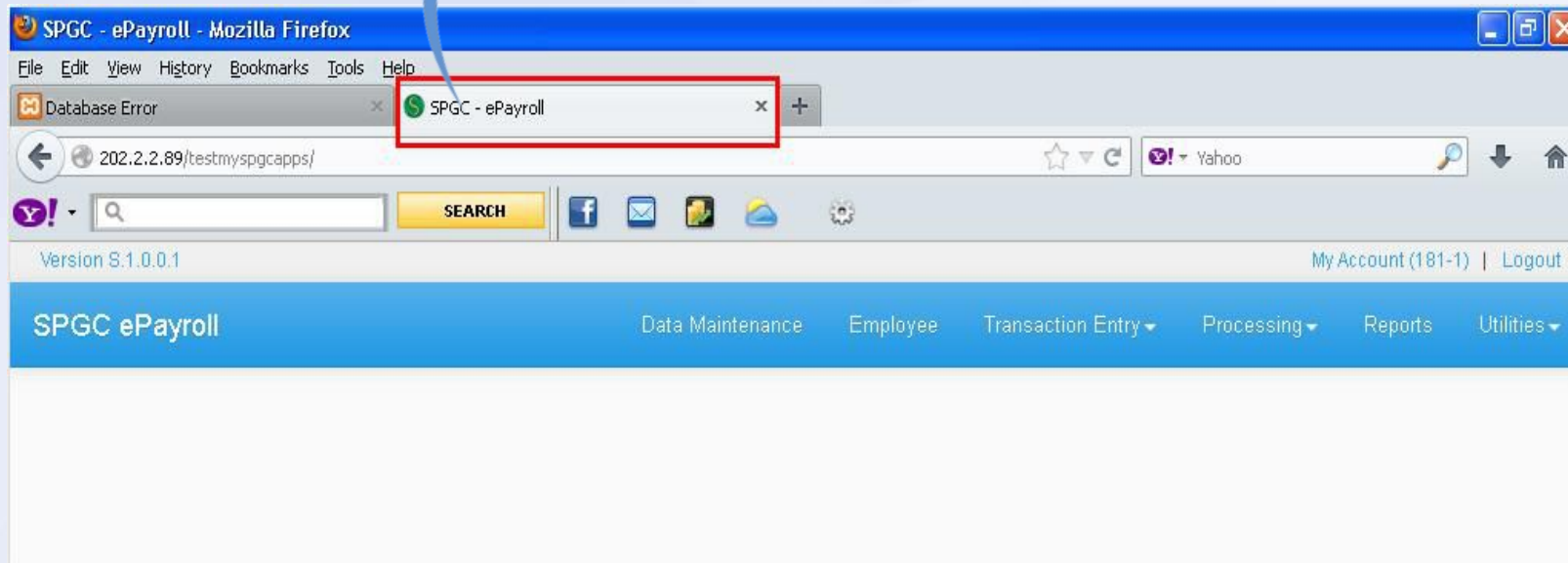


Process of (Uploading a Bio-metrics, Accessing Timekeeping Module, Processing the Attlogs, Computation of Manhour, Creation of Timekeeping and printing of timekeeping reports)

