AutoSOA

Payroll: your onboarding guide

Built 2026-11-06 from the course's final takes.

How to use this guide: watch the lesson, then do the same with this page open.

Lesson map

#	Lesson	Who	Min	At the end you will have
01	First sign-in and the company's clock	owner	4	a new password; the company's time zone saved and its 12-hour clock checked
02	Your team: roles and logins	owner	7	logins for Ana, Paolo, John and Mark, each with a ready-made payroll role
03	The employer	payroll officer	6	Bayanihan Logistics on file with its TIN, RDO and agency numbers; paydays the 15th and the 30th; contributions on the first payday; tax from the BIR table
04	Statutory tables and the minimum wage	payroll officer	4	the SSS, PhilHealth, Pag-IBIG and tax tables added and one salary checked; the NCR minimum wage on file
05	Holidays and leave	payroll officer	7	the 2026 holidays and the statutory leave types; vacation and sick leave, 10 days each, kept as balances
06	Departments and schedules	payroll officer	6	Office and Warehouse; the office schedule (Mon–Fri) and the warehouse schedule (Mon–Sat), 8:00 AM–5:00 PM, 10-minute grace
07	Pay elements	payroll officer	4	a rice allowance the office gets every payday, and a productivity bonus kept for off-cycle runs
08	Your employees	payroll officer	7	twelve from the go-live file, after the import refuses one SSS number typed wrong; Cristina typed in by hand; 13 on the list
09	Pay rates and figures from before go-live	payroll officer	7	Cristina's starting rate and her previous employer's figures added by hand; the imported rates, year-to-date figures and leave balances checked
10	The roster	payroll officer	1	Mark's Saturday 7 November turned into a rest day on the roster, the schedule left as it is
11	The owner's checks	owner	6	the statutory tables and every imported bank account verified by Teresa; the segregation-of-duties report read

#	Lesson	Who	Min	At the end you will have
12	Your time clock	payroll officer	2	the warehouse's ZKTeco clock registered by its serial number; its punches arriving on Time logs by themselves (a script plays the clock)
13	The payroll calendar	payroll officer	2	November read off the calendar: the planned paydays on the 15th and 30th, the holidays, and the 1601-C, Pag-IBIG, PhilHealth and SSS deadlines
14	An employee's day	employee	2	John's clock-in today, seen on My Day and My Attendance
15	The cut-off's attendance	payroll officer	5	the 26 October–10 November attendance period, with the clock's log from before it was connected and its pushed punches on every timecard
16	Overtime and leave requests	employee, then supervisor	6	John's overtime asked for; Grace's sick leave filed; both approved by Paolo
17	Close the attendance	payroll officer	4	the last open issue settled; the period locked
18	The pay run	payroll officer	4	the 15 November run calculated in the background; John's payslip read
19	Approve the pay run	owner	3	the run approved with a note and posted; its **History** shows Ana calculated it, and Teresa approved and posted it. Ana's role has no approve button
20	Pay your people	payroll officer, then owner	4	the batch built, released, its bank file downloaded in the bank's own format, every transfer marked paid
21	Email the payslips	payroll officer	1	every payslip of the 15 November run emailed; John's email opened in his inbox
22	Your payslip	employee	3	John reads his 15 November payslip line by line and keeps the PDF
23	Government remittances	payroll officer	4	November's SSS, PhilHealth, Pag-IBIG and BIR remittances prepared; each agency's file and the PhilHealth EPRS file downloaded; the 1601-C read
24	Accounting and reports	payroll officer	5	the 15 November journal exported; the payroll register downloaded
25	A new hire starts mid cut-off (Carlo, 4 November)	by scenario	7	A new hire starts mid cut-off (Carlo, 4 November)
26	Someone takes half a day off (Liza, the morning of 30 October, vacation leave)	by scenario	3	Someone takes half a day off (Liza, the morning of 30 October, vacation leave)

#	Lesson	Who	Min	At the end you will have
27	A raise from a set date (Paolo, from 1 November)	by scenario	4	A raise from a set date (Paolo, from 1 November)
28	A mistake turns up after the run is posted: void it and redo it	by scenario	6	A mistake turns up after the run is posted: void it and redo it
29	A bank transfer fails (Mark, paid in cash)	by scenario	4	A bank transfer fails (Mark, paid in cash)
30	An SSS salary loan is deducted from pay (John)	by scenario	7	An SSS salary loan is deducted from pay (John)
31	A bonus paid outside the cut-off (the warehouse's October productivity bonus, from a CSV, paid 20 November)	by scenario	2	A bonus paid outside the cut-off (the warehouse's October productivity bonus, from a CSV, paid 20 November)
32	Two people swap a shift (John asks Mark for Saturday 21 November; Mark agrees; Paolo approves)	by scenario	3	Two people swap a shift (John asks Mark for Saturday 21 November; Mark agrees; Paolo approves)
33	Someone resigns: clearance, final pay and certificate of employment (Grace, last day 6 November)	by scenario	4	Someone resigns: clearance, final pay and certificate of employment (Grace, last day 6 November)
39	Guide me	payroll officer	4	Liza Navarro's vacation leave for a day next week, filed through **Guide me** one question at a time, found pending on **Leave requests**

Lesson 01 · owner · 4 min · `payroll-onboard-01.webm`

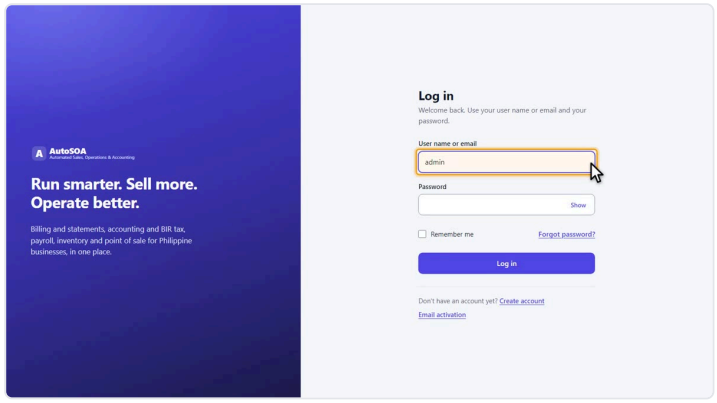
First sign-in and the company's clock

> **At the end you will have:** a new password; the company's time zone saved and its 12-hour clock checked

> **Before you start:** You need the temporary password your implementer sent you. Pause the video at any time, and do the same on your screen.

1. This is the sign-in page. The owner's login is called admin.

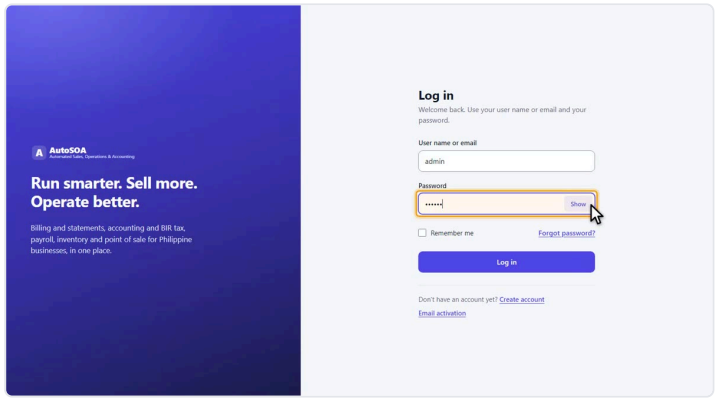
   Type admin in **User name or email**.



Your user name is in the box.

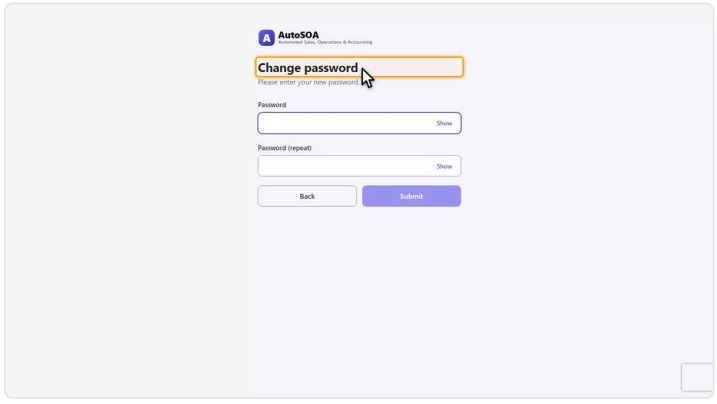
2. The first time, you sign in with the temporary password.

   Type the temporary password in **Password**.



The password shows as dots.

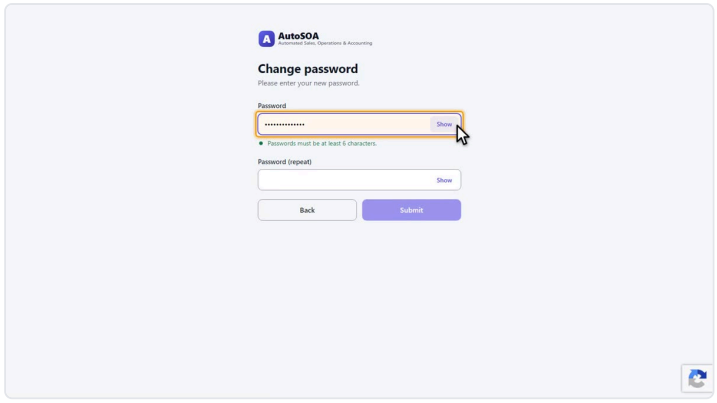
3. Click **Log in**.



The **Change password** page opens.

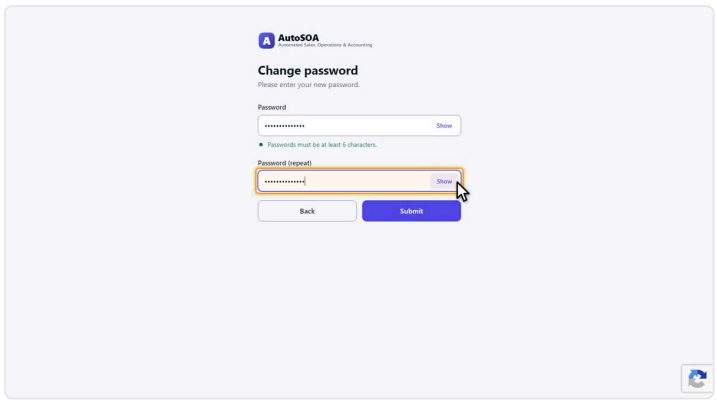
4 Now choose a password of your own. Nobody else should know it.

Type your new password in Password.



Your new password is in the box.

5 **Type it again in Password (repeat).**

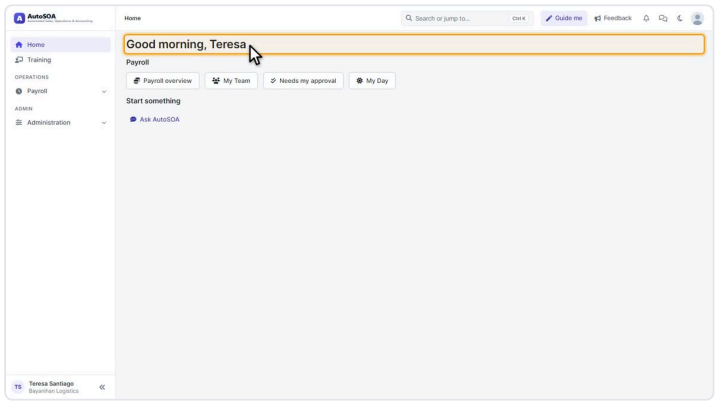


The two boxes match.

6 **Click Submit.**

AutoSOA saves your new password, then signs you in.

Home shows where your work starts. The **Payroll** section holds the payroll screens for your role.

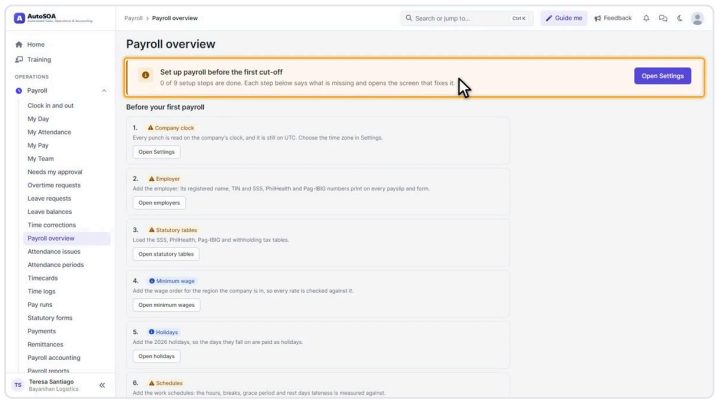


You are signed in, and Home greets you by name.

7 The payroll overview tells you what to do next, in order.

Click Payroll overview.

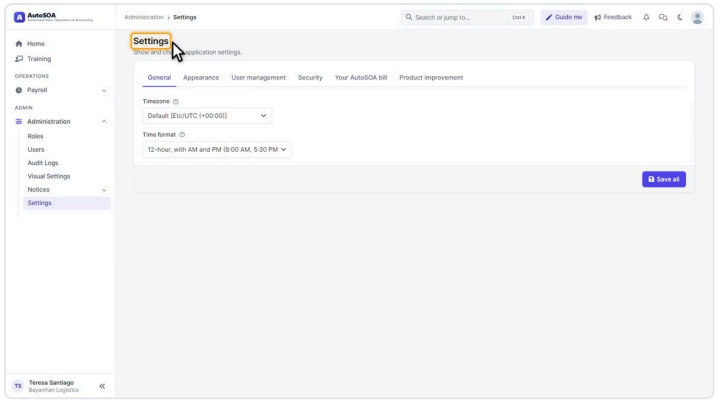
Below are nine setup steps. Each step says what is missing, and has a button to the screen that fixes it.



It says **Set up payroll before the first cut-off**.

8 The first step is the **Company clock**. Every punch takes its time from it, and a new account starts on world time (UTC), not Philippine time.

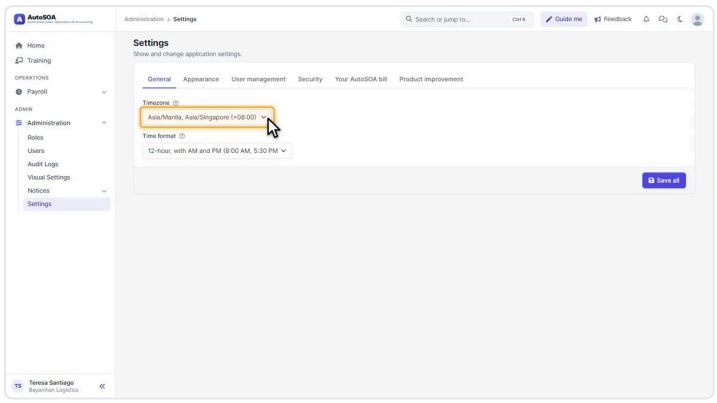
Click **Open Settings**.



The **Settings** page opens, on **General**.

9 The time zone decides the day and the hour of every punch.

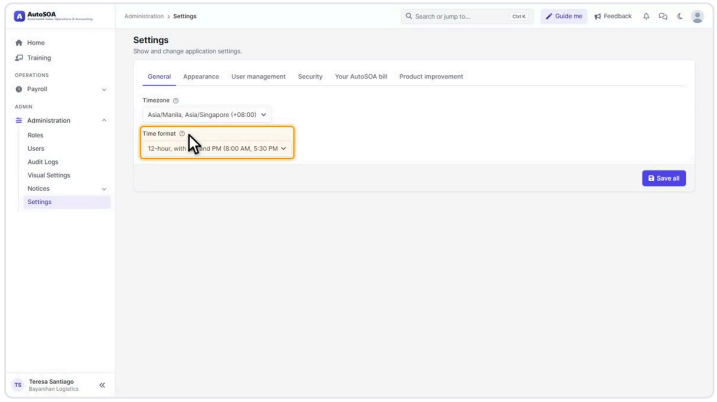
Choose **Asia/Manila, Asia/Singapore (+08:00)** in **Timezone**.



Timezone now shows Asia/Manila, Asia/Singapore.

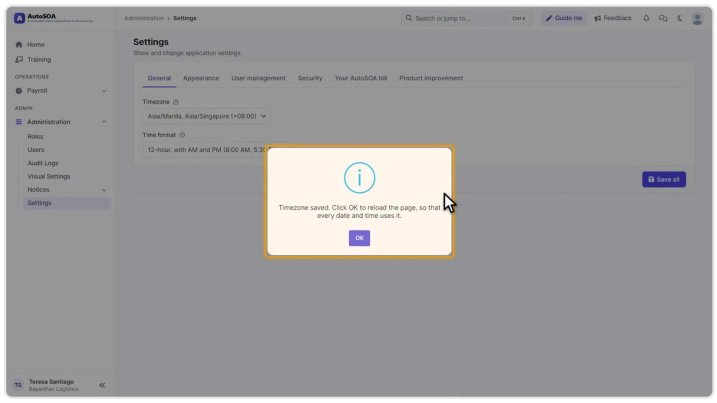
10 The time format decides how every time prints: 8:00 AM, or 08:00.

12-hour, with AM and PM is already chosen in **Time format**. Leave it.



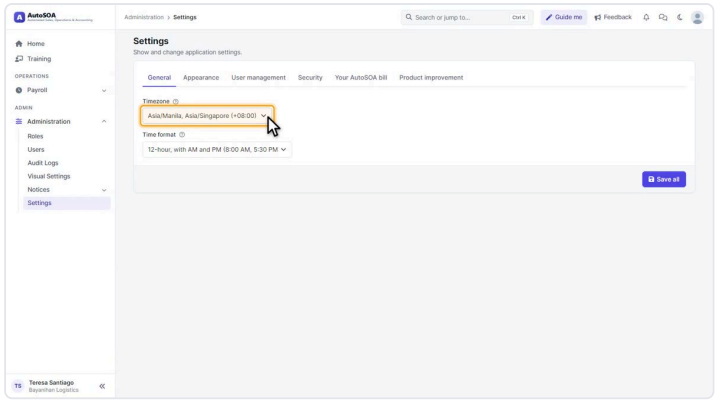
Every time in AutoSOA will print as 8:00 AM, not 08:00.

11 Click **Save all**.



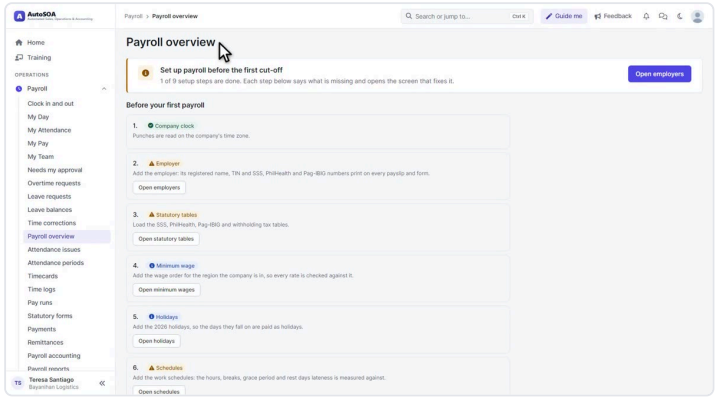
A message says **Timezone saved. Click OK to reload the page, so that every date and time uses it.**

12 Click **OK**.



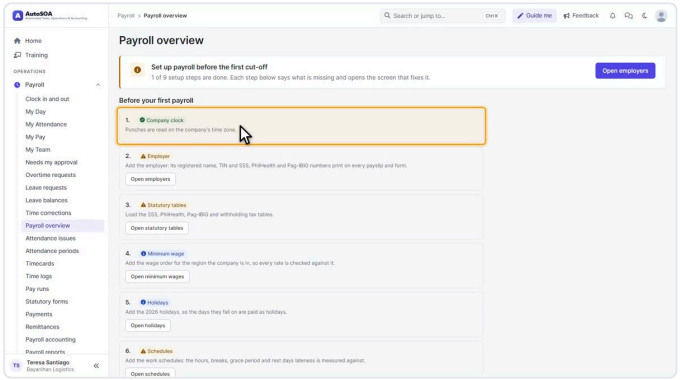
The page reloads, and Timezone still shows Asia/Manila.

13 Open **Payroll**, then **Payroll overview**.

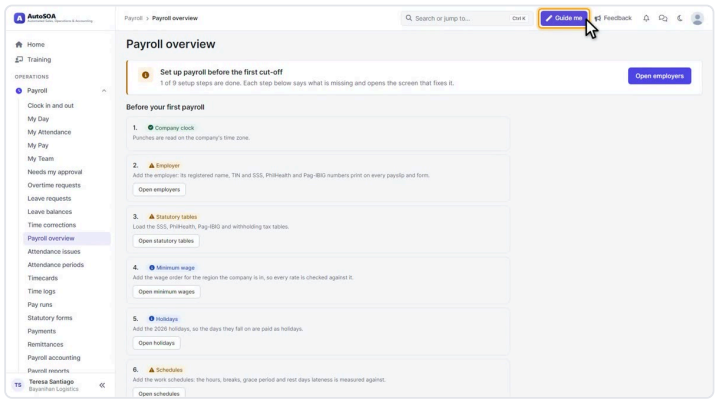


This is the payroll overview again.

Check



The **Company clock** step is done: **Punches are read on the company's time zone.**



Guide me, at the top of every page, walks you through a payroll task one question at a time. Lesson 39 shows it.

You signed in, chose your own password, and set the company clock to Philippine time with AM and PM. The next setup step, the employer, is for your payroll officer. First, in lesson 2, you give your team their own logins.

Check yourself

Where do you see what to set up next, in order?

Where do you set the company's time zone?

Why must you set the company clock before anyone clocks in?

Common mistakes

The screen says	What to do
Invalid user name or password	Type admin in **User name or email**. Type the temporary password exactly as your implementer sent it, then click **Log in**.
Passwords do not match!	Type the same new password in **Password** and **Password (repeat)**. **Submit** works only when the two boxes match.
Every punch is read on the company's clock, and it is still on UTC. Choose the time zone in Settings.	Click **Open Settings**. Choose **Asia/Manila, Asia/Singapore (+08:00)** in **Timezone**, then click **Save all**.

Lesson 02 · owner · 7 min · `payroll-onboard-02.webm`

Your team: roles and logins

> **At the end you will have:** logins for Ana, Paolo, John and Mark, each with a ready-made payroll role

> **Before you start:** You need your own login from lesson 1, and an email address for each person.

1

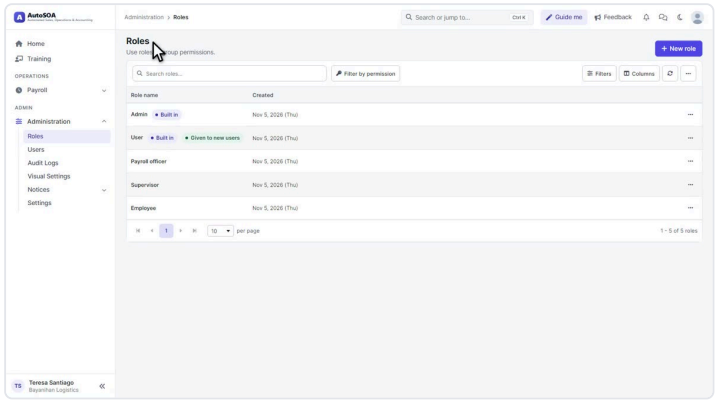
Open **Administration**, then **Roles**.

Payroll officer prepares payroll every cut-off. At Bayanihan, that is Ana Reyes.

Supervisor approves their people's overtime and leave. Paolo Mendoza supervises the warehouse.

Employee is for everyone else: clocking in and out, asking for leave, and seeing their own payslips. John Cruz works in the warehouse.

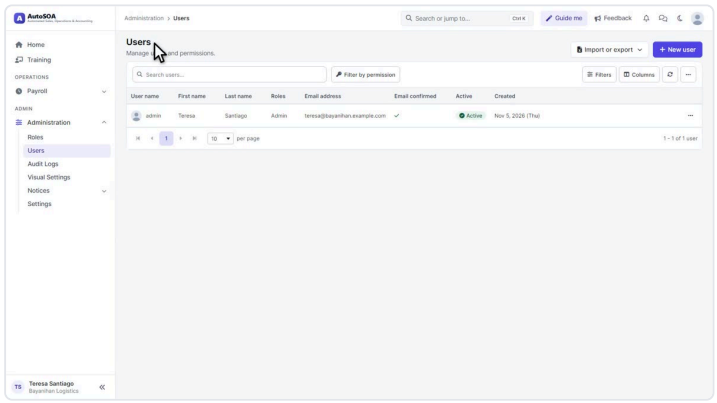
Payroll came with these three roles. Your own login has **Admin**: you approve each payroll, and check what Ana sets up.



This is the **Roles** page. A role is a job: it decides what a person sees and may do.

2

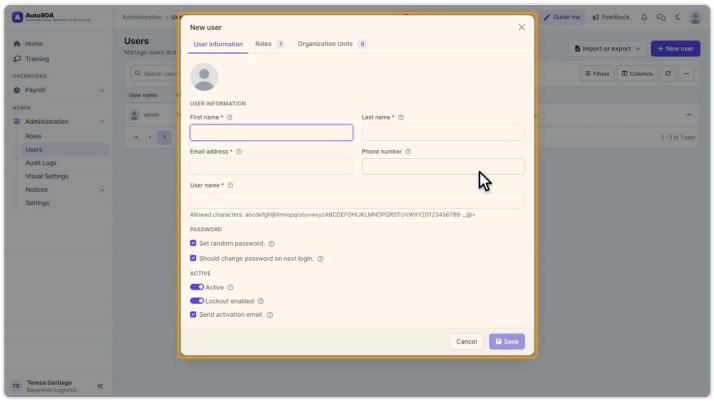
Open **Administration**, then **Users**.



This is the **Users** page. It lists every login, and for now there is only yours.

3 A login is a person's own user name and password. Start with Ana Reyes, the payroll officer.

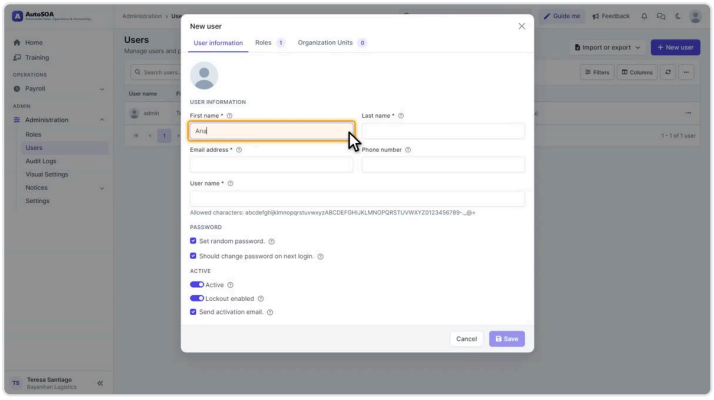
Click **New user**.



The **New user** form opens.

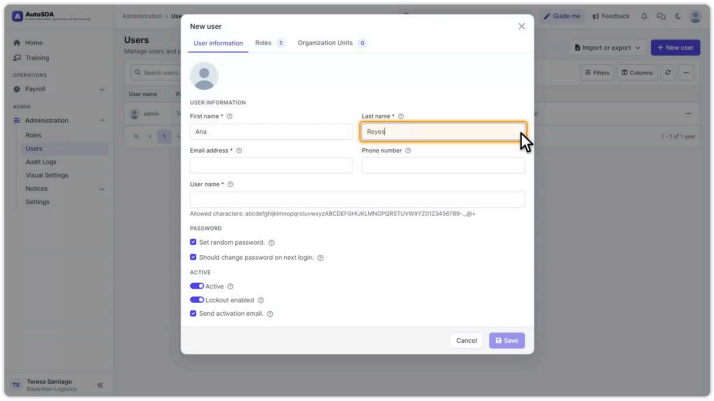
4 First, her name. AutoSOA greets her by it, and shows it on her work.

Type Ana in **First name**.



Her first name is in the box.

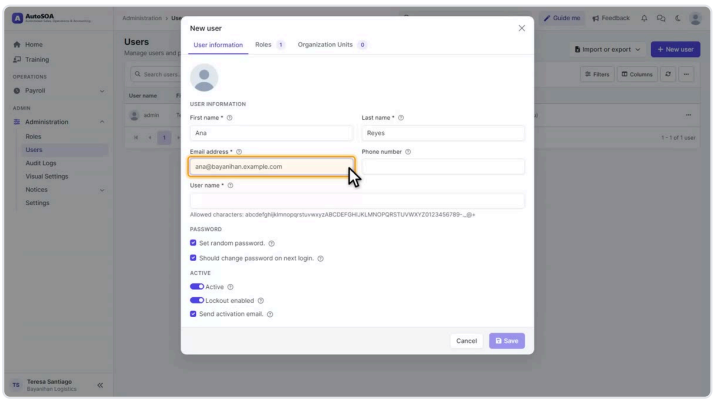
5 Type Reyes in **Last name**.



Her surname is in the box.

6 An email address is required. Password resets go to it, and Ana can sign in with it too.

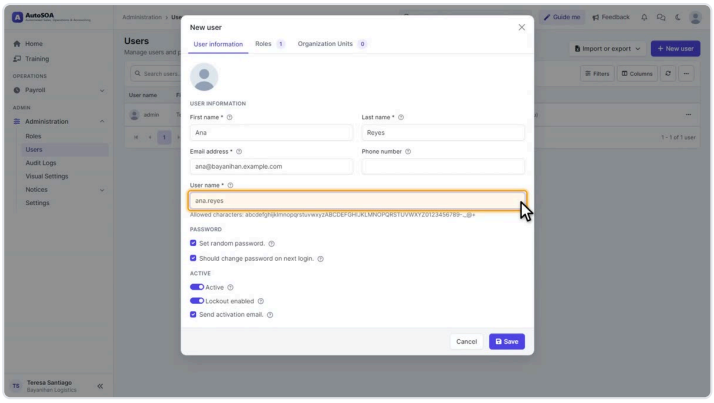
Type Ana's email address in **Email address** (here, ana@bayanihan.example.com).



Her email address is in the box.

7 **User name** is what Ana types to sign in. First name, a dot, then surname is easy to remember.

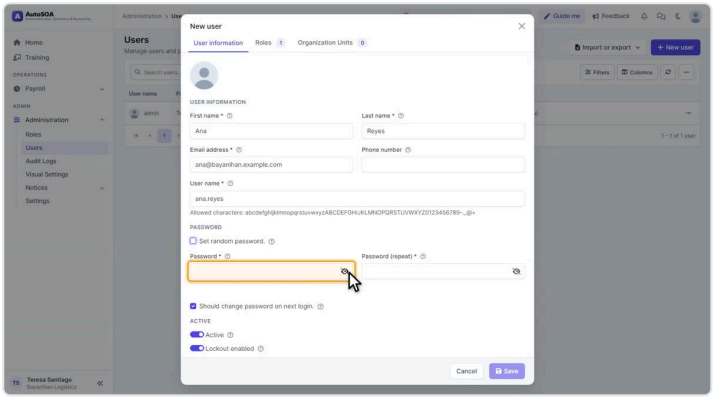
Type her user name in **User name** (here, ana.reyes).



Her user name is in the box.

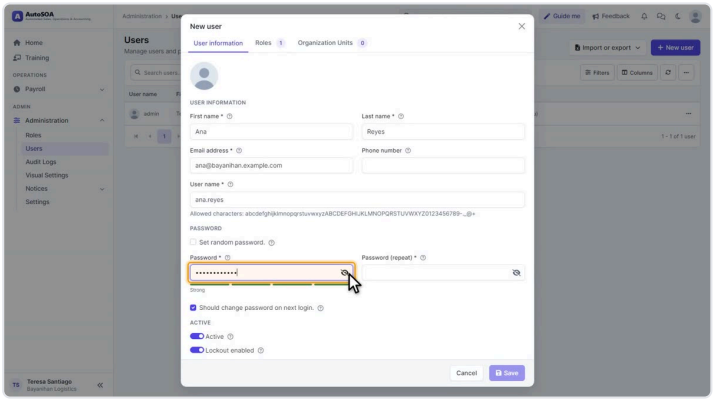
8 Next, her first password. You give her a temporary one, as your implementer gave you.

Turn off **Set random password.**



Password and **Password (repeat)** appear.

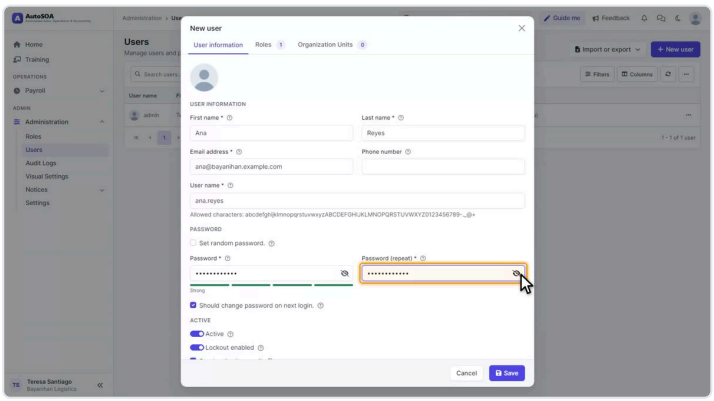
9 Type a temporary password in **Password**.



The password shows as dots.

10 Type it again in **Password (repeat)**.

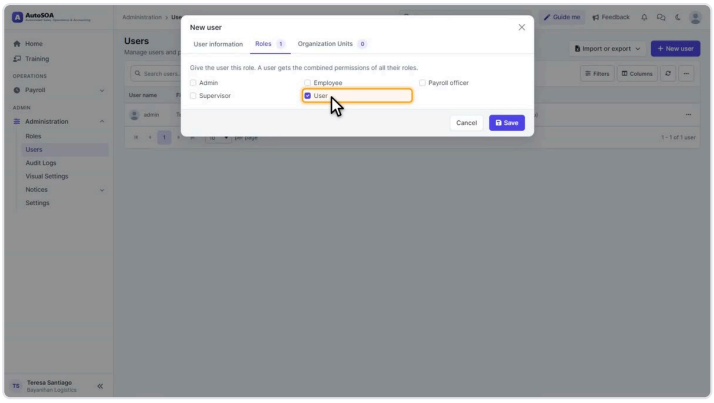
Should change password on next login. is already on. Ana chooses her own password the first time she signs in.



The two boxes match.

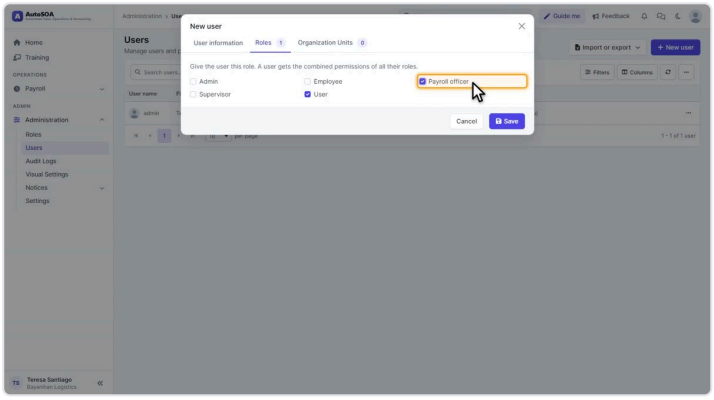
11 Now her job. The **Roles** tab gives the login its role.

Click **Roles**.



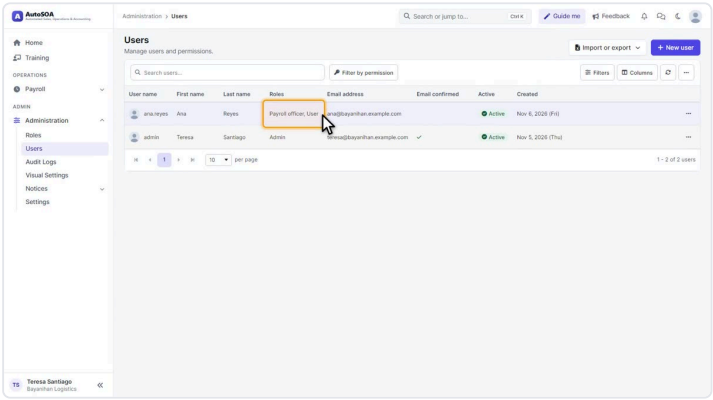
The roles are listed. **User** is already on: every new login gets it.

12 Turn on **Payroll officer**.



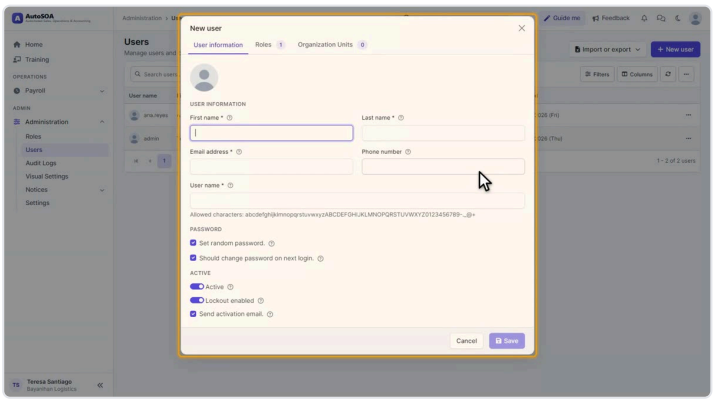
Payroll officer is on.

13 Click **Save**.



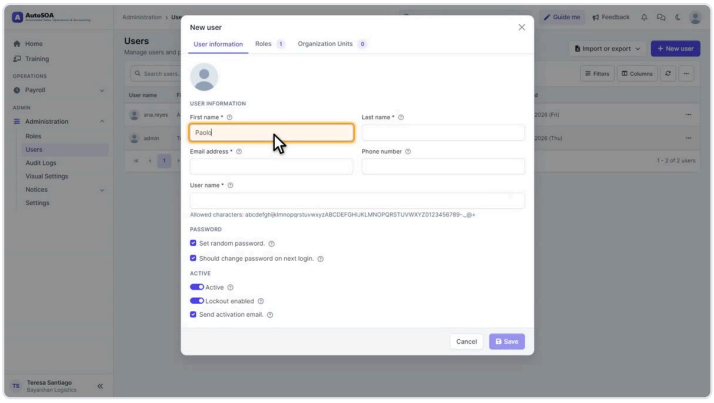
Ana is on the list, with **Payroll officer** under **Roles**.

14 Now Paolo, the warehouse supervisor. Click **New user**.

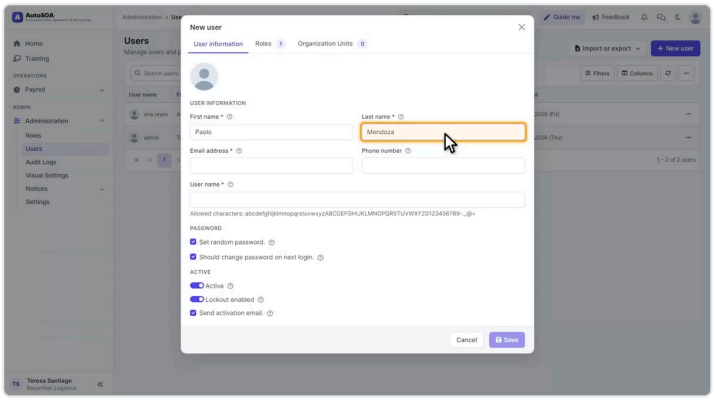


A new, empty form opens.

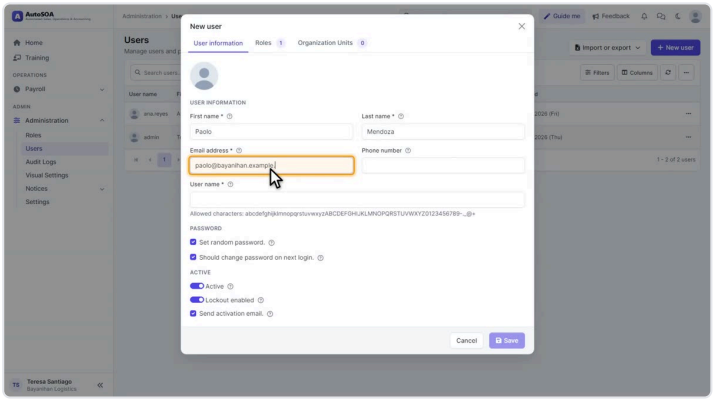
15 Type Paolo in **First name**.



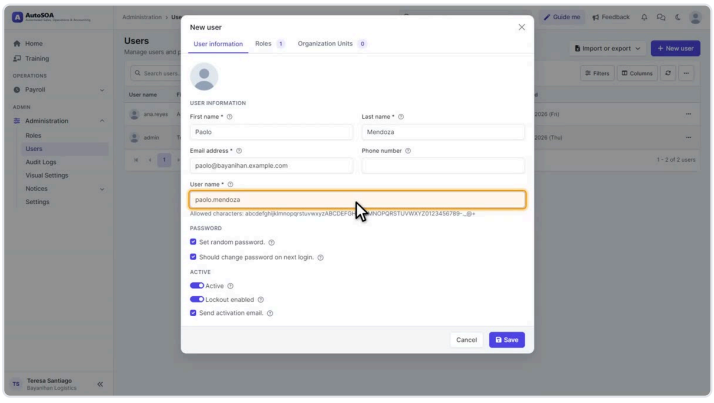
16 Type Mendoza in **Last name**.



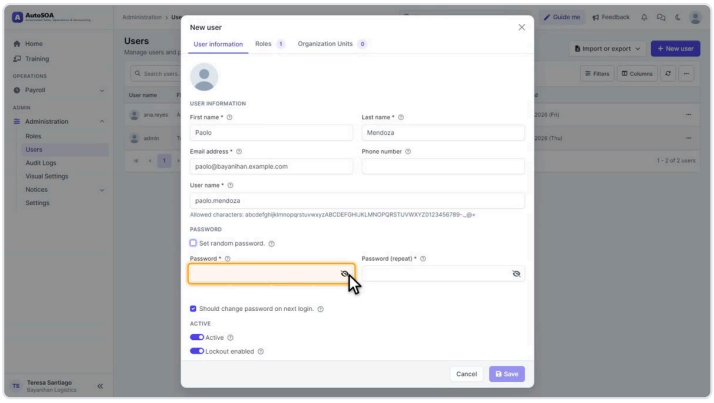
17 Type Paolo's email address in **Email address** (here, paolo@bayanihan.example.com).



18 Type his user name in **User name** (here, paolo.mendoza).

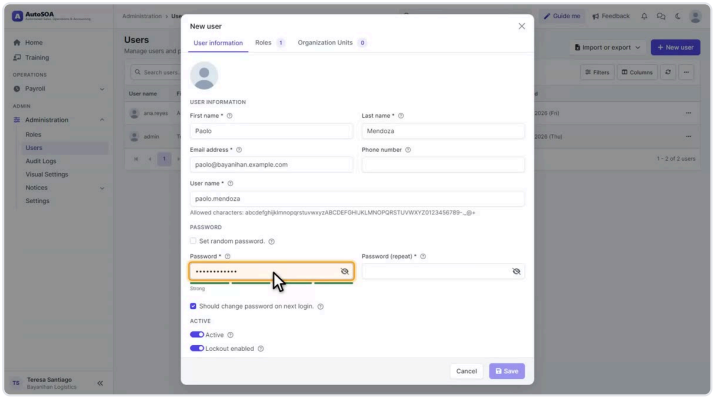


19 Turn off **Set random password.**

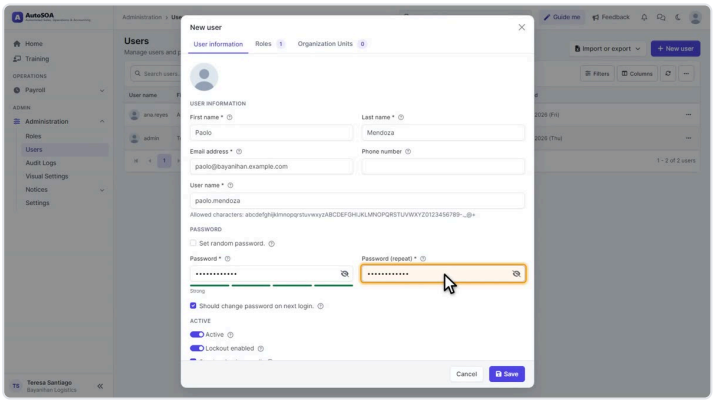


The password boxes appear.

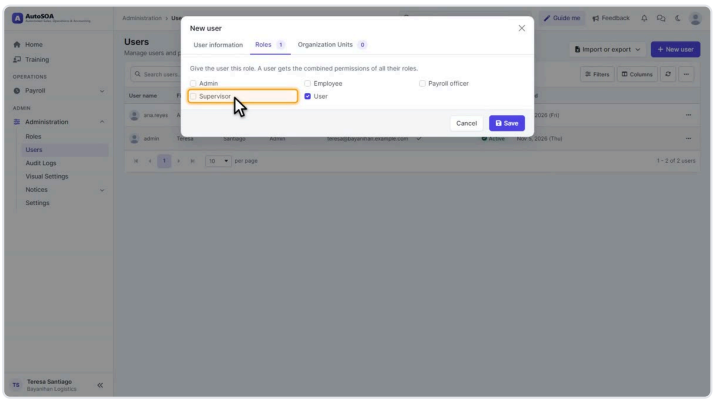
20 Type a temporary password in **Password**.



21 Type it again in **Password (repeat)**.

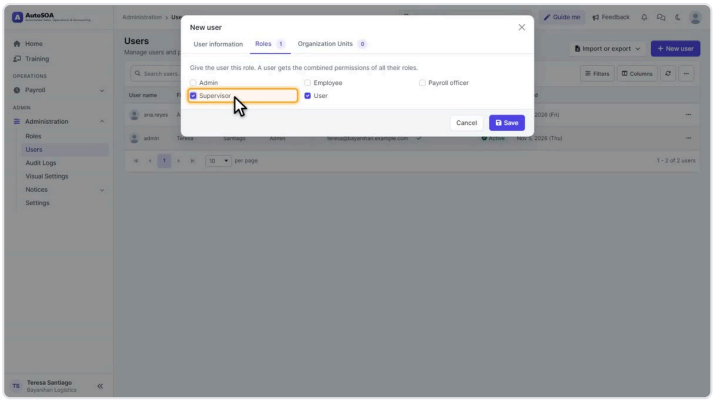


22 Click **Roles**.



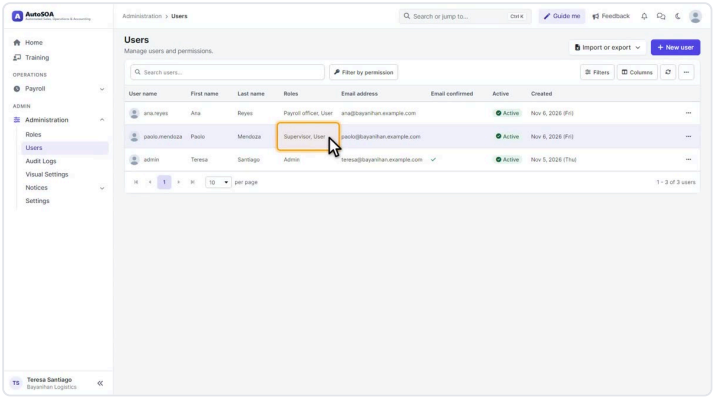
The roles are listed.

23 Turn on **Supervisor**.



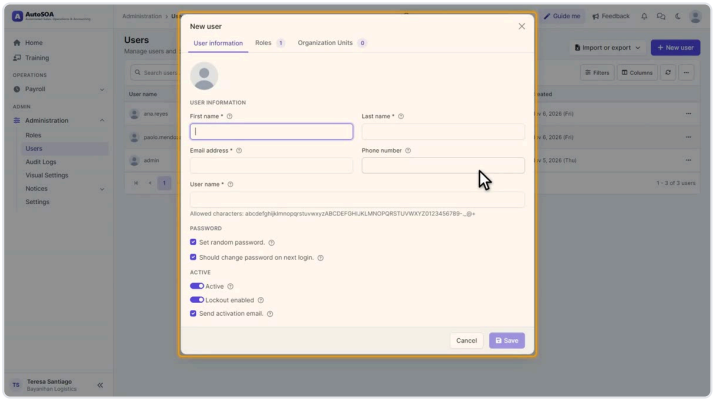
Supervisor is on.

24 Click **Save**.



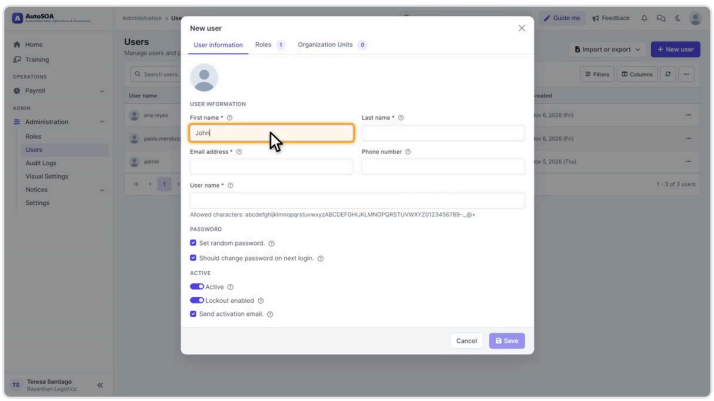
Paolo is on the list, with **Supervisor** under **Roles**.

25 Next, John, who works in the warehouse. Click **New user**.

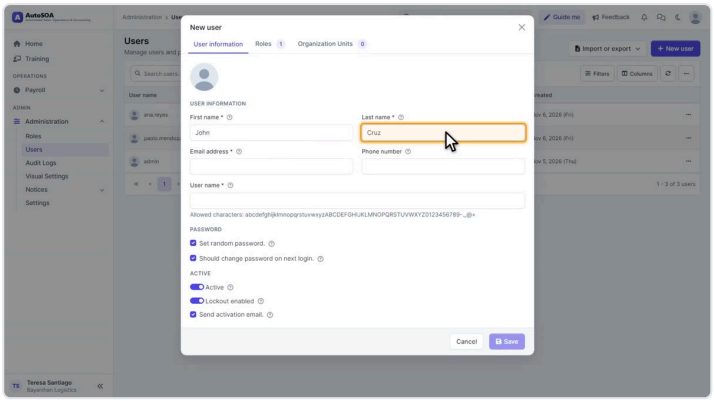


A new, empty form opens.

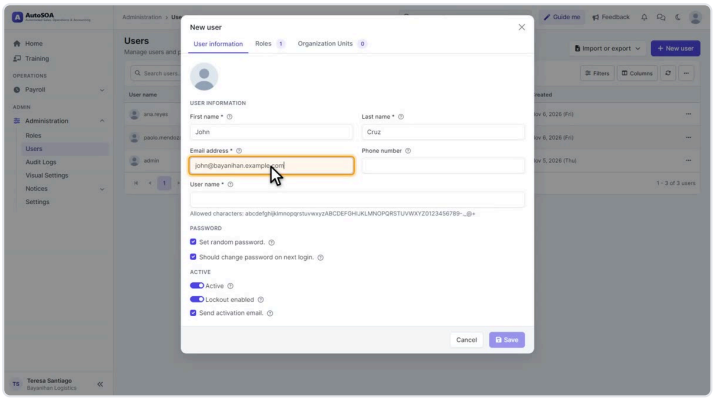
26 Type John in **First name**.



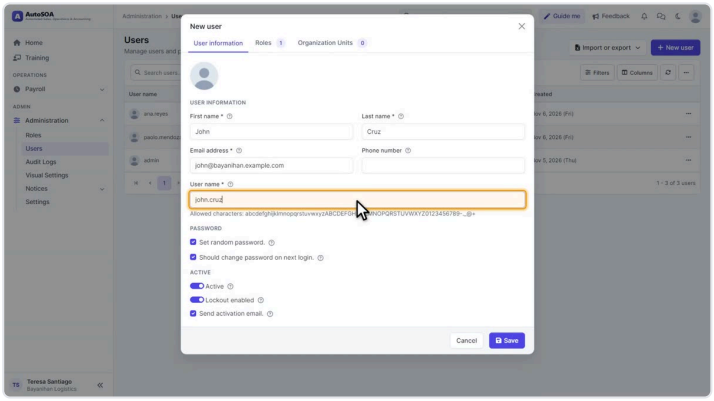
27 Type Cruz in **Last name**.



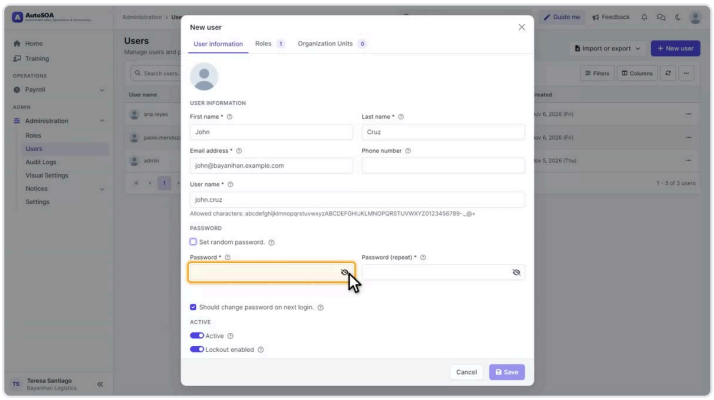
28 Type John's email address in **Email address** (here, john@bayanihan.example.com).



29 Type his user name in **User name** (here, john.cruz).

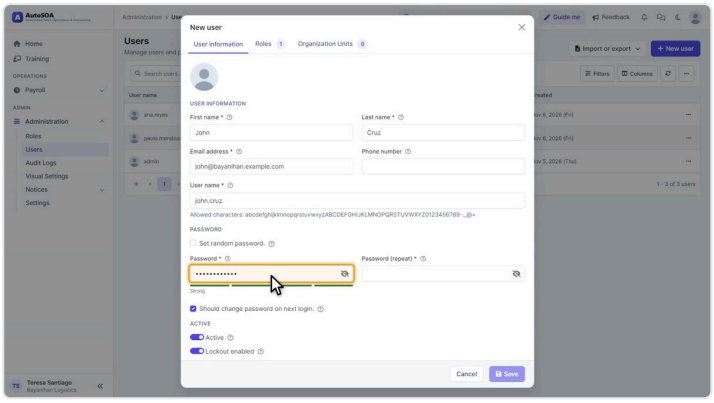


30 Turn off **Set random password.**

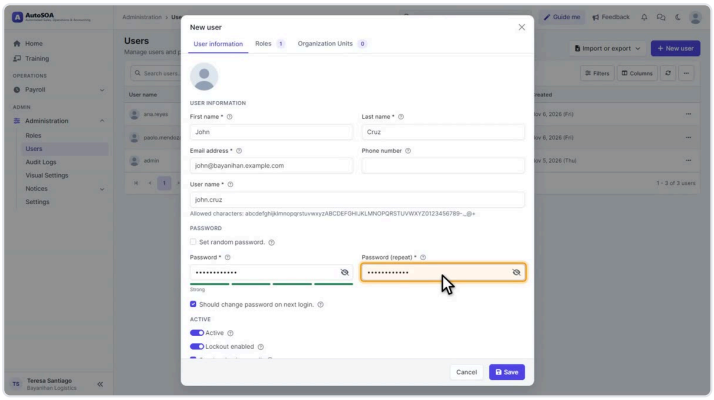


The password boxes appear.

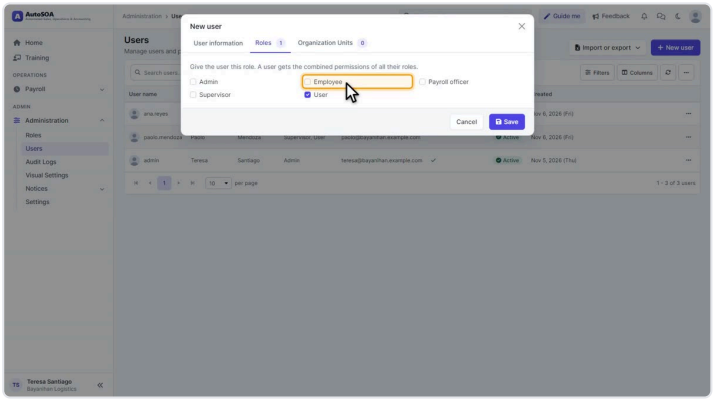
31 Type a temporary password in **Password**.



32 Type it again in **Password (repeat)**.

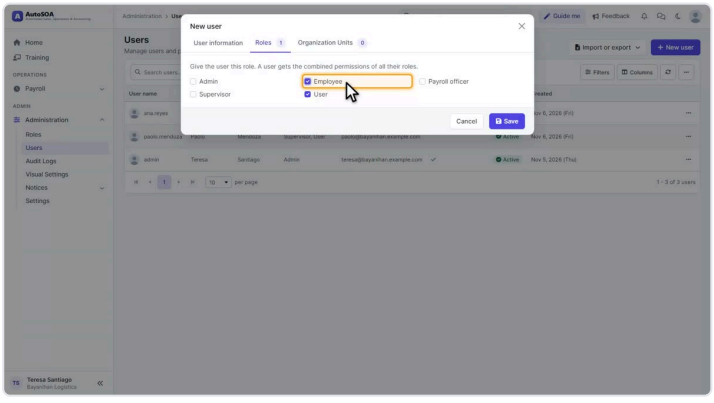


33 Click **Roles**.



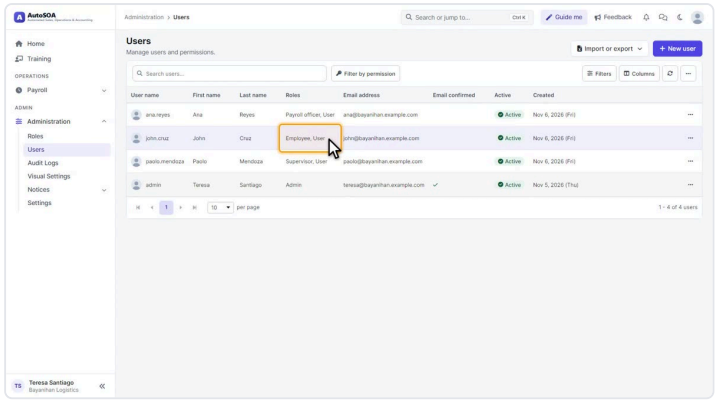
The roles are listed.

34 Turn on **Employee**.



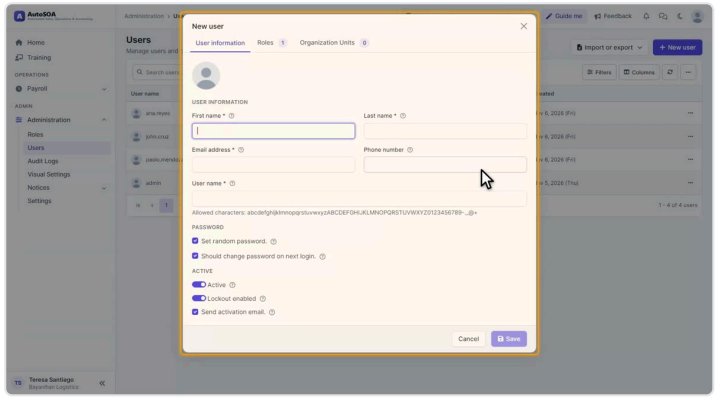
Employee is on.

35 Click **Save**.



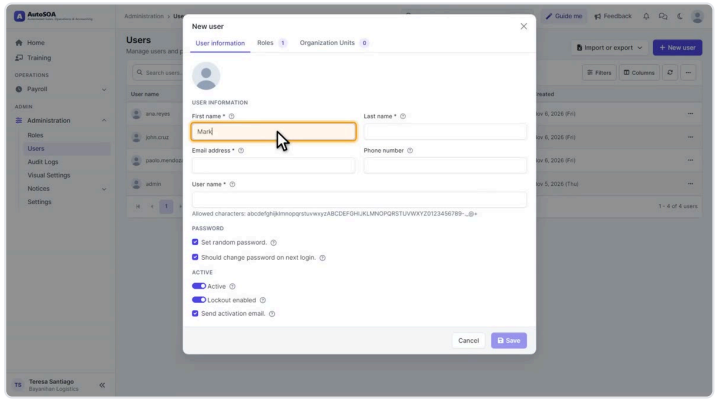
John is on the list, with **Employee** under **Roles**.

36 Last, Mark, who also works in the warehouse. Click **New user**.

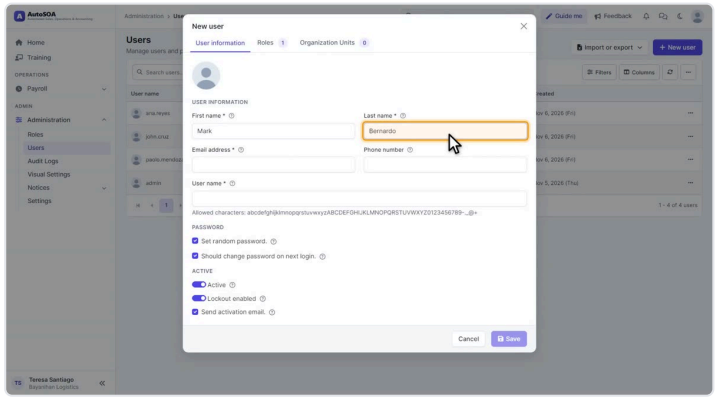


A new, empty form opens.

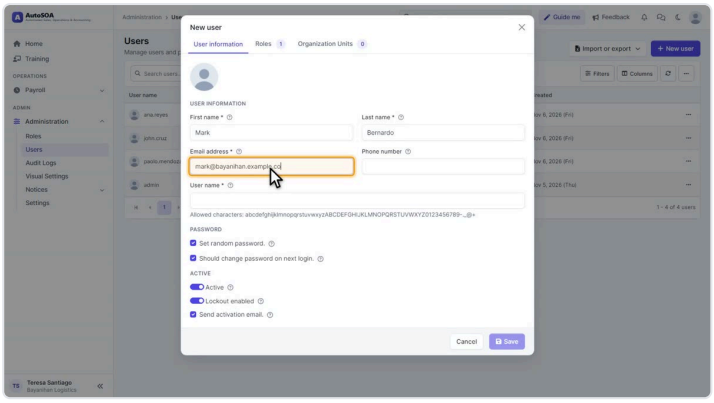
37 Type Mark in **First name**.



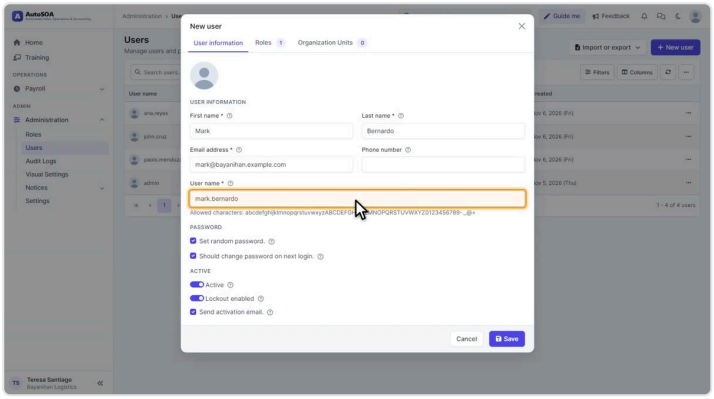
38 Type Bernardo in **Last name**.



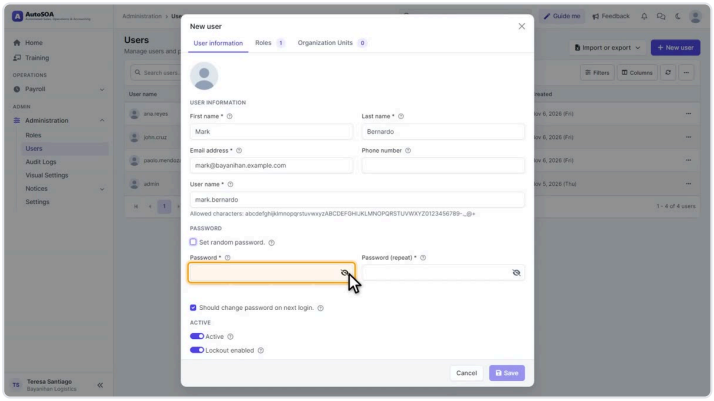
39 Type Mark's email address in **Email address** (here, mark@bayanihan.example.com).



40 Type his user name in **User name** (here, mark.bernardo).

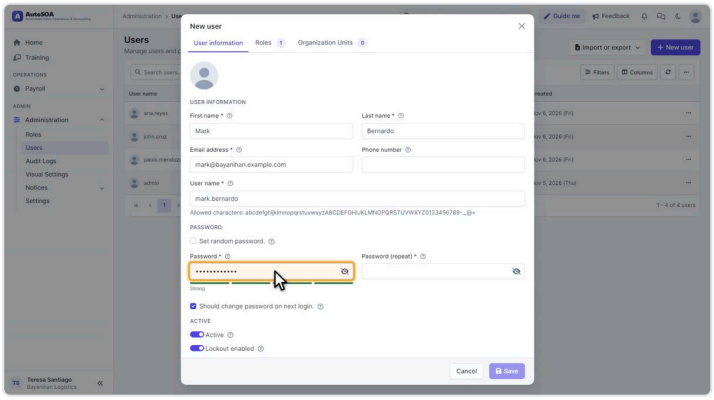


41 Turn off **Set random password.**

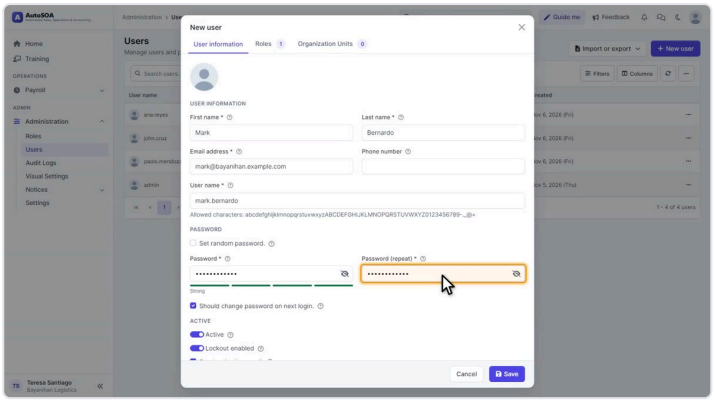


The password boxes appear.

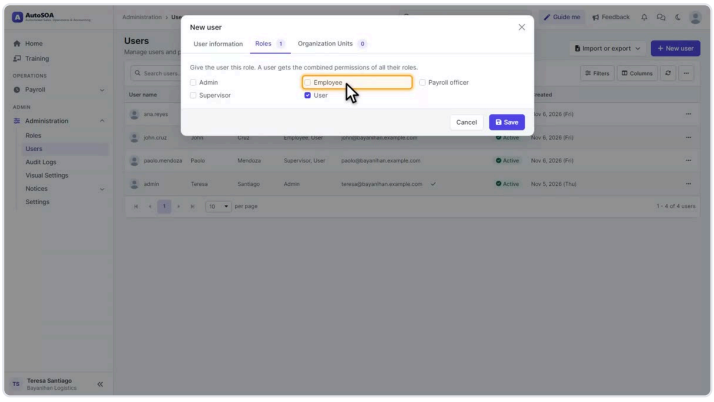
42 Type a temporary password in **Password**.



43 Type it again in **Password (repeat)**.

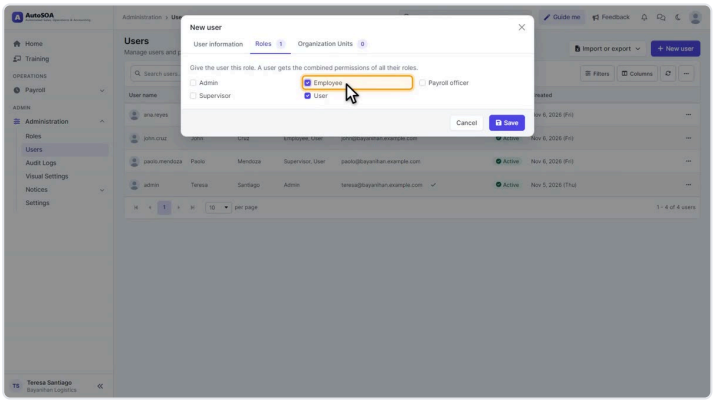


44 Click **Roles**.



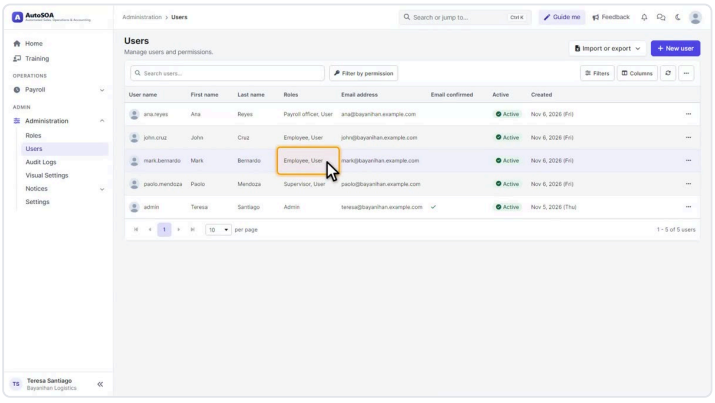
The roles are listed.

45 Turn on **Employee**.



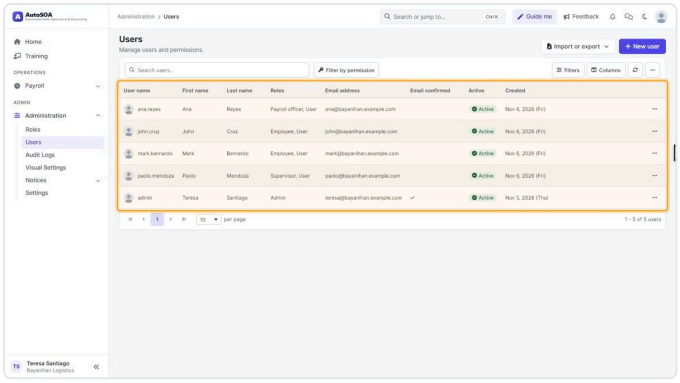
Employee is on.

46 Click **Save**.



Mark is on the list, with **Employee** under **Roles**.

Check



Ana, Paolo, John and Mark each have a login now, with their payroll role under **Roles**.

You saw the three payroll roles. You gave Ana, Paolo, John and Mark a login each, with a temporary password and their role. Give each person their user name and temporary password. In lesson 3, Ana signs in, and puts the employer on file.

Check yourself

Where do you give a person their own login?

Where on that form do you give the login its payroll role?

Whose login approves each payroll, and checks the statutory tables and bank accounts?

Common mistakes

The screen says	What to do
The **Users** list shows only **User** under **Roles**.	Click **Actions** on that row, then **Edit**. Click **Roles**, turn on the payroll role, and click **Save**.
Passwords do not match!	Type the same temporary password in **Password** and **Password (repeat)**. **Save** works only when the two boxes match.

Lesson 03 · payroll officer · 6 min · `payroll-onboard-03.webm`

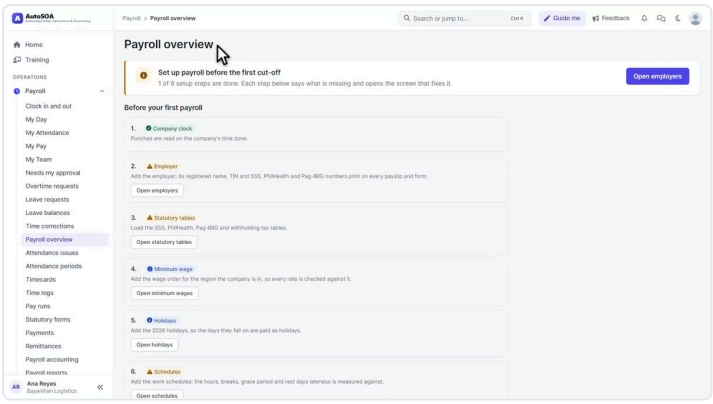
The employer

> **At the end you will have:** Bayanihan Logistics on file with its TIN, RDO and agency numbers; paydays the 15th and the 30th; contributions on the first payday; tax from the BIR table

> **Before you start:** This lesson is the payroll officer's. Ana has signed in once with the temporary password from lesson 2 and chosen her own, as you did in lesson 1. Have the company's registration papers ready.

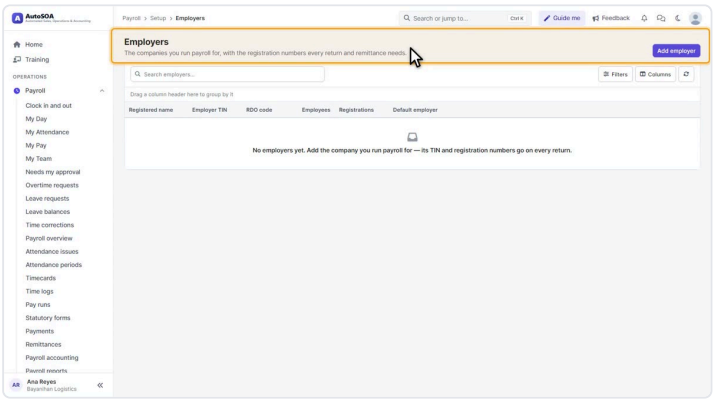
1 Open **Payroll**, then **Payroll overview**.

Step 2 is the **Employer**: your company, as the BIR and the agencies know it. Its numbers print on every payslip and form.



This is the payroll overview: **1 of 9 setup steps are done.**

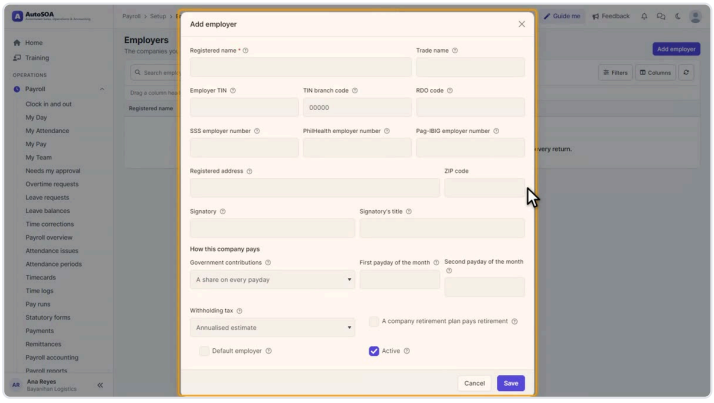
2 Click **Open employers**.



The **Employers** page opens. It says **No employers yet.**

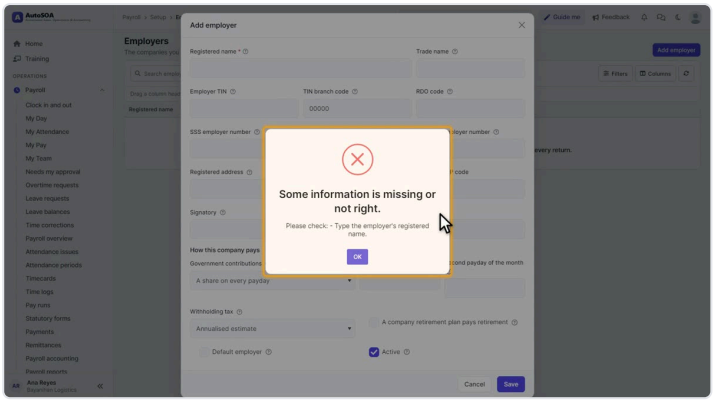
3 Bayanihan is one company, so it adds one employer.

Click **Add employer**.



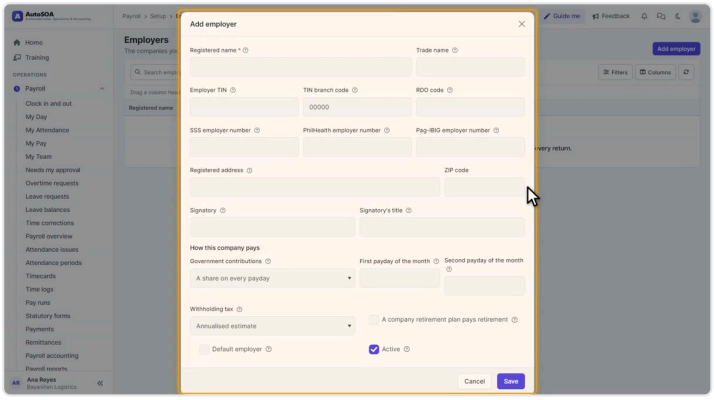
The **Add employer** form opens.

4 To see what happens when the name is missing, click **Save** now.



A message says **Some information is missing or not right.** Under **Please check:** it says **Type the employer's registered name.**

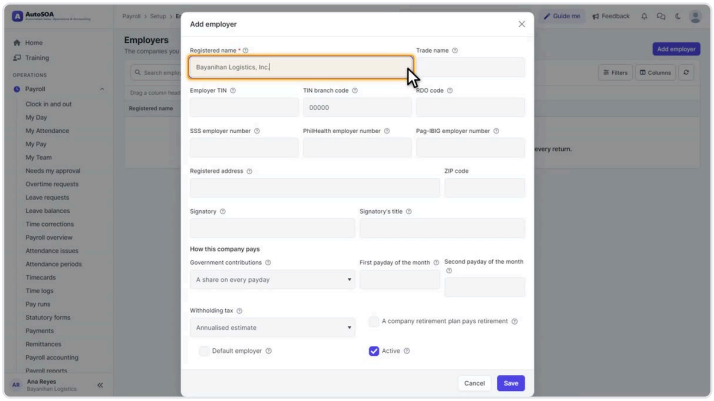
5 Click **OK**.



The **Add employer** form stays open, so nothing you typed is lost.

6 **Registered name** is the one required box. It must match the BIR Certificate of Registration.

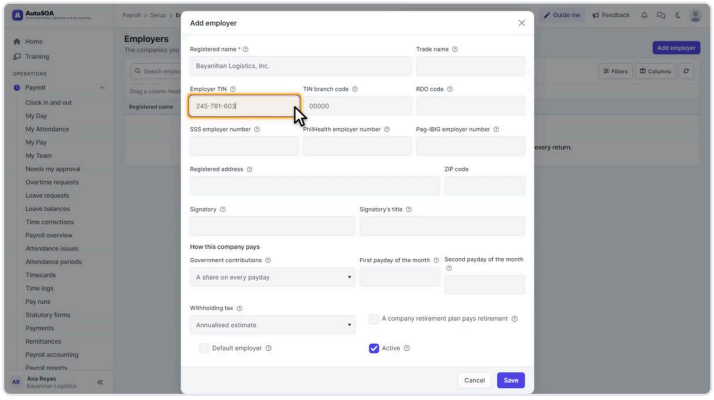
Type the company's registered name in **Registered name** (here, Bayanihan Logistics, Inc.).



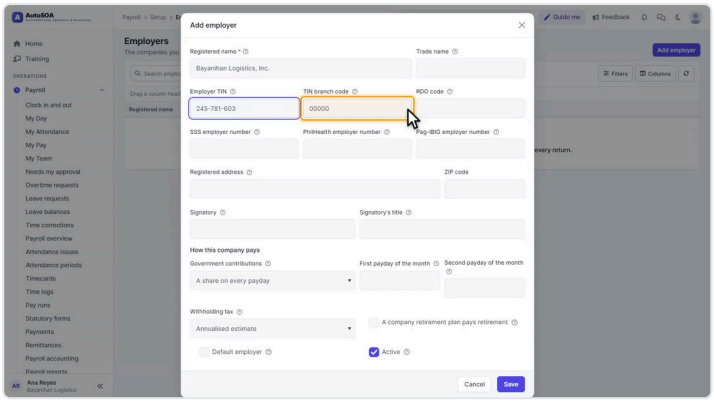
The name is in the box.

7 The TIN is the company's tax number from the BIR. The branch code has its own box, **TIN branch code**.

Type the company's nine-digit TIN in **Employer TIN** (here, 245-781-603). The branch code goes in its own box.



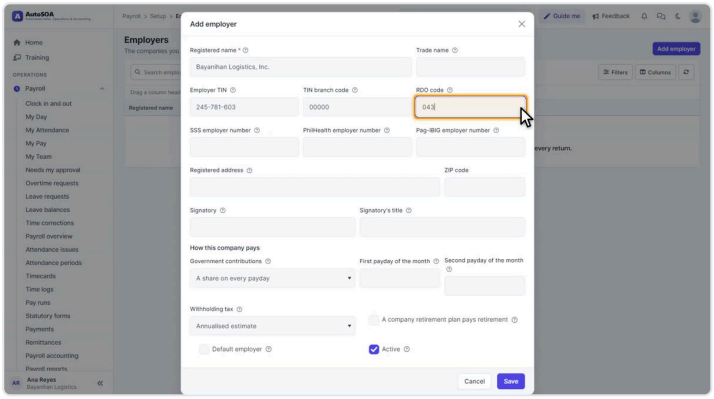
The TIN is in the box.



