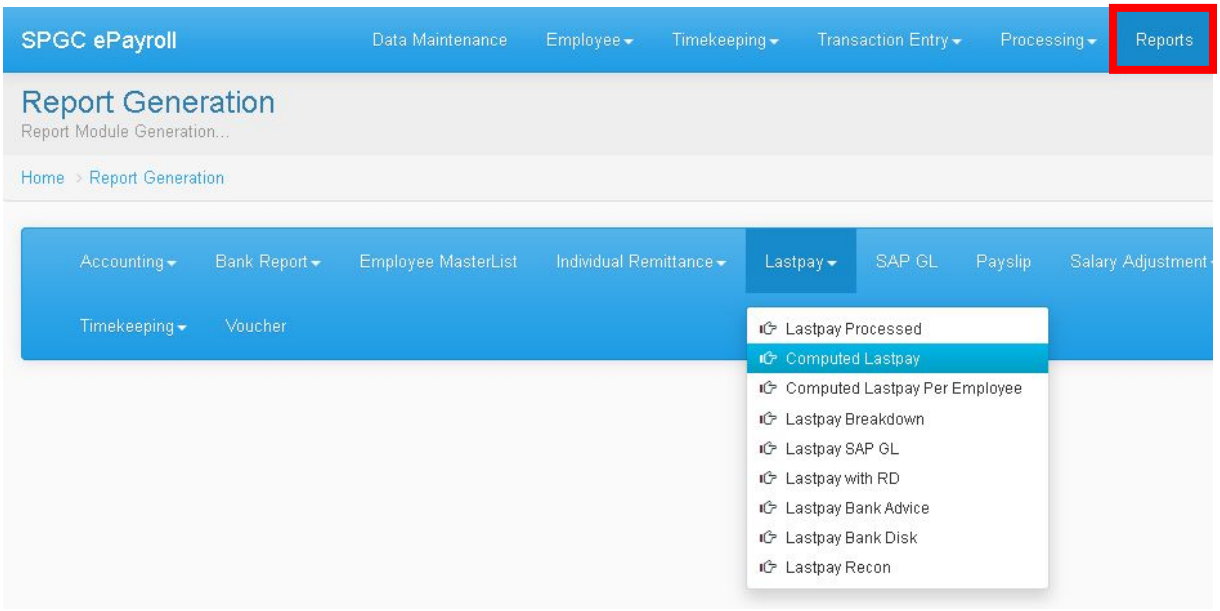

Figure 11 Computed Lastpay

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

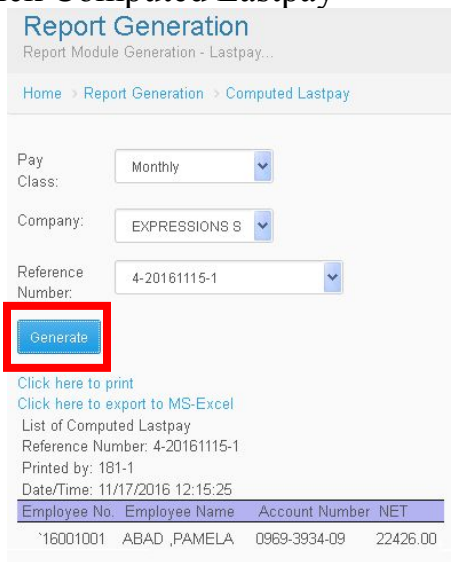

Figure 12 Generating Computed Lastpay

- 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

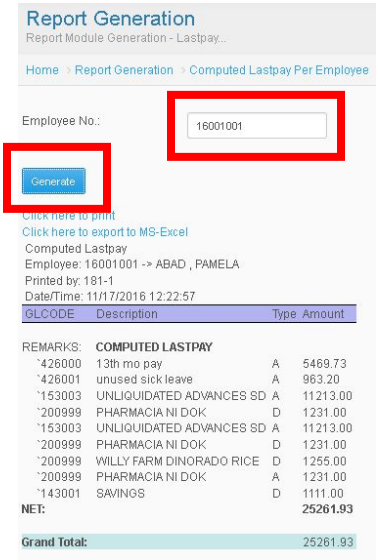

Figure 13 Generating Computed Lastpay Per Employee

- 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

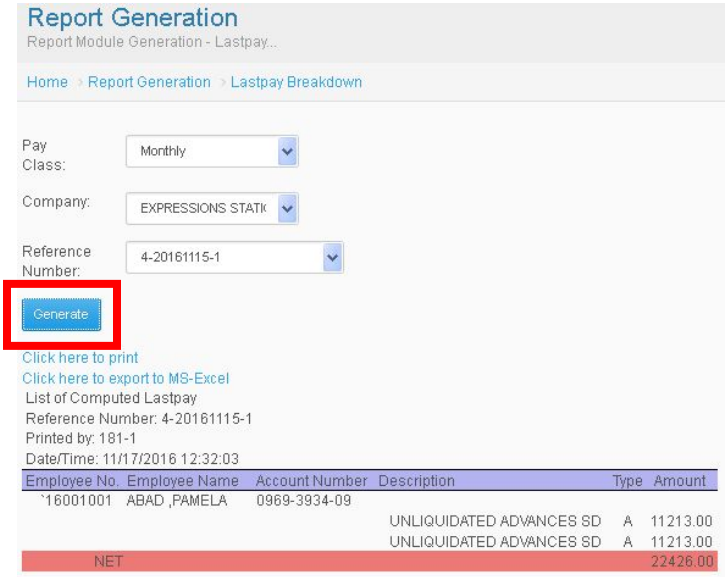