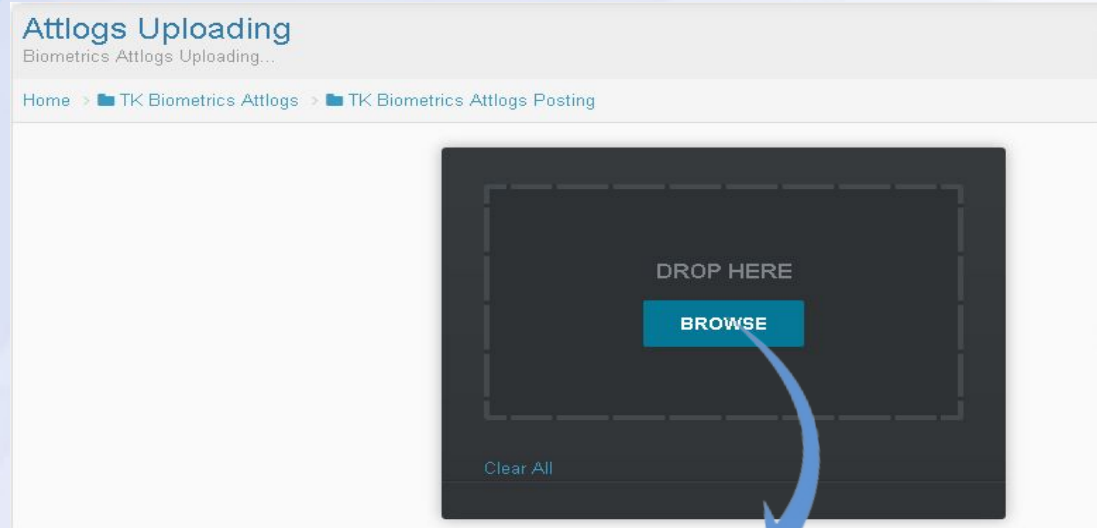
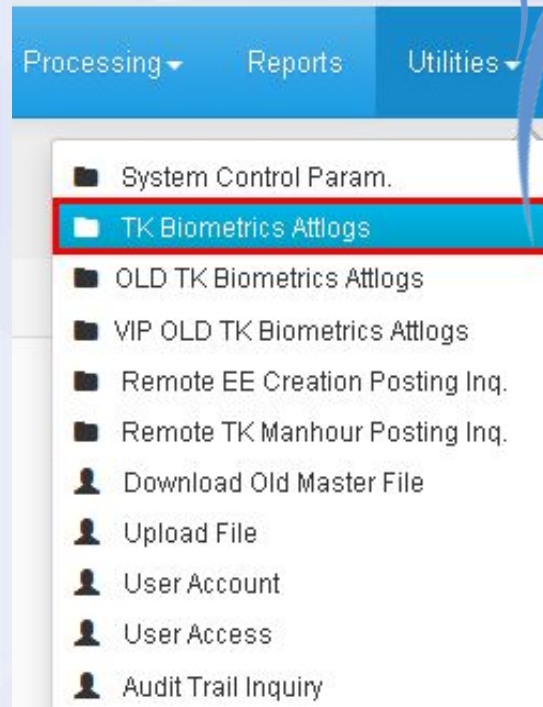
First, go to the SPGC – ePayroll. When you open it There is a button for Data Maintenance, Employee, **Transaction Entry**, Processing, Reports and **Utilities**.



A. Uploading of Bio-metrics

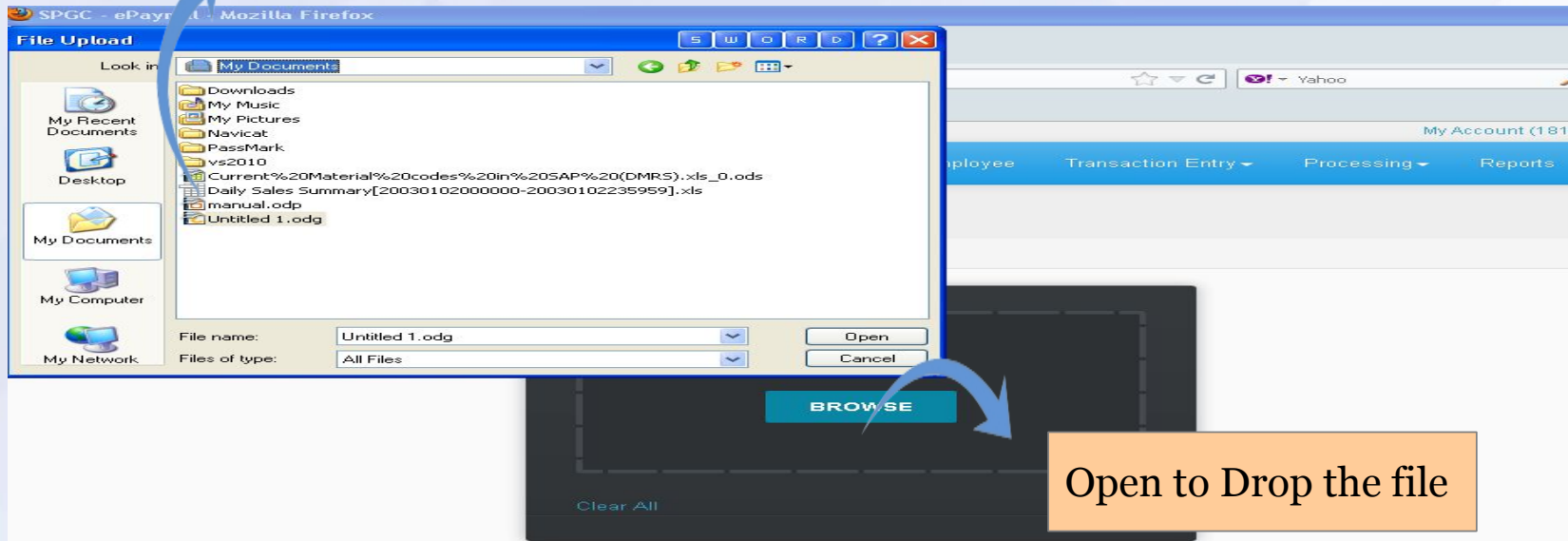
The uploading **Bio-metrics**,
First, click on **Utilities** Button. Then
under it, is the **TK Bio-metrics Attlogs**

