

# User Manual for Data Maintenance in ePayroll System

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# HR MANUAL



### **1.1 Company Maintenance Process**

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Contemporary Contexts (Context) (Con	🤝 🤁 🔍 Search 🏠 🖨 💟 💺	* @ ≡
Version S.1.0.0.7	My Account (18	1-1)   Logout 🚔
SPGC ePayroll	_	
Data Maintenance	Employee+ Timekeeping+ Transaction Entry+ Processing+ Reports	Utilities+
Data Maintenance Manage Master Data		
Home		
Company Pay Period Payroll Table	SDSA Department Work Schedule Holiday SAP GL Proc Parameters Bank Advice Employment Information Wage Order	
Search: ex. Sterling Paper	Q Reset	
Pages: 1 ¥		
Company Code	Company Name	
2	CENTRAL BOOKSTORE, INC.	•
В	DONA MARIA RICE SURPRISE	
🐮 start 🛛 🧿 🖉 🕘 🐣 Docu	entation 🛛 🔞 SPGC - ePayrol - Maz 🔯 Documenti - Microsof 🔯 User Manual for Empl 😰 🕯	2 2 <sup>0</sup> 📩 🥰 4:14 PM

Figure 1 Company Maintenance

• Click Data Maintenance Bar then, Click Company

Data Maintenance Manage Master Data	ee	
lome		
Company Pay Period Branch Code Payroll Te	SDSA Department Work Schedule Holiday SAP GL Proc Parama able Bank Advice Employment Information Wage Order	eters
Search: ex. Sterling Paper		
Company Code	Company Name	
2	CENTRAL BOOKSTORE, INC.	•
В	DONA MARIA RICE SURPRISE	•
4	EXPRESSIONS STATIONERY SHOP, INC.	•
9	MICA GENERO ABUNDANS FOUNDATION, INC.	•

#### Figure 2 Company Function



ex. Sterling Paper

company that you want to update for example you type "sterling" all similar company name for sterling will be appeared.

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You can find a

Q



• Clicking this icon it will reset your search and it will bring you the first page of the company bar.

Company Entry			
Company Code:			
Save Close			

#### Figure 3 Company Entry

- Clicking this icon it will appear the company entry that can add a new company for your new update.
- Ilicking this icon can view the company entry
- 🕒 Clicking this you can print the data.

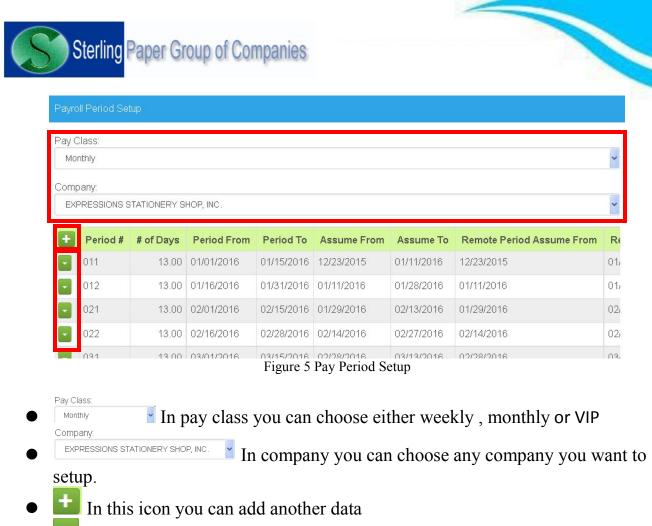
#### **1.2 Pay Period Maintenance Process**

		Employee <del>-</del>	Timekeeping <del>-</del>	Transactio	on Entry <del>-</del>	Processing <del>-</del>	Reports	Utilities
Data Ma lanage Maste	i <b>ntenance</b> r Data							
ome								
Company	Pay Period	SDSA Depar	tment Work S	chedule	Holiday	SAP GL Proc P	arameters	
Branch Code	e Payroll Table	Bank Advice	Employment In	formation	Wage O	rder		
Payroll Perio	od Setup							
Pay Class:								
								~
Company:								~

Figure 4 Pay Period Maintenance

• Click Data Maintenance Bar then, Click Pay Period





In this icon you can edit the existing data

Note: In editing you cannot modified if the pay period already posted.

### **1.3 Department Maintenance Process**

Home		
Company PayPeriod SDS. Branch Code Payroll Table	A Department Work Schedule Holiday SAP GL Proc Parameters Bank Advice Employment Information Wage Order	
Company: EXPRESSIONS STATIONE	RY SHOP, INC.	
ex. Management Information System		
Dept/Cost Center Code	Name	
664-4	APRD- EXPRESSIONS	
646-4	BIG R SUPER CNTR LIPA(P)	



- Click Data Maintenance Bar then, Click Department
- **t** Adding Department then, 🔁 editing department master entry.

