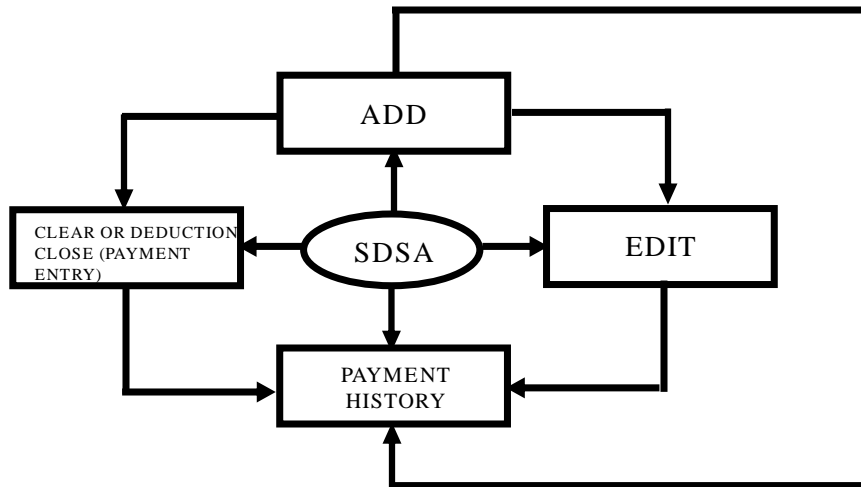


Process Summary



- When you want to **Add** an SDSA entry, these are the things that you should know:
 - SALARY DEDUCTION AND SALARY ADJUSTMENT CODES

Note:

- ✓ All the SDSA which code starts with **100 and below** are considered **taxable except for 302**.
- ✓ While all the SDSA which code starts with **100 and above** are considered **non-taxable except for 302**.

TAXABLE SDSA CODES			
PRIORITY NO.	CODE	DESCRIPTION	TYPE
1	001	SALARY ADJ (TAXABLE)	A
2	302	UNION DUES/AGENCY FEE	D
3	006	PATERNITY LEAVE (TAXABLE)	A

NON-TAXABLE SDSA CODES			
PRIORITY NO.	CODE	DESCRIPTION	TYPE
1	101	SALARY ADJ	A
2	111	N.ALLO.	A

3	201	SALARY ADJ/RETRO (NON-TAXABLE)	A
4	202	HDMF LOAN ADJ	A
5	203	TAX REFUND/ADJ	A
6	204	TAX DUE	D
7	205	RETRO PAY	A
8	206	PATERNITY LEAVE	A
9	207	REIMBURSEMENT-TRANS. EXPENSE	A
10	208	OVR/UNPYMT-SL/VL	A
11	209	ADJ-TRANSPO/PER DIEM	A
12	210	PER DIEM	A
13	211	CELL CARD	A
14	212	RENTAL-VEHICLES	A
15	213	MDL/DENTAL-REIMBURSEMENT	A
16	214	GASOLINE ALLOWANCE	A
17	215	MOTORCYCLE ALLOWANCE	A
18	216	LODGING ALLOWANCE	A
19	217	Other Allow.	A
20	218	TEC Meal Allowance (RM)	A
21	219	TEC Meal Allowance (AM)	A
22	301	UNION FUND	D
23	303	ACCOUNTABILITY (OFFICE SUPPLIE	D
24	400	RICE	D
25	401	VALE-1	D
26	402	VALE-2	D
27	403	UNLIQUIDATED ADVANCES	D
28	404	CAR LOAN AMORTIZATION	D
29	405	CAR LOAN INTEREST	D
30	406	CAR INSURANCE	D
31	407	SSS OVER/UNDER ADVANCE	A
32	408	PRODN DAMAGES	D
33	409	CASHIER SHORTAGE	D
34	410	LBR CHARGES	D
35	411	INCENTIVE ADJUSTMENT	A
36	412	CELLULAR UNIT	D
37	413	TELEPHONE CHARGES	D
38	414	TELEGRAM CHARGES	D
39	415	UNRET SAMPLES	D
40	416	ESSI BARATILLO	D
41	417	MAKATI BARATILLO	D
42	418	RETL STORE PURCHASES	D
43	419	PURCHASES (CBS)	D
44	420	PURCHASES (MKTI SHOWROOM)	D
45	421	T-SHIRTS	D
46	422	COMPANY UNIFORM	D
47	423	ATM INITIAL DEPOSIT	D
48	424	UNRET LOTTO GIFT CHECK	D
49	425	ESCROW FUND	D
50	426	ACCOUNT/RESIGNED EMPL	D
51	427	CAR LOAN REGISTRATION	D
52	428	TRAVELLING EXPENSES	D
53	429	LOST ITEMS/DELIVERY DISC	D

