



User Manual for Data Maintenance in ePayroll System

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HR MANUAL

1.1 Company Maintenance Process

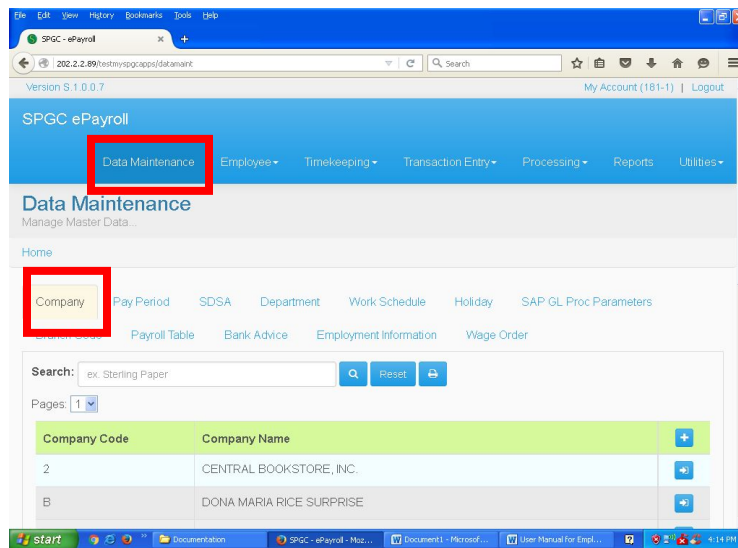


Figure 1 Company Maintenance

- Click **Data Maintenance** Bar then, Click **Company**

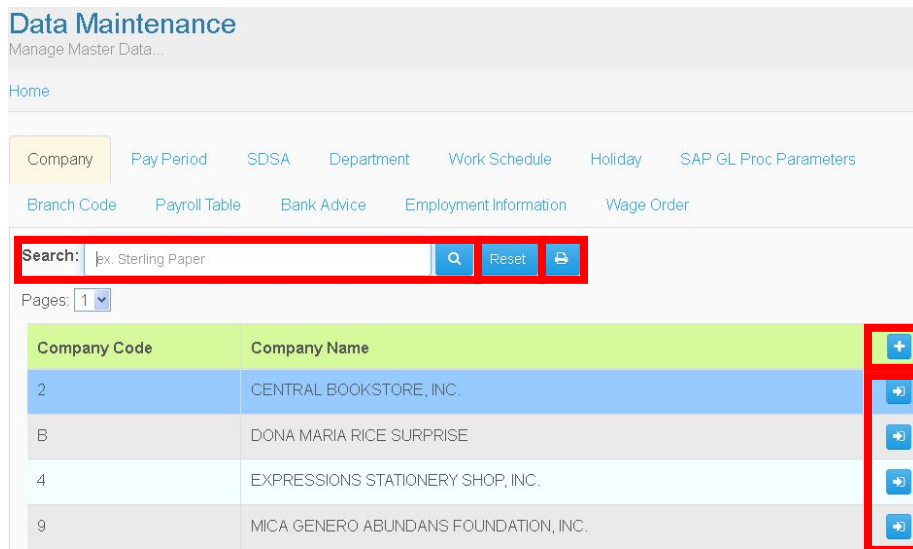


Figure 2 Company Function

- **Search:** You can find a company that you want to update for example you type “sterling” all similar company name for sterling will be appeared.





