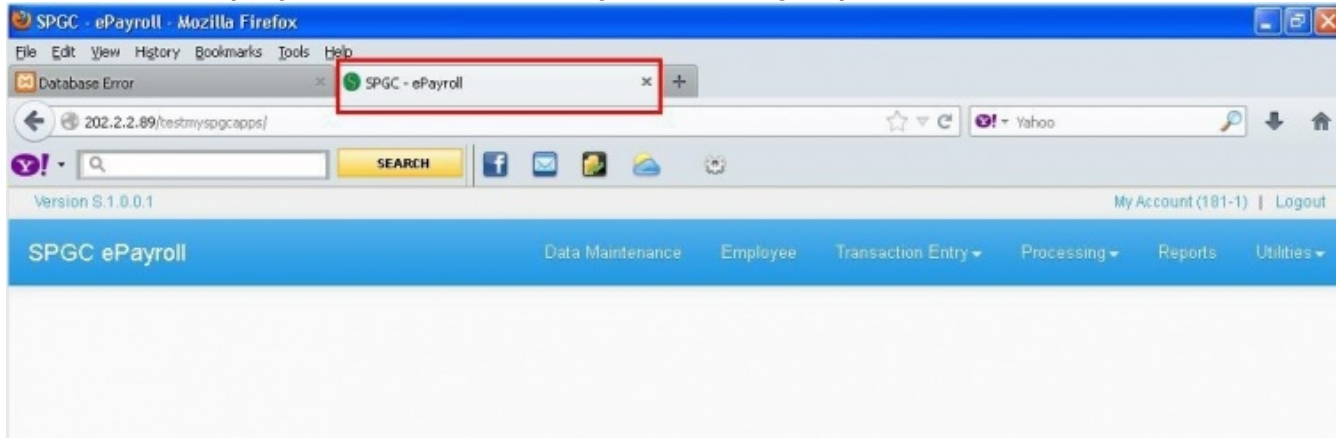


# SPGC e-Payroll Offsite Timekeeping Manual

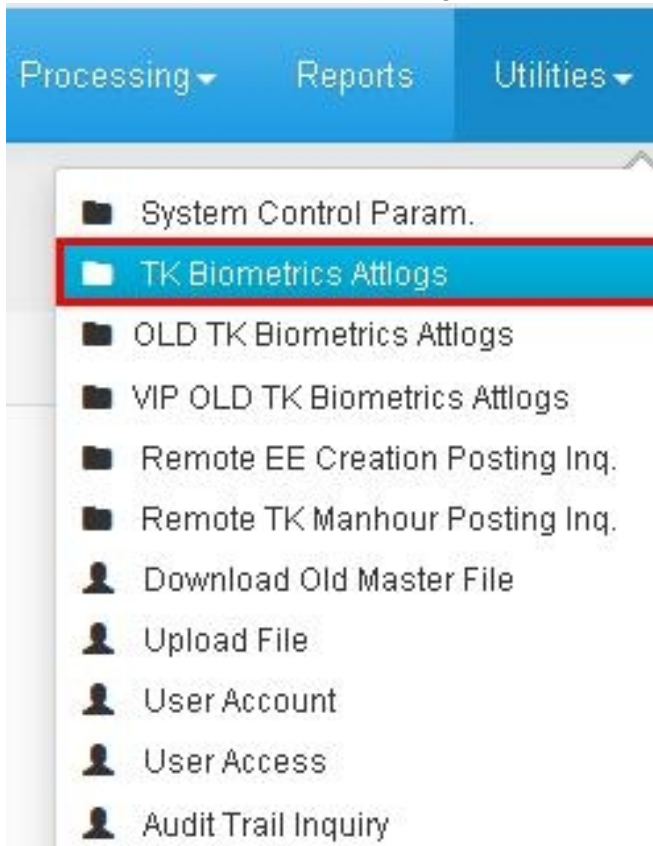
Process of (**Uploading a Bio-metrics, Accessing Timekeeping Module, Processing the Attlogs, Computation of Manhour, Creation of Timekeeping and Printing of Timekeeping Reports**)

First, go to the **SPGC-ePayroll**. When you open it There is a button for **Data Maintenance, Employee, Transaction Entry, Processing, Reports and Utilities**.



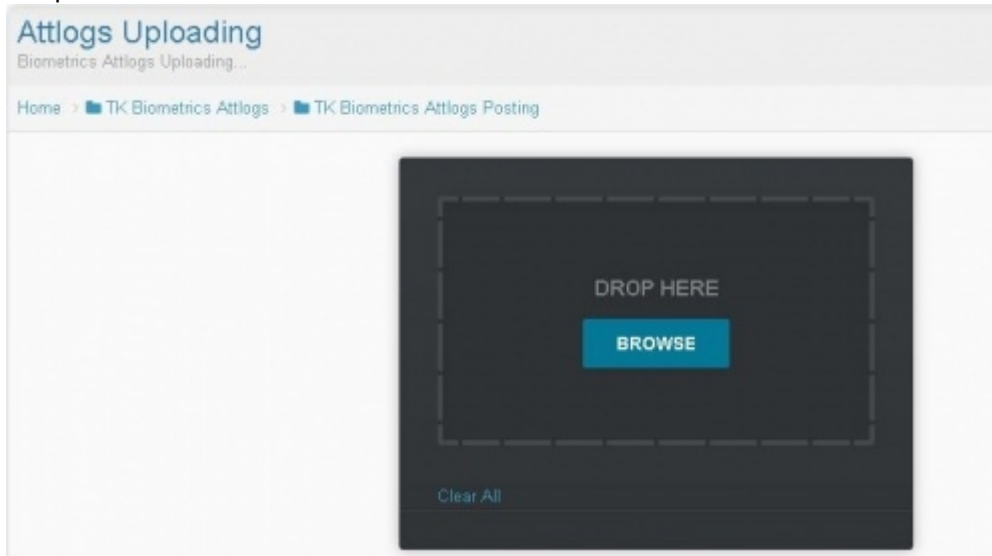
## A. Uploading of Bio-metrics

The uploading **Bio-metrics** ,First click on **Utilities** button. Then under it, is the **TK Bio-metrics Attlogs**.

