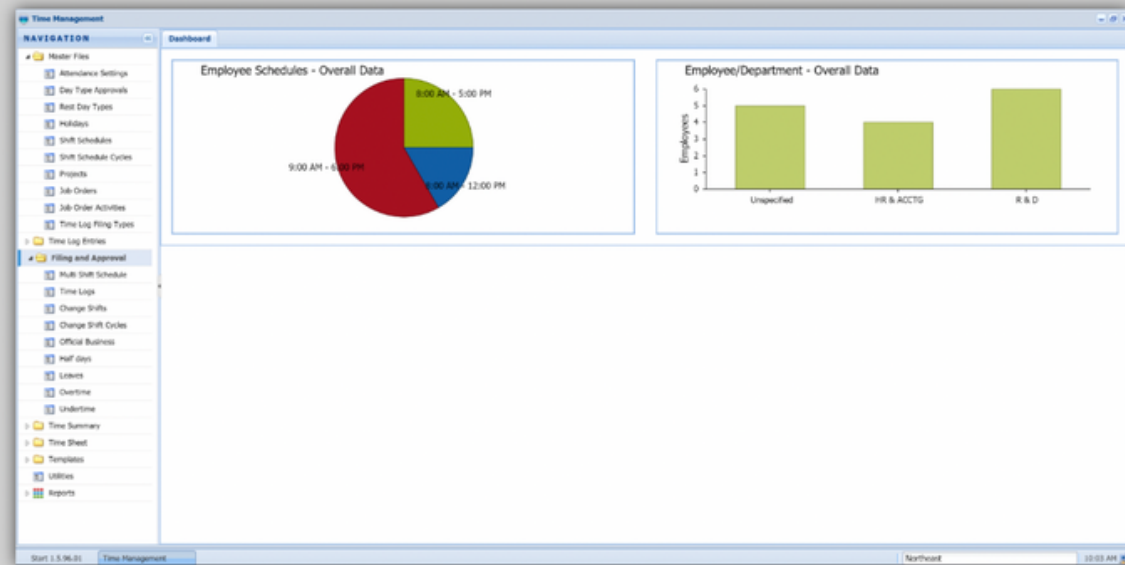


# Time Management Module



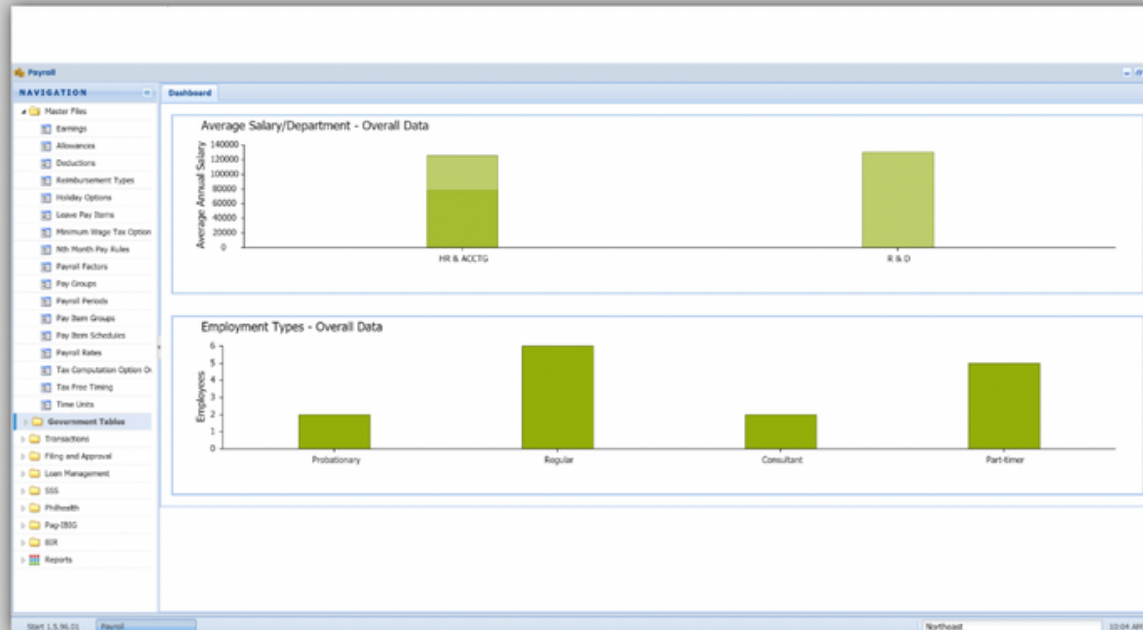
- ✓ Attendance Settings
- ✓ Holidays
- ✓ Shift Schedules
- ✓ Import Time Logs
- ✓ Download Time Logs
- ✓ Deleted Time Logs
- ✓ Unrecognized Time Logs
- ✓ Raw Time Logs
- ✓ Daily Time Records
- ✓ Time Log Filing
- ✓ Change Shift Filing
- ✓ Official Business Filing
- ✓ Half day Filing
- ✓ Leaves Filing
- ✓ Overtime Filing
- ✓ Rest Day Summary
- ✓ Time Summary Per Period
- ✓ Process Time Sheet
- ✓ Time Sheet Per Project