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

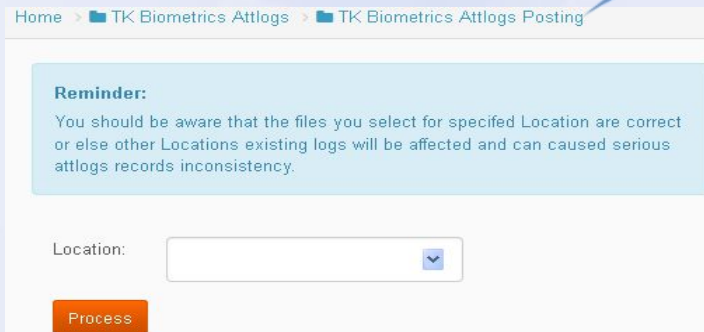


Then the **Attlogs Uploading Module** will
Display, next click on **BROWSE** to drop a file.

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.



The screenshot shows a Mozilla Firefox browser window with a 'File Upload' dialog box open. The dialog box is titled 'File Upload' and shows the 'My Documents' folder. The file list includes 'Downloads', 'My Music', 'My Pictures', 'Navicat', 'PassMark', 'vs2010', 'Current%20Material%20codes%20in%20AP%20(DMRS).xls_0.ods', 'Daily Sales Summary[20030102000000-20030102235959].xls', 'manual.odp', and 'Untitled 1.odg'. The 'File name' field is set to 'Untitled 1.odg' and the 'Files of type' is set to 'All Files'. The 'Open' button is highlighted. Below the dialog box, a 'BROWSE' button is visible on the webpage. An orange callout box with the text 'Open to Drop the file' has an arrow pointing to the 'BROWSE' button.



The screenshot shows a web browser window with the address bar displaying 'Home > TK Biometrics Attlogs > TK Biometrics Attlogs Posting'. The page content includes a 'Reminder:' section with the text: 'You should be aware that the files you select for specified Location are correct or else other Locations existing logs will be affected and can caused serious attlogs records inconsistency.' Below the reminder is a 'Location:' dropdown menu and a 'Process' button.

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.**

The screenshot displays the SPGC ePayroll system interface. At the top left, it shows 'Version 8.1.0.0.1' and 'My Account (181-1) | Logout' at the top right. The main navigation bar includes 'SPGC ePayroll', 'Data Maintenance', 'Employee', 'Transaction Entry', 'Processing', 'Reports', and 'Utilities'. The 'Transaction Entry' menu is highlighted with a red box, and its dropdown menu is open, showing several options. The 'Timekeeping' option is highlighted with a red box and a red arrow pointing to it. A blue arrow points from the text box above to the 'Transaction Entry' menu, and another blue arrow points from the 'Timekeeping' option to the text box above.

Version 8.1.0.0.1 My Account (181-1) | Logout

SPGC ePayroll Data Maintenance Employee Transaction Entry Processing Reports Utilities

- Timekeeping
- SDSA
- Confirm Separated Employee
- Separated Employee
- Fixed Pagibig Contribution
- Government Receipt
- Payroll Verification
- Quota Base Alpha List Tagging

Under the timekeeping button, there is another button for search, reset, process atlogs and he process manhour.