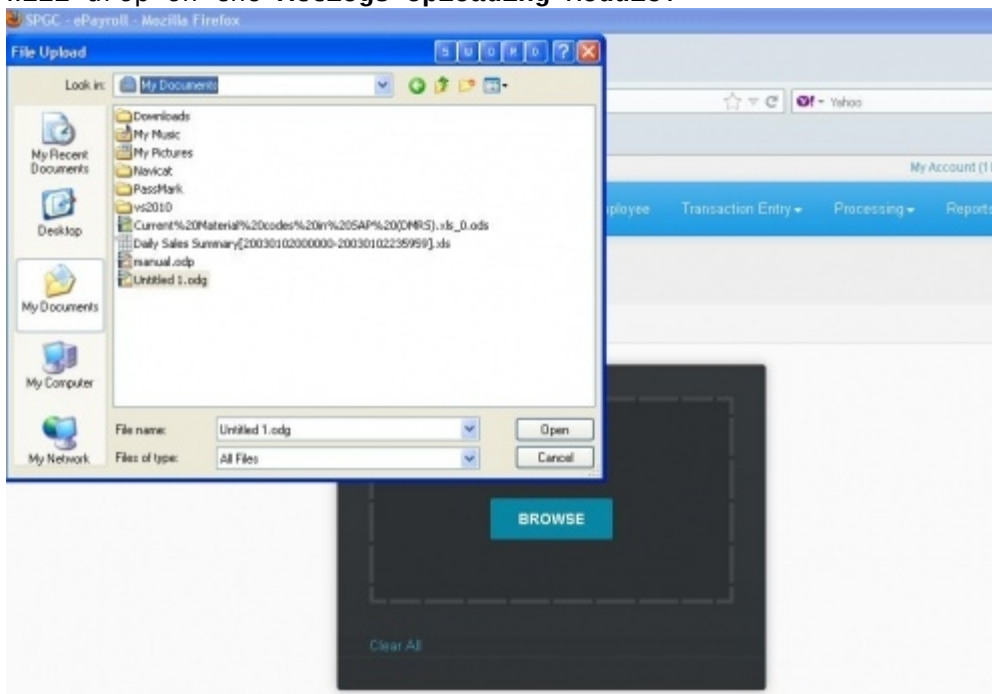


To upload attendance of the Employee from the **Bio-metrics** to the system.

Then the **Attlogs Uploading Module** will display, next click on **BROWSE** to drop a file.

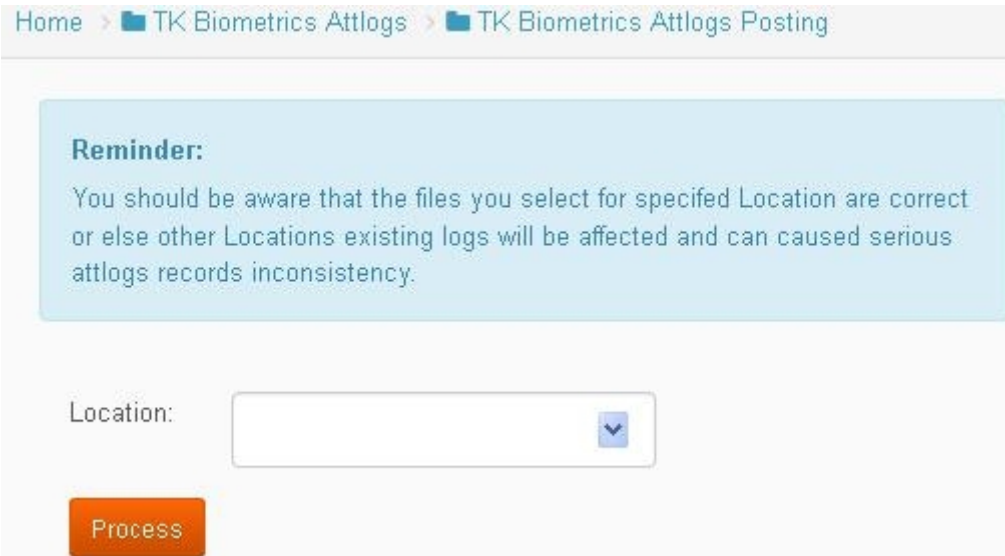


After clicking on the **Browse**, next Select **Attlog File** you want to drop then be sure that the filename formatted as (1\_attlogs.txt). Then click **Open** and it will drop on the **Attlogs Uploading Module**.



**Open** to Drop the file

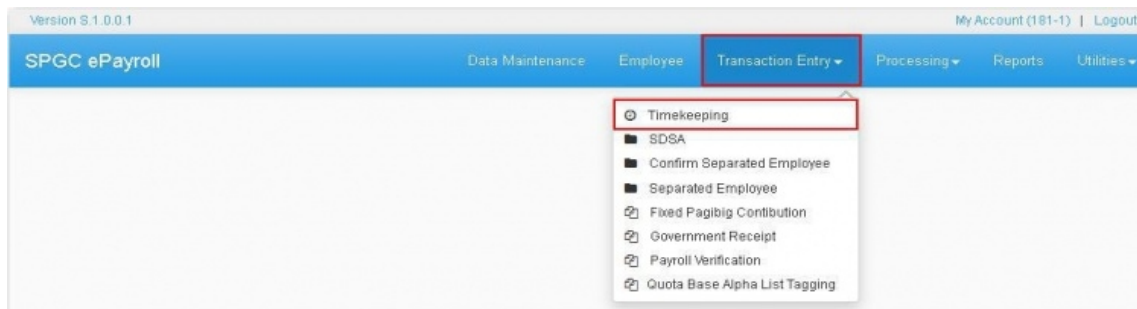
Under the **TK Biometrics Attlogs** is the **TK Biometrics Attlogs Posting**. There is a reminder indicated that you should select specified location to prevent the affection on the records. Then select on a file and click process.