# Payroll Module



- ✓ Earnings
- ✓ Allowances
- ✓ Reimbursement Types
- ✓ Deductions
- ✓ 13th Month Rules
- ✓ Payroll Factors
- ✓ Pay Groups
- ✓ Periods
- ✓ Pay Item Schedules
- ✓ Payroll Rates
- ✓ SSS Table
- ✓ PhilHealth Table
- ✓ Pag IBIG Table
- ✓ Regional District Office Table
- ✓ Residence Status Table
- ✓ Tax Exemption Table
- ✓ Tax Code Table
- ✓ Tax Type Table
- ✓ De Minimis Benefit Table
- ✓ Pay Tax Type Table
- ✓ Withholding Tax Table
- ✓ Annual Income Tax Table
- ✓ Payroll Entries
- ✓ Payroll Adjustments
- ✓ Payroll Variance
- ✓ Loan Adjustments
- ✓ Leave Conversions
- ✓ Reimbursements
- ✓ Year-to-Date Amounts
- ✓ Email Payslips
- ✓ Loan Entries
- ✓ Loan Types



# Administration Module



- ✓ Company
- ✓ Branches
- ✓ Master Files
- ✓ Addresses
- ✓ Municipalities
- ✓ Cities
- ✓ Provinces
- ✓ Regions
- ✓ Areas
- ✓ Countries
- ✓ Branch Types
- ✓ Approval Status
- ✓ Entity Types
- ✓ Document Types
- ✓ Duration Types
- ✓ Days
- ✓ Transaction Status
- ✓ Series
- ✓ Series Formats
- ✓ Signatory Setup
- ✓ Security
- ✓ Change Password
- ✓ Security Questions
- ✓ Account Policy
- ✓ Password Manager
- ✓ SMTP Setup
- ✓ Users
- ✓ Groups
- ✓ User Types
- ✓ Access Levels
- ✓ Access Groups
- ✓ Preference

**Human Resource Management**

Dashboard Employees Edit Employees

Save Cancel

Active

Employee Code\*: 14110001 First Name\*: ANGELICA Middle Name\*: SANTOS Last Name\*: MORALES Suffix\*:  
Remarks:

**Personal Information** Employment Information Employment Accountability Educational Attainment IDs and License Compensation and Benefits Tax Information Skills and Competencies Attendance Settings Access and Security Performance

Profile  
Salutation: MRS. Nickname: AND Gender: Female  
Citizenship: Filipino Date of Birth: 08/29/1978 Place of Birth: BULACAN  
Civil Status: Married Religion: Born-again Christ Ethnicity: Select an Ethnicity Height: 1.55  
Email Address: amie.stamaria@yahoo.com Nationality: Select an Nationality Weight: 54  
Remarks: HRRP TRACKING NUMBER 917040336259

Contact Details  
Import  
Contact Type Number Active Default Present Address: #37 S. PEREZ ROAD, BRGY. BITUNGOL, NORZAGARAY, BULACAN  
File No. Mobile No. 0975-139-9196 Permanent Address: #37 S. PEREZ ROAD, BRGY. BITUNGOL, NORZAGARAY, BULACAN  
Tel No.