Timekeeping

Manage Employee's Timekeeping Transactions...

Home > Employee

Employee Master

Search:



Reset

Process Atlogs...

Process ManHour...

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

• Reset

Employee Master

Employee's name

Information

Page: 1 Search: padillo

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

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.

Timekeeping first part

Search another Employee

Search:

Reset

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

• Process Attlogs

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. You can input the value for Location, for date from and Date to.

Search:

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

Location/Site: MAKATI
Date From : 07/20/2016 (*mm/dd/yyyy)
Date To : 07/21/2016 (*mm/dd/yyyy)

Company

The date from must not exceed to date to.

Location/Site:
Date From : 07/20/2016 (*mm/dd/yyyy)
Date To : Jul 2016 (*mm/dd/yyyy)
Process In/Out
Company

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

No Company selected!!!

It will pop up if there is no company selected

Company

- Select All
- STERLING PAPER PRODUCTS ENT., INC.
- CENTRAL BOOKSTORE, INC.
- STRAIGHTLINES INT'L, INC.

First, you need to select a Company before you click on The Process In/Out button.

D. Creation 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

Search box

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
------	------	------------	------	-----	-----	------	------	-----	-------------	---------	------------	------------	----------	--------

• Emp

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

Employee name that you Want to search. Then click The **search button**

Employee Master

Page: 1 Search:

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.

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

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"/>

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.

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 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"/>

• 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.

PADILLO TRIXIE MAE VIZCO

Emp ID: 1502538
 FP ID: 10
 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 Uvertime 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"/>

• DTR

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.

PADILLO, TRIXIE MAE ZCO

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: 6/29/2016 - 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				
			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"/>

• DTR

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.

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	16:30									<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	07:44	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	16:30									<input type="checkbox"/>

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: 02/14/2016 - 02/27/2016

• DTR

In this button, it indicates the next day. Which means if your Data in the encoded time is done you may now proceed to next Day. Then in this situation, if you click the check box the plus (+) Will appear besides the data in encoded time for PM out because The activity is done.

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

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"/>

• 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.

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

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="text"/>	<input type="text"/>	<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="text"/>	<input type="text"/>	<input type="checkbox"/>
07/01/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59				
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							
07/04/2016	Mon	R	08:00	11:30	12:30	18:30	07:49	11:38	11:59				
07/05/2016	Tue	R	08:00	11:30	12:30	18:30	07:52	11:34	11:35	18:53	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

It is considered an overtime, Starting from the Original time Pm out then when it exceed. It is now the time for overtime.

• 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 timebox then save it then the record will display.

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

Save Refresh

Date	DayType	Original Schedule				Actual Time				Departure	Arrival	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"/>

• 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.

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 - 07/03/2016

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

Save Refresh

Date	Day	Type	Original Schedule				Actual Time				From	To
			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		
06/30/2016	Thu	R	08:00	11:30	12:30	18:30	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		
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						
07/04/2016	Mon	R	08:00	11:30	12:30	18:30	07:49	11:38	11:59	18:49		

• SL/VL

Then the **SI/VL** button. 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

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

Save Refresh

VL Entitlement 88.00 SL Entitlement 88.00
 VL Remaining 52.50 SL Remaining 69.00

Date	Day	Type	Original Schedule				Actual Time				Leave Type	Leave Option	Fld Hrs	Pd Hrs	Approval	
			AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out						
9/2016	Wed	R	08:00	11:30	12:30	18:30	08:06	11:59	11:59	19:08	x			0.00	0.00	Diss
10/2016	Thu	R	08:00	11:30	12:30	18:30	08:05	11:37	12:01	18:54	x			0.00	0.00	Diss
11/2016	Fri	R	08:00	11:30	12:30	18:30	08:12	11:36	11:59	19:40	x			0.00	0.00	Diss
12/2016	Sat	D	08:00	12:00	13:00	18:30					x			0.00	0.00	Diss
1/2017	Sun	D	00:00	00:00	00:00	00:00					x			0.00	0.00	Diss
2/2017	Mon	R	08:00	11:30	12:30	18:30	07:49	11:38	11:59	18:49	x			0.00	0.00	Diss



