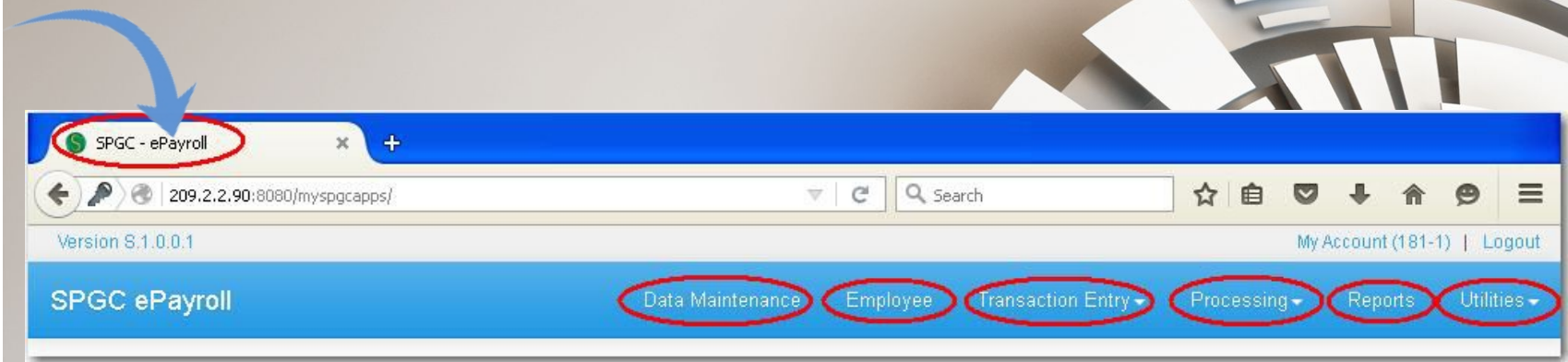
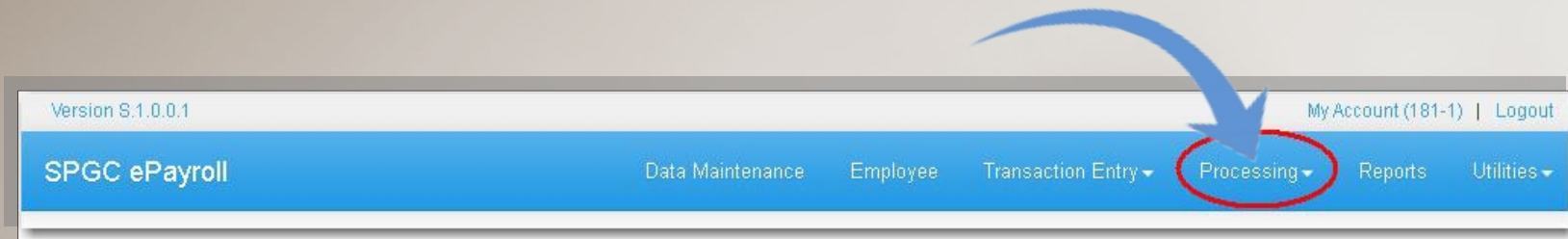


# Payroll Computation Manual

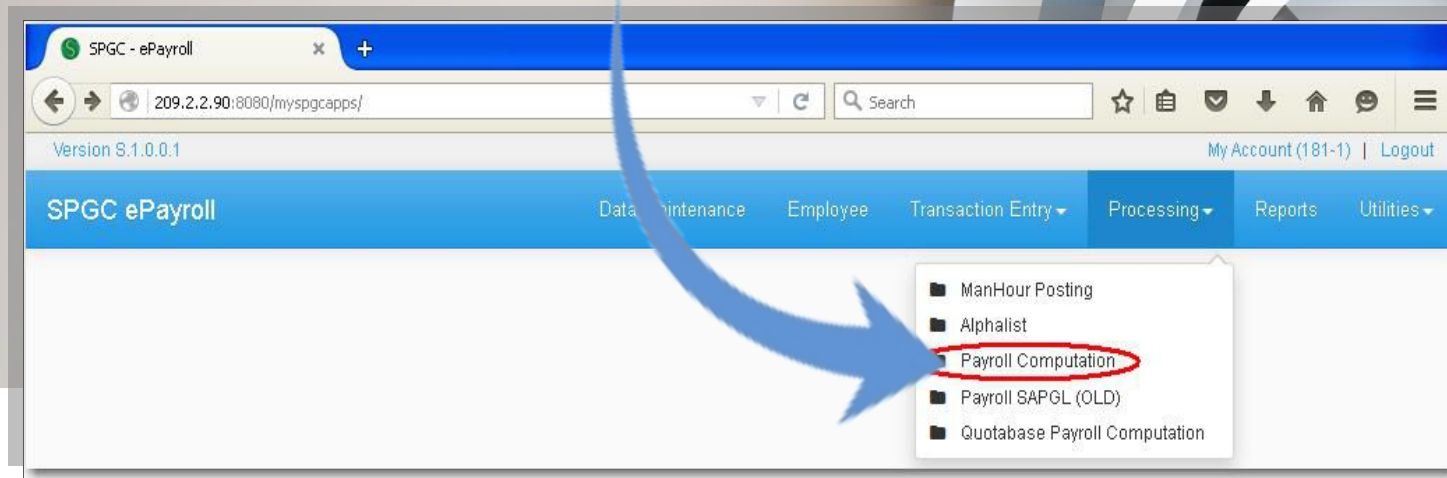
❖ First, go to the SPGC-ePayroll. When you open it there is a button for **Data Maintenance, Employee, Transaction Entry, Processing, Reports and Utilities.**