Parents  
Import  
Relationship Salutation First Name Middle Name Last Name Suffix Date of Birth Occupation  
Father MRS. FIDEL DELLOS SANTOS  
Mother MRS. JORIE PUNAL

Encoded By: ANGELICA S. MORALES Data Encoded: 08/30/2016 08:46 PM Modified By: -Northeast Administrator- Date Modified: 01/11/2018 08:57 AM



# HRM Module

- ✓ Employees
- ✓ Academic Levels
- ✓ Award Types
- ✓ Citizenship
- ✓ Civil Status
- ✓ Clearance Status
- ✓ Contact Types
- ✓ Departments
- ✓ Educations
- ✓ Employee ID Types
- ✓ Employment Types
- ✓ ESS Groups
- ✓ Ethnicities
- ✓ Equipment Types
- ✓ Genders
- ✓ Job Grades
- ✓ Offense Types
- ✓ Payout Types
- ✓ Positions
- ✓ Relationships
- ✓ Religion
- ✓ Roles
- ✓ Salary Rate Types
- ✓ Salutations
- ✓ Schools
- ✓ Signatory Designations
- ✓ Teams
- ✓ Work Locations
- ✓ Courses
- ✓ Training Courses
- ✓ Leave Types
- ✓ Leave Entitlements
- ✓ Leave Accruals
- ✓ Leave Forfeits
- ✓ Leave Adjustments
- ✓ Leave Earning Schedules
- ✓ Leave Accrual Schedules
- ✓ Leave Forfeit Schedules

**Administration**

NAVIGATION Company View Company

Company  
Branch Types  
Branches  
Master Files  
Signatory Setup  
Security  
Preference

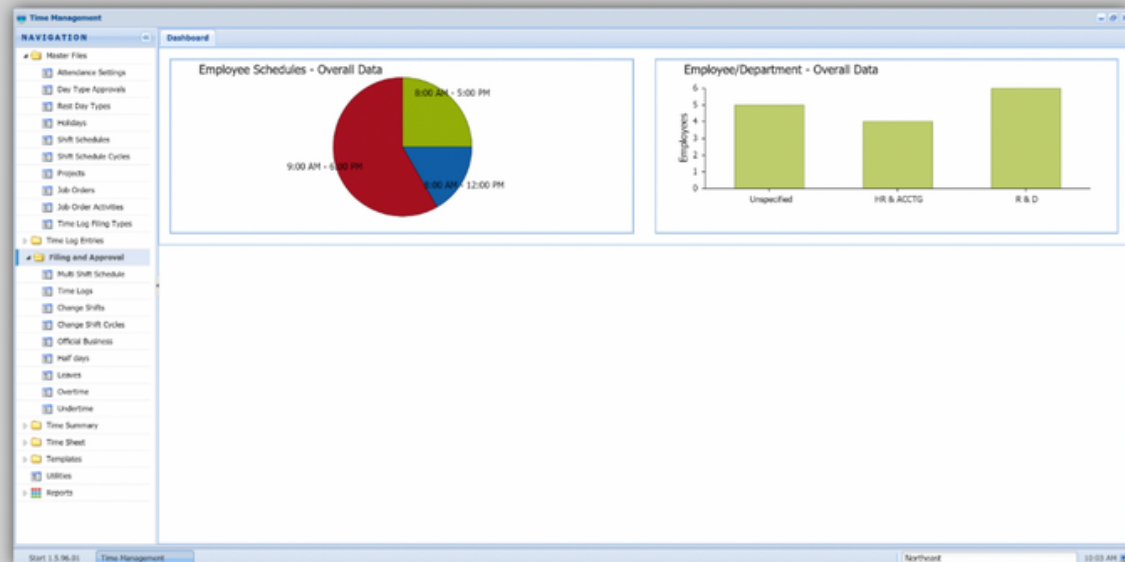
Code\*: 01 Active  
Trade Name\*: Northeast  
Registered Name\*: NORTHEAST BUSINESS SOLUTIONS  
Address (click to edit): #37 S. PEREZ ROAD, BRGY. BITUNGOL, NORZAGARAY, BULACAN  
Tel. No.: (02) 8067151 Fax No.: -  
Email Address: info@nbs.systems  
Website: www.nbs.systems  
TIN\*: 208-207-834 RDO Code: 25B SSS No.: 03-9557468-1  
PhilHealth No.: 021010002400 Pag-IBIG No.: 2070-9829-0003  
Remarks:



