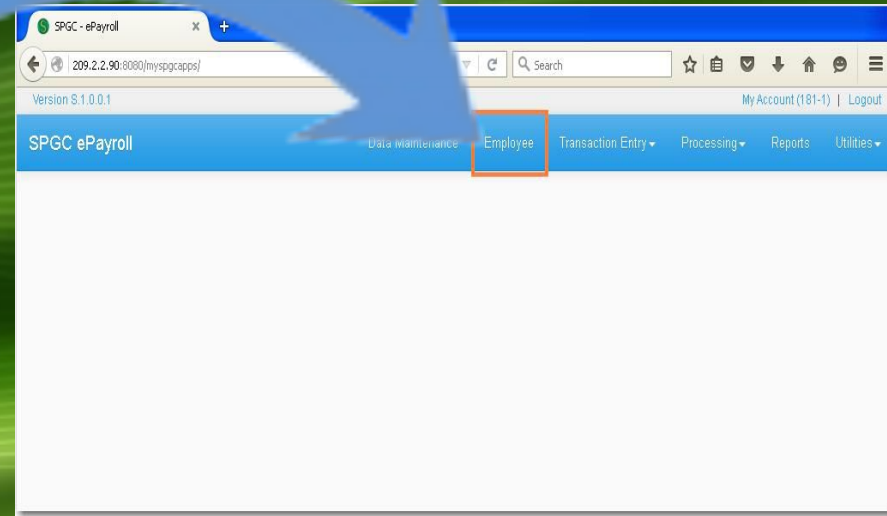


➤ To create and view a transaction of an Employee you have to click first the Employee menu .

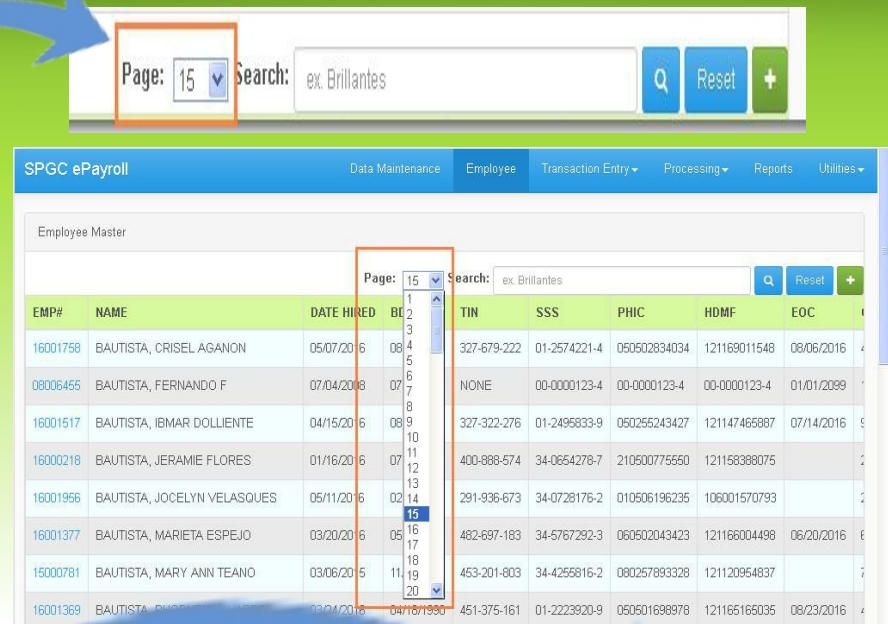


➤ To view the Employee list click the Employee menu then Employee Master List will display.

The screenshot shows the Employee Master List table. A blue arrow points from the text above to the table.