TIN branch code already shows 00000, the head office's code. A branch types its own.

8 **RDO code** names the BIR office the company is registered with. It is on the certificate too.

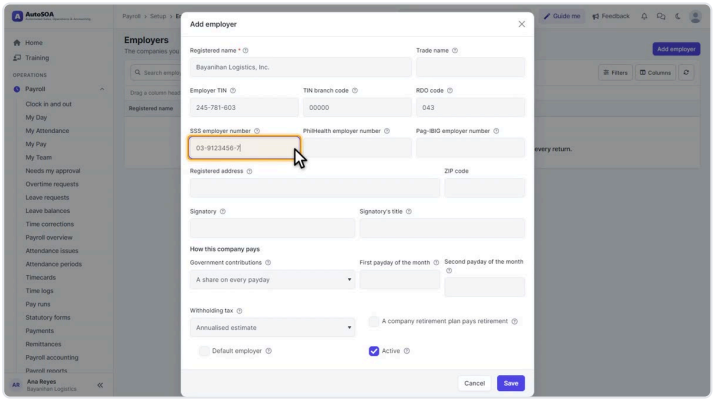
Type the company's RDO code in RDO code (here, 043).



The RDO code is in the box.

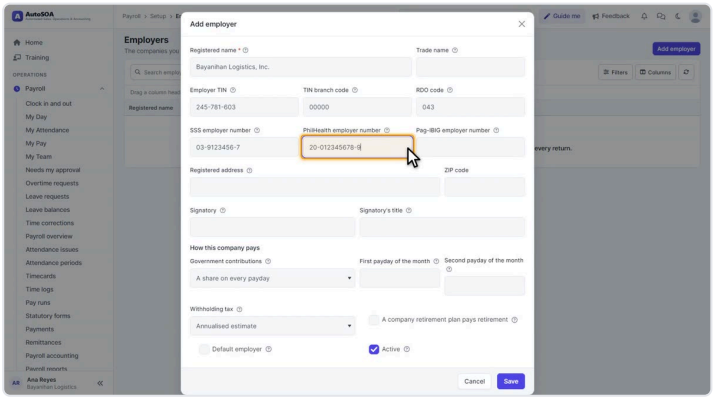
9 SSS, PhilHealth and Pag-IBIG each gave the company an employer number. Each has its own box.

Type the company's SSS number in SSS employer number (here, 03-9123456-7).



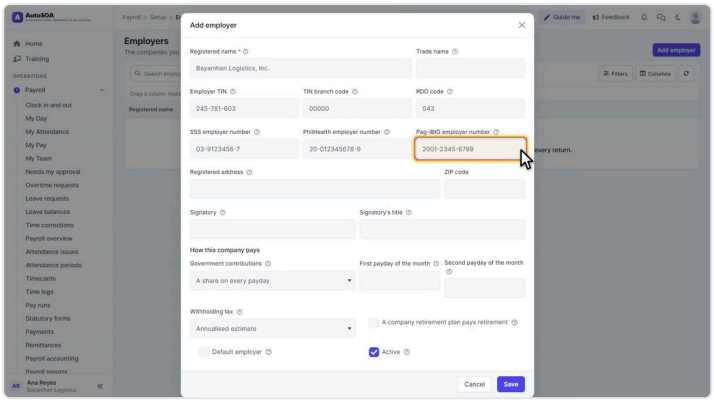
The SSS number is in the box.

10 **Type the PhilHealth number in PhilHealth employer number (here, 20-012345678-9).**



The PhilHealth number is in the box.

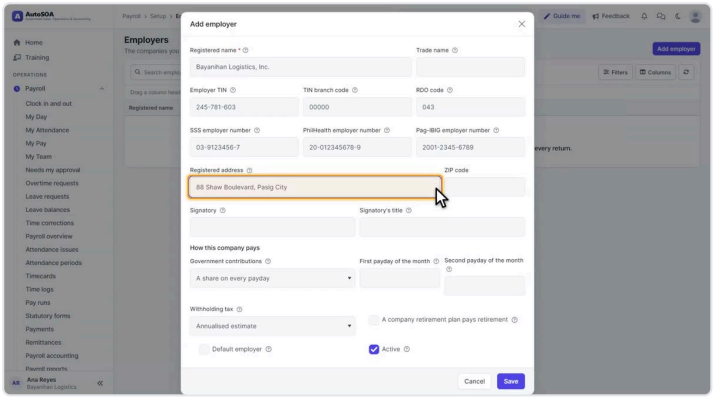
11 Type the Pag-IBIG number in **Pag-IBIG employer number** (here, 2001-2345-6789).



The Pag-IBIG number is in the box.

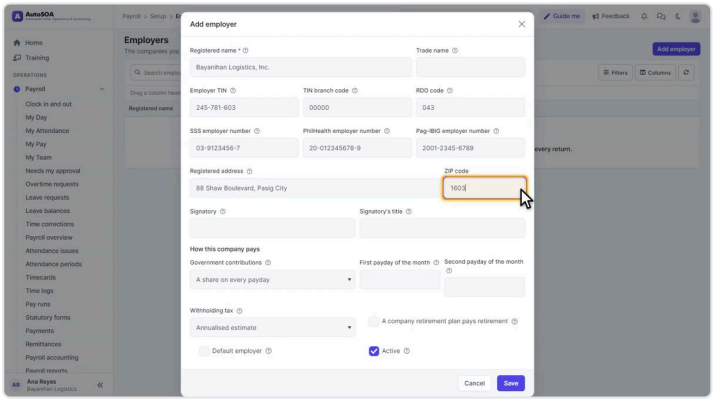
12 **Registered address** prints on the BIR forms. Use the one on the certificate.

Type the company's address in **Registered address** (here, 88 Shaw Boulevard, Pasig City).



The address is in the box.

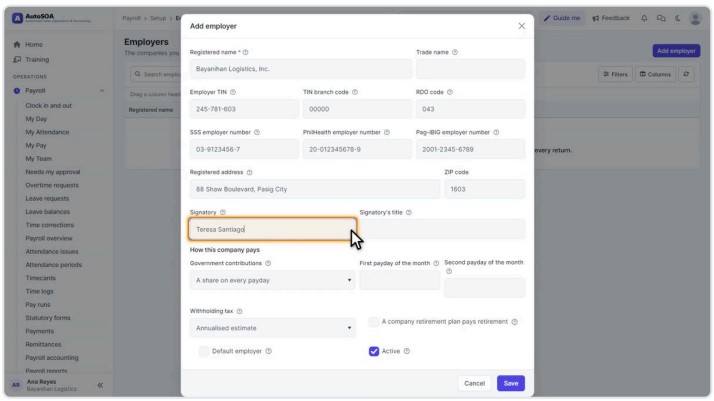
13 Type the company's ZIP code in **ZIP code** (here, 1603).



The code is in the box.

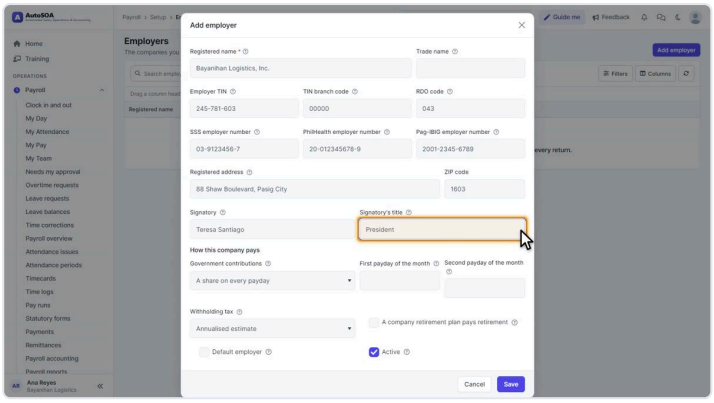
14 The **Signatory** signs the company's BIR forms. At Bayanihan, that is the owner, Teresa Santiago.

Type Teresa Santiago in **Signatory**.



Her name is in the box.

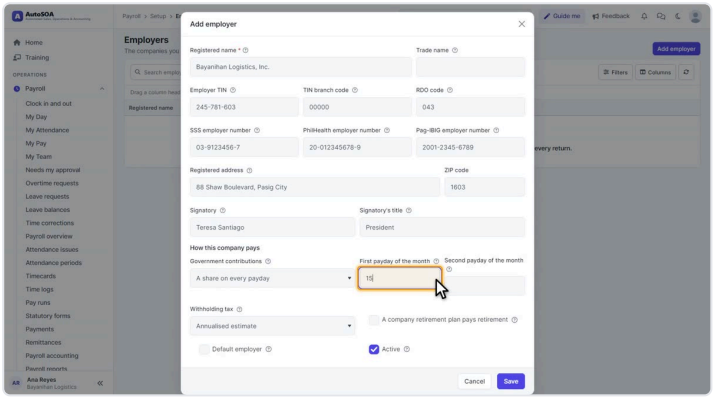
15 Type President in **Signatory's title**.



Her title is in the box.

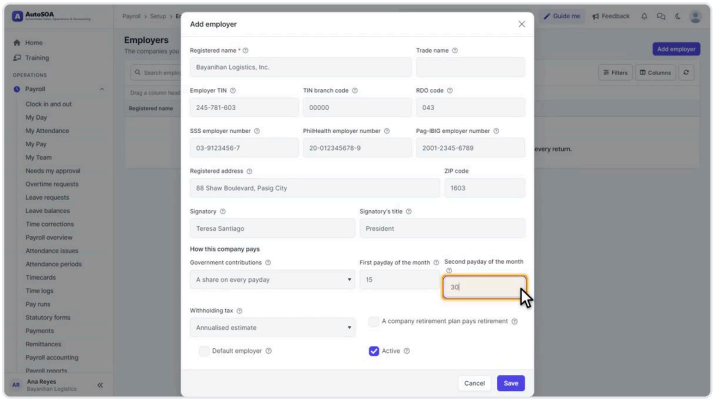
16 A payday is the day you pay your people. The payroll calendar shows the coming paydays from these two boxes.

Type 15 in **First payday of the month**.



The box shows 15.

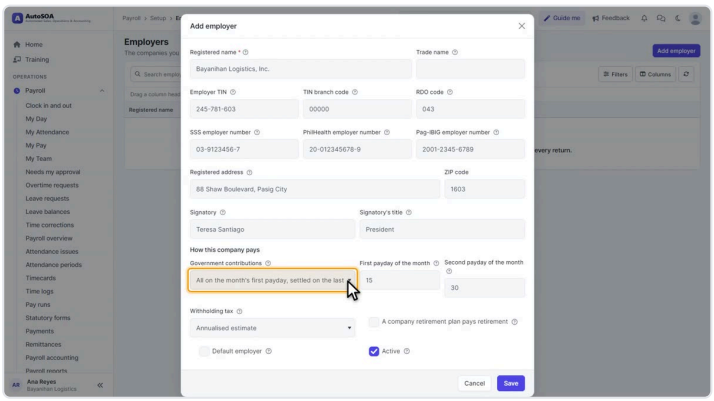
17 Type 30 in **Second payday of the month**.



The box shows 30.

18 Contributions are the monthly SSS, PhilHealth and Pag-IBIG payments, shared by the employee and the company. **Government contributions** picks the payday they come out of.

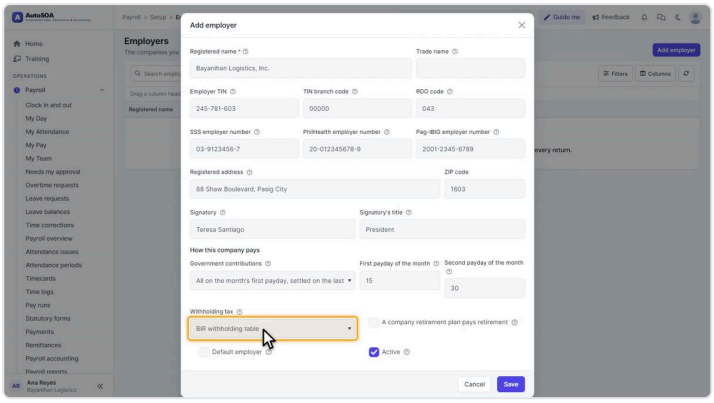
Choose **All on the month's first payday, settled on the last** in **Government contributions**.



Government contributions shows **All on the month's first payday, settled on the last**: each month's contributions come out of its first payday, and the last payday settles any difference.

19 Withholding tax is the income tax you take from each pay for the BIR. **Withholding tax** decides how each payday's tax is worked out.

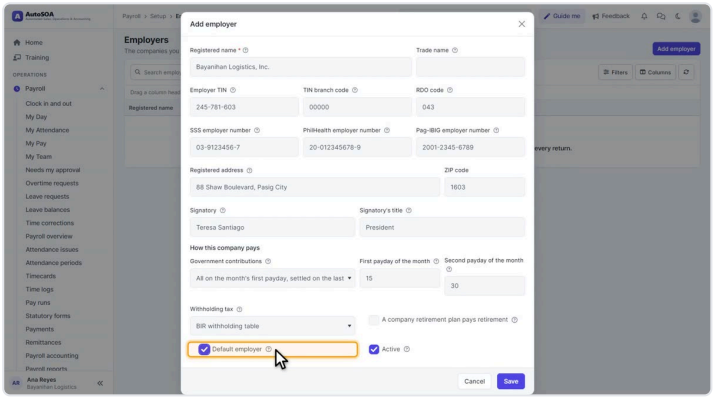
Choose **BIR withholding table** in **Withholding tax**.



Withholding tax shows **BIR withholding table**: each payday's tax comes from the BIR's own table. In December, payroll corrects the year's total, whichever way you choose.

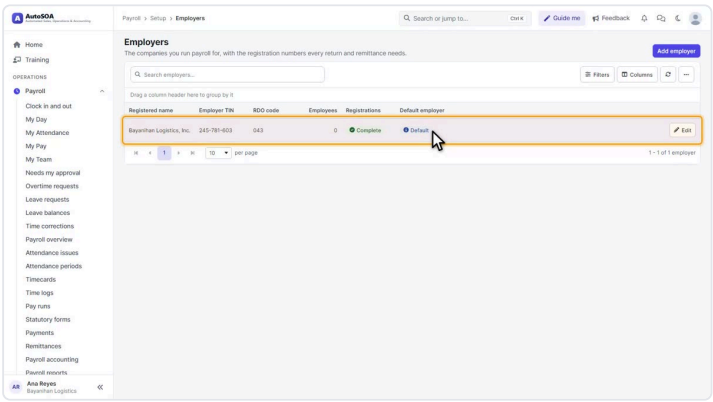
20 Anyone not given an employer belongs to the **Default employer**. With one company, make this the default.

Turn on **Default employer**.



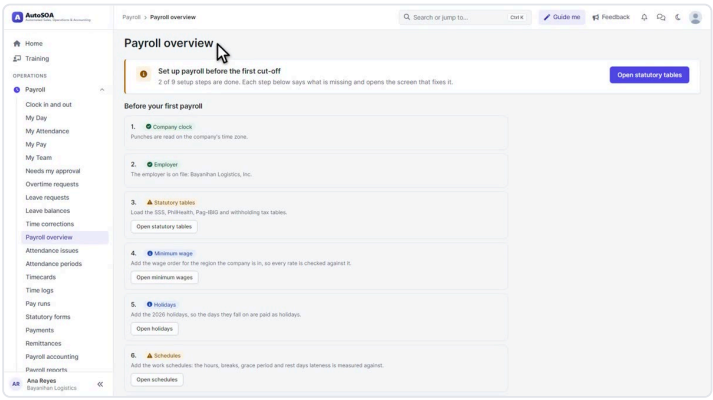
Default employer is on.

21 Click **Save**.



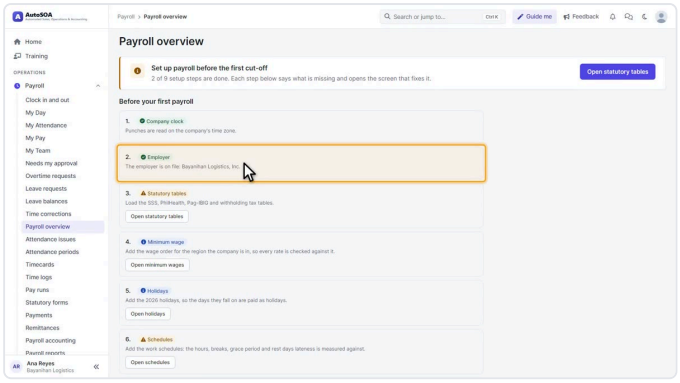
Bayanihan Logistics is on the list, with its TIN. **Registrations** says **Complete**.

22 Open **Payroll**, then **Payroll overview**.



This is the payroll overview again.

Check



Step 2, **Employer**, is done: **The employer is on file: Bayanihan Logistics, Inc.**

You put the employer on file, with its TIN, RDO code and agency numbers. You set the paydays. You chose when contributions come out, and how tax is worked out. Step 3 is the **Statutory tables**: the government's contribution and tax tables. In lesson 4, you add them, with the minimum wage.

Check yourself

Where do you put your company on file as the employer?

Which box must you fill in before the employer saves, and what must it match?

Which payday do Bayanihan's contributions come out of, and where is that set?

Common mistakes

The screen says	What to do
Some information is missing or not right. Please check: Type the employer's registered name.	Click **OK**. Type the company's name in **Registered name**, exactly as on the BIR Certificate of Registration, then click **Save**.

Lesson 04 · payroll officer · 4 min · `payroll-onboard-04.webm`

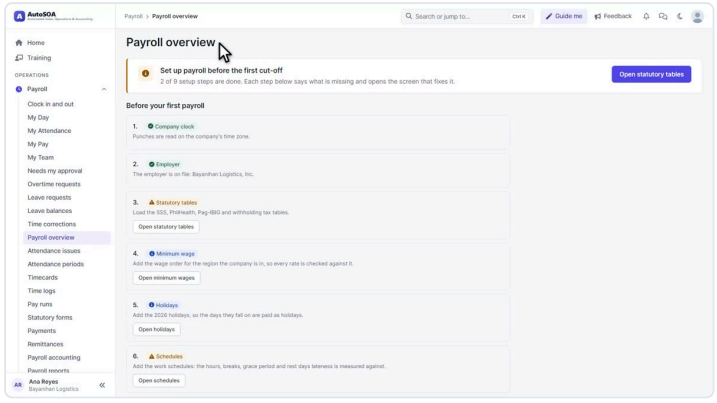
Statutory tables and the minimum wage

> **At the end you will have:** the SSS, PhilHealth, Pag-IBIG and tax tables added and one salary checked; the NCR minimum wage on file

> **Before you start:** This lesson is the payroll officer's too. You need the employer from lesson 3.

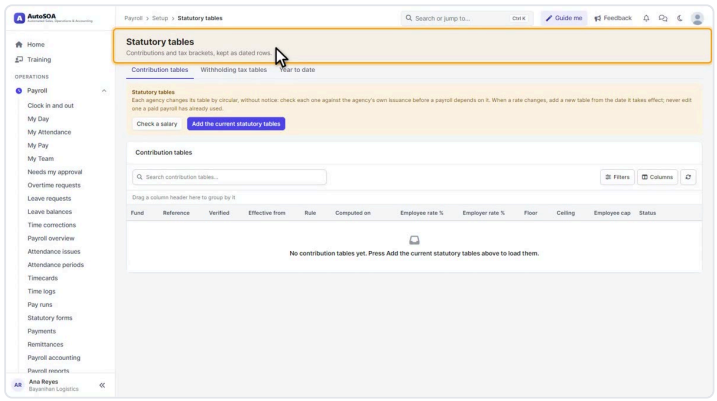
1 Open **Payroll**, then **Payroll overview**.

Step 3 is the **Statutory tables**. SSS, PhilHealth, Pag-IBIG and the BIR each set one, and payroll works out every contribution and tax from them.



This is the payroll overview: **2 of 9 setup steps are done.**

2 Click **Open statutory tables**.

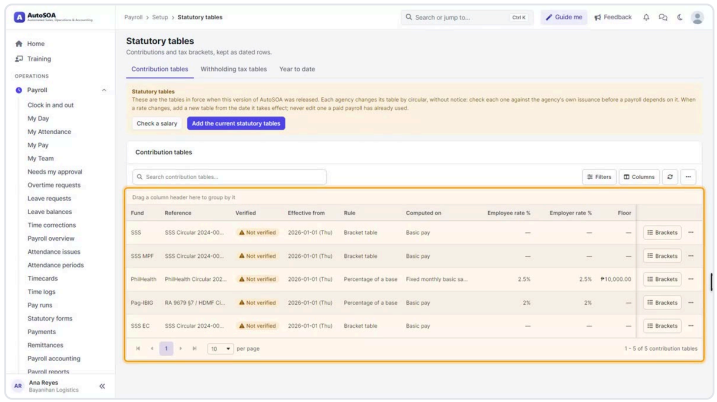


The **Statutory tables** page opens. Statutory means set by law.

3 You do not type the tables in. AutoSOA comes with the tables in force when it was released.

Click **Add the current statutory tables**.

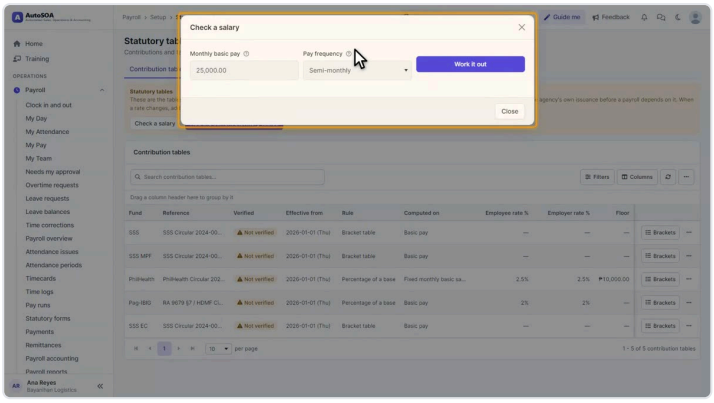
Each table says **Not verified**. Someone other than you must check it against what the agency published.



6 tables are added: the 5 contribution tables on this list, and the tax table on its own tab. Each one is **In force**.

4 **Check a salary** works out one salary's contributions and tax from these tables. Use it to compare with your own figures.

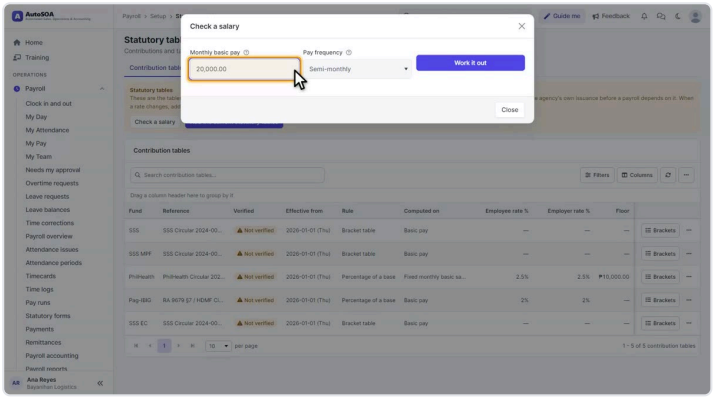
Click **Check a salary**.



Check a salary opens.

5 **Monthly basic pay** starts at 25,000.00. Type 20000 over it.

Pay frequency shows **Semi-monthly**: twice a month, like your payroll.



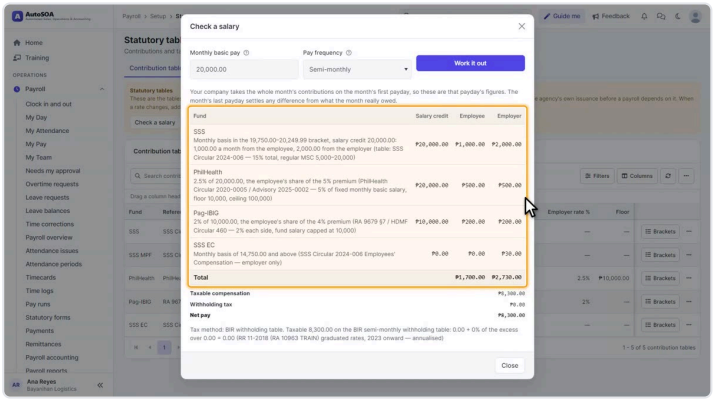
The salary is in the box.

6 Click **Work it out**.

Your company takes the whole month's contributions on the month's first payday, so these are that payday's figures. The last payday settles any difference.

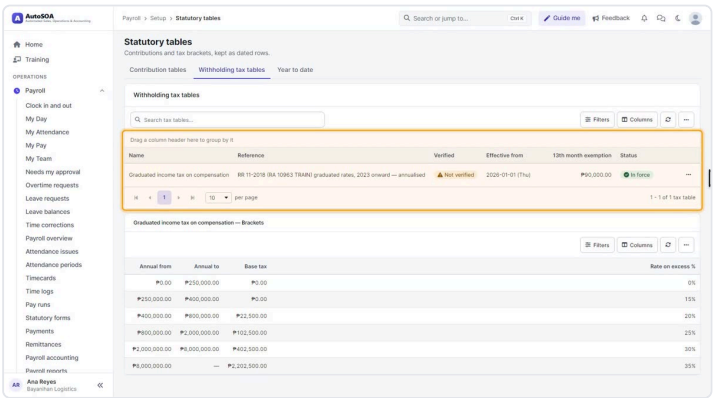
This is the **SSS** row. On ₱20,000 a month, the **Employee** pays ₱1,000.00. The **Employer** column is the company's share.

Click the × at the top right.



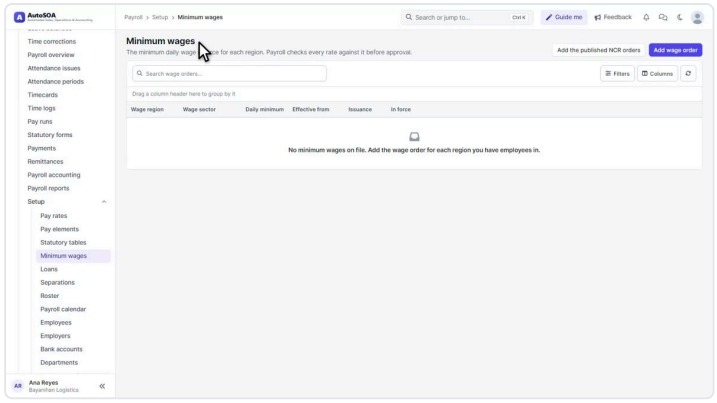
The result shows each **Fund**: what the **Employee** pays, and what the **Employer** pays.

7 The tax table is on its own tab. Click **Withholding tax tables**.



This is the BIR's table, **Graduated income tax on compensation**. It says **Not verified** too.

8 Open **Payroll**, then **Setup**, then **Minimum wages**.

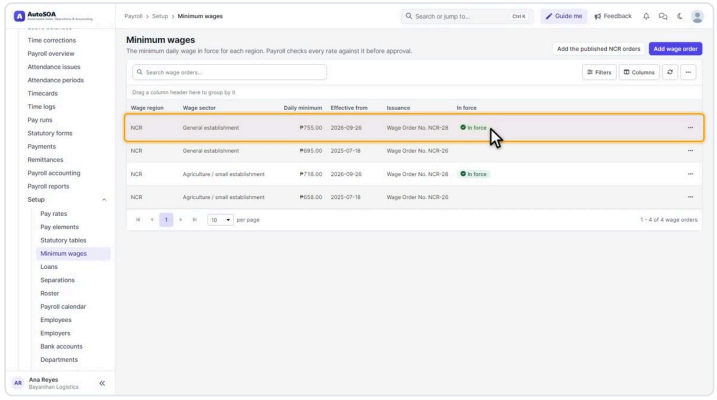


This is the **Minimum wages** page. Payroll checks every daily rate against it.

9 A wage order sets each region's minimum. Bayanihan is in Metro Manila, the NCR.

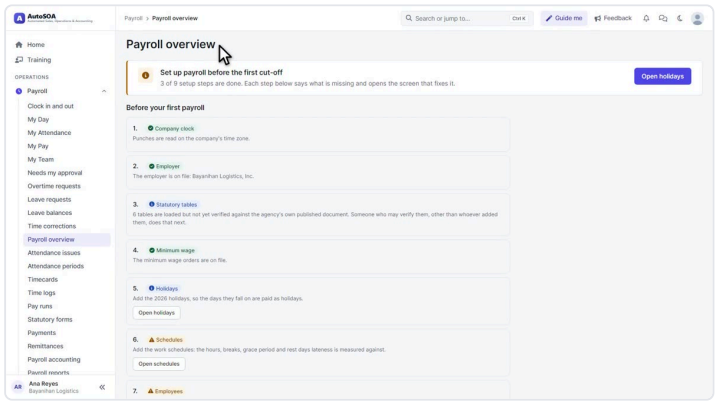
Click **Add the published NCR orders**.

Bayanihan is a service business with 15 or fewer workers, so its minimum is the lower one: **₱718.00**, on the row for agriculture and small retail, service or manufacturing.



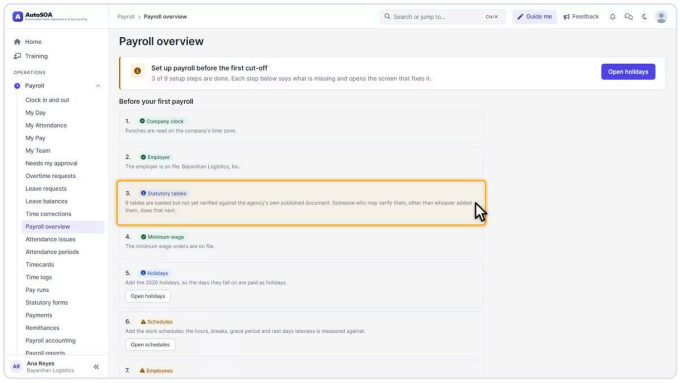
Wage Order No. NCR-28 is **In force**: **₱755.00** a day for a **General establishment**, from 2026-09-26.

10 Open **Payroll**, then **Payroll overview**.



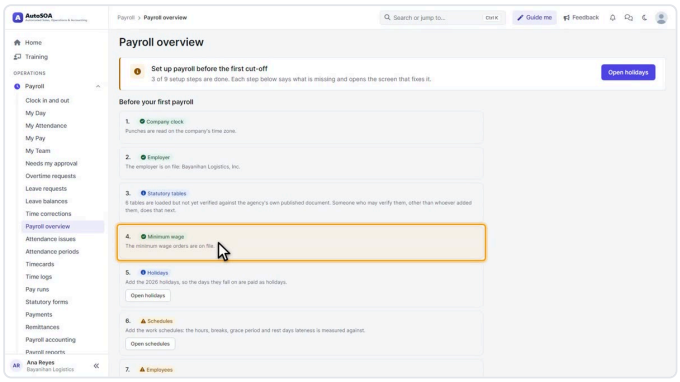
This is the payroll overview again.

Check



Step 3 says **6 tables are loaded but not yet verified against the agency's own published document.** Teresa verifies them in lesson 11, because whoever adds a table cannot.

Check



Step 4, **Minimum wage**, is done: **The minimum wage orders are on file.**

You added the statutory tables, and checked one salary against them. You put the NCR minimum wage on file. Step 5 is the **Holidays**. In lesson 5, you add them, with your kinds of leave.

Check yourself

Where do you add the statutory tables?

What does **Not verified** mean, and who verifies the tables?

Where do you put the minimum wage on file?

Common mistakes

The screen says	What to do
6 tables are loaded but not yet verified against the agency's own published document. Someone who may verify them, other than whoever added them, does that next.	Nothing to fix. Teresa verifies the tables in lesson 11, because whoever adds a table cannot verify it.

Lesson 05 · payroll officer · 7 min · `payroll-onboard-05.webm`

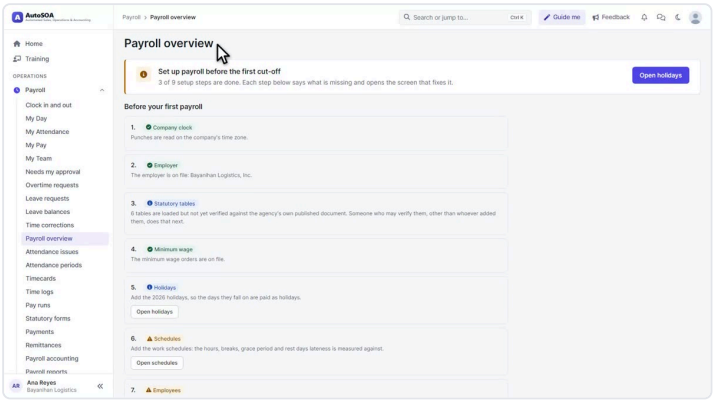
Holidays and leave

> **At the end you will have:** the 2026 holidays and the statutory leave types; vacation and sick leave, 10 days each, kept as balances

> **Before you start:** This lesson is the payroll officer's. You need the employer from lesson 3, and your company's leave rules.

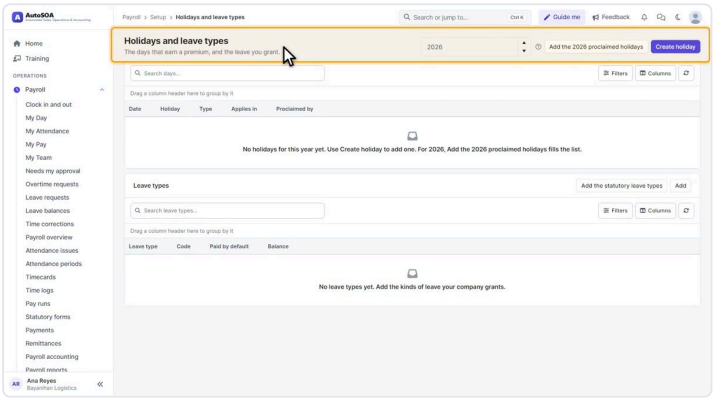
1 Open **Payroll**, then **Payroll overview**.

Step 5 is the **Holidays**. Pay on a holiday follows its own rules, so payroll needs the list.



This is the payroll overview: **3 of 9 setup steps are done.**

2 Click **Open holidays**.

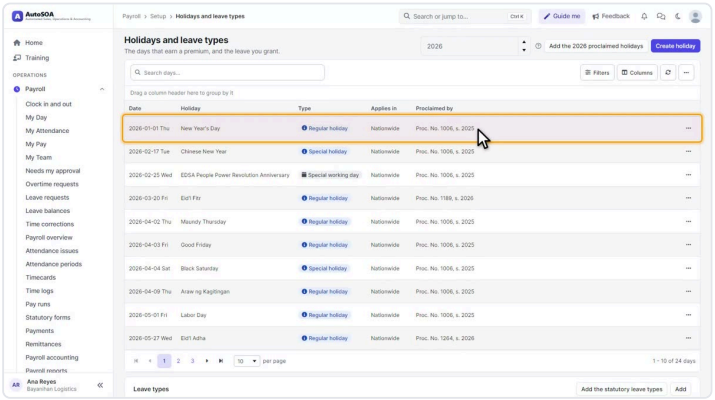


The **Holidays and leave types** page opens. It holds the year's holidays, and the leave you give.

3 The President proclaims each year's holidays. AutoSOA has the 2026 list ready to add.

Click **Add the 2026 proclaimed holidays**.

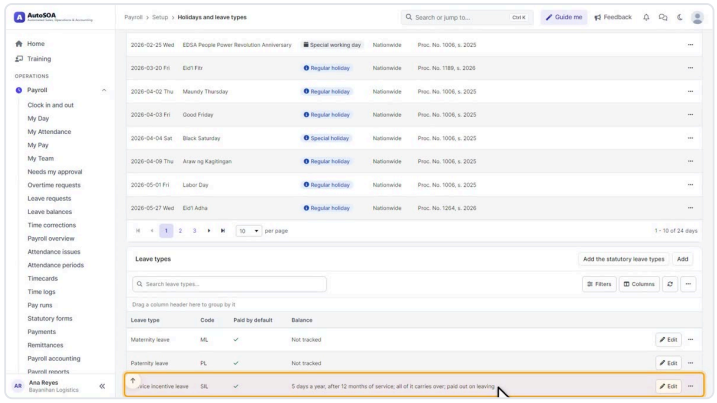
Chinese New Year is a **Special holiday**. It is no work, no pay, unless the company decides otherwise.



The holidays are on the list. **New Year's Day** is a **Regular holiday**: paid even when it is not worked.

4 **Leave types** are the kinds of leave you give. The law sets some of them, such as maternity and paternity leave.

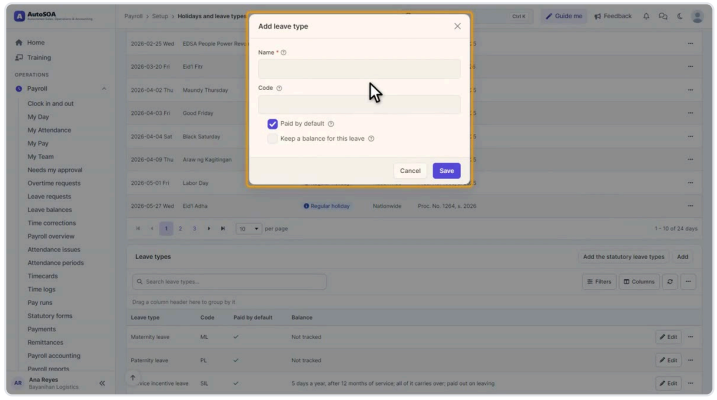
Click **Add the statutory leave types**.



The leave the law sets is on the list. **Service incentive leave** keeps a balance: **5 days a year, after 12 months of service**.

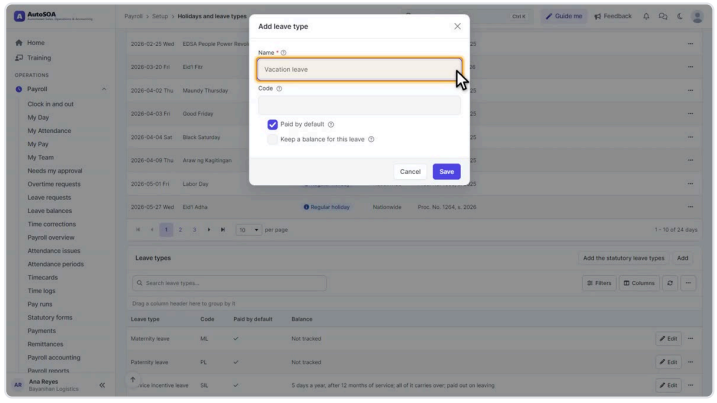
5 Bayanihan gives 10 days of vacation leave and 10 days of sick leave a year. Each becomes a leave type of your own.

Click **Add**, in **Leave types**.



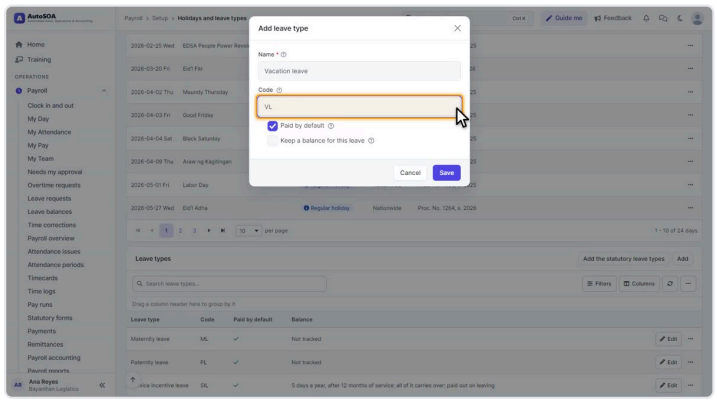
The **Add leave type** form opens.

6 Type Vacation leave in **Name**.



The name is in the box.

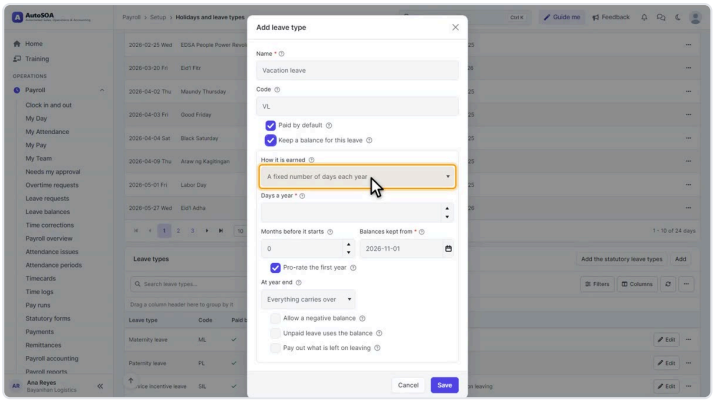
7 Type VL in **Code**.



VL is in the box: the short name for vacation leave.

8 A leave balance counts the days each person has earned, and the days they have left.

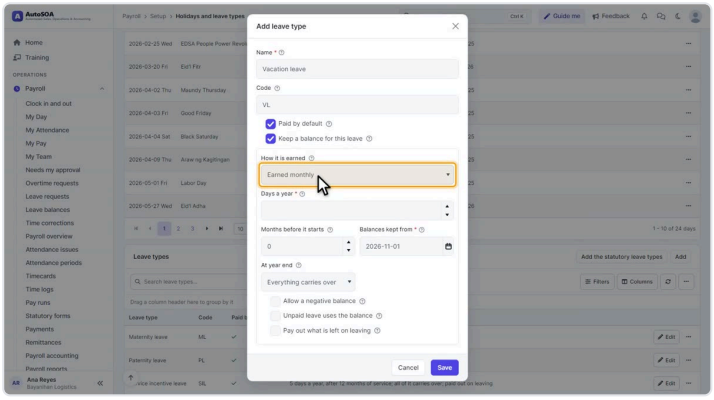
Turn on **Keep a balance for this leave**.



The balance settings appear, starting with **How it is earned**.

9 Your people earn their leave through the year, not all at the start of it.

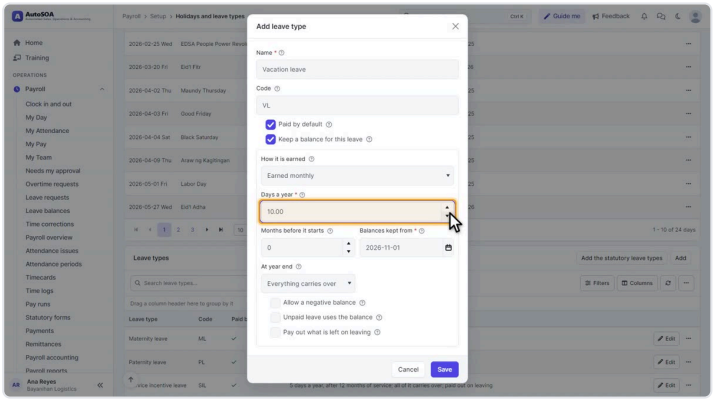
Choose **Earned monthly** in **How it is earned**.



Earned monthly is chosen: each month earns a twelfth of the year's days.

10 **Days a year** is the whole year's leave.

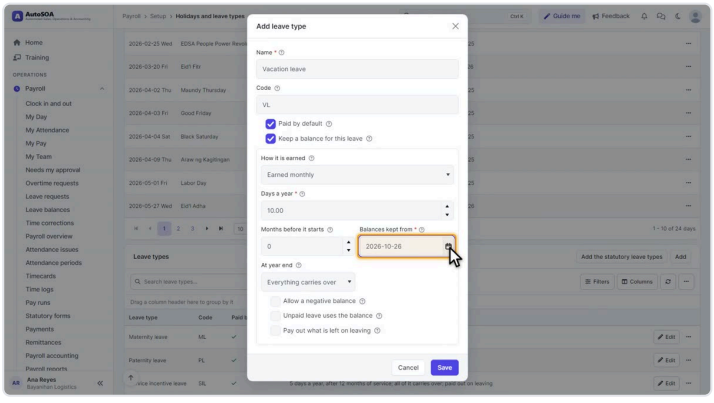
Type 10 in **Days a year**.



Days a year shows 10.

11 **Balances kept from** is the day AutoSOA starts counting. Use the first day of your first cut-off: 26 October.

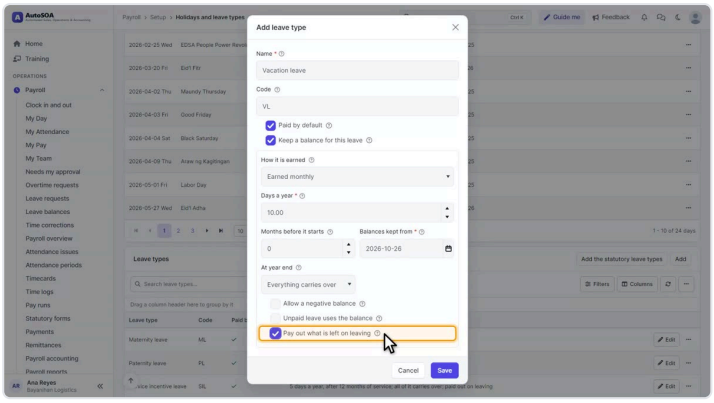
Pick 26 October 2026 in **Balances kept from**.



Balances kept from shows 2026-10-11.

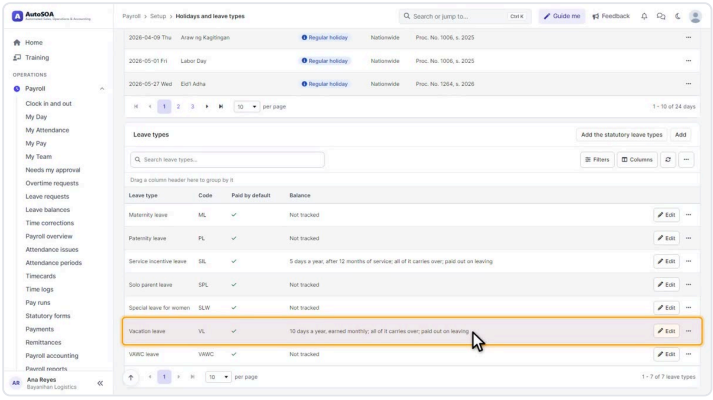
12 When someone leaves the company, their final pay includes the vacation leave they did not use.

Turn on **Pay out what is left on leaving**.



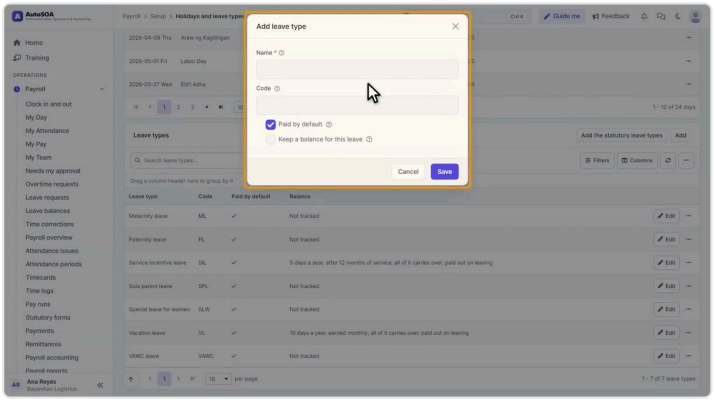
Pay out what is left on leaving is on.

13 Click **Save**.



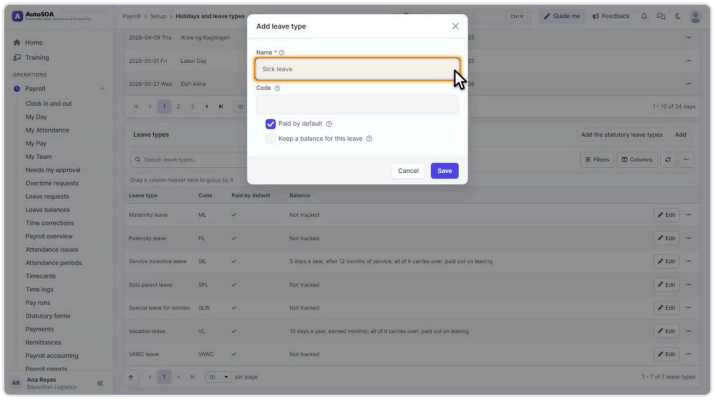
Vacation leave is on the list: **10 days a year, earned monthly; all of it carries over; paid out on leaving**.

14 Now sick leave, the same way. Click **Add**.



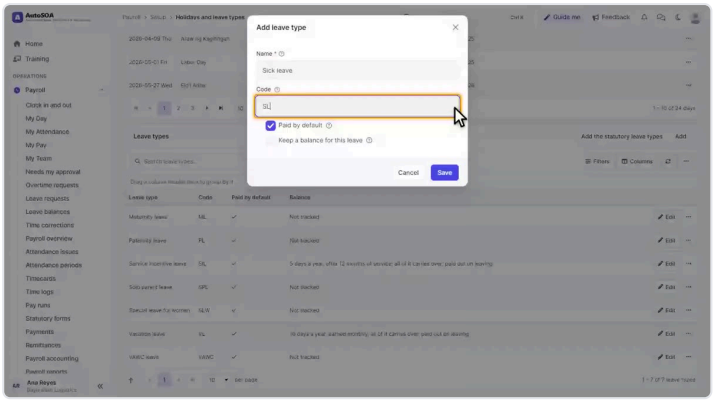
A new **Add leave type** form opens.

15 Type Sick leave in **Name**.



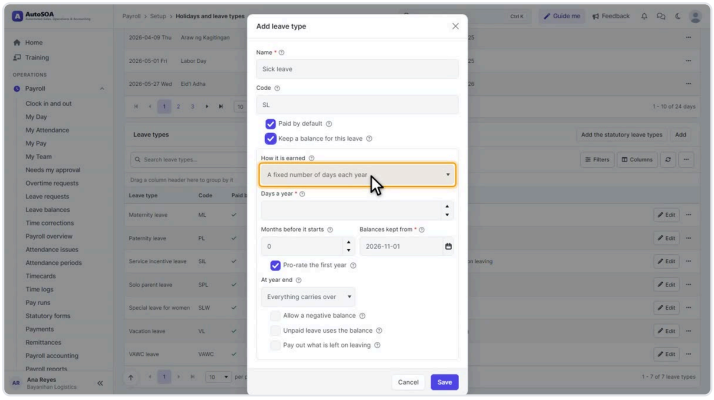
The name is in the box.

16 Type SL in **Code**.



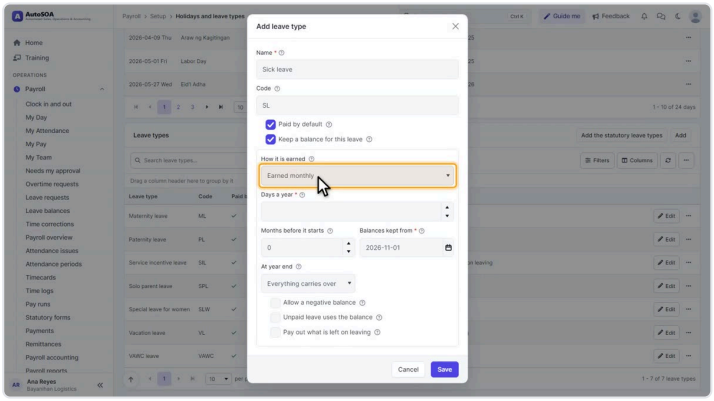
SL is in the box.

17 Turn on **Keep a balance for this leave**.



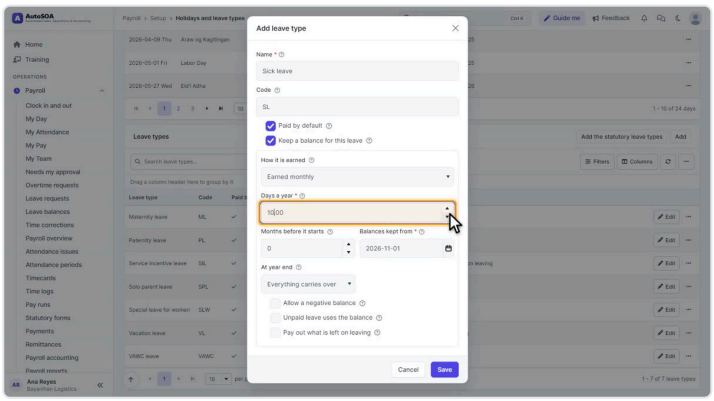
The balance settings appear.

18 Choose **Earned monthly** in **How it is earned**.



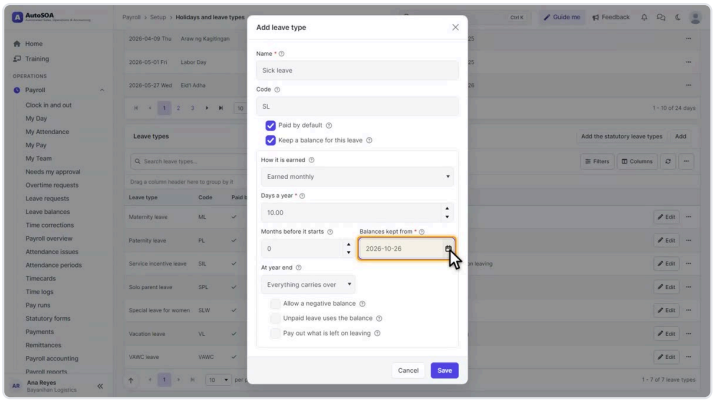
Earned monthly is chosen.

19 Type 10 in **Days a year**.



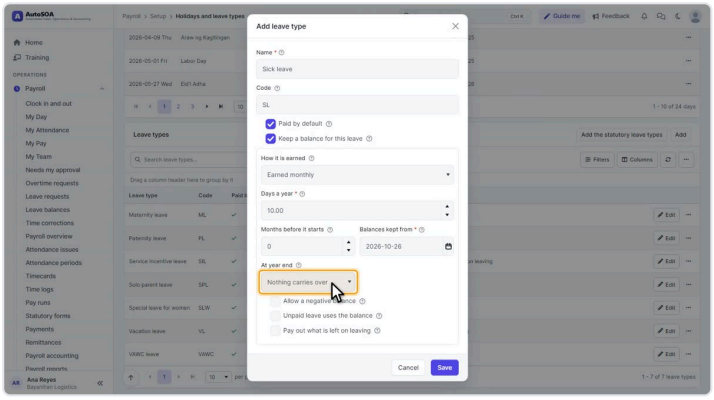
Days a year shows 10.

20 Pick 26 October 2026 in **Balances kept from**.



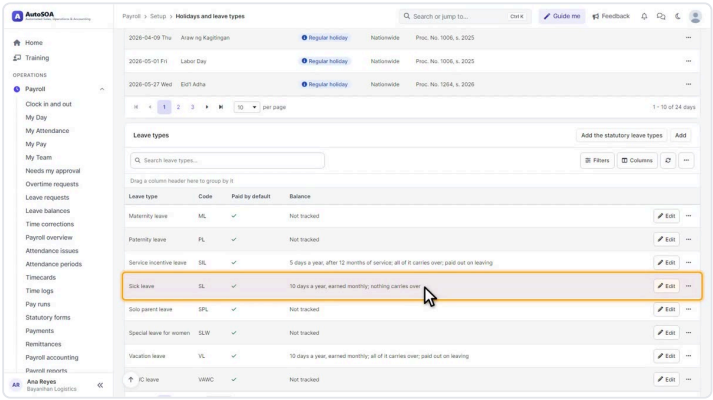
Balances kept from shows 2026-10-11.

21 Unused sick leave does not carry over. Choose **Nothing carries over** in **At year end**.



At year end shows **Nothing carries over**.

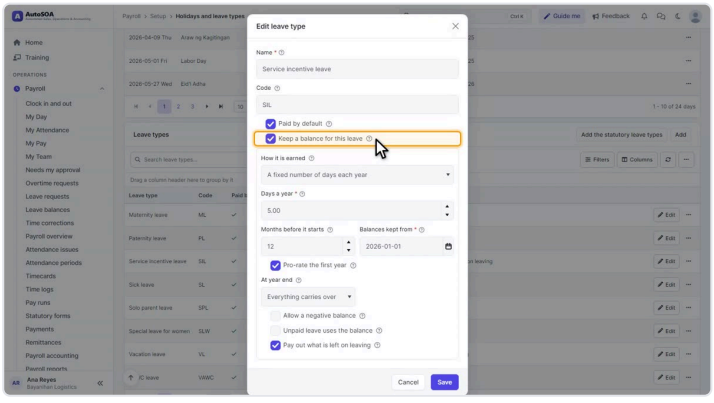
22 Click **Save**.



Sick leave is on the list: **10 days a year, earned monthly; nothing carries over**.

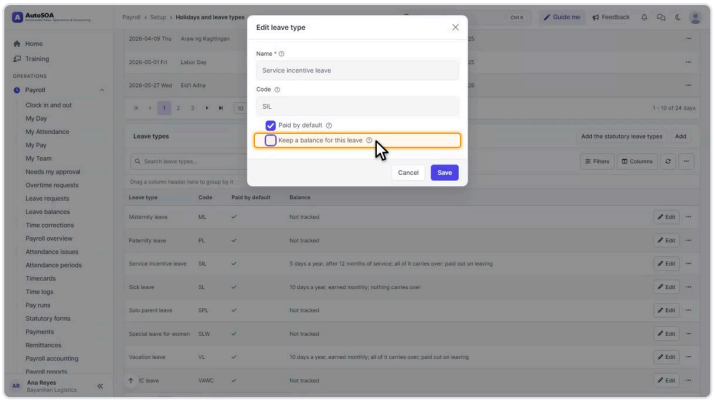
23 The law gives 5 days of **Service incentive leave** a year. Your 10 days of vacation leave cover it, so it needs no balance.

Click **Edit** on **Service incentive leave**.



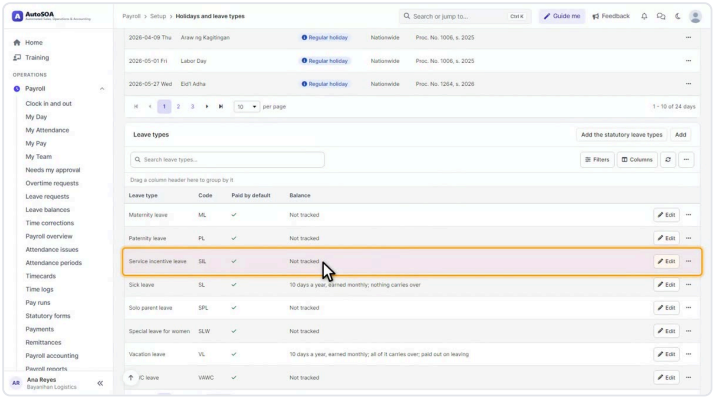
The **Edit leave type** form opens, with **Keep a balance for this leave** on.

24 Turn off **Keep a balance for this leave**.



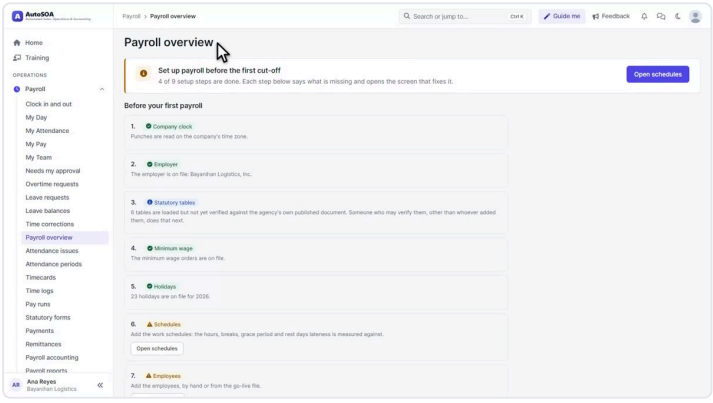
The balance settings are gone. The leave can still be filed and approved.

25 Click **Save**.



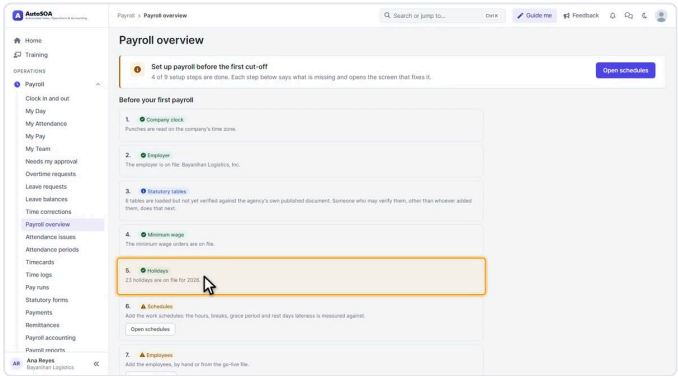
Service incentive leave now says **Not tracked**.

26 Open **Payroll**, then **Payroll overview**.



This is the payroll overview again.

Check



Step 5, **Holidays**, is done: **23 holidays are on file for 2026.** The 24th day on the list, the EDSA anniversary, is a special working day, not a holiday.

You added the 2026 holidays and the statutory leave types. You added vacation and sick leave, 10 days a year each, kept as balances. Step 6 is the **Schedules**. In lesson 6, you add your departments and their working hours.

Check yourself

Where do you add the year's holidays?

How is a **Regular holiday** paid, and a **Special holiday**?

Which day do you pick in **Balances kept from**, and why?

Common mistakes

The screen says	What to do
Enter how many days a year this leave gives.	Click **OK**. Type the year's days in **Days a year** (10 for vacation leave and sick leave), then click **Save**.
Balances for this leave type have been kept since 1 October 2026, and opening balances were entered as at that date, so it can no longer move.	Pick 11 October 2026 in **Balances kept from** on each leave type, before lesson 8. Once balances are saved, the date cannot move.
Service incentive leave still shows **5 days a year, after 12 months of service**, not **Not tracked**.	Click **Edit** on **Service incentive leave**, turn off **Keep a balance for this leave**, and click **Save**. Do it before you bring in your employees in lesson 8.

Lesson 06 · payroll officer · 6 min · `payroll-onboard-06.webm`

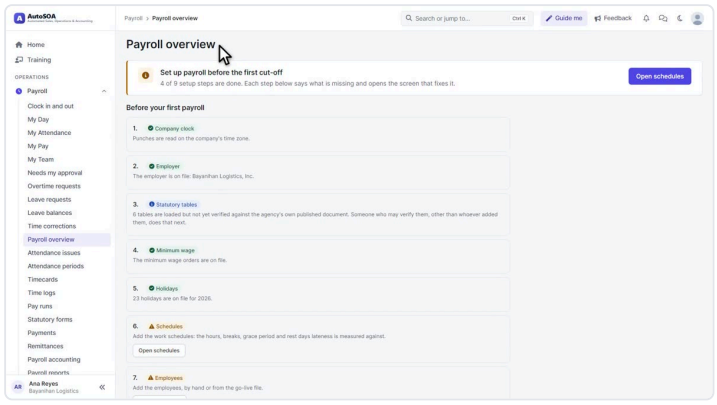
Departments and schedules

> **At the end you will have:** Office and Warehouse; the office schedule (Mon–Fri) and the warehouse schedule (Mon–Sat), 8:00 AM–5:00 PM, 10-minute grace

> **Before you start:** You need Ana's login from lesson 2. She is signed in as the payroll officer.

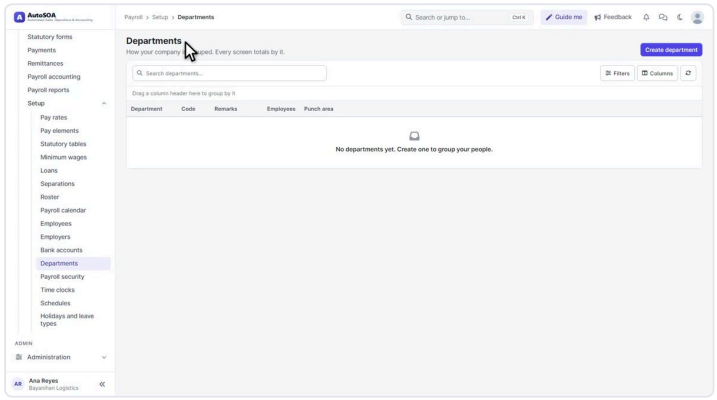
1 **Start on the payroll overview. Open Payroll, then Payroll overview.**

Step 6 is **Schedules**. It asks for your work schedules, because lateness is measured against them.



This is the payroll overview. Its setup steps show what is done, and what comes next.

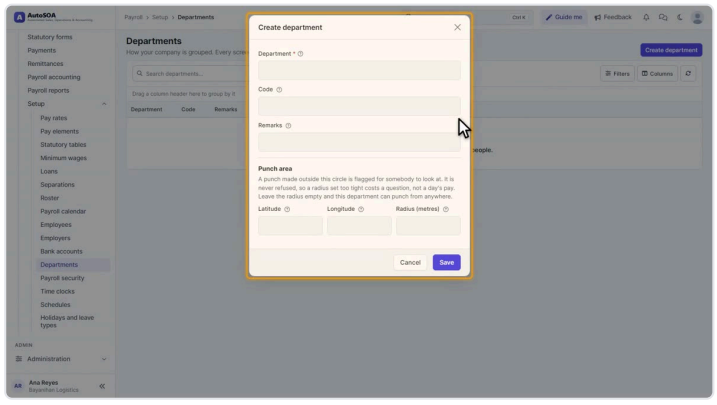
2 **First, the departments that group your people. Open Payroll, then Setup, then Departments.**



This is the **Departments** page. A department is a group of your people, like the office or the warehouse.

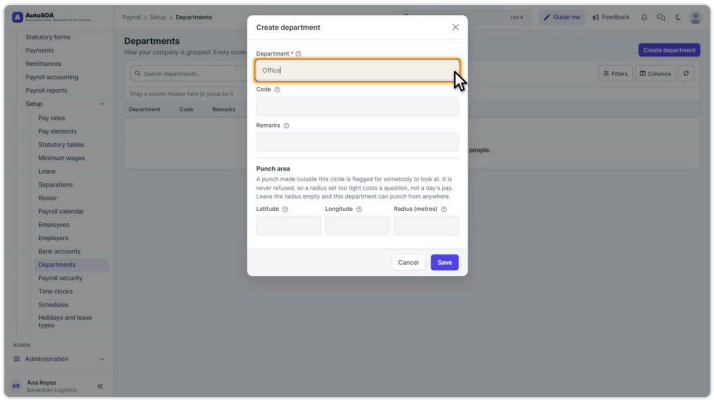
3 Bayanihan has an office and a warehouse. Start with the office.

Click **Create department**.



The **Create department** form opens.

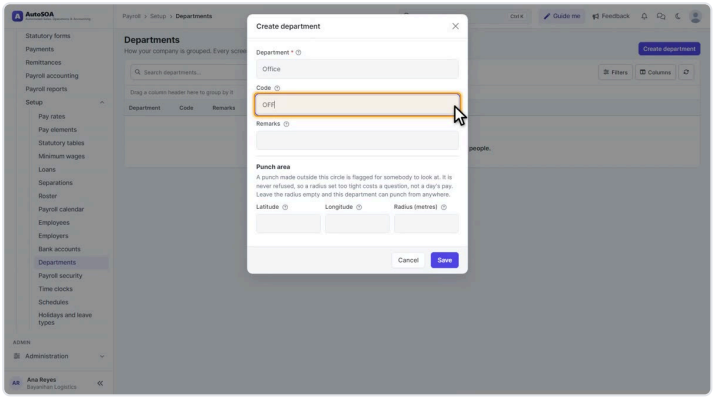
4 Type Office in **Department**.



Office is in the box.

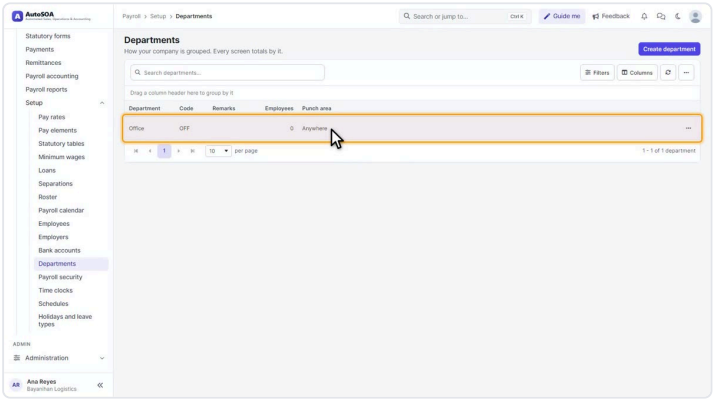
5 **Code** is a short name for exports and filters. It is optional.

Type OFF in **Code**.



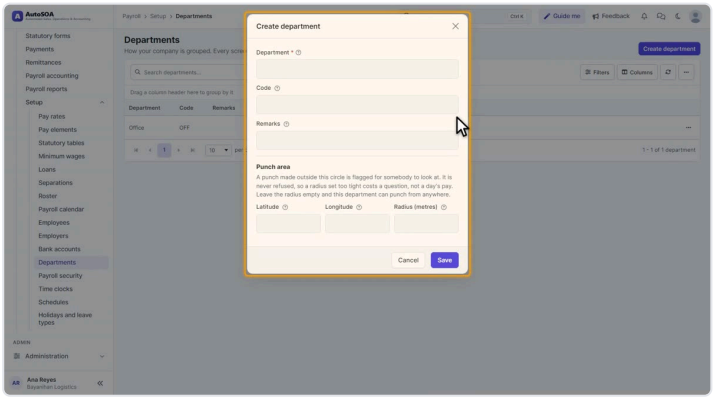
The code is in the box.

6 Click **Save**.



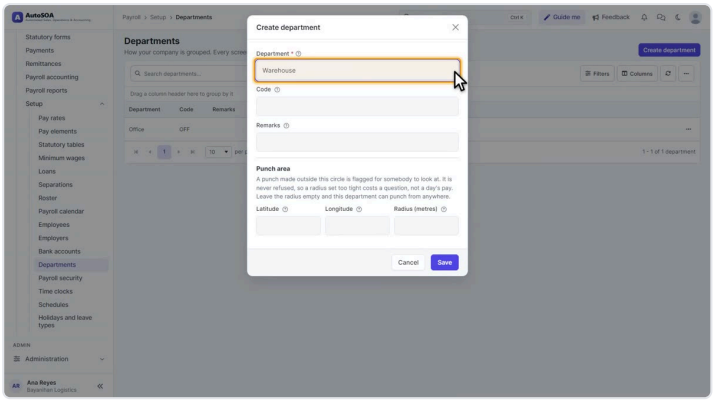
Office is now in the list.

7 Now the warehouse. Click **Create department**.



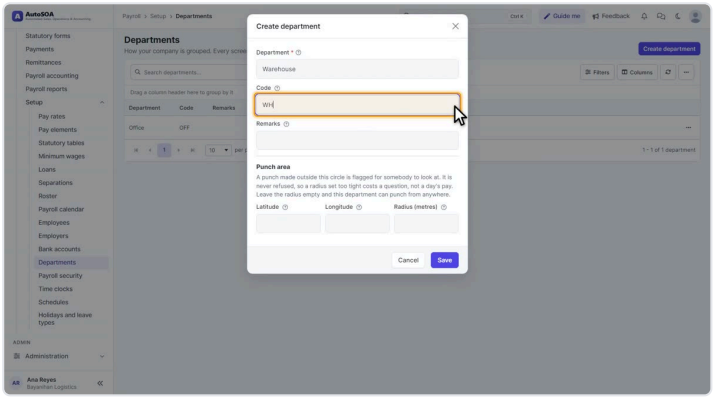
An empty form opens.

8 Type Warehouse in **Department**.



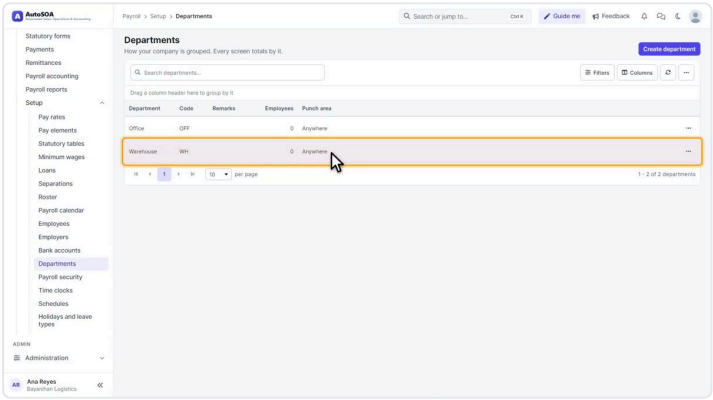
Warehouse is in the box.

9 Type WH in **Code**.



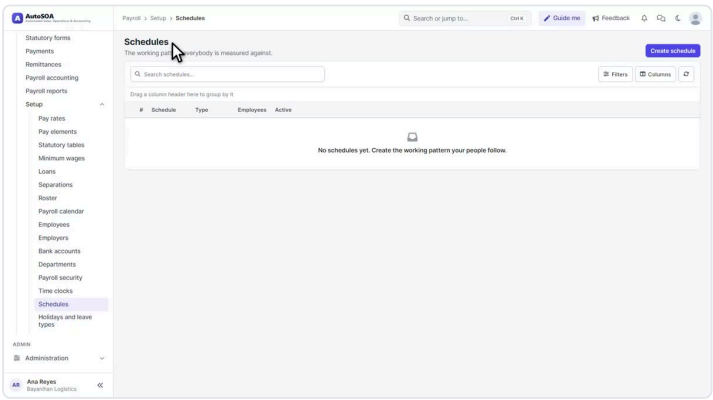
The code is in the box.

10 Click **Save**.



Warehouse joins Office in the list.

11 Now the schedules. Open **Payroll**, then **Setup**, then **Schedules**.



This is the **Schedules** page. A schedule is the working week a person follows: start time, hours, breaks and rest days.

12 The office works Monday to Friday, 8:00 AM to 5:00 PM. Make its schedule first.

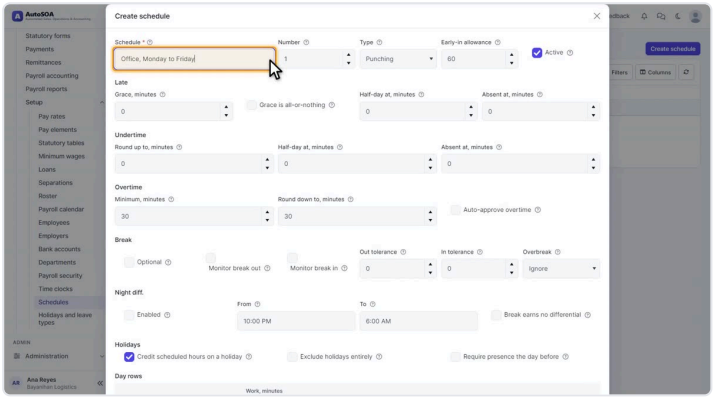
Click **Create schedule**.



The **Create schedule** form opens.

13 You give each employee a schedule by this name, so make it plain.

Type Office, Monday to Friday in **Schedule**.



The name is in the box.

14 **Grace, minutes** is the grace period: the minutes of lateness forgiven each day. Bayanihan forgives 10.

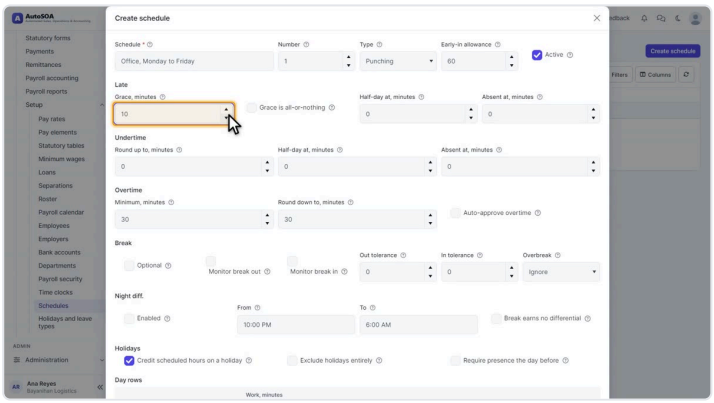
Type 10 in **Grace, minutes**.

Early-in allowance is already 60 minutes. A clock-in up to an hour before the shift still starts the day.

Overtime: **Minimum, minutes** is 30 and **Round down to, minutes** is 30. Overtime starts counting at 30 minutes past the shift, in steps of 30 minutes. The few minutes people stay are not overtime.

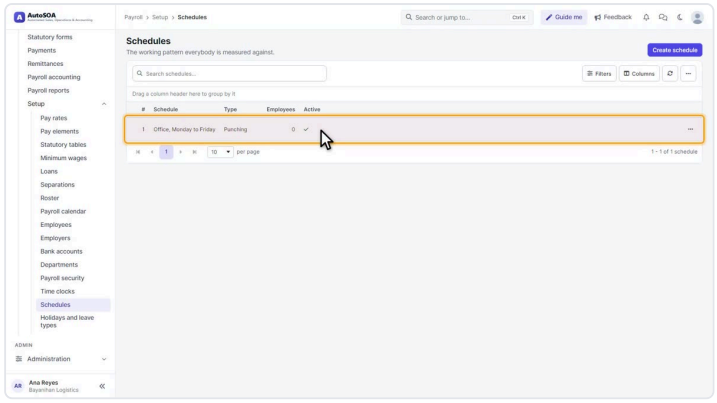
Each weekday row under **Day rows** already fits the office: **Start** 8:00 AM, **Work, minutes** 480, and a 60-minute break. It shows **Ends 5:00 PM**.

Saturday and **Sunday** have **Rest day** ticked. A rest day is a day no work is expected.



Grace, minutes now shows 10.

15 Click **Save**.



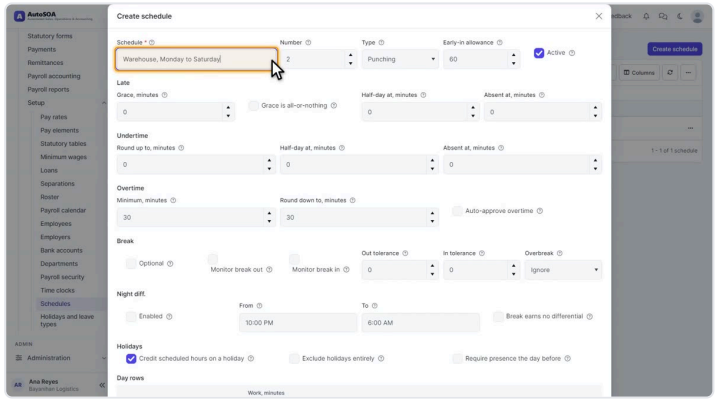
The office schedule is in the list.

16 Now the warehouse. Click **Create schedule**.



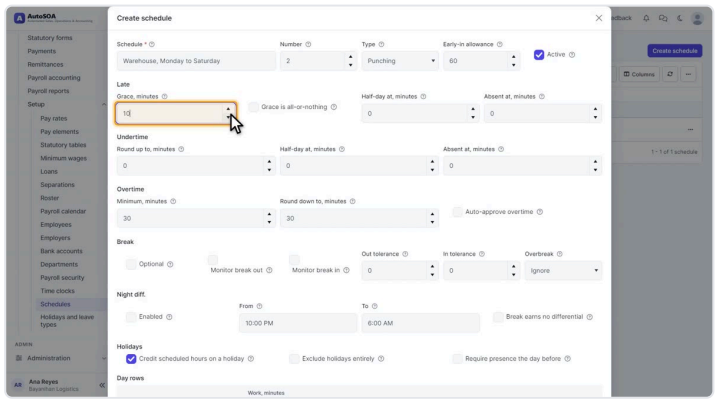
A new schedule form opens.

17 Type Warehouse, Monday to Saturday in **Schedule**.



The name is in the box.

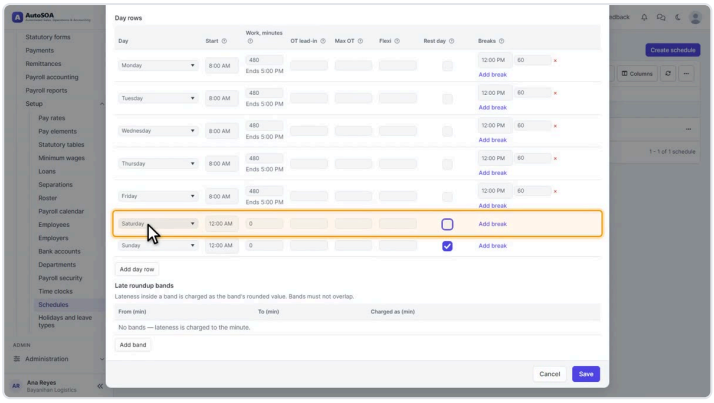
18 Type 10 in **Grace, minutes**.