# Time Management Module



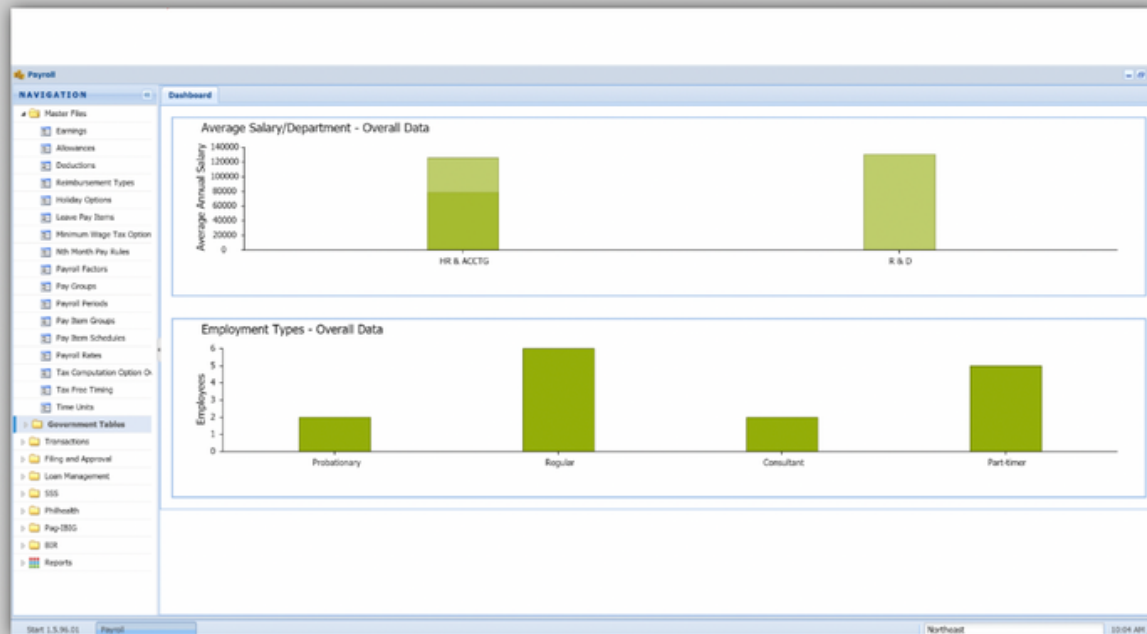
- ✓ Attendance Settings
- ✓ Holidays
- ✓ Shift Schedules
- ✓ Import Time Logs
- ✓ Download Time Logs
- ✓ Deleted Time Logs
- ✓ Unrecognized Time Logs
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# Payroll Module



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- ✓ Loan Adjustments
- ✓ Leave Conversions
- ✓ Reimbursements
- ✓ Year-to-Date Amounts
- ✓ Email Payslips
- ✓ Loan Entries
- ✓ Loan Types



# Reports



## HRM

- ✓ Certificates
- ✓ Letters
- ✓ Birthday Report
- ✓ Cleared Employee Report
- ✓ Contractual Report
- ✓ Departmental Head Count
- ✓ End of Contract Report
- ✓ Manpower Roster Report
- ✓ Employee Anniversary
- ✓ Newly Hired Report
- ✓ Newly Regularized Report
- ✓ Recently Separated Report
- ✓ Position Count Report
- ✓ Employee Contact List
- ✓ Employee Profile Report
- ✓ Employee Master List Report
- ✓ Department Master List
- ✓ Employment Type Master List
- ✓ Position Master List Report
- ✓ Citizenship Master List
- ✓ Civil Status Master List
- ✓ Employee ID Type Master List
- ✓ Contact Type Master List
- ✓ Signatory Designation
- ✓ Master List Report
- ✓ Employee Group Master List
- ✓ Employee Level Master List
- ✓ Ethnicity Master List Report
- ✓ Gender Master List Report
- ✓ Role Master List Report
- ✓ Salutation Master List
- ✓ Team Master List Report
- ✓ Relation Master List Report
- ✓ Clearance Status Master List

## PAYROLL

- ✓ Payroll Register
- ✓ Earning Register
- ✓ Deduction Register
- ✓ Payroll Transmittal Printout
- ✓ Payroll Transmittal File
- ✓ Payslips
- ✓ Company Loans
- ✓ Month to Date Payroll Register
- ✓ Payroll Employer Contribution
- ✓ Payroll Earning by Type
- ✓ Payroll Denomination
- ✓ Payroll Deduction by Type
- ✓ Payroll Employer Contribution
- ✓ Payroll Withholding Tax Remittance
- ✓ Payroll Withholding Tax with Deductible
- ✓ Payroll Withholding Tax with Deductible and Allowance
- ✓ Payroll Taxable Earnings
- ✓ Payroll Journal
- ✓ Pay Summary
- ✓ Variance Report Summary
- ✓ Variance Report Detailed
- ✓ Employee YTD Payroll Register
- ✓ YTD Payroll Register
- ✓ YTD Payroll Register (Detailed)
- ✓ Year-To-Date Earnings Summary
- ✓ Year-To-Date Deductions Summary
- ✓ Master list 13th Month Report