• SL/VL

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
▼	▼	0.00	0.00	Diss ▼
Sick Leave	▼	0.00	0.00	Diss ▼
Vacation Leave	▼	0.00	0.00	Diss ▼
Solo Parent Leave	▼	0.00	0.00	Diss ▼
Bereavement Leave	▼	0.00	0.00	Diss ▼
Paternity Leave	▼	0.00	0.00	Diss ▼
Suspension	▼	0.00	0.00	Diss ▼
Others	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼

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
▼	▼	0.00	0.00	Dissapproved
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼
▼	▼	0.00	0.00	Diss ▼

• Leave Adjustment

The next button is the **Leave Adjustment**. In the Red box it indicates **Assumed Absent** means if you are absent, where you need to input **Hrs** to the sick **Leave Adjustment** and **Vacation Leave Adjustment**.

PADILLO, TRIXIE MAE VIZCO

Emp No.: 150025
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

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

Next is the **Assumed Present** means if you are present it's like in the assumed absent then it has **Faternal Leave Adjustment** in the blue box.

• 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**.

When you Encode the data here and click **Save** to display the information for **SI** and **VI**.

PADILLO, TIXIE MAE VIZCO

Emp No.: 15002
EMP 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				

Company Entry

SL: HH
VL: HH

Save Close

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

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

• Time Vs. Rate

Time vs. Rate is the next button, At the right side It indicates the **hrs and rate Amount** for the **Basic=6339.44, Allowance=908.67, VL=714.75, SL=0.00, LHOLPremium=601.90, SHOLPremium=0.00**, When you Sum it all the **total is 8564.76**.

Then at the left side indicates **Tardy=43.64, undertime= 0.00 and absent=0.00**. Then **Deduction total is 43.64**. You will get the total amount by Subtracting the total to deduction total and you will get **8521.12**

PADILLO, TRICKIE 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

	Hours	Rate Amt.		Hours	Rate Amt.
Basic:	0.00	6,339.44	Tardy:	0.58	43.64
Allowance:		908.67	Undertime:	0.00	0.00
VL:	9.50	714.75	Absent:	0.00	0.00
SL:	0.00	0.00			
LHOL Premium:	8.00	601.90	Deduction Total:		43.64
SHOL Premium:	0.00	0.00			
Total		8,564.76			

Total Amount: 8,521.12

• 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.

PADILLA, TRIXIE MAE VIZCO

Emp No.: 002535
 FP ID: 48
 Shift Code

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 L/VL Leave Adjustment SLVL Recon Time vs. Rate Attendance Logs

Raw Attlogs Trx History			
Trx Date	Day	Time	Remarks
06/29/2016	Wed	08:06:44	IN
06/29/2016	Wed	11:35:50	OUT
06/29/2016	Wed	11:59:25	IN
06/29/2016	Wed	11:59:28	IN
06/29/2016	Wed	11:59:31	OUT
06/29/2016	Wed	19:08:54	OUT
06/30/2016	Thu	08:05:10	IN
06/30/2016	Thu	11:37:19	OUT
06/30/2016	Thu	12:01:04	IN
06/30/2016	Thu	18:54:59	OUT
07/01/2016	Fri	08:12:37	IN
07/01/2016	Fri	11:36:45	OUT
07/01/2016	Fri	11:59:09	IN
07/01/2016	Fri	19:40:33	OUT
07/04/2016	Mon	07:49:57	IN

Consolidate Attlogs IN/OUT			
Trx Date	Day	Time In	Time Out
06/29/2016	Wed	08:06:44	11:35:50
06/29/2016	Wed	11:59:25	
06/29/2016	Wed	11:59:28	11:59:31
06/29/2016	Wed		19:08:54
06/30/2016	Thu	08:05:10	11:37:19
06/30/2016	Thu	12:01:04	18:54:59
07/01/2016	Fri	08:12:37	11:36:45
07/01/2016	Fri	11:59:09	19:40:33
07/04/2016	Mon	07:49:57	11:38:30
07/04/2016	Mon	11:59:04	18:49:51
07/05/2016	Tue	07:52:41	
07/05/2016	Tue	07:52:44	11:34:15
07/05/2016	Tue	11:35:47	18:53:52
07/12/2016	Tue	07:55:46	
07/12/2016	Tue	07:55:49	11:35:51

Some of the Record are in blank Because it depends on the time in Timeout of the employee in the **Raw Attlogs Trx History**.