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EOC
15005108	.	07/20/2016						
16001544	ABAC, MONA RIZA CULTURA	04/16/2016	12/06/1993	452-277-958	04-2534254-7	090503865989	121118393332	08/15/20
16001001	ABAD, PAMELA ABLETES	02/19/2016	12/20/1993	432-430-917	34-3389342-5	020509629103	121086356586	07/18/20
16002586	ABADINAS, ABIGAIL RICAFRETE	06/24/2015	09/13/1995	322-342-937	34-4189049-4	010520534534	913309109832	
07221	ABAIGAR, JOSEFA SIATELO	10/25/1993	03/19/1968	915-491-270	06-1274996-6	070504887268	106001583957	
16001795	ABAN, GRACE ENRICO	04/19/2016	01/04/1998	327-473-632	34-5729561-4	062516462561	916087680913	07/19/20
16002138	ABANES, ANABELL LEPNICA	05/04/2016	10/09/1993	312-267-037	34-3452080-7	020509084557	121118260068	08/03/20
16003745	ABANO, LOURDES ELEMEN	08/29/2015	03/13/1982	303-200-626	33-8192954-8	020502724305	121028500908	
14004103	ABARCA, NORIE REMOLLO	10/22/2014	01/22/1968	402-786-786	06-3212679-2	130251208272	121084910979	
16001731	ABARRA, REZZA MAY PATRICIO	04/09/2016	09/17/1995	NONE	07-3162161-9	112528509498	NONE	10/09/20
13001533	ABARRO, ALVIN LIBERTINO	05/09/2014	07/03/1990	453-264-848	09-3555684-9	010518662924	121146212120	

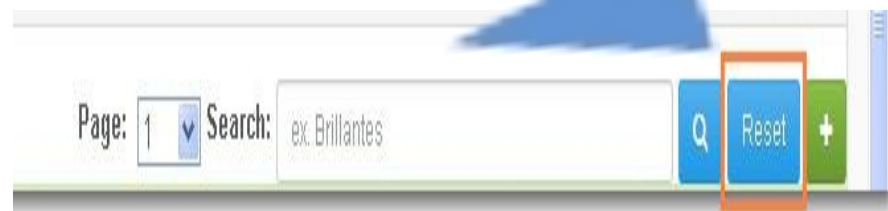
❖ To select the page number of an employee list, click the **Page** combo box and select the page number.



The screenshot shows the SPGC ePayroll interface. At the top, there is a search bar with 'Page: 15' and 'Search: ex. Brillantes'. Below this is the 'Employee Master' table. The 'Page' dropdown menu is open, showing options from 1 to 20, with '15' selected. The table contains the following data:

EMP#	NAME	DATE HIRED	BC	TIN	SSS	PHIC	HDMF	EOC
16001758	BAUTISTA, CRISEL AGANON	05/07/2016	08	327-679-222	01-2574221-4	050502834034	121169011548	08/06/2016
08006455	BAUTISTA, FERNANDO F	07/04/2008	07	NONE	00-0000123-4	00-0000123-4	00-0000123-4	01/01/2099
16001517	BAUTISTA, IBMAR DOLLIENTE	04/15/2016	09	327-322-276	01-2495833-9	050255243427	121147465887	07/14/2016
16000218	BAUTISTA, JERAMIE FLORES	01/16/2016	07	400-888-574	34-0654278-7	210500775550	121158388075	
16001956	BAUTISTA, JOCELYN VELASQUES	05/11/2016	02	291-936-673	34-0728176-2	010506196235	106001570793	
16001377	BAUTISTA, MARIETA ESPEJO	03/20/2016	05	482-697-183	34-5767292-3	060502043423	121166004498	06/20/2016
15000781	BAUTISTA, MARY ANN TEANO	03/06/2015	11	453-201-803	34-4255816-2	080257893328	121120954837	
16001369	BAUTISTA, RICHARD	03/04/2016	04	451-375-161	01-2223820-9	050501698978	121165165035	08/23/2016

❖ By resetting the Employee name that you entered, click the **Reset** button and it will go back to the first module which is **Employee Master list**.



The screenshot shows the search bar at the top of the SPGC ePayroll interface. The 'Page' dropdown is now set to '1' and the search text is 'ex. Brillantes'. The 'Reset' button is highlighted with an orange box.

❖ To find a transaction of an Employee use the **Search** textbox to enter the Employee name and press Enter. After you have input the Employee name the data will display.