Grace, minutes shows 10, the same as the office.

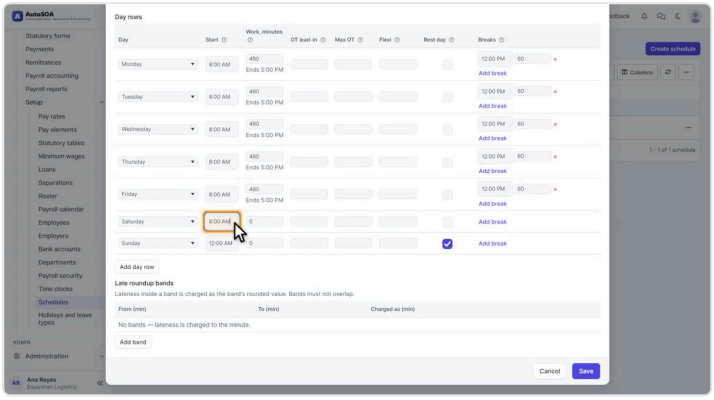
19 The warehouse also works on Saturdays, so Saturday cannot be a rest day.

Turn off **Rest day** on the **Saturday** row.



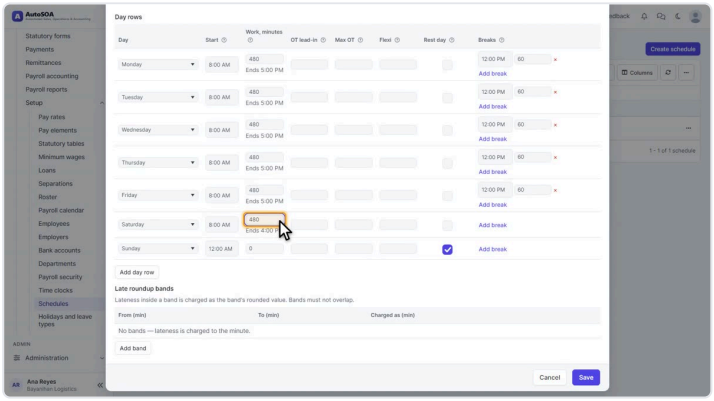
Saturday is now a working day. It still needs its hours.

20 Type 8:00 AM in **Start**.



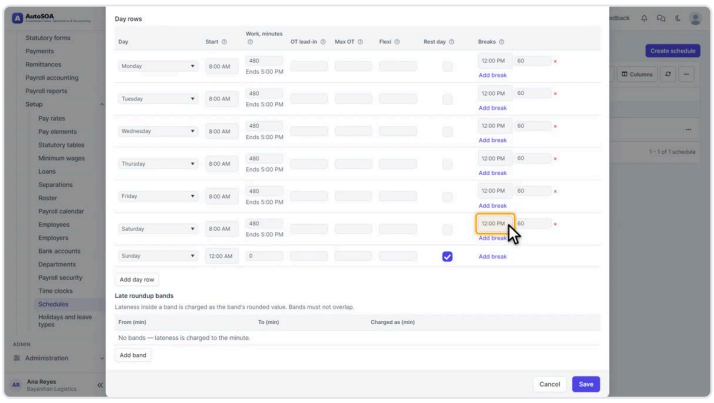
Saturday starts at 8:00 AM.

21 Type 480 in **Work, minutes**.



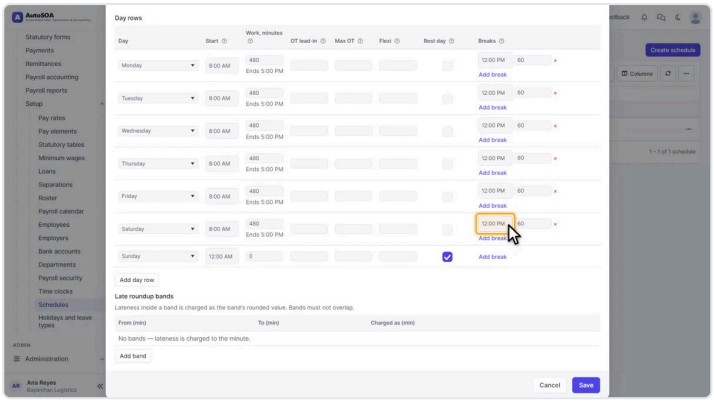
480 minutes is an 8-hour day.

22 Click **Add break**.



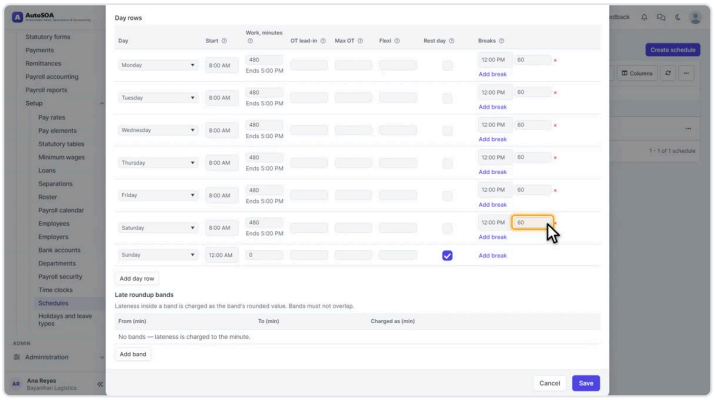
A break appears on the Saturday row.

23 The break already starts at 12:00 PM under **Breaks**. Leave it.

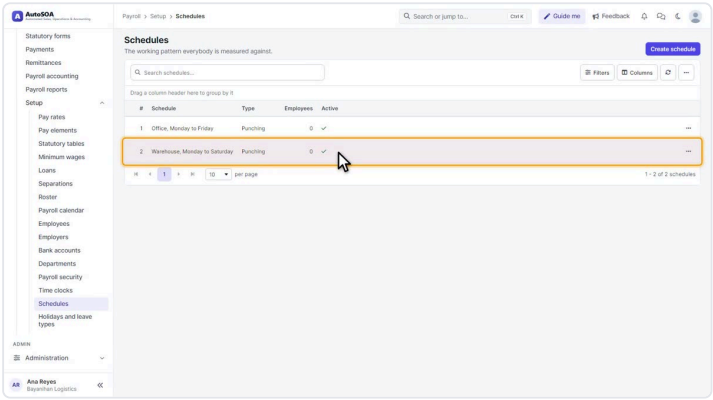


24 Its length is already 60 minutes. Leave that too.

Saturday now shows **Ends 5:00 PM**, like the weekdays.

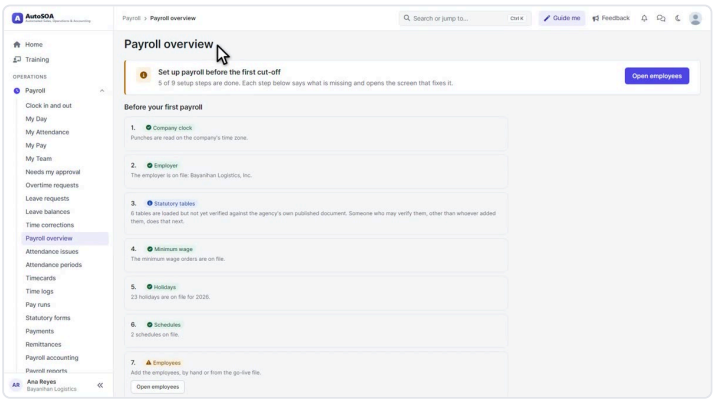


25 Click **Save**.



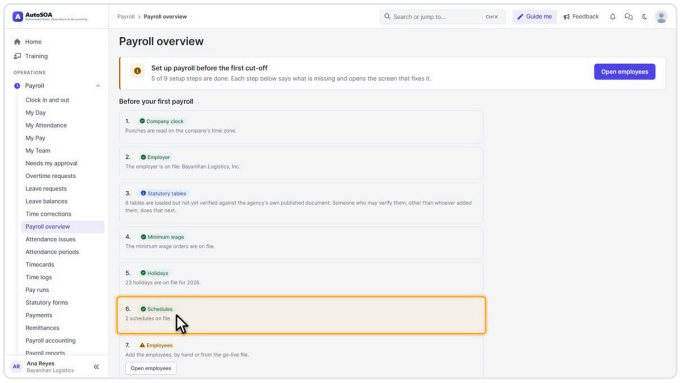
The warehouse schedule is in the list too.

26 Open **Payroll**, then **Payroll overview**.



This is the payroll overview again.

Check



The **Schedules** step is done: **2 schedules on file.**

You added the Office and Warehouse departments. You made their schedules, 8:00 AM to 5:00 PM with a 10-minute grace period. The office works Monday to Friday, and the warehouse Monday to Saturday. The next step is **Employees**. First, in lesson 7, you add the rice allowance the office gets.

Check yourself

Where do you make a work schedule?

What is the grace period, and where do you type it?

How do you make Saturday a working day on the warehouse schedule?

Common mistakes

The screen says	What to do
The **Saturday** row shows no **Ends** time under **Work, minutes**.	Type 8:00 AM in **Start** and 480 in **Work, minutes** on the **Saturday** row.
The **Saturday** row shows **Ends 4:00 PM**.	Click **Add break** on the **Saturday** row. Type 12:00 PM in the first box under **Breaks**, and 60 in the next.

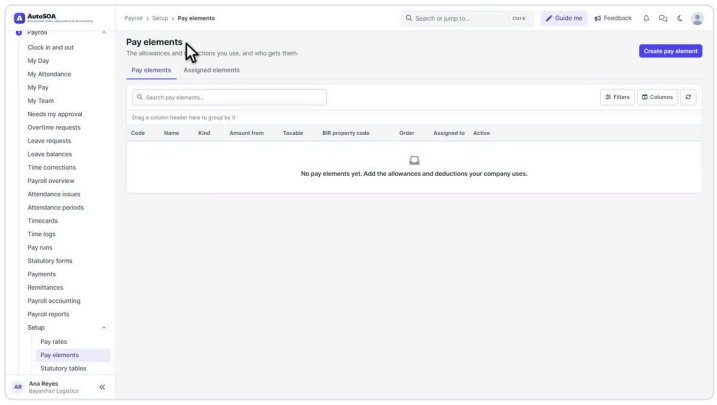
Lesson 07 · payroll officer · 4 min · `payroll-onboard-07.webm`

Pay elements

> **At the end you will have:** a rice allowance the office gets every payday, and a productivity bonus kept for off-cycle runs

> **Before you start:** You need Ana's login from lesson 2, and the employer from lesson 3.

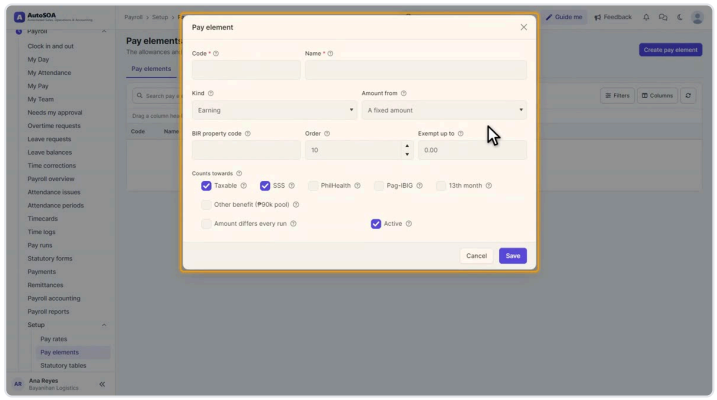
1 Allowances are set up once, on their own page. Open **Payroll**, then **Setup**, then **Pay elements**.



This is the **Pay elements** page. A pay element is one line that adds to pay or takes from it, like an allowance or a loan.

2 Bayanihan gives each office person a rice allowance of ₱1,000 every payday.

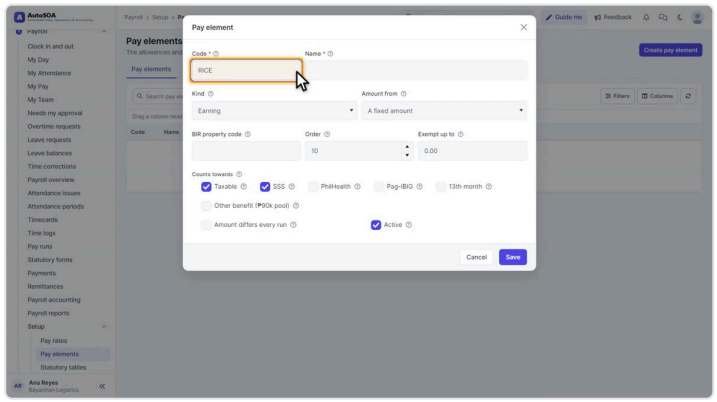
Click **Create pay element**.



The **Pay element** form opens.

3 **Code** is short, and it never changes. The go-live file and the reports use it. It is required.

Type RICE in **Code**.

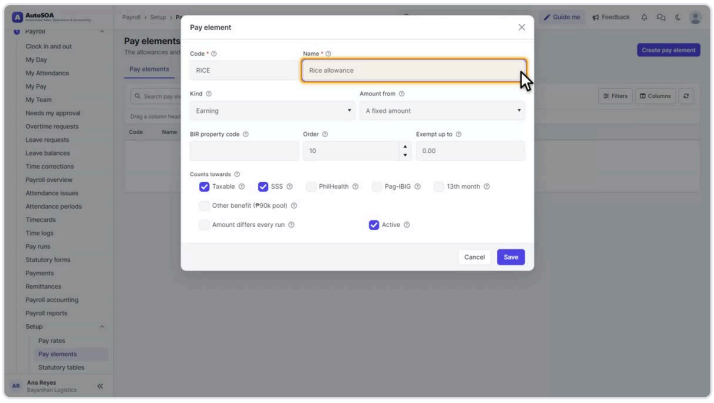


The code is in the box.

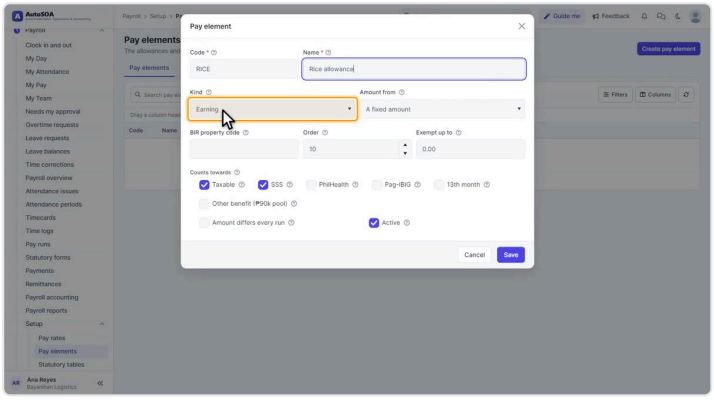
4

Name is what the payslip shows. It is required too.

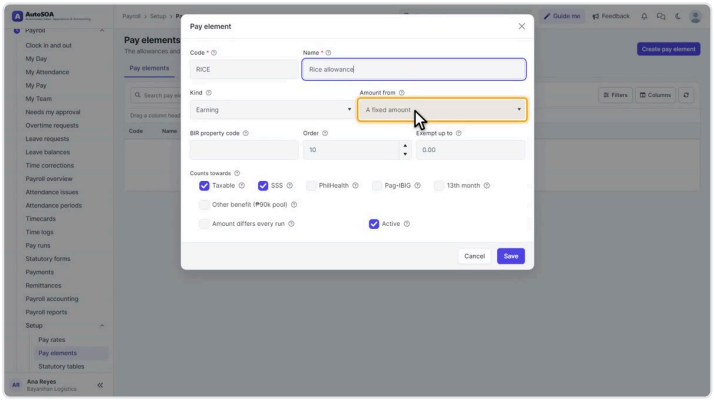
Type Rice allowance in **Name**.



The name is in the box.



Kind is already **Earning**. An earning adds to pay; a **Deduction** takes from it.

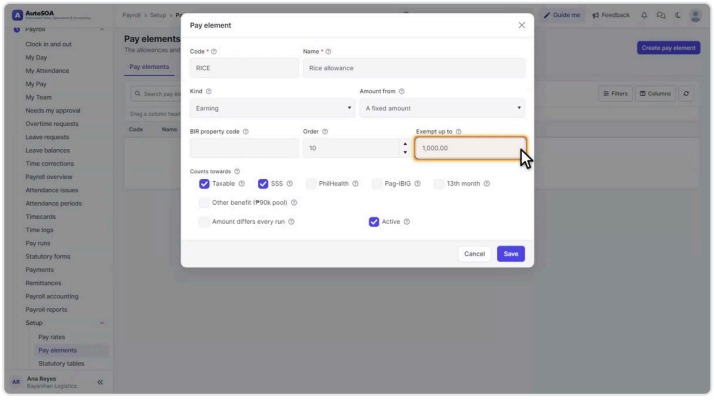


Amount from is already **A fixed amount**: the same amount each payday, set for each person.

5

The BIR lets up to ₱2,000 a month of rice allowance go untaxed. That is ₱1,000 each payday.

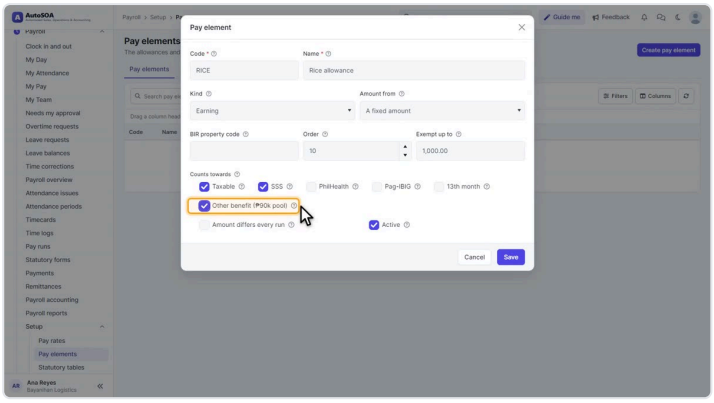
Type 1000 in **Exempt up to**.



Exempt up to shows 1,000: up to ₱1,000 of it each payday is tax-free.

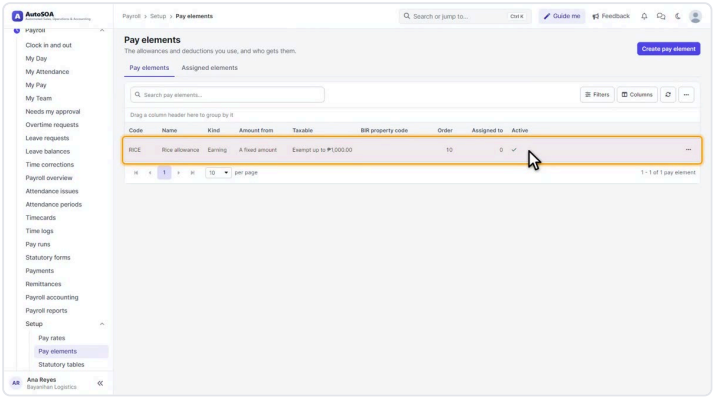
6 Above that, a rice allowance joins the 13th month pay and other benefits. Together, they are tax-free up to ₱90,000 a year.

Turn on **Other benefit (₱90k pool)**.



Other benefit (₱90k pool) is on.

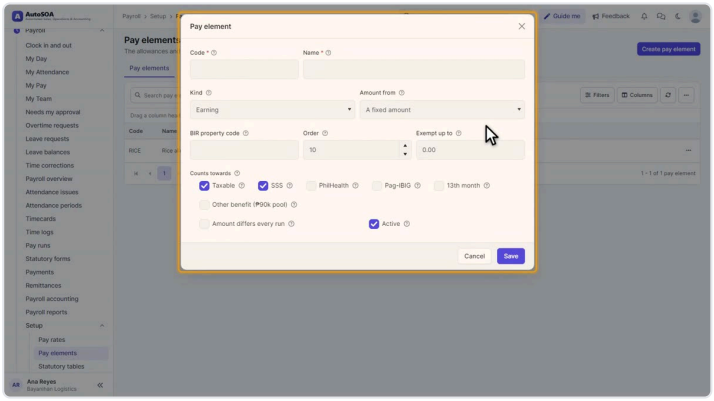
7 Click **Save**.



Rice allowance is in the list, with the code RICE.

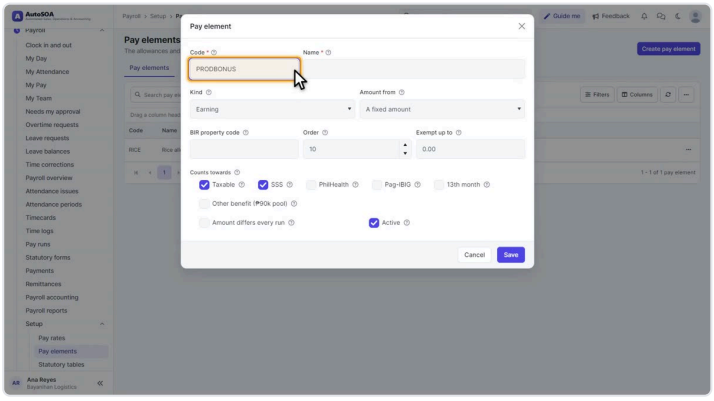
8 The second pay element is the warehouse productivity bonus. It is not paid every payday, so nobody gets it yet.

Click **Create pay element**.



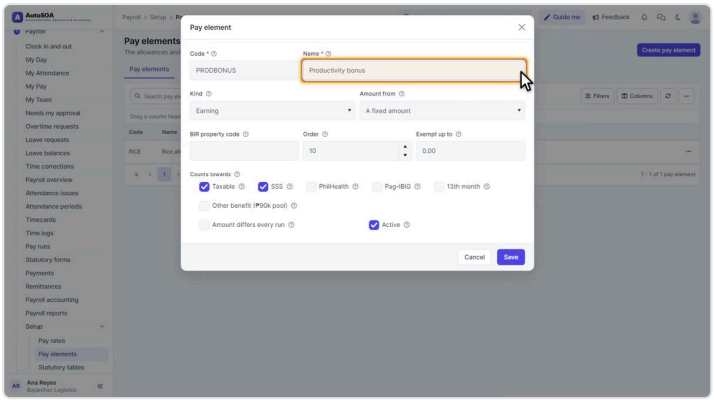
The **Pay element** form opens.

9 Type PRODBONUS in **Code**.



The code is in the box.

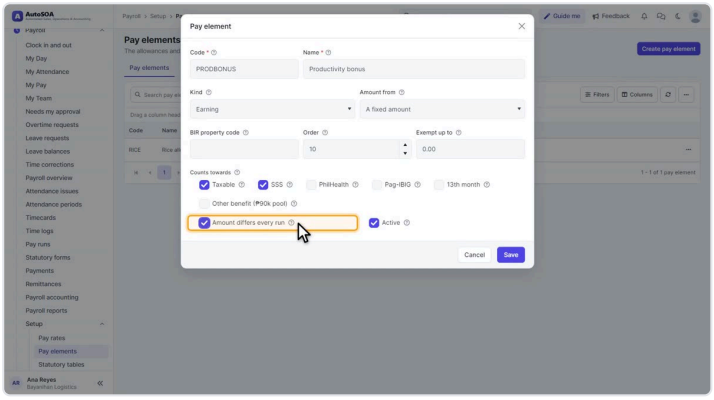
10 Type Productivity bonus in **Name**.



The name is in the box.

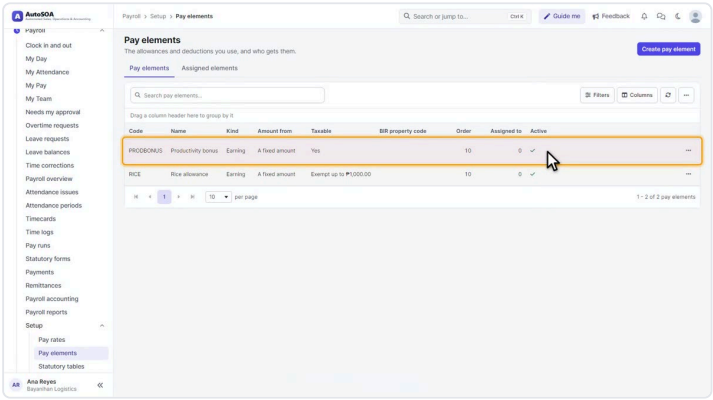
11 A bonus is a different amount each time. This tick says so.

Turn on **Amount differs every run**.



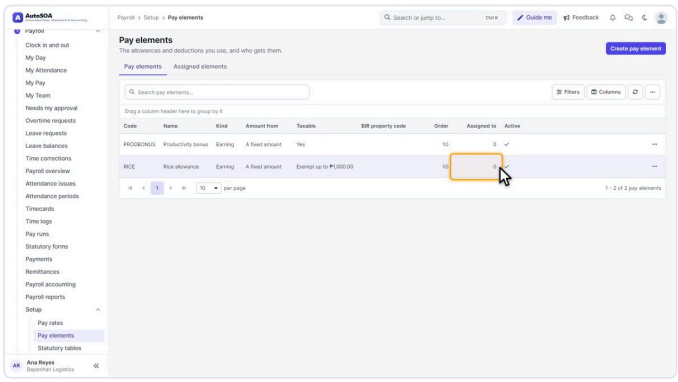
Amount differs every run is on.

12 Click **Save**.



Productivity bonus is in the list.

Check



Assigned to shows 0: nobody gets the rice allowance yet.

You added the rice allowance as a pay element: an earning of a fixed amount. Up to ₱1,000 of it each payday is tax-free, and the rest joins the ₱90,000 limit on other benefits. You added the bonus

too, for runs outside the cut-off. Next, in lesson 8, you bring in your employees. The go-live file gives each office person their rice allowance.

Check yourself

Where do you set up an allowance?

What do you type in **Exempt up to** for the rice allowance, and why?

Why do you add the rice allowance before you bring in your employees?

Common mistakes

The screen says	What to do
Some information is missing or not right. Please check: Type a short code for the pay element.	Click **OK**. Type RICE in **Code**, then click **Save**.
The **Taxable** column shows **Yes** for Rice allowance, not **Exempt up to ₱1,000.00**.	Click **Edit** on Rice allowance. Type 1000 in **Exempt up to**, then click **Save**.
A pay element with code RICE already exists.	The rice allowance is already on the list. Click **Edit** on it to change it.

Lesson 08 · payroll officer · 7 min · `payroll-onboard-08.webm`

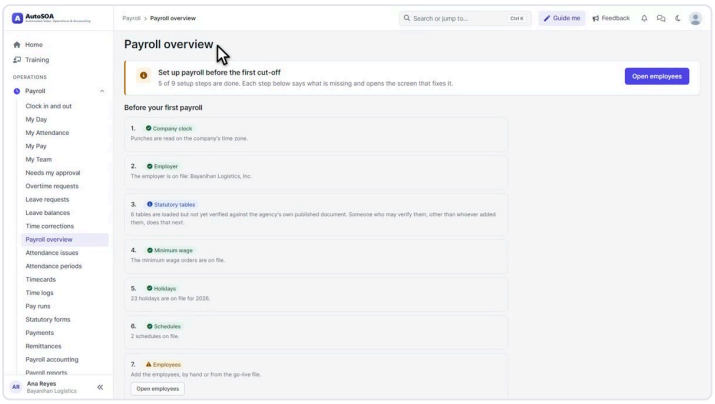
Your employees

> **At the end you will have:** twelve from the go-live file, after the import refuses one SSS number typed wrong; Cristina typed in by hand; 13 on the list

> **Before you start:** You need the logins from lesson 2, the schedules from lesson 6, and the rice allowance from lesson 7. You also need your go-live file: the staff list your company filled in before go-live.

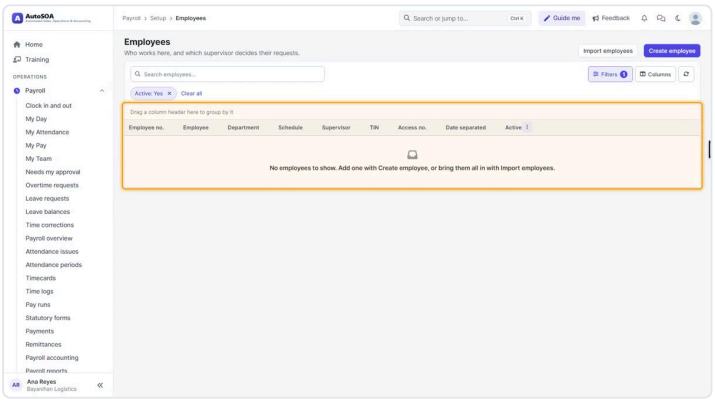
1. Start on the payroll overview. Open **Payroll**, then **Payroll overview**.

   Step 7 is **Employees**: **Add the employees, by hand or from the go-live file.**



This is the payroll overview, with its setup steps.

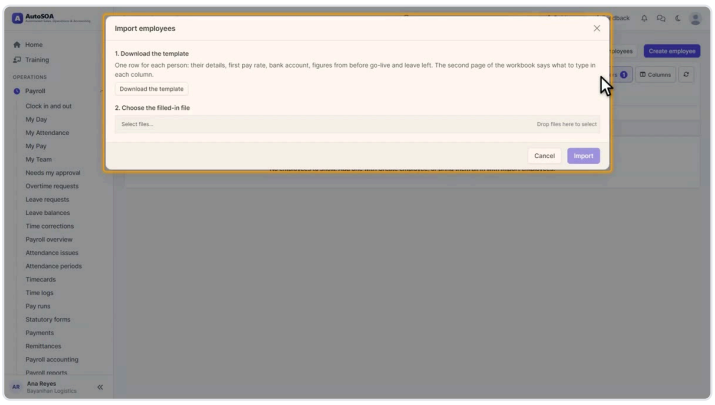
2. Click **Open employees**.



The **Employees** page opens: **No employees to show.**

3. Typing 12 people one at a time is slow. An import brings them all in from one spreadsheet.

   Click **Import employees**.

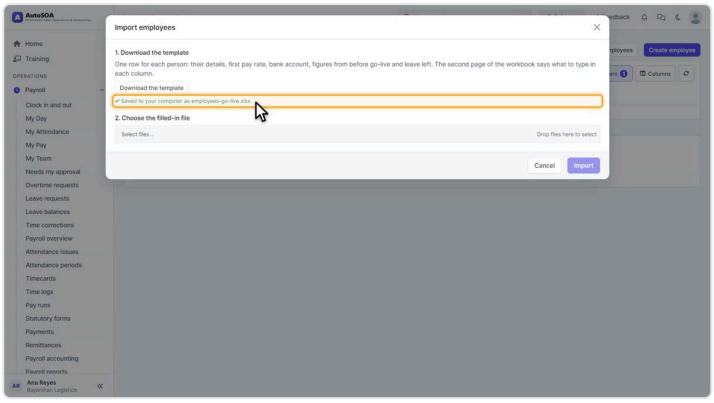


Import employees opens, with two steps: **Download the template**, then **Choose the filled-in file**.

4 The template is the spreadsheet to fill in. It has one row for each person, and a second page that says what to type.

Click **Download the template**.

Fill it in from your old payroll. Bayanihan's bookkeeper has done that already.

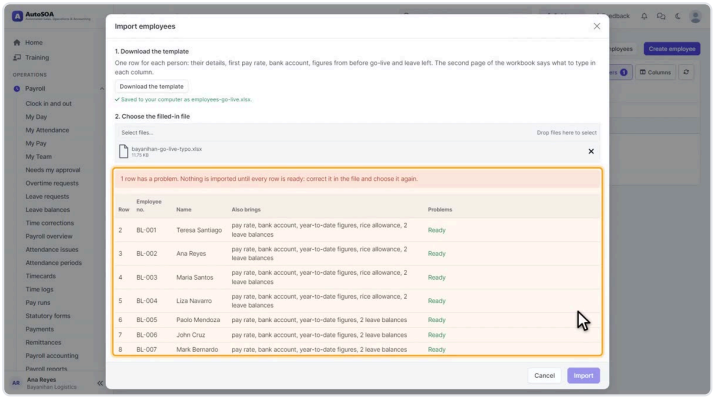


The template is saved to your computer. The note under **Download the template** gives its file name.

5 **Click Select files..., then choose your filled-in go-live file.**

Joel's SSS number is a digit short. His row says what is wrong.

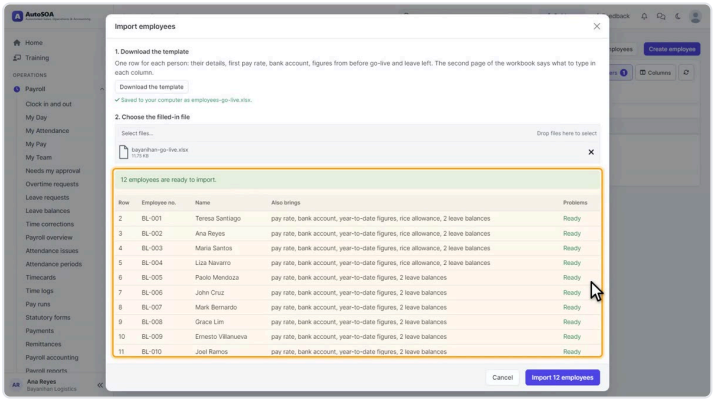
Nothing is imported until every row is ready. Correct the number in your file, and save it.



AutoSOA checks the file first. It says 1 row has a problem.

6 **Click Select files..., then choose the corrected file.**

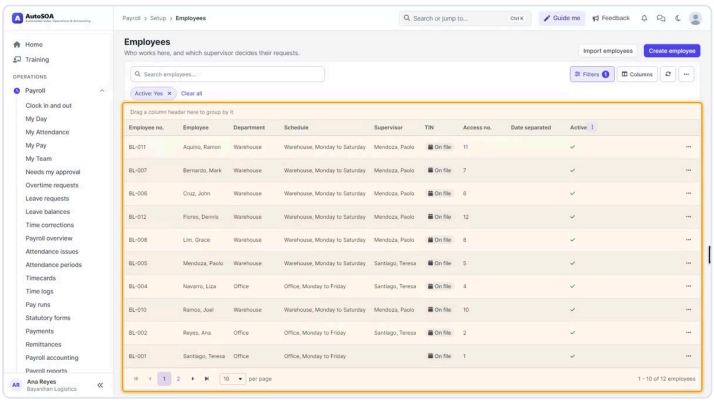
The **Also brings** column says what comes with each person. Ana brings a **pay rate, bank account, year-to-date figures, rice allowance, 2 leave balances**.



AutoSOA checks the file. It says **12 employees are ready to import.**

7 The import is all or nothing. If a row had a problem, the screen would name it, and nobody would come in.

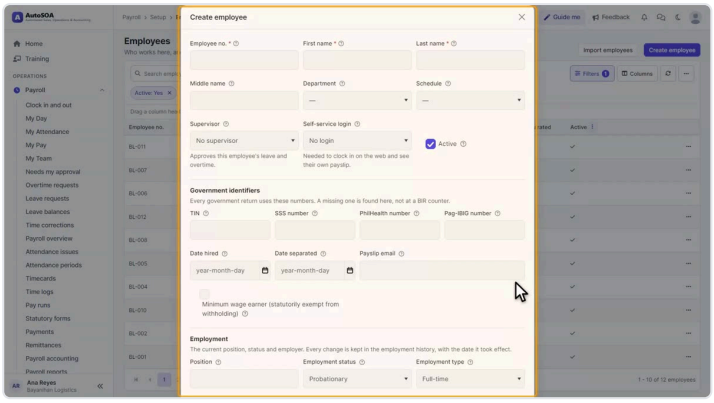
Click **Import 12 employees**.



The list now shows 12 employees.

8 Cristina Garcia joins the office on 27 October. She is not in the file, so you type her in.

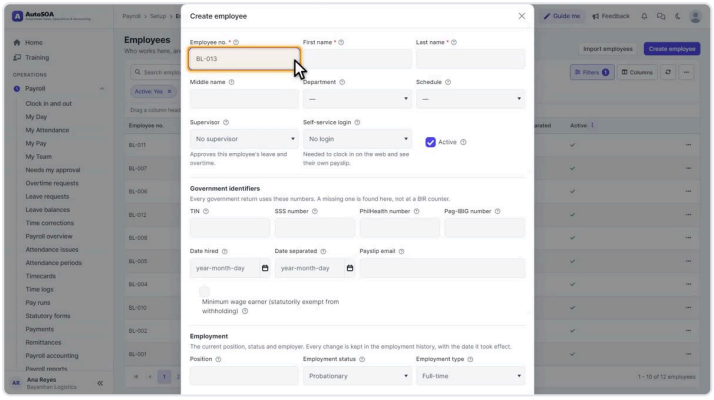
Click **Create employee**.



The **Create employee** form opens.

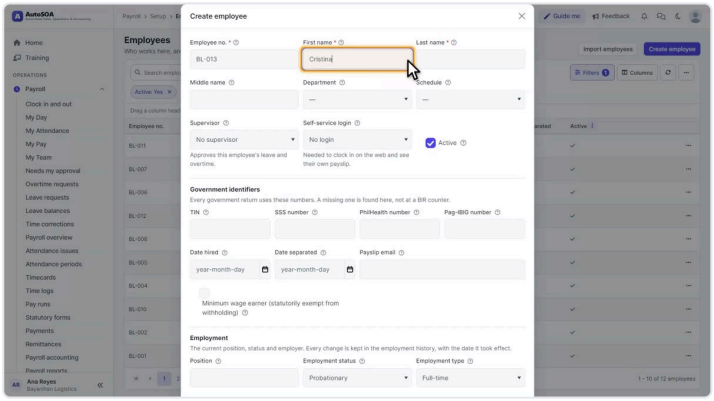
9 Her employee number, **Employee no.**, is what her payslips carry. The file used BL-001 to BL-012.

Type BL-013 in **Employee no.**



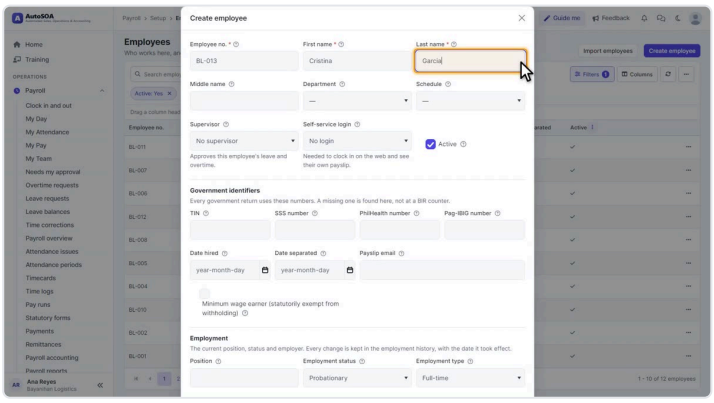
BL-013 is in the box.

10 Type Cristina in **First name**.



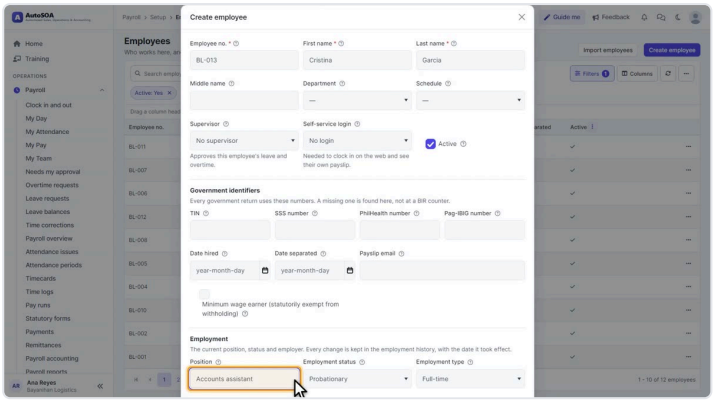
Her first name is in the box.

11 Type Garcia in **Last name**.



Her last name is in the box.

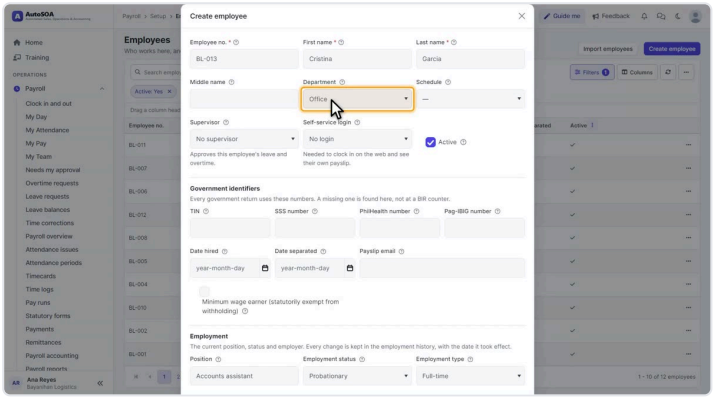
12 Type Accounts assistant in **Position**.



Her position is in the box.

13 The department groups her with the office in every list and report.

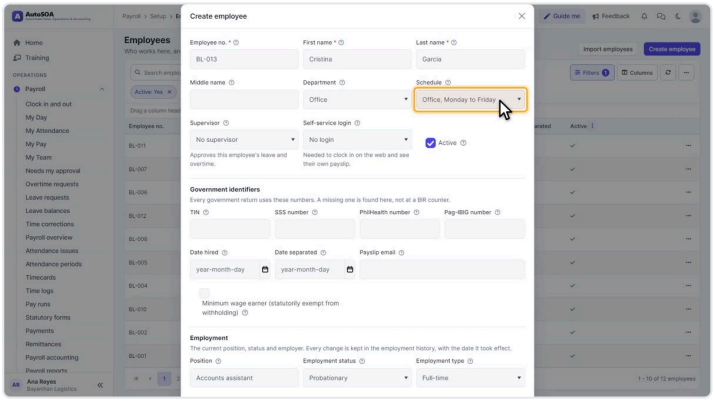
Choose **Office** in **Department**.



Department shows **Office**.

14 Her schedule is what her lateness and overtime are measured against.

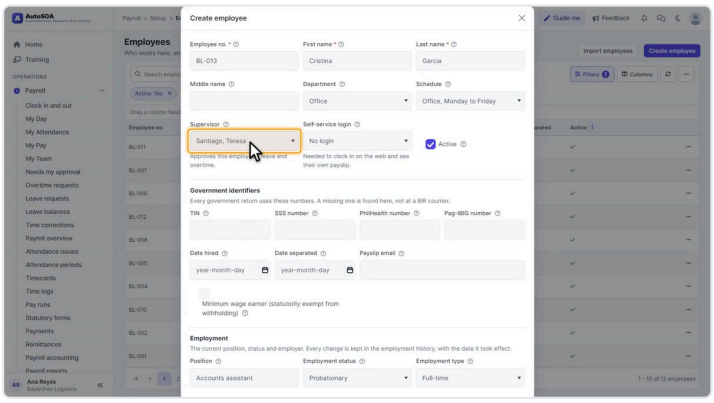
Choose **Office, Monday to Friday** in **Schedule**.



Schedule shows the office schedule.

15 Her supervisor approves her leave and overtime. In the office, that is Teresa.

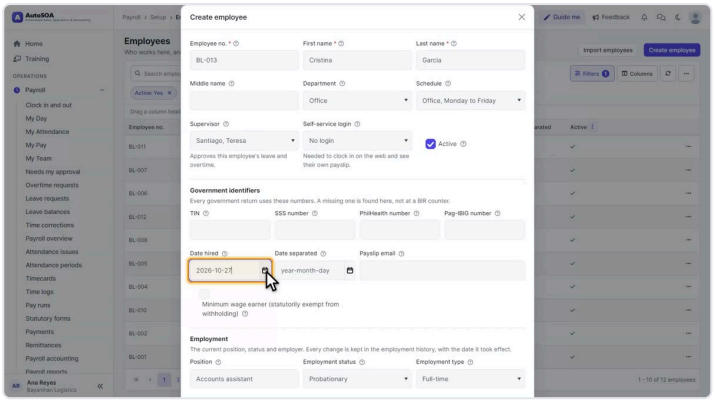
Choose **Santiago, Teresa** in **Supervisor**.



Supervisor shows **Santiago, Teresa**.

16 **Date hired** is her first day. Her 13th month pay is counted from it.

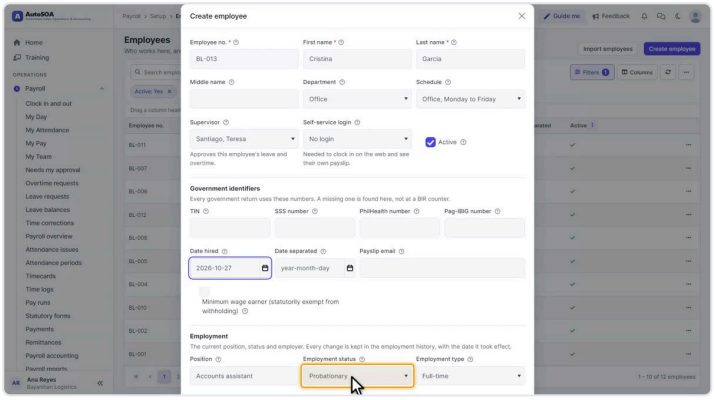
Pick 27 October in **Date hired**.



Her first day is in the box.

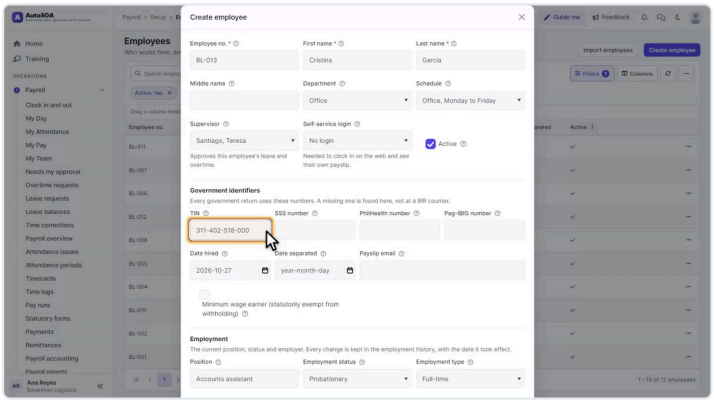
17 Cristina is new, so she starts on probation.

Employment status already shows **Probationary**. Leave it.



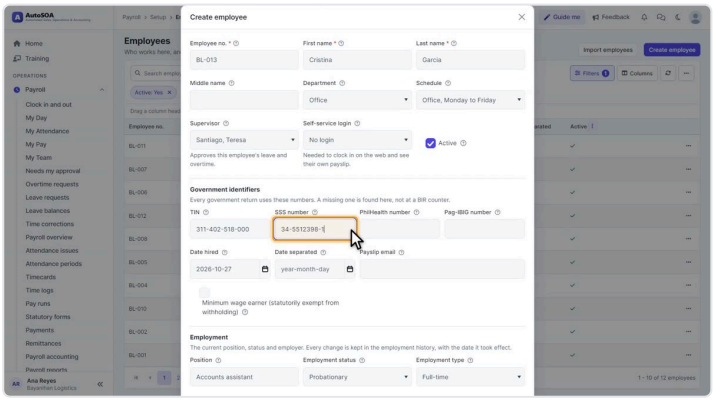
18 Next come her government numbers. Every government return is filed under them.

Type her TIN, 184-356-504-000, in **TIN**.



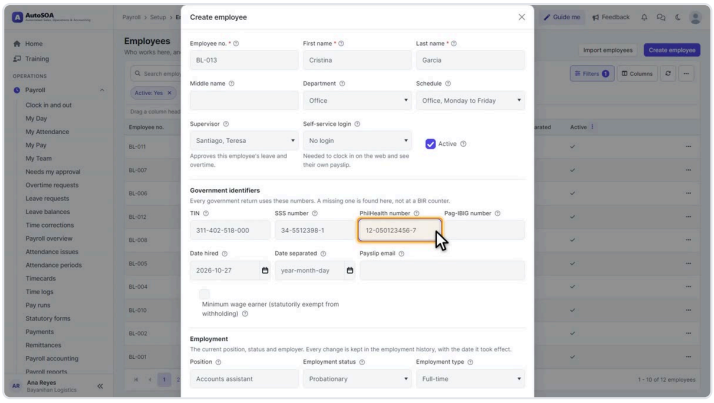
Her TIN is in the box.

19 Type her SSS number, 34-2481484-2, in **SSS number**.



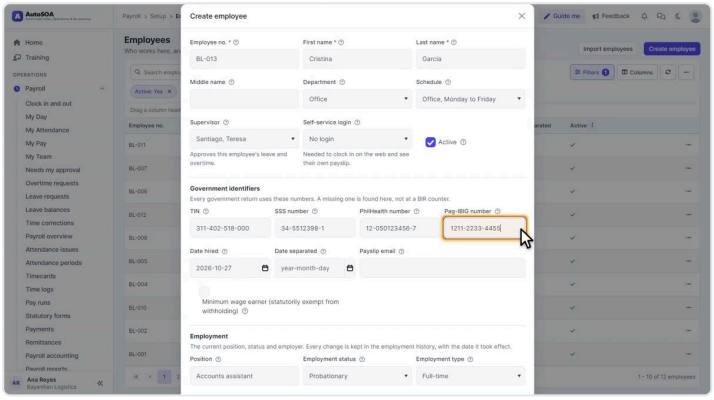
Her SSS number is in the box.

20 Type her PhilHealth number, 12-114814804-6, in **PhilHealth number**.



Her PhilHealth number is in the box.

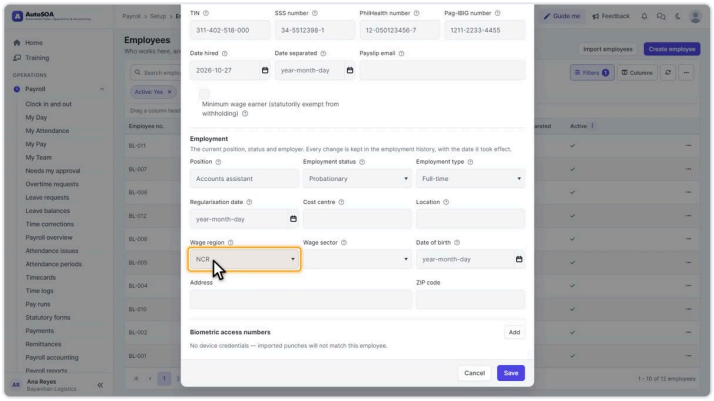
21 Type her Pag-IBIG number, 1211-2444-3852, in **Pag-IBIG number**.



Her Pag-IBIG number is in the box.

22 **Wage region** decides which minimum wage her rate is checked against. The list holds the regions with a minimum wage on file.

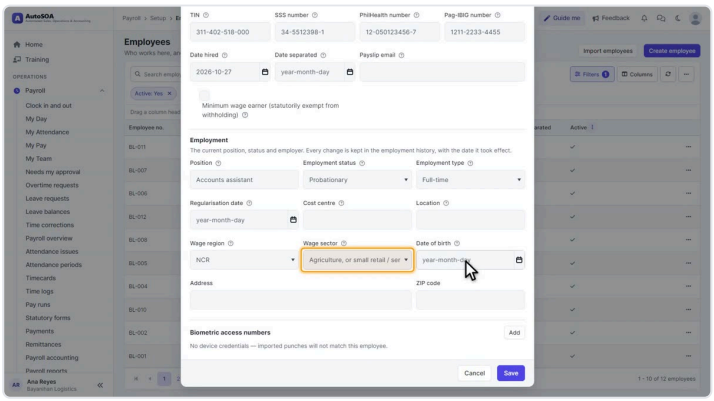
Choose NCR in **Wage region**.



Wage region shows NCR.

23 The wage sector picks the minimum within the region. Bayanihan is on the lower one for small businesses, and so is everyone in the go-live file.

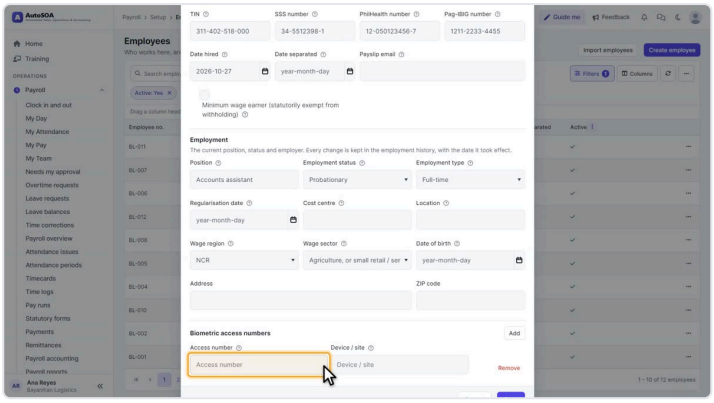
Choose **Agriculture, or small retail / service / manufacturing** in **Wage sector**.



Wage sector shows the small business rate.

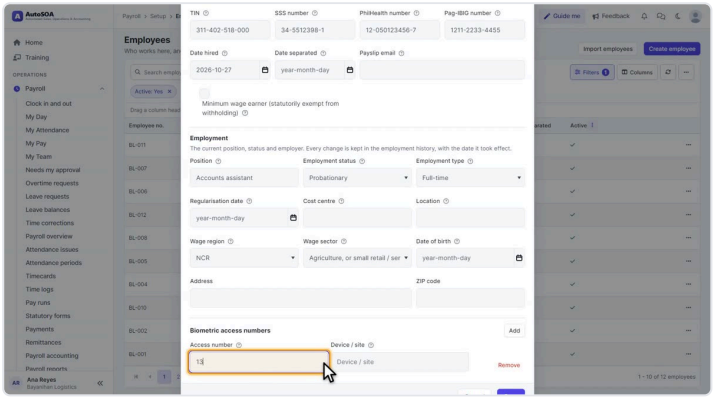
24 Her biometric access number is her number on the time clock. Her punches are matched to her by it.

Click **Add**, beside **Biometric access numbers**.



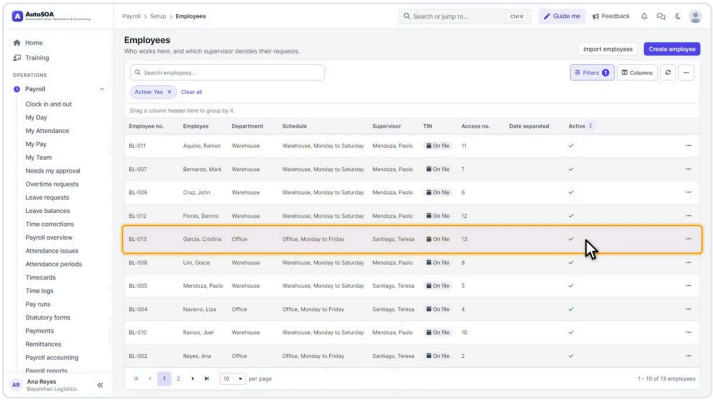
An **Access number** box appears.

25 Type 13 in **Access number**.



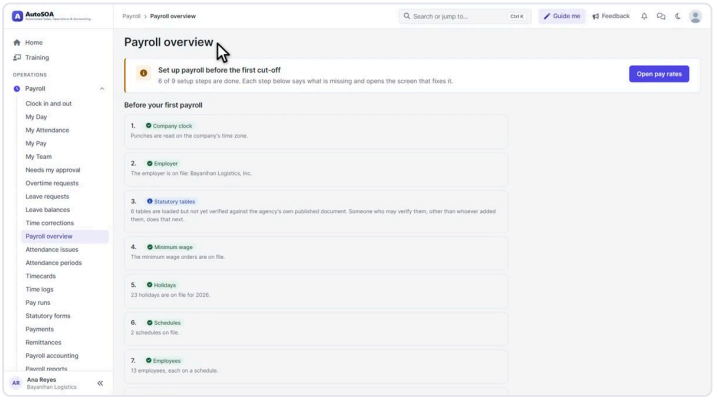
Her access number is 13.

26 Click **Save**.



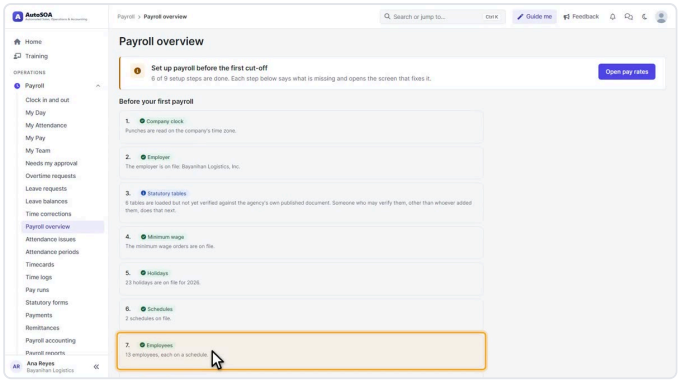
Cristina is on the list, with her number, BL-013. The list now has 13 employees.

27 Open **Payroll**, then **Payroll overview**.



This is the payroll overview again.

Check



The **Employees** step is done: **12 employees, each on a schedule.**

You imported 12 employees from the go-live file, with their rates, bank accounts, year-to-date figures, allowance and leave. Then you typed in Cristina by hand. The next step says **1 employee has no pay rate.** That is Cristina, and lesson 9 gives her one.

Check yourself

Where do you bring in all your employees at once?

What happens when one row of the go-live file has a problem?

What must be on file before you import the go-live file?

Common mistakes

The screen says	What to do
1 row has a problem. Nothing is imported until every row is ready: correct it in the file and choose it again.	Read the **Problems** column for that row, and correct the row in your go-live file. Then click **Select files...** and choose the file again.
Schedule "Warehouse, Monday to Saturday" is not on the Schedules page. Add it there first, or correct the spelling.	Make the schedule on **Schedules** first, as in lesson 6, with the same name as in the file. Then choose the file again.
There is no login "john.cruz". Make it under Administration, Users first, or leave the box blank.	Make John's login first, as in lesson 2, with the user name the file shows. Then choose the file again.
Also brings does not list rice allowance for the office people.	Add the rice allowance on **Pay elements** first, as in lesson 7. Then click **Download the template** again, and type 1000 under **Pay: Rice allowance** for each office person.

Lesson 09 · payroll officer · 7 min · `payroll-onboard-09.webm`

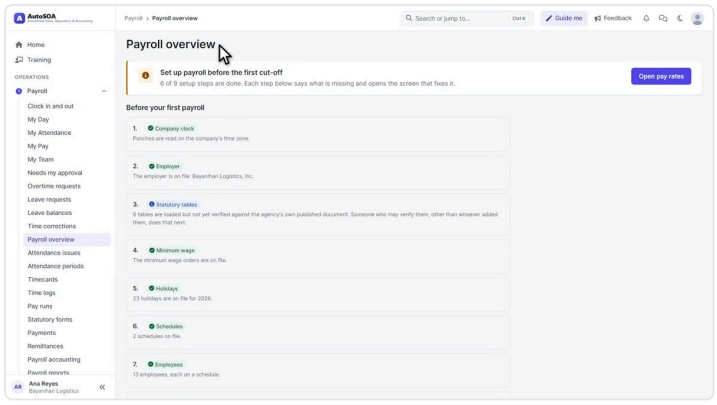
Pay rates and figures from before go-live

> **At the end you will have:** Cristina's starting rate and her previous employer's figures added by hand; the imported rates, year-to-date figures and leave balances checked

> **Before you start:** You need the employees from lesson 8, and the leave types from lesson 5.

1 Start on the payroll overview. Open **Payroll**, then **Payroll overview**.

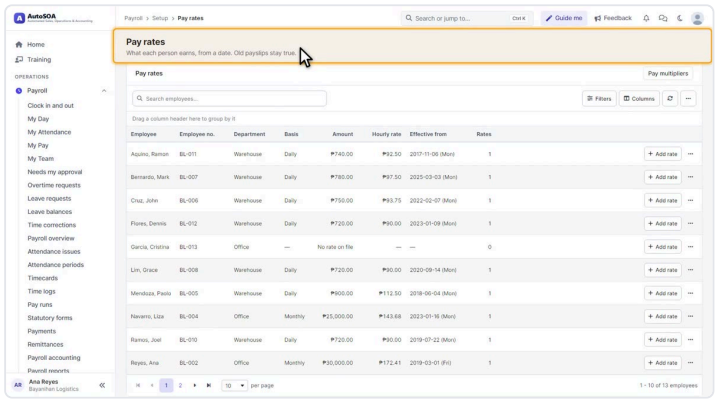
Step 8 is **Pay rates**: **1 employee has no pay rate. The pay run will not calculate without one.**



This is the payroll overview. It shows the setup steps still open.

2 Click **Open pay rates**.

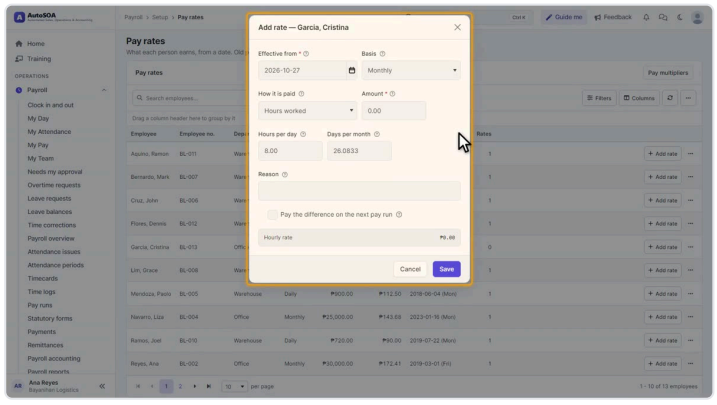
The go-live file gave everyone else a pay rate. Ana's is **Monthly**: **₱30,000.00**.



The **Pay rates** page opens. It shows what each person earns, from a date.

3 Cristina has none yet. Her row says **No rate on file**.

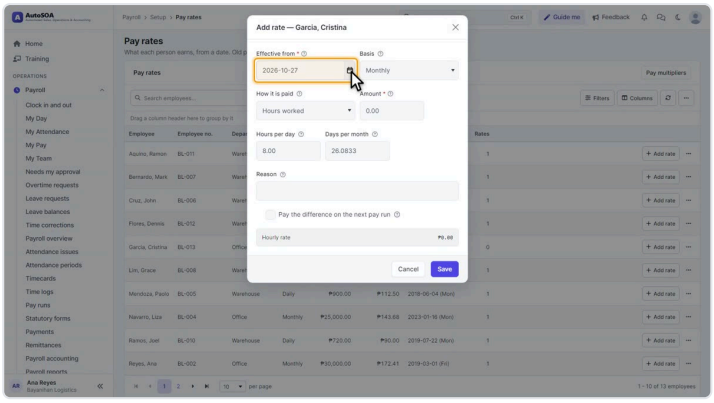
Click **Add rate** on Cristina's row.



The **Add rate** form opens, with her name at the top.

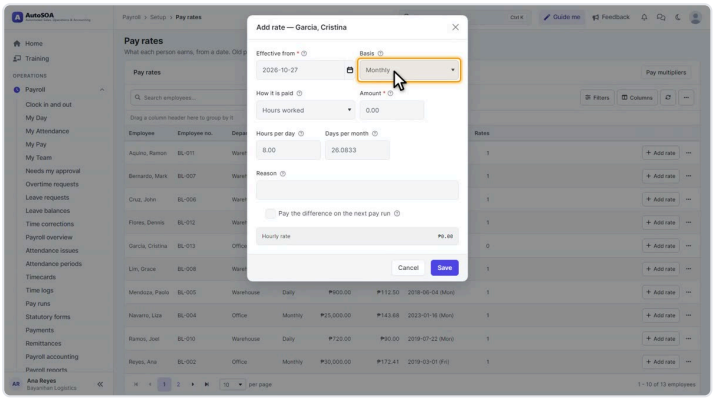
4 **Effective from** is the first day this rate applies. Hers is her first day at work.

Effective from already shows 27 October 2026, her date hired. Leave it.



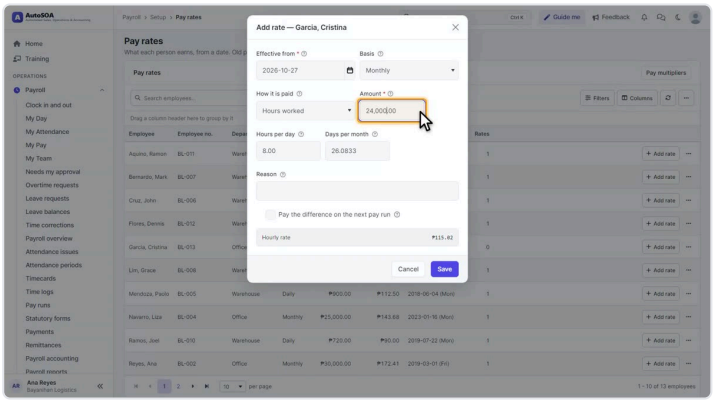
5 **Basis** says how the rate is quoted. Office staff have a monthly rate: an amount for each month.

Choose **Monthly** in **Basis**.



Basis shows **Monthly**.

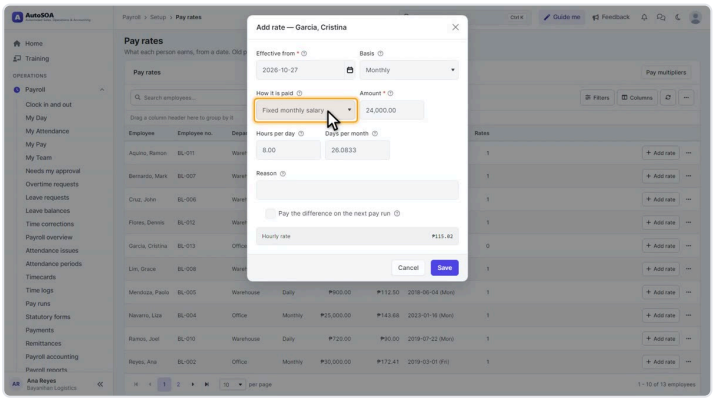
6 Type 24000 in **Amount**.



Amount shows her monthly rate, in pesos.

7 **How it is paid** says if pay follows the hours worked, or a fixed salary. Office staff have a fixed salary.

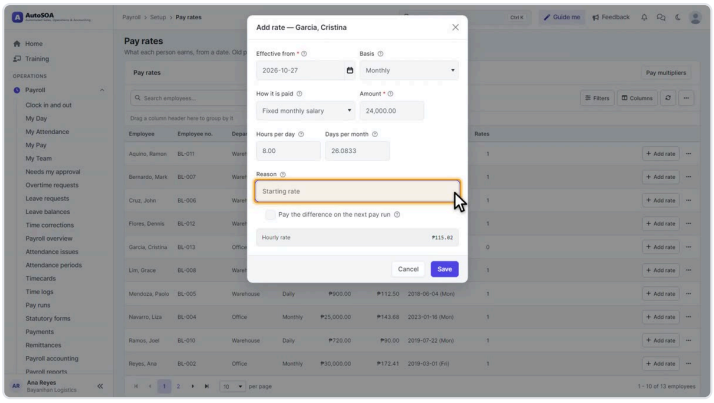
Choose **Fixed monthly salary** in **How it is paid**.



How it is paid shows **Fixed monthly salary**.

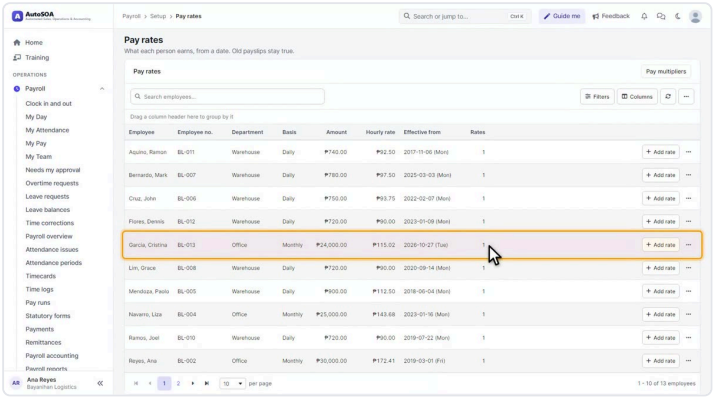
8 **Reason** shows on her payslip. It is optional.

Type Starting rate in **Reason**.



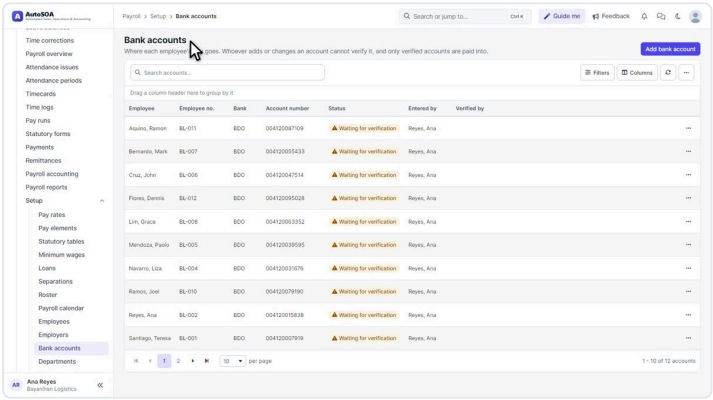
The reason is in the box.

9 Click **Save**.



Cristina's row now shows **₱24,000.00**.

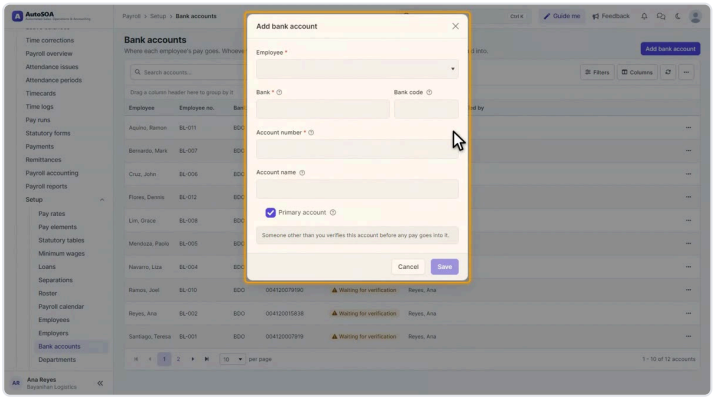
10 Her pay also needs a bank account. Open **Payroll**, then **Setup**, then **Bank accounts**.



This is the **Bank accounts** page. It shows where each employee's pay goes.

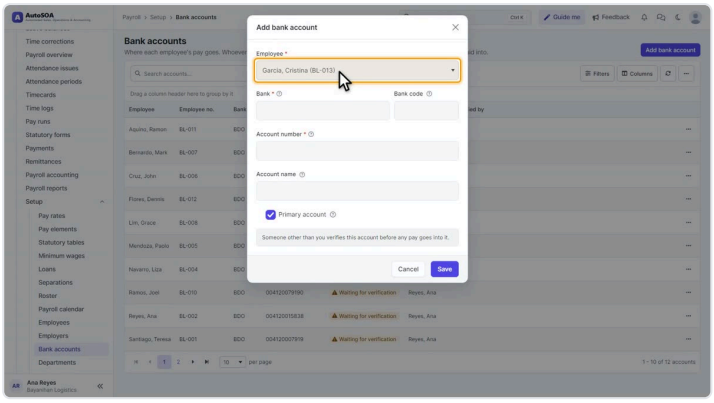
11 The go-live file brought the other 12 accounts. Cristina's comes from her own bank document.

Click **Add bank account**.



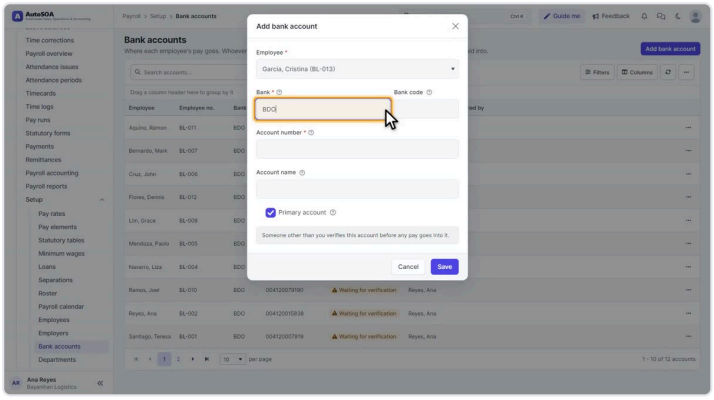
The **Add bank account** form opens.

12 Type Cristina in **Employee**, then choose **Garcia, Cristina (BL-013)**.



Cristina is chosen.

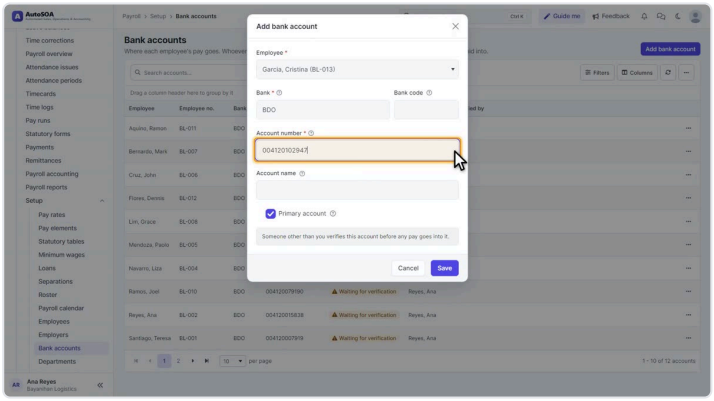
13 Type BDO in **Bank**.



BDO is in the box.

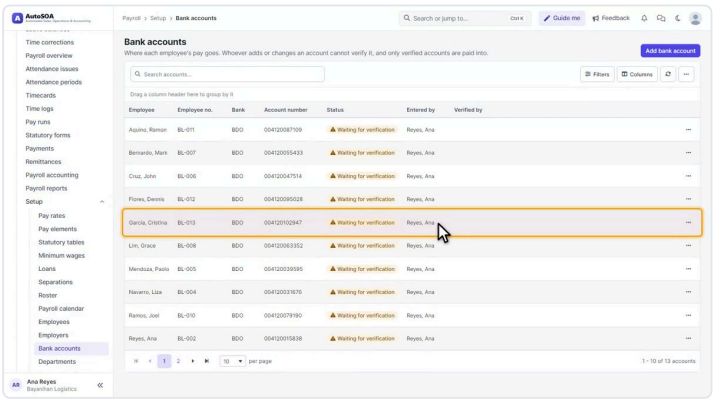
14 Copy **Account number** exactly as her bank document prints it.

Type her account number, 004120102947, in **Account number**.



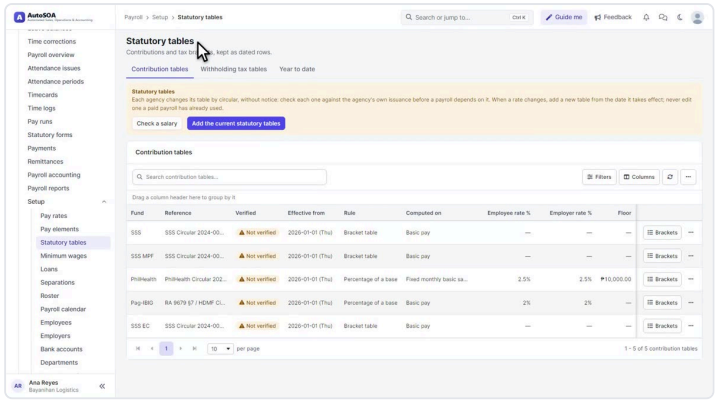
The number is in the box.

15 Click **Save**.



Her account says **Waiting for verification**. Someone other than Ana must check it before pay goes in.

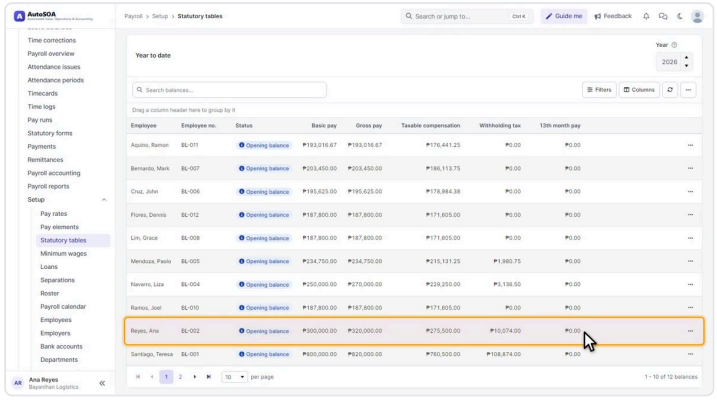
16 Next, the figures from before go-live. Open **Payroll**, then **Setup**, then **Statutory tables**.



This is the **Statutory tables** page from lesson 4.

17 **Year to date** is what the old payroll already paid and taxed each person this year. December's tax depends on it.

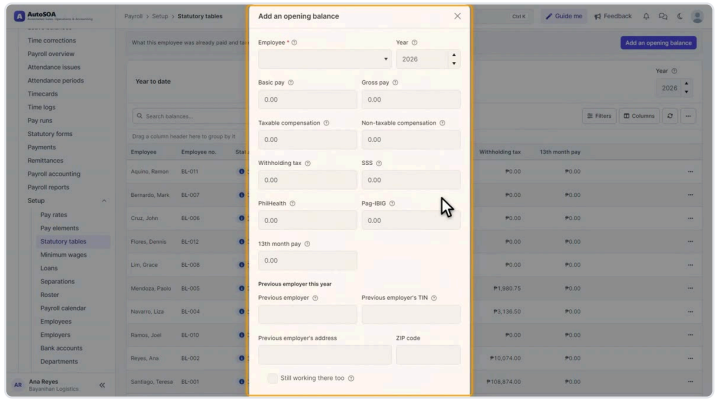
Click **Year to date**.



Ana's row is an **Opening balance**: her figures from the old payroll. Her **Gross pay** so far is ₱320,000.00.

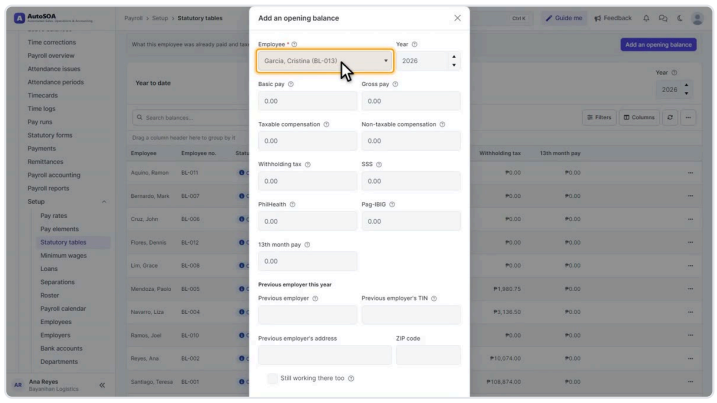
18 Cristina worked for another company this year. Her tax for the year counts that pay too. The figures are on the BIR 2316 that company gave her.

Click **Add an opening balance**.



The form opens.

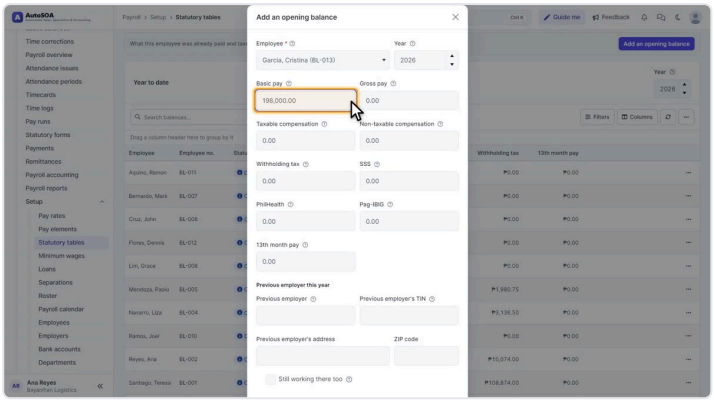
19 Type Cristina in **Employee**, then choose **Garcia, Cristina (BL-013)**.



Cristina is chosen.

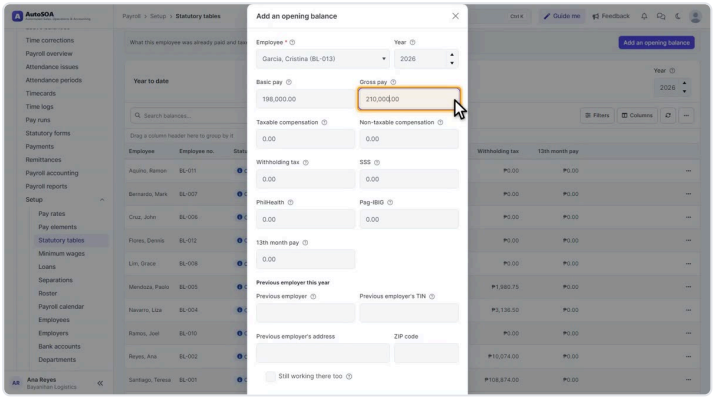
20 Copy each figure from her 2316.