• Process Manhour

E. Computation Of Manhour

Next, When you click on **Process Manhour** button in The timekeeping it will display The important reminders. The **Pay Class** is indicated, you need to Select whether **Weekly** or **Monthly**.

If you select weekly the **Select all** only appear. While If you select on monthly it will appear some of the Company.

You need to select a company before you click on the **Manhour**.

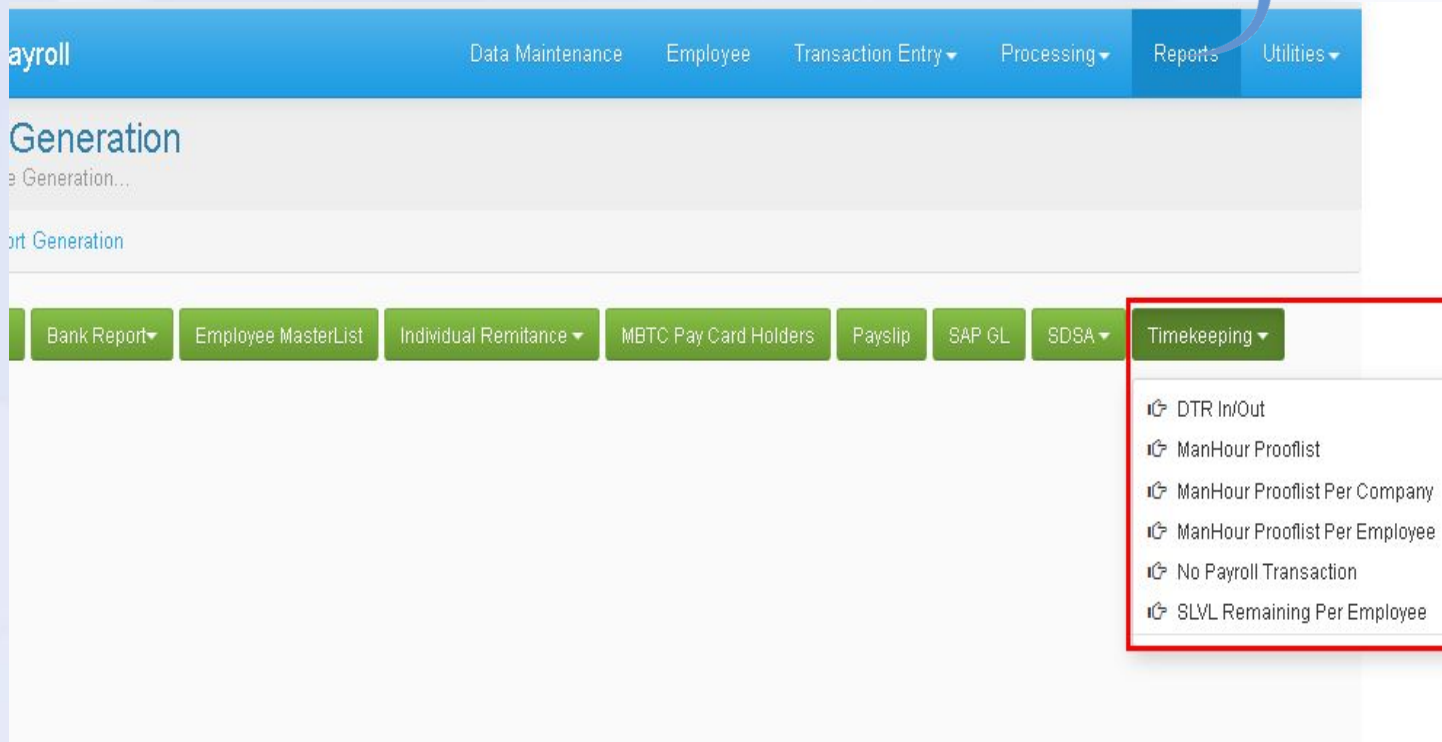
This screenshot shows the top navigation area of the Timekeeping system. It includes a search bar with a magnifying glass icon, a 'Reset' button, and two buttons labeled 'Process Atlogs...' and 'Process manHour...'. Below the search bar is a horizontal menu with tabs for various filters: TIN, SSS, PHIC, HDMF, EOC, Cost Center, P.Class, Emp. Stat., Rec. Stat., Pay Mode, and TK Tag.