Figure 14 Generating Breakdown Lastpay

- 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

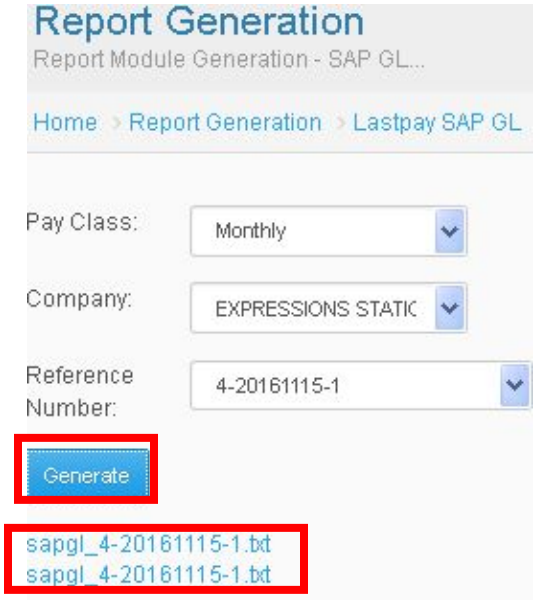

Figure 15 Generating SAP GL

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

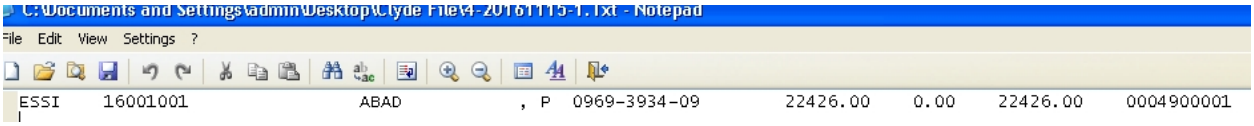

Figure 16 SAP File

2.8 Uploading RD Process

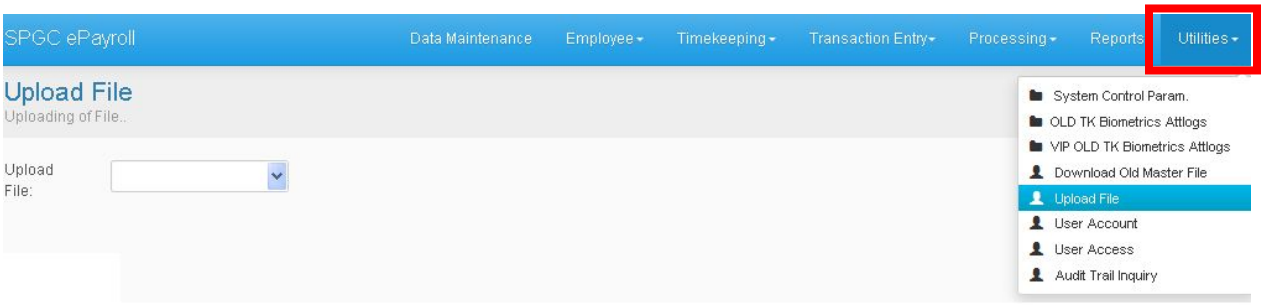

Figure 17 Generating SAP GL

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