Type 198000 in **Basic pay**.



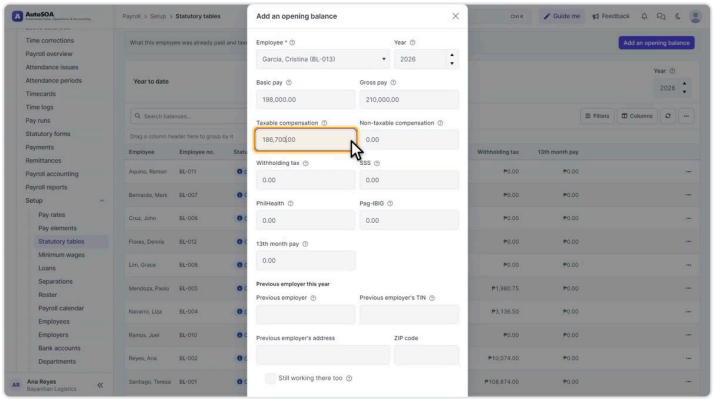
Basic pay shows 198,000.

21 Type 210000 in **Gross pay**.



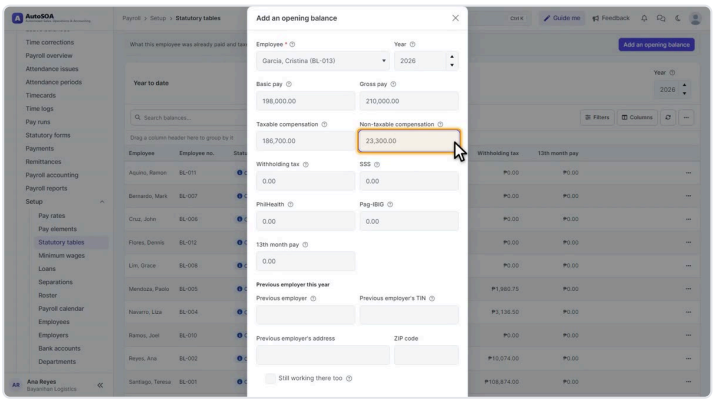
Gross pay shows 210,000.

22 Type 186700 in **Taxable compensation**.



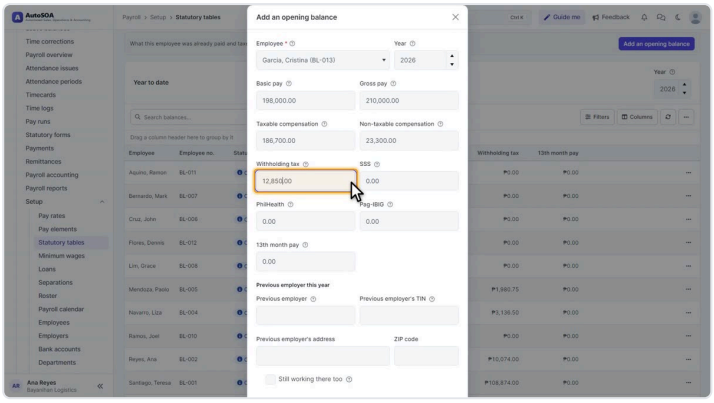
Taxable compensation shows 186,700.

23 Type 23300 in **Non-taxable compensation**.



Non-taxable compensation shows 23,300.

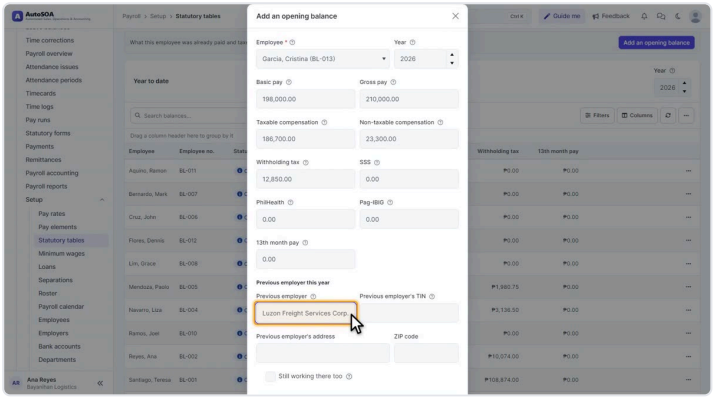
24 Type 12850 in **Withholding tax**.



Withholding tax shows 12,850.

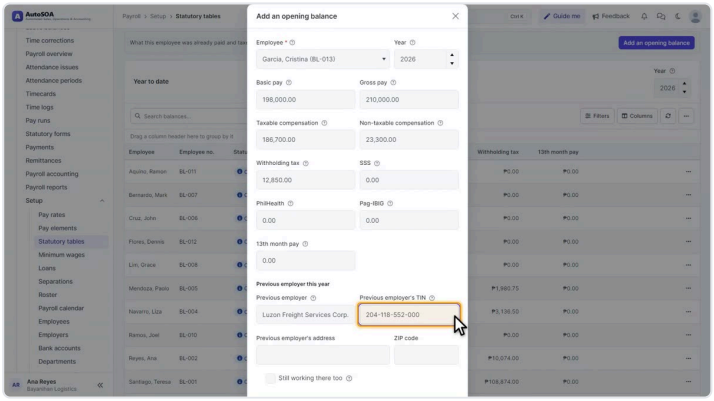
25 Her certificate at year-end names the company that paid her first.

Type Luzon Freight Services Corp. in **Previous employer**.



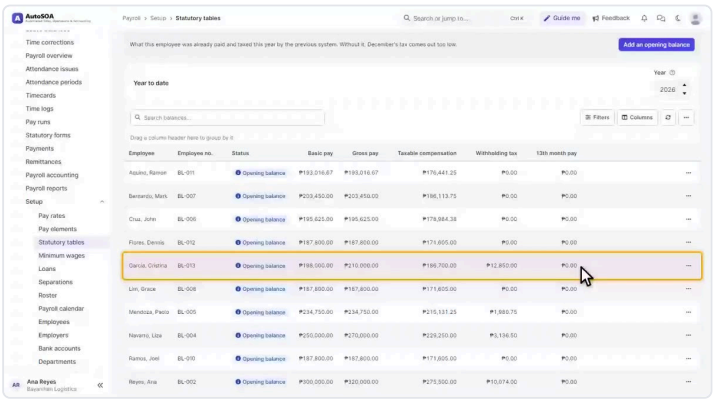
The name is in the box.

26 Type its TIN in **Previous employer's TIN** (here, 204-118-552-000).



The TIN is in the box.

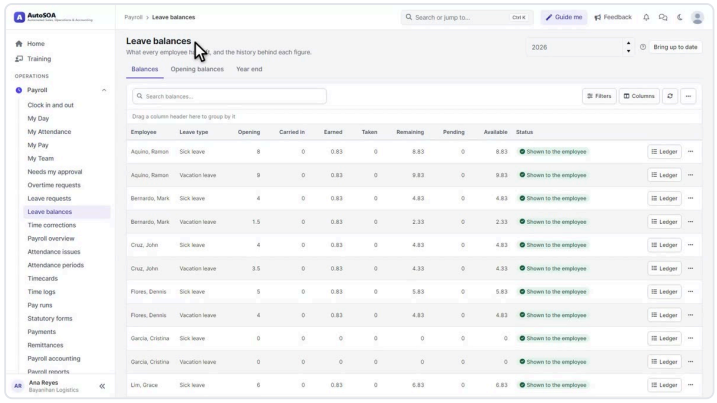
27 Click **Save**.



Cristina's row shows ₱210,000.00 as her gross pay so far.

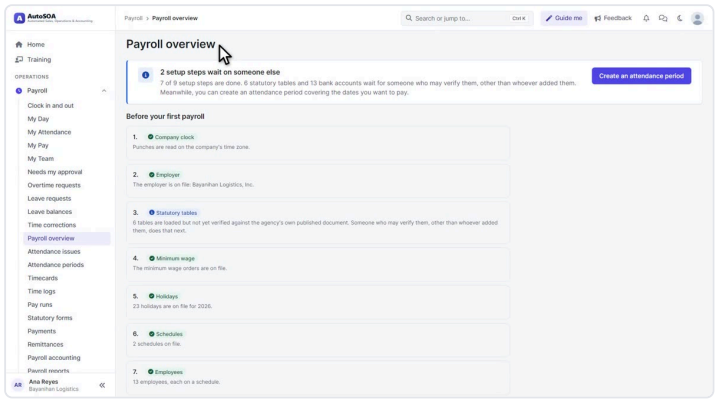
28 **Last, the leave the file brought. Open Payroll, then Leave balances.**

Ana's **Vacation leave** shows an **Opening** of 6.5 days, carried from the file, and 7.33 days **Remaining** with what she has earned since. Cristina's balances start at zero: she is new.



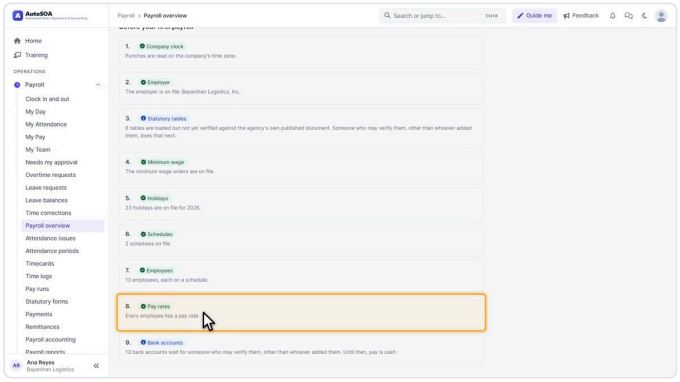
This is the **Leave balances** page. It shows the leave every employee has left, and the history behind each figure.

29 **Open Payroll, then Payroll overview.**



This is the payroll overview again.

Check



The **Pay rates** step is done: **Every employee has a pay rate.**

You gave Cristina a monthly rate of ₱24,000.00 from 27 October, her bank account, and her previous employer's figures. You checked the imported rates, year-to-date figures and leave balances. Two steps now wait for someone else: the statutory tables from lesson 4, and **Bank accounts**. Ana added them, so Teresa, the owner, verifies them in lesson 11.

Check yourself

Where do you give a new employee their first pay rate?

What does **Waiting for verification** mean on a bank account?

Where do you see the year-to-date figures from the old payroll?

Common mistakes

The screen says	What to do
11 bank accounts wait to be verified, and 1 employee has no bank account. Until then, their pay is cash.	Open **Payroll**, then **Setup**, then **Bank accounts**. Click **Add bank account**, and add Cristina's account.
Balances that still need an opening balance: 11. Those employees see what is booked, not what remains, until one is entered.	Click **Enter opening balances**. Click **Enter opening balance** on each row, and type the days left in **Opening days**.
A rate needs an amount above zero.	Click **OK**. Type the rate in **Amount** (760 for Cristina), then click **Save**.

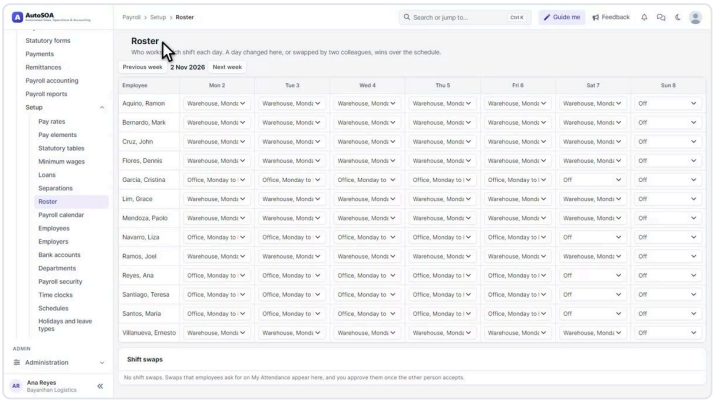
Lesson 10 · payroll officer · 1 min · `payroll-onboard-10.webm`

The roster

> **At the end you will have:** Mark's Saturday 7 November turned into a rest day on the roster, the schedule left as it is

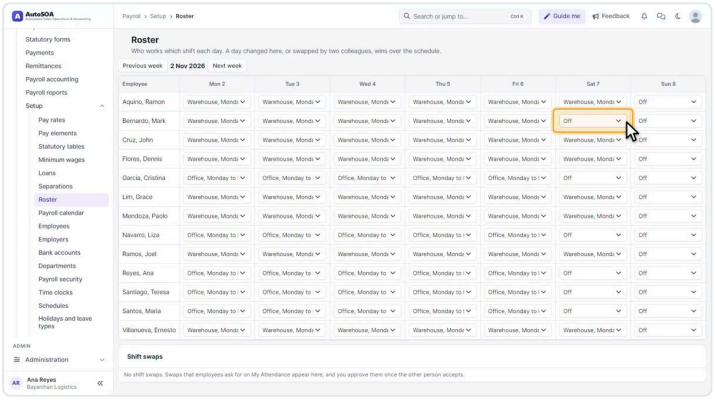
> **Before you start:** This lesson is the payroll officer's. You need the schedules from lesson 6 and the employees from lesson 8.

1 Open **Payroll**, then **Setup**, then **Roster**.



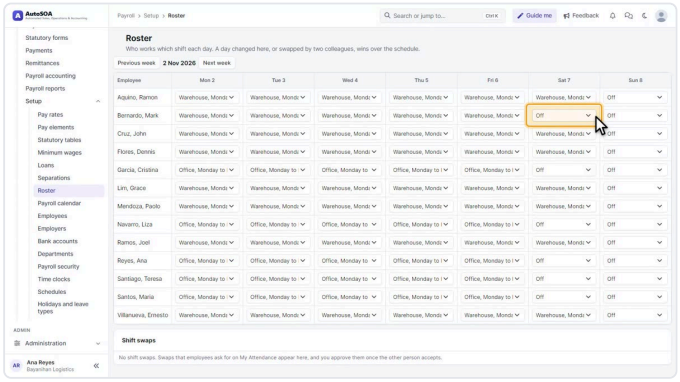
The roster shows who works which shift, one week at a time. Each person starts on their own schedule.

2 Choose **Off** in Mark's box under **Sat 7**.



The day turns yellow. Yellow marks a day that differs from the schedule.

Check



Only Mark's Saturday changed. Everyone else stays on the schedule.

You made one day a rest day for one person. A day changed on the roster wins over the schedule. In lesson 11, Teresa does the owner's checks.

Lesson 11 · owner · 6 min · `payroll-onboard-11.webm`

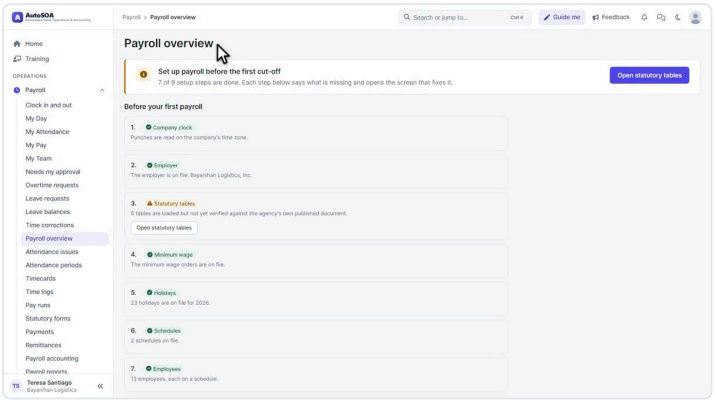
The owner's checks

> **At the end you will have:** the statutory tables and every imported bank account verified by Teresa; the segregation-of-duties report read

> **Before you start:** You need the statutory tables from lesson 4, and the bank accounts from lesson 8 and 9. Teresa is signed in with her own login.

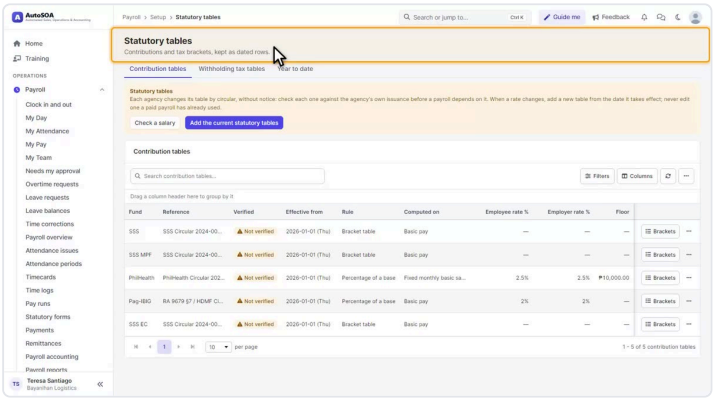
1 **Start on the payroll overview. Open Payroll, then Payroll overview.**

Step 3, **Statutory tables**: **6 tables are loaded but not yet verified against the agency's own published document.** Ana added them, so Teresa is the second person to check them.



This is the payroll overview, as Teresa sees it.

2 **Click Open statutory tables.**

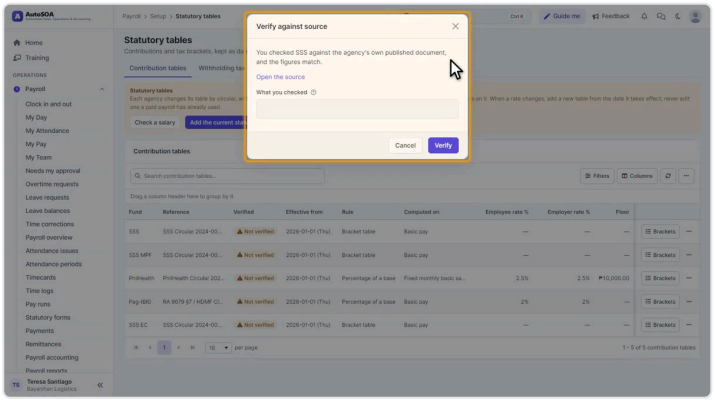


The **Statutory tables** page opens, on **Contribution tables**.

3 Start with SSS. Compare its figures with the SSS circular itself before you verify.

Click ⋯ on the SSS row, then Verify against source.

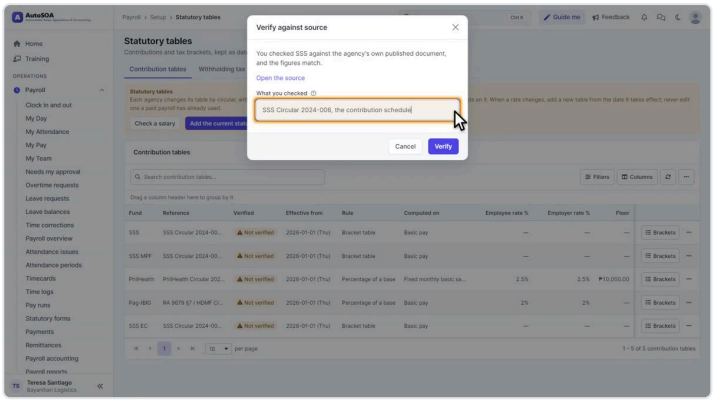
Open the source opens the agency's own document, to compare with this table.



The **Verify against source** form opens: **You checked SSS against the agency's own published document, and the figures match.**

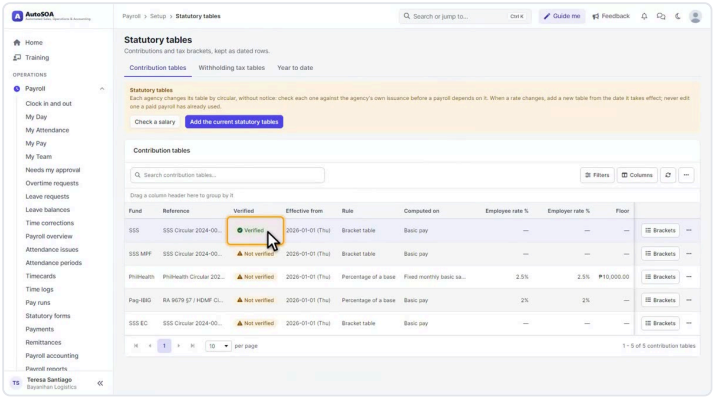
4 What you checked is optional. For SSS, name the document, so anyone can find it later.

Type SSS Circular 2024-006, the contribution schedule, in **What you checked**.



The note is in the box.

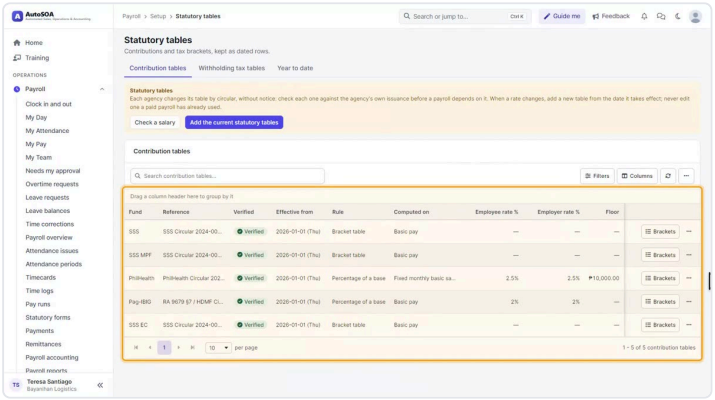
5 Click **Verify**.



The **SSS** row now says **Verified**.

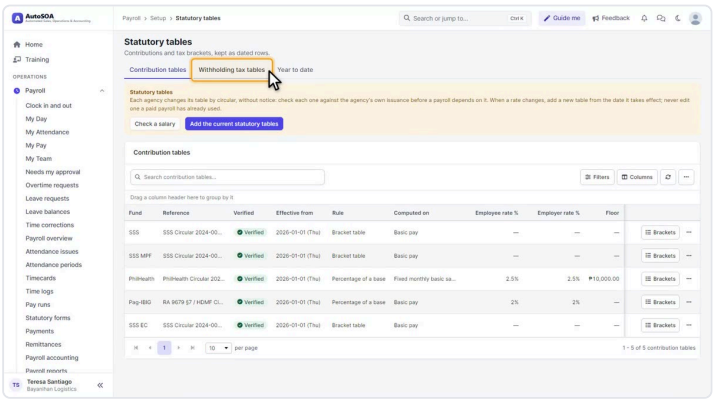
6 Do the same for the other contribution tables: click the three dots on each row, then **Verify against source**, then **Verify**. **SSS MPF** and **PhilHealth** first.

Then **Pag-IBIG** and **SSS EC**. **What you checked** is optional, so these four go without a note.



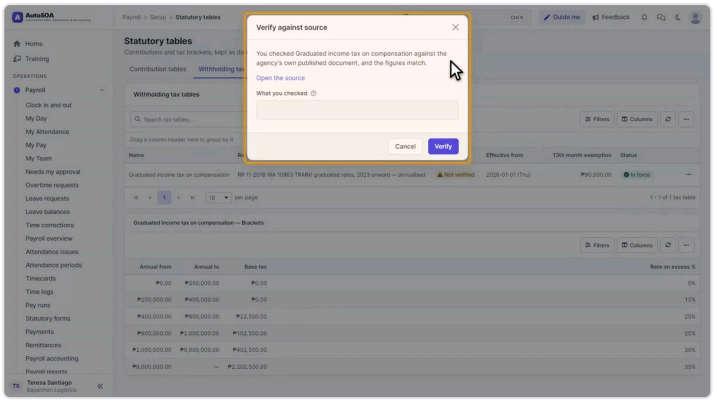
All 5 contribution tables now say **Verified**.

7 Now the tax table. Click **Withholding tax tables**.



8 This is the BIR's withholding tax table. Compare it with the BIR's own regulation.

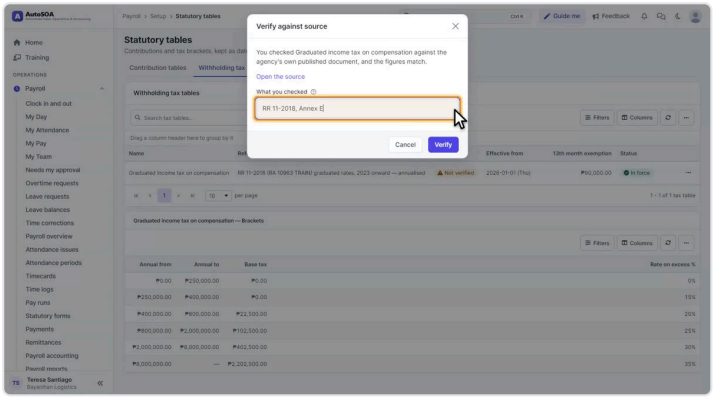
Click ··· on its row, then **Verify against source**.



The form names **Graduated income tax on compensation**.

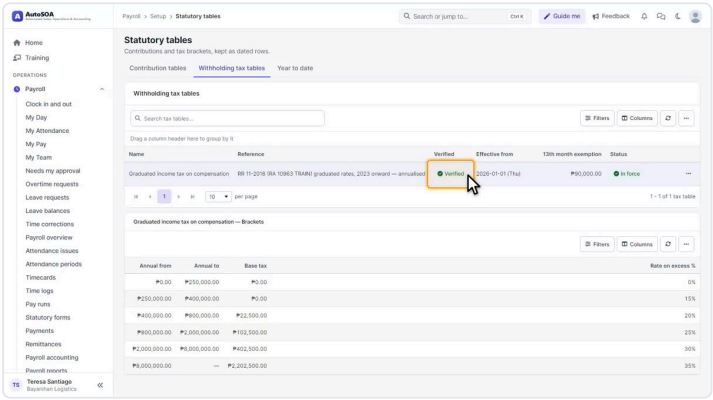
9 Name the regulation you checked, so anyone can find it later.

Type RR 11-2018, Annex E, in **What you checked**.



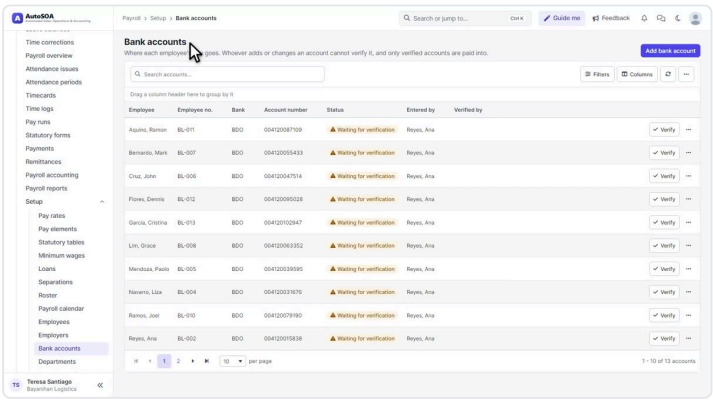
The note is in the box.

10 Click **Verify**.



The tax table says **Verified**. All 6 statutory tables are done.

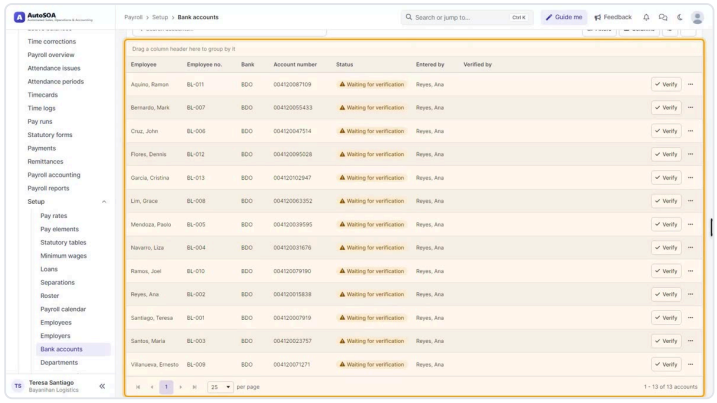
11 Now the bank accounts. Open **Payroll**, then **Setup**, then **Bank accounts**.



This is the **Bank accounts** page. Ana added these accounts, so she cannot verify them.

12 There are 13 accounts, but the list shows 10 at a time.

Choose 25 per page, under the list.

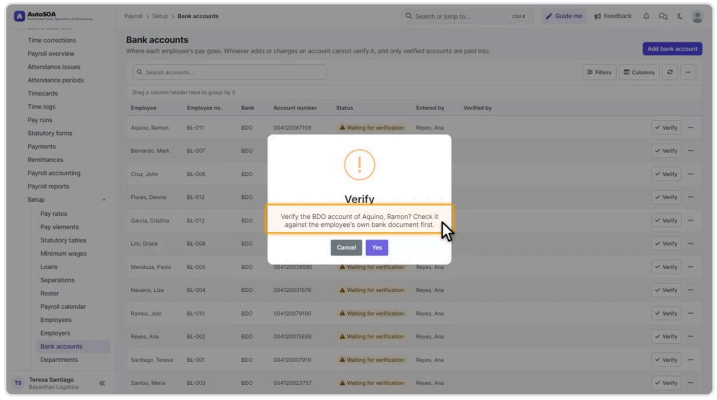


All 13 accounts now fit on one page.

13 Compare each account number with the employee's own bank document.

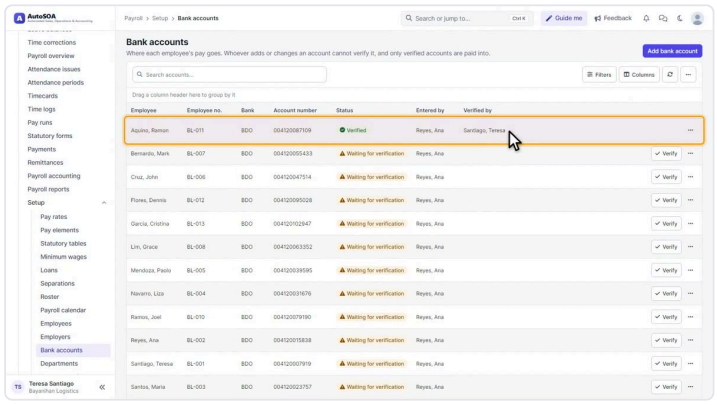
Click Verify on the account's row.

If an account does not match, click the three dots on its row, then **Reject**: it goes back to Ana to correct.



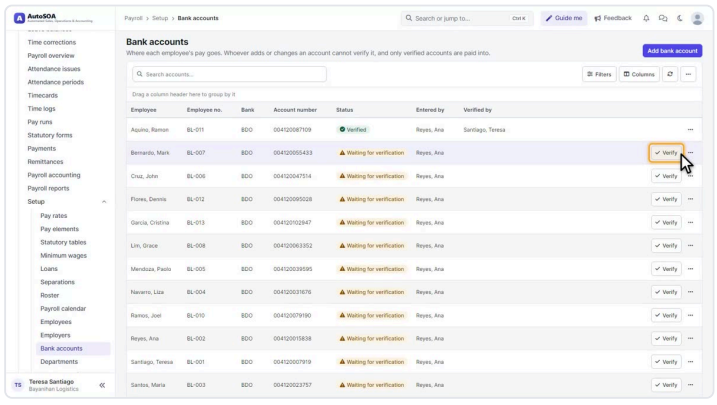
A message asks: **Check it against the employee's own bank document first.**

14 **Click Yes.**

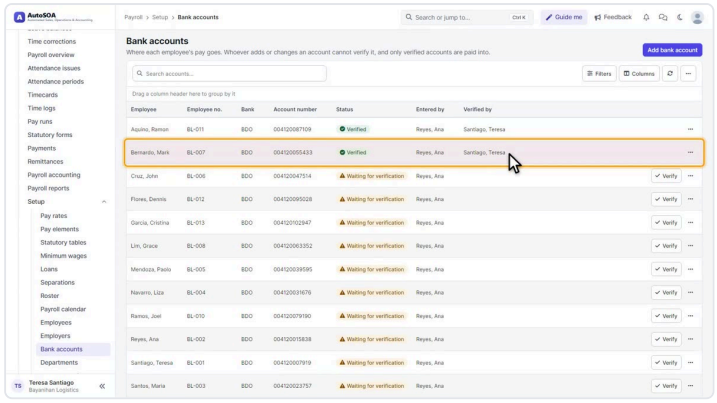


The first account now says **Verified**.

15 **Do the same on the next account: click Verify.**



16 Click **Yes**.



The second account says **Verified** too.

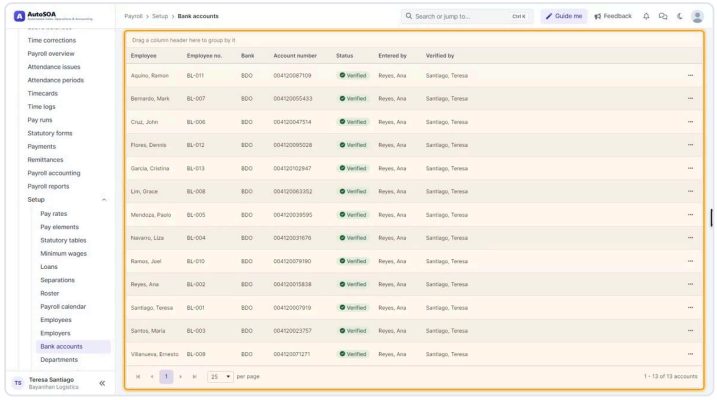
17 **Verify each of the other eleven the same way: click Verify on its row, then Yes.**

Check each one against that person's own bank document, not against the go-live file.

A wrong digit here would send someone's pay to a stranger's account, so take your time.

If one does not match, choose **Reject** instead, and Ana corrects the account.

That was the last one. Every account on the list has now been checked.

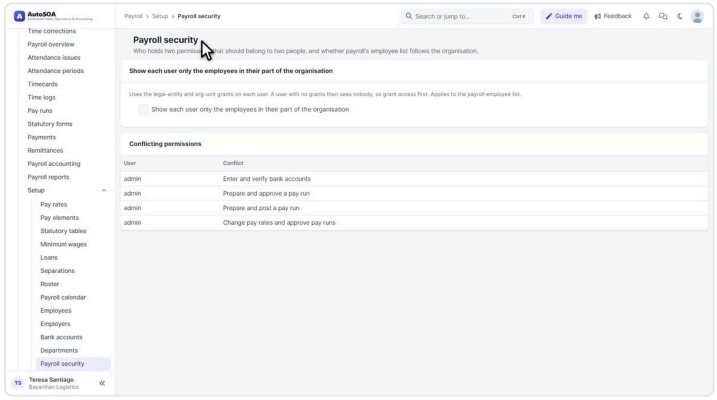


All 13 bank accounts now say **Verified**.

18 **Open Payroll, then Setup, then Payroll security.**

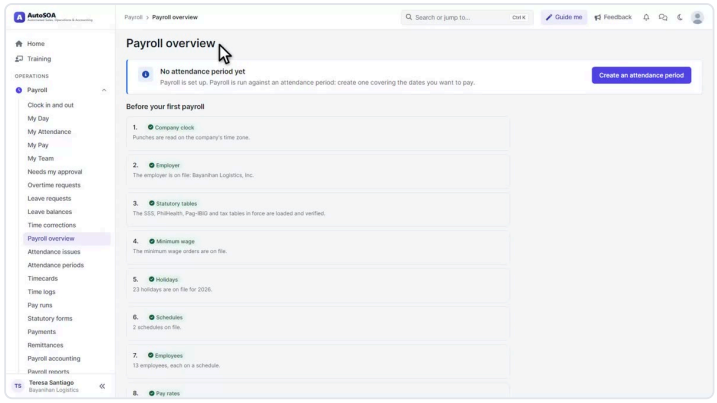
Your own login is on the list. That is expected: the owner holds everything.

Ana is not on the list. She prepares the work, and you approve it.



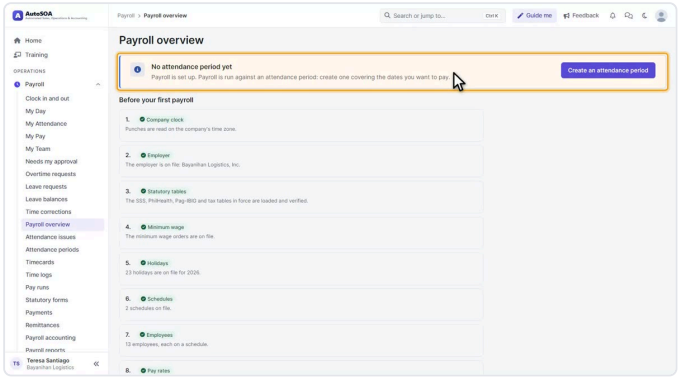
This screen lists anyone who holds two jobs that should belong to two people.

19 Open **Payroll**, then **Payroll overview**.



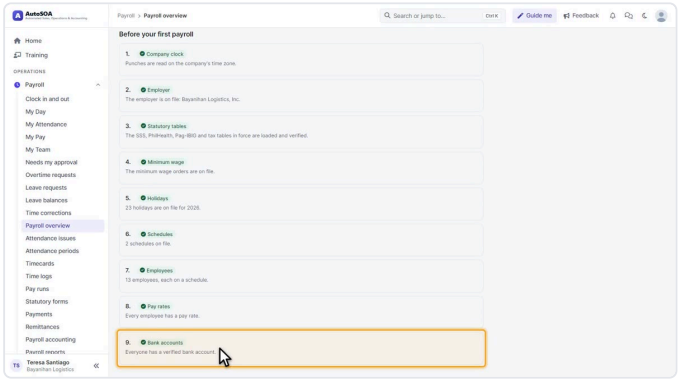
This is the payroll overview again.

Check



Every setup step is done. The overview now says **No attendance period yet**: **Payroll is set up.**

Check



Step 9, **Bank accounts**: **Everyone has a verified bank account.**

You verified the 6 statutory tables and all 13 bank accounts. Ana added them; you were the second person to check them. You read who holds two jobs. The owner's checks are done. In lesson 12, Ana connects the warehouse time clock.

Check yourself

Who verifies the statutory tables and bank accounts that Ana added?

Before you click **Verify** on a bank account, what do you compare its number with?

Where do you verify the BIR's withholding tax table?

Common mistakes

The screen says	What to do
You added or last changed this table, so someone else verifies it against the source.	Let someone who did not add or change the table verify it. At Bayanihan, Ana adds and changes the tables, and Teresa verifies them.
An account you added yourself has no **Verify**.	Let someone else verify it. At Bayanihan, Ana adds the accounts, and Teresa verifies them.
Reject stays grey in the **Reject** form.	Type why the account is wrong in **Why is this account being rejected?**. Whoever added the account reads it and corrects it.

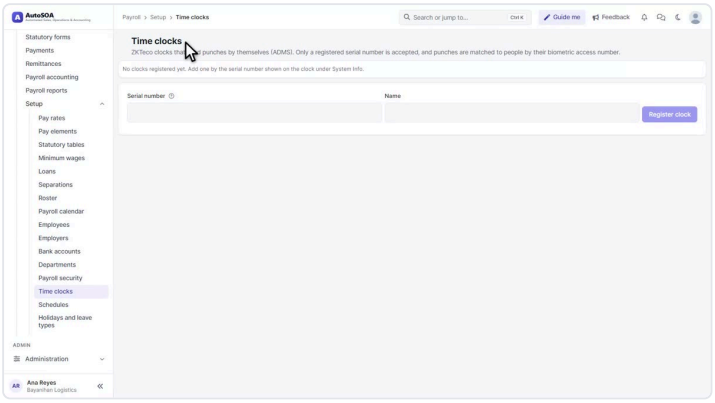
Lesson 12 · payroll officer · 2 min · `payroll-onboard-12.webm`

Your time clock

> **At the end you will have:** the warehouse's ZKTeco clock registered by its serial number; its punches arriving on Time logs by themselves (a script plays the clock)

> **Before you start:** This lesson is the payroll officer's. You need the clock's serial number, and the access numbers from lesson 8.

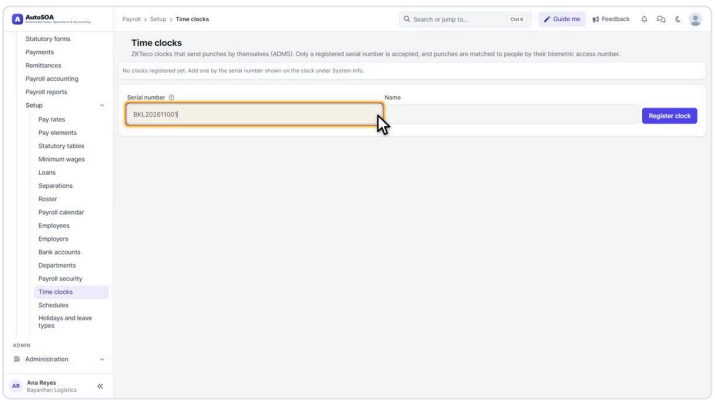
1 Open **Payroll**, then **Setup**, then **Time clocks**.



This screen lists the clocks that send their punches by themselves. Only a clock with a registered serial number can send.

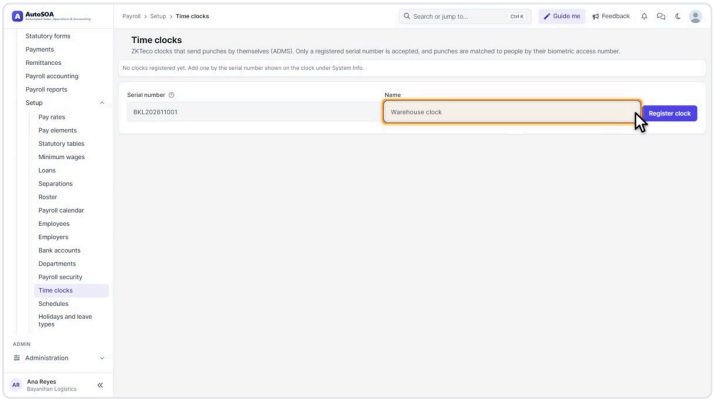
2 The serial number says which clock is yours. Find it on the clock, under System Info.

Type the clock's number in **Serial number** (here, BKL202611001).



The number is in the box.

3 Type Warehouse clock in **Name**.



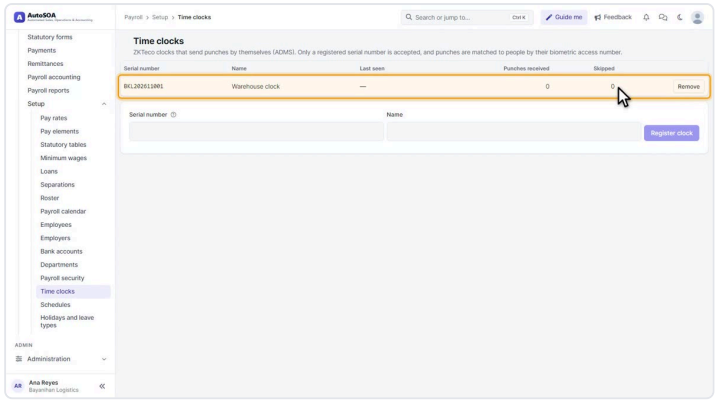
The name is in the box.

4

Click **Register clock**.

Now the clock sends its punches. In this video, a script plays the clock. Your own clock sends them by itself.

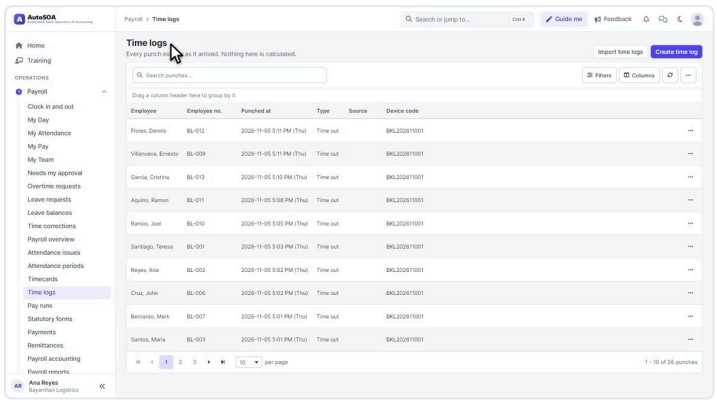
Punches received shows how many came in. **Skipped** shows 0, so every punch found its employee.



The clock is on the list. No punches have come yet.

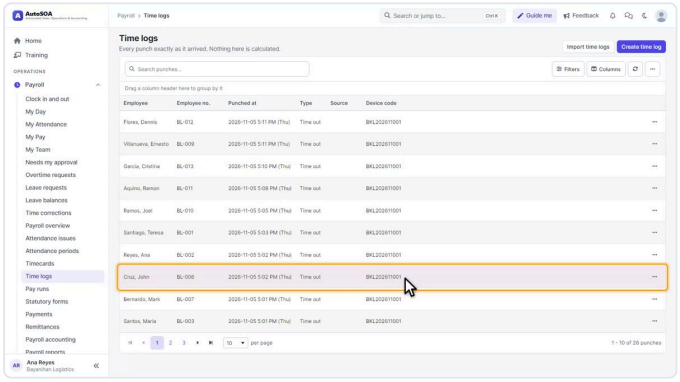
5

Open **Payroll**, then **Time logs**.



Time logs shows every punch, wherever it came from.

Check



Here is John's punch. Nobody typed it.

You registered the clock by its serial number. Its punches now arrive on **Time logs** by themselves. In lesson 13, you read the payroll calendar.

Lesson 13 · payroll officer · 2 min · `payroll-onboard-13.webm`

The payroll calendar

> **At the end you will have:** November read off the calendar: the planned paydays on the 15th and 30th, the holidays, and the 1601-C, Pag-IBIG, PhilHealth and SSS deadlines

> **Before you start:** This lesson is the payroll officer's. You need the employer from lesson 3 and the holidays from lesson 5.

1

Open **Payroll**, then **Setup**, then **Payroll calendar**.

The 15th is your first payday, planned from the employer. It says planned until a pay run stands for it.

The 30th is your second payday.

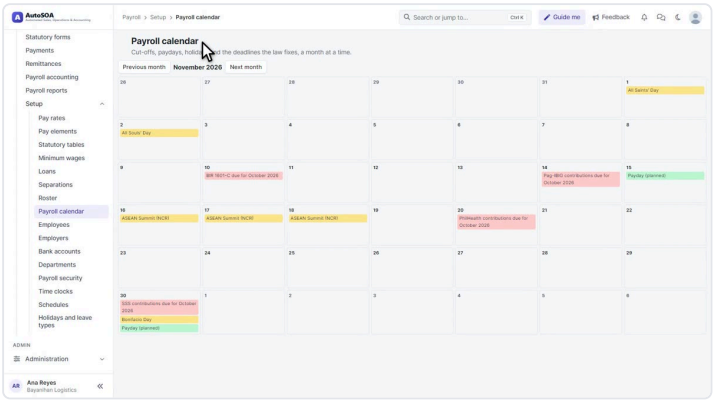
The BIR 1601-C for October is due on the 10th. It reports the tax you withheld.

Pag-IBIG is due by the 14th. Its day follows the first letter of your company's registered name.

PhilHealth is due by the 20th. Its day follows the last digit of your PhilHealth employer number.

SSS is due by the last day of the month, whatever your employer number.

Bonifacio Day is on the 30th too. It is a regular holiday.



The calendar shows one month at a time. Your cut-offs appear here too, once you make them in lesson 15.

You read the month's paydays, its holidays, and each agency's deadline. In lesson 14, John clocks in for the first time.

Lesson 14 · employee · 2 min · `payroll-onboard-14.webm`

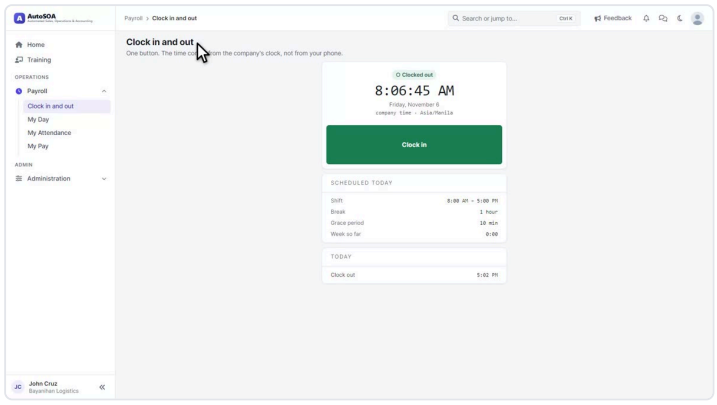
An employee's day

> **At the end you will have:** John's clock-in today, seen on My Day and My Attendance

> **Before you start:** You need John's login from lesson 2. Lesson 8 linked it to his employee record. He is signed in.

1 **The clock has its own page. Open Payroll, then Clock in and out.**

Scheduled today shows his **Shift**, 8:00 AM – 5:00 PM, with a **Grace period** of 10 min.



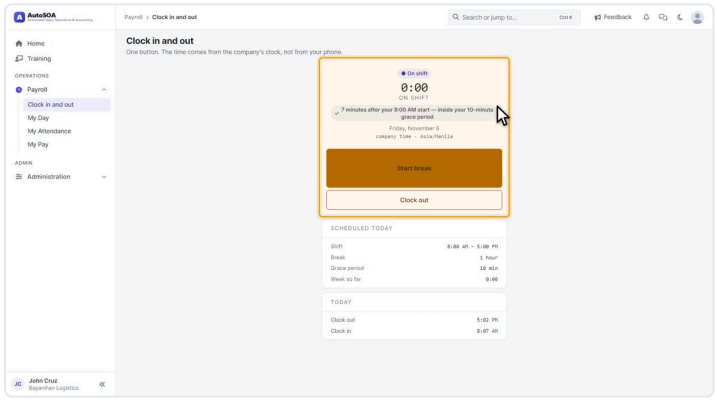
This is the **Clock in and out** page. The time comes from the company's clock, not from the phone.

2 **Clock in** starts his working day. Each press of a clock button is a punch, timed by the company's clock.

Click **Clock in**.

The buttons change. **Start break** pauses his day, and **Clock out** ends it.

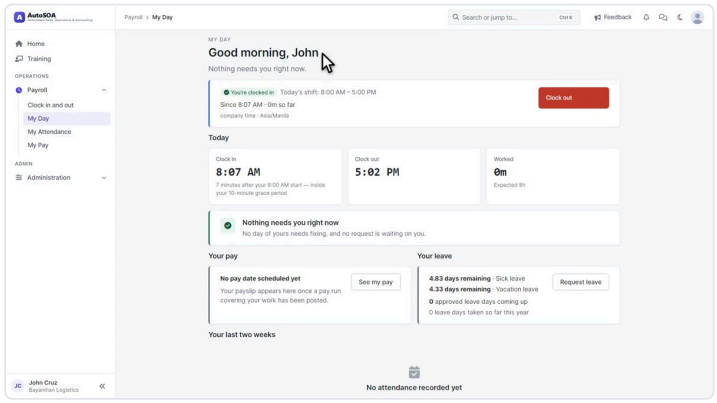
Under **Today**, **Clock in** shows the time of his punch.



The clock says **On shift**, and counts his time from now.

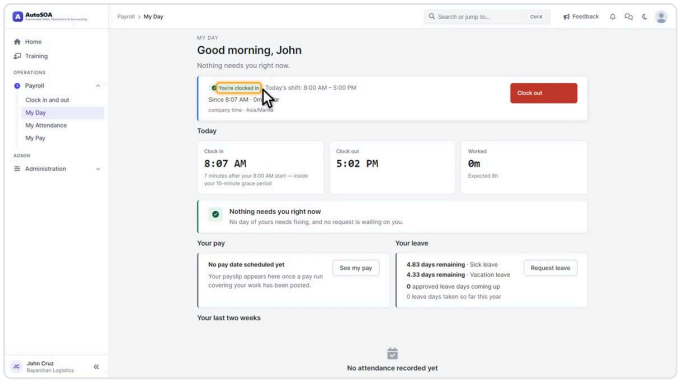
My Day shows the same punch, with the rest of his day.

3 **My Day shows the same punch, with the rest of his day. Open Payroll, then My Day.**



This is **My Day**: John's own page, with his time, **Your pay** and **Your leave**.

Check



Here is his clock-in: **You're clocked in**, with the time he started.

You clocked in on the **Clock in and out** page, and saw it on **My Day**. At the end of the day, you click **Clock out**. In lesson 15, Ana, the payroll officer, brings in the time clock's punches for 11–25 October.

Check yourself

Where does an employee start and end the working day?

Which clock times each punch?

Where does John see his clock-in, with his pay and his leave?

Common mistakes

The screen says	What to do
Your login is not linked to an employee record.	Ask Ana, the payroll officer, to choose your login in **Self-service login** on your employee record. Then open **Clock in and out** again.

Lesson 15 · payroll officer · 5 min · `payroll-onboard-15.webm`

The cut-off's attendance

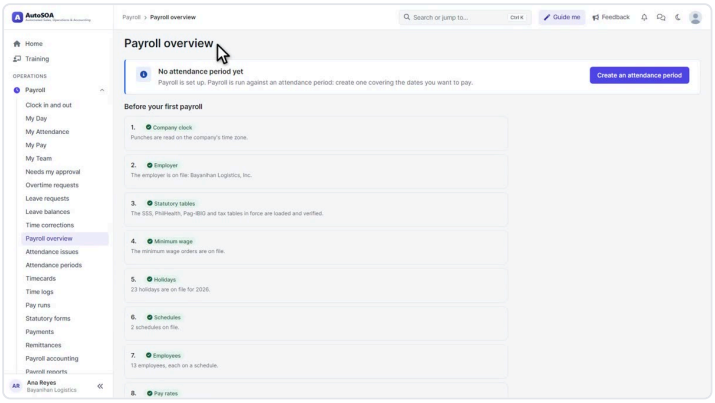
> **At the end you will have:** the 26 October–10 November attendance period, with the clock's log from before it was connected and its pushed punches on every timecard

> **Before you start:** You need the schedules from lesson 6, the employees from lesson 8, and your time clock's file for the cut-off. Ana is signed in.

1. **Start on the payroll overview. Open Payroll, then Payroll overview.**

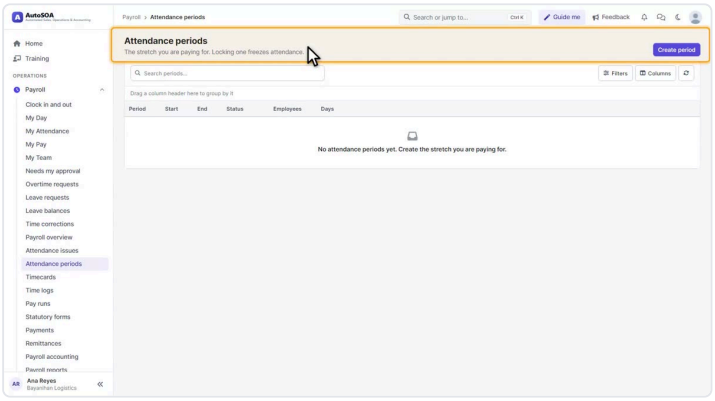
   Every setup step is done, so it says **Payroll is set up**.

   It says **No attendance period yet**. An attendance period holds the days of one cut-off: the days you pay for.



This is the payroll overview.

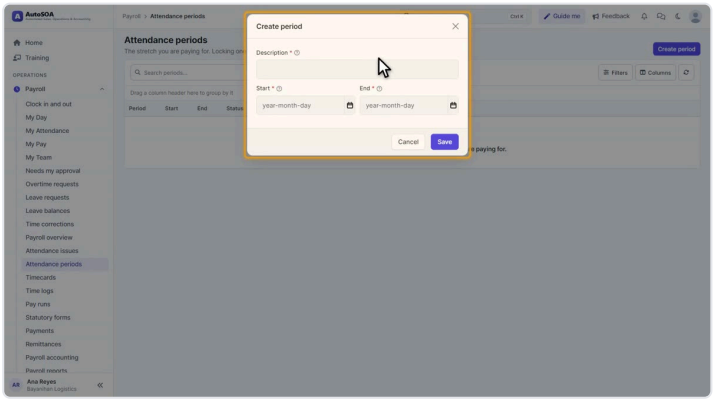
2. **Click Create an attendance period.**



The **Attendance periods** page opens. It lists each stretch of days you pay for.

3. Each cut-off gets its own period. Make the one for 11–25 October.

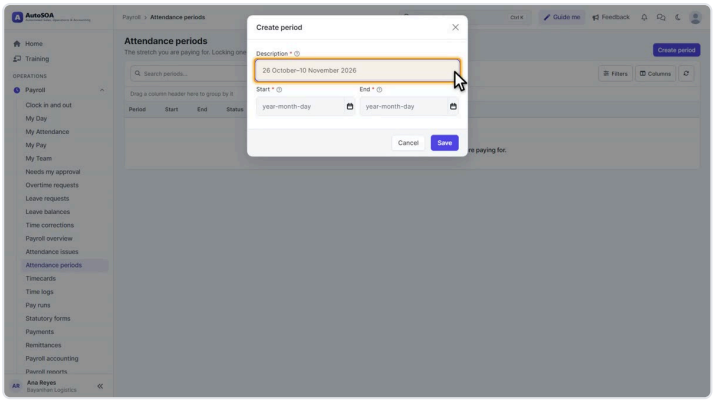
   Click **Create period**.



The **Create period** form opens.

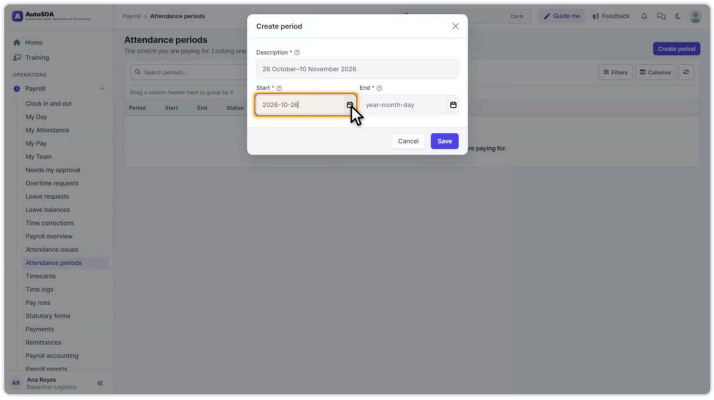
4 **Description** is the period's name. Every screen of this cut-off shows it.

Type 26 October–10 November 2026 in **Description**.



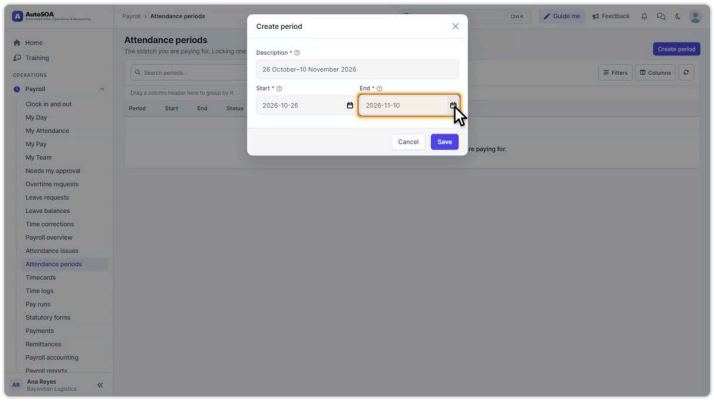
The name is in the box.

5 Pick 26 October in **Start**.



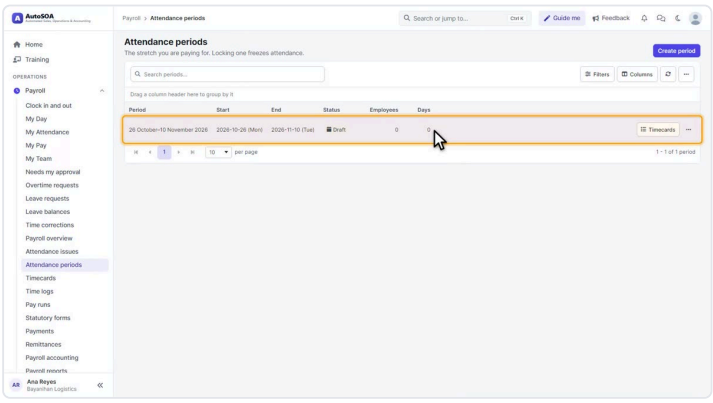
Start shows 2026-10-11, the cut-off's first day.

6 Pick 10 November in **End**.



End shows 2026-10-25, its last day.

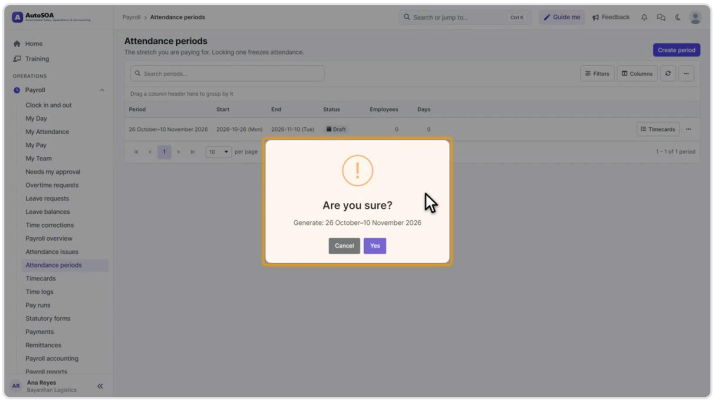
7 Click **Save**.



The period is in the list: **Draft**, with 0 **Days**.

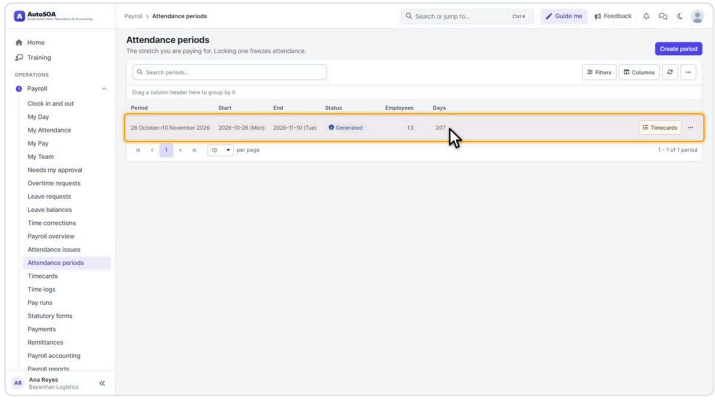
8 **Generate** makes each employee a timecard: one row for every day of the period.

Click the three dots (⋯) on its row, then Generate.



AutoSOA asks **Are you sure? Generate: 11–25 October 2026**

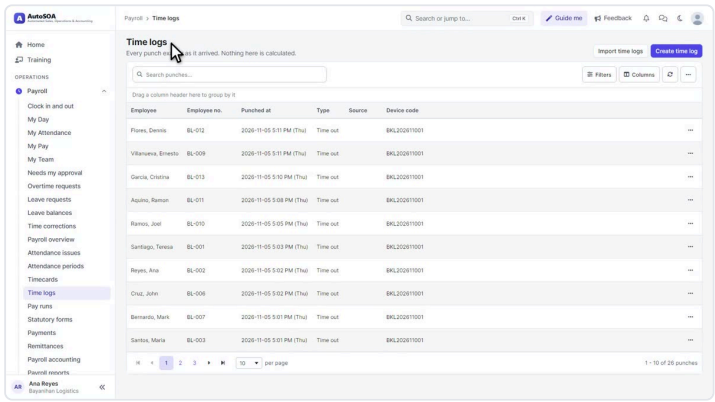
9 **Click Yes.**



Status shows **Generated**, with 12 **Employees**.

10 **Now the punches from the time clock. Open Payroll, then Time logs.**

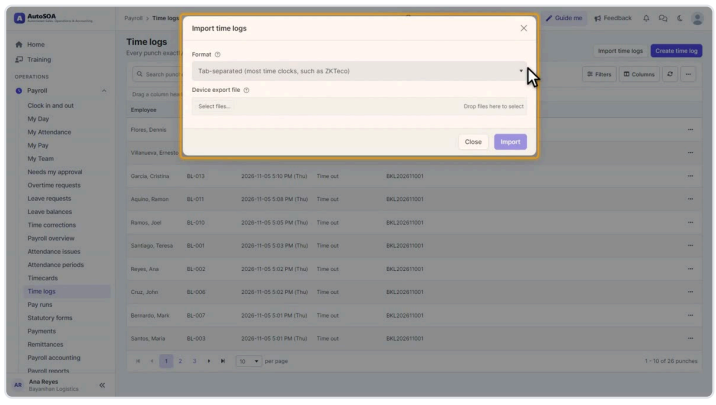
Here is one of John's: his time out on 5 November, from the time clock.



This is the **Time logs** page. Each time log is one punch, exactly as it arrived.

11 The clock's own file holds every punch it has not sent by itself.

Click Import time logs.



The **Import time logs** form opens.

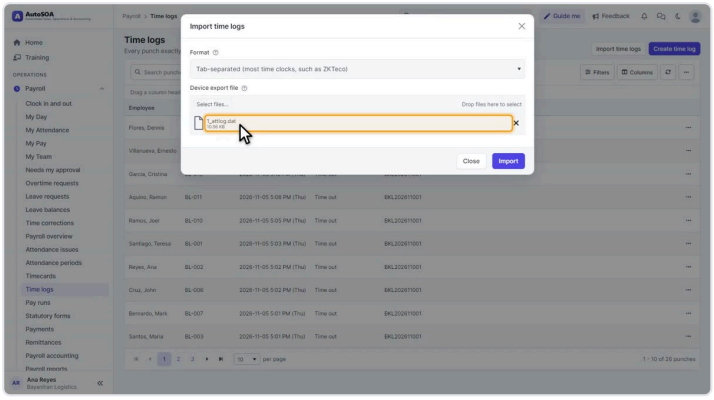
12 **Format** tells AutoSOA how your time clock writes its file. Most time clocks write a tab-separated file.

Choose **Tab-separated (most time clocks, such as ZKTeco)** in **Format**.

Format already shows **Tab-separated (most time clocks, such as ZKTeco)**. If your clock writes commas, choose **Comma-separated (CSV)** instead.

Format shows **Tab-separated (most time clocks, such as ZKTeco)**.

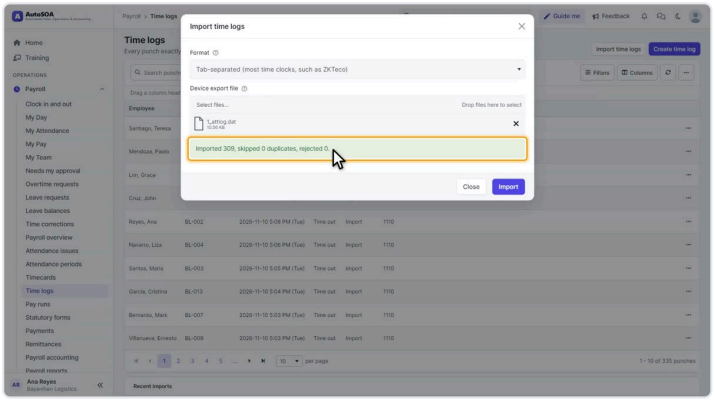
13 Click **Select files...**, then choose your time clock's file (here, 1_attlog.dat).



1_attlog.dat is listed under **Device export file**.

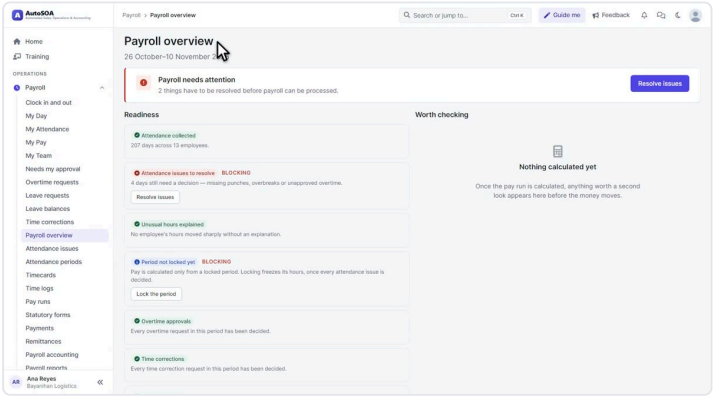
14 Click **Import**.

Click **Close**.



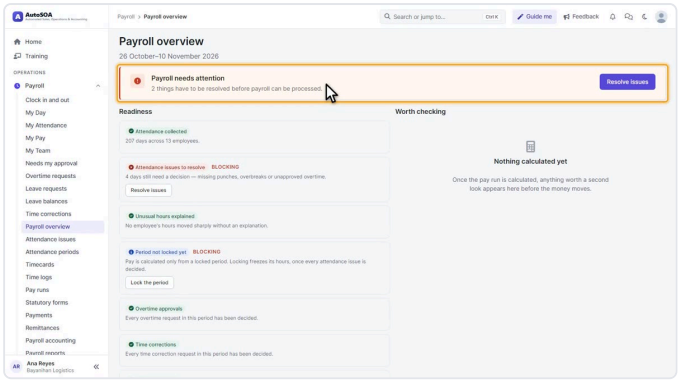
The summary says how many punches came in. Nothing was skipped or rejected.

15 The punches change the overview too. Open **Payroll**, then **Payroll overview**.



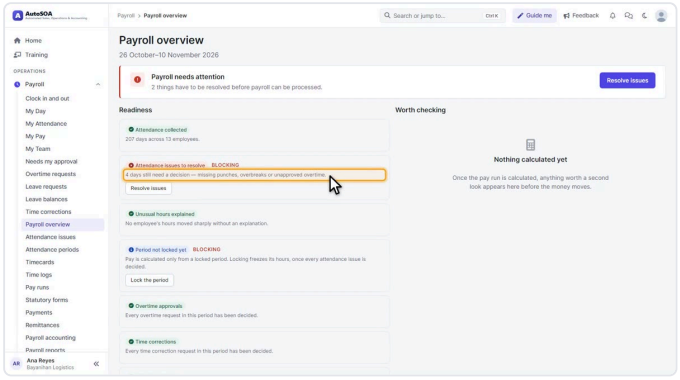
This is the payroll overview, now for **11–25 October 2026**.

What changed



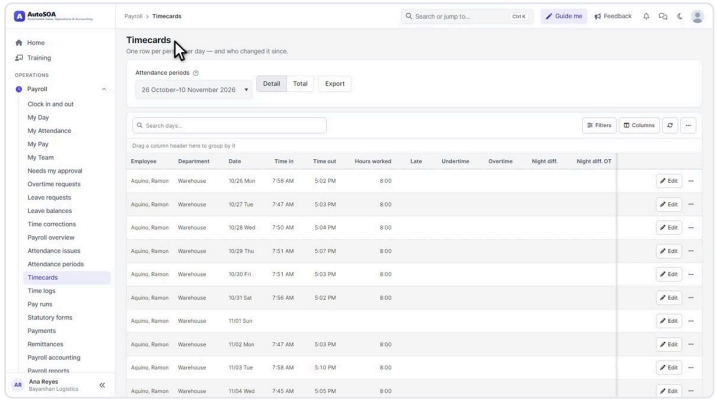
It now says **Payroll needs attention**. A few days need a decision, and lessons 13 and 14 settle them.

What changed



4 days still need a decision. Lessons 16 and 17 settle them.

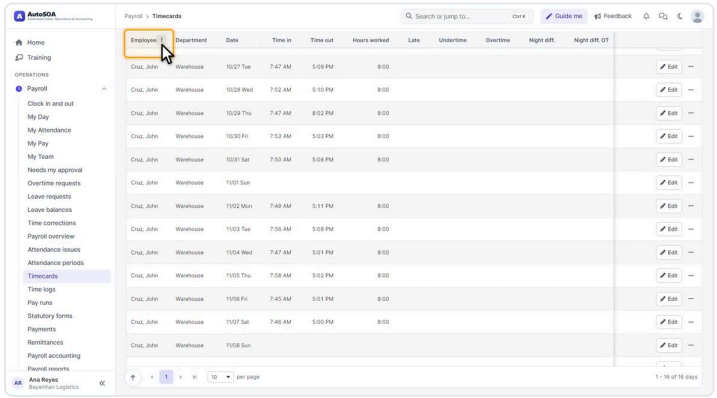
16 Now see the punches on a timecard. Open **Payroll**, then **Timecards**.



This is the **Timecards** page: one row per person per day, with **Time in** and **Time out**.

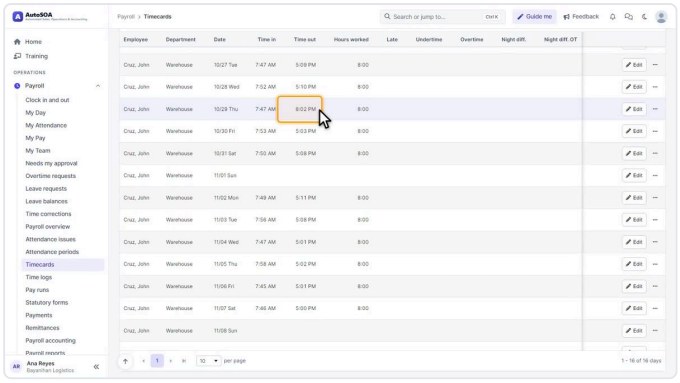
17 To see one person's timecard, find them by name. Look at John's.

Find "Cruz" in the search box.



Only John's days are listed now.

Check



Here is 29 October. John clocked out at 8:02 PM, three hours after his shift ended.

You made the 11–25 October attendance period, and generated its timecards. Then you imported the time clock's file onto them. John's late evening is not overtime yet. In lesson 16, he asks for it, and Paolo decides.

Check yourself

What is a cut-off?

In what order do you make the attendance period and bring in the punches?

Where do you see one person's time in and time out for each day?

Common mistakes

The screen says	What to do
This period overlaps the existing period '11–25 October 2026'.	The period is already made. Click **Cancel**, and use the one in the list.
Row 1 could not be parsed.	Choose **Tab-separated (most time clocks, such as ZKTeco)** in **Format**, then import the file again.
Access number '13' matches no employee.	Open **Payroll**, then **Setup**, then **Employees**, and add the person with this number under **Biometric access numbers**. Then import the same file again.
Imported 0, skipped 267 duplicates, rejected 0.	Nothing to fix. A punch already brought in is never counted twice.

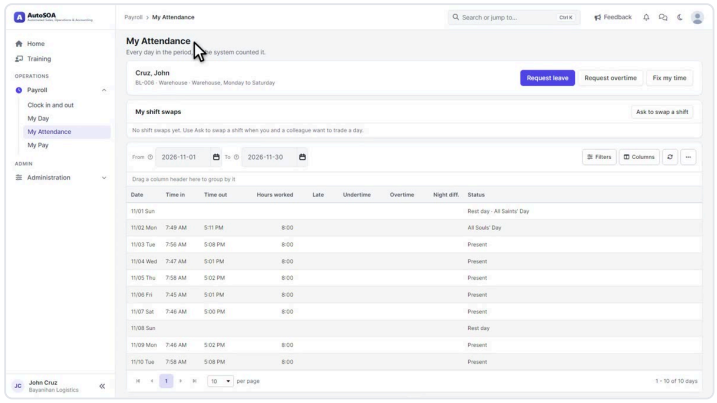
Lesson 16 · employee, then supervisor · 6 min · `payroll-onboard-16.webm`

Overtime and leave requests

> **At the end you will have:** John's overtime asked for; Grace's sick leave filed; both approved by Paolo

> **Before you start:** You need John's and Paolo's logins from lesson 2, and the timecards from lesson 15. John is signed in.

1. **John starts on his own attendance.** Open **Payroll**, then **My Attendance**.

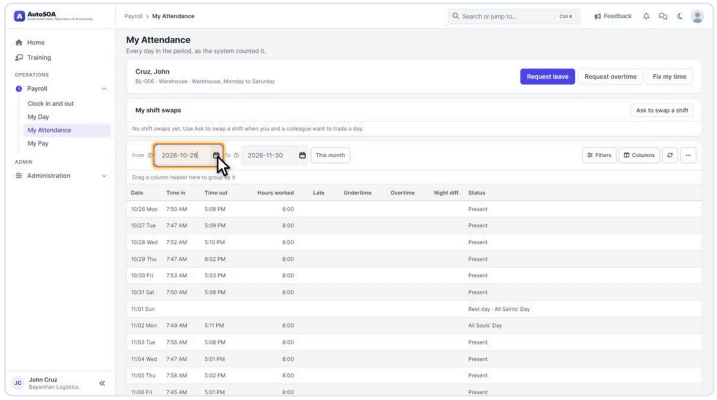


This is **My Attendance**: every day of John's, as the system counted it.

2. The list opens on this month, but this cut-off started in October.

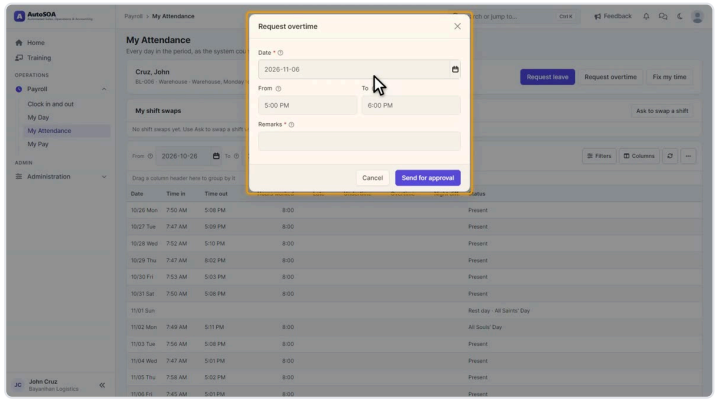
   Pick 26 October in From.

   On **10/22**, John's **Time out** is **8:02 PM**. Overtime is paid only when he asks for it, and his supervisor approves.



The list now starts on 26 October.

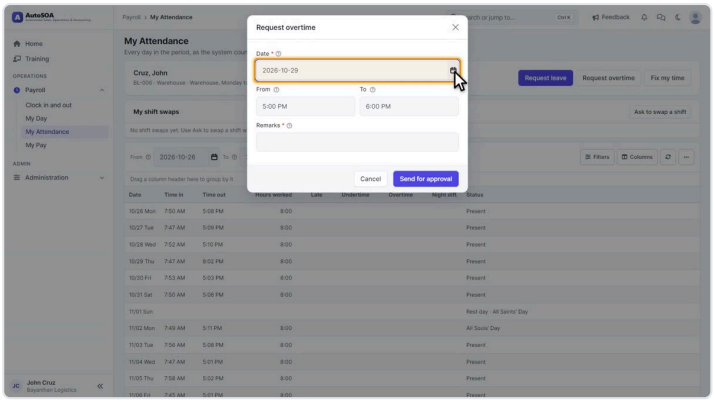
3. **Click Request overtime.**



The **Request overtime** form opens.

4 **Date** is the day he worked the overtime. It starts on today's date.

Pick 29 October 2026 in Date.



Date shows 2026-10-22.

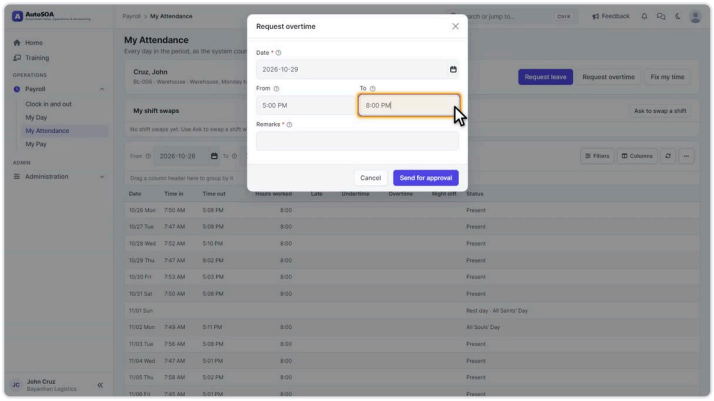
5 **From** and **To** are when the overtime started and ended. His shift ended at 5:00 PM.

Type 5:00 PM in From.

From already shows 5:00 PM: the form fills in the end of his shift. Leave it.

From shows 5:00 PM.

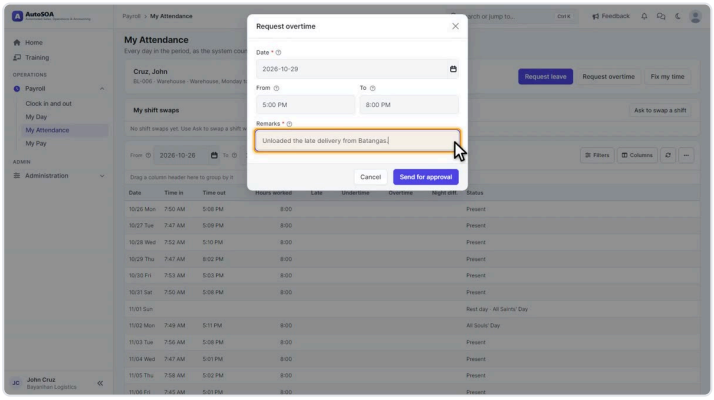
6 **Type 8:00 PM in To.**



To shows 8:00 PM: 3 hours of overtime.