This screenshot shows the 'Important Reminders' section. A blue box contains the text: 'Important Reminders: ManHour Computation processing is done after posting. All adjustments after the successful process will be done on the next payroll period.' Below this, there is a 'Pay Class:' dropdown menu with 'Weekly' and 'Monthly' options. A 'Process Manhour' button is visible to the right. A red box highlights the 'Company' section, which contains a 'Select All' checkbox.

This screenshot shows the company selection list. The 'Pay Class:' dropdown is set to 'Monthly'. The 'Company' section is expanded, showing a list of companies with checkboxes: 'Select All', 'STERLING PAPER PRODUCTS ENT., INC. - [02/16/2016 pp]', and 'CENTRAL BOOKSTORE, INC. - [01/16/2016 pp]'. A red box highlights the 'Company' section, and an arrow points from the text 'You need to select a company...' to the 'Select All' checkbox.

F. Printing of Timekeeping Reports

Then lastly the Printing of Timekeeping Reports, Click on the Reports. Then Under it is the DTR In/Out, ManHour Prooflist, ManHour Prooflist Per Company, ManHour Prooflist Per Employee, No Payroll Transaction, SLVL Remaining Per Employee.



The screenshot displays a software interface for payroll management. At the top, a blue navigation bar contains the following menu items: 'ayroll', 'Data Maintenance', 'Employee', 'Transaction Entry', 'Processing', 'Reports', and 'Utilities'. Below this bar, the 'Reports' menu is expanded, showing a list of report types: 'Bank Report', 'Employee MasterList', 'Individual Remittance', 'MBTC Pay Card Holders', 'Payslip', 'SAP GL', 'SDSA', and 'Timekeeping'. The 'Timekeeping' menu item is highlighted with a red border, and its sub-menu is open, listing the following options: 'DTR In/Out', 'ManHour Prooflist', 'ManHour Prooflist Per Company', 'ManHour Prooflist Per Employee', 'No Payroll Transaction', and 'SLVL Remaining Per Employee'. A blue arrow points from the text in the orange box to the 'Reports' menu item in the interface.

• Reports

First, the report is the **DTR Prooflist**. Under it is the Year, Company, Pay Class, Cut-off and The location.

Report Generation
Report Module Generation...

Home > Report Generation > TK - DTR Prooflist

Year:

Company:

Pay Class:

Cut-Off:

Location:

Home > Report Generation > TK - DTR Prooflist

Year:

Company:

Pay Class:

Cut-Off:

Location:

You can select on the year 2015 and 2016. Then the company name, The **Pay Class Weekly** or **RNF**, cut-off is depends on the company name and then you can select on the location of the company.

• Reports

Next, the report is the **Manhour Prooflist**. It's the same in the **DTR Prooflist**.

Report Generation
Report Module Generation...

Home > Report Generation > TK - DTR Prooflist

Year:

Company:

Pay Class:

Cut-Off:

Location:

Process

Report Generation
Report Module Generation - Manhour Prooflist...

Home > Report Generation > Manhour Prooflist

Year:

Pay Class: Weekly

Company: CENTRAL BOOKSTORE, INC

Cut-Off:

Location: ISABELA

Process

Year is required!!!!

OK

Dialog box will appear when there is vacant in the input button, or there is no value On it.

• Reports

Home > Report Generation > Manhour Prooflist Per Company

Year:

Pay Class:

Company:

Cut-Off:

Process

The difference is in the **Pay Class**, It has a Monthly and the VIP. And there is no location indicated.

Then, the report is the **Manhour Prooflist Per Company** It's the same in the DTR Prooflist.

• Reports

Home > Report Generation > Manhour Prooflist Per Employee

Year:

Pay Class:

Employee No.:

Process

Then, the report is the **Manhour Prooflist Per Employee**. Under it, indicates the **year**, **pay class**, and **Employee no.**

Under the **Year**, you can select year **1999** up to **2016**. The type of **pay class** which indicated the **Weekly, Monthly and VIP**