## GOVERNMENT

### SSS Reports and Submissions

- ✓ SSS Calamity Loan
- ✓ SSS Emergency Loan
- ✓ SSS Salary Loan
- ✓ SSS Loan Detailed Report
- ✓ SSS Loan Summary Report
- ✓ SSS Remittance Printout
- ✓ SSS Remittance Summary
- ✓ SSS Salary Loans Diskette
- ✓ SSS R3 Diskette
- ✓ SSS EPF Diskette
- ✓ SSS NET Monthly Contribution List (MCL)

### Philhealth Reports and Submission

- ✓ PHIC Remittance Printout
- ✓ PHIC PPRS Diskette
- ✓ PHIC RF-1 Diskette

### Certificates

- ✓ Certificate of Employment
- ✓ Certificate of Employment with Salary Remuneration
- ✓ Certificate of SSS Employee Contribution
- ✓ Certificate of Philhealth Employee Contribution

### Pag-IBIG Reports and Submission

- ✓ Pag-IBIG Multi-purpose Loan
- ✓ Pag-IBIG Housing Loan
- ✓ Pag-IBIG P2-4 Printout
- ✓ Pag-IBIG Remittance Printout
- ✓ Pag-IBIG HUB
- ✓ Pag-IBIG M1-1 Report
- ✓ Pag-IBIG Premium
- ✓ Remittance Diskette
- ✓ Pag-IBIG Loan Payment Diskette

### BIR Reports and Submission

- ✓ Employee 2316 (W2)
- ✓ BIR AlphaList – Terminated Employees
- ✓ BIR AlphaList – No Previous Employer
- ✓ BIR AlphaList – With Previous Employer
- ✓ BIR AlphaList – Minimum Wage Earner
- ✓ Annual Tax Summary
- ✓ BIR AlphaList Diskette
- ✓ Annual Tax Summary with Deductibles
- ✓ YTD Annualized Tax

\*\*\*\*\*AND OTHERS\*\*\*\*\*



# SERVER REQUIREMENTS

01

## PROCESSOR

Intel Xeon 3.0 GHz x  
3.0Ghz or Higher  
4 Cores

02

## HARD DISK

250 GB SSD  
1 TB HDD

03

## MEMORY

32 GB RAM or Higher

04

## OPERATING SYSTEM

Windows Server 2016 or Later

05

## Browser

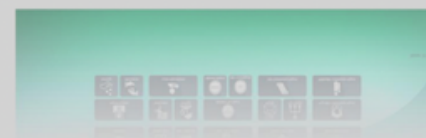
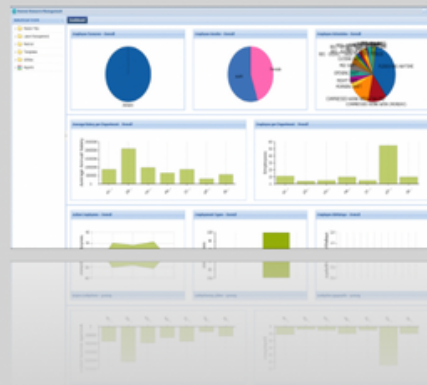
Google Chrome  
1366 x 768 (Screen Resolution)