## B. Accessing Timekeeping Module

Next is the **Accessing Timekeeping Module**, Click on the **Transaction Entry**. Under it you will find **Timekeeping**.

**Timekeeping** - Encoding the information about the employee and manage employee's timekeeping transaction.



Under the timekeeping button, there is another button for **Search**, **Reset**, **Process Attlogs** and the **Process Manhour**.

**Timekeeping**  
Manage Employee's Timekeeping Transactions...

Home > Employee

Employee Master

Search:

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EOC	Cost Center	P.Class	Emp. Stat.	Rec. Stat.	Pay Mode	TK Tag
------	------	------------	------	-----	-----	------	------	-----	-------------	---------	------------	------------	----------	--------

When you input an employee name in the **Search** box it will display the information. Then when you click the **Reset** button under the timekeeping it will go back to the first part of timekeeping and you will input another employee in the search box.

Employee Master

Page: 1 Search:

EMP#	NAME	Cost Center	Pay Class	Emp. Stat.	Pay Mode
15002535	PADILLO, TRINE MAE VIZCO	7030	Semi-Monthly	Regular	ATM

Em

Search:

EMP#	TIN	SSS	PHIC	HDMF	EOC	Cost Center	P.Class	Emp. Stat.	Rec. Stat.	Pay Mode	TK Tag
1500											

### C. Processing the Attlogs

Then the **Processing Attlogs** it will display the **Timekeeping Attlogs Processing**. Which indicates the **Location/Site**, **Date From** and **Date to**. and you can now input data.

Search:

TIN	SSS	PHIC	HDMF	EOC	Cost Center	P.Class	Emp. Stat.	Rec. Stat.	Pay Mode	TK Tag
-----	-----	------	------	-----	-------------	---------	------------	------------	----------	--------

You can input the value for Location, for **Date From** and **Date to**.

Location/Site: MAKATI

Date From : 07/20/2016 (\*mm/dd/yyyy)

Date To : 07/21/2016 (\*mm/dd/yyyy)

Process In/Out

Company

You may now select the Company of your choice or you may also Select all. Then press **Process In/Out**

Process In/Out

Company

Select All

STERLING PAPER PRODUCTS ENT., INC.

CENTRAL BOOKSTORE, INC.

STRAIGHTLINES INTL, INC.

EXPRESSIONS STATIONERY SHOP, INC.

STERLING ANIMATION INTL. INC.

SP PROPERTIES, INC.

SL AGRITECH CORPORATION

MICA GENERO ABUNDANS FOUNDATION, INC.

## D. Searching of Timekeeping

In the **Timekeeping** button, you can find the **Search** Box. Then you will now search for the employee you want to search and to check their employment information.

SPGC ePayroll

Data Maintenance Employee Transaction Entry Processing Reports Utilities

**Timekeeping**

Manage Employee's Timekeeping Transactions...

Home > Employee

Employee Master

Search:

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EOC	Cost Center	P.Class	Emp. Stat.	Rec. Stat.	Pay Mode	TK Tag

Employee name that you want to search. Then click The search button.

At the right side is the **Employee#**, then when you Click it, the information Of the employee will display.

EMP#	NAME	Cost Center	Pay Class	Emp. Stat.	Pay Mode
15002535	PADILLO, TRIXIE MAE VIZCO	7030	Semi-Monthly	Regular	ATM

After clicking on the Emp#. The name in the red box is the Employee you have search. Under it, in the black box is the **Emp No.** or the **Employee number**(each of the employee has

Their **emp#** followed by the **FD ID** or the **finger print ID** of the employee which is **1048** and the **Shift code** which is the list of schedule of employee they choose.

<b>PADILLO, TRIXIE MAE VIZCO</b>		Status:	Regular
Emp No.: 15002535		Pay Type:	Monthly
FP ID: 1048		Location:	MAK-> MAKATI
Shift Code: 54		Company:	STERLING PAPER PRODUCTS ENT., INC.
		Cut-off period:	06/29/2016 - 07/13/2016

Date	Day	Type	Original Schedule				Actual Time				Encoded Time				Next Day
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	
06/29/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	08:06	11:59	11:59	19:08	<input type="checkbox"/>
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	08:05	11:37	12:01	18:54	<input type="checkbox"/>
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	08:12	11:36	11:59	19:40	<input type="checkbox"/>
07/02/2016	Sat	D	08:00	12:00	13:00	18:30									<input type="checkbox"/>
07/03/2016	Sun	D	00:00	00:00	00:00	00:00									<input type="checkbox"/>

At the left side is the **Status** means if the employee is regular or Not. Then followed by the **Pay Type** which is the type of pay of the Employee. Next is the **Location** or where the company located. Then the company which is the name of the company. Lastly Is the cut-off period which is the date, when the employee have Their payroll.



SPGC PADILLO, TRIXIE MAE VIZCO

Time Manage Emp No.: 15002535 FP ID: 1048 Shift Code: 54

Status: Regular  
 Pay type: Monthly  
 Location: MAK-> MAKATI  
 Company: STERLING PAPER PRODUCTS ENT., INC.  
 Cut-off period: 06/29/2016 - 07/13/2016

DTR Overtime OBTP Undertime SLVL Leave Adjustment SLVL Recon Time vs. Rate Attendance Logs

Save Refresh

Date	Day	Type	Original Schedule				Actual Time				Encoded Time				Next Day
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	
06/29/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	08:06	11:59	11:59	19:08	
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	08:05	11:37	12:01	18:54	
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	08:12	11:36	11:59	19:40	
07/02/2016	Sat	D	08:00	12:00	13:00	18:30									
07/03/2016	Sun	D	00:00	00:00	00:00	00:00									

## DTR

Date is under the cut-off period. Which is the starting date of the period up to the last date of cut-off.

Day which the day of each date in cut-off period.

Type which indicates R(regular day) and D(rest day) And it change depends on the date if it is holiday.