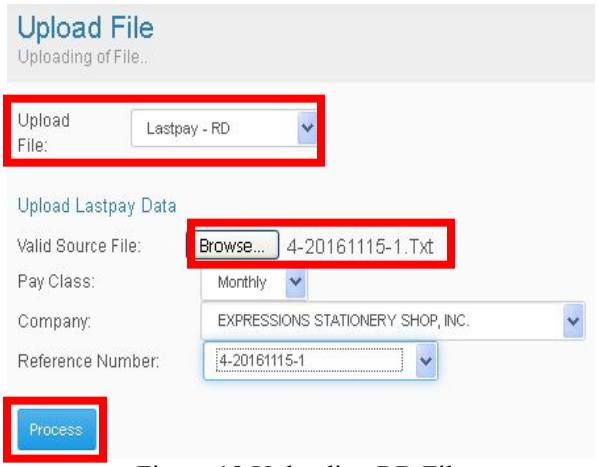

Figure 18 Uploading RD File

- 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

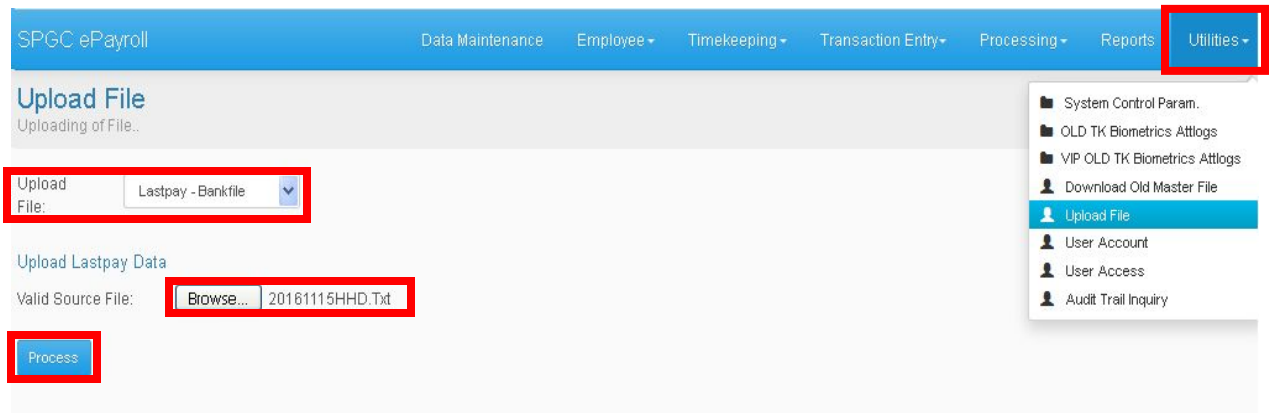

Figure 19 Uploading BankFile

- 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

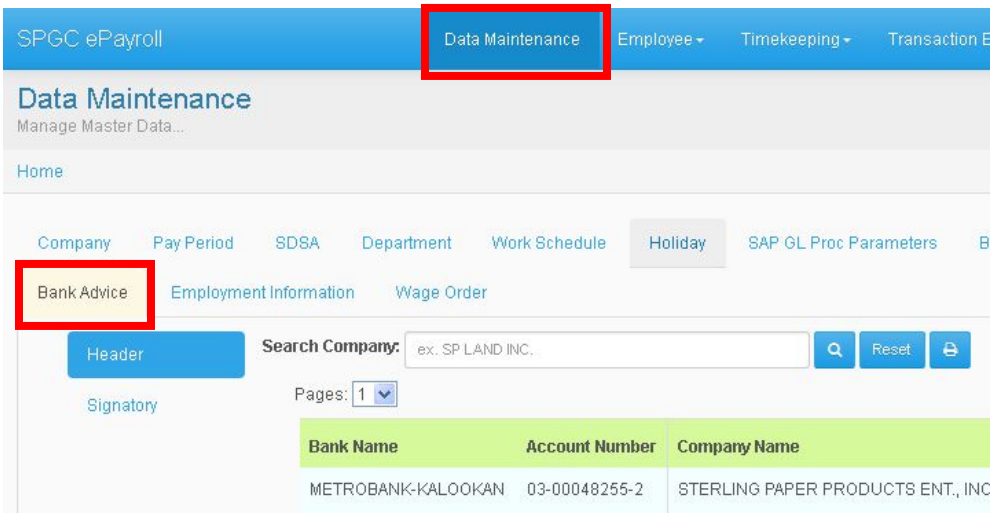

Figure 20 Bank Advice

- 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

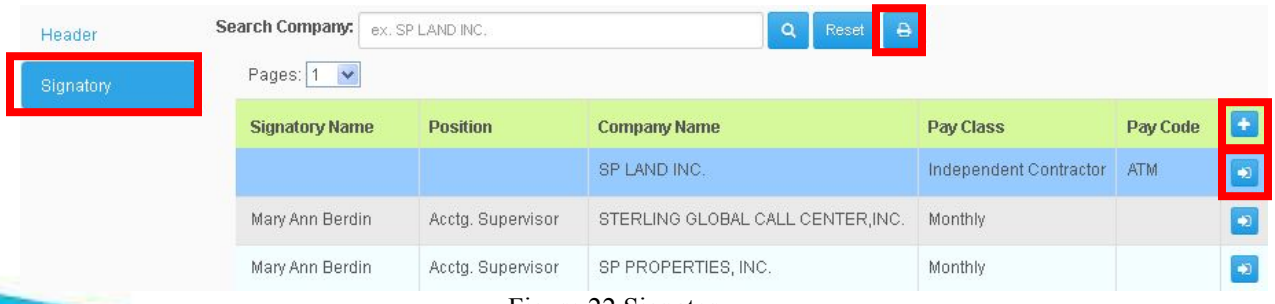

Figure 22 Signatory

- Click Signatory

