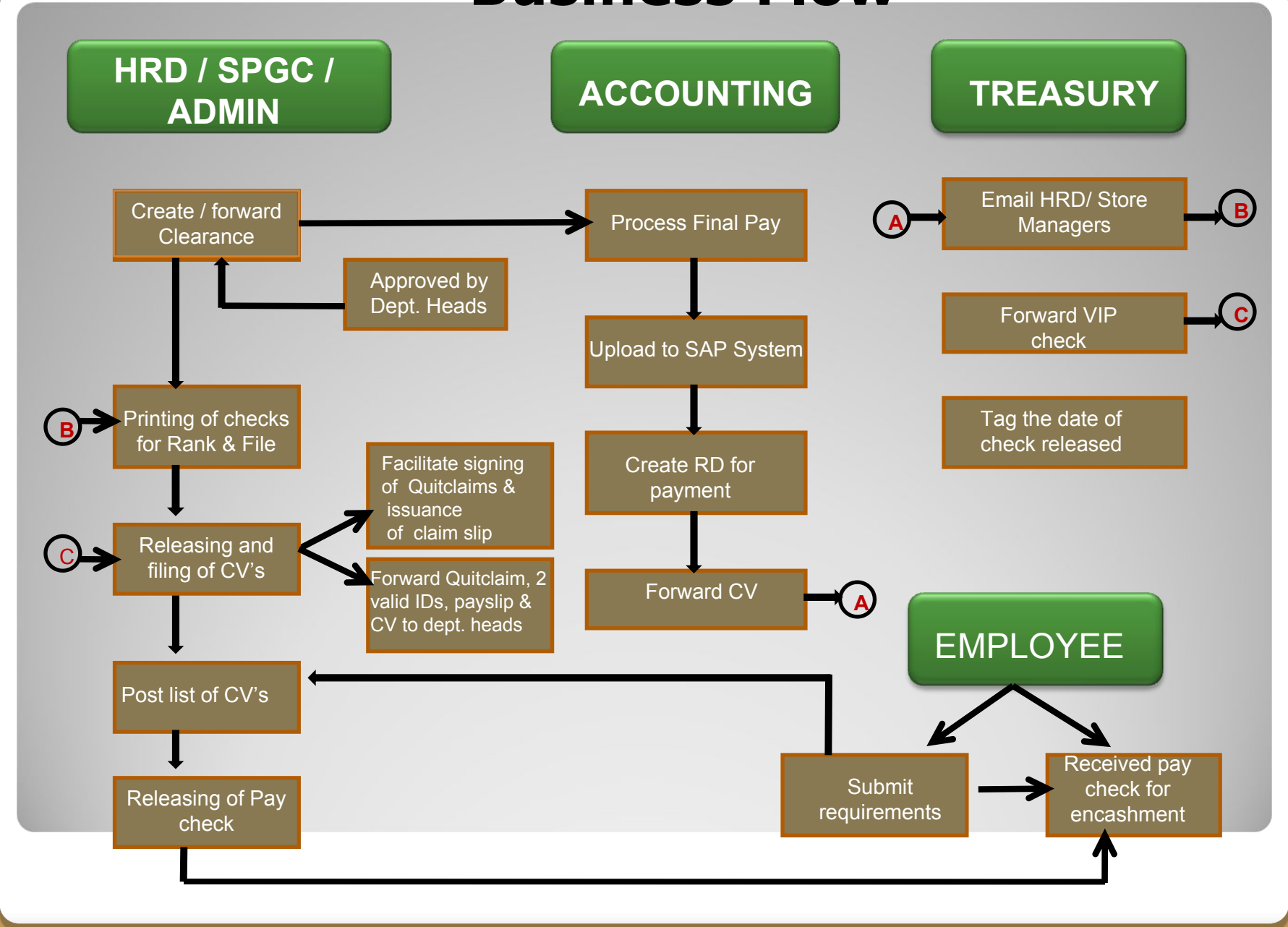


Final Pay Module

Business Flow



- ❖ Open web browser preferably Mozilla Firefox or Google Chrome.
- ❖ On the address bar type 202.2.2.51/ipay/index.php
- ❖ Press Enter

Web address:

202.2.2.51/iPay/index.php

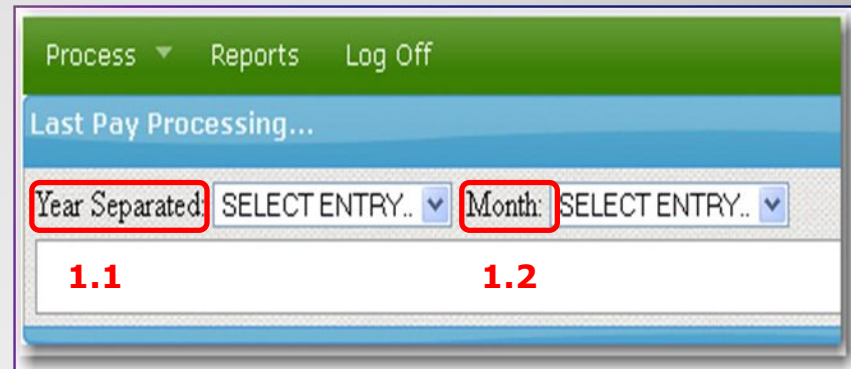
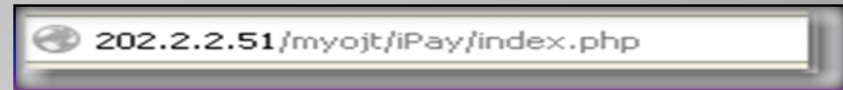
Homepage