SPGC PADILLO, TRIXIE MAE VIZCO

Time Manage Emp No.: 15002535 FP ID: 1048 Shift Code: 54

Status: Regular  
 Pay Type: Monthly  
 Location: MAK-> MAKATI  
 Company: STERLING PAPER PRODUCTS ENT., INC.  
 Cut-off period: 06/29/2016 - 07/13/2016

DTR Overtime OBTP Undertime SLVL Leave Adjustment SLVL Recon Time vs. Rate Attendance Logs

Save Refresh

Date	Day	Type	Original Schedule				Actual Time				Encoded Time				Next Day
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	
06/29/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	08:06	11:59	11:59	19:08	<input type="checkbox"/>
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	08:05	11:37	12:01	18:54	<input type="checkbox"/>
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	08:12	11:36	11:59	19:40	<input type="checkbox"/>
07/02/2016	Sat	D	08:00	12:00	13:00	18:30									<input type="checkbox"/>
07/03/2016	Sun	D	00:00	00:00	00:00	00:00									<input type="checkbox"/>

Under the DTR, is the **Original Schedule** in the red box which means the Original time that the Employee will come to the company.

The black box is for **Actual Time** which means the exact time that the Employee enter the company.

Last, the blue box is for **Encoded Time** which is the time to be encode at the same time in actual time, you can edit the date if there is wrong in encoded time unless you save it.



SPGC		PADILLO, TRIXIE MAE VIZCO				Status:	Regular								
Time		Emp No.:	15002535	Pay Type:	Monthly	Location:	MAK > MAKATI								
Manage		FP ID:	1048	Company:	STERLING PAPER PRODUCTS ENT., INC.	Company:	STERLING PAPER PRODUCTS ENT., INC.								
Home		Shift Code:	54	Cut-off period:	06/29/2016 - 07/13/2016										
DTR	Overtime	OBTP	Undertime	SLVL	Leave Adjustment	SLVL Recon	Time vs. Rate	Attendance Logs							
Save	Refresh														
Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Next Day
06/29/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	08:06	11:59	11:59	19:08	<input type="checkbox"/>
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	08:05	11:37	12:01	18:54	<input type="checkbox"/>
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	08:12	11:36	11:59	19:40	<input type="checkbox"/>
07/02/2016	Sat	D	08:00	12:00	13:00	18:30									<input type="checkbox"/>
07/03/2016	Sun	D	00:00	00:00	00:00	00:00									<input type="checkbox"/>

In the whole part of the record, The date was ended on 02/27/16 because it was written in the cut-off period that 02/14/2016 - 02/27/2016 only.

Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Next Day
02/19/2016	Fri	R	08:00	11:30	12:30	18:30	07:23	11:36	11:41	19:07	07:23	11:36	11:41	19:07	<input type="checkbox"/>
02/20/2016	Sat	D	08:00	12:00	13:00	18:30									<input type="checkbox"/>
02/21/2016	Sun	D	00:00	00:00	00:00	00:00									<input type="checkbox"/>
02/22/2016	Mon	R	08:00	11:30	12:30	18:30	07:14	11:37	11:41	18:56	07:44	11:37	11:41	18:56	<input type="checkbox"/>
02/23/2016	Tue	R	08:00	11:30	12:30	18:30	08:09	11:34	11:38	19:21	08:09	11:34	11:38	19:21	<input type="checkbox"/>
02/24/2016	Wed	R	08:00	11:30	12:30	18:30	07:12		11:38	18:42	07:12		11:38	18:42	<input type="checkbox"/>
02/25/2016	Thu	R	08:00	11:30	12:30	18:30									<input type="checkbox"/>
02/26/2016	Fri	R	08:00	11:30	12:30	18:30									<input type="checkbox"/>
02/27/2016	Sat	D	08:00	12:00	13:00	18:30									<input type="checkbox"/>

SPGC		PADILLO, TRIXIE MAE VIZCO				Status:	Regular
Time		Emp No.:	15002535	Pay Type:	Monthly	Location:	MAK > MAKATI
Manage		FP ID:	1048	Company:	STERLING PAPER PRODUCTS ENT., INC.	Company:	STERLING PAPER PRODUCTS ENT., INC.
Home		Shift Code:	54	Cut-off period:	02/14/2016 - 02/27/2016		

Now Below you will see the schedule, and the in and out's of that certain employee. You may also edit the In/Out of the Employee on the right side. All the four boxes needs to be filled, or else it might result to an absent of an employee.

Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Next Day
06/14/2017	Wed	R	08:00	12:00	13:00	18:30	07:42	12:07	12:07	19:08	07:42	12:07	12:07	19:08	<input type="checkbox"/>
06/15/2017	Thu	R	08:00	12:00	13:00	18:30	03:34	12:09	12:09	19:07	03:34	12:09	12:09	19:07	<input type="checkbox"/>
06/16/2017	Fri	R	08:00	12:00	13:00	18:30	07:48	12:00	13:00	19:30	07:48	12:00	13:00	19:30	<input type="checkbox"/>
06/17/2017	Sat	S	08:00	12:00	13:00	18:30	10:08				10:08				<input type="checkbox"/>
06/18/2017	Sun	S	00:00	00:00	00:00	00:00									<input type="checkbox"/>
06/19/2017	Mon	R	08:00	12:00	13:00	18:30				19:19	12:00		12:00	19:30	<input type="checkbox"/>
06/20/2017	Tue	R	08:00	12:00	13:00	18:30	11:10	12:12	12:12	18:43	11:10	12:12	12:12	18:43	<input type="checkbox"/>
06/21/2017	Wed	R	08:00	12:00	13:00	18:30	07:44			20:36	07:44	12:00	13:00	20:36	<input type="checkbox"/>
06/22/2017	Thu	R	08:00	12:00	13:00	18:30	07:56	12:33	12:33	20:28	07:56	12:33	12:33	20:28	<input type="checkbox"/>

In the Red Box indicated below is the Next day Column. You should press the **Next Day** Check Box if the **PM out** of that Employee is the next day. (Ex. Am In:8 am (Jun 5) - PM Out:1 am (Jun 6))