# HRIS

## USER

### INTERFACE





# LOGIN

Web Based

---

Multi Company

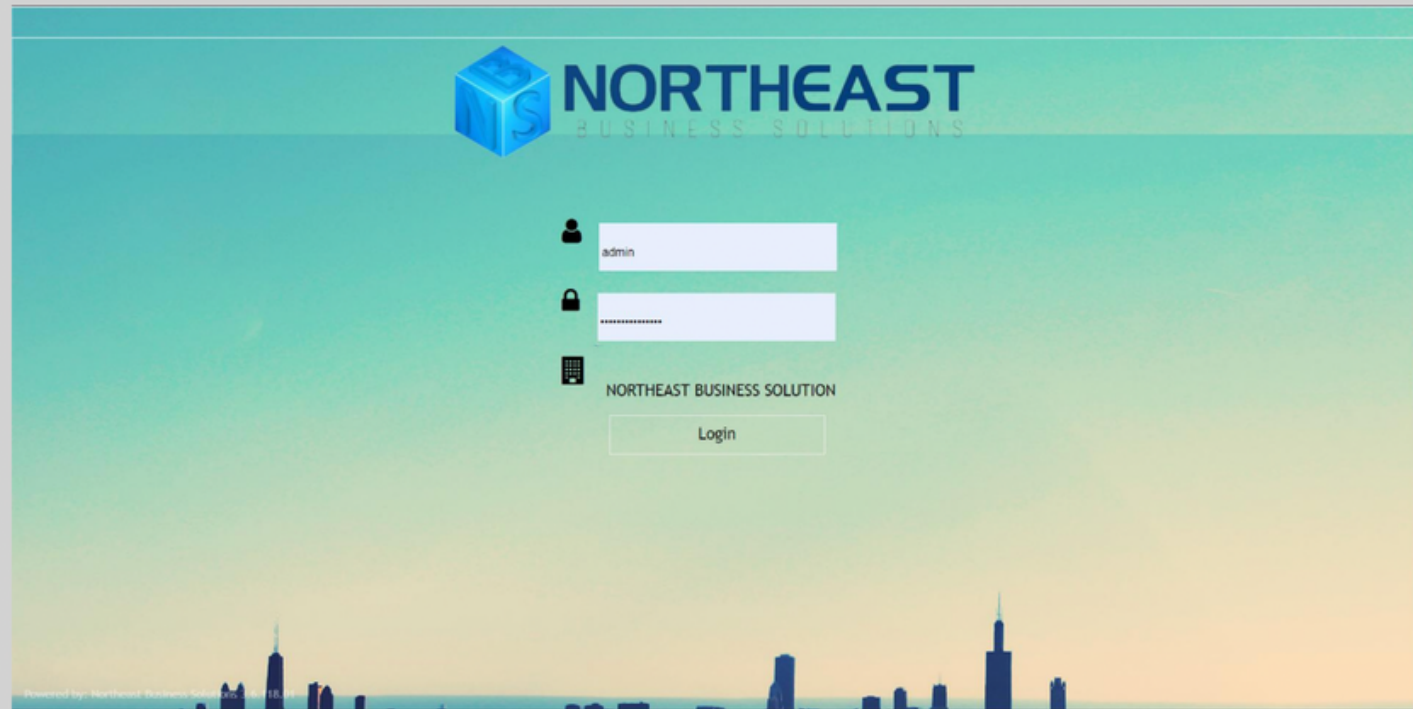
---

Cloud-Based  
Installation

---

On-premise  
Installation

---



# HOME PAGE



Administration



HRIS



Time  
Management  
Modules



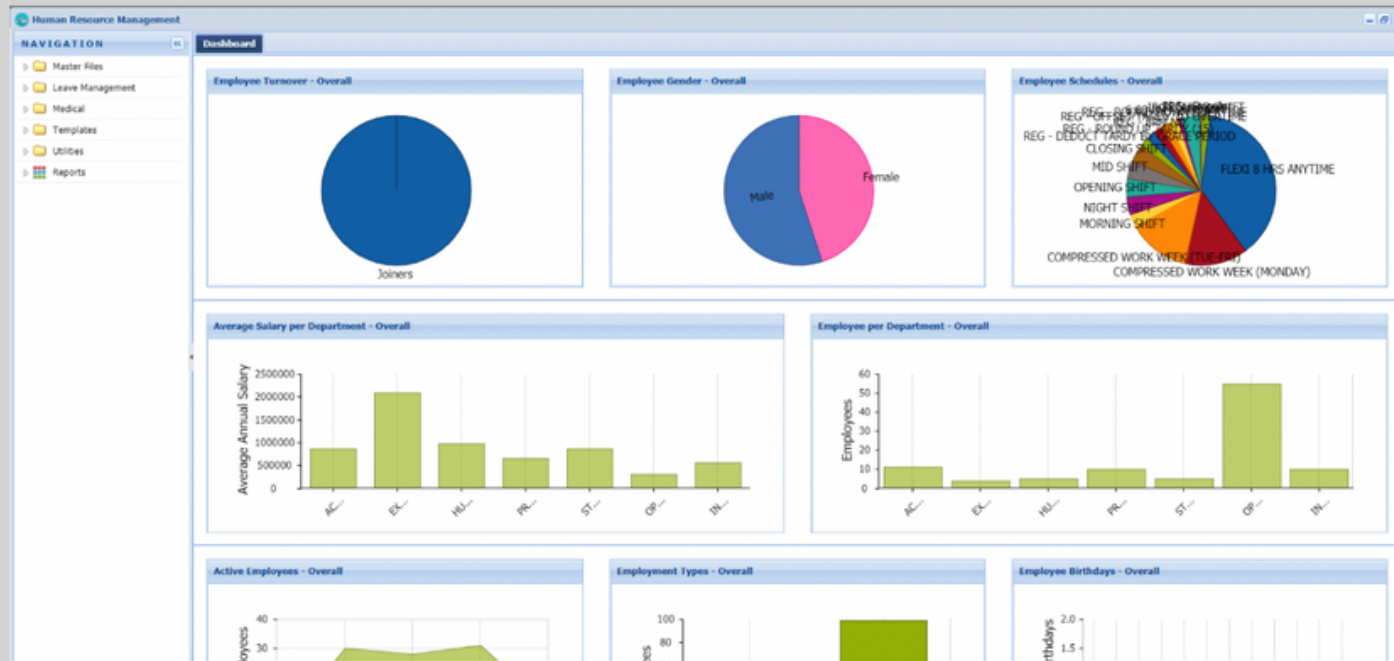
Payroll  
Modules



Reports







# EMPLOYEE 201 FILE

Personal Information  
Employment Information  
Additional Information  
Employment Accountability  
Educational Attainment  
ID's and Licenses  
Compensation and Benefits  
Tax Information  
Attendance Settings  
Access and Security  
Performance Evaluation  
Medical Information  
History

The screenshot displays the 'View Employees' page in a Human Resource Management system. The page is divided into several sections: a navigation sidebar on the left, a top navigation bar, and a main content area. The main content area shows the employee's profile, including a photo, basic information, and detailed personal information.

**Navigation Sidebar:**

- Master Files
- Leave Management
- Medical
- Templates
- Utilities
- Reports

**Top Navigation Bar:**

- Dashboard
- Employees
- View Employees

**Employee Profile:**

Employee Code\*: NIS-10054  
First Name\*: KATE  
Suffix: ACUÑA  
Middle Name: KASAN  
Last Name\*:  
Remarks:

**Personal Information:**

Salutation:	MS.	Nickname:	ATE	Gender:	Male
Citizenship:	Filipino	Date of Birth:	02/08/1972	Place of Birth:	DANAO
Civil Status:	Separated	Religion:	Jehovah's Witnesses	Ethnicity:	SUBANON
Email Address:	Kasan.Kate@nris.systems	Nationality:	Filipino	Height:	0
				Weight:	0

Remarks:

**Contact Details:**

Contact Type	Number	Active	Default
Fax No.		<input type="checkbox"/>	<input type="radio"/>