7 **Remarks** say what the overtime was for. Paolo decides on these words.

Type Unloaded the late delivery from Batangas. in Remarks.



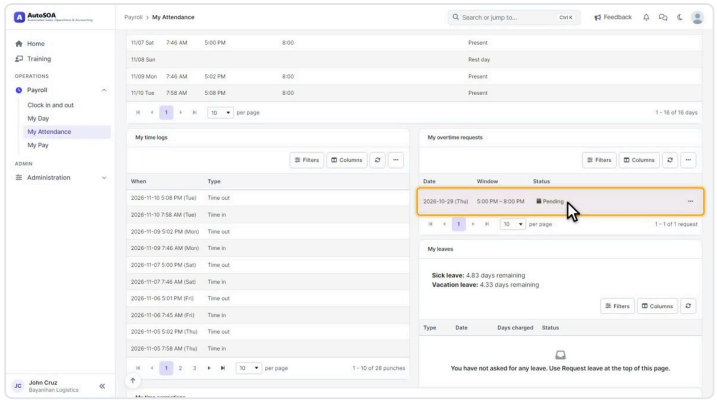
The reason is in the box.

8

Click **Send for approval**.

That is John's part. Click the picture at the top right, then **Logout**.

Sign in as Paolo: type paolo.mendoza in **User name or email**, his password in **Password**, then click **Log in**.



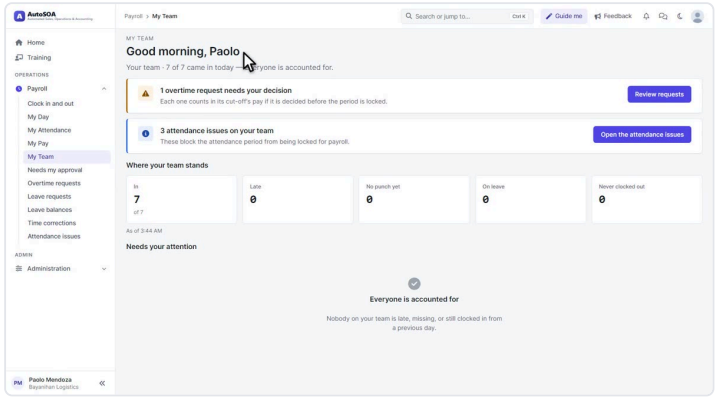
The form closes: **Saved successfully.** The request waits for Paolo.

9

Paolo's own home page is **My Team**. Open **Payroll**, then **My Team**.

At the top, John's overtime request already waits for his decision.

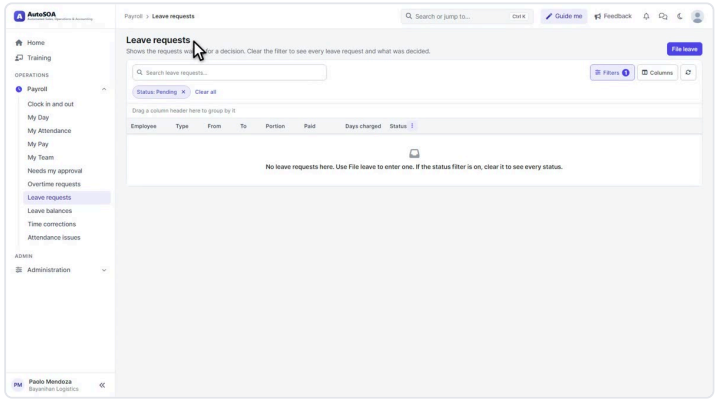
Where your team stands counts his people today: **In**, **Late**, **No punch yet**, **On leave** and **Never clocked out**.



This is **My Team**: Paolo's people in the warehouse. At the top, John's request already waits: **1 overtime request needs your decision**.

10

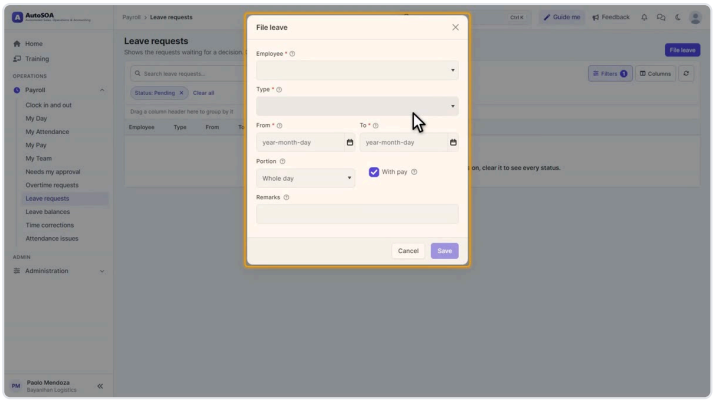
Grace called Paolo: she was sick on 27 and 28 October. Open **Payroll**, then **Leave requests**.



This is the **Leave requests** page. It lists every leave request, and what was decided about it.

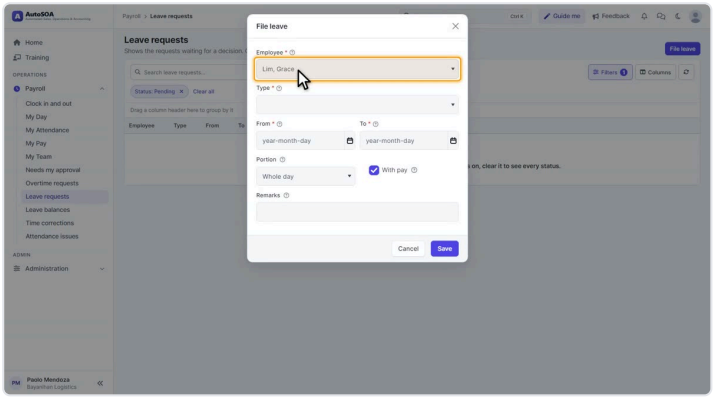
11 When someone calls in sick, their supervisor can file the leave for them.

Click **File leave**.



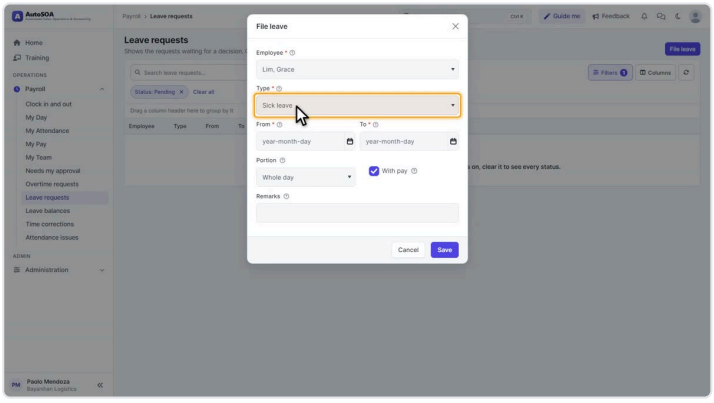
The **File leave** form opens.

12 Choose **Lim, Grace** in **Employee**.



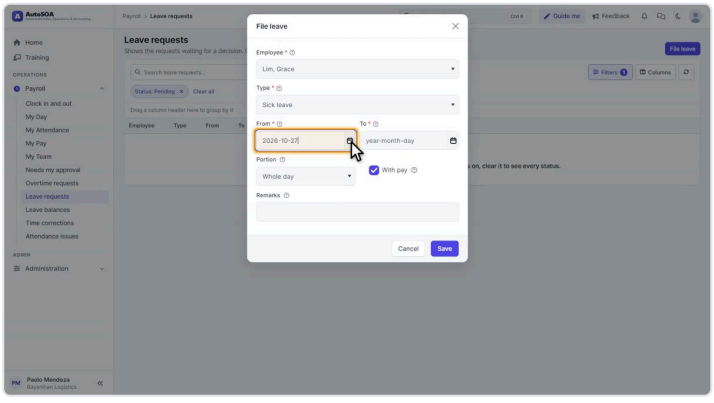
Employee shows **Lim, Grace**. Paolo can choose only the people who report to him.

13 Choose **Sick leave** in **Type**.



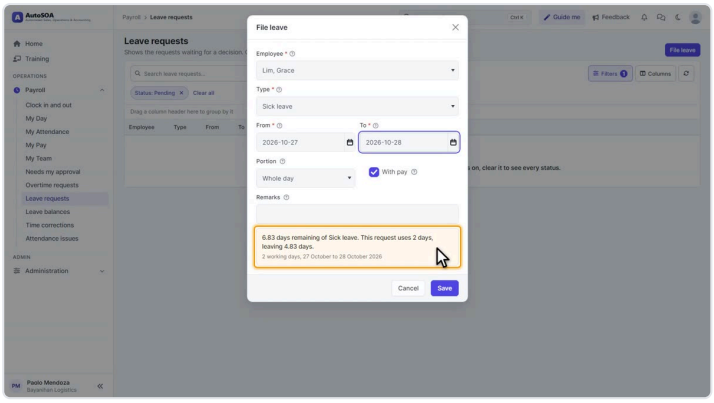
Type shows **Sick leave**.

14 Pick 27 October 2026 in **From**.



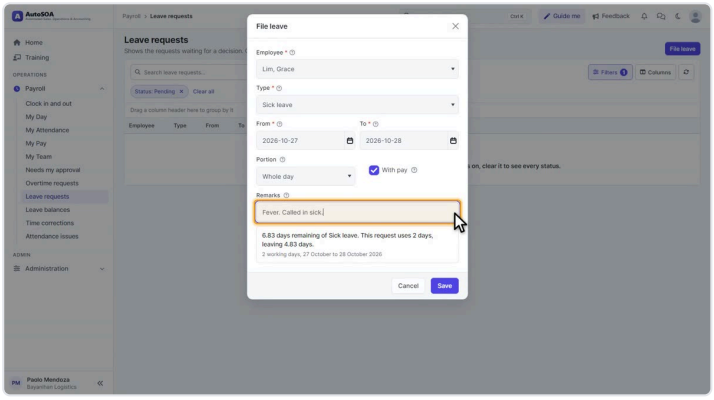
From shows 2026-10-19, her first day off.

15 Pick 28 October 2026 in **To**.



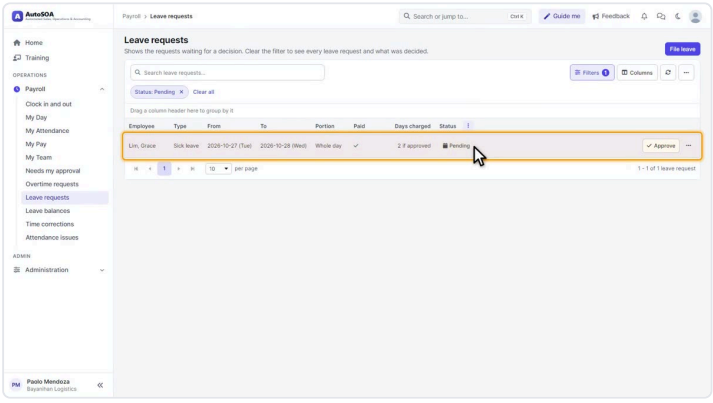
To shows 2026-10-20, her last day off. The form says **This request uses 2 days**.

16 Type Fever. Called in sick. in **Remarks**.



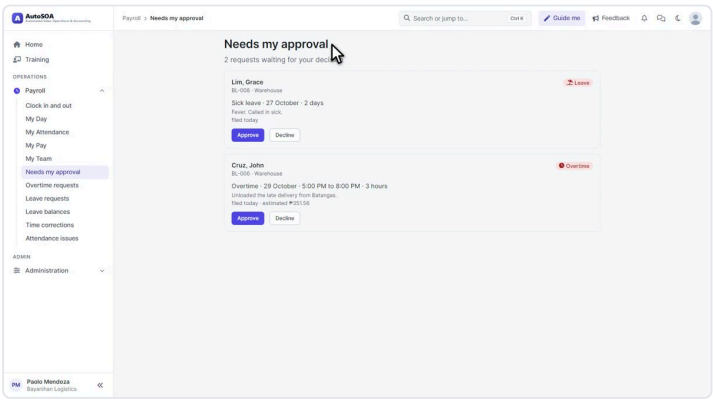
The reason is in the box.

17 Click **Save**.



Grace's sick leave is in the list: **Pending**.

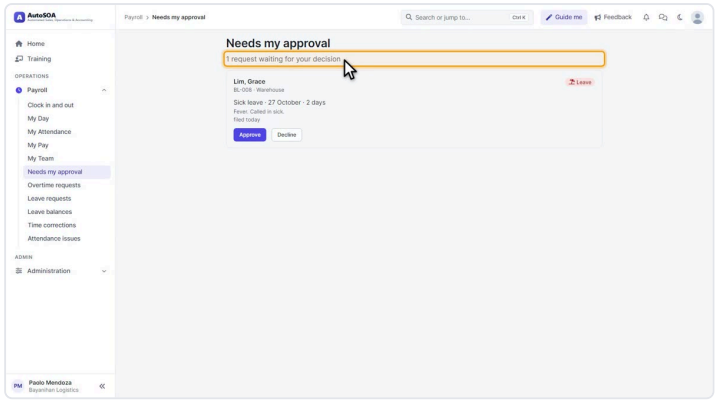
18 Both requests now wait for Paolo. Open **Payroll**, then **Needs my approval**.



This is **Needs my approval**: every request waiting for his decision. It says **2 requests waiting for your decision**.

19 **Cruz, John**: **Overtime · 29 October · 5:00 PM to 8:00 PM · 3 hours**, with his reason and the **estimated ₱351.56**.

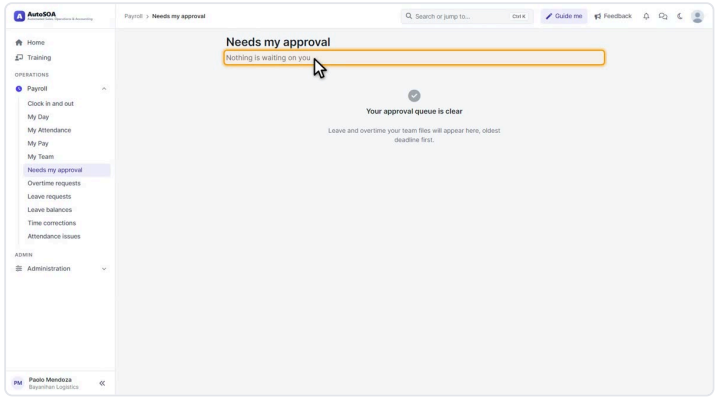
Click **Approve** on John's request.



A message says **Approved.** Only Grace's request is left.

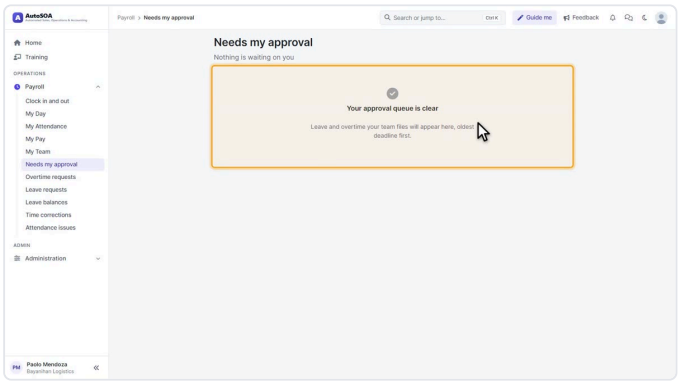
20 **Lim, Grace**: **Sick leave · 19 October · 2 days**.

Click **Approve** on Grace's request.



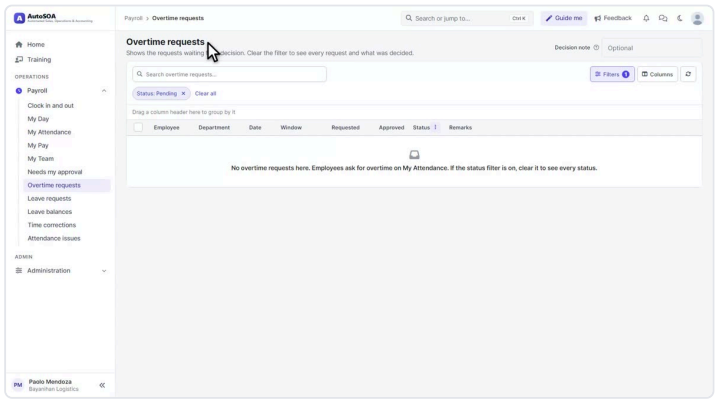
Approved. The page says **Nothing is waiting on you**.

What changed



Your approval queue is clear: John's overtime and Grace's 2 days of sick leave are both approved.

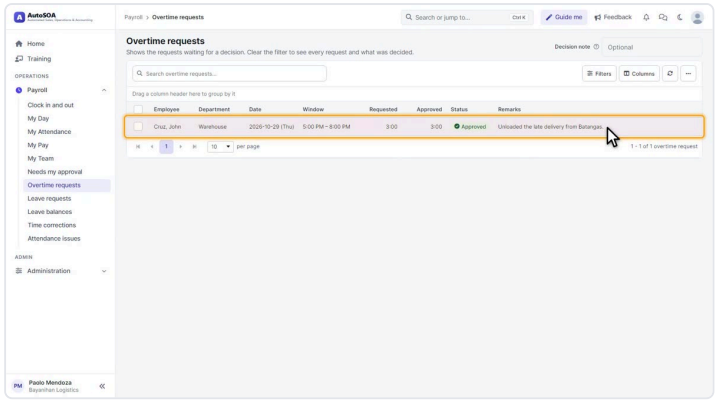
21 Now check John's request. Open **Payroll**, then **Overtime requests**.



This is the **Overtime requests** page: every request, and what was decided.

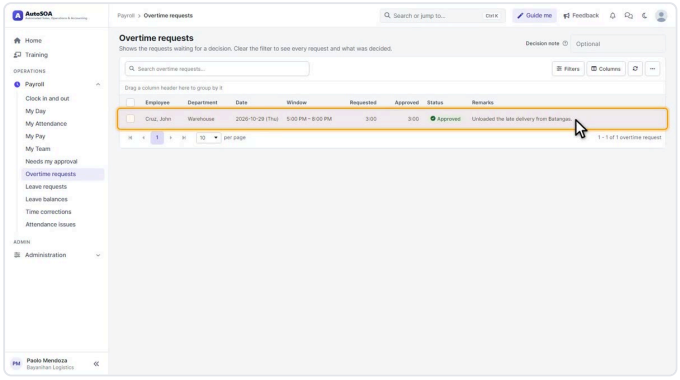
22 The list opens on **Status: Pending**, so requests already decided are hidden.

Click **Clear all**.



The filter is cleared, so decided requests show too.

Check



Here is **Cruz, John**, 2026-10-22, **5:00 PM – 8:00 PM**: 3:00, **Approved**.

John asked for his overtime from **My Attendance**. Paolo filed Grace's sick leave, then approved both on **Needs my approval**. One day is still open: Maria never clocked out on 29 October. In lesson 17, Ana settles it and closes the cut-off.

Check yourself

What has to happen before John's overtime is paid?

Grace calls in sick. Who files her leave, and where?

Where does a supervisor find every request waiting for a decision?

Common mistakes

The screen says	What to do
The overtime end time must be after its start time.	Type the time with AM or PM: 8:00 PM in **To**, not 8:00.
Say what the overtime was for — the truck, the stock count, who asked you to stay. Your supervisor decides on these words.	Type what the overtime was for in **Remarks**, then click **Send for approval**.
An overtime request already exists for 2026-10-22.	Your first request is already sent. Find it under **My overtime requests** on **My Attendance**.
Employee on **File leave** does not list the person.	The person does not report to you. Ask Ana to choose you in **Supervisor** on their employee record.

Lesson 17 · payroll officer · 4 min · `payroll-onboard-17.webm`

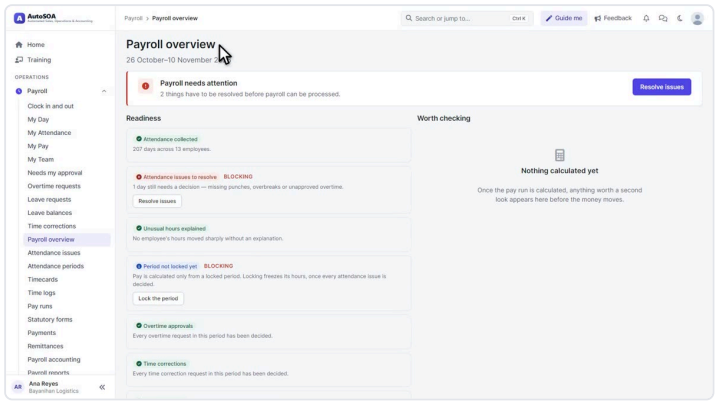
Close the attendance

> **At the end you will have:** the last open issue settled; the period locked

> **Before you start:** You need the timecards from lesson 15, and the requests Paolo approved in lesson 16. Ana is signed in.

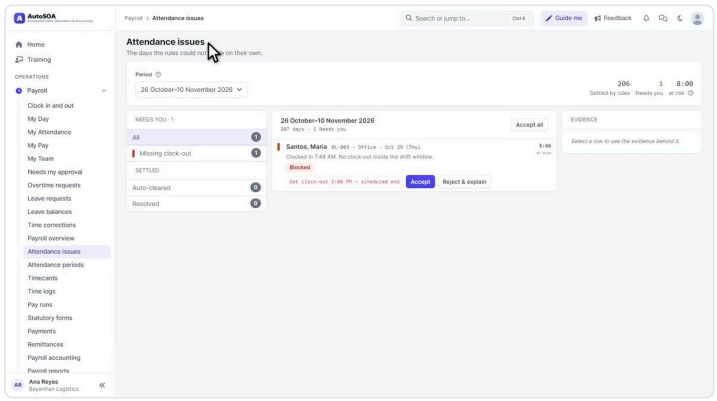
1. Start on the payroll overview. Open **Payroll**, then **Payroll overview**.

   It says **Payroll needs attention**: **2 things have to be resolved before payroll can be processed.**



This is the payroll overview, for **11–25 November 2026**.

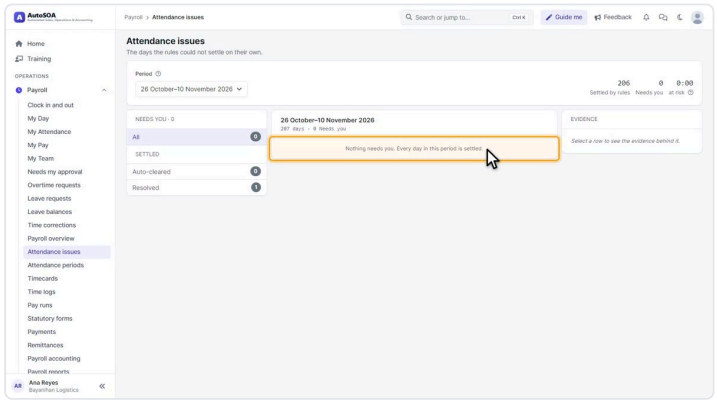
2. The first is a day; the second is the lock, at the end of this lesson. Open **Payroll**, then **Attendance issues**.



This is the **Attendance issues** page. An attendance issue is a day the rules could not settle on their own.

3. **Santos, Maria**, Oct 14: **Clocked in 7:58 AM. No clock-out inside the shift window.** The fix offered is **Set clock-out 5:00 PM — scheduled end**.

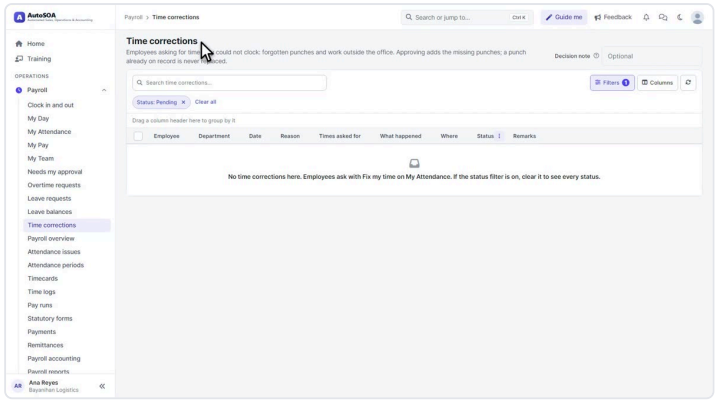
   Maria left at the end of her shift that day. Click **Accept**.



The list says **Nothing needs you. Every day in this period is settled.**

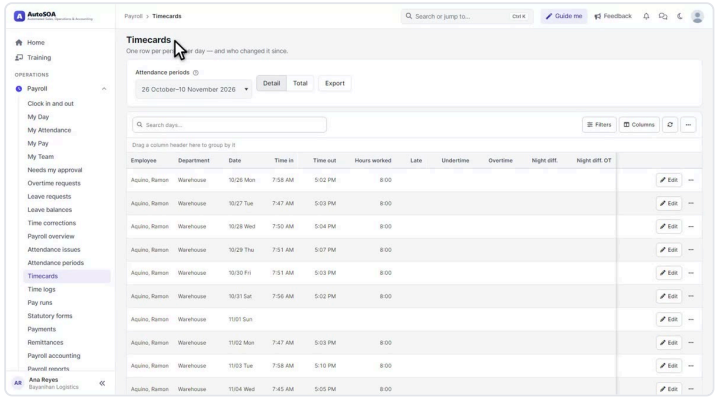
4 **Employees can also ask for a correction themselves. Open Payroll, then Time corrections.**

Employees ask with **Fix my time**, on **My Attendance**. No request is waiting this cut-off: **No time correction requests match this filter.**



This is the **Time corrections** page. A time correction is time an employee asks to add, like a forgotten punch.

5 **Now a late arrival. Open Payroll, then Timecards.**

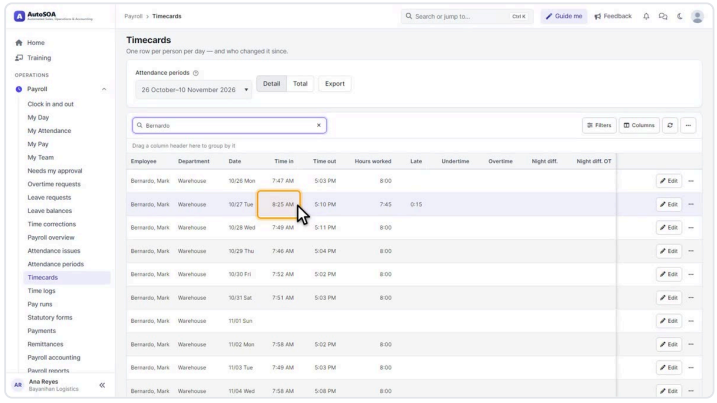


This is the **Timecards** page from lesson 15.

6 Mark came in late on 27 October. Look at his timecard.

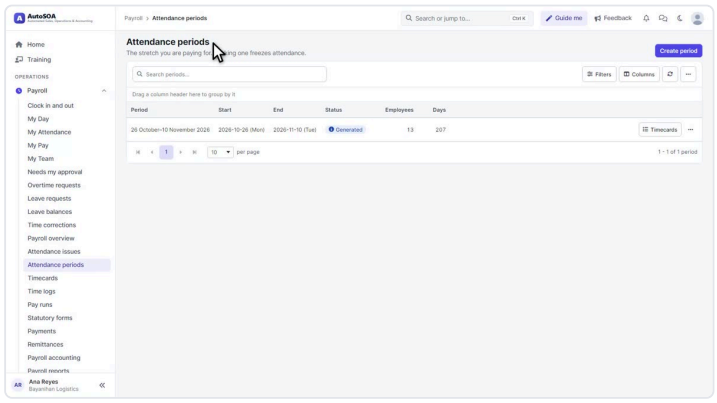
Find "Bernardo" in the search box.

Late shows **0:15**: he was 25 minutes late, less the 10-minute grace period. Those 15 minutes are not paid.



Mark's days are listed. On **10/27**, his **Time in** is **8:25 AM**.

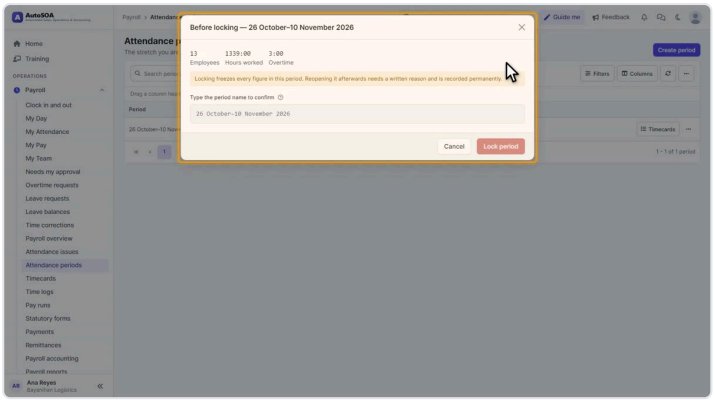
7 **Every day is settled, so the cut-off can close. Open Payroll, then Attendance periods.**



This is the **Attendance periods** page from lesson 15.

8 Locking a period freezes every figure in it, so nothing moves while you pay.

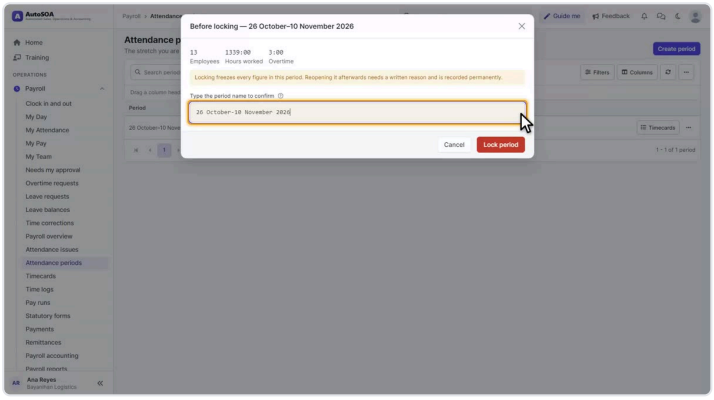
Click the three dots (⋯) on its row, then Lock.



Before locking — 11–25 November 2026 opens: 12 **Employees**, and **Overtime** 3:00, John's.

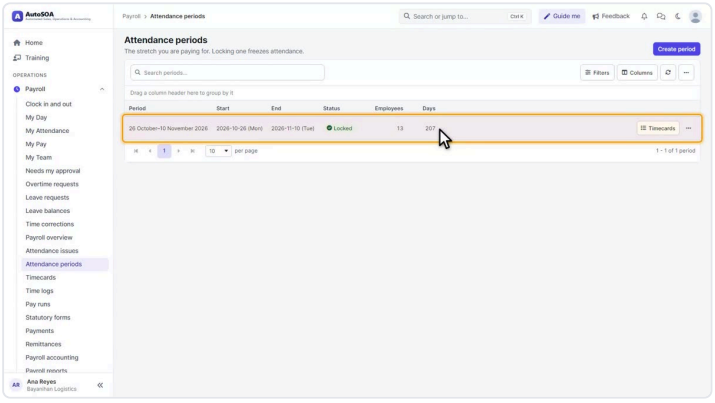
9 To be sure, it asks you to **Type the period name to confirm**.

Type 11-25 November 2026 in Type the period name to confirm. Capitals and dashes do not matter.



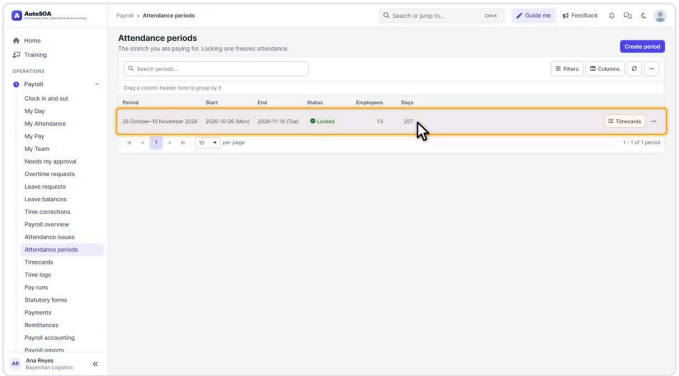
The name matches.

10 Click **Lock period**.



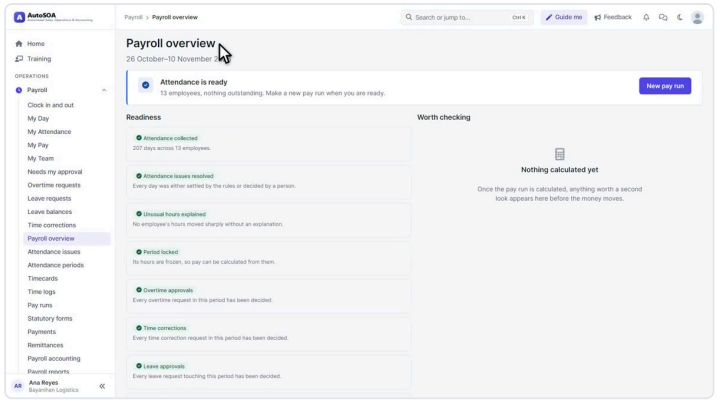
The period's **Status** is now **Locked**.

Check



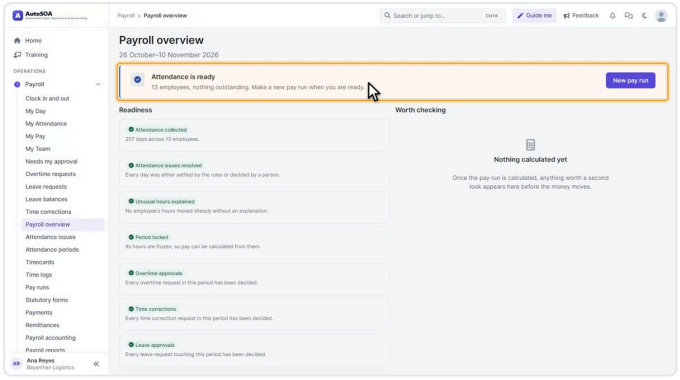
Here is **11–25 November 2026**: **Locked**. Nothing in it can change now, unless someone chooses **Reopen** and writes a reason.

11 Open **Payroll**, then **Payroll overview**.



This is the payroll overview again.

What changed



It now says **Attendance is ready**: **13 employees, nothing outstanding. Make a new pay run when you are ready.**

You settled Maria's missing clock-out, and looked at Mark's late morning. Then you locked 11–25 October. In lesson 18, you work out everyone's pay for 15 November from this period.

Check yourself

What is an attendance issue, and where do you settle it?

Mark clocked in at 8:25 AM. Why does **Late** show 15 minutes, not 25?

What does locking the period do, and what must be true before you lock it?

Common mistakes

The screen says	What to do
Locking is blocked: one attendance issue still needs a decision.	Open **Payroll**, then **Attendance issues**, and settle the day. Then lock the period again.
Worked 180 min past the shift with no approved overtime request — currently credited as zero.	Ask the employee to click **Request overtime** on **My Attendance**. Once the supervisor approves it on **Needs my approval**, the day is settled.
Lock period stays grey.	Check the name you typed: its letters and numbers must match the grey text in the box. Capitals and dashes do not matter. If a red box says locking is blocked, settle what it names first.

Lesson 18 · payroll officer · 4 min · `payroll-onboard-18.webm`

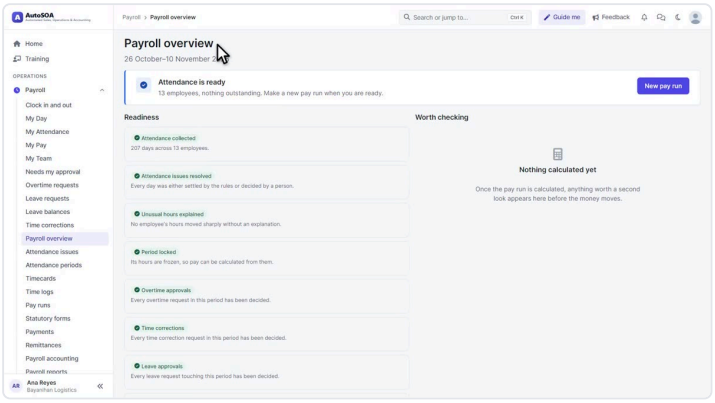
The pay run

> **At the end you will have:** the 15 November run calculated in the background; John's payslip read

> **Before you start:** You need the pay rates from lesson 9, and the period you locked in lesson 17. Ana is signed in.

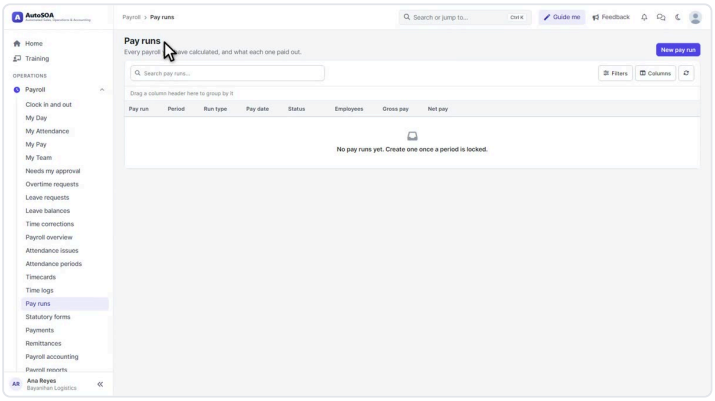
1. **Start on the payroll overview. Open Payroll, then Payroll overview.**

   It says **Attendance is ready**. The next step is **New pay run**.



This is the payroll overview, for **11–25 November 2026**.

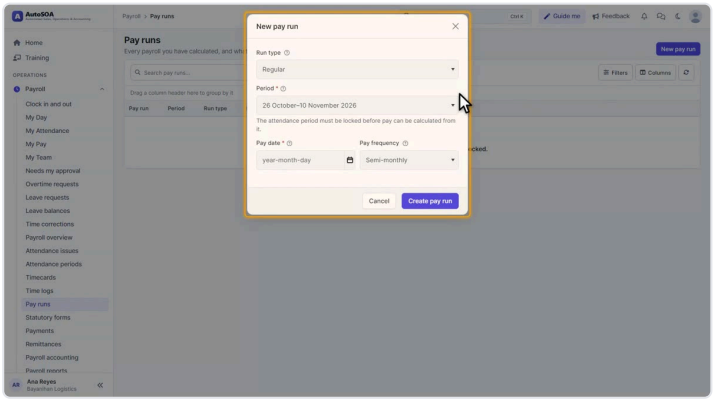
2. **Pay runs have their own page. Open Payroll, then Pay runs.**



This is the **Pay runs** page. A pay run works out everyone's pay for one payday.

3. Make the pay run for the 15 November payday.

   Click New pay run.



The **New pay run** form opens.

4 **Period** is the attendance period this run pays for. It must be locked.

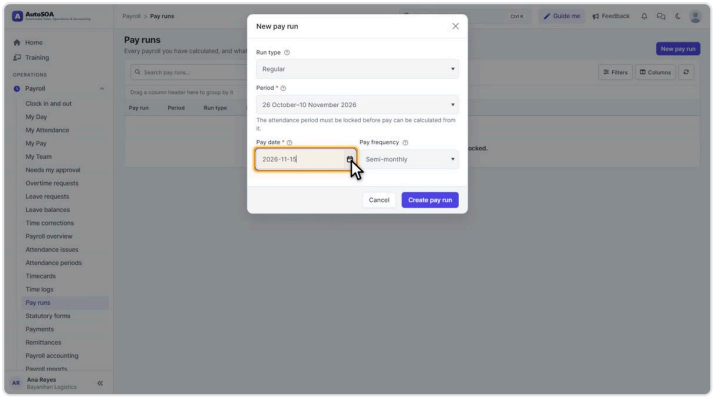
Choose **11–25 November 2026** in **Period**.

Period already shows **11–25 November 2026**, the locked cut-off. Leave it.

Period shows **11–25 November 2026**.

5 **Pay date** is the day your people get the money. It also decides the tax month.

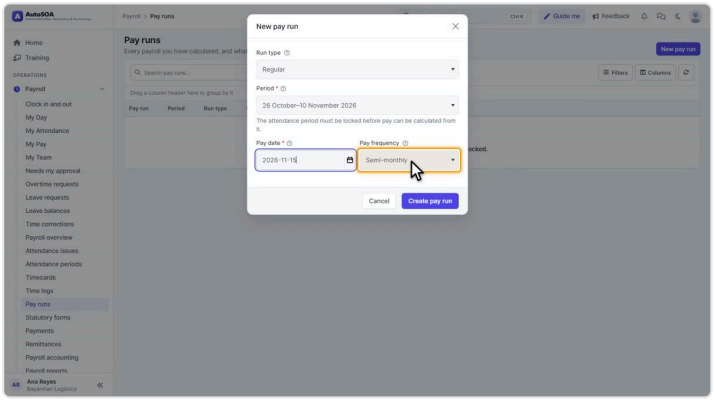
Pick 15 November 2026 in **Pay date**.



Pay date shows 2026-10-30.

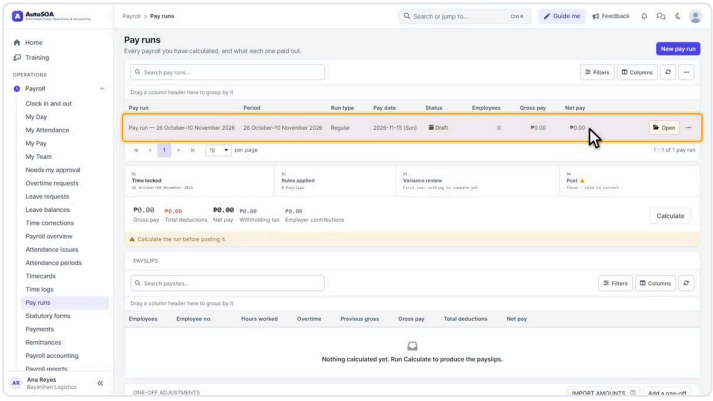
6 **Pay frequency** is how often you pay. Bayanihan pays twice a month.

Choose **Semi-monthly** in **Pay frequency**.



Pay frequency shows **Semi-monthly**: twice a month, as Bayanihan pays.

7 Click **Create pay run**.



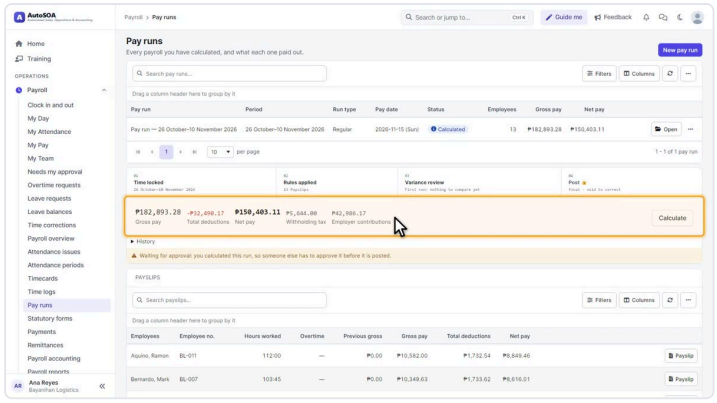
The run is in the list as **Draft**, and opens below it.

8

Calculate makes each person's payslip: their pay for this payday, line by line.

Click **Calculate**.

Variance review says **First run: nothing to compare yet**. From the next payday, a big change in pay needs a reason.



The run is **Calculated**. **Gross pay**, before deductions, is ₱182,893.28. **Net pay**, what reaches your people, is ₱150,403.11.

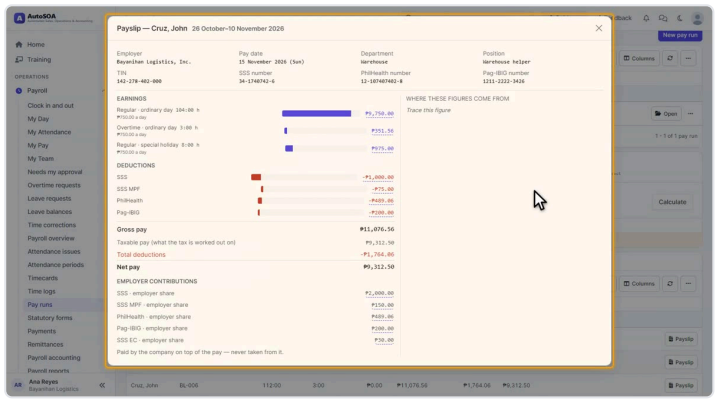
9

Look at a payslip or two before anyone approves the run. Start with John's.

Click **Payslip** on John's row.

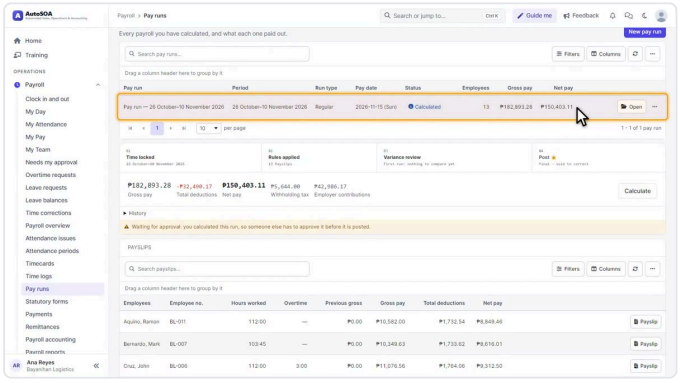
Here is his overtime, **Overtime · ordinary day**: 3:00 h, ₱351.56, on top of **Regular · ordinary day**.

To close the payslip, click × at its top right.



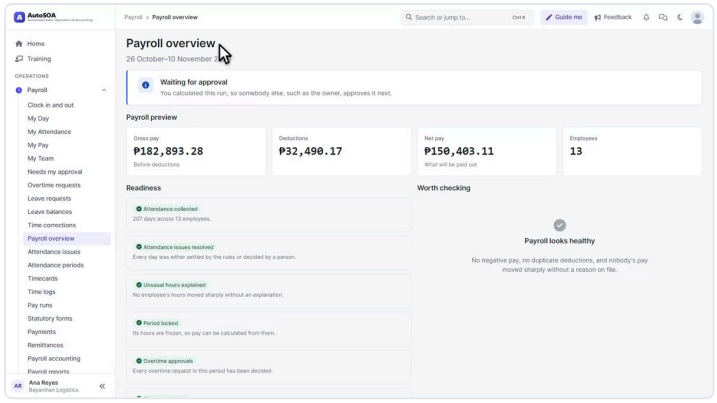
Payslip — Cruz, John opens: **Earnings**, **Deductions**, **Gross pay** and **Net pay**.

Check



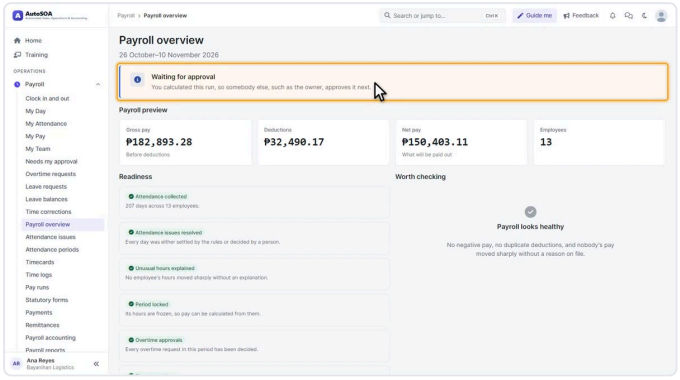
Here is **Pay run — 11–25 November 2026**, pay date 2026-10-30: 12 **Employees**, **Calculated**.

10 Open **Payroll**, then **Payroll overview**.



This is the payroll overview, with the **Payroll preview**.

What changed



It says **Waiting for approval**: **You calculated this run, so somebody else, such as the owner, approves it next.**

You made the pay run for 26 October to 10 November, paid on 15 November, from the locked period, and calculated it. John's payslip shows his 3 hours of overtime. Ana cannot approve her own run. In lesson 19, Teresa, the owner, approves it and posts it.

Check yourself

Which attendance period can a pay run pay for?

What does **Pay date** decide, besides the day your people get the money?

Ana calculated the run. Who approves it?

Common mistakes

The screen says	What to do
Period does not list 11–25 October 2026.	Lock the period first. Open **Payroll**, then **Attendance periods**, then click ⋯ on its row, then **Lock**.
"Pay run — 11–25 October 2026" is already open against this period. Finish or delete it first.	Use the run already in the list. Click **Open** on its row.
Posting is blocked: 1 employee worked paid hours with no rate on file. Add their rate on Pay rates, then calculate again.	Open **Payroll**, then **Setup**, then **Pay rates**, and click **Add rate** on the row that says **No rate on file**. Then click **Calculate** again.
Posting is blocked: payslips that moved sharply with no reason on file: 1.	Click **Accept reason** on each row marked **Unexplained**. Type what moved in **Reason**, then click **Save**.

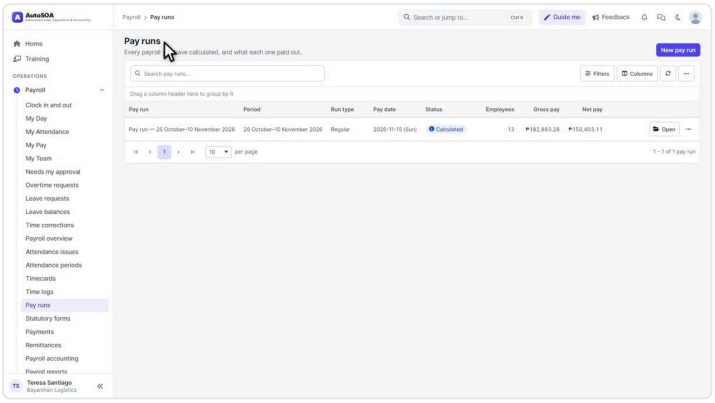
Lesson 19 · owner · 3 min · `payroll-onboard-19.webm`

Approve the pay run

> **At the end you will have:** the run approved with a note and posted; its **History** shows Ana calculated it, and Teresa approved and posted it. Ana's role has no approve button

> **Before you start:** You need the pay run Ana calculated in lesson 18. Teresa is signed in with her own login.

1 Teresa starts on **Pay runs**. Open **Payroll**, then **Pay runs**.

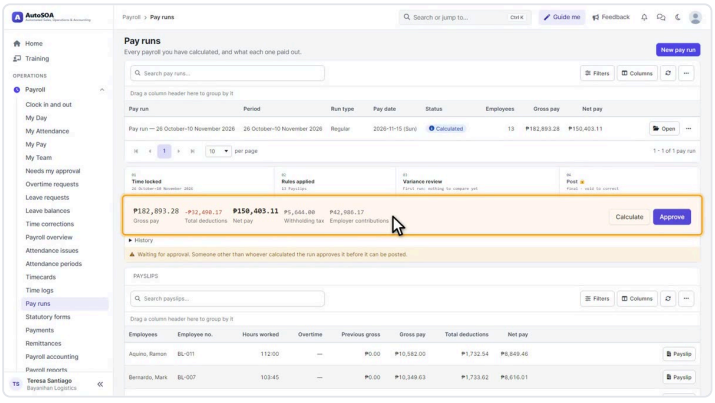


This is the **Pay runs** page, as Teresa sees it.

2 The 15 November run is **Calculated**, and waits for her. Check it first.

Click **Open** on its row.

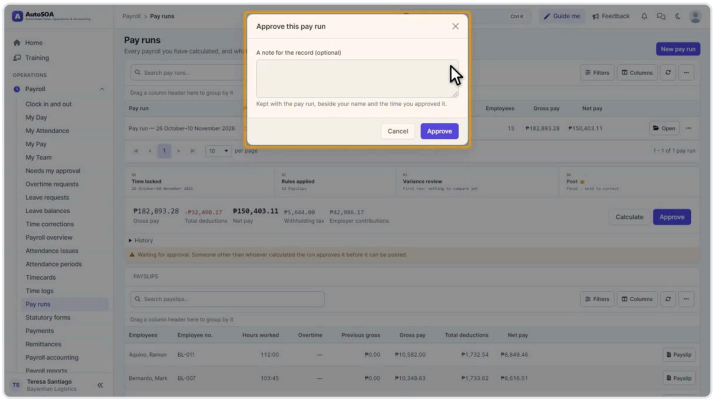
Gross pay is ₱182,893.28, for 12 **Employees**. Compare it with what you expect to pay.



The run opens below the list, with its totals and every payslip.

3 **Approve** says the run is right. Ana calculated it, so the approval is Teresa's.

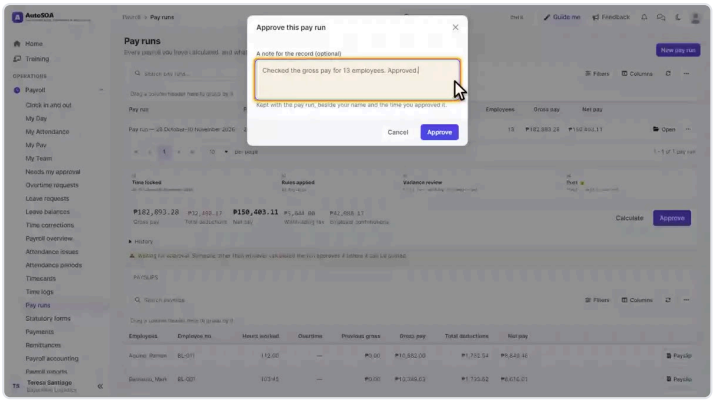
Click **Approve**.



Approve this pay run opens.

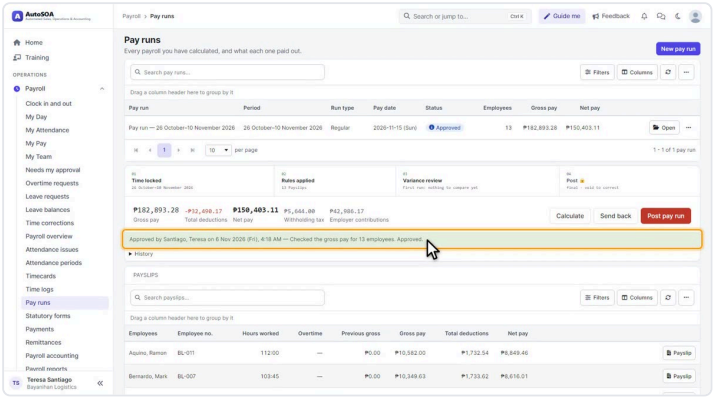
4 **A note for the record (optional)**: it is kept with the run, beside her name and the time.

Type Checked the gross pay for 13 employees. Approved. in **A note for the record (optional)**.



Her note is in the box.

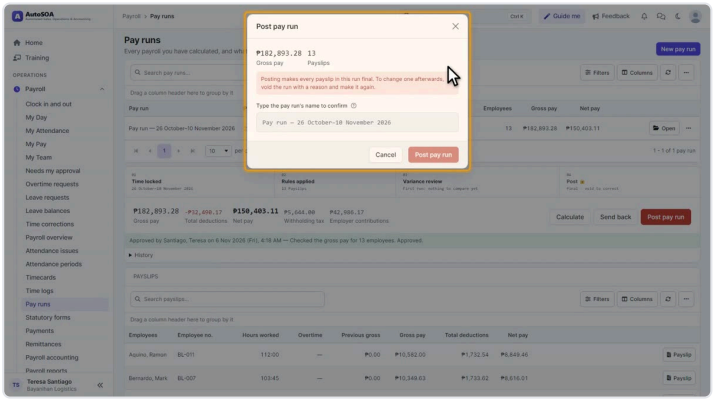
5 Click **Approve**, at the bottom of the form.



The run is **Approved**: **Approved by Santiago, Teresa on** the day and time she approved it, then her note.

6 **Post pay run** makes every payslip final. Employees can then see theirs, and the money can be paid out.

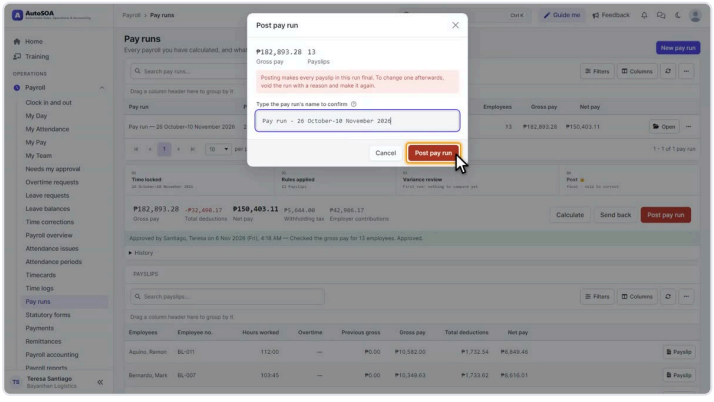
Click **Post pay run**.



Post pay run opens: **Posting makes every payslip in this run final. To change one afterwards, void the run with a reason and make it again.**

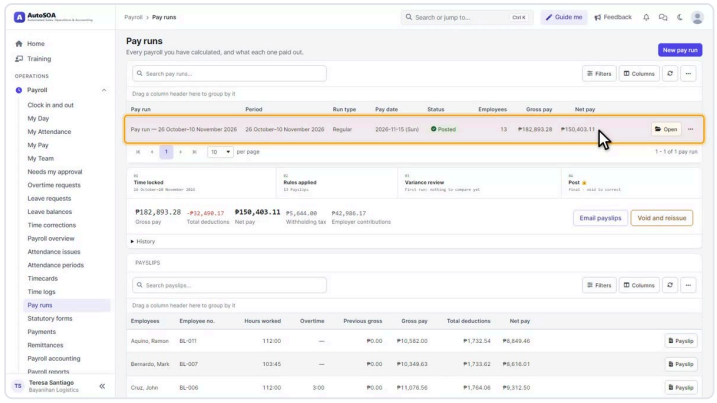
7 To be sure, it asks you to **Type the pay run's name to confirm**.

Type Pay run - 11-25 November 2026 in **Type the pay run's name to confirm**. Capitals and dashes do not matter.



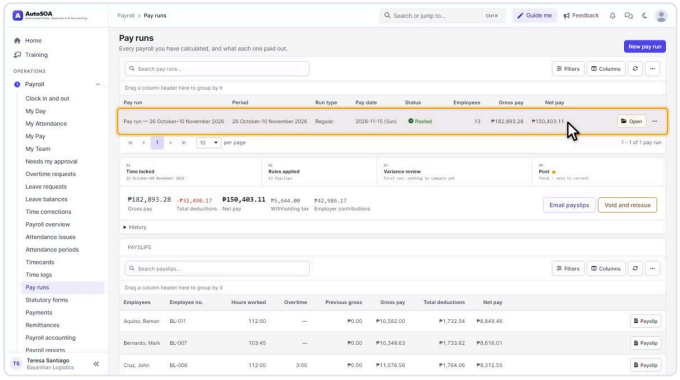
Post pay run can now be clicked.

8 Click **Post pay run**, at the bottom of the form.



A message says **Payslips posted: 12, ₱182,893.28 gross.**

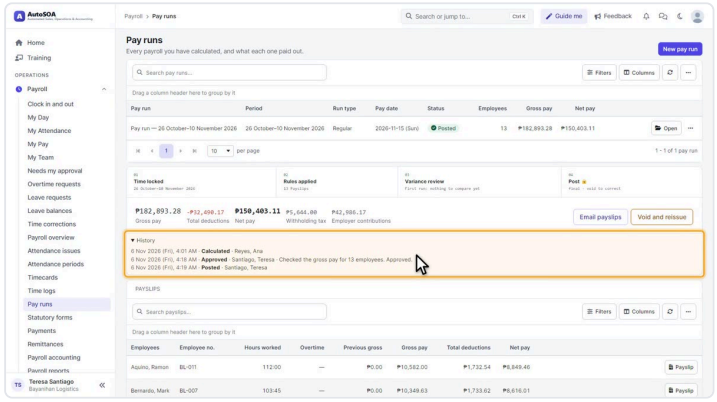
Check



Here is **Pay run — 11–25 November 2026**: **Posted**.

9 The run keeps a record of who did what, and when.

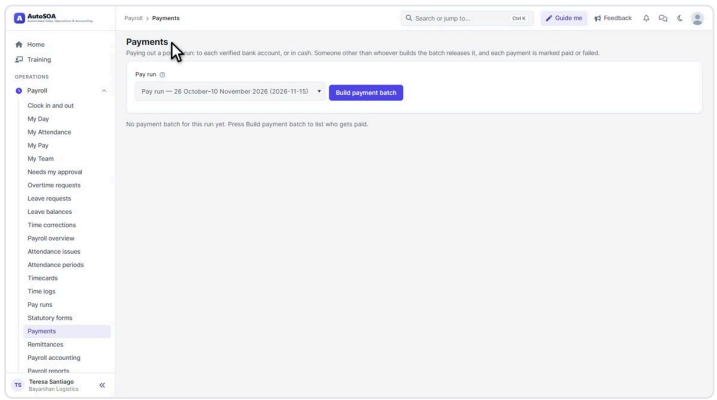
Click **History**.



Ana calculated it. Teresa approved it, with her note, and posted it.

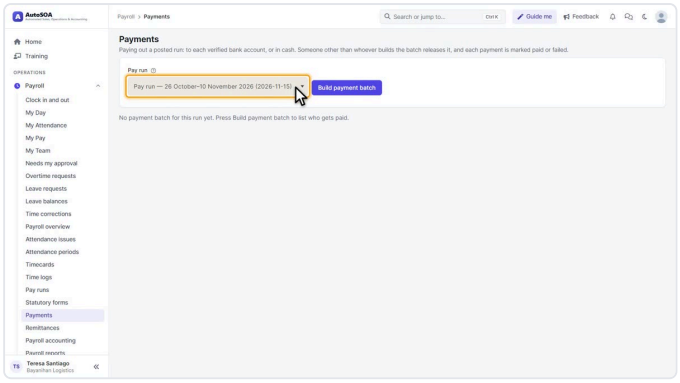
10 Posting also changes **Payments**.

Open **Payroll**, then **Payments**.



This is the **Payments** page. It pays out a posted run, to each bank account or in cash.

What changed



Pay run now shows **Pay run — 11–25 November 2026 (2026-10-30)**, ready to pay out.

You checked the run Ana calculated, approved it with a note, and posted it. Every payslip is final. In lesson 20, Ana builds the payment batch, and you release it to the bank.

Check yourself

In what order does Teresa finish the pay run?

What changes once a run is posted?

A payslip in a posted run is wrong. How do you change it?

Common mistakes

The screen says	What to do
Waiting for approval: you calculated this run, so someone else has to approve it before it is posted.	Someone who did not calculate the run approves it. At Bayanihan, Ana calculates and Teresa approves.
Post pay run stays grey.	Check the name you typed: its letters and numbers must match the grey text in the box. Capitals and dashes do not matter.
Posting is blocked: payslips that moved sharply with no reason on file: 1.	Ask Ana to click **Accept reason** on each row marked **Unexplained**, and save a reason. Then click **Approve**.

Lesson 20 · payroll officer, then owner · 4 min · `payroll-onboard-20.webm`

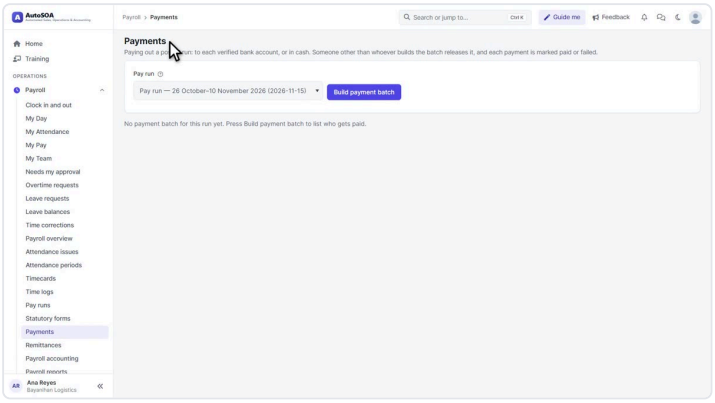
Pay your people

> **At the end you will have:** the batch built, released, its bank file downloaded in the bank's own format, every transfer marked paid

> **Before you start:** You need the run Teresa posted in lesson 19, and the bank accounts she verified in lesson 11. Ana is signed in.

1 Ana starts on **Payments**. Open **Payroll**, then **Payments**.

Pay run shows **Pay run — 11–25 November 2026 (2026-10-30)**, the run Teresa posted.



This is the **Payments** page from lesson 19. It pays out a posted run.

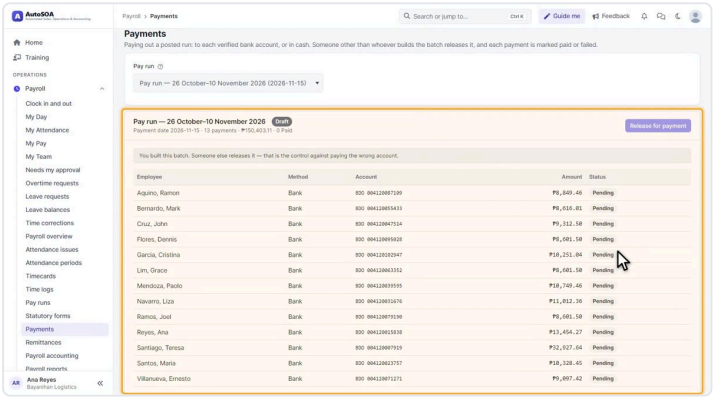
2 A payment batch lists the run's payments: who gets how much, and into which account.

Click **Build payment batch**.

You built this batch. Someone else releases it — that is the control against paying the wrong account.

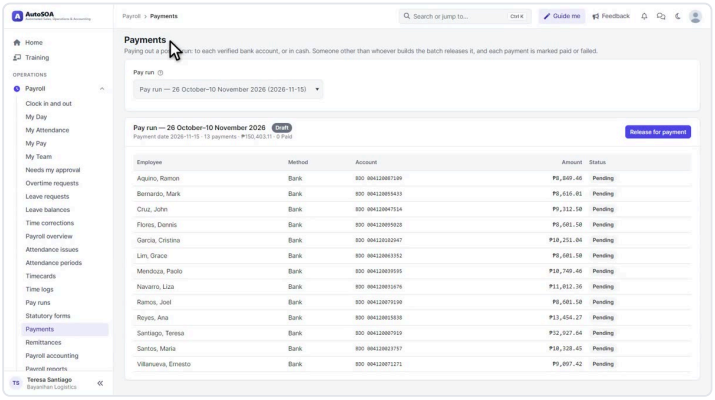
That is Ana's part. Click the picture at the top right, then **Logout**.

Sign in as Teresa: type admin in **User name or email**, her password in **Password**, then click **Log in**.



The batch is **Draft**: 13 payments, each **Bank**, each **Pending**.

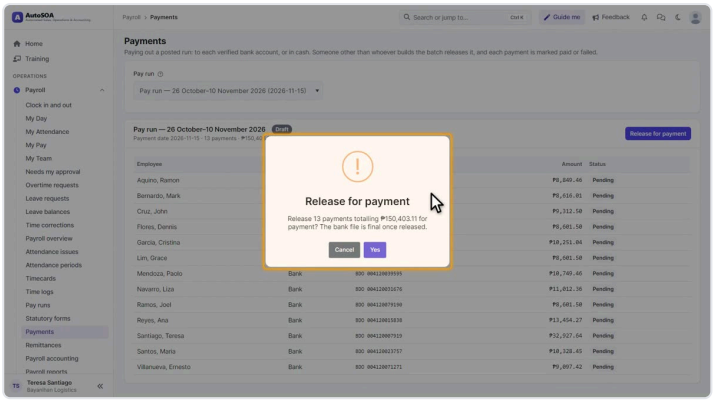
3 Teresa goes to the same page. Open **Payroll**, then **Payments**.



This is the **Payments** page, as Teresa sees it. Ana's batch waits for her.

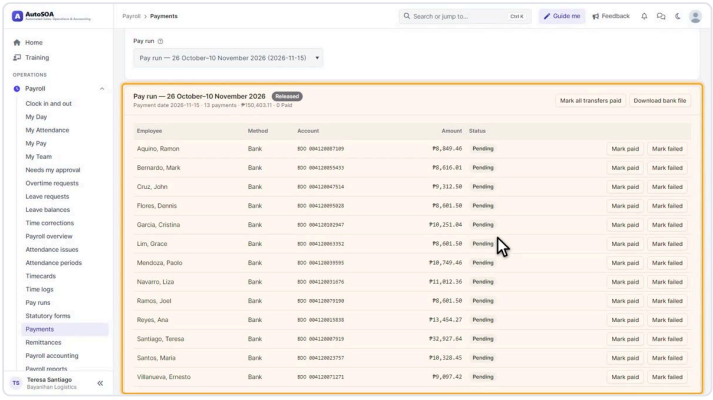
4 **Release for payment** says the batch is right and can go to the bank. Check the names and amounts first.

Click **Release for payment**.



It asks **Release 13 payments totalling ₱150,403.11 for payment? The bank file is final once released.**

5 Click **Yes**.

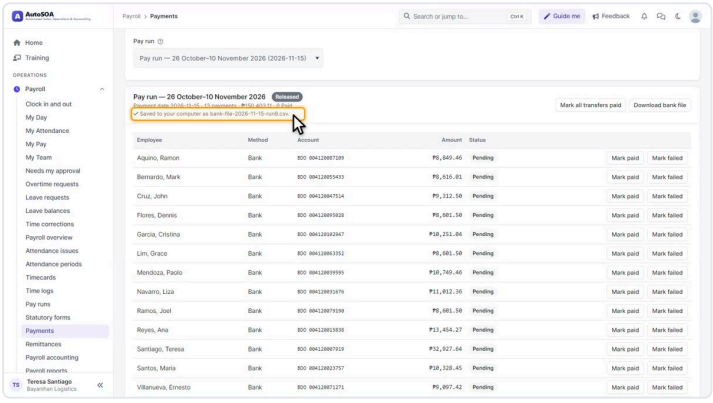


The batch says **Released**, and **Download bank file** appears.

6 The bank file lists every transfer, ready to upload to your bank.

Click **Download bank file**.

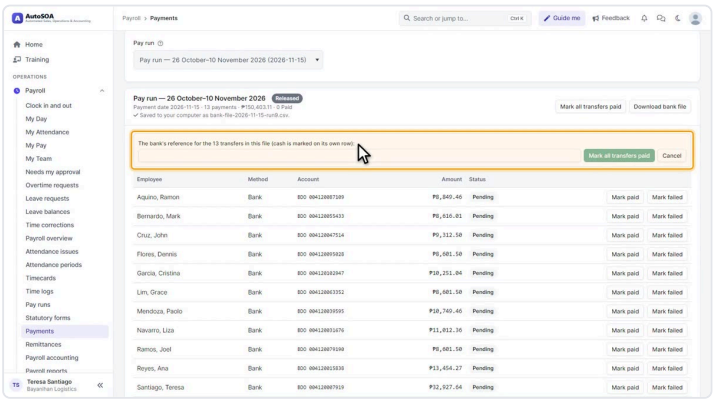
The file has a general layout, so check it against your bank's own layout before the first upload. Upload it on your bank's website. Once the bank credits it, it gives you one reference for the whole file.



The file is saved: **Saved to your computer as bank-file-2026-10-30-run….csv.**

7 That one reference marks every transfer paid at once.

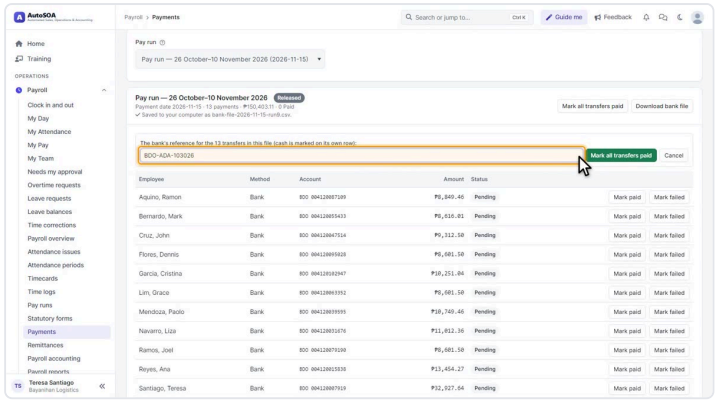
Click **Mark all transfers paid**.



A box asks for **The bank's reference for the 13 transfers in this file (cash is marked on its own row):**

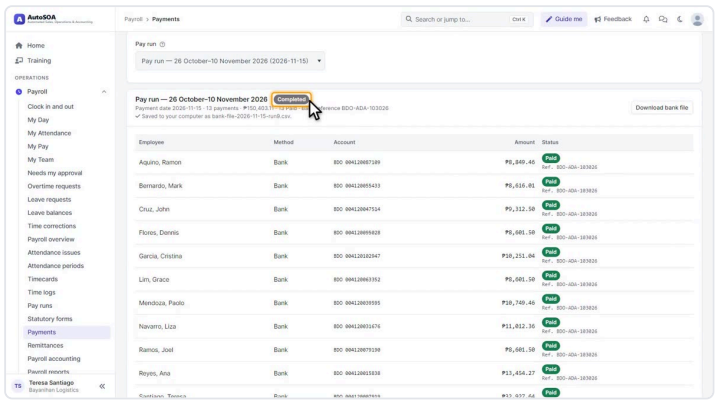
8 Copy the reference exactly as the bank gives it.

Type BDO-ADA-103026 in the box.



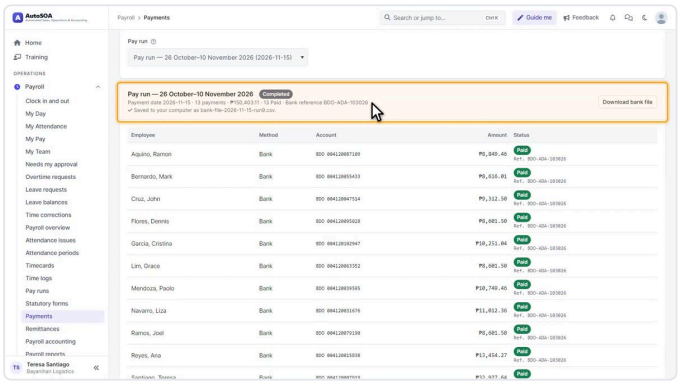
The reference is in the box.

9 Click **Mark all transfers paid**, beside the box.



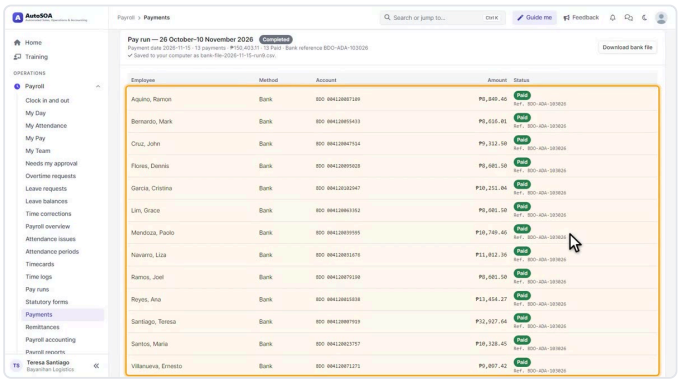
The batch says **Completed**.

What changed



The header now reads **Completed**: 13 payments · ₱150,403.11 · **13 Paid** · **Bank reference**, the one you typed.

Check



Every one of the 13 rows says **Paid**.

Ana built the payment batch. Teresa released it, downloaded the bank file, and marked all 13 transfers paid under the bank's reference. Everyone is paid. In lesson 21, Ana emails the payslips.

Check yourself

Who builds the payment batch, and who releases it?

When does **Download bank file** appear?

The bank credits the file and gives you its reference. How do you mark everyone paid?

Common mistakes

The screen says	What to do
You built this batch, so someone else has to release it.	Click the picture at the top right, then **Logout**. Someone else, here Teresa, signs in and clicks **Release for payment**.
The batch says **Draft**, and there is no **Download bank file**.	Someone other than whoever built the batch clicks **Release for payment**, then **Yes**. **Download bank file** appears once the batch says **Released**.
Paid in cash, with no verified bank account to pay into: 1.	Once the batch is released, pay that person in cash and click **Mark paid** on their row. Before the next payday, Teresa verifies their account on **Bank accounts**.
Mark all transfers paid stays grey in the form.	Type the bank's reference for the file first, as the bank's confirmation shows it.

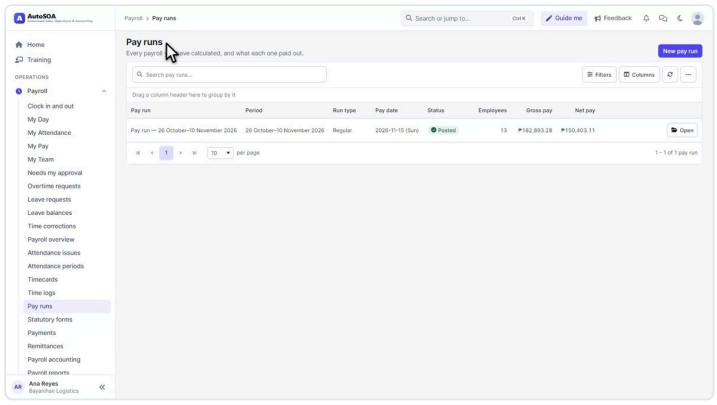
Lesson 21 · payroll officer · 1 min · `payroll-onboard-21.webm`

Email the payslips

> **At the end you will have:** every payslip of the 15 November run emailed; John's email opened in his inbox

> **Before you start:** You need the pay run Teresa posted in lesson 19. Ana is signed in.

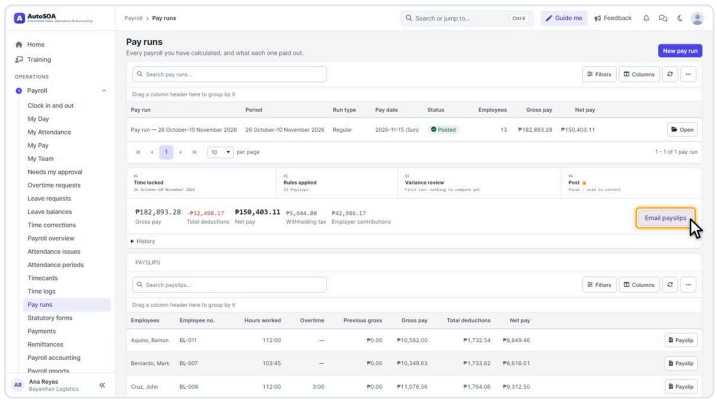
1 Open **Payroll**, then **Pay runs**.



This is the Pay runs page from lesson 18.

2 The run Teresa posted is on the list.

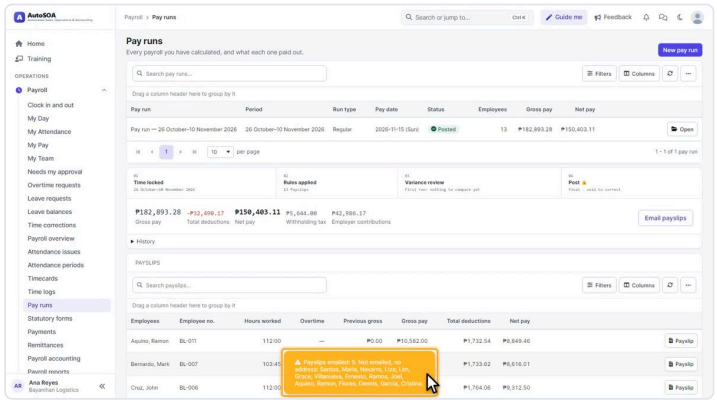
Click **Open** on its row.



The run opens, with **Email payslips** beside its figures.

3 Click **Email payslips**.

For those people, add an email address on their employee record, then click Email payslips again. Nobody gets a second copy.



A message says 5 payslips went out: one to each person with a login. It also names everyone with no email address.

You emailed the payslips. Each one is a PDF, the same one the employee opens on **My Pay**. In lesson 22, John opens his payslip on **My Pay**.