**PADILLO, TRIXIE MAE VIZCO**  
 Emp No.: 15002535  
 Em FP ID: 1048  
 FP Shift Code: 54  
 Status: Regular  
 Pay Type: Monthly  
 Location: MAK-> MAKATI  
 Company: STERLING PAPER PRODUCTS ENT., INC.  
 Cut-off period: 06/29/2016 - 07/13/2016

DTR Overtime OBTP Undertime SLVL Leave Adjustment SLVL Recon Time vs. Rate Attendance Logs

Save Refresh

Date	Day	Type	Original Schedule				Actual Time				Encoded Time				Next Day
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	
06/29/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	08:06	11:59	11:59	19:08+	<input checked="" type="checkbox"/>
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	08:05	11:37	12:01	18:54	<input type="checkbox"/>
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	08:12	11:36	11:59	19:40	<input type="checkbox"/>

Now that you have finished, You may now press **Save**. Press **Refresh** to refresh the schedule and in/out of the Employee, or Press **Delete Manhour** To delete the whole Manhour.

DTR Overtime OBTP Undertime CWS SLVL Leave Adjustment SLVL Recon Filed SLVL Time vs. Rate

Save Refresh Delete Manhour

Date	Day	Type	Original Schedule				Actual Time				Encoded Time		
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM
06/14/2017	Wed	R	08:00	12:00	13:00	18:30	07:42	12:57	12:57	19:55	07:42	12:57	12:57
06/15/2017	Thu	R	08:00	12:00	13:00	18:30	10:34	12:59	12:59	19:07	10:34	12:59	12:59
06/16/2017	Fri	R	08:00	12:00	13:00	18:30	07:48		19:19	07:48	12:00	13:00	
06/17/2017	Sat	D	08:00	12:00	13:00	18:30	10:08			10:08			
06/18/2017	Sun	D	00:00	00:00	00:00	00:00							

## Overtime

The next button is the **Overtime**. You can also find their **Original Schedule** and their **Actual Time**.

Under it, there is text box for **start** and **end**. Then you can encode time here and click on **Save** then the record will be saved.

It is considered an **overtime**, starting from the original time Pm out then when it exceed. It is now the time for overtime

**PADILLO, TRIXIE MAE VIZCO**  
 Emp No.: 15002535  
 Em FP ID: 1048  
 FP Shift Code: 54  
 Status: Regular  
 Pay Type: Monthly  
 Location: MAK-> MAKATI  
 Company: STERLING PAPER PRODUCTS ENT., INC.  
 Cut-off period: 06/29/2016 - 07/13/2016

DTR Overtime OBTP Undertime SLVL Leave Adjustment SLVL Recon Time vs. Rate Attendance Logs

Save Refresh Check Amount Value

Date	Day	Type	Original Schedule				Actual Time				Start	End	Next Day
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out			
06/29/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08			<input type="checkbox"/>
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54			<input type="checkbox"/>
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40			<input type="checkbox"/>
07/02/2016	Sat	D	08:00	12:00	13:00	18:30							<input type="checkbox"/>
07/03/2016	Sun	D	00:00	00:00	00:00	00:00							<input type="checkbox"/>
07/04/2016	Mon	R	08:00	11:30	12:30	18:30	07:49	11:38	11:59	18:49			<input type="checkbox"/>
07/05/2016	Tue	R	08:00	11:30	12:30	18:30	07:52	11:34	11:35	18:53			<input type="checkbox"/>

You may now enter the Employees Overtime in Start and End. As you can see on the right side of both Start and End there is a **Next Day** Column and Check boxes.

Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Start	Next Day	End	Next Day
06/14/2017	Wed	R	08:00	12:00	13:00	18:30	07:42	12:57	12:57	19:55	18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/15/2017	Thu	R	08:00	12:00	13:00	18:30	10:34	12:59	12:59	19:07		<input type="checkbox"/>		<input type="checkbox"/>
06/16/2017	Fri	R	08:00	12:00	13:00	18:30	07:48	12:00	13:00	19:30	18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/17/2017	Sat	D	08:00	12:00	13:00	18:30	10:08					<input type="checkbox"/>		<input type="checkbox"/>
06/18/2017	Sun	D	00:00	00:00	00:00	00:00						<input type="checkbox"/>		<input type="checkbox"/>
06/19/2017	Mon	R	08:00	12:00	13:00	19:30	12:00	12:00	19:30		18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/20/2017	Tue	R	08:00	12:00	13:00	18:30	11:10	12:12	12:12	18:43		<input type="checkbox"/>		<input type="checkbox"/>
06/21/2017	Wed	R	08:00	12:00	13:00	18:30	07:44	12:00	13:00	20:36	18:30	<input type="checkbox"/>	20:30	<input type="checkbox"/>
06/22/2017	Thu	R	08:00	12:00	13:00	18:30	07:56	12:33	12:33	20:30	18:30	<input type="checkbox"/>	20:30	<input type="checkbox"/>
06/23/2017	Fri	R	08:00	12:00	13:00	18:30	07:46	12:00	13:00	18:48		<input type="checkbox"/>		<input type="checkbox"/>

In the example below the date is **06/14/2017** now if the Employee Started or Ended its Overtime at **1 am** in the date '**06/15/2017**' then You may press the **Next day Check box**.

Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Start	Next Day	End	Next Day
06/14/2017	Wed	R	08:00	12:00	13:00	18:30	07:42	12:57	12:57	19:55	18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/15/2017	Thu	R	08:00	12:00	13:00	18:30	10:34	12:59	12:59	19:07		<input type="checkbox"/>		<input type="checkbox"/>
06/16/2017	Fri	R	08:00	12:00	13:00	18:30	07:48	12:00	13:00	19:30	18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/17/2017	Sat	D	08:00	12:00	13:00	18:30	10:08					<input type="checkbox"/>		<input type="checkbox"/>
06/18/2017	Sun	D	00:00	00:00	00:00	00:00						<input type="checkbox"/>		<input type="checkbox"/>

Now you may now press **Save** to ofcourse save the Changes. You can also press **Refresh** to refresh the Overtime tab.