Version S.1.0.0.1 My Account (181-1) | Logout

**SPGC ePayroll** Data Maintenance Employee Transaction Entry ▾ Processing ▾ Reports Utilities ▾

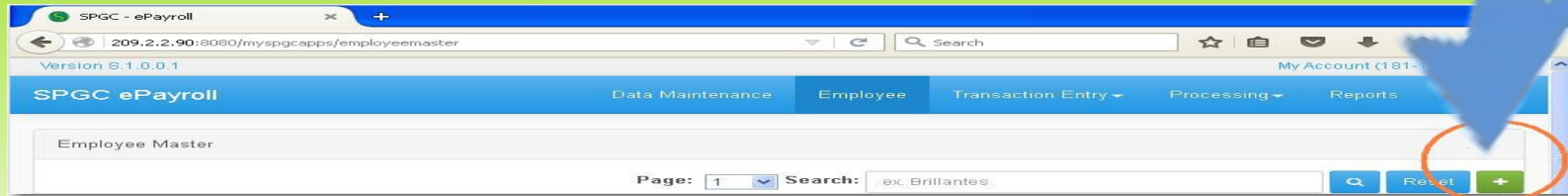
Employee Master

Page: 1 ▾ Search:

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EOC	Cost Center	P.Cl
15002535	PADILLO, TRIxie MAE VIZCO	06/18/2015	10/07/1993	470-108-739	34-5087957-4	010520687233	121147464777		7030	Sem

# For Creation:

- ❖ To create a new Employee click the  button followed by the **Reset** button. Then the **Employee Creation Module** will display.



Employee Master [Creation]

Employee #:	<input type="text"/>	SSS #	<input type="text"/>
Last Name:	<input type="text"/>	TIN #	<input type="text"/>
First Name:	<input type="text"/>	TAX Status	<input type="text"/>
Middle Name:	<input type="text"/>	TAX Effectivity Date:	<input type="text"/>
Gender:	<input type="text"/>	HDMF #	<input type="text"/>
Birthdate:	<input type="text"/>	<input type="checkbox"/> Voluntary <input type="checkbox"/> Above 5k	
Birth Place:	<input type="text"/>	PHIC #:	<input type="text"/>
Citizenship:	<input type="text"/>	Emp. Stat.:	<input type="text"/>
Religion:	<input type="text"/>	Date Hired:	<input type="text"/>
Civil Status:	<input type="text"/>	Date Oriented:	<input type="text"/>
		Rec. Status:	<input type="text"/>
		Hold Reason:	<input type="text"/>
		Separation Date:	<input type="text"/>
No. of Street:	<input type="text"/>	Hold Period:	<input type="text"/>
Town/District:	<input type="text"/>	Salary Payment Mode:	<input type="text"/>
Prov. Address:	<input type="text"/>	Bank Code:	<input type="text"/>
City/Province:	<input type="text"/>	Bank Branch Code:	<input type="text"/>
Tel./Contact #:	<input type="text"/>	Savings Account Number:	<input type="text"/>
		<input type="checkbox"/> CBA Emp. <input type="checkbox"/> Daily Paid	
		Company:	<input type="text"/>
		End-of-Contract:	<input type="text"/> *(for contractual employees)
		Based Cutt-off:	<input type="text"/> *(for contractual employees)
		Unit Head:	<input type="text"/>
		Unit:	<input type="text"/>
		MT/Other Allowance:	<input type="text"/> *(Monthly rate)
		Other Allowance:	<input type="text"/> *(Daily rate)

Save

❖ To fill-up the **Employee Creation** form. Click the textfield, type the **Employee number**, **Last Name** , **First Name**, **Middle Name** , **Birthday** and **Birth Place** by its own textfield. And for the **Gender** just click the combo box and select if it is male or female.

The image shows a screenshot of a software form titled "Employee Master [Creation]". The form contains several input fields, each highlighted with an orange border. A blue bracket on the left side of the form encompasses the "Employee #", "Last Name", "First Name", "Middle Name", "Gender", "Birthdate", and "Birth Place" fields. The "Gender" field is a dropdown menu with a blue arrow icon on the right. The "Birth Place" field is a larger text area. The form is set against a light green background with a blue header bar.