Process

I. Employee final Pay Computation

1A. Year separated- choose employee's year separation

1B. Month- choose employee's month separation



1.1 Process Computation – compute employees final pay

1.2 Posting –posts computed last pay

1.3 Releasing –shows computed last pay ready for inquiry

1.4 Inquiry of Released Final Pay - where you can view released final pay



II. Payroll SAP GL Generation

2.1. Year- select year from the lists

2.2. Company- select names of company from the lists

2.3. Rec Class- select from the lists mode of payments



A. Payroll Period

A1. Pay Period – select specific date from the lists

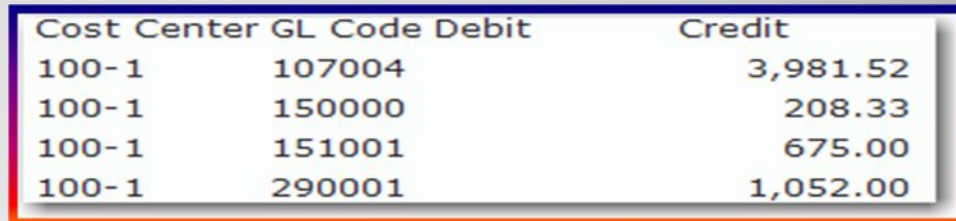
a.1.1 Process –process the chosen lists from the top

a.1.2 Post –import the process item to the “see output”



The screenshot shows the SAP Payroll Period selection screen. At the top, there are three tabs: 'Monthly', 'Payroll Period' (highlighted in green), and 'Setup GL Download Parameters'. Below the tabs, there is a 'Pay Period:' label with a red box around it, followed by a dropdown menu showing 'SELECT ENTRY..'. Below the dropdown are four buttons: 'Process', 'Post', 'See output...', and 'New Generate SAP GL file...'. A red 'A1' label is positioned to the left of the buttons. Below each button is a red label: 'a.1.1' under 'Process', 'a.1.2' under 'Post', 'a.1.3' under 'See output...', and 'a.1.4' under 'New Generate SAP GL file...'.

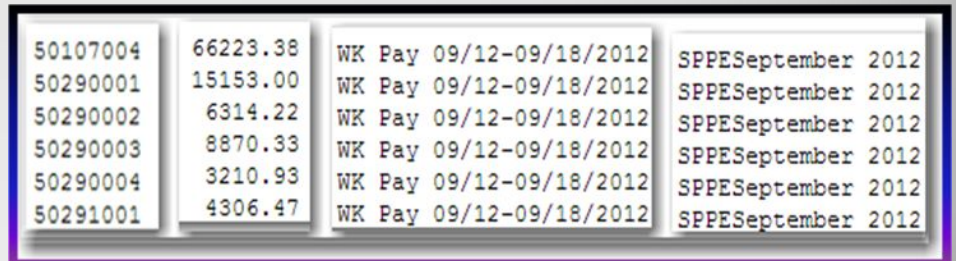
a.1.3 See output – shows process's output



The screenshot shows the SAP 'See output' screen displaying a table of Cost Center GL Code Debit and Credit. The table has four rows of data.

Cost Center	GL Code	Debit	Credit
100-1	107004		3,981.52
100-1	150000		208.33
100-1	151001		675.00
100-1	290001		1,052.00

a.1.4 New Generate SAP GL file -clear all the lists from the top.



The screenshot shows the SAP 'New Generate SAP GL file' screen displaying a table of GL Code Debit Credit and Description. The table has seven rows of data.

GL Code	Debit	Credit	Description
50107004	66223.38		WK Pay 09/12-09/18/2012
50290001	15153.00		WK Pay 09/12-09/18/2012
50290002	6314.22		WK Pay 09/12-09/18/2012
50290003	8870.33		WK Pay 09/12-09/18/2012
50290004	3210.93		WK Pay 09/12-09/18/2012
50291001	4306.47		WK Pay 09/12-09/18/2012
			SPPeptember 2012

B. Setup GL Download Parameters

- b1. GL Breakdown** –shows breakdowns per employee, GL and cost center.
- b2. GL per SDSA Breakdown** – lists of establishments that has made transaction for salary deduction.

Monthly Payroll Period Setup GL Download Parameters

GL Breakdown... b1

GL Code	Description	Tagging
107004		Breakdown Per GL
123		Breakdown Per Employee
133		Breakdown Per Cost Center
150000		Breakdown Per Employee

GL Per SDSA Breakdown... b2

SDSA Code	SDSA Desc.
302	UNION DUES/AGENCY FEE
601	UCPB LOAN
702	MARILAO CANTEEN 1
703	COOP LOAN

III. Log Off

-enables you to log out in the system