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



Figure 3 Company Entry

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

1.2 Pay Period Maintenance Process

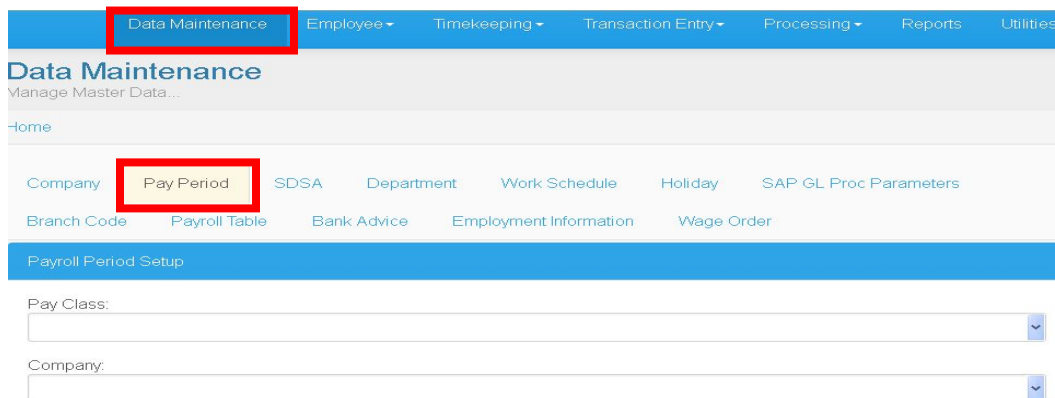


Figure 4 Pay Period Maintenance

- Click **Data Maintenance** Bar then, Click Pay Period

Payroll Period Setup

Pay Class: Monthly

Company: EXPRESSIONS STATIONERY SHOP, INC.

	Period #	# of Days	Period From	Period To	Assume From	Assume To	Remote Period Assume From	Re
+	011	13.00	01/01/2016	01/15/2016	12/23/2015	01/11/2016	12/23/2015	01/
-	012	13.00	01/16/2016	01/31/2016	01/11/2016	01/28/2016	01/11/2016	01/
-	021	13.00	02/01/2016	02/15/2016	01/29/2016	02/13/2016	01/29/2016	02/
-	022	13.00	02/16/2016	02/28/2016	02/14/2016	02/27/2016	02/14/2016	02/
-	031	13.00	03/01/2016	03/15/2016	02/28/2016	03/13/2016	02/28/2016	03/

Figure 5 Pay Period Setup

- Pay Class: Monthly In pay class you can choose either weekly , monthly or VIP
- Company: EXPRESSIONS STATIONERY SHOP, INC. In company you can choose any company you want to setup.
- + In this icon you can add another data
- - 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

SPGC ePayroll

Data Maintenance Employee Timekeeping Transaction Entry Processing Reports Util

Data Maintenance
Manage Master Data...

Home

Company Pay Period SDSA Department Work Schedule Holiday SAP GL Proc Parameters



Branch Code Payroll Table Bank Advice Employment Information Wage Order

Company: EXPRESSIONS STATIONERY SHOP, INC. Search Cost Center:
ex. Management Information System [Search] [Reset] [Print]

Pages: 1

Dept/Cost Center Code	Name	
664-4	APRD- EXPRESSIONS	+
646-4	BIG R SUPER CNTR LIPA(P)	+

Figure 6 Department Maintenance

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

1.4 Work Schedule Maintenance Process

- Click **Data Maintenance** Bar then, Click Work Schedule



Work Sched/Shift Code Master Entry

WS Code: 48

Description: 02:00-06:00-07:00-11:00

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
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
-  Editing working schedule master entry

1.5 Holiday Maintenance Process

- Click **Data Maintenance** Bar then, Click Holiday

Holiday Master Entry



Holi Date: 11/01/2016

Type: Special

Location:

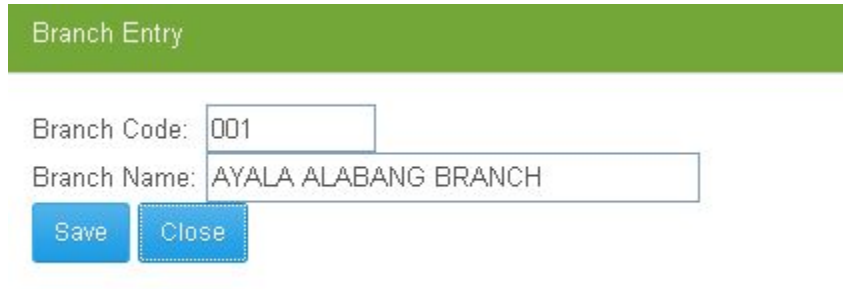
Company:

Figure 8 Holiday Maintenance

-  Adding Holiday
-  Editing Holiday master entry

1.6 Branch Code Maintenance Process

- Click **Data Maintenance** Bar then, Click Branch Code





Branch Entry

Branch Code:

Branch Name:

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





Search:

Pages:

Lower Range	Upper Range	Employee Percentage	Employer Percentage	Employee Fixed Contrib
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

1.8 Employee Information Maintenance Process

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



Figure 11 Employment Information Maintenance

-  Adding Information
-  Editing Information

1.9 Wage Order Maintenance Process

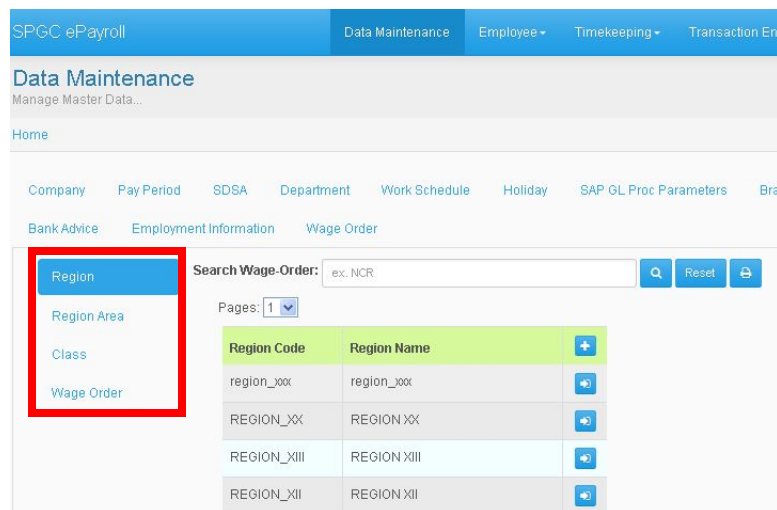




Figure 12 Wage Order Maintenance

-  Adding Information
-  Editing Information

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

ACCOUNTING MANUAL

2.1 SDSA Maintenance Process

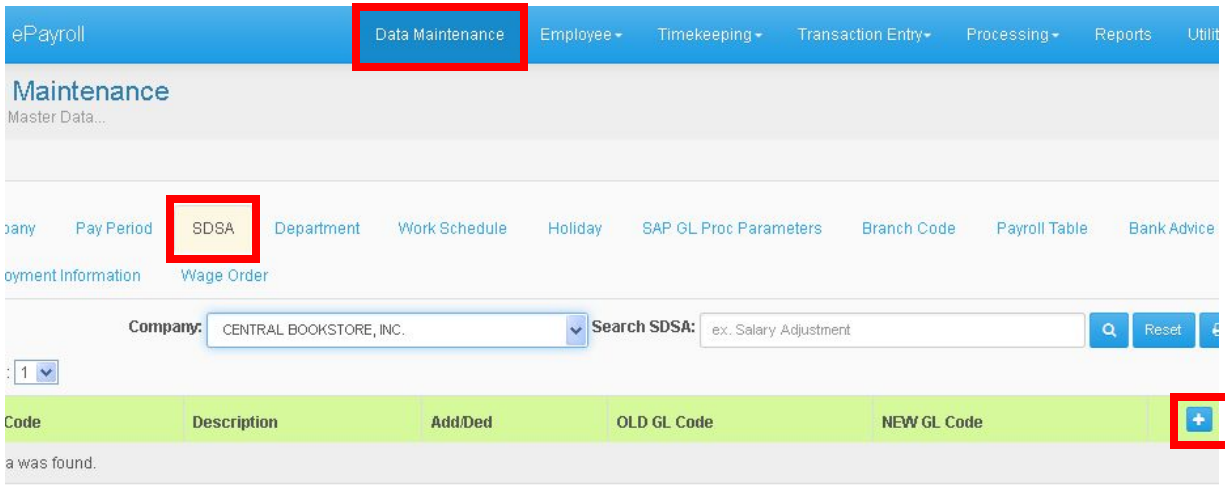




Figure 13 SDSA Maintenance