DTR Overtime OBTP Undertime CWS SLVL Leave Adjustment SLVL Recs Filed SLVL Time vs. Rate

Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Start	Next Day	End	Next Day
06/14/2017	Wed	R	08:00	12:00	13:00	18:30	07:42	12:57	12:57	19:55	18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/15/2017	Thu	R	08:00	12:00	13:00	18:30	10:34	12:59	12:59	19:07		<input type="checkbox"/>		<input type="checkbox"/>
06/16/2017	Fri	R	08:00	12:00	13:00	18:30	07:48	12:00	13:00	19:30	18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/17/2017	Sat	D	08:00	12:00	13:00	18:30	10:08					<input type="checkbox"/>		<input type="checkbox"/>
06/18/2017	Sun	D	00:00	00:00	00:00	00:00						<input type="checkbox"/>		<input type="checkbox"/>
06/19/2017	Mon	R	08:00	12:00	13:00	19:30	12:00	12:00	19:30		18:30	<input type="checkbox"/>	19:30	<input type="checkbox"/>
06/20/2017	Tue	R	08:00	12:00	13:00	18:30	11:10	12:12	12:12	18:43		<input type="checkbox"/>		<input type="checkbox"/>
06/21/2017	Wed	R	08:00	12:00	13:00	18:30	07:44	12:00	13:00	20:36	18:30	<input type="checkbox"/>	20:30	<input type="checkbox"/>
06/22/2017	Thu	R	08:00	12:00	13:00	18:30	07:56	12:33	12:33	20:30	18:30	<input type="checkbox"/>	20:30	<input type="checkbox"/>
06/23/2017	Fri	R	08:00	12:00	13:00	18:30	07:46	12:00	13:00	18:48		<input type="checkbox"/>		<input type="checkbox"/>

Now if you pressed **Check Amount Value** button. You will see this.

DTR Overtime OBTP Undertime CWS SLVL Leave Adjustment S

Save Refresh Check Amount Value

Basic Rate: 12,806.91  
 Allowance: 0.00  
 Daily Basic Rate: 491.00  
 Daily Allowance Rate: 0.00  
 Hourly Basic Rate: 61.37  
 Hourly Allowance Rate: 0.00

Trx. Date	OT	OT Rate %	OT Hrs.	Amount
06/14/2017	Regular OT	1.25	1.00	76.72

# OBTP

Then, the OBTP, It display also the **Original Schedule** and the **Actual Time**. In this button you will see a time box for **Departure** And **Arrival**. You can encode time in this time box then save it then the record will display. In the example below the date is **06/14/2017** now if the Employee Departure or Arrival at **1 am** in the date '**06/15/2017** then You may press the **Next day Check box on the side**.

Date	Day Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Departure	Next Day	Arrival	Next Day
06/14/2017	Wed R	08:00	12:00	13:00	18:30	07:42	12:57	12:57	19:55		<input type="checkbox"/>		<input type="checkbox"/>
06/15/2017	Thu R	08:00	12:00	13:00	18:30	10:34	12:59	12:59	19:07	09:00	<input type="checkbox"/>	10:34	<input type="checkbox"/>
06/16/2017	Fri R	08:00	12:00	13:00	18:30	07:48	12:00	13:00	19:30		<input type="checkbox"/>		<input type="checkbox"/>
06/17/2017	Sat D	08:00	12:00	13:00	18:30	10:08					<input type="checkbox"/>		<input type="checkbox"/>
06/18/2017	Sun D	00:00	00:00	00:00	00:00						<input type="checkbox"/>		<input type="checkbox"/>
06/19/2017	Mon R	08:00	12:00	13:00	18:30	12:00		12:00	19:30	09:00	<input type="checkbox"/>	12:00	<input type="checkbox"/>

# UNDERTIME

Next is the **Undertime**. The **Original Schedule** and **Actual Time** are also included. In this button, there is a time box for **From** and **To**. It can be inputted a time for from and to, then it will display that the record is saved.

You may also press Next Day Checkbox if the Undertime of the Employee; **From** and **To** is in the next day, Meaning if the date is **06/14/2017**, and **From** or **To** started/ended in **06/15/2017**.

Date	Day Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	From	Next Day	To	Next Day
06/14/2017	Wed R	08:00	12:00	13:00	18:30	07:42	12:57	12:57	19:55		<input type="checkbox"/>		<input type="checkbox"/>
06/15/2017	Thu R	08:00	12:00	13:00	18:30	10:34	12:59	12:59	19:07		<input type="checkbox"/>		<input type="checkbox"/>
06/16/2017	Fri R	08:00	12:00	13:00	18:30	07:48	12:00	13:00	19:30		<input type="checkbox"/>		<input type="checkbox"/>
06/17/2017	Sat D	08:00	12:00	13:00	18:30	10:08					<input type="checkbox"/>		<input type="checkbox"/>
06/18/2017	Sun D	00:00	00:00	00:00	00:00						<input type="checkbox"/>		<input type="checkbox"/>
06/19/2017	Mon R	08:00	12:00	13:00	18:30	12:00		12:00	19:30		<input type="checkbox"/>		<input type="checkbox"/>
06/20/2017	Tue R	08:00	12:00	13:00	18:30	11:10	12:12	12:12	18:43		<input type="checkbox"/>		<input type="checkbox"/>
06/21/2017	Wed R	08:00	12:00	13:00	18:30	07:44	12:00	13:00	20:36		<input type="checkbox"/>		<input type="checkbox"/>

# CWS

In CWS tab, You may Edit the Employees Schedule. Just enter the proper Data on the textboxes: AM In, Am Out, PM In, PM Out. in the Right side of **PM Out** There is **Next Day** Check box, just press it if the **PM out** of the Employee is the Next day of that certain day.