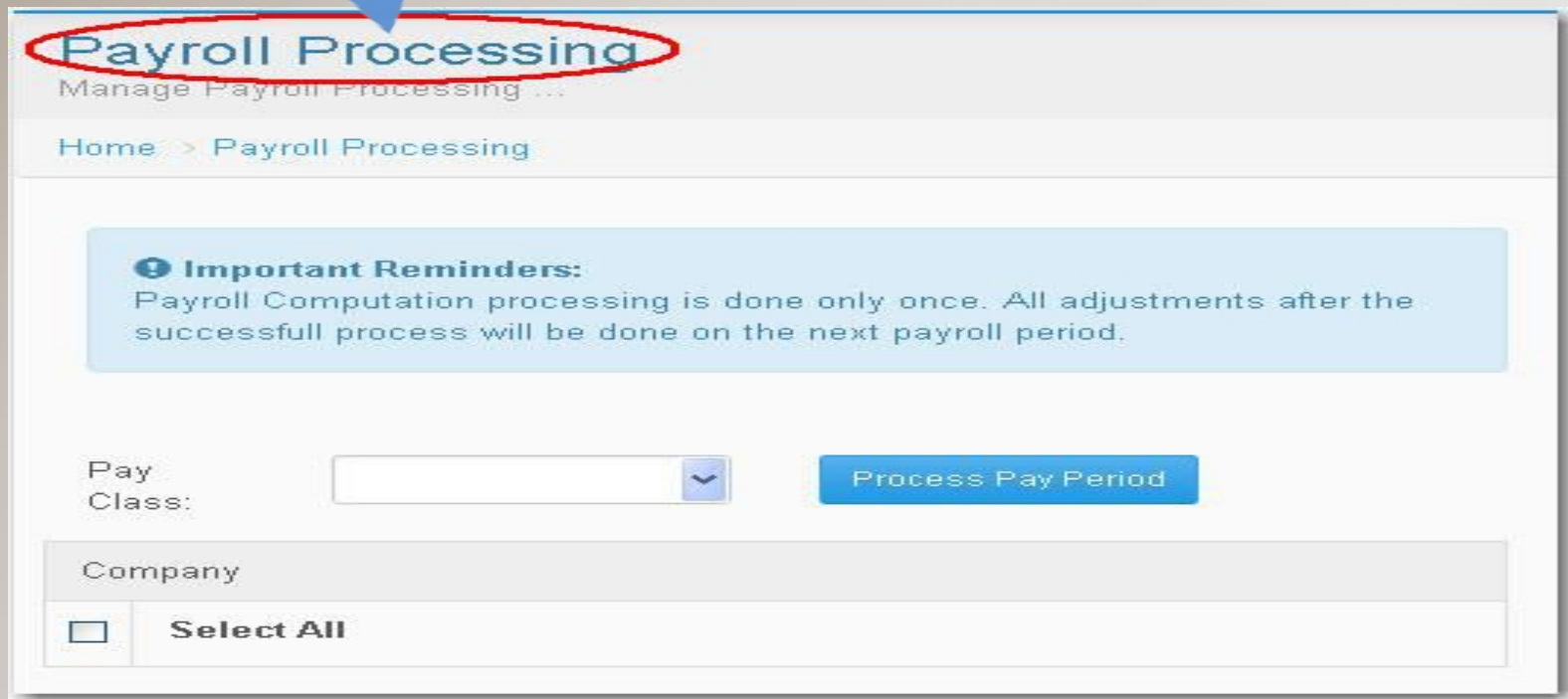
❖ To compute the **Payroll Computation**, click first the **Processing** drop down menu .