Mobile No.	63917-1234567	<input checked="" type="checkbox"/>	<input type="radio"/>
Tel No.	(800) 351-0158	<input checked="" type="checkbox"/>	<input type="radio"/>

Present Address: CHESTER, PA 19013  
Permanent Address: CHESTER, PA 19013

**Parents:**

Relationship	Salutation	First Name	Middle Name	Last Name	Suffix	Date of Birth	Occupation	Encoded By	Modified By
Father	MR.	JOHN	PROTACIO	KASAN				admin admin	
Mother	MRS.	MARINA	ACUÑA	KASAN				admin admin	

Encoded By: admin admin Date Encoded: 07/04/2019 10:18 AM Modified By: admin admin Date Modified: 09/03/2019 03:09 PM



# PROCESS ATTENDANCE

Time Management

NAVIGATION

Dashboard

Process Time Sheet

Open

Add

Remove

Reprocess

Lock

Unlock

Search

Type to search

Show:

Employee:

Department:

Pay Group:

Team:

Position:

Date Range:

Active

(All)

(All)

(All)

(All)

(All)

Current Month

Employee

Perfect Attendance

Actual Work

Regular Day

Status

Code

Name

Days

Hours

Days

Hours

BASIC (hrs)

LEAVE (hrs)

OT (hrs)

NO (hrs)

OTND (hrs)

TARDY (mins)

TARDY Count

Overbreak (mins)

Under (mins)

NBS-10001

ABAO, ABOGAIL J.

20

190.00

19.00

180.50

180.50

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10002

ACOSTA, ABILEEN K.

20

190.00

19.00

180.50

180.50

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10003

ACUÑA, AIZA K.

20

190.00

19.00

180.50

180.50

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10004

AQUILAR, ALDEN K.

20

190.00

19.00

180.50

180.50

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10005

ALCALA, AMHAN K.

20

190.00

19.00

180.50

180.50

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10006

BALDERAS, BAYANI K.