54	430	TEL/BANK CHARGES	D
55	431	EXCURSION	D
56	432	CGA PURCHASES	D
57	433	SCRAP PURCHASES	D
58	434	SPORTS UNIFORM	D
59	435	UNIFORM SUSIDY	A
60	436	ID REPLACEMENT	D
61	437	UNLIQ. PCF/REV FUND	D
62	438	CREDIT CARD (EXCESS)	D
63	439	VALE-2 INTEREST	D
64	440	RICE	D
65	441	STORE LATE OPENING	D
66	442	ESSI GIFT CHEQUE	D
67	443	RENTAL APARTMENT	D
68	446	VENTAJA	D
69	447	MISC-PROMO ITEMS	D
70	448	LAPTOP COMPUTER	D
71	449	PREPAID BROADBAND	D
72	450	EMPLOYEE SHARE FOOD FOR CHRIST	D
73	452	EMPLOYEE SHARE HEALTH CARD	D
74	453	Loop Charges	D
75	460	TEL CHARGES ADD BACK FRM ADMIN	A
76	501	SSS LOANS (SALARY)	D
77	502	HDMF LOANS	D
78	503	NHMFC LOANS	D
79	504	SSS LOANS (CALAMITY)	D
80	505	SSS LOANS (STOCK INVESTMENT)	D
81	506	SSS LOAN CONDONATION	D
82	509	Cashier Incentive	A
83	510	PO Employee	D
84	512	HDMF CALAMITY LOANS	D
85	514	SSS SLERP	D
86	601	UCPB LOAN	D
87	602	MDL/DENTAL	D
88	603	IDEAL VISION	D
89	604	UCPB PENALTY	D
90	605	UCPB ADJUSTMENT	A
91	606	HSBC BANK LOAN	D
92	607	TRAVELLING EXPENSES-MANDARIN	D
93	608	SOLID BANK LOAN-INTEREST	D
94	609	PS BANK LOAN	D
95	610	RS BANK LOAN	D
96	611	CHINA TRUST BANK	D
97	612	INSURANCE-LIFE	D
98	613	INSURANCE-SAVINGS PLAN	D
99	614	OUTLET INCENTIVE	A
100	615	RCBC SAVINGS BANK	D
101	616	PBCOM LOAN	D
102	617	GE MONEY LOAN	D
103	618	GREPALIFE-INSURANCE	D
104	619	PNB BANK LOAN	D

105	620	EO OPTICAL	D
106	650	YISHION SALE	D
107	651	MARILAO BARATILLO	D
108	652	MEYCAUYAN BARATILLO	D
109	660	INSULAR SAVERS BANK, INC.	D
110	689	STERLING RESIDENCES ONE	D
111	699	MISC-OTHER CURRENT LIAB	D
112	700	MISCELLANEOUS	D
113	701	UNION DUES/AGENCY FEE II	D
114	702	MARILAO CANTEEN 1	D
115	703	COOP LOAN	D
116	704	MARILAO COOP	D
117	705	MARILAO COOP INVESTMENT	D
118	706	ESSI COOP SHARE	D
119	707	ESSI COOP LOAN	D
120	708	ESSI COOP-JOINING FEE	D
121	709	PURCHASES (NUEVA)	D
122	710	BIKE LOAN	D
123	711	X'MAS GIVE AWAYS	D
124	712	MISC. - OTHER CURRENT LIAB	D
125	713	ESSI COOP PENALTY	D
126	714	KAMPIL-LOAN	D
127	715	SECURITY BANK LOAN	D
128	716	ASIA UNITED BANK LOAN	D
129	717	DONA MARIA RICE SURPRISE	D
130	800	GOVT ADJUSTMENT	A
131	803	RICE	D
132	804	RESIDENCE CERT	D
133	900	MISCELLANEOUS	D
134	901	SDSA ADJUSTMENT	D
135	902	SL OVER/UNDER PAYMENT	A
136	903	VL OVER/UNDER PAYMENT	A
137	904	CHRISTMAS CASH GIFT	A
138	970	PNB LOAN	D
139	980	COMPANY ID	D
140	981	PAYCARD/CASH CARD	D
141	982	NAME BADGE/PLATE	D
142	990	EQUICOM SAVINGS BANK LOAN	D
143	991	PHARMACIA NI DOK	D
144	992	WILLY FARM DINORADO RICE	D
145	993	UNLIQUIDATED ADVANCES SD	D
146	994	COMMISSION ON S.C.	A
147	995	VACCINATION	D
148	996	INGLOT	D
149	997	SAVINGS	D
150	998	CHINA BANK SAVINGS	D
151	999	HELD SALARY	A

○ FIELDS:

✓ **Principal Amount** is the total amount of SDSA. It will be divided based

on the **Total Installment**, that amount will be paid by the employee per cut-off.

- ✓ **Actual Loan Amount** is the total amount of loan of an employee.
- ✓ **Balance** shows the total balance of SDSA per employee.
- ✓ **Unpaid** shows the unpaid amount of an employee. This usually occurs when the salary of an employee is not enough to pay the SDSA payment per cut-off.

- When you want to **Edit** an SDSA entry, the system will show a search box wherein you can search for the SDSA information of an employee. Just search for the last name of the employee followed by a slash '/'.

Note: The user cannot edit information if the payroll was already computed. If an employee wants to pay his/her principal amount, the user can edit information using **Payment Entry**.