Lesson 22 · employee · 3 min · `payroll-onboard-22.webm`

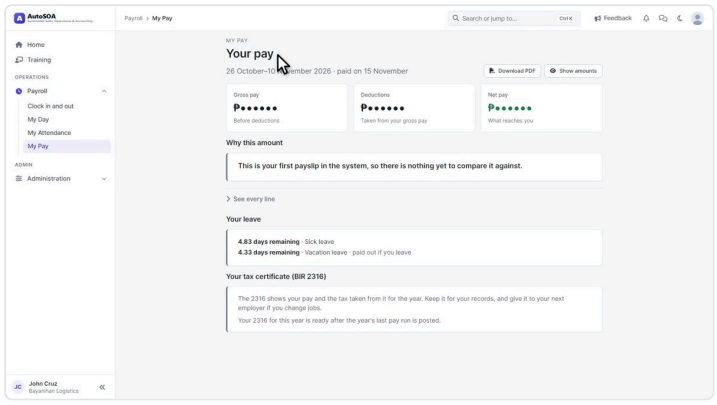
Your payslip

> **At the end you will have:** John reads his 15 November payslip line by line and keeps the PDF

> **Before you start:** You need the pay run paid out in lesson 20. John is signed in with his own login.

1 **His pay has its own page. Open Payroll, then My Pay.**

This payslip is for **11–25 November 2026 · paid on 15 November**.

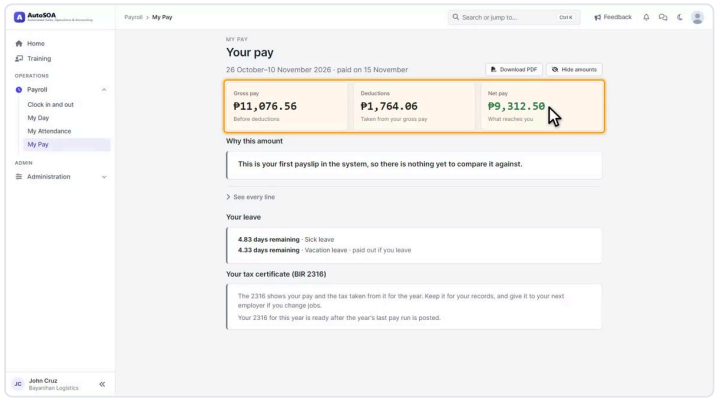


This is **My Pay**. Its heading says **Your pay**, and it shows his newest payslip.

2 Amounts are hidden at first, so nobody nearby sees his pay.

Click Show amounts.

Net pay ₱9,312.50: **What reaches you**, the amount paid into his bank.



Gross pay ₱11,076.56, **Deductions** ₱1,764.06.

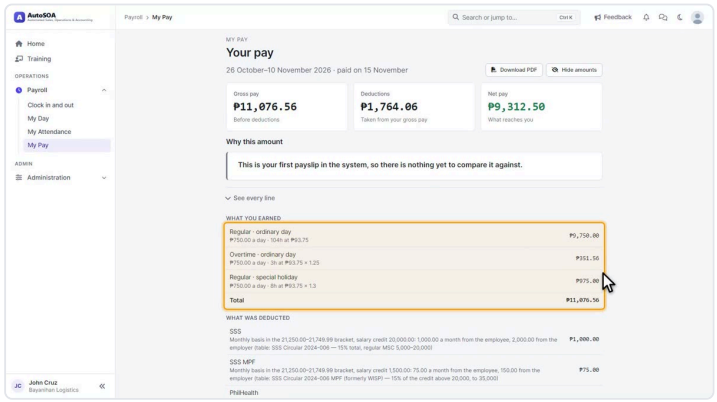
3 Every line shows where an amount comes from.

Click See every line.

Here is his overtime, **Overtime · ordinary day**: **3h at ₱93.75 × 1.25**, ₱351.56. Paolo approved it in lesson 16.

What was deducted: **SSS**, **PhilHealth** and **Pag-IBIG**, **Total** ₱1,764.06. November's whole month is taken on this payday, the month's first.

Below the lines: **Hours on this payslip: 112h worked, 3h overtime.**

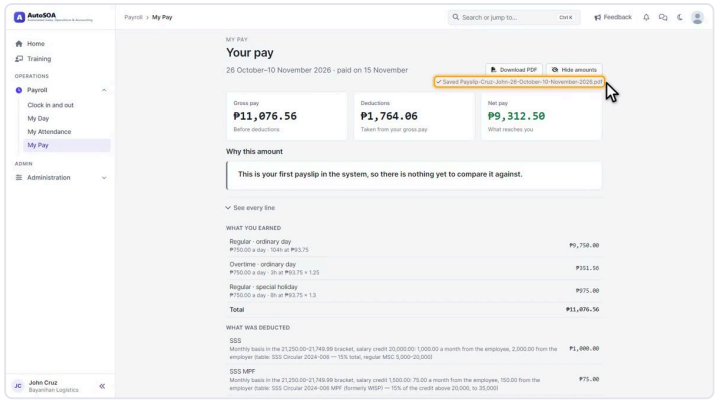


What you earned and **What was deducted** open below.

4 Keep a copy of every payslip. **Download PDF** gives the same payslip, ready to save or print.

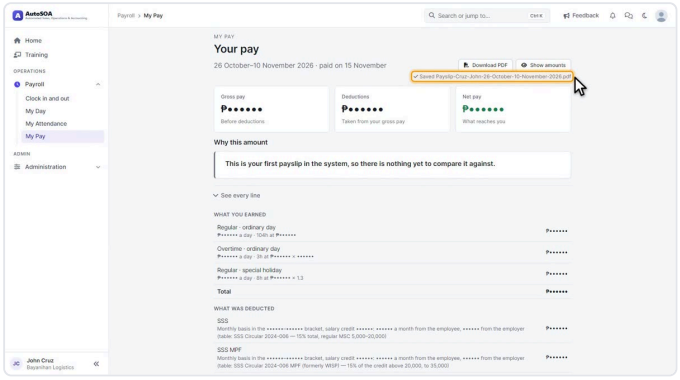
Click **Download PDF**.

When you are done, click **Hide amounts**.



It says **Saved**, with the file's name: **Payslip-Cruz-John-11-25-October-2026.pdf**.

Check



The amounts are hidden again, and **Saved** names his payslip's PDF.

You opened **My Pay**, showed the amounts, and went through every line, overtime and deductions too. Then you kept the payslip as a PDF. In lesson 23, Ana prepares November's payments to SSS, PhilHealth, Pag-IBIG and the BIR.

Check yourself

Where does an employee read their own payslip?

How do you see each earning and deduction, with how it was worked out?

How does John keep a copy of his payslip?

Common mistakes

The screen says	What to do
Your payslip appears here once a pay run covering your work has been posted.	Wait until the owner posts the pay run, as in lesson 19. Then open **Payroll**, then **My Pay** again.
This login is not linked to an employee record, so there is no attendance or pay to show. Your administrator can link it under Setup.	Ask your payroll officer to link your login to your employee record on **Employees**.

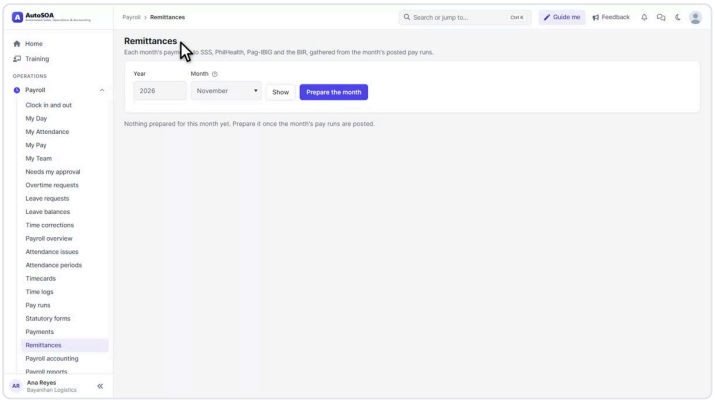
Lesson 23 · payroll officer · 4 min · `payroll-onboard-23.webm`

Government remittances

> **At the end you will have:** November's SSS, PhilHealth, Pag-IBIG and BIR remittances prepared; each agency's file and the PhilHealth EPRS file downloaded; the 1601-C read

> **Before you start:** You need the pay run Teresa posted in lesson 19, paid on 15 November. It is November's first payday, so it holds the whole month's contributions.

1 **Remittances have their own page.**
Open **Payroll**, then **Remittances**.



This is the **Remittances** page. A remittance is one month's payment to one agency, added up from the month's posted pay runs.

2 You prepare one month at a time, so choose the month first.

Choose **October** in **Month**.

Month already shows **October**, this month. Leave it.

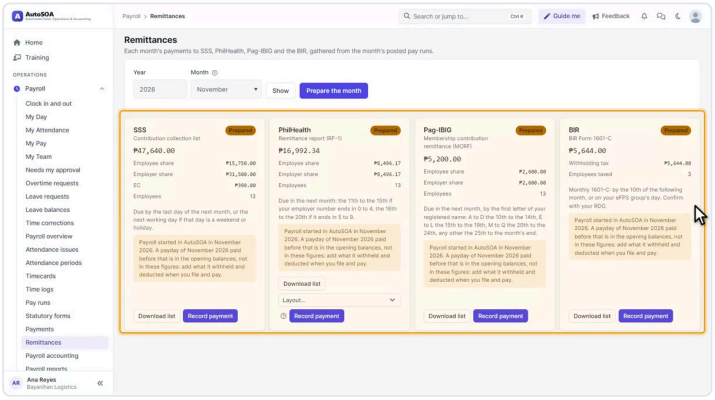
Month shows **October**.

3 **Prepare the month** adds up November's posted pay runs into one payment for each agency.

Click **Prepare the month**.

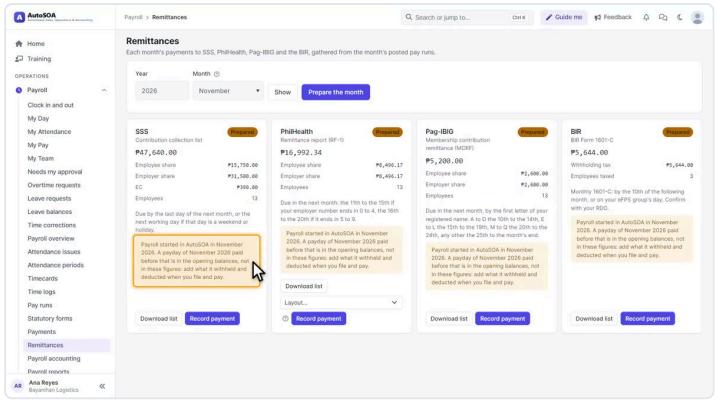
SSS is owed **₱47,640.00** for November: the **Employee share**, the **Employer share**, and **EC**, which the company pays alone.

The **BIR** card is the **Withholding tax**: **₱5,644.00**, from the 3 people whose pay is taxed (**Employees** 2).



Four cards appear: **SSS**, **PhilHealth**, **Pag-IBIG** and **BIR**. Each one says **Prepared**.

4 **November is your go-live month. This note says to add any payday your old payroll paid in November. No payday came before this one, so there is nothing to add.**

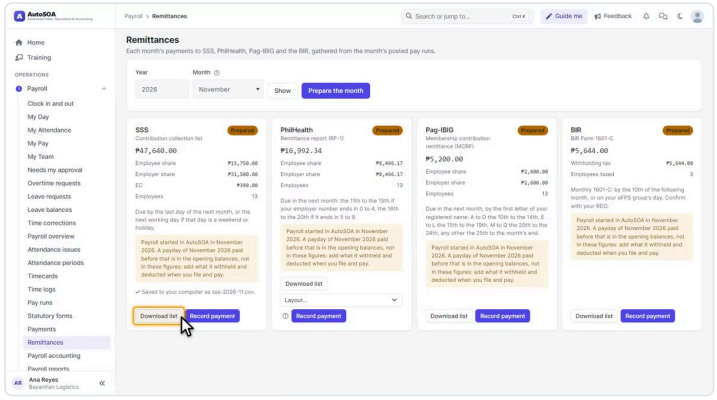


The SSS card has the same note, and the same answer.

5 Each agency also wants a list of the people the payment is for. **Download list** makes it from the payslips.

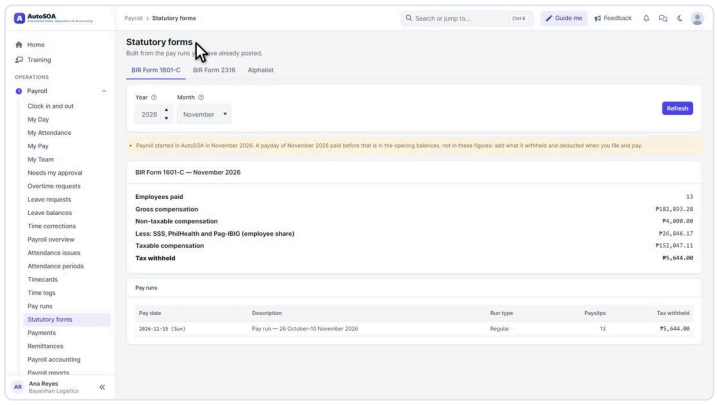
Click **Download list** on the **SSS** card.

After you pay SSS, click **Record payment** and type the agency's reference. The card then says **Paid**.



The SSS list downloads as a CSV file. A note says to check it against the agency's current format before you send it.

6 **Now the BIR's monthly return. Open Payroll, then Statutory forms.**



This is the **Statutory forms** page. Its forms are built from the pay runs you have posted.

7 The 1601-C is the BIR's monthly return of the tax you withheld from pay.

Click **BIR Form 1601-C**.

The page opens on **BIR Form 1601-C**, with **Year** and **Month** at the top.

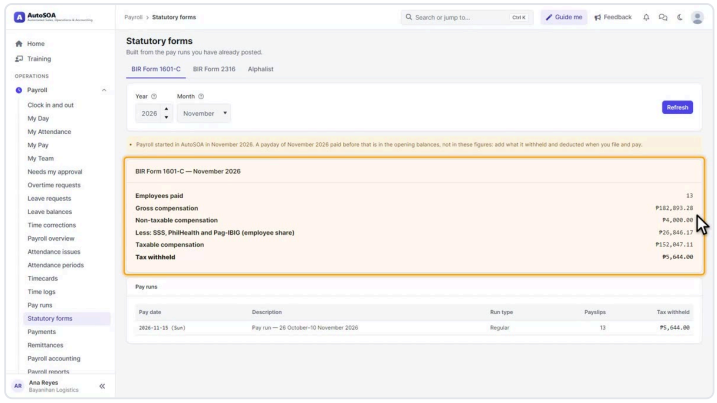
The **BIR Form 1601-C** tab opens, with **Year** and **Month** at the top.

8 The return covers one month.

Choose **October** in **Month**.

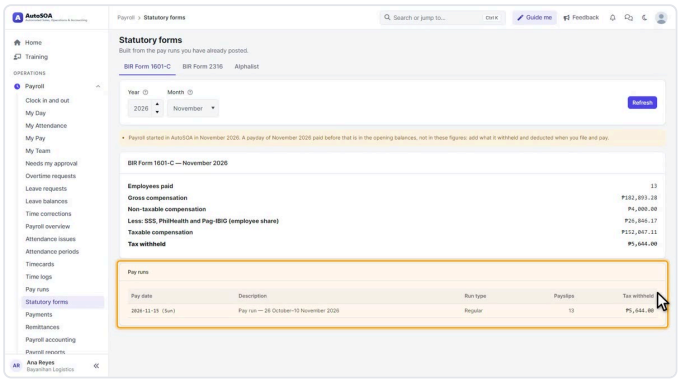
Click **Refresh**.

The form has the same note. No November payday came before this one, so there is nothing to add before you file.



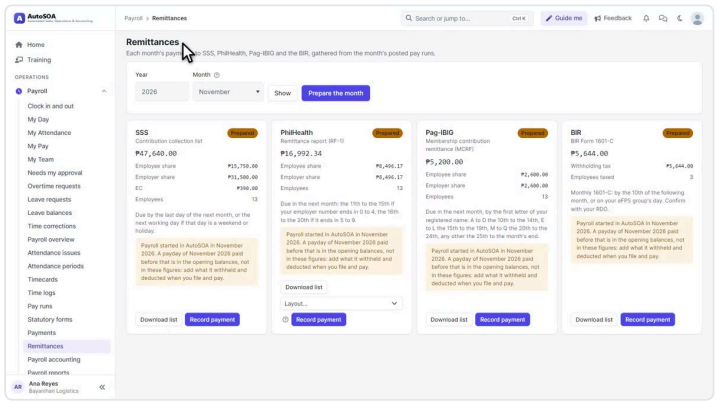
Here is **BIR Form 1601-C — November 2026**: **Employees** 12, and **Tax withheld** ₱5,644.00, the same as the **BIR** card on Remittances.

What changed



Pay runs lists what the form is built from. November has one: **Pay run — 11–25 November 2026**, paid on 15 November.

9 Now check that November is saved. Open **Payroll**, then **Remittances**.



This is the **Remittances** page again.

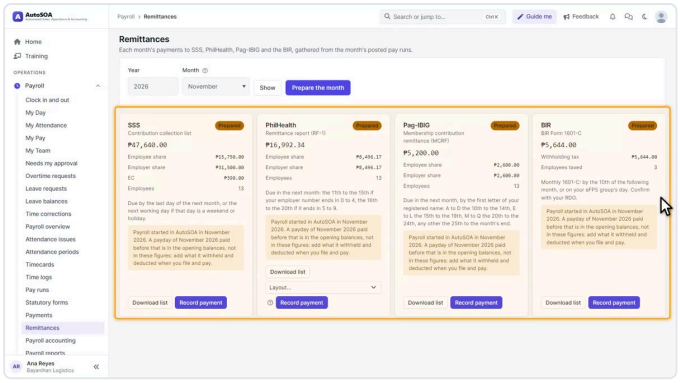
10 Choose **October** in **Month**.

Month shows **October**.

11 Click **Show**.

November's four cards come back.

Check



Every card says **Prepared** for November: four payments, ready to make.

You prepared November's remittances to SSS, PhilHealth, Pag-IBIG and the BIR, and downloaded the SSS list. You opened the November 1601-C, and saw the note about your go-live month. In lesson 24, you open the journal the same payday wrote, and keep November's payroll register.

Check yourself

Where do you prepare a month's payments to SSS, PhilHealth, Pag-IBIG and the BIR?

Why is the 15 October payday not in October's remittances and 1601-C?

Where do you find the BIR's monthly return of the tax you withheld?

Common mistakes

The screen says	What to do
Payroll started in AutoSOA in October 2026. A payday of October 2026 paid before that is in the opening balances, not in these figures: add what it withheld and deducted when you file and pay.	When you file and pay October, add the 15 October payday's tax and contributions from your old payroll.
No posted payroll was paid in this month.	Choose the month of the pay date in **Month**. If that month's pay run is not posted yet, wait for the owner to post it.
No posted pay runs fall in this period.	The page opens on the month of the latest posted pay run. Choose the month you file for in **Month**, then click **Refresh**.

Lesson 24 · payroll officer · 5 min · `payroll-onboard-24.webm`

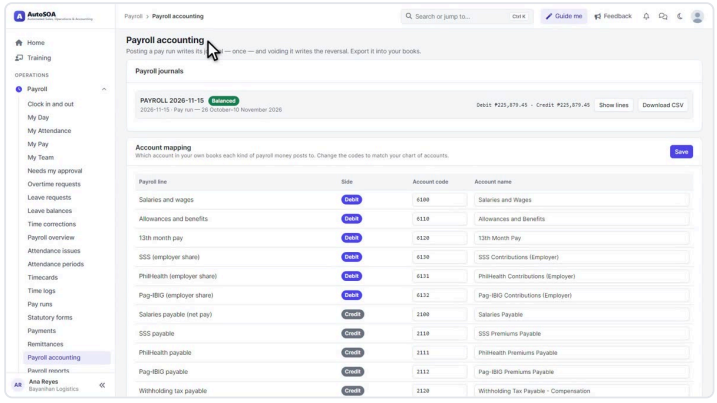
Accounting and reports

> **At the end you will have:** the 15 November journal exported; the payroll register downloaded

> **Before you start:** You need the 15 November pay run that Teresa posted in lesson 19. Posting it wrote its journal.

1 **The journal is on its own page. Open Payroll, then Payroll accounting.**

Here is the journal the 15 November run wrote. Its two sides are equal, so it says Balanced.

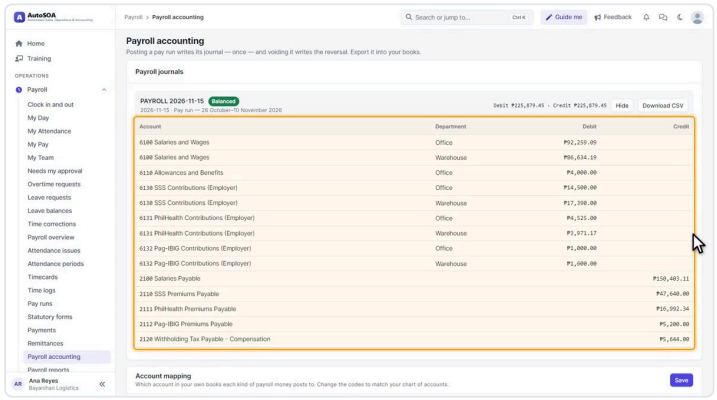


This is the **Payroll accounting** page. A journal is the entry your accountant puts in the company's books, and posting a pay run writes it.

2 **Click Show lines.**

This first line is the office's salaries and wages.

The **Credit** lines are what is now owed: net pay (**2100 Salaries Payable**), then the remittances from lesson 23.



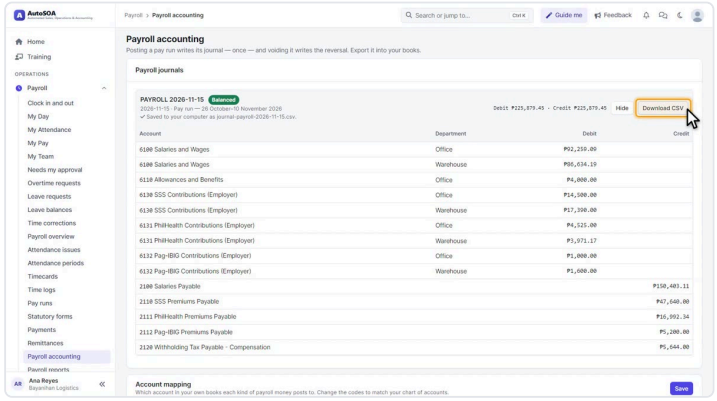
The lines open. **Debit** lines are what the payroll cost: salaries, allowances and the company's share of contributions.

3 Your accountant brings the journal into the company's books from a file.

Click Download CSV on the journal.

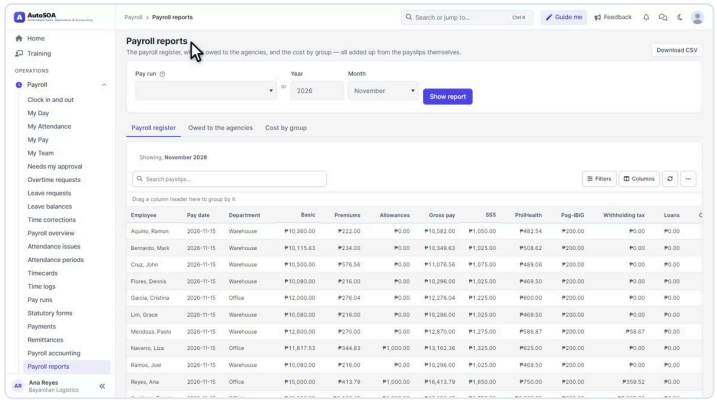
Account mapping says which account in your own books each kind of payroll money goes to.

If your accountant's codes differ, type theirs in **Account code**, then click **Save**.



The journal downloads as a CSV file, ready for your accountant.

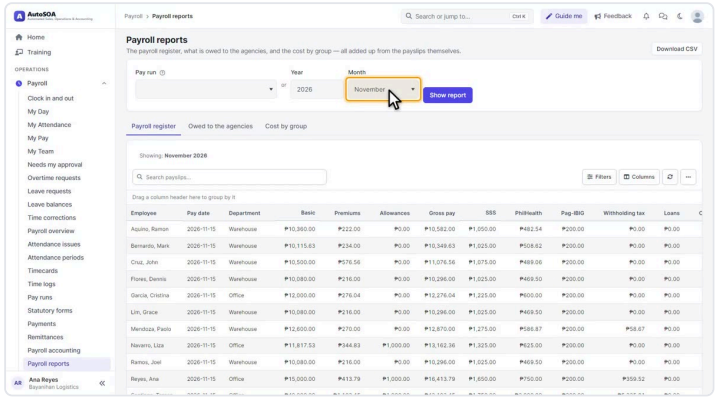
4 Now the payroll register. Open **Payroll**, then **Payroll reports**.



This is the **Payroll reports** page. Every figure on it is added up from the payslips.

5 A report covers one pay run, or every run paid in a month.

Choose **October** in **Month**.



Month shows **October**, the month of the 15 November payday.

6 The payroll register lists every payslip of the month, one row each, with the totals.

Click **Show report**.

It already shows **Showing: November 2026**, with one row for each of the 13 payslips.

Cruz, John matches his payslip from lesson 22: **Gross pay** ₱11,076.56.

The **TOTAL** row adds up the month: **Gross pay** ₱182,893.28.

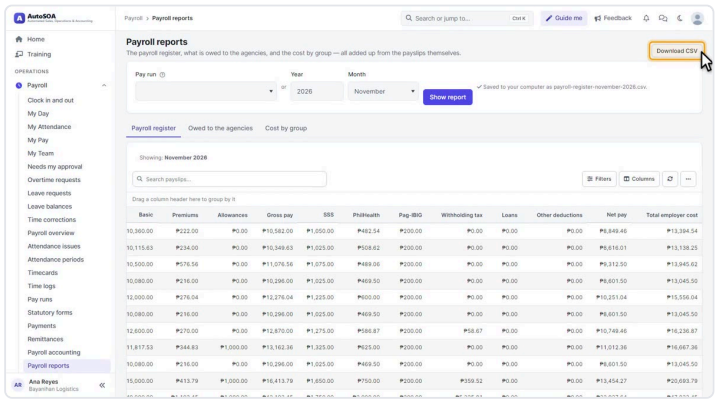
Scroll right to **Net pay**. John's is ₱9,312.50.

The month's is ₱150,403.11.

Showing: November 2026, with one row for each of the 13 payslips.

7 Keep a copy of each month's register with the company's payroll files.

Click **Download CSV**, at the top right.

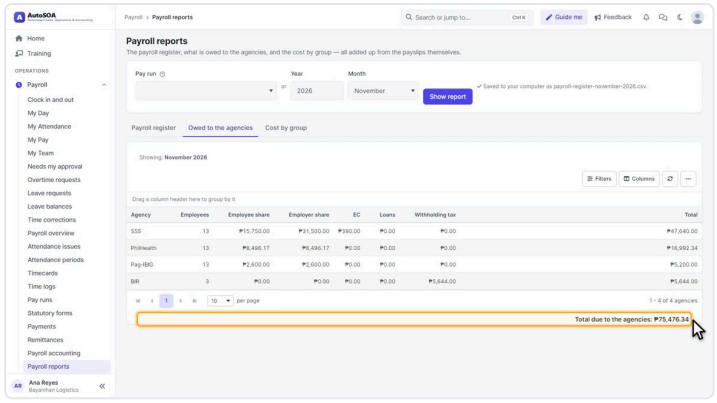


The register downloads as a CSV file.

8

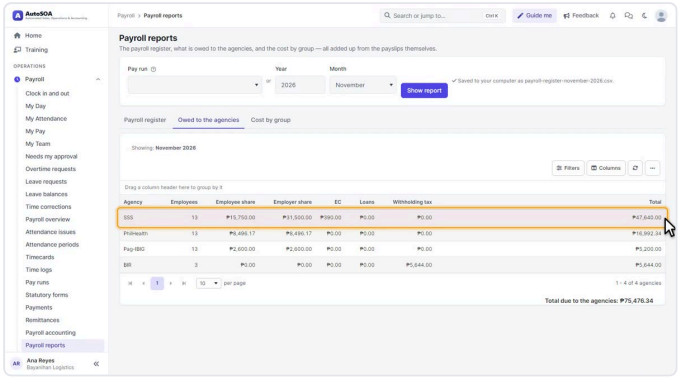
The next tab adds up what the month owes each agency.

Click **Owed to the agencies**.



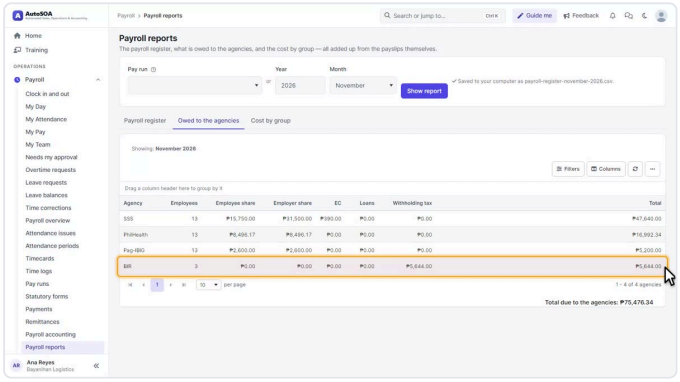
Total due to the agencies: ₱75,476.34.

What changed

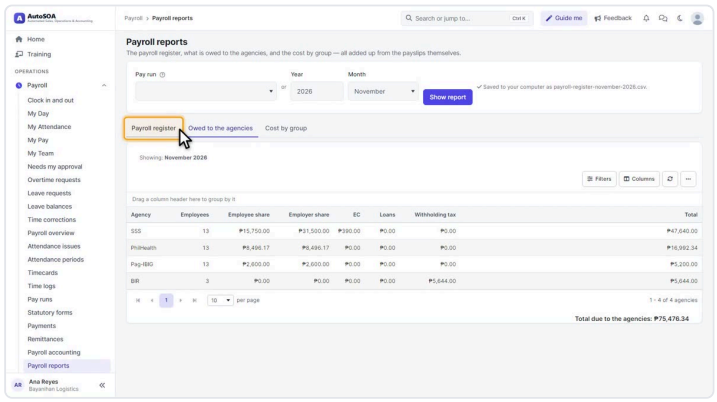


These are the figures you prepared on **Remittances** in lesson 23: **SSS** ₱47,640.00.

What changed

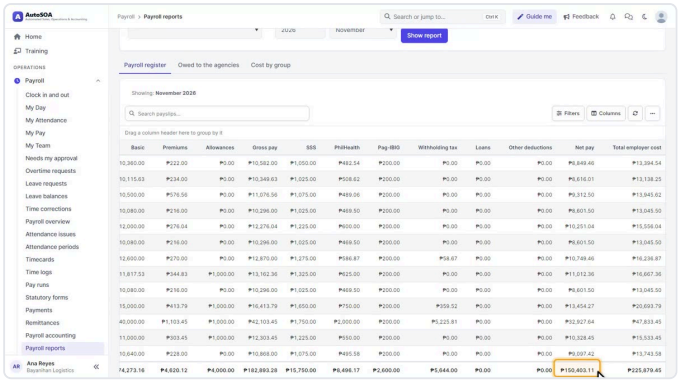


And **BIR** ₱5,644.00. Both come from the same payslips.



Go back to the register. Click **Payroll register**.

Check



Here is November's payroll register. Its **Net pay** total, ₱150,403.11, matches the journal's **2100 Salaries Payable** line.

You opened the journal the 15 November run wrote, and downloaded it for your accountant. You showed November's payroll register, saw what the month owes the agencies, and downloaded the register. That completes your first pay cycle. From lesson 25, each lesson is a what-if, starting with a new hire in the middle of a cut-off.

Check yourself

Where do you find the journal that a posted pay run wrote?

Your accountant uses different account codes. Where do you change them?

How do you keep a copy of a month's payroll register?

Common mistakes

The screen says	What to do
No journals yet. Posting a pay run writes its journal here.	Wait until the owner posts the pay run, as in lesson 19. Its journal then shows on **Payroll accounting**.
Nothing posted in this scope yet.	The page opens on the month of the latest posted pay run. Choose the payday's month in **Month**, then click **Show report**.
Enter an account code for Salaries and wages.	Type a code in **Account code** on every line of **Account mapping**, then click **Save**.

Lesson 25 · by scenario · 7 min · `payroll-onboard-25.webm`

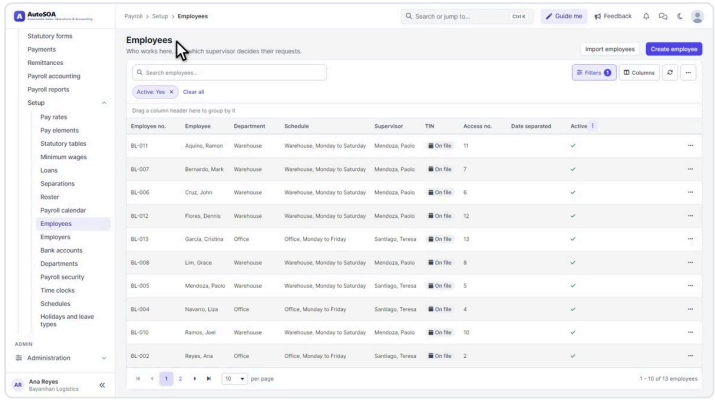
A new hire starts mid cut-off (Carlo, 4 November)

We hired Carlo Dizon for the warehouse. He started on 4 November, in the middle of the 26 October to 10 November cut-off.

> **At the end you will have:** A new hire starts mid cut-off (Carlo, 4 November)

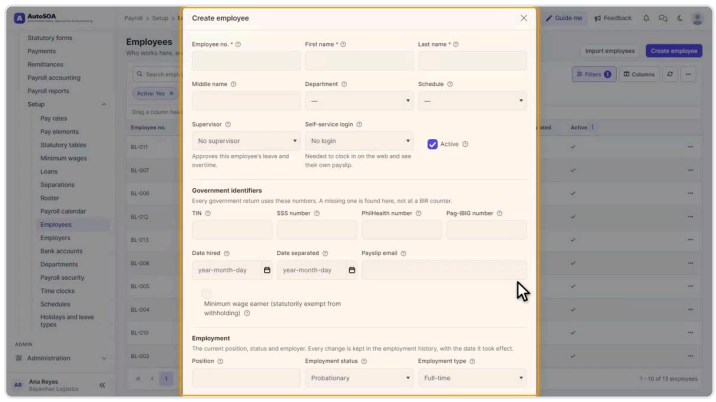
> **Before you start:** This starts after lesson 15: the 26 October to 10 November period is open, with the clock's first file in it. Carlo is not on file yet.

1. First, put Carlo on file. Open **Payroll**, then **Setup**, then **Employees**.



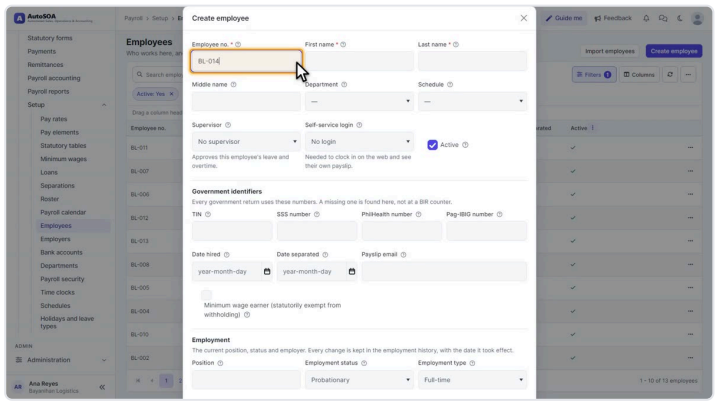
This is the **Employees** page, with your 13 employees.

2. Click **Create employee**.



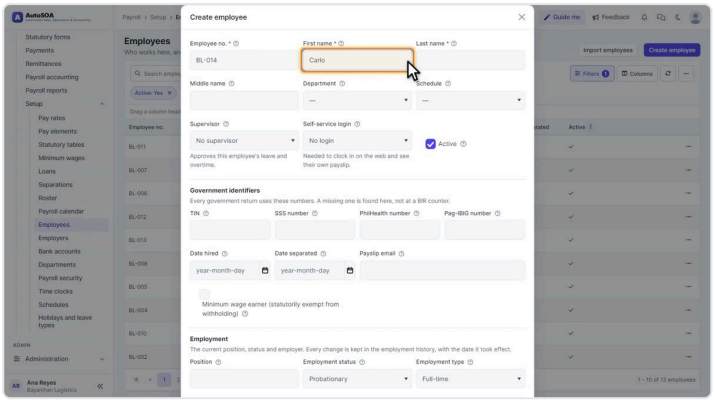
The **Create employee** form opens.

3. Type BL-014 in **Employee no.**



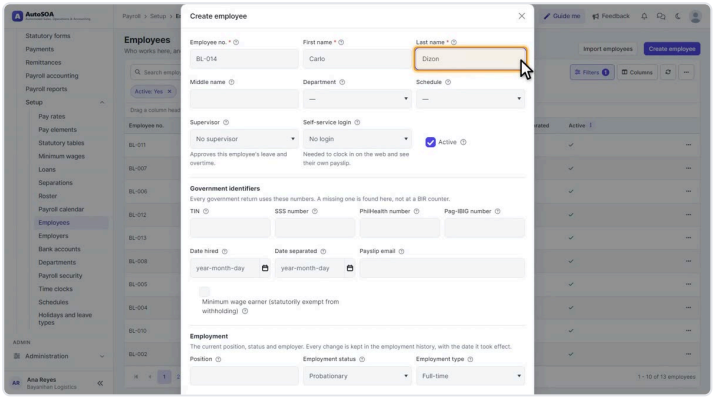
BL-014 is in the box.

4 Type Carlo in **First name**.



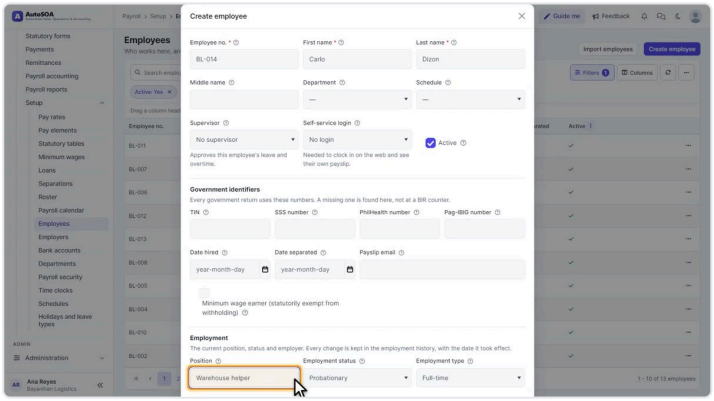
His first name is in the box.

5 Type Dizon in **Last name**.



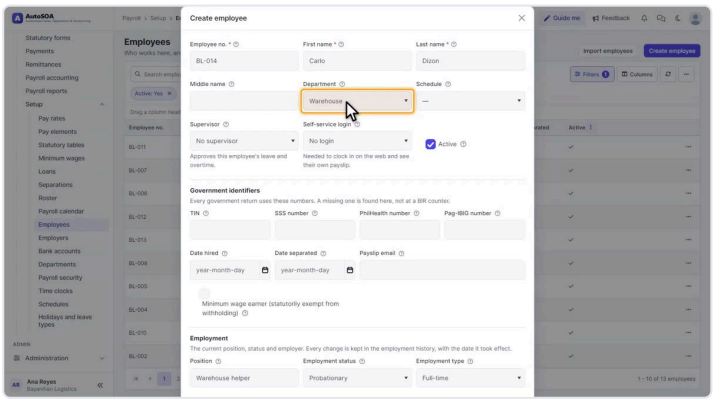
His last name is in the box.

6 Type Warehouse helper in **Position**.



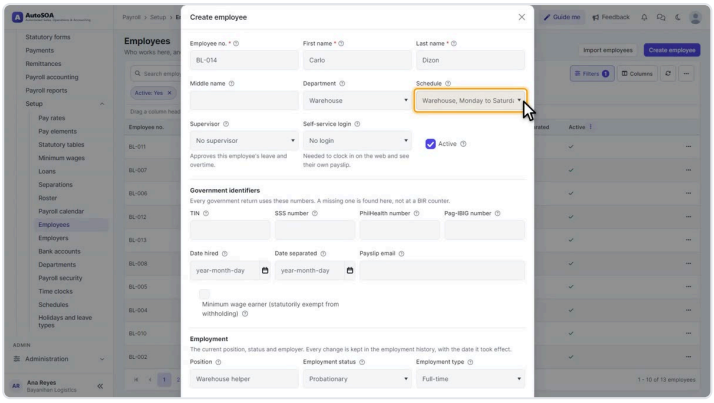
His position is in the box.

7 Choose **Warehouse** in **Department**.



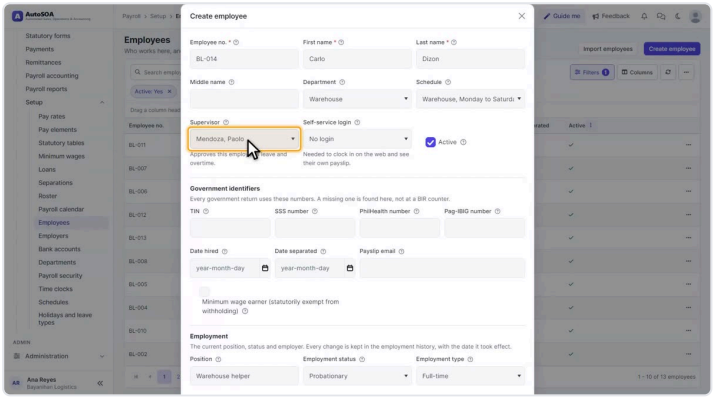
Department shows **Warehouse**.

8 Choose **Warehouse, Monday to Saturday** in **Schedule**.



Schedule shows the warehouse schedule.

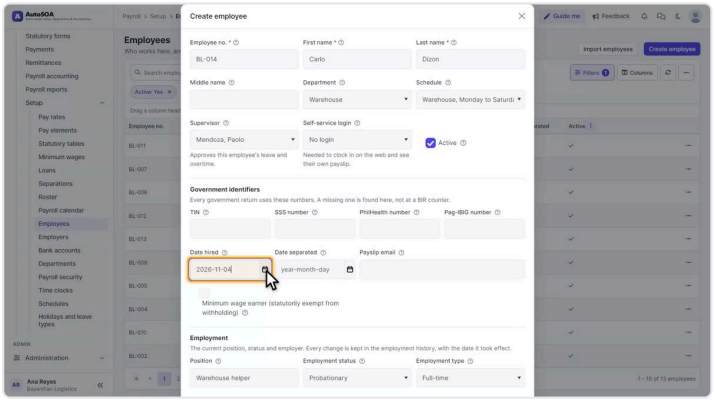
9 Choose **Mendoza, Paolo** in **Supervisor**.



Supervisor shows **Mendoza, Paolo**.

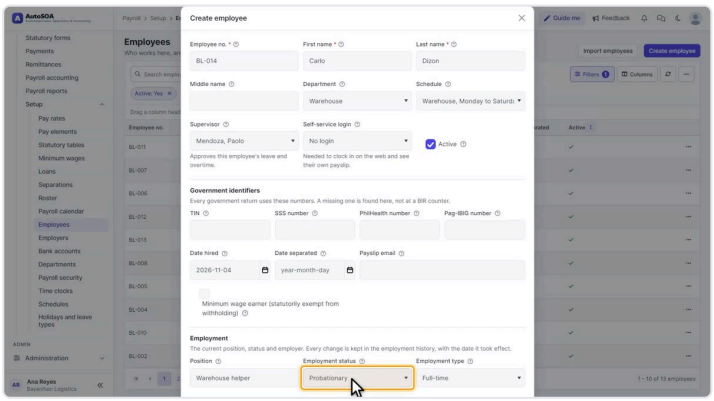
10 **Date hired** matters most here. His timecard starts on that day, so no day before it counts as absent.

Pick 4 November 2026 in **Date hired**.



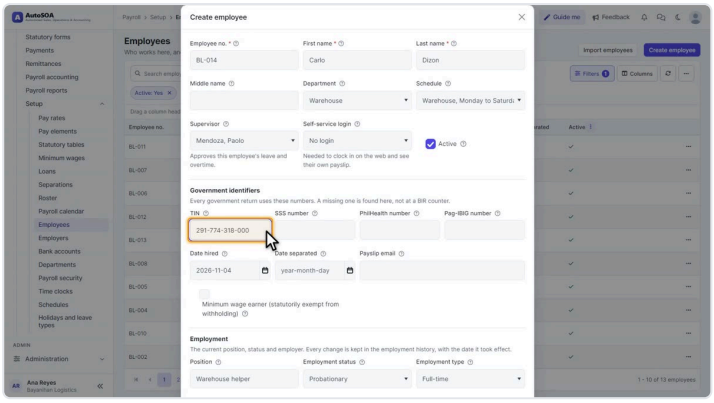
His first day is in the box.

11 Choose **Probationary** in **Employment status**.



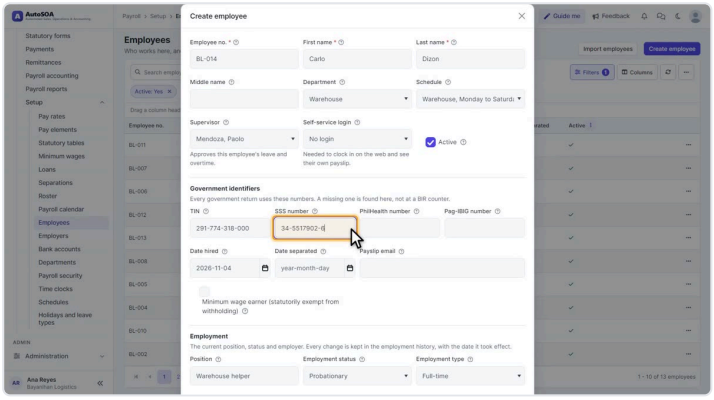
Employment status shows **Probationary**.

12 Type his TIN, 291-774-318-000, in **TIN**.



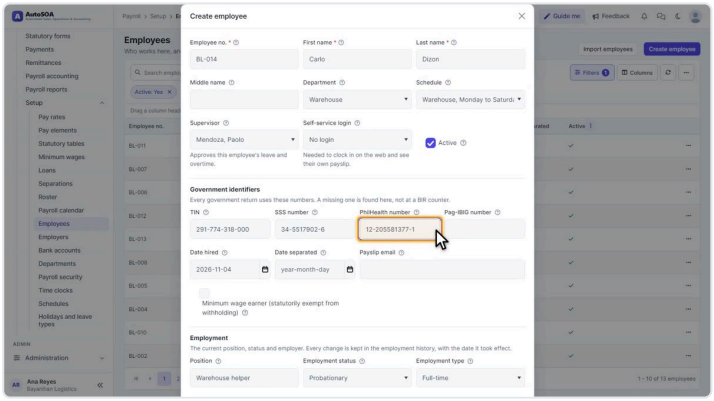
His TIN is in the box.

13 Type his SSS number, 34-5517902-6, in **SSS number**.



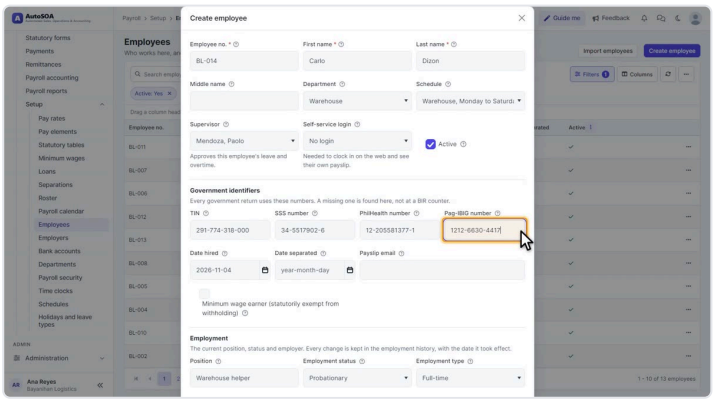
His SSS number is in the box.

14 Type his PhilHealth number, 12-205581377-1, in **PhilHealth number**.



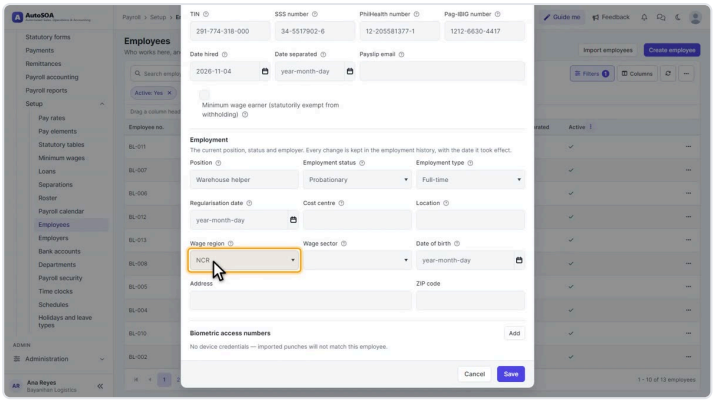
His PhilHealth number is in the box.

15 Type his Pag-IBIG number, 1212-6630-4417, in **Pag-IBIG number**.



His Pag-IBIG number is in the box.

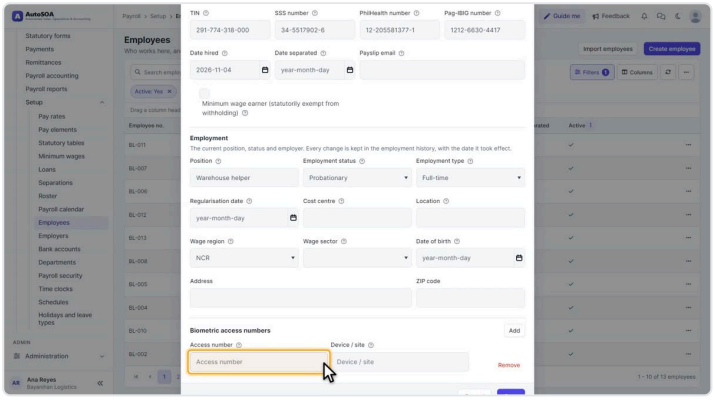
16 Type NCR in **Wage region**.



Wage region shows NCR.

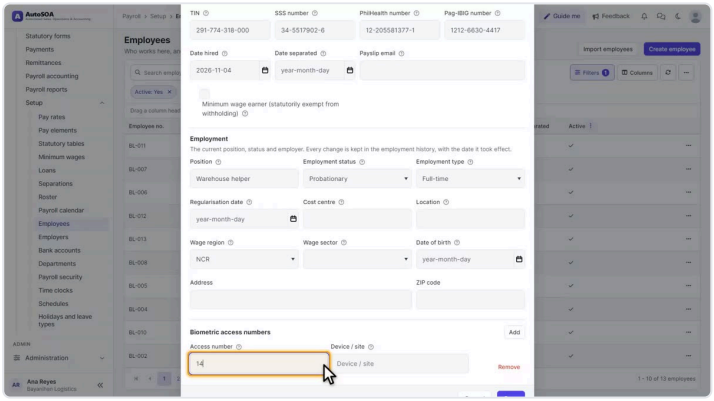
17 His biometric access number is his number on the time clock. His punches are matched to him by it.

Click **Add**, beside **Biometric access numbers**.



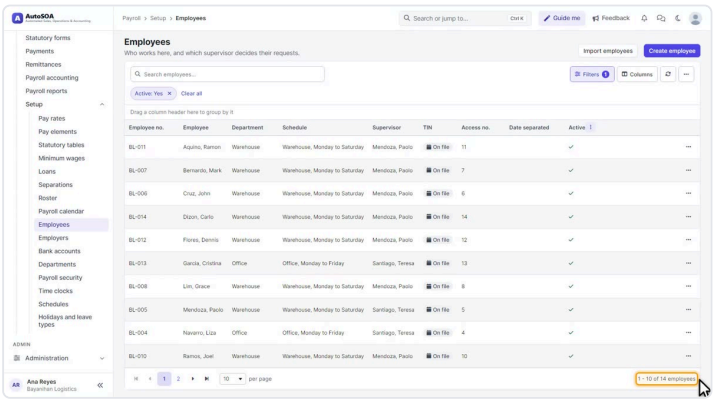
An **Access number** box appears.

18 Type 14 in **Access number**.



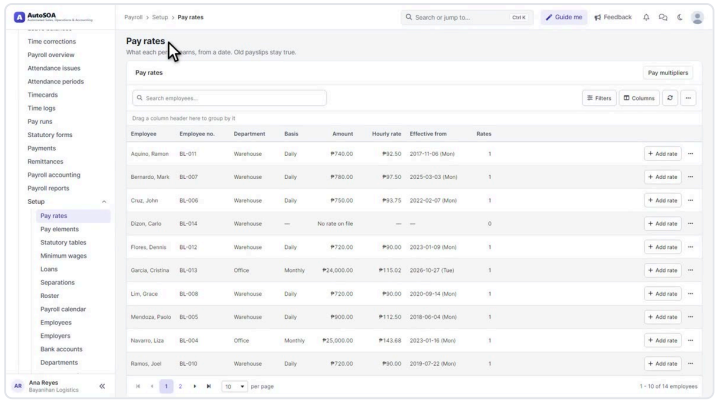
His access number is 14.

19 Click **Save**.



Carlo is saved. The list now counts 14 employees.

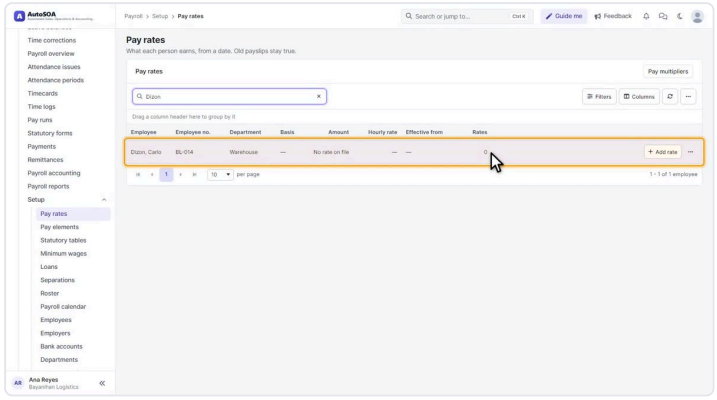
20 Next, his pay rate. Open **Payroll**, then **Setup**, then **Pay rates**.



This is the **Pay rates** page.

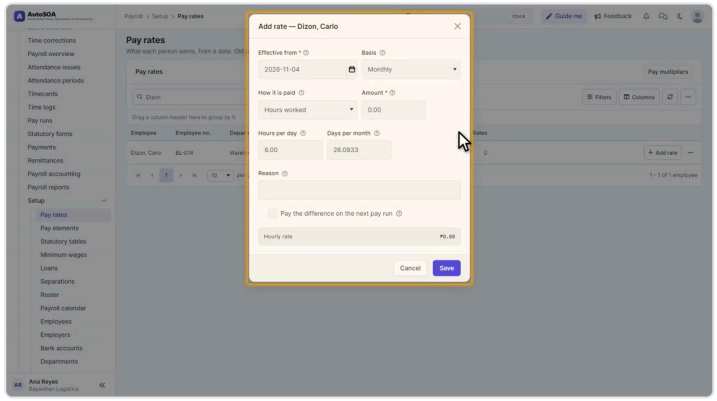
21 Search for him, so his row is the only one.

Find "Dizon" in the search box.



Only **Dizon, Carlo** is left. It says **No rate on file**.

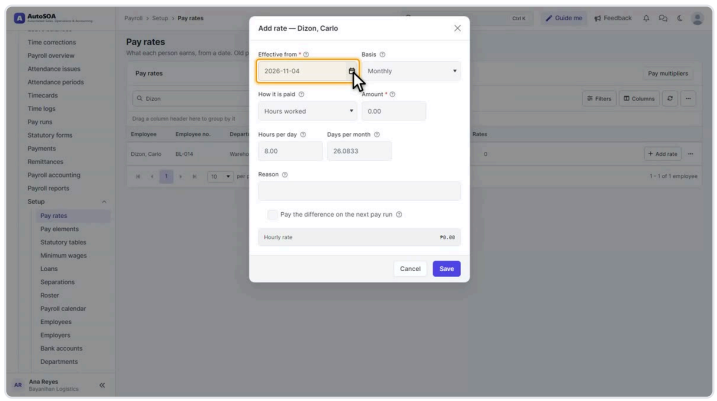
22 Click **Add rate** on his row.



The **Add rate** form opens, with his name at the top.

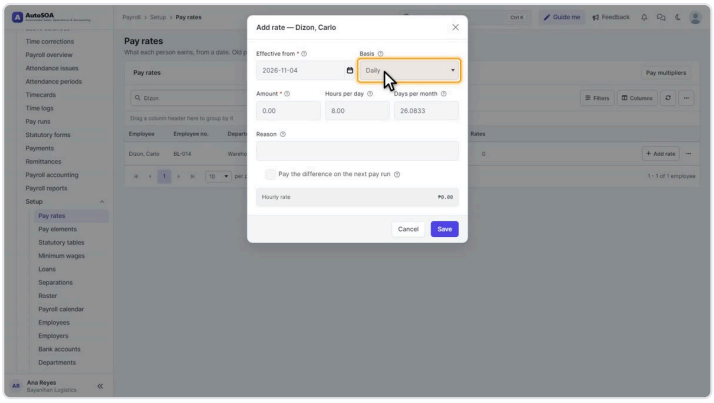
23 **Effective from** must be his first day, so his first days are paid at this rate.

Pick 4 November 2026 in Effective from.



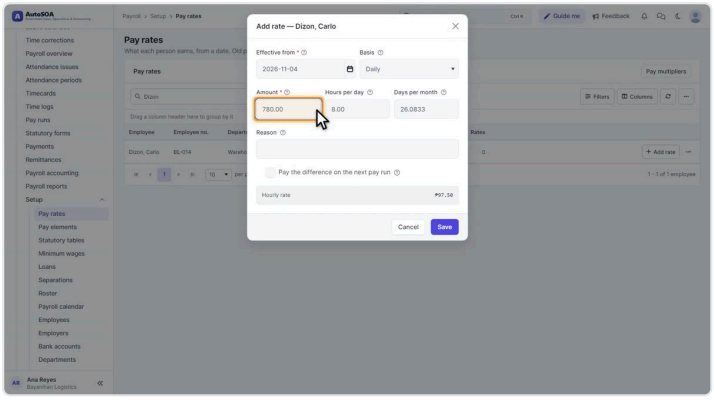
Effective from already shows his first day, 4 November: a first rate starts on the day he was hired.

24 Warehouse pay is daily. Choose **Daily** in **Basis**.



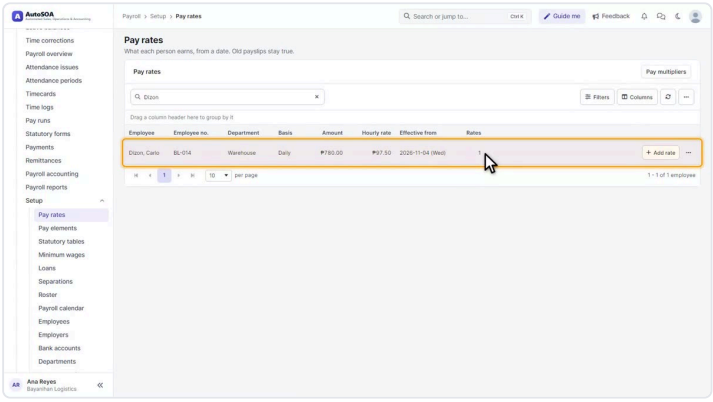
Basis shows **Daily**.

25 Type 780 in **Amount**.



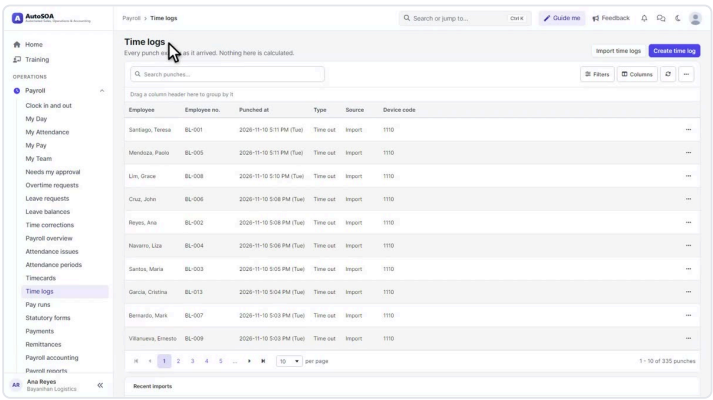
His daily rate is ₱780.00.

26 Click **Save**.



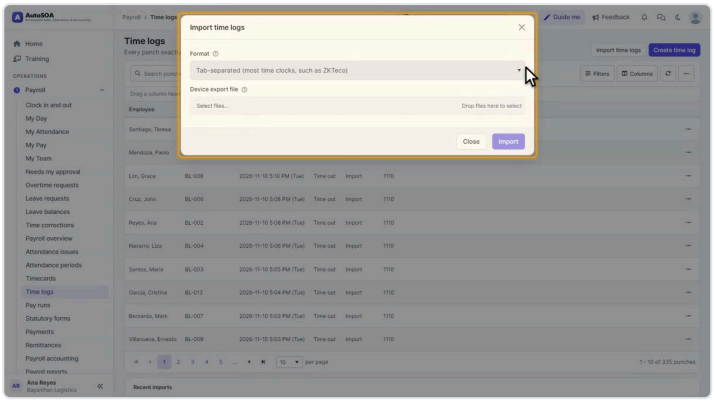
Carlo's row now shows ₱780.00 a day, from 4 November.

27 Now his punches, which are in the clock's next file. Open **Payroll**, then **Time logs**.



This is the **Time logs** page from lesson 15. It keeps every punch exactly as it arrived.

28 Click **Import time logs**.

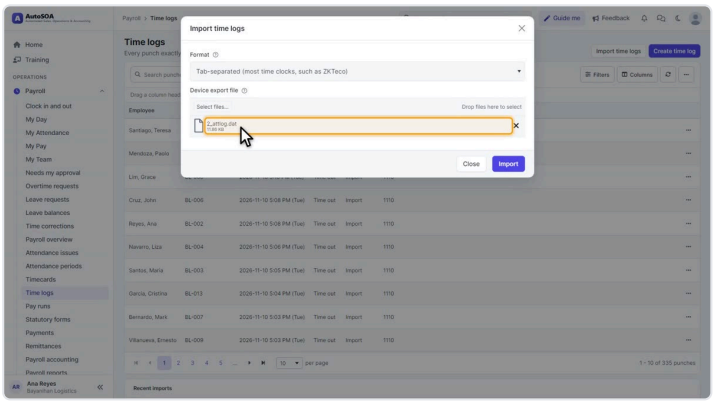


The **Import time logs** form opens.

29 Choose **Tab-separated (most time clocks, such as ZKTeco)** in **Format**, as in lesson 15.

Format shows **Tab-separated**.

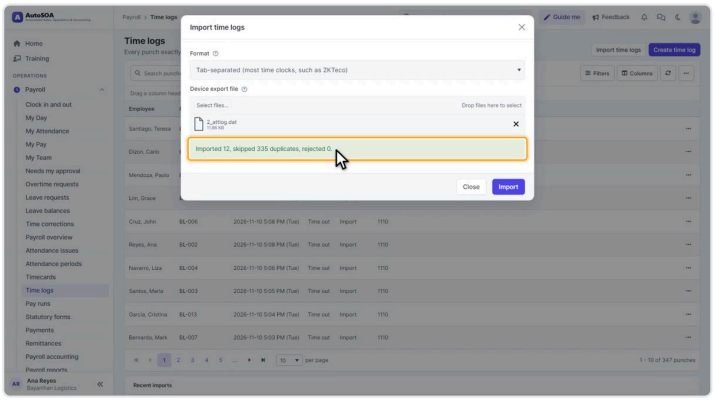
30 Click **Select files...**, then choose the clock's next file, **2_attlog.dat**.



2_attlog.dat is chosen.

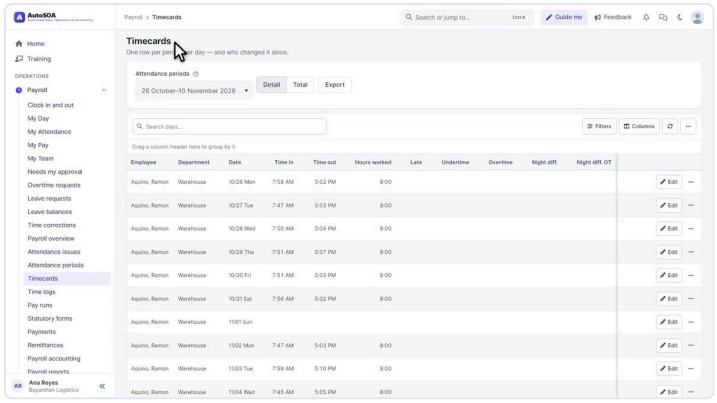
31 Click **Import**.

Click **Close**.



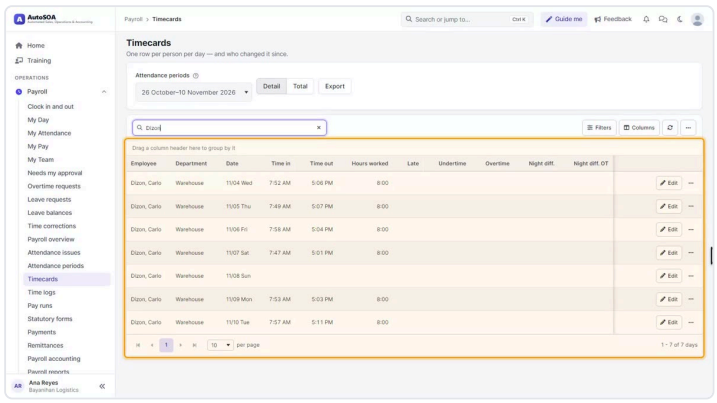
12 punches are imported: Carlo's. The file holds every punch again, so the ones already in are skipped as duplicates.

32 Now check his timecard. Open **Payroll**, then **Timecards**.



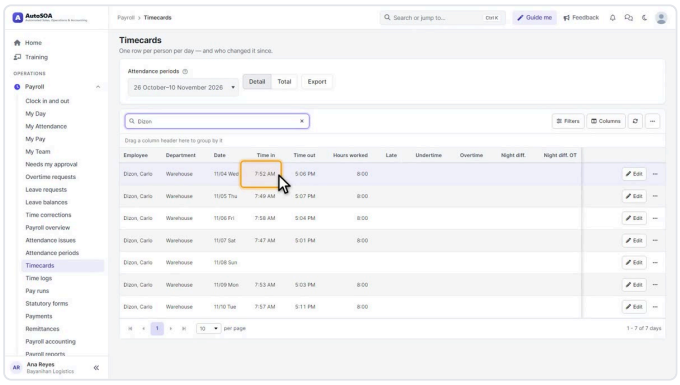
This is the **Timecards** page, on **11–25 October 2026**.

33 Find "Dizon" in the search box.



Carlo now has a timecard for the cut-off. It starts on 4 November, with his **Time in** and **Time out** on each working day.

Check



Here is his first day, 4 November: in at 7:52 AM, out at 5:06 PM. No day before it says Absent.

> **The rule to remember:** Put a new hire on file with their first day, access number and rate before you import the clock's file.

You added Carlo with his first day and access number. You gave him ₱780.00 a day from 4 November, and imported the clock's next file. Next, in lesson 26, someone takes half a day off.

Check yourself

What must be on file for a new hire before you import the clock's file?

From which day does a new hire's first rate start?

How do you check that Carlo's days count from his first day?

Common mistakes

The screen says	What to do
Access number '13' matches no employee.	Add the new hire on **Employees**, with 13 in **Access number**. Then import the same file again: the punches already in are skipped.
Access number 12 is already assigned to another employee.	Type the new hire's own number from the time clock in **Access number**. Carlo's is 13.
Posting is blocked: 1 employee worked paid hours with no rate on file. Add their rate on Pay rates, then calculate again.	On **Pay rates**, click **Add rate** on the row that says **No rate on file**. Then click **Calculate** again on the pay run.

Lesson 26 · by scenario · 3 min · `payroll-onboard-26.webm`

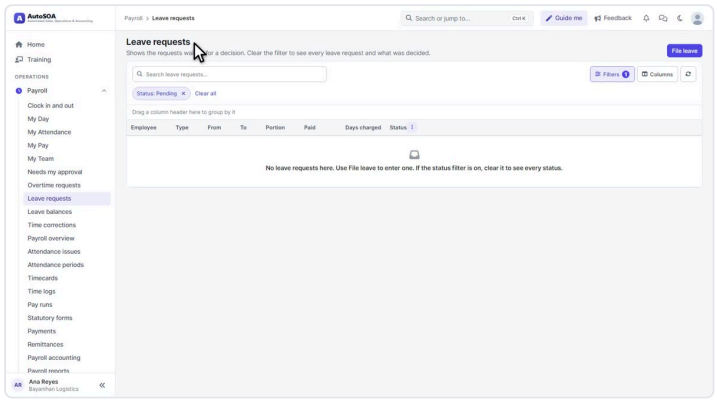
Someone takes half a day off (Liza, the morning of 30 October, vacation leave)

Liza Navarro took the morning of 30 October off. She worked the afternoon, so she takes half a day of vacation leave.

> **At the end you will have:** Someone takes half a day off (Liza, the morning of 30 October, vacation leave)

> **Before you start:** This starts after lesson 16: the cut-off is open. Ana is signed in.

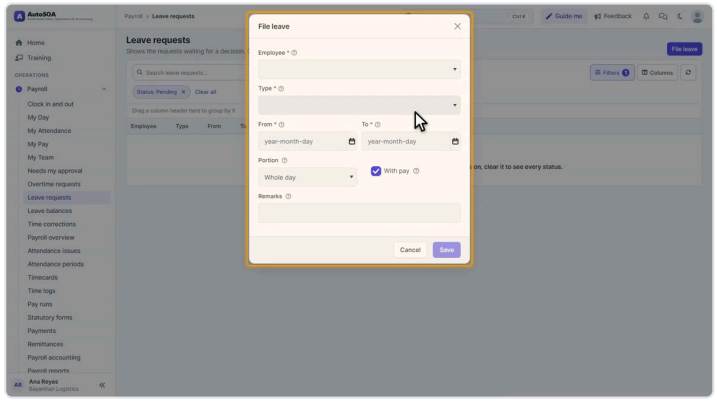
1. Open **Payroll**, then **Leave requests**.



This is the Leave requests page from lesson 16.

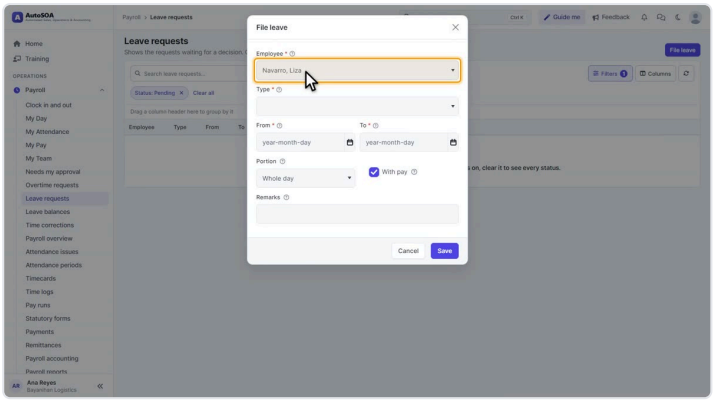
2. File the leave for her.

   Click **File leave**.



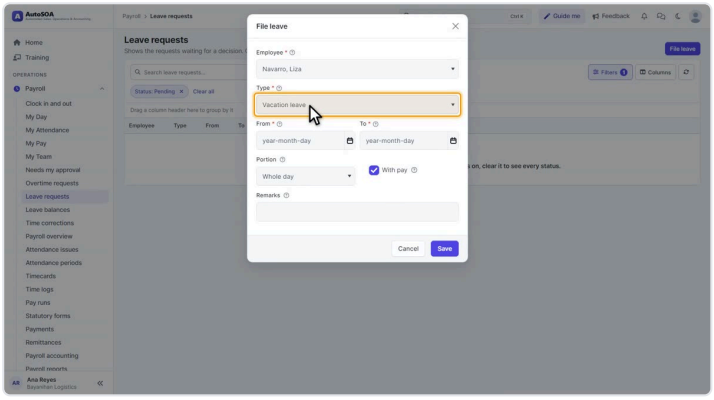
The form opens.

3 Type Liza in **Employee**, then choose **Navarro, Liza**.



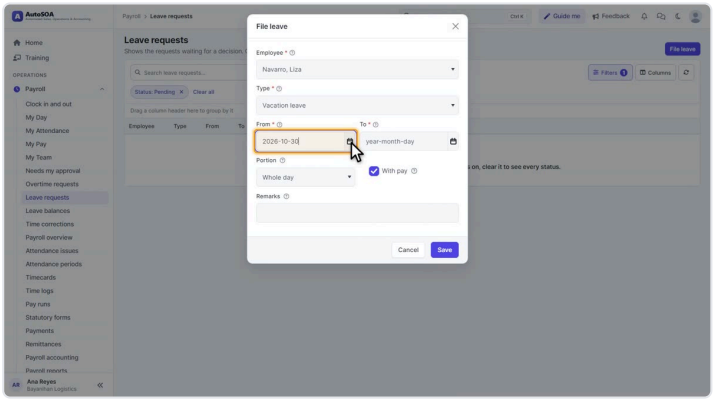
Employee shows Liza.

4 Choose **Vacation leave** in **Type**.



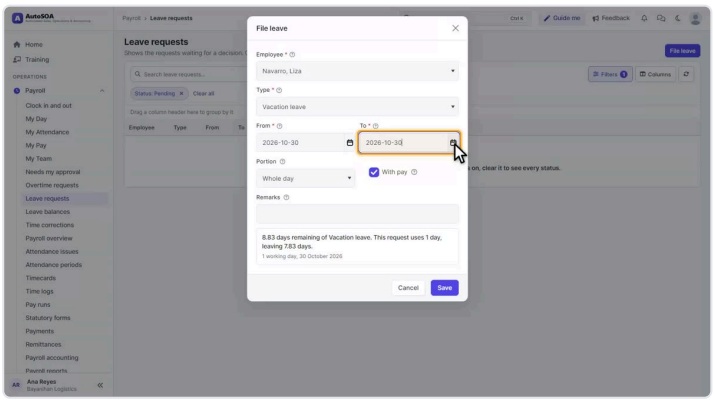
Type shows **Vacation leave**.

5 Pick 30 October in **From**.



From shows 30 October.

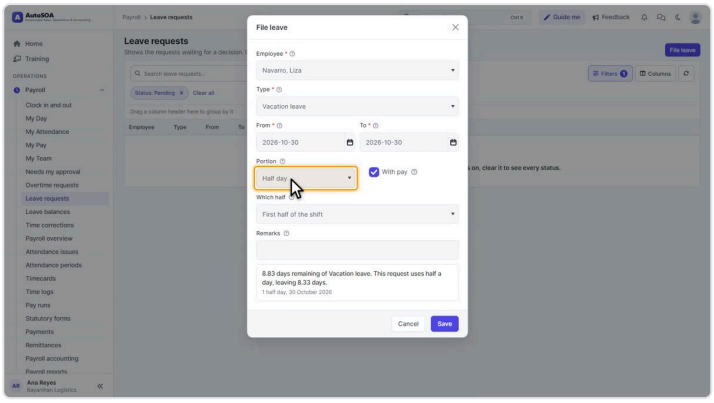
6 Pick 30 October in **To**.



To shows 30 October.

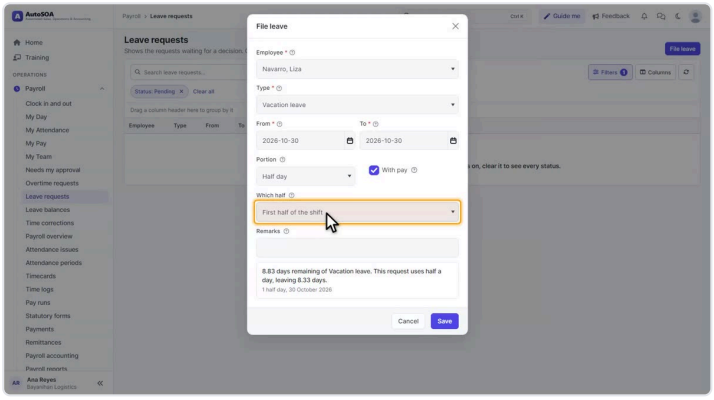
7 **Portion** says if the leave is a whole day or half a day.

Choose **Half day** in **Portion**.



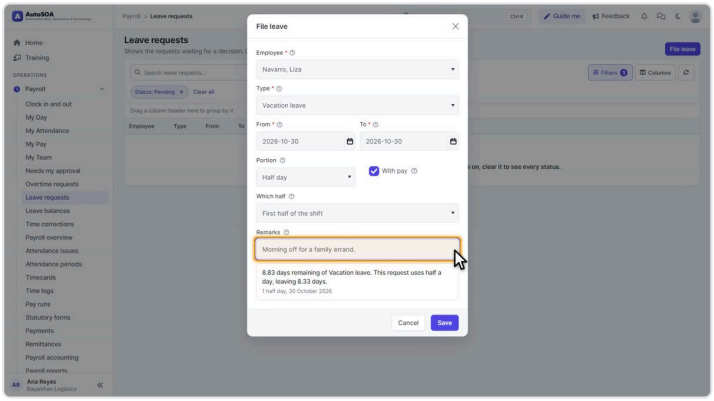
Portion shows **Half day**, and a new box asks which half.

8 Choose **First half of the shift** in **Which half**.



Which half shows the morning.

9 Type the reason in **Remarks** (here, Morning off for a family errand.).

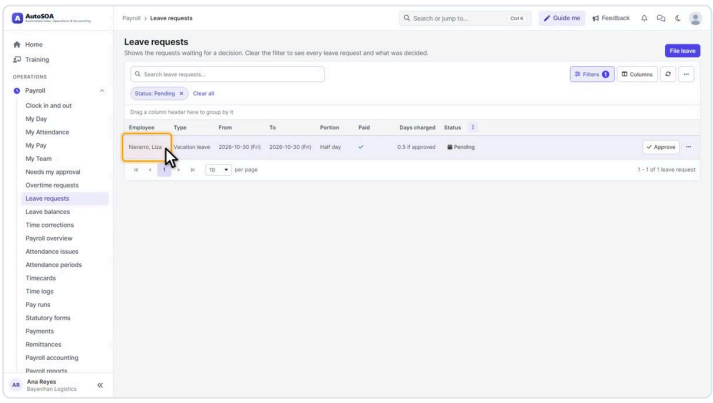


The reason is in the box.

10 Click **Save**.

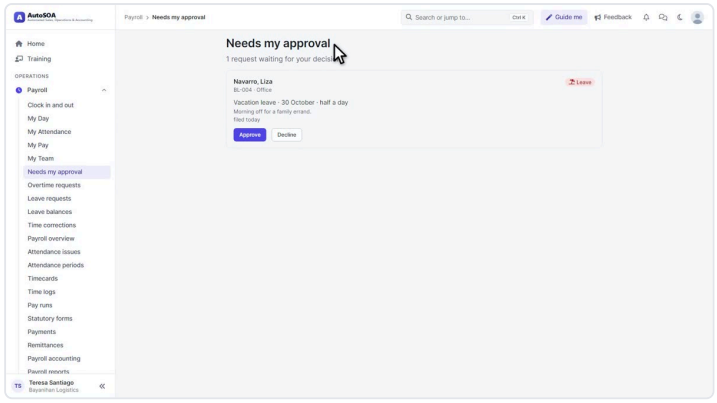
Whoever files a leave does not decide it. Click the picture at the top right, then **Logout**.

Teresa, Liza's supervisor, signs in.



Liza's leave is on the list, waiting for a decision.

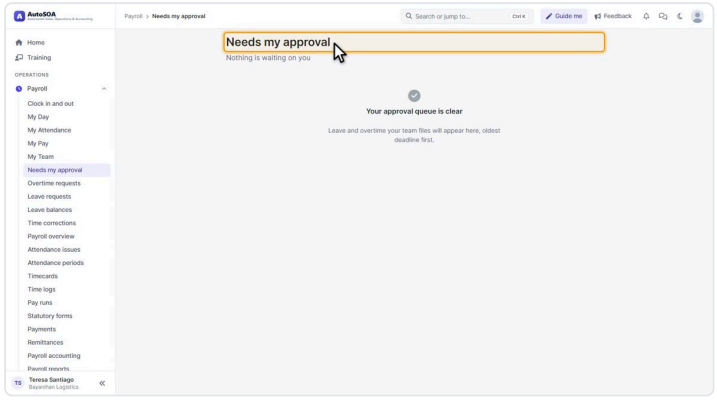
11 Open **Payroll**, then **Needs my approval**.