Date	Day	Type	Original Schedule				Actual Time				New Schedule				
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Next Day
06/14/2017	Wed	R	08:00	12:00	13:00	16:30	07:40	12:57	12:57	13:00					<input type="checkbox"/>
06/16/2017	Thu	R	08:00	12:00	13:00	16:30	18:34	12:48	12:48	13:00					<input type="checkbox"/>
06/16/2017	Fri	R	08:00	12:00	13:00	16:30	07:40	12:06	13:00	13:00					<input type="checkbox"/>
06/17/2017	Sat	D	08:00	12:00	13:00	16:30	18:00								<input type="checkbox"/>
06/18/2017	Sun	D	08:00	08:00	00:00	00:00									<input type="checkbox"/>
06/18/2017	Mon	R	08:00	12:00	13:00	16:30	12:00	12:00	13:00	13:00					<input type="checkbox"/>

# SL/VL

Then the SL/VL tab which display their **Original Schedule** and **Actual Time**. It has a text box for **Leave Type**, **Leave Option** and the **Approval**. And has a time box for **Fld Hrs** which is the (**Filed Hours**) and **Pd Hrs** which is the (**Paid Hours**).

PADILLO, TRIXIE MAE VIZCO  
 Emp No.: 15002535  
 FP ID: 1048  
 Shift Code: 54  
 Status: Regular  
 Pay Type: Monthly  
 Location: MAK-> MAKATI  
 Company: STERLING PAPER PRODUCTS ENT., INC.  
 Cut-off period: 06/29/2016 - 07/13/2016

te	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out	Leave Type	Leave Option	Fld Hrs	Pd Hrs	Approval
9/20/16	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	x	v	0.00	0.00	Diss
0/20/16	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	x	v	0.00	0.00	Diss
1/20/16	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	x	v	0.00	0.00	Diss
2/20/16	Sat	D	08:00	12:00	13:00	18:30					x	v	0.00	0.00	Diss
3/20/16	Sun	D	08:00	08:00	00:00	00:00					x	v	0.00	0.00	Diss
4/20/16	Mon	R	08:00	11:30	12:30	18:30	07:49	11:30	11:59	18:49	x	v	0.00	0.00	Diss

In the **Leave Type** button, You can select on **Sick Leave, Vacation Leave, Solo Parent Leave, Bereavement Leave, Paternity Leave, Suspension** And **Others**.

Leave Type	Leave Option	Fld Hrs	Pd Hrs	Approval
<input type="button" value="v"/>	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Sick Leave	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Vacation Leave	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Solo Parent Leave	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Bereavement Leave	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Paternity Leave	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Suspension	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
Others	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	0.00	0.00	Diss <input type="button" value="v"/>

In the **Leave Option**, You can Select on **AM**, **PM** and **Whole Day**.

Leave Type	Leave Option	Fld Hrs	Pd Hrs	Approval
▼	▼	0.00	0.00	Diss ▼
▼	AM	0.00	0.00	Diss ▼
▼	PM	0.00	0.00	Diss ▼
▼	Whole Day	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼

In the **Approval** button, You Can select on **Approved** or **Disapproved**

Leave Type	Leave Option	Fld Hrs	Pd Hrs	Approval
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Approved Disapproved
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼

You may also delete the leave by pressing the (X) button on right side of PM out.

Original Schedule		Actual Time				Leave Type	Leave Option	Fld Hrs	Pd Hrs	Appr			
Date	Day	Type	AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out			
06/16/2017	Tue	E	08:00	12:00	13:00	16:30	07:42	12:57	12:57	19:25	0	0	Dissap
06/15/2017	Fri	E	08:00	12:00	13:00	16:30	10:34	12:59	12:59	19:11	0.50	0.00	Approv
06/16/2017	Fri	E	08:00	12:00	13:00	16:30	07:49	12:00	13:00	19:26	0.00	0.00	Dissap
06/17/2017	Sat	E	08:00	12:00	13:00	16:30	10:09				0.00	0.00	Dissap

## Leave Adjustment

Just Enter the Proper Hrs in the Assumed Absent and Present on the text boxes and then press **Save** If you have Finished, and you may Press Refresh to refresh the Leave adjustment Tab.

DTR   Overtime   OBTP   Undertime   CWS   SL/VL   Leave Adjustment   SLV

Save   Refresh

**LEAVE ADJUSTMENT**

**Assumed Absent**

Sick Leave Adjustment   HRS

Vacation Leave Adjustment   HRS

**Assumed Present**

Sick Leave Adjustment   HRS

Vacation Leave Adjustment   HRS

Faternal Leave Adjustment   HRS



# SL/VL RECON

Indicates the **Date Encoded**, **Sick leave**, **Vacation Leave**, and user. When you click the Plus(+) sign besides the user it will display the company Entry and there is a text box for **SL** and **VL**.

**PADILLO, TRIXIE MAE VIZCO**  
Emp No.: 15002535  
FP ID: 1048  
Shift Code: 54  
Status: Regular  
Pay Type: Monthly  
Location: MAK-> MAKATI  
Company: STERLING PAPER PRODUCTS ENT., INC.  
Cut-off period: 06/29/2016 - 07/13/2016

DTR Overtime OBTP Undertime SL/VL Leave Adjustment **SL/VL Recon** Time vs. Rate Attendance Logs

Date Encoded	Sick Leave	Vacation Leave	User	+
No data was found.				

When you Encode the data here and click save to display the information for **SL** and **VL**.

Company Entry

SL: HH  
VL: HH

Save Close

It will display the data on the **Date Encoded**, On **SL/VL** and the user.

Date Encoded	Sick Leave	Vacation Leave	User	+
2016-07-25	121.00	121.00	181-1	x

You may also Press the (X) Button if you want to delete a certain record on the list.

Leave Adjustment SL/VL Recon Time vs. Rate Attendance Logs

User	+
181-1	x



# Filed SL/VL

In this Tab you will see the filed SL/VL of that Employee, Arranged in Pay Period.