- When user clicks **Open**, the system will show list of employees' unpaid SDSA.
- When user clicks **All**, the system will show list of paid and unpaid SDSA of the employees.

SDSA

* Under the Transaction Entry is the **SDSA** which Manage SDSA Transaction.



*When you click on the **SDSA** it will display the Employee Master which is the list of employees. The user can use the **Page** combo box which is the number of page for the list of employees. Then the user can also use the **Search** button to search employee name to easily found the employee. And the **Reset** button to go back to the main page of SDSA entry.

SDSA Entry
Manage SDSA Transactions...

Home > Employee

Employee Master

Page: 1 Search: ex. Brillantes [Search] [Reset]

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EC
15005108	,	08/16/2016						
16001544	ABAC, MONA RIZA CULTURA	04/16/2016	6/1993	452-277-958	04-253425	090503865989	1211183933	08
16001001	ABAD, PAMELA ABLETES	02/19/2016	0/1993	432-430-917	34-338934	020509629103	1210863565	10
15002586	ABADINAS, ABIGAIL RICAFFRENTE	06/24/2015	8/1995	322-342-937	34-418904	010520534534	9133091098	
07221	ABAIGAR, JOSEFA SIATELO	10/25/1993	9/1968	915-491-270	06-127499	070504887268	1060015839	
16001795	ABAN, GRACE ENRICO	04/19/2016	15/1998	327-473-632	34-5729561-4	062516462561	916087680913	07
16002138	ABANES, ANABELL LEPNICA	05/04/2016	9/1993	312-267-037	34-3452080-7	020509084557	121118260058	08
15003745	ABANO, LOURDES ELEMEN	08/29/2015	20/1982	303-200-626	33-8192954-8	020502724305	121028500908	

*When the user click on the EMP # at the left side, it will display the **Transaction Entry** which indicates the **EMP NO #** or the Employee Number, **Class Type** or the Employee Type of Class, **Payment Type** or the Type of Payment of employee and the **Employment Status** which is the type of status of employee.

Employee Master

Page: 1 Search: ex. Brillantes [Search] [Reset]

EMP#	NAME	DATE HIRED	BDAY	TIN	SSS	PHIC	HDMF	EC
15005108	,	08/16/2016						
16001544	ABAC, MONA RIZA CULTURA	04/16/2016	12/0					
16001001	ABAD, PAMELA ABLETES	02/19/2016	12/2					

Employee SDSA Entry
Manage Employee's SDSA Transactions...

Home > Employee > Transacion Entry

EMP NO #: 16001544
ABAC, MONA RIZA CULTURA

Class Type: Monthly
Payment Type: Monthly Paid
Employment Status: Contractual

Action: [Dropdown]

No records found.

- Open
- Paid
- All
- Add Record

*Then when the user clicks on the arrow down on the **Action**, it will display the **Open, Paid, All** and the **Add Record**.

Employee SDSA Entry

Manage Employee's SDSA Transactions...

[Home](#) > [Employee](#) > [Transacion Entry](#)

EMP NO #: 15005108

,

Class Type: Monthly
Payment Type: Monthly Paid
Employment Status: Contractual

Action: ▾

No records found...



* When the user clicks on the Add Record, the SDSA Entry will display, then the user must input data in all entry. Then in Adjustment Code the user must select a data. In Adjustment also the user must select whether addition or deduction. Lastly in Pay-Slip Tagging the user can select on 1 or 2 then click on save to record

SDSA Entry

Employee No.: 16001544

Adjustment Code: [dropdown]

Adjustment: [dropdown]

Payroll Period Effectivity: [dropdown]

Principal Amount: [text]

No. of Installment: [text]

Document Date: [text]

Reference No.: [text]

Remarks: [text]

Pay-Slip Tagging: [dropdown]

Save Close

ACCOUNT/RESIGNED EMPL
 ACCOUNTABILITY (OFFICE SUPPLIE
 ADJ-TRANSP/PER DIEM
 ADVANCES TO OFFICERS & EMPLOYE
 ASIA UNITED BANK LOAN
 ATM INITIAL DEPOSIT
 BIKE LOAN
 CAR INSURANCE
 CAR LOAN AMORTIZATION
 CAR LOAN INTEREST
 CAR LOAN REGISTRATION
 Cashier Incentive
 CASHIER SHORTAGE

SDSA Entry

Employee No.: 16001544

Adjustment Code: [dropdown]

Adjustment: [dropdown]

Payroll Period Effectivity: [dropdown]

Principal Amount: [text]

No. of Installment: 0

Document Date: [text]

Reference No.: [text]

Remarks: [text]

Pay-Slip Tagging: [dropdown]

Save Close

Addition
 Deduction

SDSA Entry

Employee No.: 16001544

Adjustment Code: [dropdown]

Adjustment: [dropdown]

Payroll Period Effectivity: [dropdown]

Principal Amount: 0

No. of Installment: 0

Document Date: [text]

Reference No.: [text]

Remarks: [text]

Pay-Slip Tagging: [dropdown]

Save Close

1
 2