This is the page from lesson 16, where a supervisor decides.

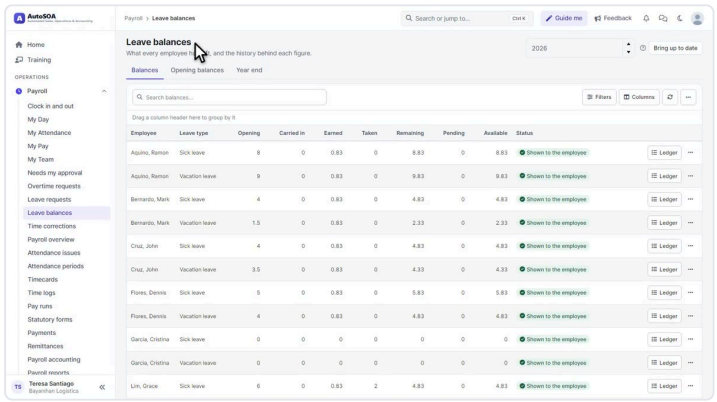
12 Liza's half day waits here.

Click **Approve**.



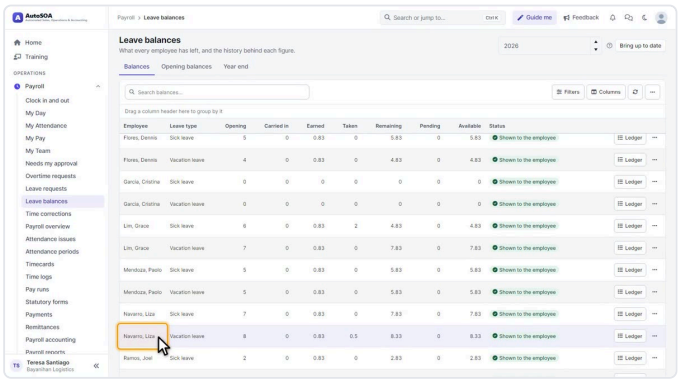
The leave is approved, and it leaves the list.

13 Now check her balance. Open **Payroll**, then **Leave balances**.



This is the Leave balances page from lesson 9.

Check



Liza's vacation leave shows half a day taken.

> **The rule to remember:** File half a day as half a day, morning or afternoon. The balance counts

> half.

Ana filed Liza's morning as half a day of vacation leave, and Teresa approved it. Her balance went down by half a day. Next, in lesson 27, a raise starts in the middle of a cut-off.

Lesson 27 · by scenario · 4 min · `payroll-onboard-27.webm`

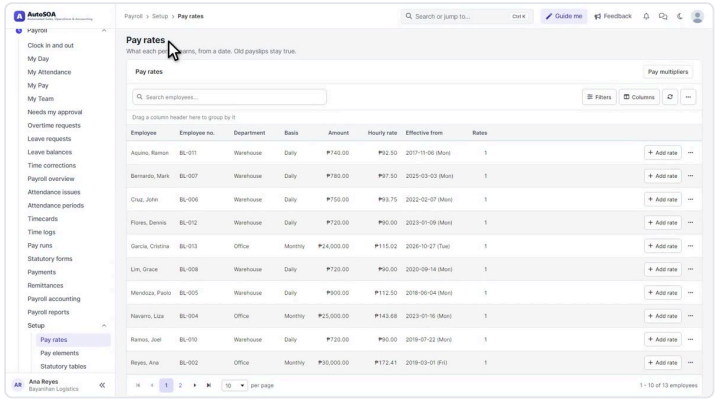
A raise from a set date (Paolo, from 1 November)

Teresa gave Paolo a raise, from ₱900 to ₱980 a day, starting 1 November: the middle of the cut-off.

> **At the end you will have:** A raise from a set date (Paolo, from 1 November)

> **Before you start:** This starts after lesson 17: the 26 October to 10 November period is locked, and the 15 November run is not made yet.

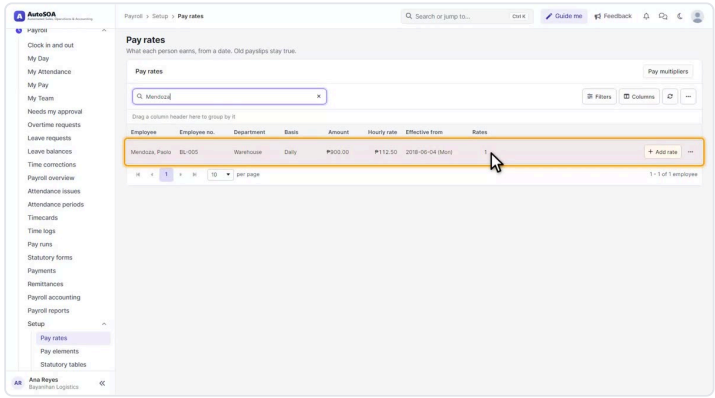
1. Raises go on the **Pay rates** page. Open **Payroll**, then **Setup**, then **Pay rates**.



This is the **Pay rates** page. It keeps what each person earns from a date, so old payslips stay true.

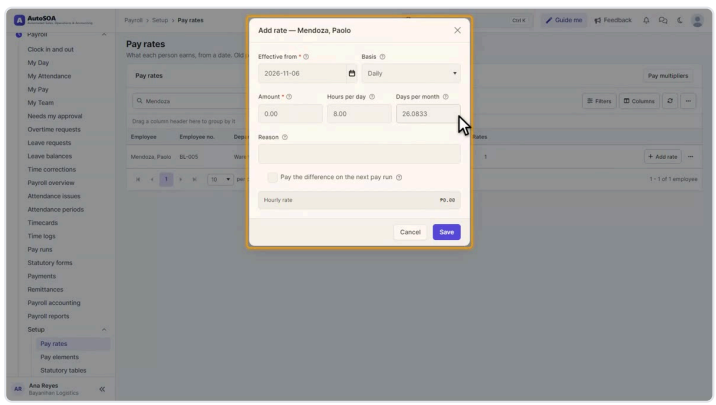
2. Search for Paolo, so his row is the only one.

   Find "Mendoza" in the search box.



Mendoza, Paolo shows his rate today: **Daily**, **₱900.00**.

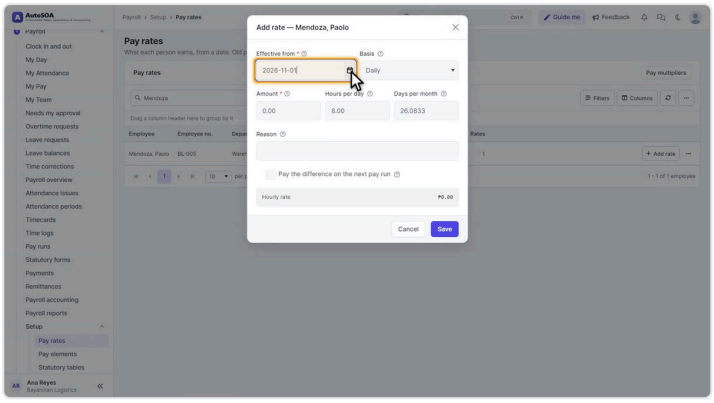
3. Click **Add rate** on his row.



The **Add rate** form opens, with his name at the top.

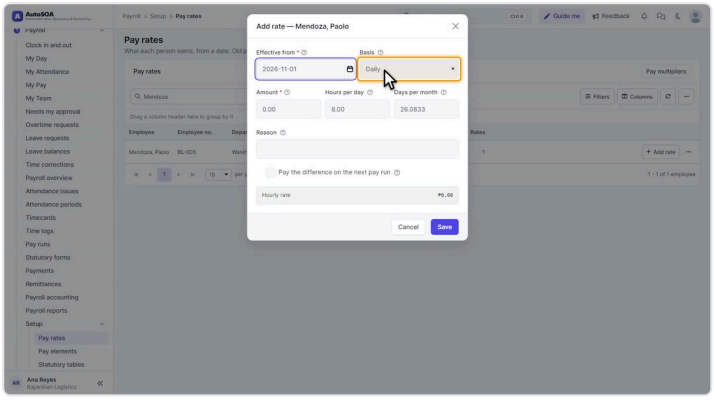
4 A raise is a new rate from the day it starts. The old rate stays for the days before it.

Pick 1 November 2026 in **Effective from**.



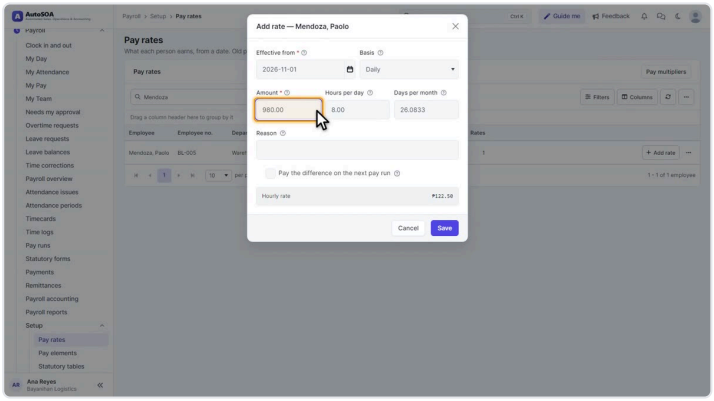
The raise starts on 1 November.

5 Choose **Daily** in **Basis**.



Basis shows **Daily**, like his old rate.

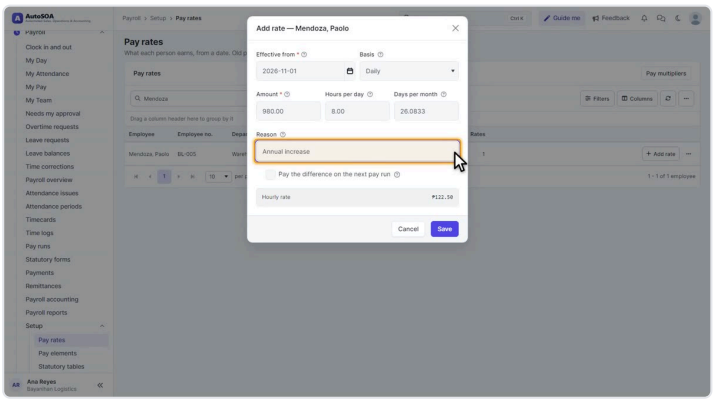
6 Type 980 in **Amount**.



His new daily rate is ₱980.00.

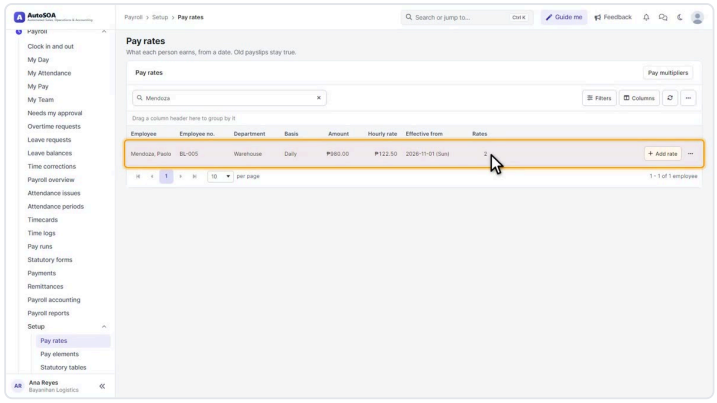
7 **Reason** says why the rate changed. It is optional, and his rate history keeps it.

Type Annual increase in **Reason**.



The reason is in the box.

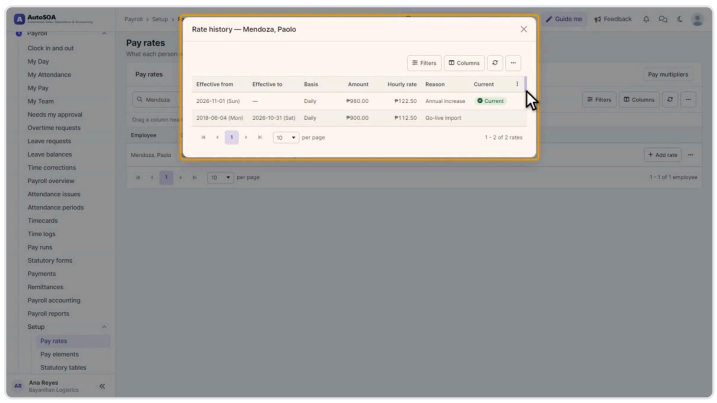
8 Click **Save**.



Paolo's row now shows ₱980.00, from 1 November.

9 Click ··· at the end of his row, then **Rate history**.

Click × at the top right to close it.



His rate history keeps both rates: ₱900.00 up to 31 October, and ₱980.00 from 1 November, for an annual increase.

10 Now make the 15 November pay run. Open **Payroll**, then **Pay runs**.

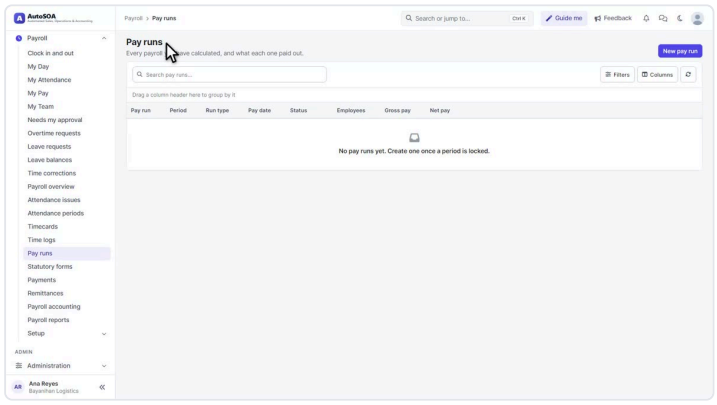
Click **New pay run**.

Choose **11–25 October 2026** in **Period**.

Pick 15 November 2026 in **Pay date**.

Click **Create pay run**.

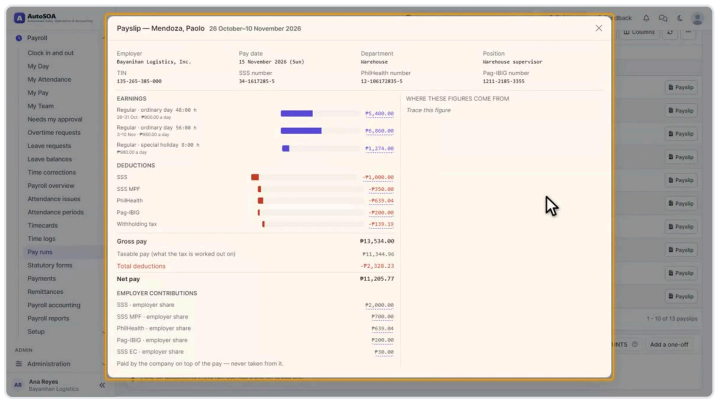
Click **Calculate**.



This is the **Pay runs** page. No run is made yet for this cut-off.

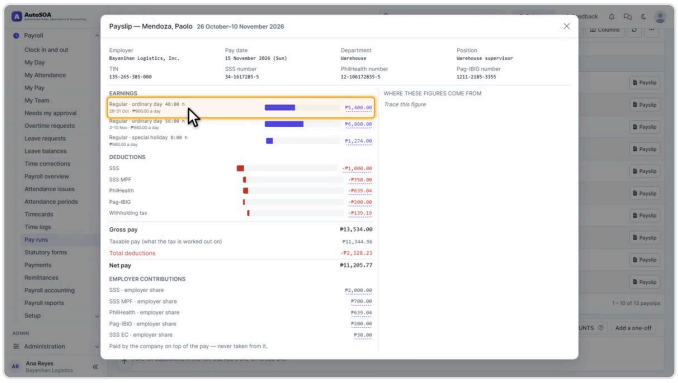
11 Paolo's payslip shows how the raise was paid.

Click **Payslip** on his row.



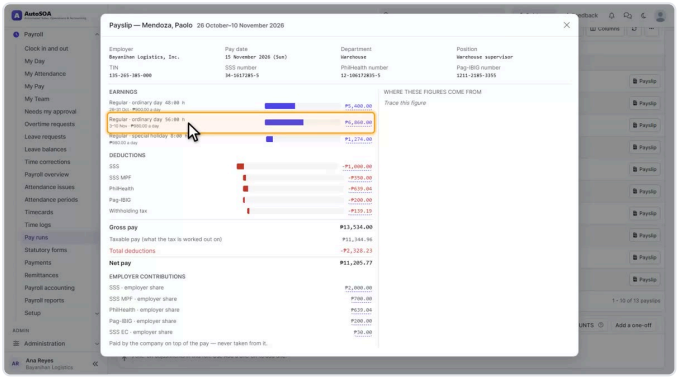
Payslip — Mendoza, Paolo opens.

What changed



His basic pay has two lines. The first pays 26 to 31 October, at the old ₱900.00 a day: 48 hours, ₱5,400.00.

Check



The second pays 3 to 10 November, at the new ₱980.00 a day: 56 hours, ₱6,860.00.

> **The rule to remember:** Add a raise as a new rate from the day it starts, and never change the old rate.

You added Paolo's raise as a new rate from 1 November, and his old rate stayed. The 15 November run paid each part of the cut-off at its own rate. Next, in lesson 28, a mistake turns up after a run is posted.

Check yourself

How do you add a raise that starts in the middle of a cut-off?

Where do you see every rate a person has had, and why it changed?

How does the payslip pay a cut-off with a raise in it?

Common mistakes

The screen says	What to do
Rate history shows the raise from today's date, not from 16 October.	Pick the raise's first day in **Effective from**: the box starts on today's date. If you saved it already, add the rate again from the right day.
You add the raise after the run is calculated. Paolo's payslip still pays every hour at ₱950 a day.	Click **Calculate** again on the run. A payslip uses the rates on file when it is calculated.
That date falls inside "11–25 October 2026", whose pay has already been posted, so the old rate stays for those days. Start the new rate after that cut-off, and pay the difference on the next pay run with Add a one-off.	Add a raise before the cut-off's pay run is posted. Once it is posted, start the raise after that cut-off, and on the next pay run click **Add a one-off** for the days already paid on the old rate. Or void the run, as lesson 28 shows.

Lesson 28 · by scenario · 6 min · `payroll-onboard-28.webm`

A mistake turns up after the run is posted: void it and redo it

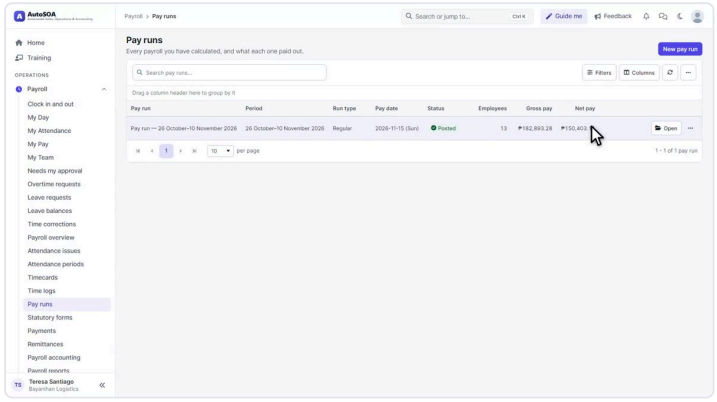
After the 15 November run was posted, we found a mistake. Dennis Flores became regular on 26 October at ₱740 a day, but the run paid his ₱720.

> **At the end you will have:** A mistake turns up after the run is posted: void it and redo it

> **Before you start:** This starts after lesson 19: Teresa posted the 15 November run, and nobody is paid yet. Only the owner may void a run, so Teresa starts.

1 Open **Payroll**, then **Pay runs**.

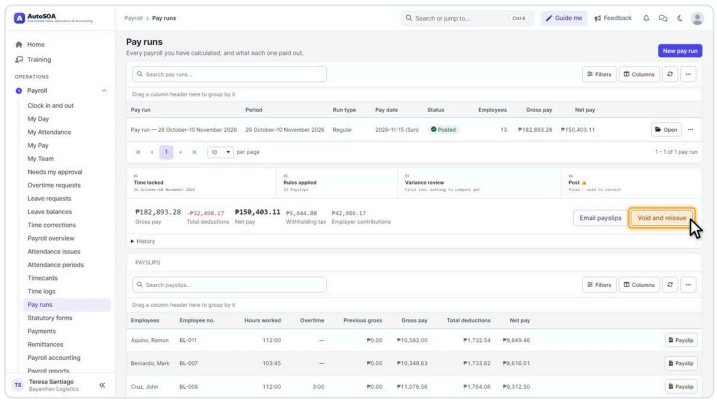
Pay run — 11–25 October 2026 says **Posted**.



This is the **Pay runs** page.

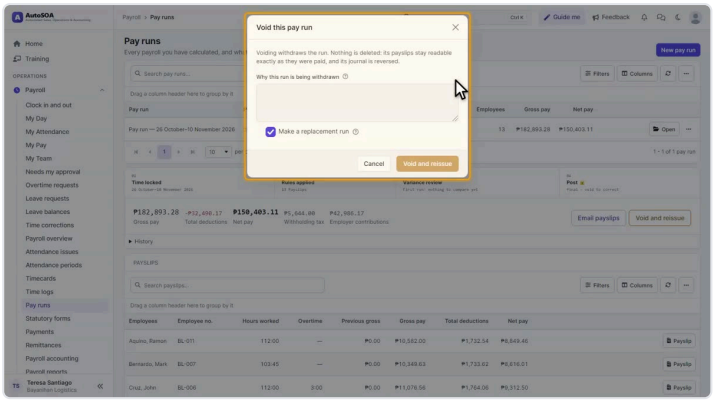
2 A posted run is final, so nobody can edit it. To change it, you void it: withdraw it with a reason, and make it again.

Click **Open** on the posted run.



The run opens. Its button reads **Void and reissue**.

3 Click **Void and reissue**.

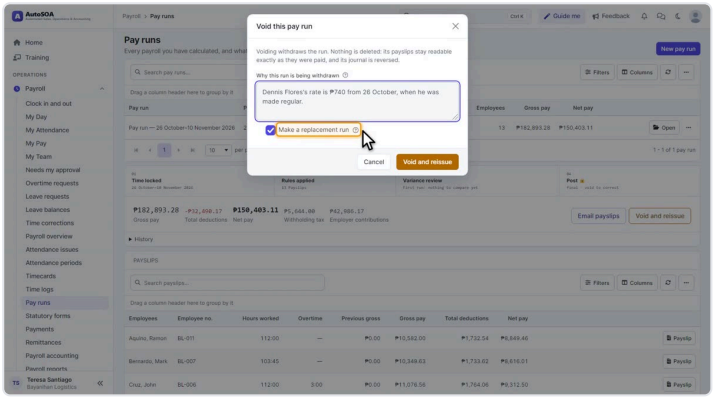


The **Void this pay run** form opens: **Voiding withdraws the run. Nothing is deleted: its payslips stay readable exactly as they were paid, and its journal is reversed.**

4 The reason stays with the voided run, so anyone can see later why it was withdrawn.

Type the reason in **Why this run is being withdrawn**: Dennis Flores's rate is ₱740 from 26 October, when he was made regular.

Make a replacement run is already on. It makes a new run for the same cut-off, ready to calculate again.



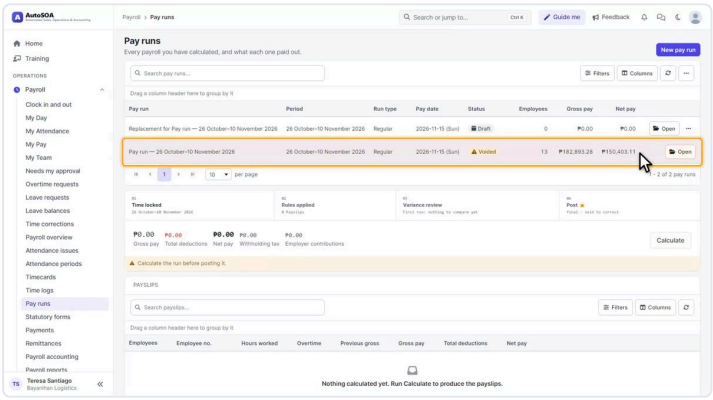
The reason is in the box.

5 Click **Void and reissue**.

The old run says **Voided**. It stays on the list with its payslips as they were, and the replacement above it, **Reissue of Pay run — 11–25 October 2026**, is a **Draft**.

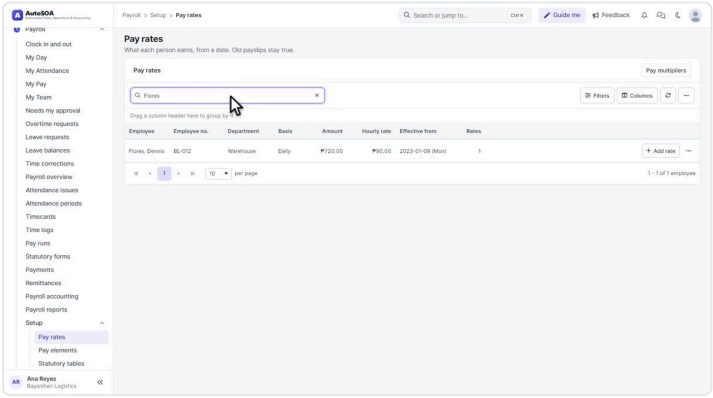
Ana fixes the rate, so Teresa signs out. Click your picture at the top right, then **Logout**.

Ana signs in: her user name in **User name or email**, her password in **Password**, then **Log in**.



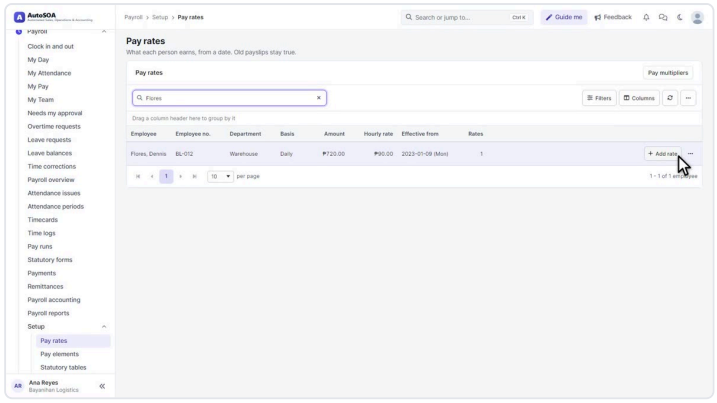
The list now has two runs.

6 Dennis's new rate goes in from the day he became regular. Open **Payroll**, then **Setup**, then **Pay rates**.



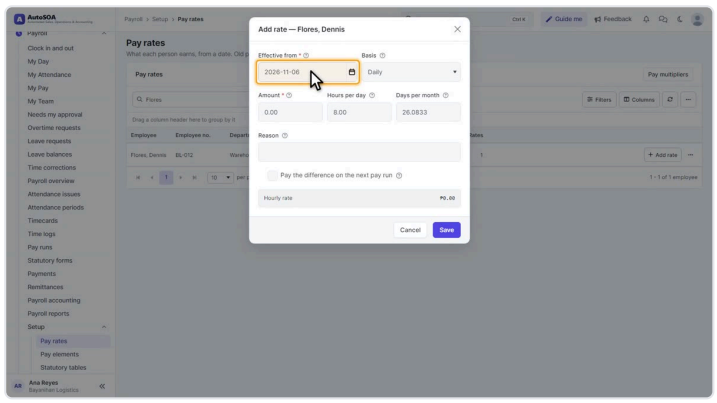
This is the **Pay rates** page.

7 Find "Flores" in the search box.



Flores, Dennis shows his old rate: **Daily**, **₱720.00**.

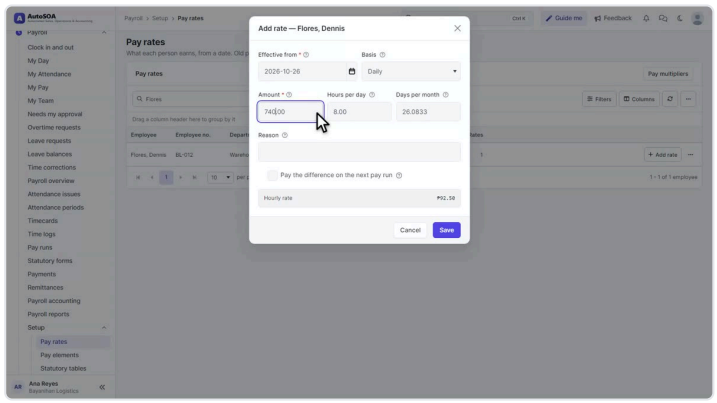
8 Click **Add rate** on his row.



The **Add rate** form opens, with his name at the top.

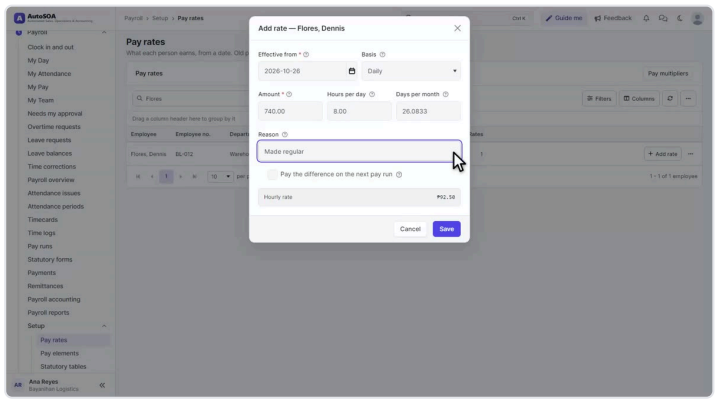
9 He became regular on 26 October, the first day of the cut-off. His new rate starts that day.

Pick 26 October 2026 in **Effective from**.



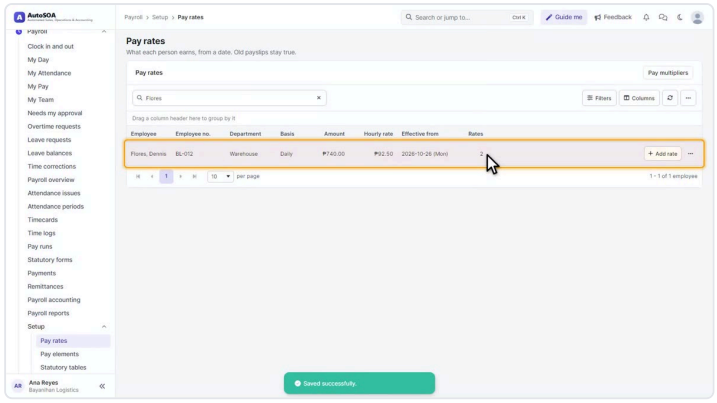
Effective from shows 26 October.

10 Type 740 in **Amount**.



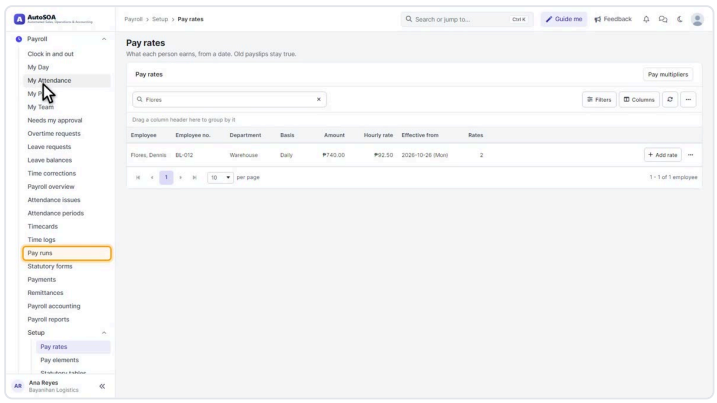
His new daily rate is ₱740.00.

11 Type Made regular in **Reason**.



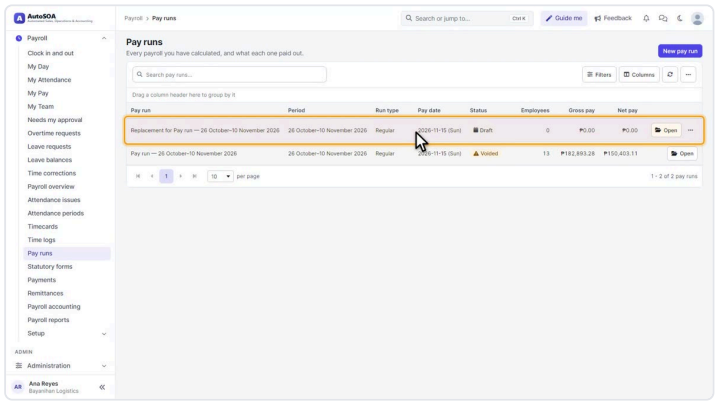
The reason is in the box.

12 Click **Save**.



Dennis's row now shows ₱740.00, from 26 October.

13 Now the replacement run. Open **Payroll**, then **Pay runs**.

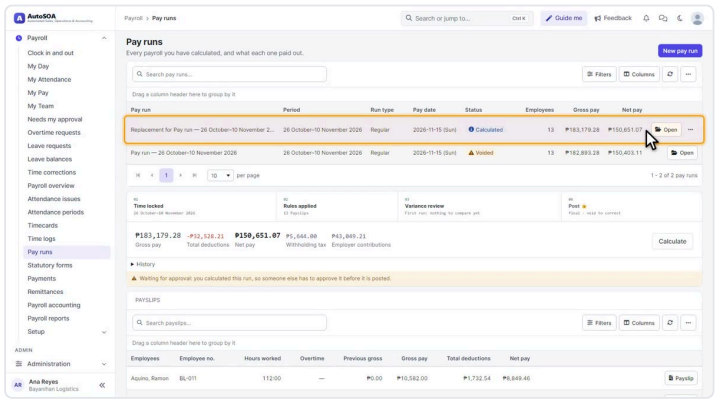


This is the **Pay runs** page: the **Voided** run, and its replacement, a **Draft**.

14 The replacement has no payslips yet. Calculating it uses Dennis's new rate.

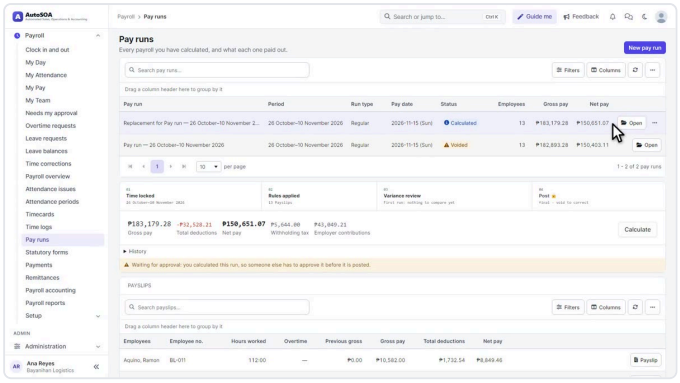
Click **Open** on **Reissue of Pay run — 11–25 October 2026**.

Click **Calculate**.



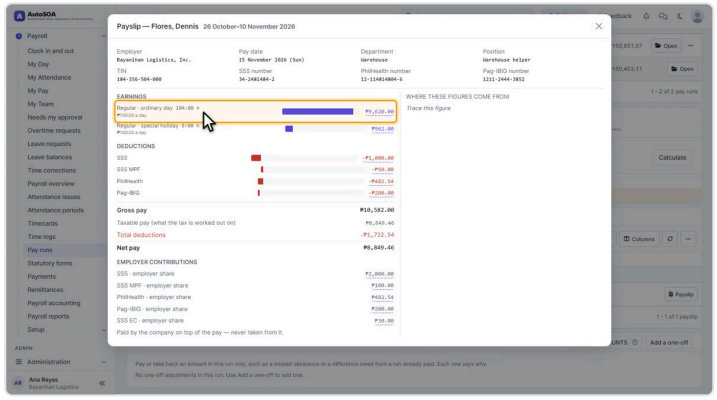
The replacement opens, with **Calculate** ready.

What changed



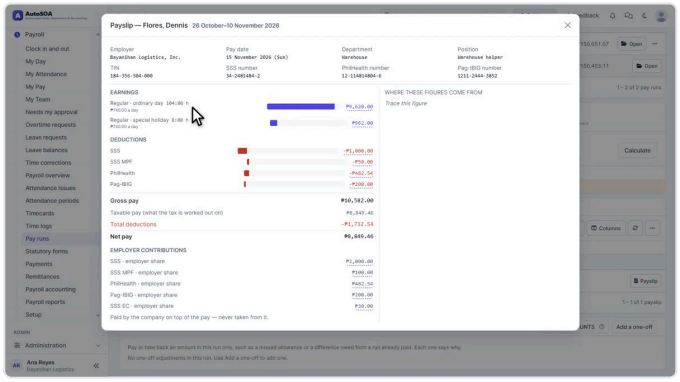
Compare the two rows. The replacement's gross pay is ₱183,179.28: ₱286.00 more than the voided run, for Dennis's correction.

15 Find "Flores" in the **Payslips** search box, then click **Payslip** on his row.



His payslip opens: 104 hours at ₱740 a day.

Check



Dennis is paid ₱9,620.00 for his ordinary days now. With the special day, the ₱286.00 more is his correction.

> **The rule to remember:** A posted run is never edited: void it with a reason, fix the cause, then calculate the replacement.

Teresa voided the posted run with a reason, and asked for a replacement. Ana added Dennis's ₱740 rate from 26 October, and calculated the replacement. The replacement now waits for Teresa to approve and post it, as in lesson 19. Next, in lesson 29, a bank transfer fails.

Check yourself

A mistake turns up in a posted pay run. What are the three steps?

Who voids a pay run, and who fixes the cause?

What happens to the voided run and its payslips?

Common mistakes

The screen says	What to do
That date falls inside "11–25 October 2026", whose pay has already been posted, so the old rate stays for those days. Start the new rate after that cut-off, and pay the difference on the next pay run with Add a one-off.	Ask the owner to void the run first, with **Void and reissue**. Then add the rate again.
Net pay for this run has already been released to the bank, so it cannot be voided: the replacement would pay everyone again. Pay or take back the difference on the next pay run with Add a one-off.	Leave the run as it is. On the next pay run, click **Add a one-off** under **One-off adjustments**, and pay or take back each person's difference.
The posted run has no **Void and reissue** button.	Ask the owner to void it. Only the owner may void a pay run.

Lesson 29 · by scenario · 4 min · `payroll-onboard-29.webm`

A bank transfer fails (Mark, paid in cash)

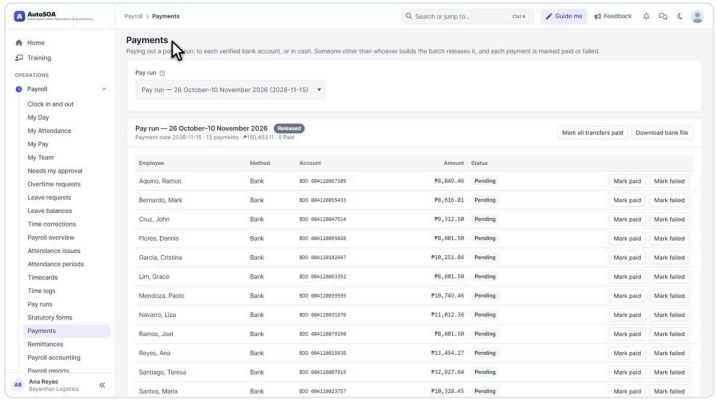
The bank paid everyone on 15 November except Mark Bernardo. His account was closed, so his pay came back.

> **At the end you will have:** A bank transfer fails (Mark, paid in cash)

> **Before you start:** This starts from the 15 November payment batch, built by Ana and released by Teresa, as in lesson 20. It was set up ahead for this lesson.

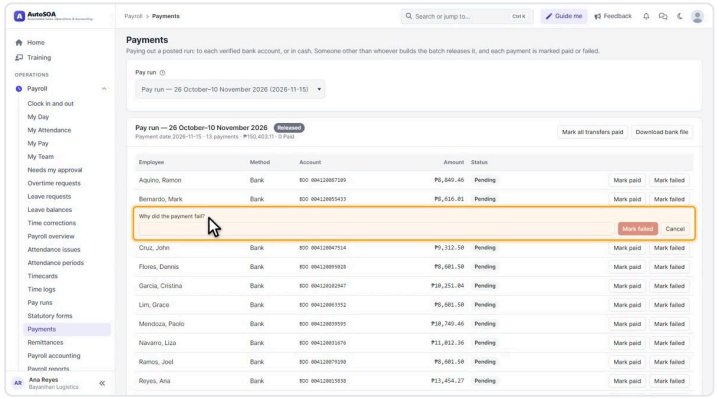
1. Open **Payroll**, then **Payments**.

   Here is **Bernardo, Mark**: ₱8,616.01 to his BDO account. The bank sent it back.



This is the **Payments** page, on the 15 November batch. It says **Released**, and every payment is **Pending**.

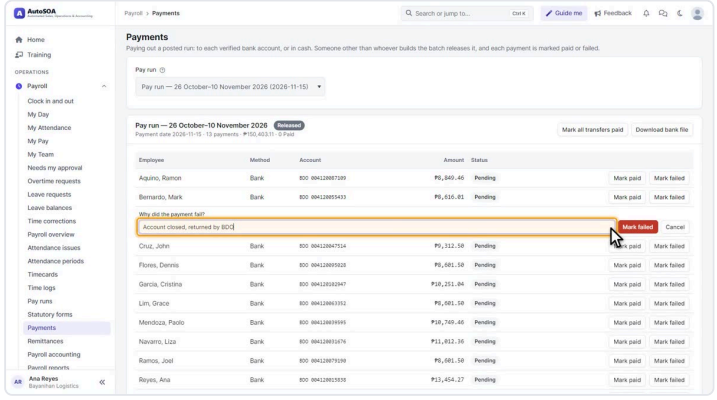
2. Click **Mark failed** on his row.



A box opens under his row: **Why did the payment fail?**

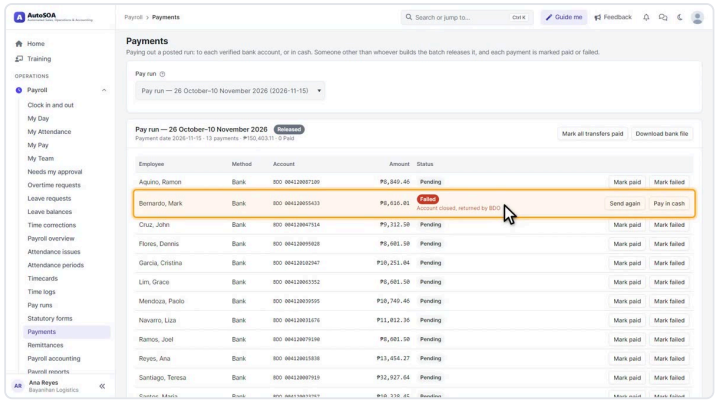
3. Type the bank's own reason. It stays on the payment for anyone who asks later.

   Type Account closed, returned by BDO in **Why did the payment fail?**



The reason is in the box.

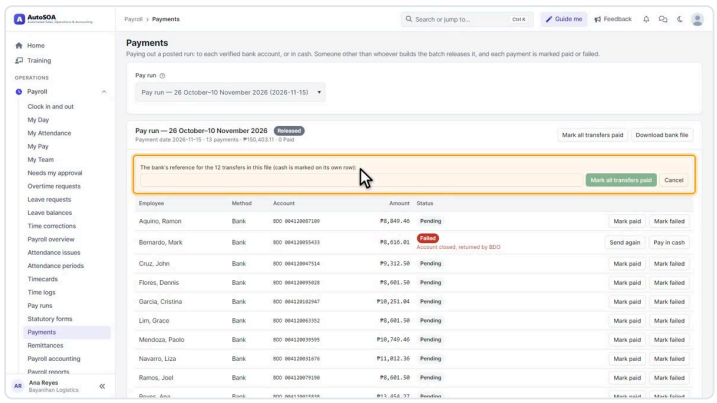
4 Click **Mark failed**.



His transfer says **Failed**, with the bank's reason under it.

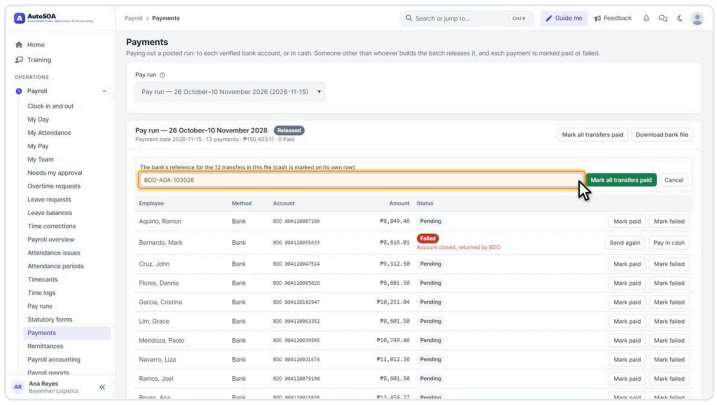
5 The bank paid the other 12 transfers under one reference, so mark them all at once.

Click **Mark all transfers paid**.



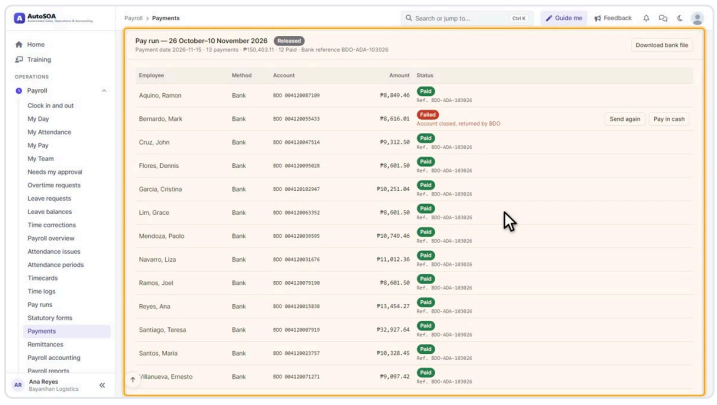
A box asks: **The bank's reference for the 12 transfers in this file (cash is marked on its own row):**

6 Type the bank's reference, BDO-ADA-103026, in the box.



The reference is in the box.

7 Click **Mark all transfers paid**.

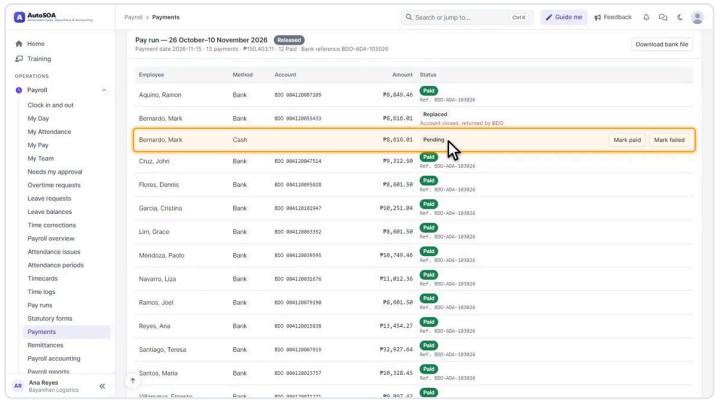


The 12 transfers say **Paid**, and the header says **11 Paid**. The batch still says **Released**, because Mark is not paid yet.

8 Mark still has to be paid. **Send again** tries the bank once more, and **Pay in cash** pays him by hand. His account is closed, so pay cash.

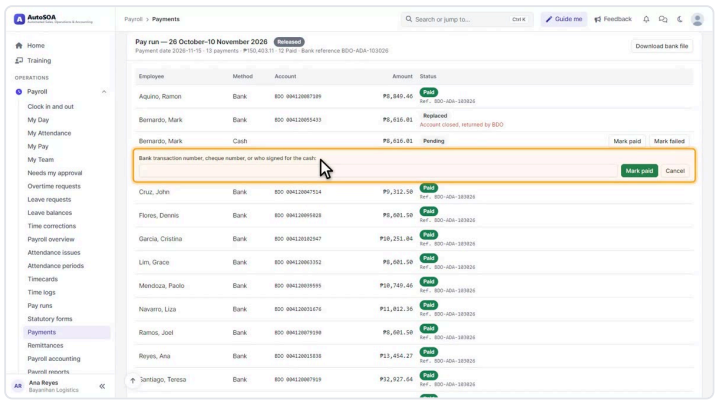
Click Pay in cash on his row.

The failed transfer stays above it, greyed, with the bank's reason. It now says **Replaced**. Nothing is erased.



A new row appears: **Bernardo, Mark**, **Cash**, **Pending**.

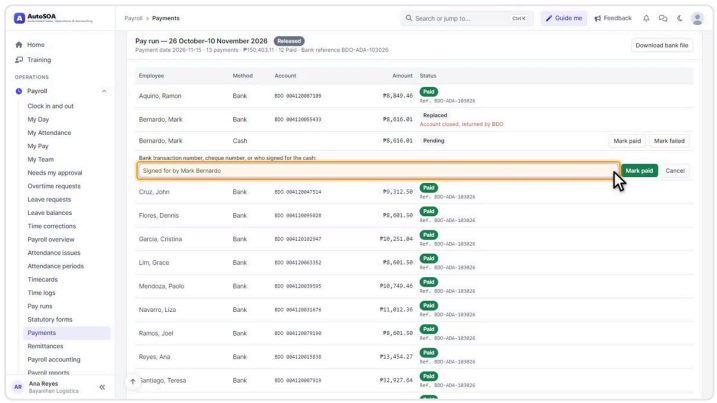
9 **Click Mark paid on the cash row.**



A box asks: **Bank transaction number, cheque number, or who signed for the cash:**

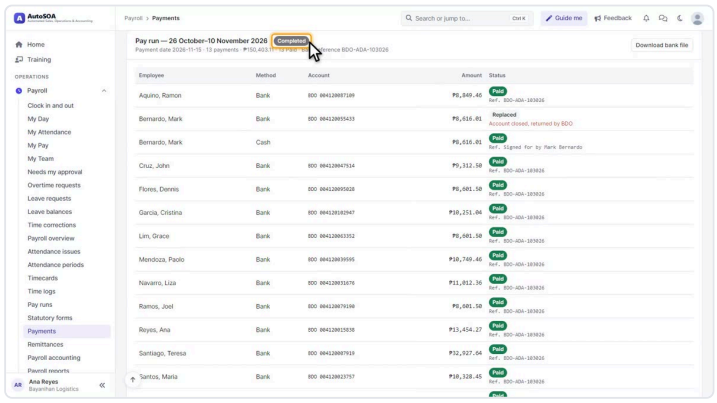
10 For cash, write who signed for it. Keep the receipt Mark signs.

Type Signed for by Mark Bernardo in the box.



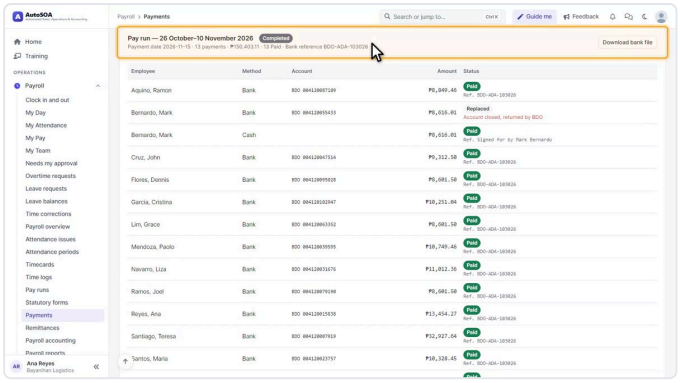
The note is in the box.

11 **Click Mark paid.**



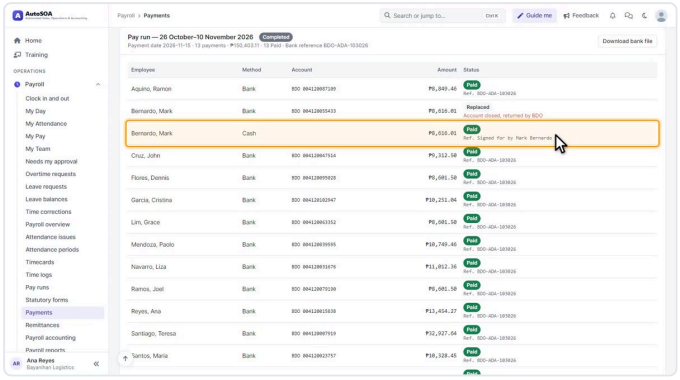
The batch says **Completed**.

What changed



The header now reads **Completed**, **13 Paid**. The total is still **₱150,403.11**: Mark is paid once, not twice.

Check



Here is Mark's **Cash** payment, **Paid**, below the transfer the bank sent back.

> **The rule to remember:** Never mark a returned transfer paid: mark it failed with the bank's reason, then pay it again.

You marked Mark's returned transfer failed, with the bank's reason. You marked the other 12 paid under the bank's reference, and paid Mark in cash, signed for. Next, in lesson 30, an SSS salary loan comes out of John's pay.

Check yourself

The bank sends one transfer back. What do you do with it first?

How do you mark the other transfers in the file paid?

The person's account is closed. How do you pay them, and record it?

Common mistakes

The screen says	What to do
The returned transfer says **Paid**, and its row has no **Mark failed** button.	Click **Mark failed** on the returned transfer first. Then click **Mark all transfers paid**.
The batch still says **Released**, and the cash row says **Pending**.	Click **Mark paid** on the cash row, and type who signed for the cash.

Lesson 30 · by scenario · 7 min · `payroll-onboard-30.webm`

An SSS salary loan is deducted from pay (John)

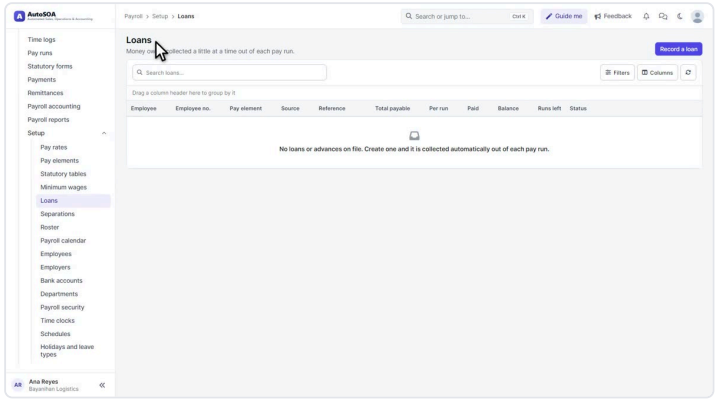
SSS approved John Cruz's salary loan. We have to take the payments from his pay, starting 15 November.

> **At the end you will have:** An SSS salary loan is deducted from pay (John)

> **Before you start:** This starts after lesson 17: the 26 October to 10 November period is locked, and no pay run is made yet. You also need SSS's notice of John's loan.

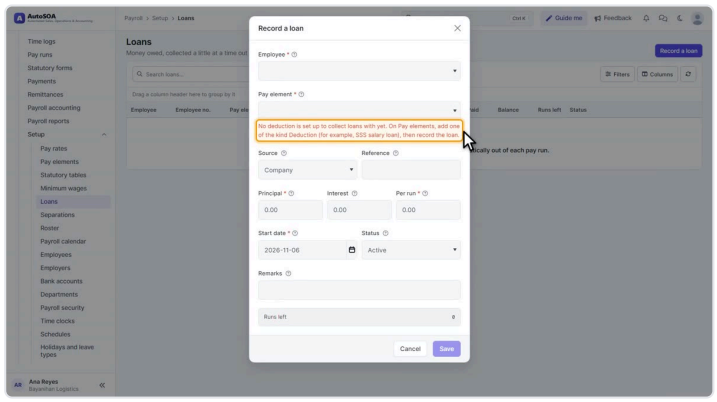
1. **Loans have their own page. Open Payroll, then Setup, then Loans.**

   Click **Record a loan**.



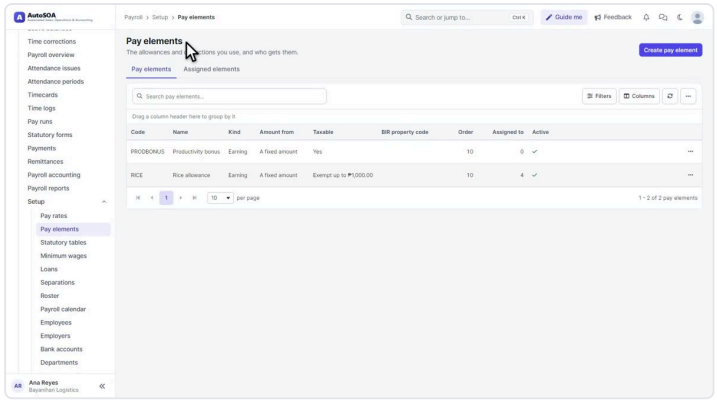
This is the **Loans** page: money owed, collected a little at a time out of each pay run.

2. Click **Cancel**, and make the deduction first.



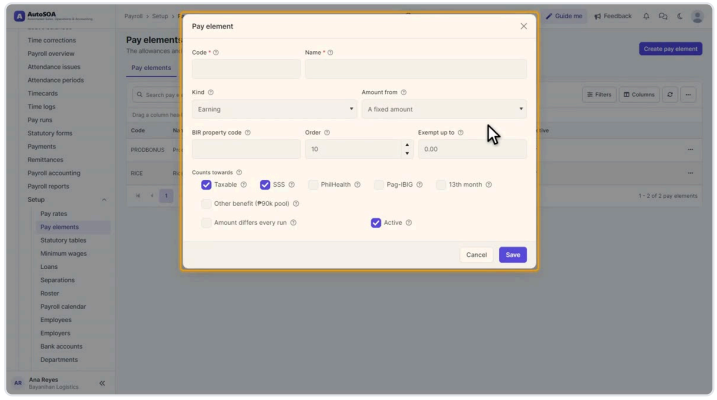
The form says: **No deduction is set up to collect loans with yet. On Pay elements, add one of the kind Deduction (for example, SSS salary loan), then record the loan.**

2 A deduction is a pay element, like the rice allowance in lesson 7. Open **Payroll**, then **Setup**, then **Pay elements**.



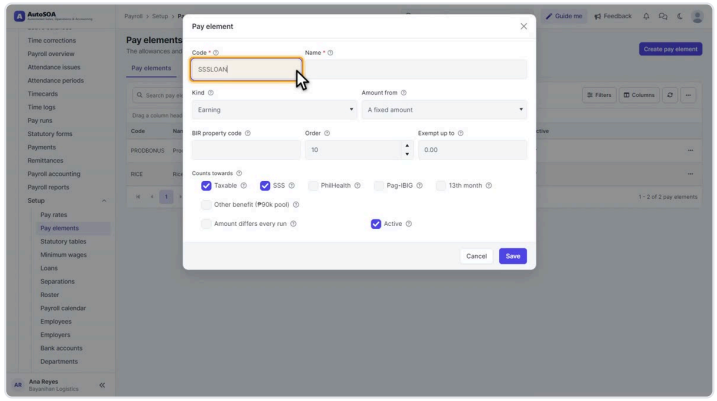
This is the **Pay elements** page, with **Rice allowance** on it.

3 Click **Create pay element**.



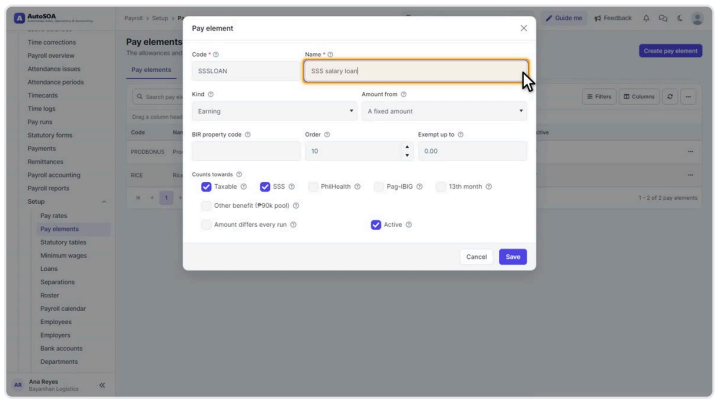
The **Pay element** form opens.

4 Type SSSLOAN in **Code**.



The code is in the box.

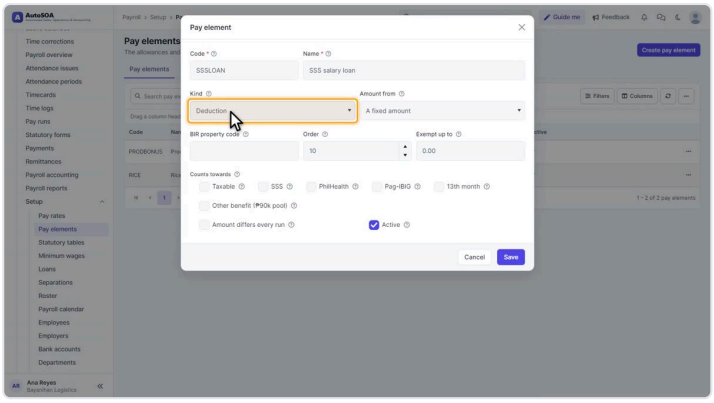
5 Type SSS salary loan in **Name**.



The name is in the box. The payslip shows it.

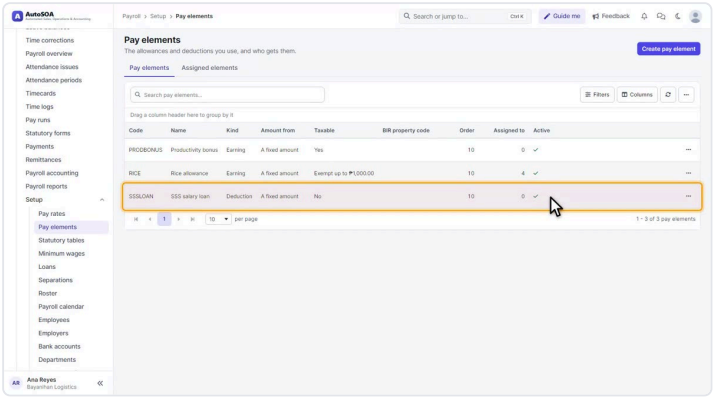
6 **Kind** says if it adds to pay or takes from it. A loan takes from pay.

Choose **Deduction** in **Kind**.



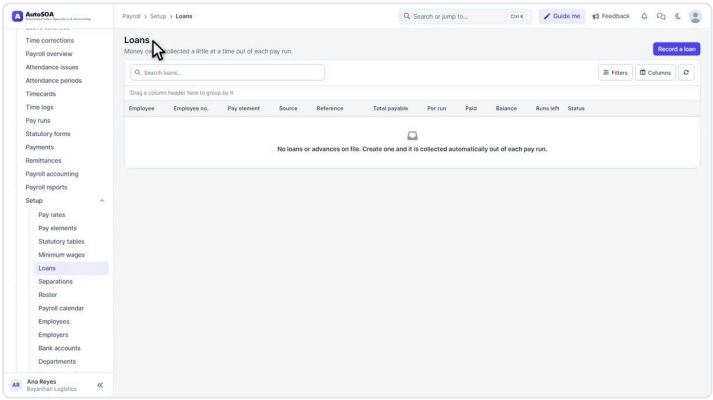
Kind shows **Deduction**.

7 Click **Save**.



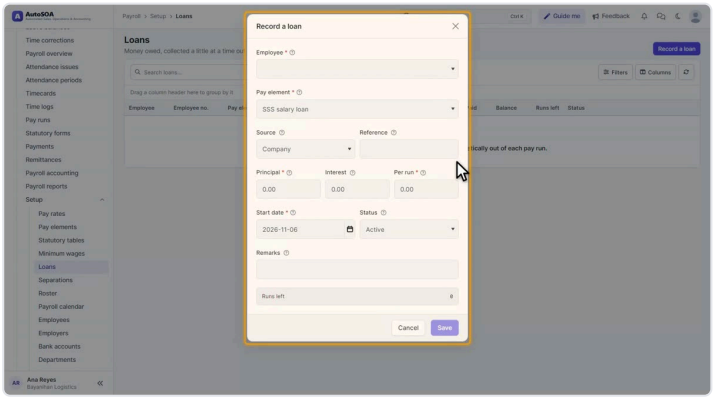
SSS salary loan is now in the list.

8 Now the loan itself. Open **Payroll**, then **Setup**, then **Loans**.



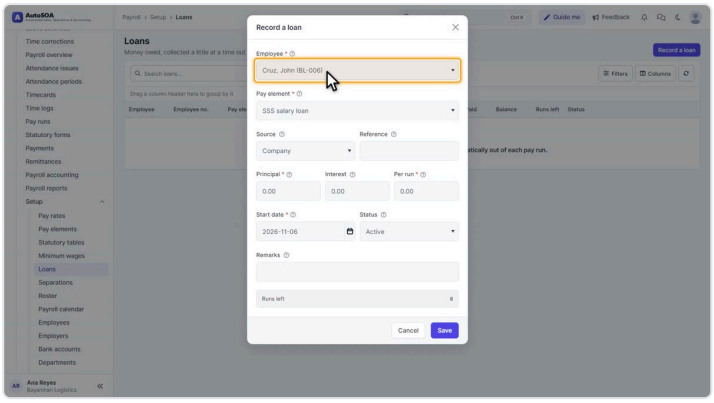
This is the **Loans** page again. No loans are on file yet.

9 Click **Record a loan**.



The **Record a loan** form opens, and the warning is gone.

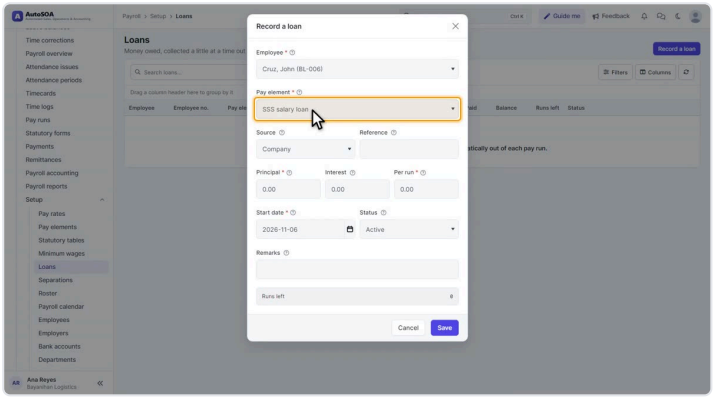
10 Choose **Cruz, John (EMP-006)** in **Employee**.



Employee shows **Cruz, John (EMP-006)**.

11 **Pay element** is the deduction that collects the loan.

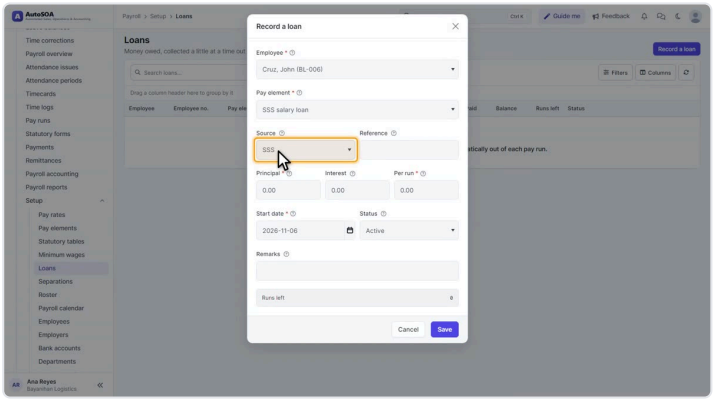
Choose **SSS salary loan** in **Pay element**.



Pay element shows **SSS salary loan**.

12 **Source** says who lent the money. John's loan is from SSS, not the company.

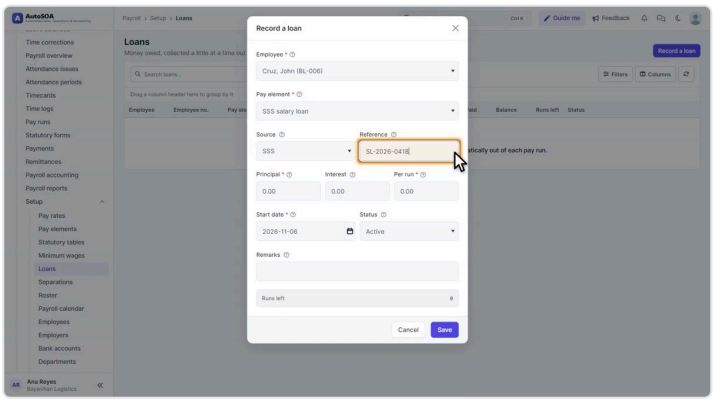
Choose **SSS** in **Source**.



Source shows **SSS**.

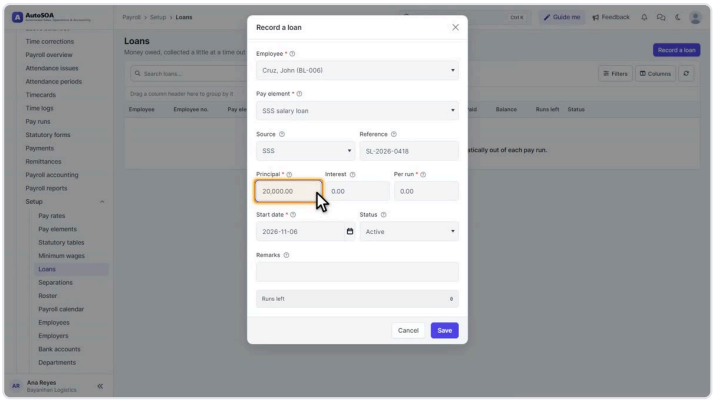
13 **Reference** is the loan number on SSS's notice. Payments are matched to the loan by it.

Type SL-2026-0418 in **Reference**.



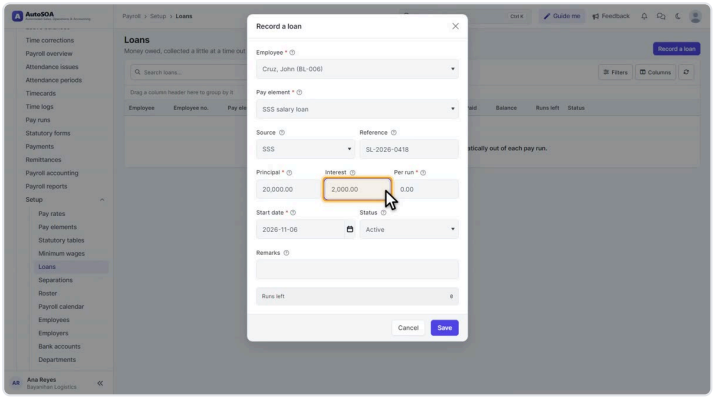
The loan number is in the box.

14 **Principal** is the amount borrowed. Type 20000 in **Principal**.



Principal shows 20000.

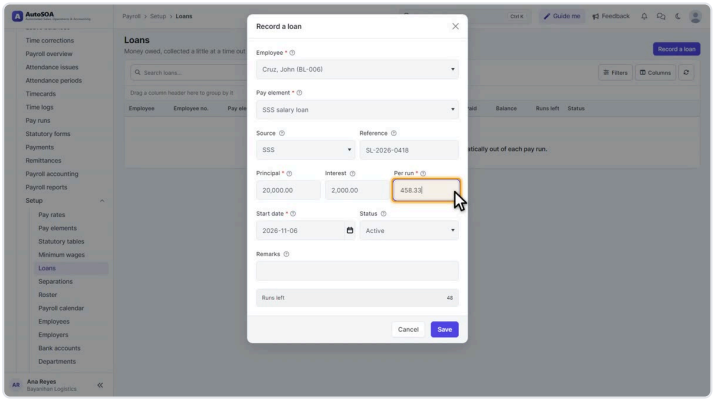
15 **Interest** is what SSS charges on top. Type 2000 in **Interest**.



Interest shows 2000. So John owes ₱22,000.00 in all.

16 **Per run** is what each payday takes: half the monthly payment on SSS's notice, since you pay twice a month.

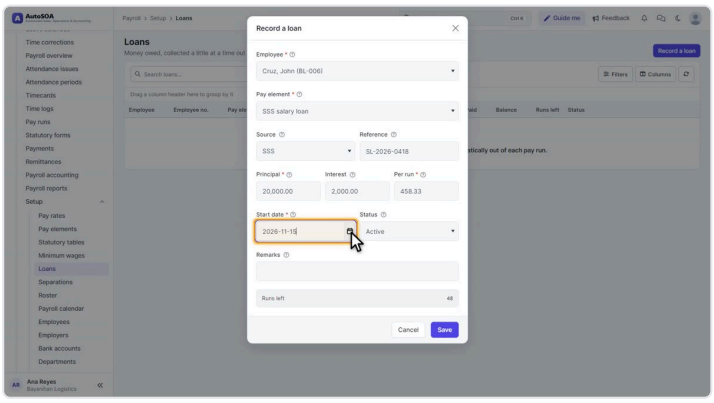
Type 458.33 in **Per run**.



Each payday now takes ₱458.33.

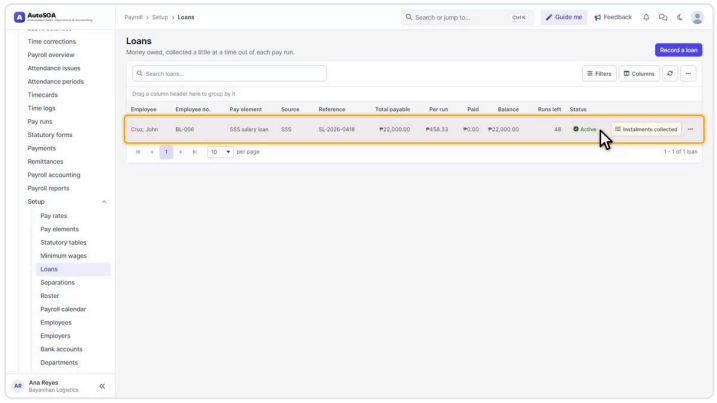
17 **Start date** is the first payday that collects it.

Pick 15 November 2026 in **Start date**.



The first instalment comes out on 15 November.

18 Click **Save**.



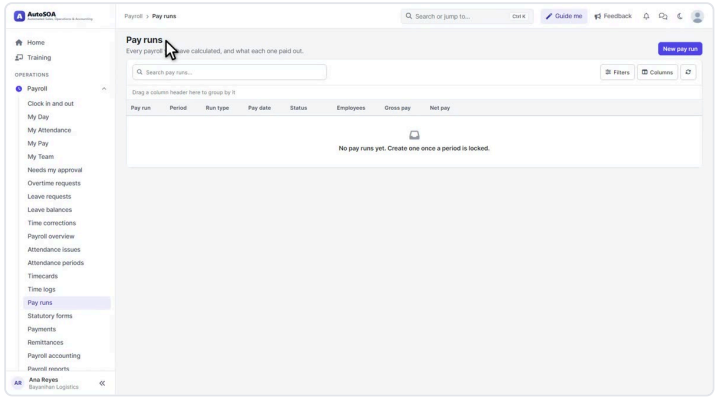
John's loan is on the list: **Total payable** ₱22,000.00, **Per run** ₱458.33.

19 Now the pay run collects it. Open **Payroll**, then **Pay runs**.

Click **New pay run**.

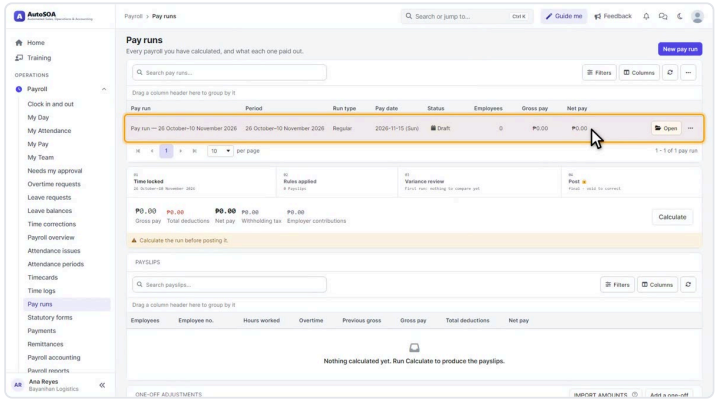
Choose **11–25 October 2026** in **Period**.

Pick 15 November 2026 in **Pay date**.



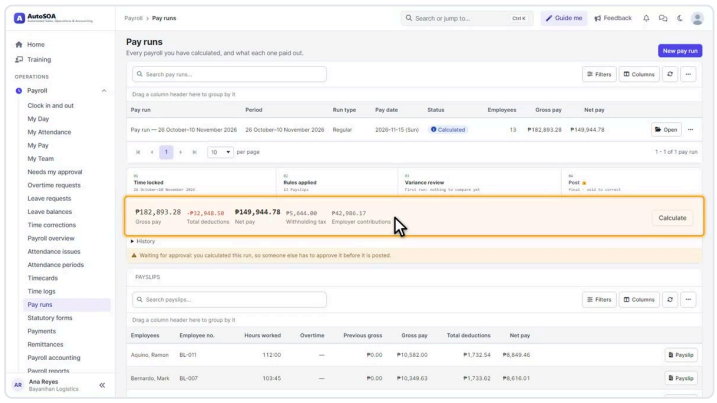
This is the **Pay runs** page. No run is made yet for this cut-off.

20 Click **Create pay run**.



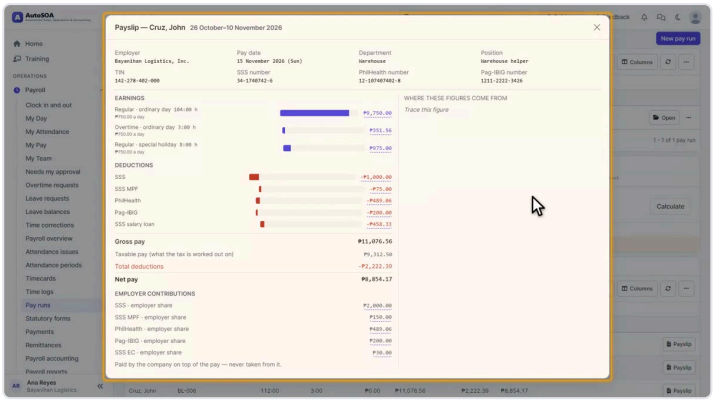
The run is in the list as **Draft**.

21 Click **Calculate**.



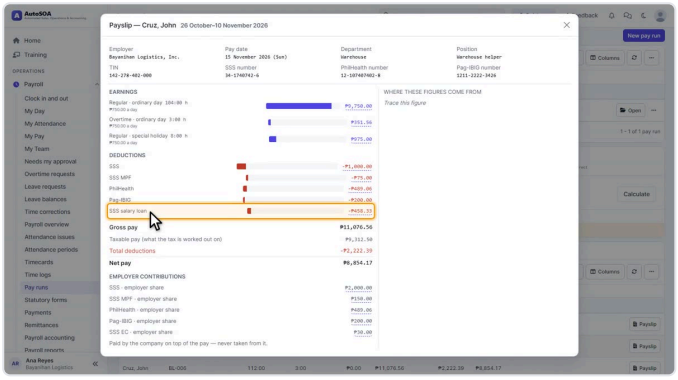
The run is **Calculated**. **Net pay** is ₱149,944.78: the loan's first instalment is taken from it.

22 Click **Payslip** on John's row.



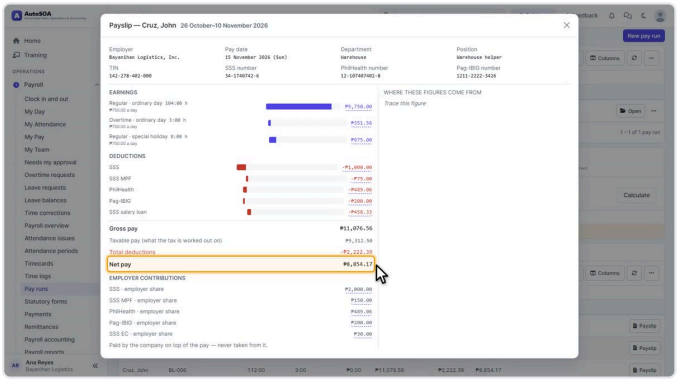
Payslip — Cruz, John opens.

What changed



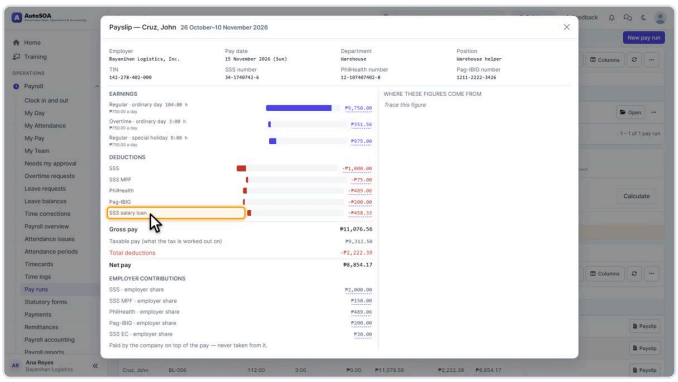
Under **Deductions**, the loan comes after **SSS**, **PhilHealth** and **Pag-IBIG**.