Filed Leave Details						
Date	Day	Classification	Type	Hours Filed	Hours Paid	Remarks
<b>Payperiod: 2017-03-16</b>						
03/28/2017	Tue	Vacation Leave	AM Half Day	4.00	4.00	Approved
				<b>Total Paid SL: 0.00</b>		
				<b>Total Paid VL: 4.00</b>		
				<b>Total Paid SL Adjustment: 0.00</b>		
				<b>Total Paid VL Adjustment: 0.00</b>		
<b>Payperiod: 2017-04-16</b>						
04/12/2017	Wed	Vacation Leave	PM Half Day	5.50	5.50	Approved
04/17/2017	Mon	Vacation Leave	Whole Day	9.50	9.50	Approved
				<b>Total Paid SL: 0.00</b>		
				<b>Total Paid VL: 15.00</b>		
				<b>Total Paid SL Adjustment: 0.00</b>		
				<b>Total Paid VL Adjustment: 0.00</b>		

# Time Vs. Rate

In **Time Vs. Rate** Tab, There you will see **Basic, Allowance, VL, SL, LHOL Premium, SHOL Premium, Regular OT, and its Corresponding Hours and Rate Amount.**

The Rate amount of Basic, Allowance, VL, SL, LHOL Premium, SHOL Premium, Regular OT, will be added.

Now on the Other side you will see Tardy, Undertime, Absent and its corresponding Hrs, and Rate Amount

Tardy, Undertime, Absent will also be Added.

Now the sum of the two will be Subtracted, and the result will be seen in the Total Amount.

Time vs. Rate					
	Hours	Rate Amt.		Hours	Rate Amt.
Basic:	0.00	5,912.46	Tardy:	0.00	0.00
Allowance:		0.00	Undertime:	0.00	0.00
VL:	0.00	0.00	Absent:	0.00	0.00
SL:	0.00	0.00	<b>Deduction Total:</b>		<b>0.00</b>
LHOL Premium:	8.00	491.00			
SHOL Premium:	0.00	0.00			
Regular OT:	7.00	537.03			
<b>Total:</b>		<b>6,940.49</b>			
<b>Total Amount:</b>		<b>6,940.49</b>			

# Attendance Logs

At the right side is for **Raw Attlogs Trx History** shows the **Trx Date** which indicates the date on when the employee enter the company. Then the day that the employee enter. It also Includes the time they enter the company and the remarks for **In/Out**.

While at the left side is for **Consolidate Attlogs In/Out** which is the record that encoded depending on the **Raw Attlogs Trx History** shows also the **Trx Date** on When the employee enter the company, the day the employee Enter, then the time enter and time for the out.

**Consolidate Attlogs In/Out** is just an Arranged version of **Raw Attlogs Trx History**.

Raw Attlogs Trx History				Consolidate Attlogs IN/OUT			
Trx Date	Day	Time	Remarks	Trx Date	Day	Time In	Time Out
06/14/2017	Wed	07:42:56	IN	06/14/2017	Wed	07:42:56	12:57:42
06/14/2017	Wed	12:57:42	OUT	06/14/2017	Wed	12:57:51	19:55:03
06/14/2017	Wed	12:57:51	IN	06/15/2017	Thu	10:34:09	12:59:40
06/14/2017	Wed	19:55:03	OUT	06/15/2017	Thu	12:59:47	19:07:57
06/15/2017	Thu	10:34:09	IN	06/16/2017	Fri	07:48:48	19:19:51
06/15/2017	Thu	12:59:40	OUT	06/17/2017	Sat	10:08:49	
06/15/2017	Thu	12:59:47	IN	06/19/2017	Mon	19:15:44	
06/15/2017	Thu	19:07:57	OUT	06/20/2017	Tue	11:10:50	12:12:19
06/16/2017	Fri	07:48:48	IN	06/20/2017	Tue	12:12:26	18:43:58
06/16/2017	Fri	19:19:51	OUT	06/21/2017	Wed	07:44:03	19:13:56
06/17/2017	Sat	10:08:49	IN	06/21/2017	Wed	20:36:07	
06/19/2017	Mon	19:15:44	OUT	06/22/2017	Thu	07:56:23	12:33:23
06/20/2017	Tue	11:10:50	IN	06/22/2017	Thu	12:33:28	20:28:35
06/20/2017	Tue	12:12:19	OUT	06/23/2017	Fri	07:46:32	18:48:36
06/20/2017	Tue	12:12:26	IN	06/27/2017	Tue	08:00:49	13:00:11
06/20/2017	Tue	18:43:58	OUT	06/27/2017	Tue	13:00:19	19:10:08
06/21/2017	Wed	07:44:03	IN	06/28/2017	Wed	18:51:44	OUT
06/21/2017	Wed	19:13:56	OUT	06/29/2017	Thu	08:00:50	IN
06/21/2017	Wed	20:36:07	OUT				
06/22/2017	Thu	07:56:23	IN				
06/22/2017	Thu	12:33:23	OUT				
06/22/2017	Thu	12:33:28	IN				
06/22/2017	Thu	20:28:35	OUT				
06/23/2017	Fri	07:46:32	IN				
06/23/2017	Fri	18:48:36	OUT				
06/27/2017	Tue	08:00:49	IN				
06/27/2017	Tue	13:00:11	OUT				
06/27/2017	Tue	13:00:19	IN				
06/27/2017	Tue	19:10:08	OUT				
06/28/2017	Wed	18:51:44	IN				
06/28/2017	Wed	18:51:44	OUT				
06/29/2017	Thu	08:00:50	IN				

## \* Process Manhour\*

\* In process Manhour, Enter information by choosing from the combo boxes of: Location, and Pay class, after picking, choose the company of your choice then press **Process Manhour** .

# Timekeeping

Manhour Processing...

[Home](#) > [Employee](#) > [Manhour Processing](#)

Location:

Pay Class:

[Process Manhour](#)

## Company

STERLING PAPER PRODUCTS ENT., INC. - [11/01/2016 pp]

CENTRAL BOOKSTORE, INC. - [11/01/2016 pp]

STRAIGHTLINES INT'L, INC. - [11/01/2016 pp]

STERLING ANIMATION INT'L, INC. - [10/16/2016 pp]