❖ Under the Processing drop down menu , select **Payroll Computation**



❖ After clicking the **Payroll Computation**, **Payroll Processing Module** will display.



**Payroll Processing**  
Manage Payroll Processing ...

Home > Payroll Processing

**Important Reminders:**  
Payroll Computation processing is done only once. All adjustments after the successful process will be done on the next payroll period.

Pay Class:

Company

**Select All**


❖ The **Important Reminders** dialog box will also display. For you to read and remind as well.



❖ To select the **Pay Class** type whether **Weekly** or **Monthly** just click the combo box and select.

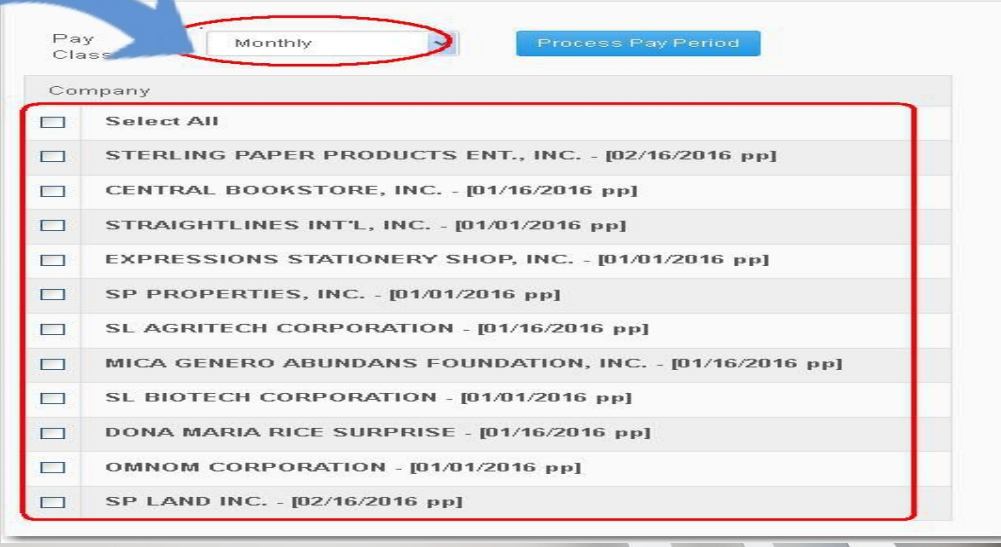


❖ By selecting **Weekly** the **Select all** will only appear ,



A screenshot of a software interface. At the top, there is a 'Pay Class:' label followed by a dropdown menu showing 'Weekly'. A blue arrow points from the 'Weekly' dropdown to the 'Select All' checkbox below. The 'Select All' checkbox is circled in red. To the right of the dropdown is a blue button labeled 'Process Pay Period'. Below the dropdown is a 'Company' section with a list of checkboxes. Only the 'Select All' checkbox is visible and circled in red.

while if you select Monthly some of the Company will appear.



A screenshot of a software interface. At the top, there is a 'Pay Class:' label followed by a dropdown menu showing 'Monthly'. A blue arrow points from the 'Monthly' dropdown to the list of company names below. The dropdown is circled in red. To the right of the dropdown is a blue button labeled 'Process Pay Period'. Below the dropdown is a 'Company' section with a list of checkboxes. The 'Select All' checkbox is circled in red. The list of companies is also circled in red.

Company
<input type="checkbox"/> <b>Select All</b>
<input type="checkbox"/> STERLING PAPER PRODUCTS ENT., INC. - [02/16/2016 pp]
<input type="checkbox"/> CENTRAL BOOKSTORE, INC. - [01/16/2016 pp]
<input type="checkbox"/> STRAIGHTLINES INT'L, INC. - [01/01/2016 pp]
<input type="checkbox"/> EXPRESSIONS STATIONERY SHOP, INC. - [01/01/2016 pp]
<input type="checkbox"/> SP PROPERTIES, INC. - [01/01/2016 pp]
<input type="checkbox"/> SL AGRITECH CORPORATION - [01/16/2016 pp]
<input type="checkbox"/> MICA GENERO ABUNDANS FOUNDATION, INC. - [01/16/2016 pp]
<input type="checkbox"/> SL BIOTECH CORPORATION - [01/01/2016 pp]
<input type="checkbox"/> DONA MARIA RICE SURPRISE - [01/16/2016 pp]
<input type="checkbox"/> OMNOM CORPORATION - [01/01/2016 pp]
<input type="checkbox"/> SP LAND INC. - [02/16/2016 pp]

❖ After you input the information needed , click the **Process Pay Period** button.