What changed



His **Net pay** is ₱8,854.17, ₱458.33 less than in lesson 22.

Check



Here is the first instalment: **SSS salary loan**, **₱458.33**, on his 15 November payslip.

> **The rule to remember:** A loan needs a deduction pay element to collect it, so add the deduction before the loan.

You added SSS salary loan as a deduction, then John's loan: ₱20,000.00 plus ₱2,000.00 interest, at ₱458.33 a payday. The 15 November run took the first instalment. Next, in lesson 31, a bonus is paid outside the cut-off.

Check yourself

What must exist before you record a loan?

How do you work out the amount for **Per run**?

Where do you see the first instalment come out?

Common mistakes

The screen says	What to do
No deduction is set up to collect loans with yet. On Pay elements, add one of the kind Deduction (for example, SSS salary loan), then record the loan.	Click **Cancel**. On **Pay elements**, click **Create pay element** and choose **Deduction** in **Kind**.
The per-run amount cannot exceed the total payable.	Type what one payday takes in **Per run**, not the whole loan. For John, type 458.33.

Lesson 31 · by scenario · 2 min · `payroll-onboard-31.webm`

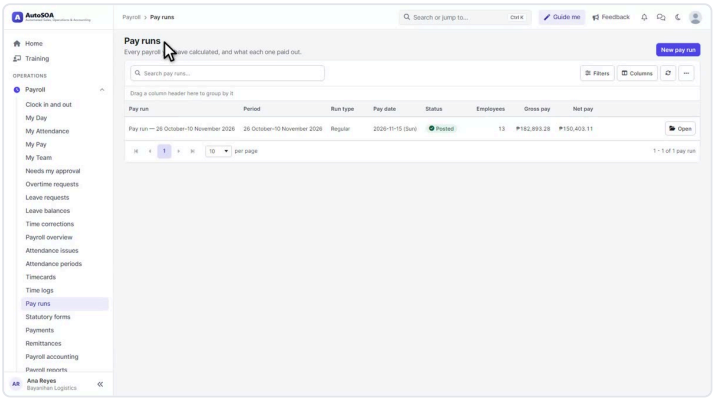
A bonus paid outside the cut-off (the warehouse's October productivity bonus, from a CSV, paid 20 November)

The warehouse earned a productivity bonus for October. It is paid on 20 November, outside the cut-off, to five people.

> **At the end you will have:** A bonus paid outside the cut-off (the warehouse's October productivity bonus, from a CSV, paid 20 November)

> **Before you start:** This starts after lesson 19. You need the **Productivity bonus** from lesson 7, and a file of who gets how much. Ana is signed in.

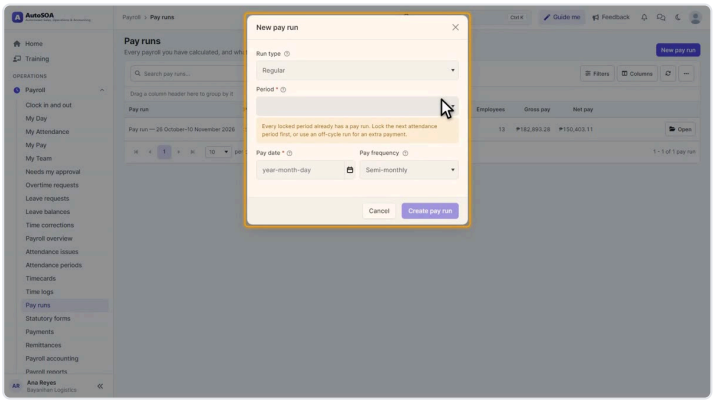
1. Open **Payroll**, then **Pay runs**.



This is the Pay runs page from lesson 18.

2. A bonus gets a pay run of its own.

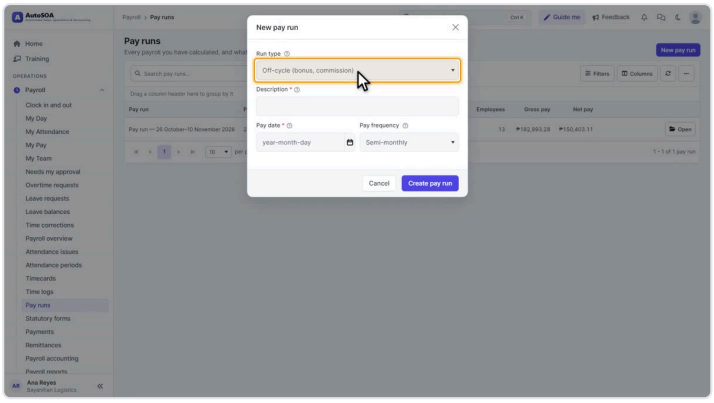
   Click **New pay run**.



The form opens.

3 **Run type** says what this run pays. Off-cycle is pay outside the cut-off.

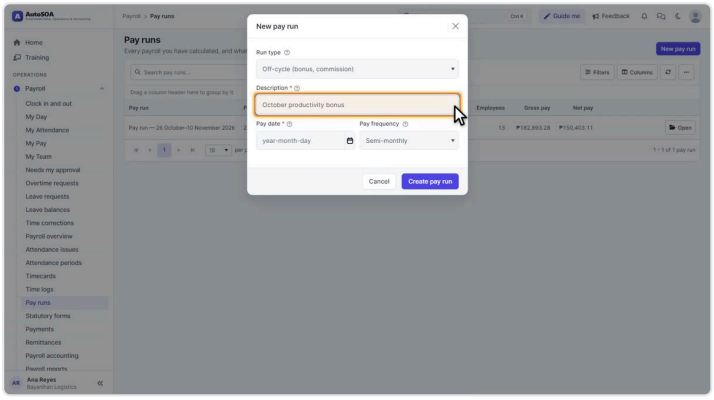
Choose **Off-cycle (bonus, commission)** in **Run type**.



Run type shows **Off-cycle**.

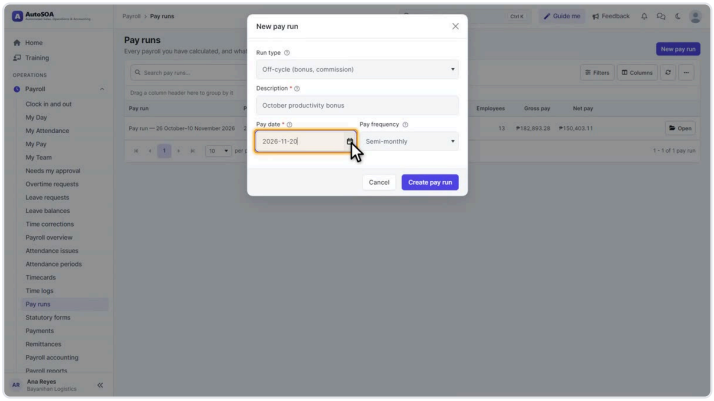
4 The description is what the payslip and the register call this run.

Type October productivity bonus in **Description**.



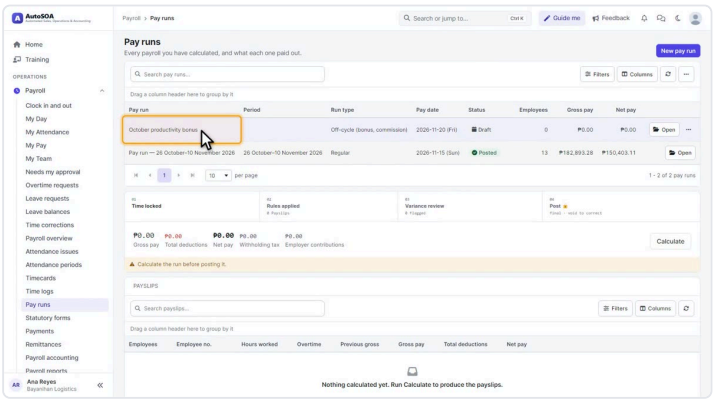
The name is in the box.

5 Pick 20 November in **Pay date**.



Pay date shows 20 November.

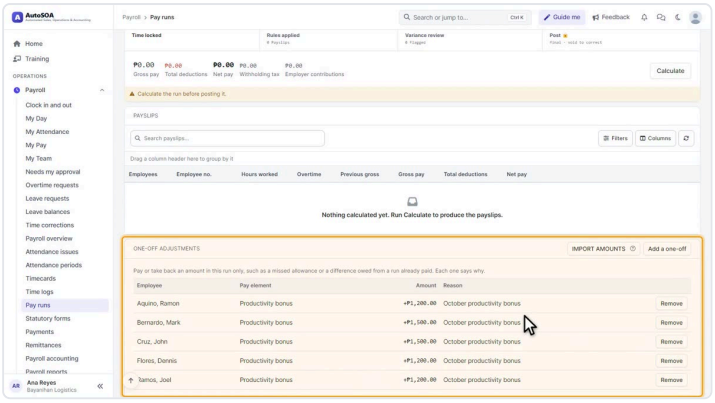
6 Click **Create pay run**.



The run is on the list.

7 Each person gets a different amount, so the amounts come from a file.

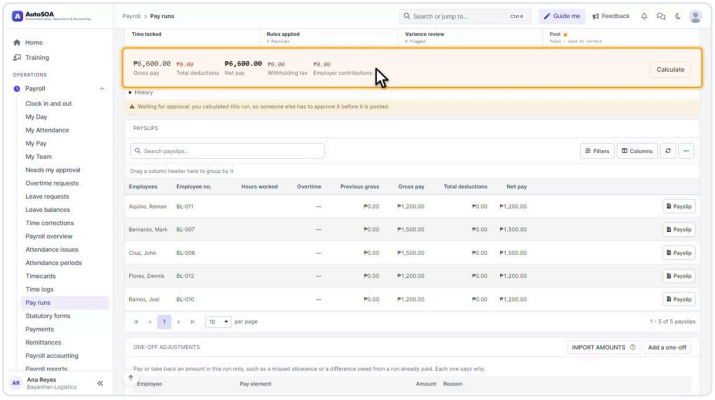
Click **Import amounts**, then choose your file.



The five bonuses are listed under **One-off adjustments**.

8 Now work out the run.

Click **Calculate**.



The run pays ₱6,600.00: only what the file gave it.

> **The rule to remember:** An off-cycle run pays only what it is given. One-offs come from a file, and they are taxed with the year.

You made an off-cycle run for the bonus, brought in the amounts from a file, and calculated it. Teresa approves and posts it, as in lesson 19. Next, in lesson 32, two people swap a shift.

Lesson 32 · by scenario · 3 min · `payroll-onboard-32.webm`

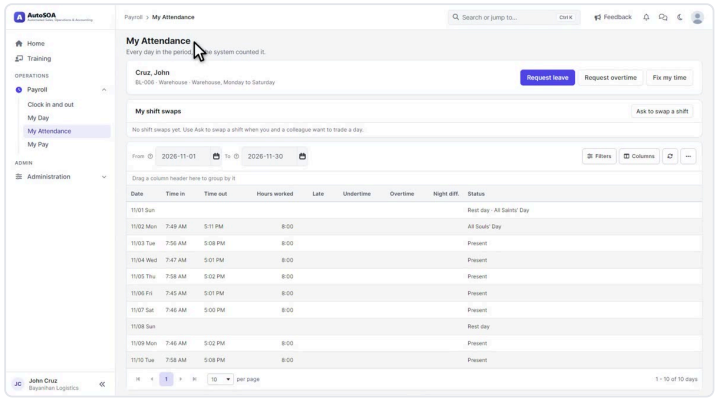
Two people swap a shift (John asks Mark for Saturday 21 November; Mark agrees; Paolo approves)

John cannot work Saturday, 21 November. He asks Mark to swap.

> **At the end you will have:** Two people swap a shift (John asks Mark for Saturday 21 November; Mark agrees; Paolo approves)

> **Before you start:** This starts after lesson 24. John is signed in with his own login.

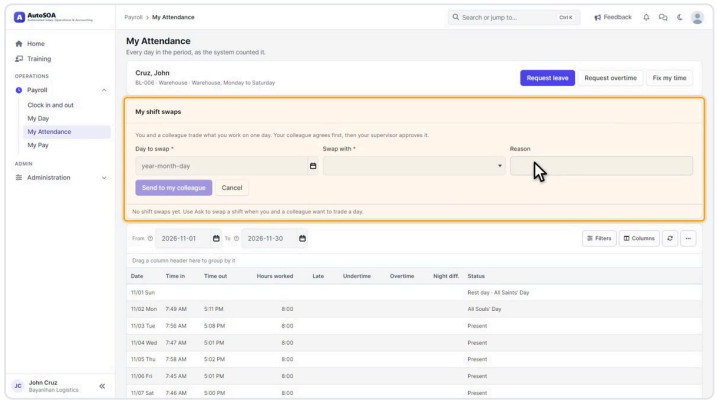
1 Open **Payroll**, then **My Attendance**.



This is My Attendance, from lesson 14.

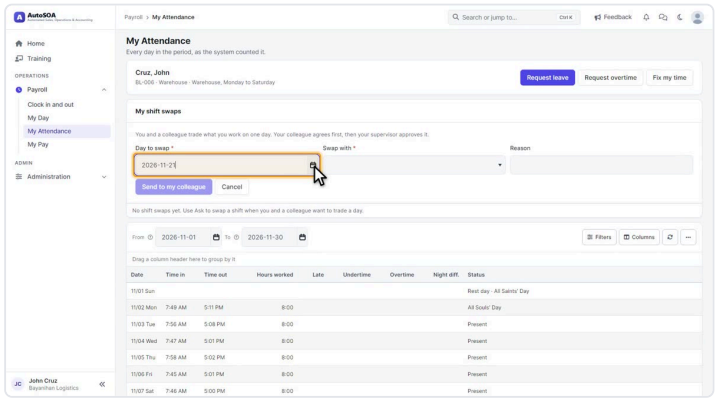
2 A swap starts with the person who cannot work.

Click **Ask to swap a shift**.



The form opens under **My shift swaps**.

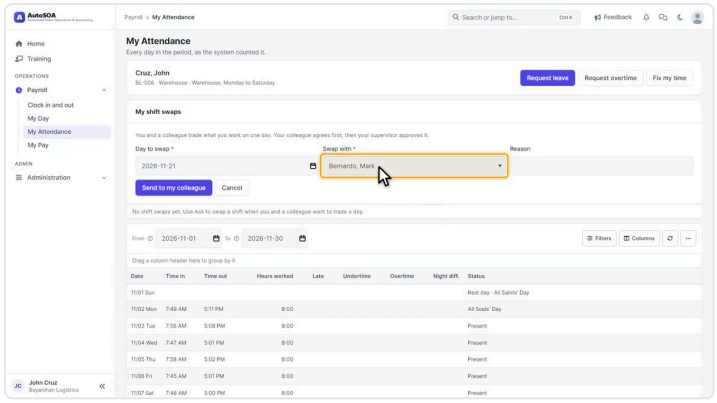
3 Pick 21 November in **Day to swap**.



Day to swap shows 21 November.

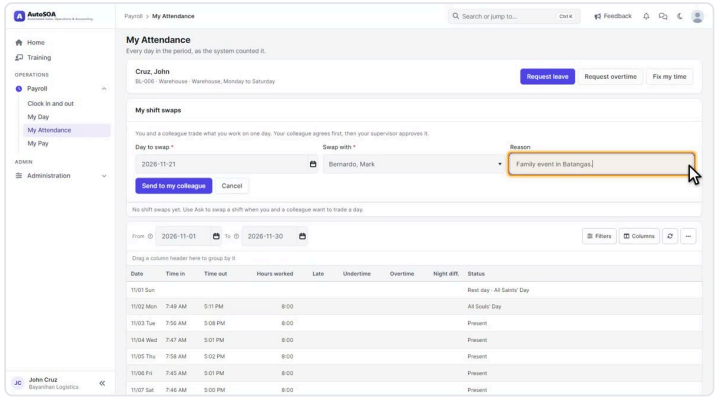
4 Only colleagues from the same department are on this list.

Choose **Bernardo, Mark** in **Swap with**.



Swap with shows Mark.

5 Type the reason in **Reason** (here, Family event in Batangas.).

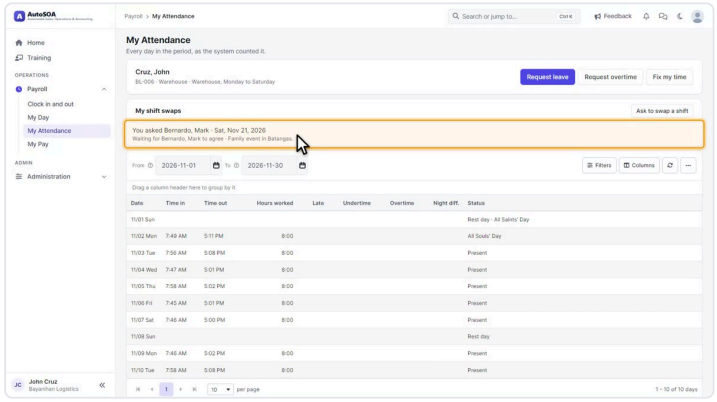


The reason is in the box.

6 Click **Send to my colleague**.

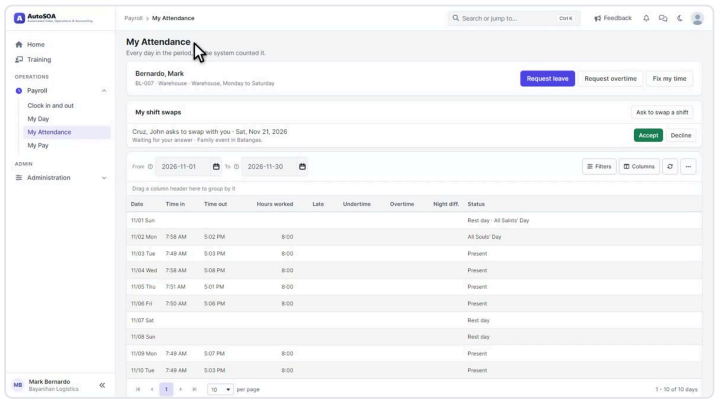
John is done. Click the picture at the top right, then **Logout**.

Mark signs in with his own login.



The request is on the list, waiting for Mark.

7 Open **Payroll**, then **My Attendance**.



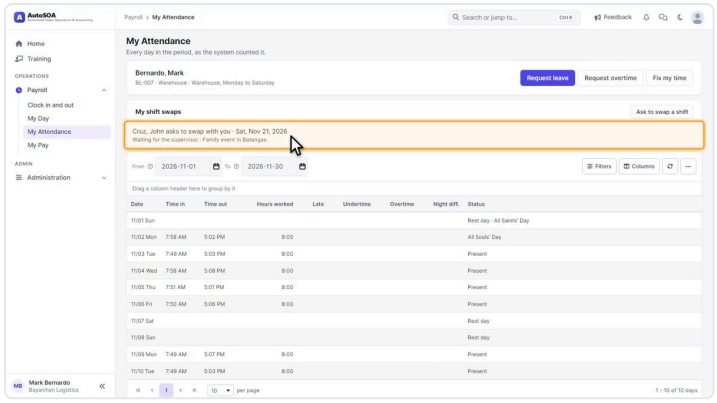
This is My Attendance, now for Mark.

8 John's request waits for Mark's answer.

Click Accept on John's request.

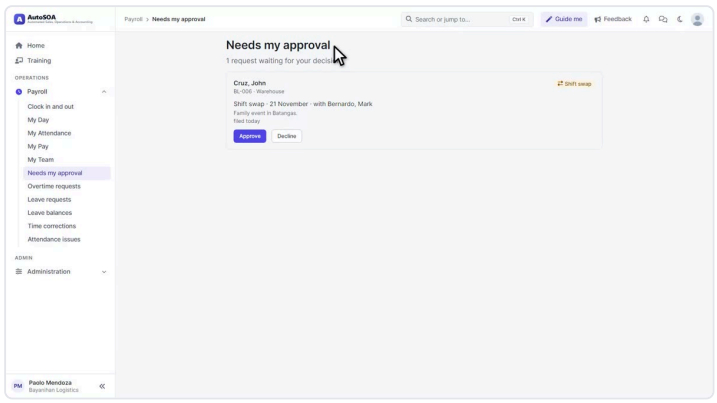
Mark is done. Click the picture at the top right, then **Logout**.

Paolo, their supervisor, signs in.



It now waits for the supervisor.

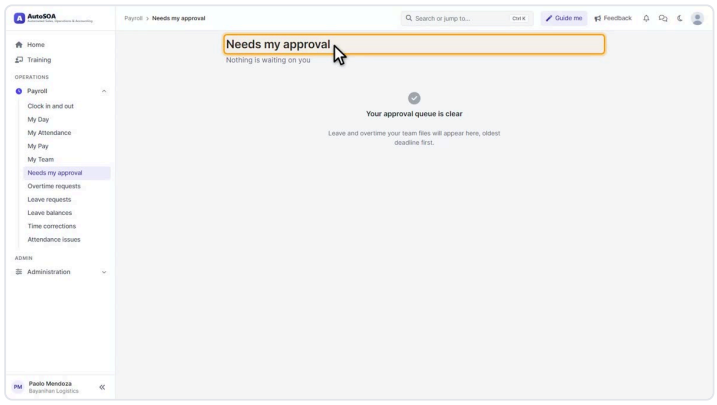
9 Open **Payroll**, then **Needs my approval**.



This is the page from lesson 16, where Paolo decides what his people ask for.

10 The swap is here because Mark has accepted.

Click Approve.



The swap is approved, and it leaves the list.

> **The rule to remember:** A swap needs both: the colleague accepts first, then the supervisor approves.

John asked, Mark accepted, and Paolo approved, so the swap is done. Next, in lesson 33, an employee resigns, and you make her final pay.

Lesson 33 · by scenario · 4 min · `payroll-onboard-33.webm`

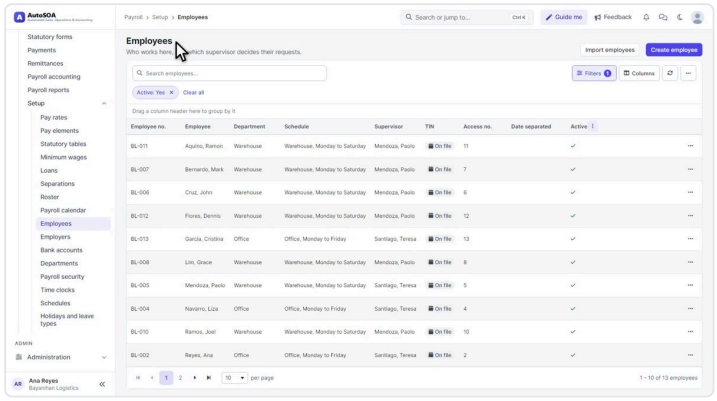
Someone resigns: clearance, final pay and certificate of employment (Grace, last day 6 November)

Grace Lim resigned. Her last day was Friday, 6 November.

> **At the end you will have:** Someone resigns: clearance, final pay and certificate of employment (Grace, last day 6 November)

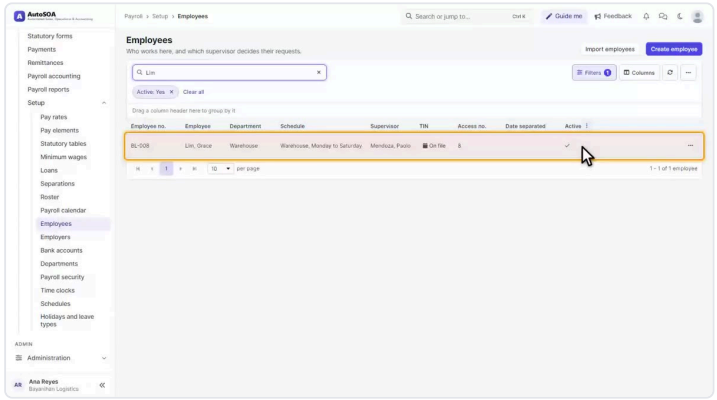
> **Before you start:** This starts after lesson 20: the 15 November run is posted and paid. It paid Grace for her last days of work.

1. First, the day she left. Open **Payroll**, then **Setup**, then **Employees**.



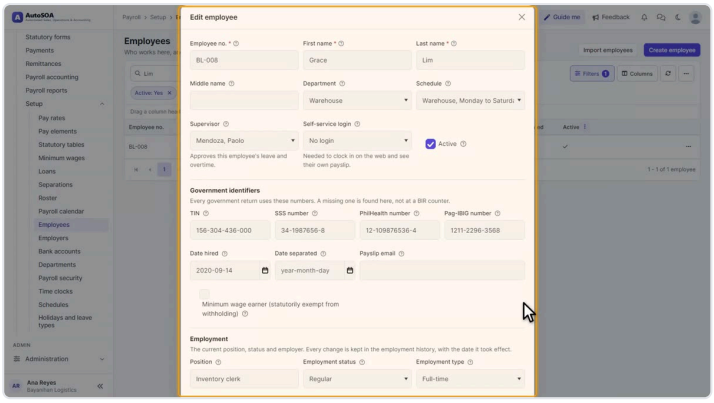
This is the **Employees** page.

2. Find "Lim" in the search box.



Only **Lim, Grace** is left.

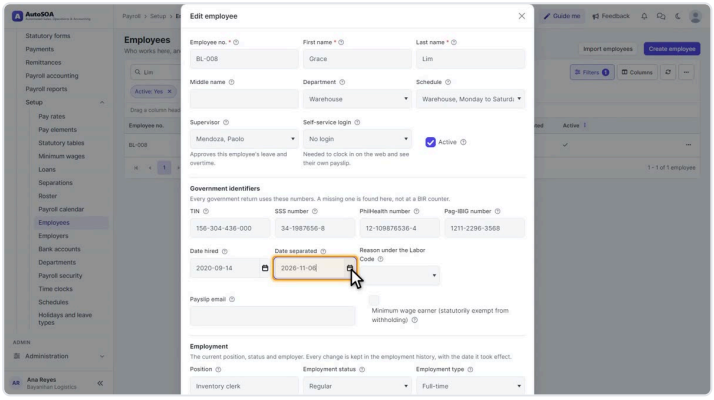
3 Click ··· at the end of her row, then **Edit employee**.



The **Edit employee** form opens, with Grace's details.

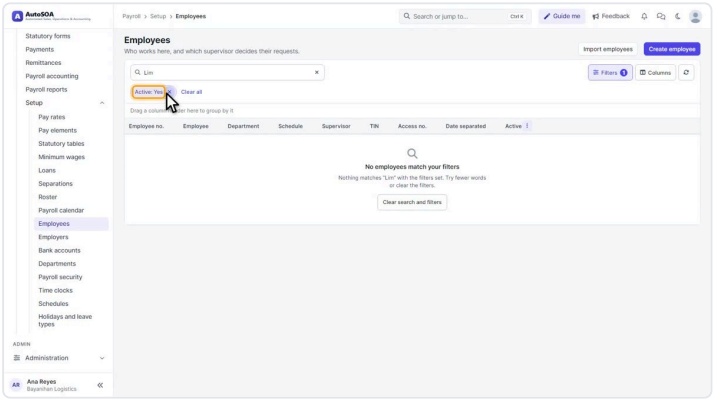
4 **Date separated** is her last day at work. A final pay run only covers people who have one.

Pick 6 November 2026 in **Date separated**.



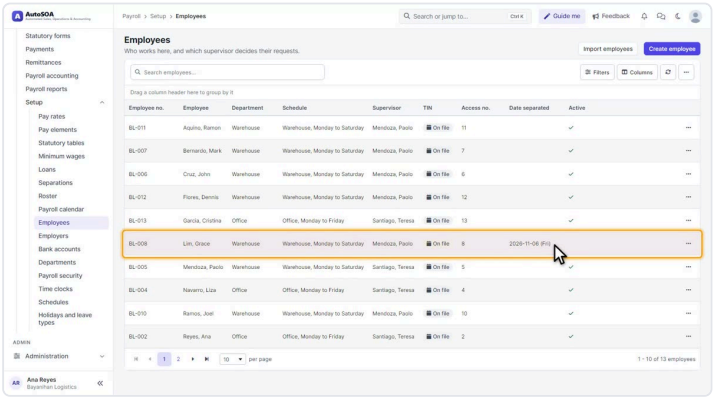
Her last day is in the box.

5 Click **Save**.



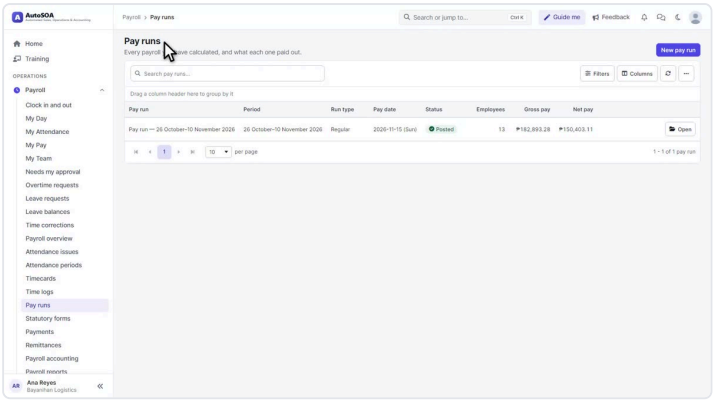
Grace leaves the list: it shows only **Active: Yes**, and saving **Date separated** switched **Active** off.

6 Click **Clear all**.



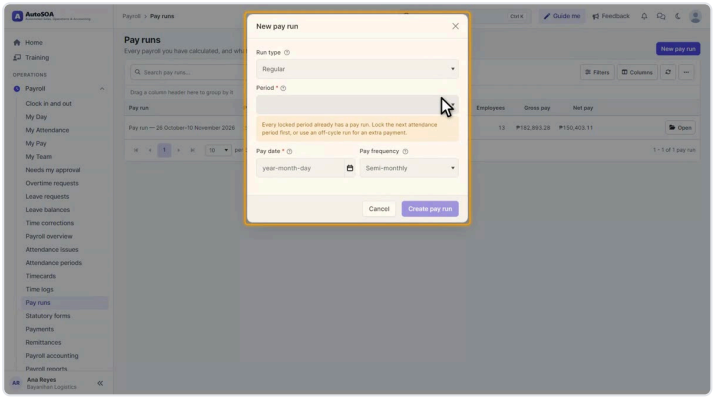
Lim, Grace is back, with **2026-11-06** under **Date separated**.

7 Now her final pay. Open **Payroll**, then **Pay runs**.



This is the **Pay runs** page. The 15 November run is **Posted**, and it paid Grace up to her last day.

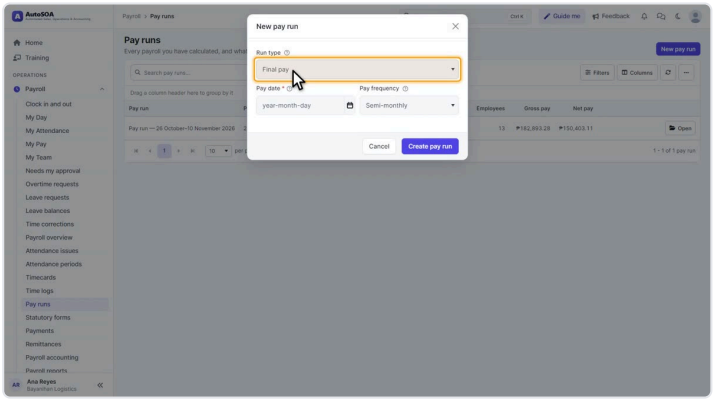
8 Click **New pay run**.



The **New pay run** form opens, with **Run type** on **Regular**.

9 **Run type** decides what the run pays. A final pay run is for the people who have left.

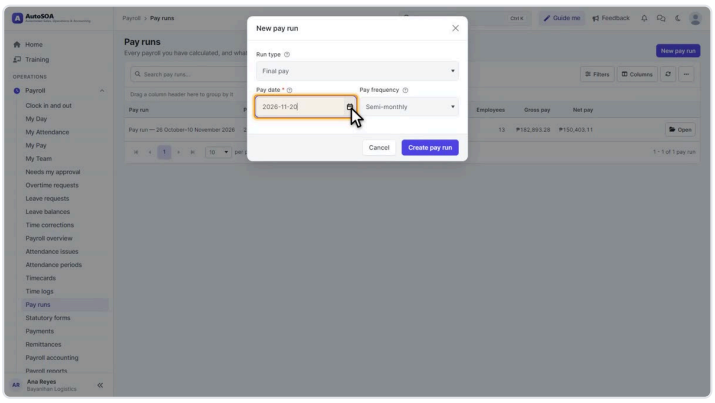
Choose **Final pay** in **Run type**.



Run type shows **Final pay**, and **Period** is gone: final pay is not for one cut-off.

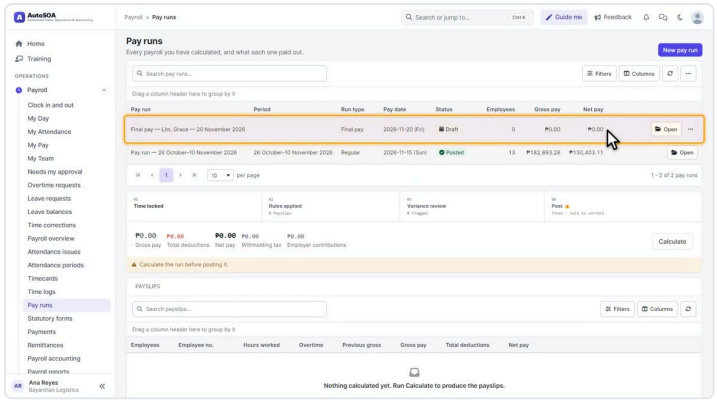
10 **Pay date** is the day she is paid. Bayanihan pays final pay within 30 days of the last day.

Pick 20 November 2026 in **Pay date**.



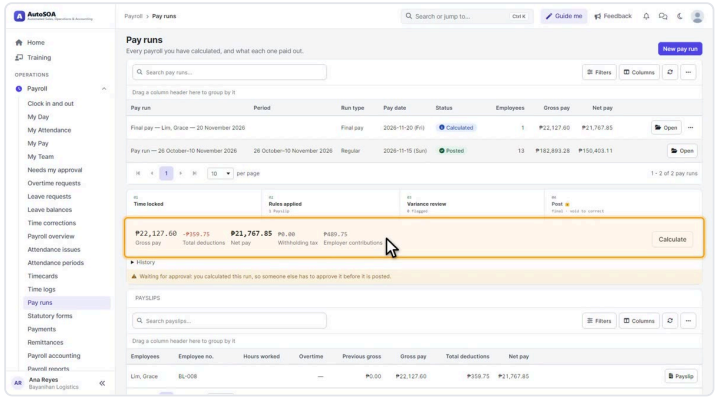
Pay date shows 20 November.

11 Click **Create pay run**.



Final pay — Lim, Grace — 20 November 2026 is on the list, as a **Draft**.

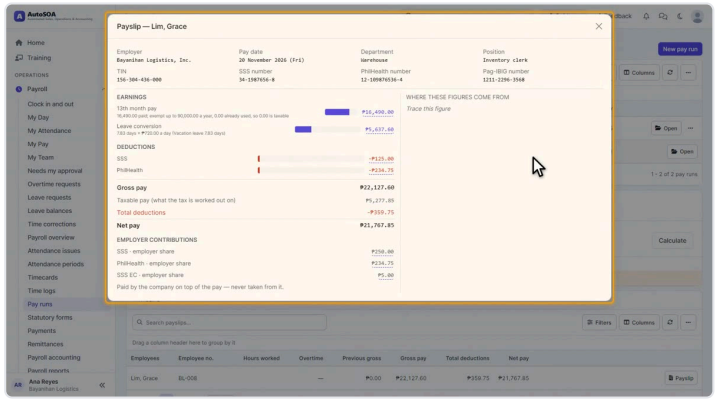
12 Click **Calculate**.



It is calculated: one payslip, and **Net pay** ₱21,767.85.

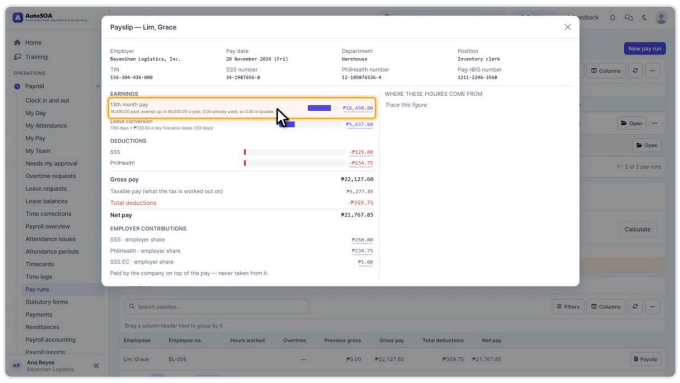
13 Only Grace is in this run. Her payslip shows what final pay brings together.

Click **Payslip** on her row.



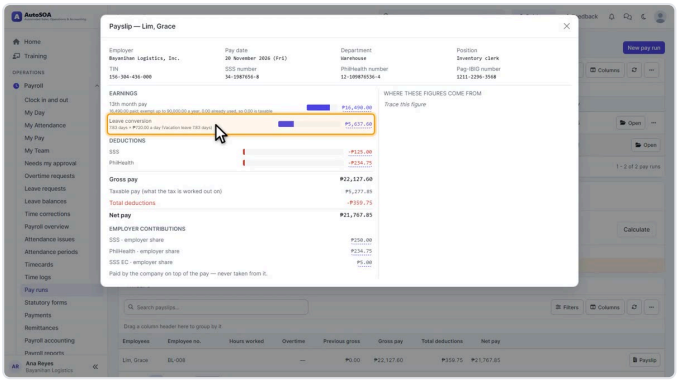
Payslip – Lim, Grace opens: **13th month pay** and **Leave conversion**.

What changed



13th month pay is **₱16,490.00**: a twelfth of her basic pay this year, paid now that she has left.

Check



Leave conversion pays her 7.83 unused vacation leave days at ₱720.00 a day: ₱5,637.60.

> **The rule to remember:** Fill in **Date separated** first: a final pay run pays only the people who have left.

You put in Grace's last day, 6 November, and made a final pay run for 20 November. It pays her 13th month and her unused vacation leave. Teresa approves and posts it like any run, as in lesson 19. In the last lesson, lesson 39, Guide me walks Ana through a task one question at a time.

Check yourself

What do you fill in before you make a final pay run?

How do you make a final pay run?

What does Grace's final payslip bring together?

Common mistakes

The screen says	What to do
A final pay run only covers people with a Date separated. Nobody has one.	On **Employees**, pick the last day in **Date separated** for the person who left, and click **Save**. Then click **Calculate** again.

Lesson 39 · payroll officer · 4 min · `payroll-onboard-39.webm`

Guide me

> **At the end you will have:** Liza Navarro's vacation leave for a day next week, filed through **Guide me** one question at a time, found pending on **Leave requests**

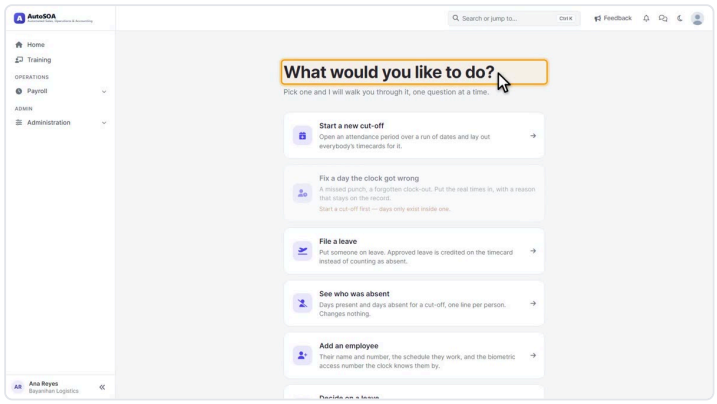
> **Before you start:** You need the leave types from lesson 5 and the employees from lesson 8. Liza Navarro, the bookkeeper, asked Ana for Thursday, 12 November off. Liza has no login, so Ana files it for her.

1. Guide me is at the top of every page. Use it when you do not know where a task is done, or what it needs.

   Click Guide me.

   Each card is one task. A task you cannot do yet says what to do first.

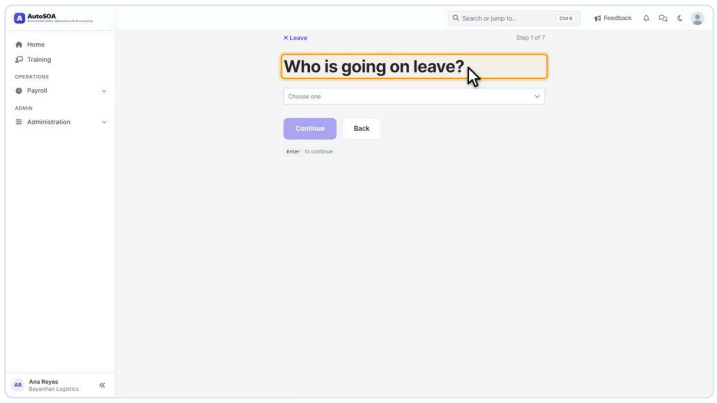
   Below, Anything else lists more tasks. Some of them open their own page instead of asking questions, like Lock a cut-off.



Guide me asks: What would you like to do?

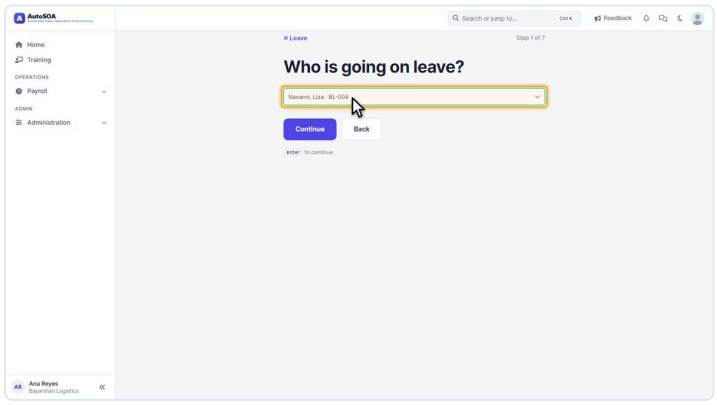
2. **Click File a leave.**

   Step 1 of 7 tells you how many questions there are.



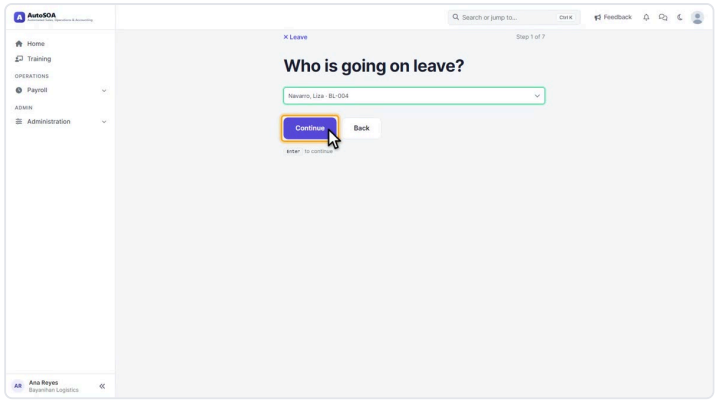
The first question is: Who is going on leave?

3. **Type Liza in the search box, and choose Navarro, Liza.**

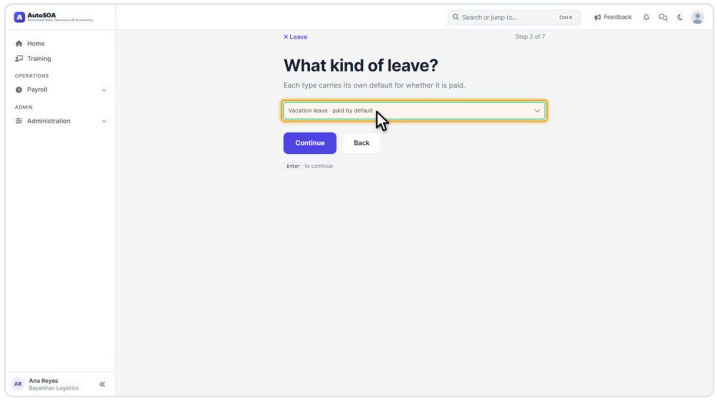


The box shows Navarro, Liza.

4 **Click Continue.**

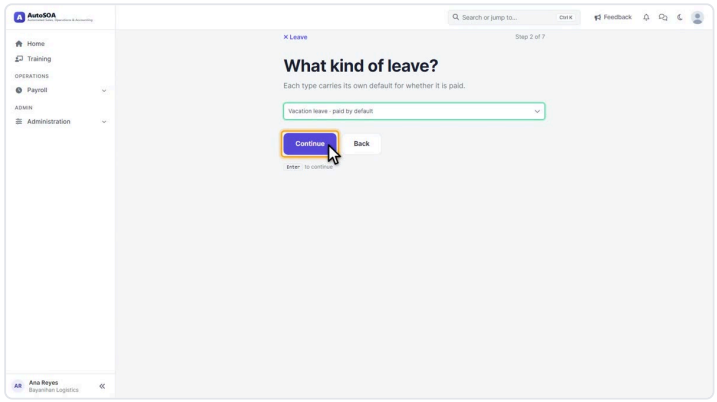


5 **Choose Vacation leave.**



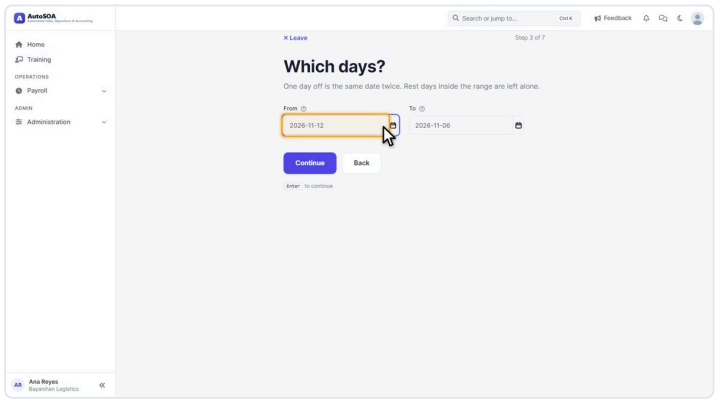
The box shows Vacation leave.

6 **Click Continue.**



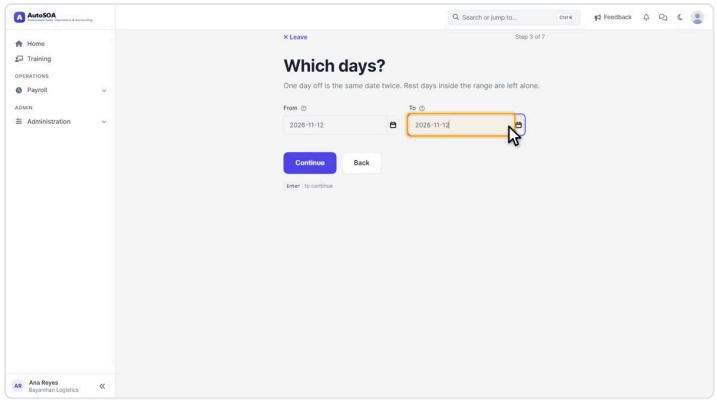
7 Which days? One day off is the same date in From and To.

Pick 12 November 2026 in From.



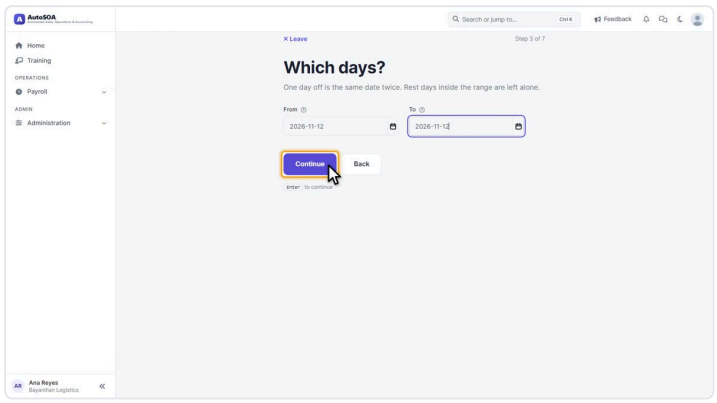
From is set to 12 November 2026.

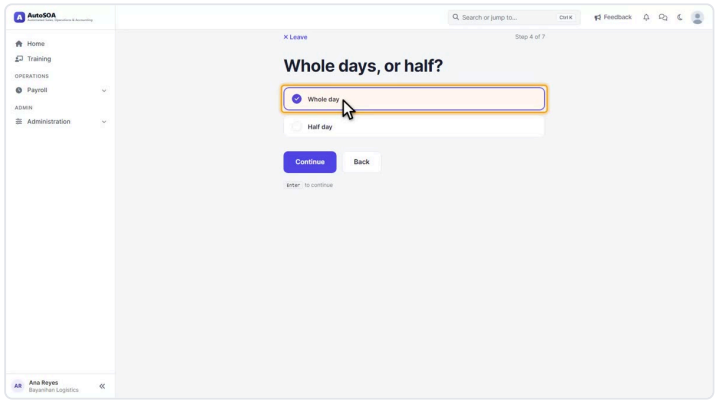
8 **Pick 12 November 2026 in To.**



To shows the same day.

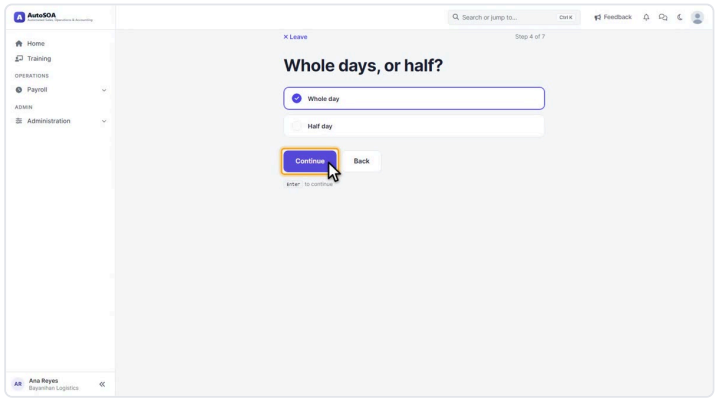
9 **Click Continue.**

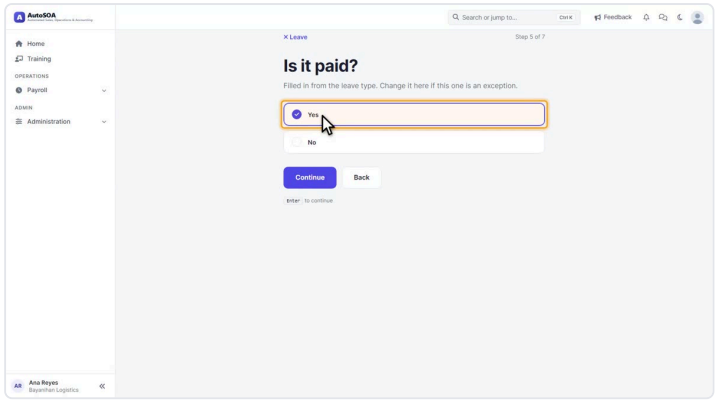




Whole days, or half? Whole day is already chosen.

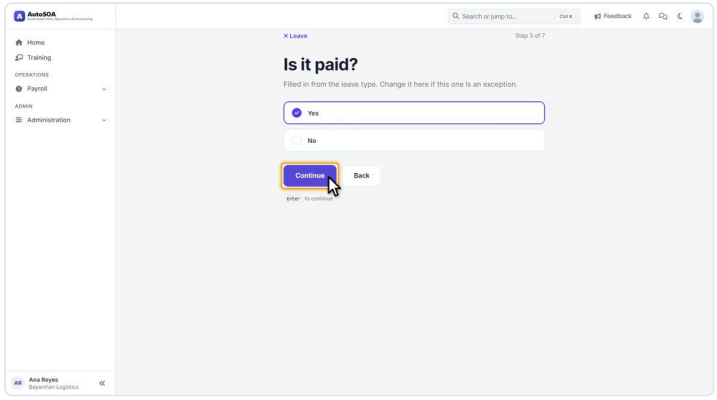
10 **Click Continue.**





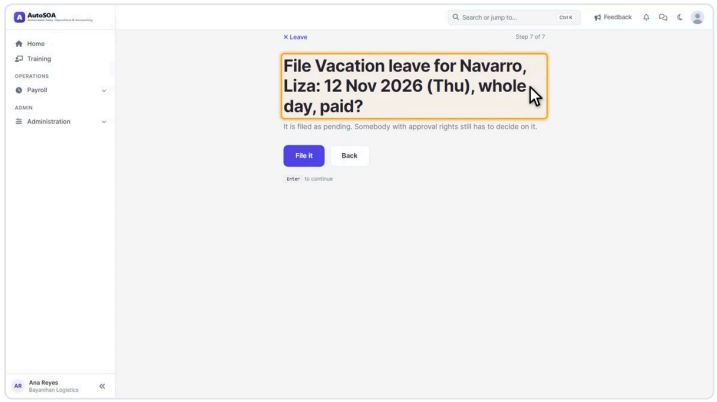
Is it paid? Yes is already chosen, because vacation leave is paid.

11 **Click Continue.**



12 Anything to note? A note is for whoever decides on the leave. Liza's needs none.

Click Skip.

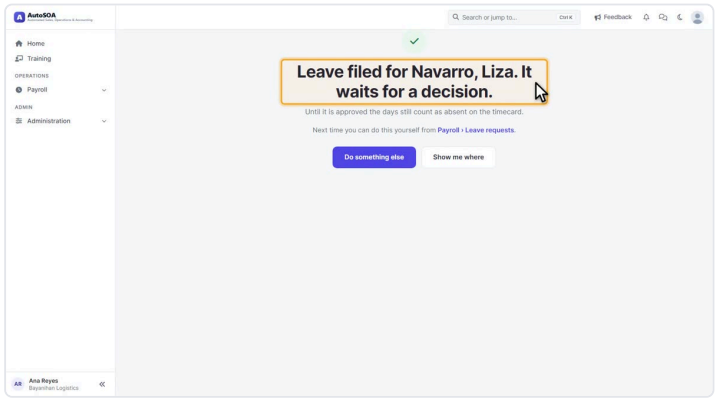


Last, Guide me asks you to check it all: **File Vacation leave for Navarro, Liza: 5 Nov 2026 (Thu), whole day, paid?**

13 It is filed as pending. Someone who approves leave still decides on it.

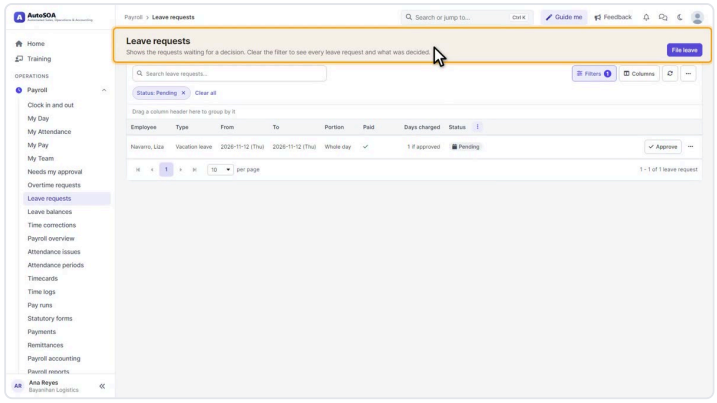
Click File it.

Guide me also says where to do this yourself next time: Leave requests, under Payroll.



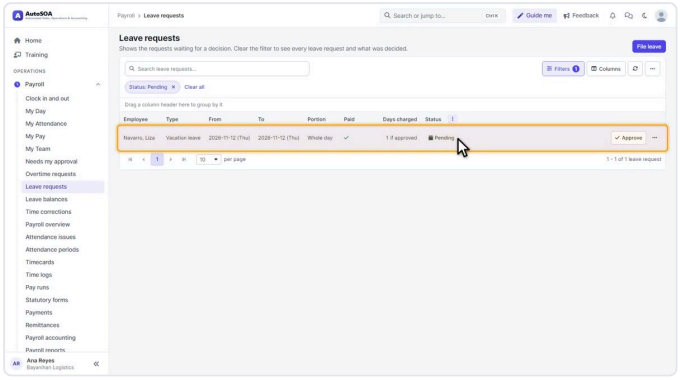
Guide me says: Leave filed for Navarro, Liza. It waits for a decision.

14 **Click Show me where.**



Leave requests opens.

Check



Here is Liza's vacation leave for 12 November, Pending. It is decided like any leave request, as in lesson 16.

You filed Liza's vacation leave with Guide me, one question at a time, and found it on Leave requests. That is the last lesson. Your printed onboarding guide keeps every step and rule.

Check yourself

Where is Guide me?

You filed a leave with Guide me. Where do you find it again?

A card under **Anything else** opens a page instead of asking questions. Why?

Common mistakes

The screen says	What to do
Continue stays grey.	Answer the question first: choose from the list, or pick the dates. Only a question with **Skip** can be left empty.
Add a leave type first — every leave has to be one of them.	Add your leave types on **Holidays and leave types** (lesson 5), then click **Guide me** again.
There is nothing here to choose from.	The list this question needs is empty. Add what it lists first, then come back.

Scenario playbook

A new hire starts mid cut-off (Carlo, 4 November)

We hired Carlo Dizon for the warehouse. He started on 4 November, in the middle of the 26 October to 10 November cut-off.

1. First, put Carlo on file. Open **Payroll**, then **Setup**, then **Employees**.
2. Click **Create employee**.
3. Type BL-014 in **Employee no.**
4. Type Carlo in **First name**.
5. Type Dizon in **Last name**.
6. … the rest in the lesson.

The rule to remember: Put a new hire on file with their first day, access number and rate before you import the clock's file.

Watch lesson 25.

Someone takes half a day off (Liza, the morning of 30 October, vacation leave)

Liza Navarro took the morning of 30 October off. She worked the afternoon, so she takes half a day of vacation leave.

1. Open **Payroll**, then **Leave requests**.
2. Click **File leave**.
3. Type Liza in **Employee**, then choose **Navarro, Liza**.
4. Choose **Vacation leave** in **Type**.
5. Pick 30 October in **From**.
6. … the rest in the lesson.

The rule to remember: File half a day as half a day, morning or afternoon. The balance counts half.

Watch lesson 26.

A raise from a set date (Paolo, from 1 November)

Teresa gave Paolo a raise, from ₱900 to ₱980 a day, starting 1 November: the middle of the cut-off.

1. Raises go on the **Pay rates** page. Open **Payroll**, then **Setup**, then **Pay rates**.
2. Find "Mendoza" in the search box.
3. Click **Add rate** on his row.
4. Pick 1 November 2026 in **Effective from**.
5. Choose **Daily** in **Basis**.
6. … the rest in the lesson.

The rule to remember: Add a raise as a new rate from the day it starts, and never change the old rate.

Watch lesson 27.

A mistake turns up after the run is posted: void it and redo it

After the 15 November run was posted, we found a mistake. Dennis Flores became regular on 26 October at ₱740 a day, but the run paid his ₱720.

1. Open **Payroll**, then **Pay runs**.
2. Click **Open** on the posted run.
3. Click **Void and reissue**.
4. Type the reason in **Why this run is being withdrawn**: Dennis Flores's rate is ₱740 from 26 October, when he was made regular.
5. Click **Void and reissue**.
6. … the rest in the lesson.

The rule to remember: A posted run is never edited: void it with a reason, fix the cause, then calculate the replacement.

Watch lesson 28.

A bank transfer fails (Mark, paid in cash)

The bank paid everyone on 15 November except Mark Bernardo. His account was closed, so his pay came back.

1. Open **Payroll**, then **Payments**.
2. Click **Mark failed** on his row.
3. Type Account closed, returned by BDO in **Why did the payment fail?**
4. Click **Mark failed**.
5. Click **Mark all transfers paid**.
6. … the rest in the lesson.

The rule to remember: Never mark a returned transfer paid: mark it failed with the bank's reason, then pay it again.

Watch lesson 29.

An SSS salary loan is deducted from pay (John)

SSS approved John Cruz's salary loan. We have to take the payments from his pay, starting 15 November.

1. Loans have their own page. Open **Payroll**, then **Setup**, then **Loans**.
2. A deduction is a pay element, like the rice allowance in lesson 7. Open **Payroll**, then **Setup**, then **Pay elements**.
3. Click **Create pay element**.
4. Type SSSLOAN in **Code**.
5. Type SSS salary loan in **Name**.
6. … the rest in the lesson.

The rule to remember: A loan needs a deduction pay element to collect it, so add the deduction before the loan.

Watch lesson 30.

A bonus paid outside the cut-off (the warehouse's October productivity bonus, from a CSV, paid 20 November)

The warehouse earned a productivity bonus for October. It is paid on 20 November, outside the cut-off, to five people.

1. Open **Payroll**, then **Pay runs**.
2. Click **New pay run**.
3. Choose **Off-cycle (bonus, commission)** in **Run type**.
4. Type October productivity bonus in **Description**.
5. Pick 20 November in **Pay date**.
6. … the rest in the lesson.

The rule to remember: An off-cycle run pays only what it is given. One-offs come from a file, and they are taxed with the year.

Watch lesson 31.

Two people swap a shift (John asks Mark for Saturday 21 November; Mark agrees; Paolo approves)

John cannot work Saturday, 21 November. He asks Mark to swap.

1. Open **Payroll**, then **My Attendance**.
2. Click **Ask to swap a shift**.
3. Pick 21 November in **Day to swap**.
4. Choose **Bernardo, Mark** in **Swap with**.
5. Type the reason in **Reason** (here, Family event in Batangas.).
6. … the rest in the lesson.

The rule to remember: A swap needs both: the colleague accepts first, then the supervisor approves.

Watch lesson 32.

Someone resigns: clearance, final pay and certificate of employment (Grace, last day 6 November)

Grace Lim resigned. Her last day was Friday, 6 November.

1. First, the day she left. Open **Payroll**, then **Setup**, then **Employees**.
2. Find "Lim" in the search box.
3. Click ⋯ at the end of her row, then **Edit employee**.
4. Pick 6 November 2026 in **Date separated**.
5. Click **Save**.
6. … the rest in the lesson.

The rule to remember: Fill in **Date separated** first: a final pay run pays only the people who have left.

Watch lesson 33.

Cheat sheet

When	Task	Where	Lesson
Every working day	Clock in and out	**Clock in and out**, or the time clock	14
Every cut-off	Bring in the time clock's punches	**Time logs** › **Import time logs**	15
Every cut-off	Ask for overtime, file leave	**My Attendance** (employee), **Leave requests** (supervisor)	16
Every cut-off	Approve overtime and leave	**Needs my approval**	16
Every cut-off	Settle what needs you, then lock the period	**Attendance issues**, **Attendance periods** › **Lock**	17
Every pay day	Make and calculate the pay run	**Pay runs** › **New pay run**, **Calculate**	18
Every pay day	Approve and post it (owner)	**Pay runs** › **Approve**, **Post pay run**	19
Every pay day	Build, release and pay out the batch	**Payments**	20
Every pay day	Email the payslips	**Pay runs** › open the run › **Email payslips**	21
Every pay day	Read and keep your payslip	**My Pay**	22
Every month	Prepare the government remittances; read the 1601-C	**Remittances** › **Prepare the month**, **Statutory forms**	23
Every month	Send the journal to your accountant; keep the register	**Payroll accounting**, **Payroll reports**	24
When something goes wrong	Someone starts in the middle of a cut-off	**Employees**, **Pay rates**, **Time logs**	25
When something goes wrong	Someone takes half a day off	**Leave requests** › **File leave**, then **Needs my approval**	26
When something goes wrong	A raise from a set date	**Pay rates** › **Add rate**	27
When something goes wrong	A mistake in a posted run	**Pay runs** › **Void and reissue**	28
When something goes wrong	A difference owed after the run is paid	The next pay run › **One-off adjustments** › **Add a one-off**	not in a lesson (fix 73)
When something goes wrong	A bank transfer bounces	**Payments** › **Mark failed**, **Pay in cash** or **Send again**	29
When something goes wrong	An SSS or Pag-IBIG loan	**Pay elements**, **Loans** › **Record a loan**	30
When something goes wrong	A bonus paid outside the cut-off	**Pay runs** › **New pay run**, **Off-cycle** › **Import amounts**	31

When	Task	Where	Lesson
When something goes wrong	Two people swap a shift	**My Attendance** › **Ask to swap a shift**, then **Needs my approval**	32
When something goes wrong	Someone leaves	**Employees** › **Date separated**, **Pay runs** › **Final pay**	33
Any time	Not sure where a task is done	**Guide me**, at the top of every page: one question at a time, then **Show me where**	39

Glossary

Term	What it means for your business	Where you see it
Guide me	The button at the top of every page that walks you through a payroll task one question at a time, then shows where the same task is on the menu	Top of every page (pointed out in lesson 01; taught in lesson 39)
login	A person's own user name and password for AutoSOA	Administration › Users (lesson 02)
role	A job. It decides what a person sees and may do	Administration › Roles; the **Roles** tab of **Create new user** (lesson 02)
Payroll officer (role)	Prepares payroll every cut-off (Ana Reyes)	Roles list; **Roles** tab (lesson 02)
Supervisor (role)	Approves their people's overtime and leave (Paolo Mendoza, warehouse)	Roles list; **Roles** tab (lesson 02)
Employee (role)	Clocks in and out, asks for leave, sees their own payslips (John Cruz)	Roles list; **Roles** tab (lesson 02)
Admin (role)	The owner's role: only it approves each payroll and checks the statutory tables and bank accounts	Roles list (badge **Static**) (lesson 02)
User (role)	Platform default, ticked on every new login	Roles list (badges **Static**, **Default**); **Roles** tab (lesson 02)
user name	What a person types to sign in (first name, a dot, surname)	**User name** on **Create new user** (lesson 02)
temporary password	A first password the owner gives; the person changes it at first sign-in	**Set random password.** off, **Password**, **Should change password on next login.** (lesson 02 (from 01))
employer	Your company as the BIR and the agencies know it; its numbers print on payslips and forms	Payroll overview step 2; **Employers** (lesson 03)
registered name	The company name exactly as on the BIR Certificate of Registration (the one required box)	**Registered name** (lesson 03)
TIN	The company's tax number from the BIR	**Employer TIN** (lesson 03)
branch code	The TIN's branch part; zeros mean the head office	**TIN branch code** (lesson 03)
RDO code	The BIR office the company is registered with	**RDO code** (lesson 03)
employer numbers	The numbers SSS, PhilHealth and Pag-IBIG gave the company	**SSS employer number**, **PhilHealth employer number (PEN)**, **Pag-IBIG employer number** (lesson 03)
signatory	Who signs the company's BIR forms (Teresa Santiago, President)	**Signatory**, **Signatory's title** (lesson 03)
contributions	The monthly SSS, PhilHealth and Pag-IBIG payments, shared by employee and company	**Government contributions** (lesson 03)

Term	What it means for your business	Where you see it
payday	The days you pay: the 15th and the 30th	**First payday of the month**, **Second payday of the month** (lesson 03)
withholding tax	The income tax you take from each pay for the BIR	**Withholding tax** › **BIR withholding table** (lesson 03)
default employer	The employer anyone not given one belongs to	**Default employer** (lesson 03)
statutory tables	The SSS, PhilHealth, Pag-IBIG and BIR tables every contribution and tax comes from; "statutory" means set by law	Payroll overview step 3; **Statutory tables** (lesson 04)
Not verified / verify	A table nobody has yet checked against what the agency published; whoever adds it cannot verify it (Teresa does, lesson 11)	**Not verified** badge; overview step 3 (lesson 04)
Check a salary	Works out one salary's contributions and tax from the tables, to compare with your own figures	**Check a salary** (lesson 04)
salary credit	The pay SSS counts	**Salary credit** column in **Check a salary** (lesson 04)
minimum wage	The lowest daily pay the law allows in your region	**Minimum wages**; overview step 4 (lesson 04)
wage order	The order that sets a region's minimum (NCR-28: ₱755.00 a day, general establishment, from 26 September 2026)	**Issuance** column, **In force** (lesson 04)
NCR	Metro Manila, where Bayanihan is	**Add the published NCR orders** (lesson 04)
holiday	A day whose pay follows its own rules	Overview step 5; **Holidays and leave types** (lesson 05)
regular holiday	Paid even when it is not worked (New Year's Day)	**Regular holiday** badge (lesson 05)
special holiday	No work, no pay, unless the company decides otherwise (Chinese New Year)	**Special holiday** badge (lesson 05)
leave type	A kind of leave you give; the law sets some	**Leave types**; **Add the statutory leave types** (lesson 05)
leave balance	The days each person has earned, and the days left	**Keep a balance for this leave**; **Balance** column (lesson 05)
earned monthly	A twelfth of the year's days earned each month	**How it is earned** › **Earned monthly** (lesson 05)
balances kept from	The day AutoSOA starts counting: the first day of the first cut-off, 11 October 2026	**Balances kept from** (lesson 05)
carry over	What happens to unused days at year end (sick leave: nothing)	**At year end** (lesson 05)
pay out on leaving	Final pay includes unused vacation leave	**Pay out what is left on leaving** (lesson 05)

Term	What it means for your business	Where you see it
service incentive leave	The law's 5 days a year; 10 days of vacation leave cover it, so its balance is off	**Service incentive leave** › **Not tracked** (lesson 05)
Department	A group of your people, like the office or the warehouse. Lists and reports can total by it	Setup › Departments; **Department** on the employee (lesson 06)
Schedule	The working week a person follows: start time, hours, breaks and rest days. Lateness is measured against it	Setup › Schedules; **Schedule** on the employee (lesson 06)
Grace period	The minutes of lateness forgiven each day (Bayanihan: 10)	**Grace, minutes** on the schedule (lesson 06)
Early-in allowance	How early a clock-in can be and still start the day (60 minutes on a new schedule)	**Early-in allowance** on the schedule (lesson 06)
Day rows / work minutes	One row per weekday: start, minutes of work, breaks. The row shows when the day ends	**Day rows**, **Work, minutes**, **Ends 5:00 PM** (lesson 06)
Rest day	A day no work is expected	**Rest day** tick box on each day row (lesson 06)
Pay element	One line that adds to pay or takes from it, like an allowance or a loan	Setup › Pay elements (lesson 07)
Earning / deduction	An earning adds to pay; a deduction takes from it	**Kind** on the pay element (lesson 07)
Allowance (rice allowance)	An earning paid on top of the rate. Bayanihan pays the office ₱1,000 each payday	**Name** on the pay element; **Also brings** in the import (lesson 07)
A fixed amount	The same amount each payday, set for each person	**Amount from** on the pay element (lesson 07)
Exempt up to	The part of an allowance that is tax-free each payday (₱1,000, half of the ₱2,000 a month the BIR allows for rice)	**Exempt up to** on the pay element; **Taxable** column (lesson 07)
Go-live file	The staff list the company fills in before go-live: details, first rate, bank account, year-to-date figures, leave left	Employees › Import employees (lesson 08)
Import	Bringing every employee in at once from one spreadsheet. All or nothing	**Import employees** (lesson 08)
Template	The empty spreadsheet to fill in. One row per person; its second page says what to type	**Download the template** (lesson 08)
Employee number	The number a person's punches and payslips are matched on (EMP-012)	**Employee no.** (lesson 08)
Supervisor	Who approves the person's leave and overtime	**Supervisor** on the employee (lesson 08)
Date hired	The person's first day. The 13th month pay is counted from it	**Date hired** (lesson 08)
Employment status	Probationary, regular and so on	**Employment status** (lesson 08)

Term	What it means for your business	Where you see it
Government numbers	TIN, SSS, PhilHealth and Pag-IBIG numbers. Every government return is filed under them	**Government identifiers** section (lesson 08)
Wage region	Which minimum wage the person's rate is checked against (NCR)	**Wage region** (lesson 08)
Wage sector	Which minimum within the region: general, or the lower one for agriculture and small retail, service or manufacturing (₱718.00 in the NCR, for a service business with 15 or fewer workers)	**Wage sector** (lesson 08)
Biometric access number	The person's number on the time clock. Punches are matched to them by it	**Biometric access numbers** › **Add** › **Access number** (lesson 08)
Pay rate	What a person earns, from a date	Setup › Pay rates (lesson 09)
Monthly rate / daily rate	A rate quoted per month (office) or per day worked (warehouse)	**Basis** (**Monthly**, **Daily**) (lesson 09)
Effective from	The first day a rate applies	**Effective from** on Add rate (lesson 09)
Year to date	What the old payroll already paid and taxed each person this year. December's tax depends on it	Statutory tables › **Year to date** (lesson 09)
Opening balance	Figures carried in from the old payroll, for year-to-date pay and for leave	**Opening balance** badge; Leave balances (lesson 09)
Waiting for verification	A bank account someone added and nobody has checked yet. No pay goes into it	**Status** on Bank accounts (lesson 09)
Verify	Check a table or an account against the agency's or the employee's own document	**Verify against source**, **Verify** (lesson 11)
Second pair of eyes	Whoever adds a table or bank account cannot verify it; another person (the owner) does	Payroll overview steps 3 and 9 (lesson 11)
What you checked	An optional note naming the document you checked against	**What you checked** in Verify against source (lesson 11)
clock in / clock out	Start and end the working day with one press	Payroll › **Clock in and out**; buttons **Clock in**, **Clock out** (lesson 14)
punch	One press of a clock button, or one line of the time clock's file, timed by the company's clock	**Today** on Clock in and out; **Time logs** (lesson 14)
On shift	Clocked in and working now	badge on **Clock in and out** (lesson 14)
Scheduled today	Today's shift from the person's schedule, with break and grace period	**Clock in and out** (lesson 14)
Start break / Clock out	Pause the day / end it	buttons after clocking in (lesson 14)
My Day	An employee's own page for today: time, pay, leave	Payroll › **My Day** (MY DAY above "Good morning, John") (lesson 14)

Term	What it means for your business	Where you see it
cut-off	The days one payday pays for (11th-25th paid on the 30th; 26th-10th paid on the 15th)	period names; Payroll overview (lesson 15)
attendance period	One cut-off's days, held together; pay is worked out from it	Payroll › **Attendance periods**; **Create period** (lesson 15)
generate	Make every employee's day rows for the period	row menu (⋯) › **Generate**; status **Generated** (lesson 15)
timecard	One person's days in the period, one row a day: time in, time out, hours, late, overtime	Payroll › **Timecards** (lesson 15)
time log	One punch, exactly as it arrived	Payroll › **Time logs** (lesson 15)
time clock's file	The attendance file the biometric clock exports (Before you start: the device file)	**Import time logs** › **Device export file** (lesson 15)
Format	How the time clock writes its file (tab-separated for most)	**Format** in Import time logs (lesson 15)
Payroll needs attention	The overview's verdict while something blocks payroll	Payroll overview (lesson 15)
My Attendance	An employee's own days, as the system counted them; where they ask for overtime, leave and corrections	Payroll › **My Attendance** (lesson 16)
overtime request	An employee's ask to be paid for time past the shift; paid only once approved	**Request overtime**; Payroll › **Overtime requests** (lesson 16)
Remarks	What the request is for; the approver decides on these words	**Remarks** (lesson 16)
My Team	A supervisor's home page: their people today, and what waits for them	Payroll › **My Team** (lesson 16)
leave request	Days off, asked by the employee or filed by their supervisor, charged to a leave balance	Payroll › **Leave requests**; **File leave** (lesson 16)
approve / approval	The supervisor's decision on a request	Payroll › **Needs my approval**; **Approve**, **Decline** (lesson 16)
attendance issue	A day the rules could not settle on their own (missing clock-out, unapproved overtime, absence)	Payroll › **Attendance issues** (lesson 17)
Accept	Apply the fix the issue offers	**Accept** on the issue (lesson 17)
time correction	Time an employee asks to add, like a forgotten punch	Payroll › **Time corrections**; **Fix my time** on My Attendance (lesson 17)
Late	Minutes late after the grace period; not paid	**Late** column on Timecards (lesson 17)
lock	Freeze every figure in the period, so nothing moves while you pay	row menu › **Lock**; **Before locking**; status **Locked** (lesson 17)
Attendance is ready	The verdict once the locked period has nothing outstanding	Payroll overview (lesson 17)

Term	What it means for your business	Where you see it
pay run	Works out everyone's pay for one payday	Payroll › **Pay runs**; **New pay run** (lesson 18)
pay date	The day people get the money; it decides the tax month	**Pay date** (lesson 18)
pay frequency	How often you pay (Semi-monthly: twice a month)	**Pay frequency** (lesson 18)
calculate	Make each person's payslip	**Calculate**; status **Calculated** (lesson 18)
payslip	One person's pay for one payday, line by line	**Payslip** on the run; My Pay (lesson 18)
gross pay / net pay	Pay before deductions / what reaches the person	**Gross pay**, **Net pay** (lesson 18 (plan had net pay in 18))
Variance review	From the second run on, a big change in someone's pay needs a reason	**Variance review**: **First run: nothing to compare yet** (lesson 18)
Second pair of hands	Whoever calculates a run cannot approve it	overview check after calculating (lesson 18)
approve (a pay run)	The owner says the run is right	**Approve**, **Approve this pay run** (lesson 19)
post	Make every payslip final: employees see theirs, and the money can be paid out	**Post pay run**; status **Posted** (lesson 19)
Payments	Paying out a posted run, to each bank account or in cash	Payroll › **Payments** (lesson 19)
payment batch	The run's payments: who gets how much, into which account	**Build payment batch** (lesson 20)
release	The second person says the batch is right and can go to the bank	**Release for payment**; status **Released** (lesson 20)
bank file	Every transfer, ready to upload to the bank	**Download bank file** (lesson 20)
bank's reference / mark paid	The bank's one confirmation for the whole file; marks every transfer paid	**Mark all transfers paid**; **Paid**; **Completed** (lesson 20)
My Pay	An employee's own payslips	Payroll › **My Pay** (heading **Your pay**) (lesson 22)
Show amounts / Hide amounts	Amounts stay hidden until the employee shows them	My Pay (lesson 22)
Why this amount	What changed since the last payslip	My Pay (lesson 22)
See every line	Each earning and deduction, with how it was worked out	My Pay (lesson 22)
deduction (on the payslip)	SSS, PhilHealth, Pag-IBIG (and tax) taken from gross pay	**What was deducted** (lesson 22)

Term	What it means for your business	Where you see it
Download PDF	The payslip as a file to keep	My Pay (lesson 22)

Go-live checklist

Step	Who	Done
Create the company's account from the host's Tenants screen, with only the **Payroll** module and the owner's name and email; give the owner a temporary password	Implementer	☐
Restart the API once the module is on (the role-permission cache keeps new pages denied until it does)	Implementer	☐
On production, deploy this branch's Payroll migrations and run the permission grants it needs (the user runs these)	Implementer	☐
v2: for a company that switched Payroll on before this release, grant **Email payslips** (`Pages.Dtr.PayRuns.EmailPayslips`) to its Payroll officer role. New companies get it with the role; whoever can post can always send	Implementer	☐
Set the sending address, so password resets and payslip emails leave from the company's own address	Implementer	☐
v2: payslip emails (lesson 21) leave from the sending address; on production the SES account must be out of its sandbox, or emails reach only verified addresses	Implementer	☐
v2: register the client's ZKTeco clock by serial number (lesson 12), and behind a proxy set `UseForwardedHeaders`, so `/iclock`'s per-address limit sees the clock's address and not the proxy's	Implementer	☐
v2: bank-account encryption is built and off; turn it on only with `Dtr:FieldEncryptionKey` set and backed up, since a lost key loses every account number	Implementer	☐
Sign in once as the owner with the temporary password, to see the change-password page appear	Implementer	☐
For a company that made schedules before this release: open each schedule, and check **Early-in allowance** is 60 and overtime **Minimum** and **Round down to** are 30 (fixes 27 and 36)	Implementer	☐
Return the questionnaire and the employee file	Client	☐
Lessons 01–02: sign in, set the company clock, give each person their login and ready-made role	Client (owner)	☐
Lessons 03–11: employer, statutory tables, holidays and leave, departments and schedules, pay elements, employees, rates and opening figures; the owner verifies bank accounts and tables	Client (payroll officer, owner)	☐
Lessons 12–21: run the first cut-off end to end, with the implementer watching	Client	☐
Lessons 22–24: employees read their payslips; the month's remittances, journal and register	Client	☐
Sign-off: the first pay day was paid in AutoSOA, and the totals match the old system's	Client and implementer	☐