Employee Master [Creation]	
Employee #:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Gender:	<input type="text" value="v"/>
Birthdate:	<input type="text"/>
Birth Place:	<input type="text"/>

To select the Citizenship simply click the combo box and select .



Citizenship:



Citizenship:

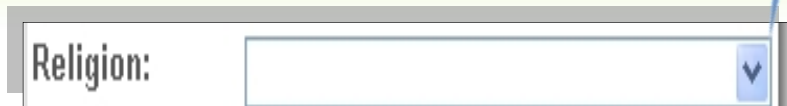
Religion:

Civil Status:

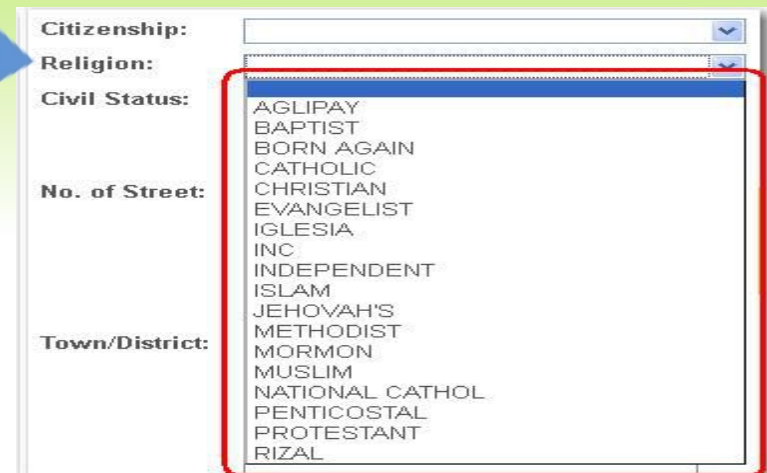
No. of Street:

- AMERICAN
- AUSTRALIAN
- CHINESE
- FILIPINO
- FILIPINO
- INDONESIAN
- JAPANESE
- RUSSIAN

After selecting the Citizenship , select also the Religion



Religion:



Citizenship:

Religion:

Civil Status:

No. of Street:

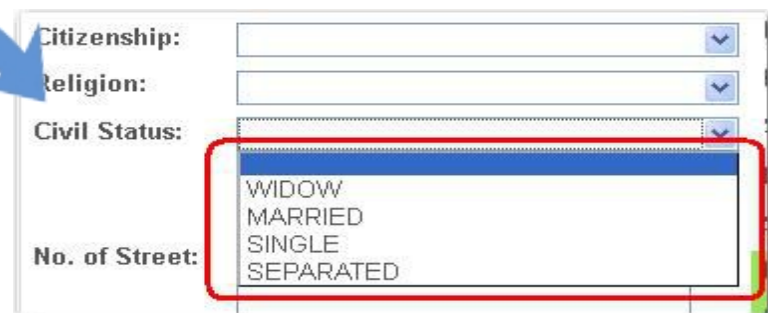
Town/District:

- AGLIPAY
- BAPTIST
- BORN AGAIN
- CATHOLIC
- CHRISTIAN
- EVANGELIST
- IGLESIA
- INC
- INDEPENDENT
- ISLAM
- JEHOVAH'S
- METHODIST
- MORMON
- MUSLIM
- NATIONAL CATHOL
- PENTICOSTAL
- PROTESTANT
- RIZAL

Then select the Civil Status .