3.3 Generation of Bank Advice Process

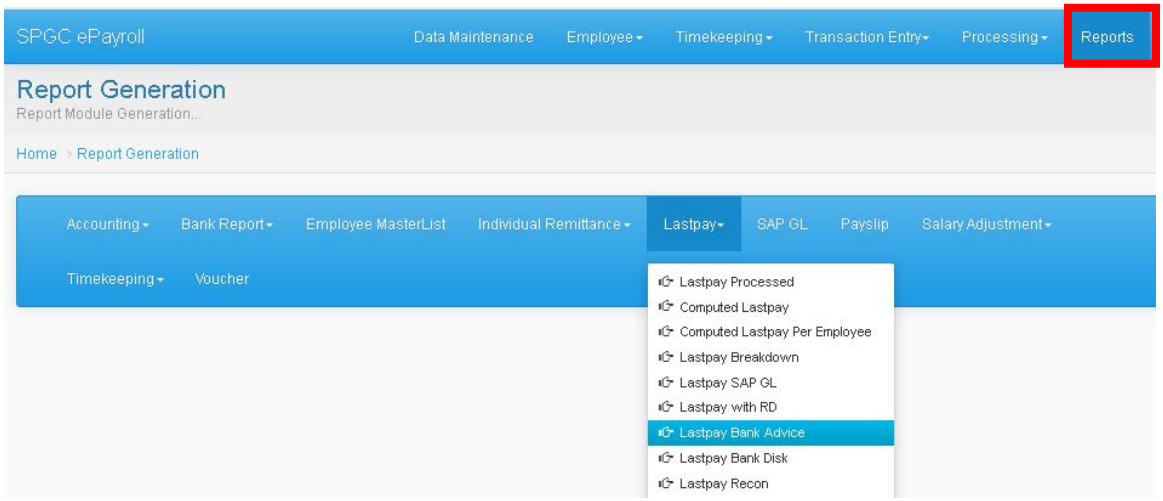

Figure 23 Lastpay Bank Advice

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

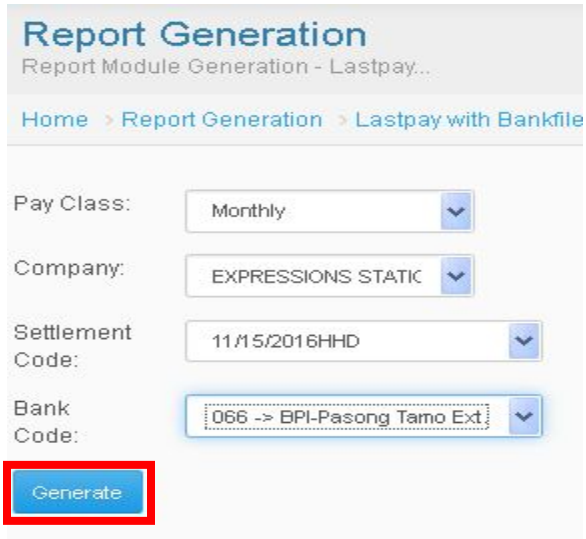

Figure 24 Generating Bank Advice

- 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:

Mary Ann Berdin
Acctg. Supervisor

Approved by :

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

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