**1.4 Work Schedule Maintenance Process** 

• Click Data Maintenance Bar then, Click Work Schedule

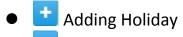
VS Code Code:	48								
)escript	tion: 02:00	0-06:00-07:00	-11:00						
Save	Close								
Day	AM In	AM Out		PM In	PM Out	NS Start	NS End	WG Group Tag	
Mon	02:00	06:00		07:00	11:00	22:00	06:00+	Regular Sched	
Tue	02:00	06:00		07:00	11:00	22:00	06:00+	Regular Sched	1
Wed	02:00	06:00		07:00	11:00	22:00	06:00+	Regular Sched	
Thu	02:00	06:00		07:00	11:00	22:00	06:00+	Regular Sched	
Fri	02:00	06:00		07:00	11:00	22:00	06:00+	Regular Sched	
Sat	02:00	06:00		07:00	11:00	22:00	06:00+	Regular Sched	
Sun	00:00	00:00		00:00	00:00	22:00	06:00+	Regular Sched	

Figure 7 Work Schedule Maintenance

- Adding working schedule
- Distance of the second secon
- **1.5 Holiday Maintenance Process**
- Click **Data Maintenance** Bar then, Click Holiday

Holi 11/01/201 Date:	6	
Type: Special	<b>~</b>	
Location:	<b>~</b>	
Company:	<b>v</b>	
Save Close		
Figure	8 Holiday Maintenance	





Editing Holiday master entry

#### **1.6 Branch Code Maintenance Process**

• Click Data Maintenance Bar then, Click Branch Code

Branch Entry	
Branch Code: Branch Name:	001 AYALA ALABANG BRANCH
Save	se

Figure 9 Branch Code Maintenance

- 📩 Adding Branch Code
- Editing Branch Code

#### **1.7 Payroll Table Maintenance Process**

• Click Data Maintenance Bar then, Click Payroll Table

Pag-ibig SSS	Pages: 1 💌			Reset 😝	
āx 👻	Lower Range	Upper Range	Employee Percentage	Employer Percentage	Employee Fixed Contri
	0.01	1500.00	2.00	0.00	1.00
	1500.01	5000.00	2.00	0.00	2.00
	5000.01	999999.99	0.00	100.00	2.00

Figure 10 Payroll Table Maintenance

Adding Payroll Table
Editing Payroll Table

Note: Only Pag-ibig and Tax has the only function of adding and editing





• Click **Data Maintenance** Bar then, Click Employment Information

Benefit	Search: ex. ANNUAL C	Q Reset	
Position	Pages: 1 💌		
Location	Benefit Code	Benefit Description	•
Job-Level	000	ANNUALSS CHEST	•
	001	ANNUALSS CHEST	-

Figure 11 Employment Information Maintenance

- Adding Information
- 🔁 Editing Information

#### **1.9 Wage Order Maintenance Process**

		Data Maintenance			
Data Maintenan Manage Master Data	ce				
lome					
Company Pay Peric Bank Advice Emplo Region Region Area		ex. NCR	e Holiday	SAP GL Proc Pa	rameters Bra Reset <del>Q</del>
Class	Region Code	Region Name		•	
Wage Order	region_xxx	region_xxx		•	
	REGION_XX	REGION XX		•	
				(1999)	
	REGION_XIII	REGION XIII			

Figure 12 Wage Order Maintenance

Page 9

- Adding Information
- Editing Information

Note: In Wage order tab only basic and allowance you can edit.



## ACCOUNTING MANUAL

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#### 2.1 SDSA Maintenance Process

ePayroll	Data Maintenance	Employee - Timeke	eeping - Transaction		Reports Utilit
Maintenance Master Data					
pany Pay Period SDSA Depai oyment Information Wage Order	ment Work Schedule	Holiday SAP GL F	Proc Parameters Bra	anch Code Payroll Tabl	e Bank Advice
Company: CENTRAL BOO	KSTORE, INC.	Search SDSA:	ex. Salary Adjustment		Q Reset 6
: 1 💌					
Code Description	Add/Ded	OLD GL Code	e	NEW GL Code	
a was found.					

Figure 13 SDSA Maintenance

- Click Data Maintenance Bar then, Click SDSA
- Adding Information
- Editing Information

#### 2.2 SAP GL Proc Parameters Maintenance Process

• Click **Data Maintenance** Bar then, Click SAP GL Proc Parameters

GL Code	Description	Tagging	E	SDSA Code	SDSA Desc.
107004		Breakdown Per GL		111	N.ALLO.
133		Breakdown Per GL			
143009		Breakdown Per GL	Save		
151001		Breakdown Per GL			
200131		Breakdown Per GL			
290001		Breakdown Per GL 💙			
290002		Breakdown Per GL			
292001-1		Breakdown Per GL			
300000		Breakdown Per GL			
300001		Breakdown Per GL 💙			
425002		Breakdown Per GL			
425500		Breakdown Per GL			
601601		Breakdown Per Cost Center 💌			
301003		Breakdown Per GL			

Figure 14 SAP GL Proc Parameters Maintenance





#### 2.3 Bank Advice Maintenance Process

• Click Data Maintenance Bar then, Click Bank Advice

Header	Search Company: ex. SP LAN	DINC.	Q Reset 🖨				
Signatory	Bank Name	Account Number	Company Name	Pay Class	Pay Code	I	
	METROBANK-KALOOKAN	03-00048255-2	STERLING PAPER PRODUCTS ENT., INC.	Monthly	Cash Card	F	
	METROBANK-KALOOKAN	03-00048255-2	STERLING ANIMATION INTL. INC.	Monthly	ATM		
	METROBANK-KALOOKAN	03-00048255-2	STERLING ANIMATION INTL. INC.	Monthly	Cash Card	6	
	METROBANK-KALOOKAN	03-00048255-2	STERLING ANIMATION INTL. INC.	Monthly	Both		
	METROBANK-KALOOKAN	03-00048255-2	SP PROPERTIES, INC.	Monthly	ATM		

Figure 15 Bank Advice Maintenance

- Adding Information
- Editing Information

Note: Clicking the reset button it can return you from first page and also you can print the data by clicking the print button, it applies this command to all has the button and always read the example for searching process