Civil Status:



Citizenship:

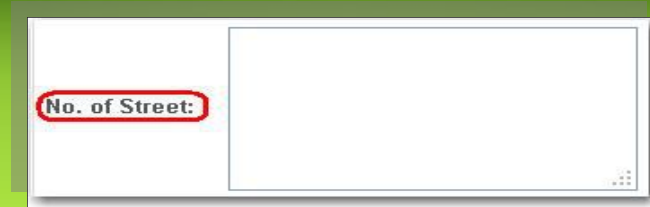
Religion:

Civil Status:

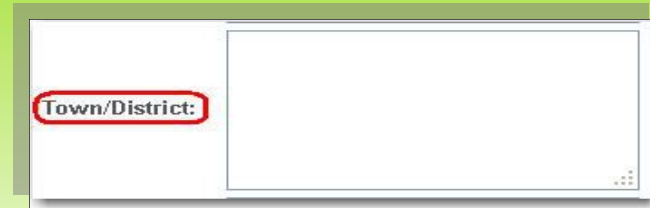
No. of Street:

- WIDOW
- MARRIED
- SINGLE
- SEPARATED

For The address  
Type the **No. of Street**

A rectangular form field with a white background and a grey border. On the left side, the text "No. of Street:" is written in a red, rounded rectangular box. The rest of the field is empty, with a small grid of dots in the bottom right corner.

In what **Town/District**

A rectangular form field with a white background and a grey border. On the left side, the text "Town/District:" is written in a red, rounded rectangular box. The rest of the field is empty, with a small grid of dots in the bottom right corner.

Then in what **Province**

A rectangular form field with a white background and a grey border. On the left side, the text "Prov. Address:" is written in a red, rounded rectangular box. The rest of the field is empty, with a small grid of dots in the bottom right corner.

And also the **City/Province**

A rectangular form field with a white background and a grey border. On the left side, the text "City/Province:" is written in a red, rounded rectangular box. The rest of the field is empty, with a small grid of dots in the bottom right corner.

Her/His **Telephone or Contact  
number**

A rectangular form field with a white background and a grey border. On the left side, the text "Tel./Contact #:" is written in a red, rounded rectangular box. The rest of the field is empty, with a small grid of dots in the bottom right corner.

❖ For The **SSS#** and **TIN#** click by its own textbox and enter their number. Both SSS and TIN number has a unique code number.

SSS #

TIN #

❖ To select the **TAX Status** , click the combo box and select in the five TAX Status code.

TAX Status

- ME1 / S1
- ME2 / S2
- ME3 / S3
- ME4 / S4
- S / ME

❖ For the **TAX Effectivity Date** enter the date according to the date format required. If it is formatted with mm/dd/yyyy, dd/mm/yyyy/ or yyyy/dd/mm . It is called the cut -off period.

TAX Effectivity Date:



❖ To enter the **HDMF#** or Pagibig number of Employee, just click the HDMF textfield and type the number with four digit number by each line

A screenshot of a text input field with a light gray border and a drop shadow. The label "HDMF #" is positioned to the left of the input area. Inside the input area, the placeholder text "0000-0000-0000-0000" is displayed in a light gray font.

❖ For the **PHIC#** or **PhilHealth** number of an Employee enter it with four digit number by each line also .

A screenshot of a text input field with a light gray border and a drop shadow. The label "PHIC #:" is positioned to the left of the input area. Inside the input area, the placeholder text "0000-0000-0000-0000" is displayed in a light gray font.

❖ On how you to enter the Date of when did he / she was hired and when did he/she oriented type it into the textfield according to the date formatted.

This screenshot shows two text input fields. The top field is labeled "Date Hired:" and contains the placeholder text "mm/dd/yyyy". The bottom field is labeled "Date Oriented:" and also contains the placeholder text "mm/dd/yyyy".

❖ To select the **Record Status**, click the combo box and select if it is **Active** or **Hold**. It is **Active** when the Employee was still connected in the company , and **Hold** when it is separated or already resigned.

This screenshot shows a dropdown menu for "Rec. Status:". The menu is open, displaying two options: "Active" and "Hold". The "Active" option is highlighted with a blue background and is enclosed in an orange rectangular box.

❖ Once you select the **Status** with **Active** both **Separation Date** and **Hold Period** textbox will be disabled. Meaning you cannot input a date on that textbox. Otherwise if it is selected as **Hold** you can input a date.