- 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

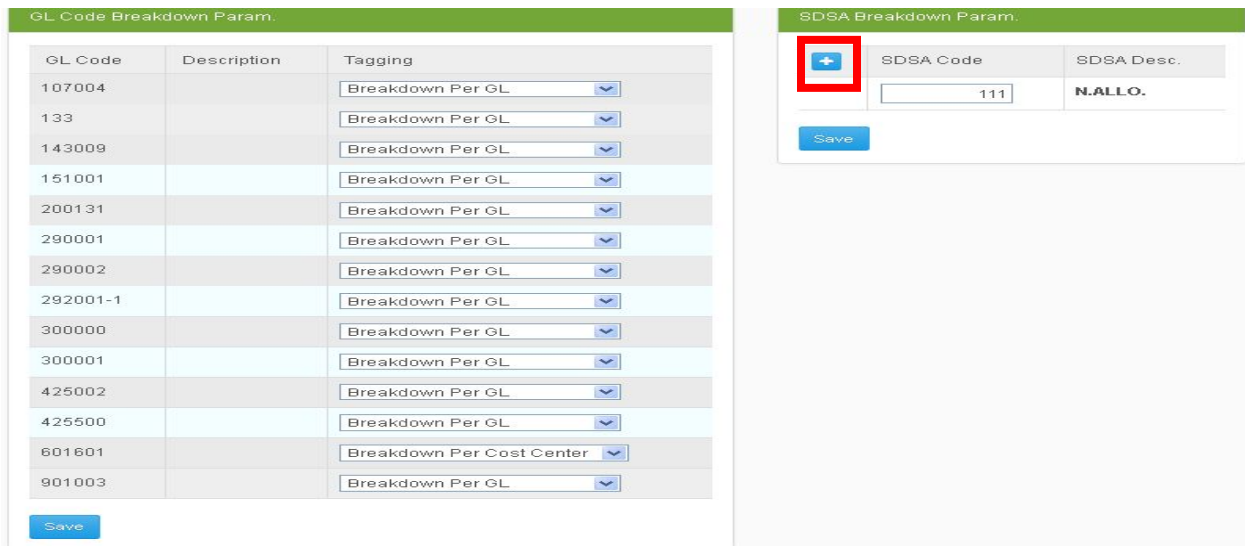
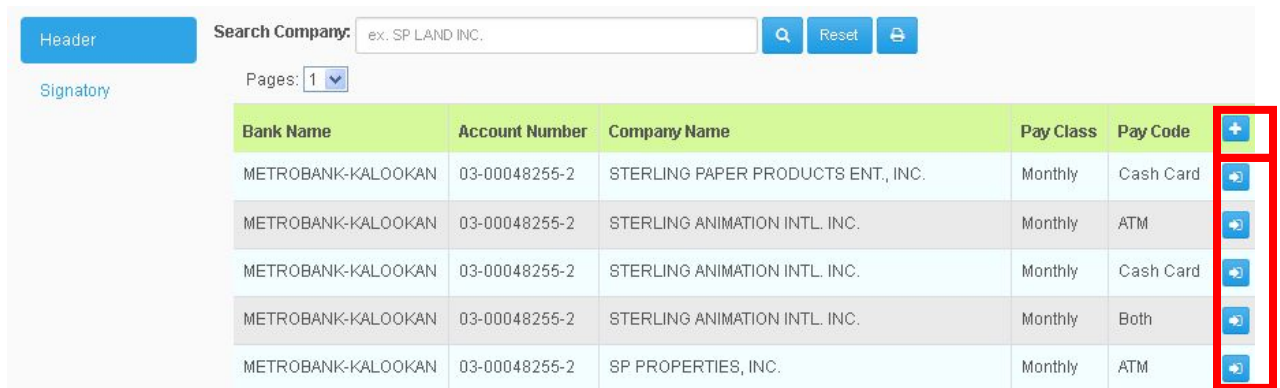


Figure 14 SAP GL Proc Parameters Maintenance

-  Adding Information for SDSA Breakdown Parameters



2.3 Bank Advice Maintenance Process

- Click **Data Maintenance** Bar then, Click Bank Advice



Bank Name	Account Number	Company Name	Pay Class	Pay Code	
METROBANK-KALOOKAN	03-00048255-2	STERLING PAPER PRODUCTS ENT., INC.	Monthly	Cash Card	+
METROBANK-KALOOKAN	03-00048255-2	STERLING ANIMATION INTL. INC.	Monthly	ATM	→
METROBANK-KALOOKAN	03-00048255-2	STERLING ANIMATION INTL. INC.	Monthly	Cash Card	→
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