This screenshot shows two instances of the "Rec. Status:" dropdown menu. The top instance has "Active" selected and circled in black. Below it, the "Separation Date:" and "Hold Period:" textboxes are highlighted with a red border, indicating they are disabled. The bottom instance has "Hold" selected and circled in black. Below it, the "Separation Date:" and "Hold Period:" textboxes are highlighted with a red border and contain the date "07/25/2016", indicating they are enabled.

❖ You can input the **Separation Date** and **Hold Period** of the Employee when the Employee was not yet connected or already separated to the company . This two textbox was abled . And it will be disabled if the Employee was Active or still connected to the Company.

Separation Date:

Hold Period:

❖ Selecting **Salary Payment Mode** either **ATM**, **Cash** and **Paycard/ Cash Cash** . ATM if the Employee have a ATM card , Cash if they don't have and usually in Meycauyan , Marilao and Service Crew used Cash Cash for their Salary Payment Mode.

Salary Payment Mode:

Separation Date:

Hold Period:

Salary Payment Mode:

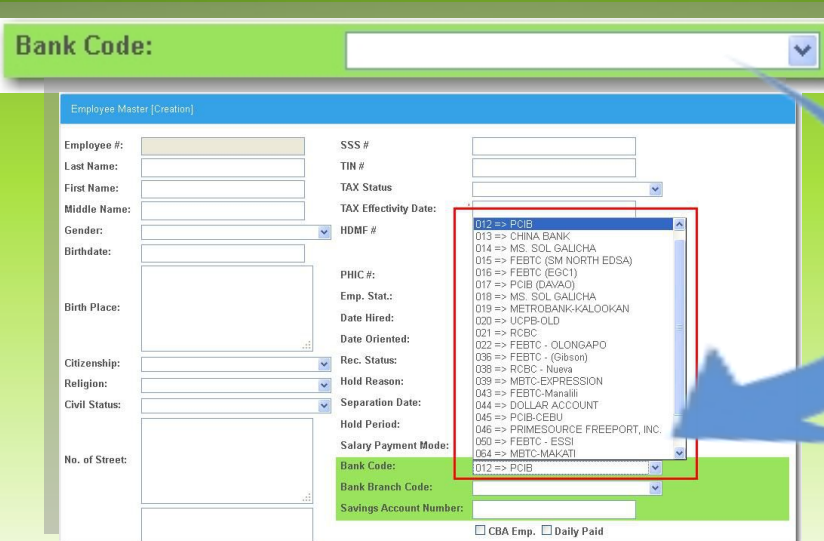
Bank Code:

Bank Branch Code:

Savings Account Number:

ATM  
Cash  
Pay Card/Cash Cash

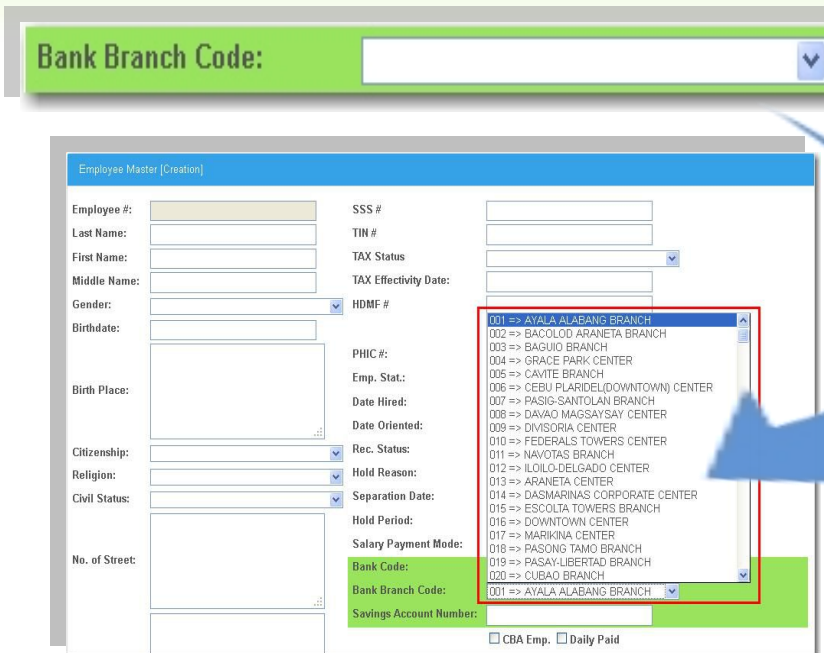
❖ To choose the **Bank Code** just click the combo box and select what bank code . Bank code number always start at number 0.



The screenshot shows the 'Employee Master [Creation]' form. At the top, there is a green header with a dropdown menu labeled 'Bank Code:'. Below this, the form contains various input fields for employee information. A red box highlights the 'Bank Code' dropdown menu, which is open, showing a list of bank codes and their corresponding bank names. A blue arrow points from the 'Bank Code' dropdown menu to the 'Bank Code' field in the form.

Bank Code	Bank Name
012	PCIB
013	CHINA BANK
014	MS. SOL GALICHA
015	FEBTC (SM NORTH EDSA)
016	FEBTC (EGC1)
017	PCIB (DAVAO)
018	MS. SOL GALICHA
019	METROBANK-KALOOKAN
020	UCPB-OLD
021	RCBC
022	FEBTC - OLONGAPO
036	FEBTC - (Gibson)
038	RCBC - Nueva
039	MBTC-EXPRESSION
043	FEBTC-Manila
044	DOLLAR ACCOUNT
045	PCIB-CEBU
046	PRIMESOURCE FREEPORT, INC.
060	FEBTC - ESSI
064	MBTC-MAKATI

❖ Selecting **Bank Branch Code** is just click also the combo box and select.



The screenshot shows the 'Employee Master [Creation]' form. At the top, there is a green header with a dropdown menu labeled 'Bank Branch Code:'. Below this, the form contains various input fields for employee information. A red box highlights the 'Bank Branch Code' dropdown menu, which is open, showing a list of bank branch codes and their corresponding branch names. A blue arrow points from the 'Bank Branch Code' dropdown menu to the 'Bank Branch Code' field in the form.

Bank Branch Code	Branch Name
001	AYALA ALABANG BRANCH
002	BACOLOD ARANETA BRANCH
003	BAGUIO BRANCH
004	GRACE PARK CENTER
005	CAVITE BRANCH
006	CEBU PLARIDEL(DOWNTOWN) CENTER
007	PASIG-SANTOLAN BRANCH
008	DAVAO MAGSAYSAY CENTER
009	DIVISORIA CENTER
010	FEDERALS TOWERS CENTER
011	NAVOTAS BRANCH
012	ILOILO-DELGADO CENTER
013	ARANETA CENTER
014	DASMARINAS CORPORATE CENTER
015	ESCOLTA TOWERS BRANCH
016	DOWNTOWN CENTER
017	MARIKINA CENTER
018	PASONG TAMO BRANCH
019	PASAY-LIBERTAD BRANCH
020	CLUBAO BRANCH

❖ To select if it is **CBA Emp.** or **Daily Paid** , Usually Union Members using CBA Emp while the Daily Paid is when it is Monthly and Daily Paid .

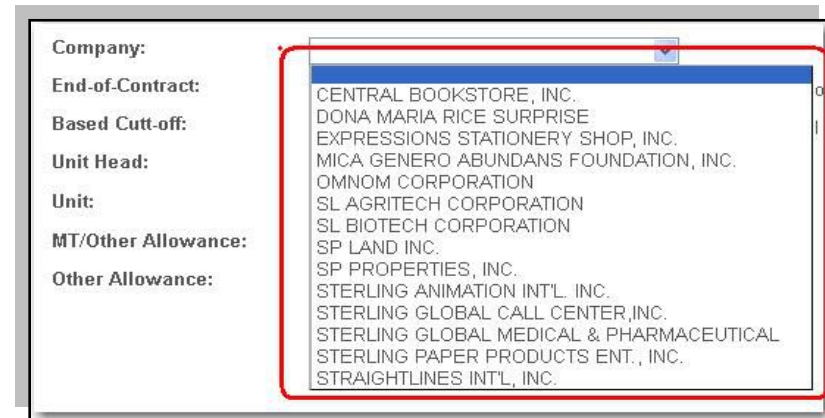


CBA Emp.  Daily Paid

❖ To Select the **Company** if where the Employee was , click the combo box and select in what company.



Company:



Company:  
End-of-Contract:  
Based Cutt-off:  
Unit Head:  
Unit:  
MT/Other Allowance:  
Other Allowance:

CENTRAL BOOKSTORE, INC.  
DONA MARIA RICE SURPRISE  
EXPRESSIONS STATIONERY SHOP, INC.  
MICA GENERO ABUNDANS FOUNDATION, INC.  
OMNOM CORPORATION  
SL AGRITECH CORPORATION  
SL BIOTECH CORPORATION  
SP LAND INC.  
SP PROPERTIES, INC.  
STERLING ANIMATION INT'L INC.  
STERLING GLOBAL CALL CENTER, INC.  
STERLING GLOBAL MEDICAL & PHARMACEUTICAL  
STERLING PAPER PRODUCTS ENT., INC.  
STRAIGHTLINES INT'L, INC.

❖ To input the End of Contract and Based Cut-off which both for the contractual employees, simply click the textbox for the End -of-Contract and for the Based Cut-off click the combo box and select.

End-of-Contract:  \*(for contractual employees)

Based Cut-off:  \*(for contractual employees)

❖ Input the Unit Head and Unit if where the Employee was .

Unit Head:   
Unit:

❖ **MT/Other Allowance** (Monthly rate) is what we called a Deminimis and **Other Allowance** (Daily rate) is a Non Taxable Allowance.

MT/Other Allowance:  \*(Monthly rate)  
Other Allowance:  \*(Daily rate)

❖ After you input all the information on the textbox click  button. Then the Employee Form for a new employee will Save and display.

Employee Master [Creation]

<b>Employee #:</b>	15002535	<b>SSS #</b>	34-5087957-4
<b>Last Name:</b>	PADILLO	<b>TIN #</b>	470-108-739
<b>First Name:</b>	TRIXIE MAE	<b>TAX Status</b>	S / ME
<b>Middle Name:</b>	VIZCO	<b>TAX Effectivity Date:</b>	06/18/2015
<b>Gender:</b>	Female	<b>HDMF #</b>	1211-4746-4777-____
<b>Birthdate:</b>	10/07/1993		<input type="checkbox"/> Voluntary <input type="checkbox"/> Above 5k
<b>Birth Place:</b>	MANILA	<b>PHIC #:</b>	0105-2068-7233-____
<b>Citizenship:</b>	FILIPINO	<b>Emp. Stat.:</b>	
<b>Religion:</b>	CATHOLIC	<b>Date Hired:</b>	06/18/2015
<b>Civil Status:</b>	SINGLE	<b>Date Oriented:</b>	06/18/2015
		<b>Rec. Status:</b>	Active
		<b>Separation Date:</b>	
		<b>Hold Period:</b>	
<b>No. of Street:</b>	B 6 L 22 VIRGO ST., SAN MARINO HEIGHTS, DASMARINAS, CAVITE	<b>Salary Payment Mode:</b>	ATM
<b>Town/District:</b>		<b>Bank Code:</b>	064 => MBTC-MAKATI
<b>Prov. Address:</b>		<b>Bank Branch Code:</b>	233 => KAYAMANAN-C BRANCH
<b>City/Province:</b>		<b>Savings Account Number:</b>	3233-51239-8
<b>Tel./Contact #:</b>	0935-5162637		<input type="checkbox"/> CBA Emp. <input type="checkbox"/> Daily Paid
		<b>Company:</b>	STERLING PAPER PRODUCTS ENT., I
		<b>End-of-Contract:</b>	
		<b>Based Cut-off:</b>	
		<b>Unit Head:</b>	Office of the MIS Manager
		<b>Unit:</b>	MIS - IT Support Manager
		<b>MT/Other Allowance:</b>	0.00
		<b>Other Allowance:</b>	2000.00

**Save**