22

191.00

19.00

152.25

152.25

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10007

BALLESTEROS, BALTAZAR L.

20

190.00

19.00

180.50

180.50

0.00

0.00

0.00

0.00

0.00

0.00

0

0.00

NBS-10008

BALTAZAR, BALAGTAS L.

NBS-10009

BARBA, BARTOLOME L.

NBS-10010

BARCELONA, BEENVENDO L.

NBS-10011

CABALLERO, CHESA L.

NBS-10012

CABRERA, CRISANTO M.

NBS-10013

CACERES, CAESAR M.

NBS-10014

CALDERON, CALVEN M.

NBS-10015

CAMAÑO, CAMILLE M.

NBS-10016

DE CASTRO, DALISAY M.

NBS-10017

DE GRACIA, DANILO N.

NBS-10018

DE GUZMAN, DIVINA N.

NBS-10019

DE JESUS, DASSY N.

NBS-10020

DE LARA, DAMEN N.

NBS-10021

ENRIQUEZ, EDGARDO N.

NBS-10022

ESGUERRA, EDUARDO O.

NBS-10023

ESPINOZA, ERLAT O.

NBS-10024

ESTRELLA, ERNESTO O.

NBS-10025

EVANGELISTA, ESTRELLITA O.

NBS-10026

FERNANDEZ, FERMIN O.

Time Management

NAVIGATION

Dashboard

Process Time Sheet

View Process Time Sheet

Delete

Reprocess

Lock

Unlock

Employee Code:

NBS-10004

Employee Name:

KARAN, KATE A.

Show All Columns:

Schedules

Attendance Type

Paid Holiday

Start Time

End Time

Half-O...

Standard Regular Hours

Night Differential

Total Credited Hours

Tardy (minutes)

Overbreak (minutes)

Underbreak (minutes)

Tardy + Underbreak + Overbreak (minutes)

Worked OT (Hours)

Status

Date

Day

Shift Schedule C...

Shift Schedule N...

Day Type

Attendance Type

Paid Holiday

Start Time

End Time

Half-O...

Standard Regular Hours

Night Differential

Total Credited Hours

Tardy (minutes)

Overbreak (minutes)

Underbreak (minutes)

Tardy + Underbreak + Overbreak (minutes)

Worked OT (Hours)

09/01/2019

Sunday

FLEXI 8 HRS AN...

FLEXI 8 HRS AN...

Rest Day

Rest Day

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/02/2019

Monday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/03/2019

Tuesday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/04/2019

Wednesday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/05/2019

Thursday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/06/2019

Friday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/07/2019

Saturday

FLEXI 8 HRS AN...

FLEXI 8 HRS AN...

Rest Day

Rest Day

0

0

0

0

0

0

0

0

09/08/2019

Sunday

FLEXI 8 HRS AN...

FLEXI 8 HRS AN...

Rest Day

Rest Day

0

0

0

0

0

0

0

0

09/09/2019

Monday

FLEXI 8 HRS AN...

FLEXI 8 HRS AN...

Special Holiday

Present

Yes

7:00 AM

5:15 PM

7.25

0

7.25

0

0

0

0

2.25

09/10/2019

Tuesday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/11/2019

Wednesday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/12/2019

Thursday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/13/2019

Friday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

09/14/2019

Saturday

FLEXI 8 HRS AN...

FLEXI 8 HRS AN...

Rest Day

Rest Day

0

0

0

0

0

0

0

0

09/15/2019

Sunday

FLEXI 8 HRS AN...

FLEXI 8 HRS AN...

Rest Day

Rest Day

0

0

0

0

0

0

0

0

09/16/2019

Monday

IRC - Regular

IRC - Regular

Regular Day

Present

7:00 AM

5:15 PM

9.5

0

9.5

0

0

0

0

0

Details

Daily Time Record

Overtime Filing

Time Log Filing

Leave Filing

Official Business Filing

Change Shift Filing

Change Day Type Filing

Underline Filing

Half Day Filing

Breakdown

New

Date

Day

Time In

Time Out

Hours

Time In(Remarks)

Time Out(Remarks)

Encoded By

Date Encoded

Modified By

Date Modified

09/02/2019

Monday

8:00 AM

12:15 PM

2.00

Generated DTR

Generated DTR

admin admin

admin admin

09/02/2019

Monday

1:00 PM

5:15 PM

2.00

Generated DTR

Generated DTR

admin admin

admin admin

09/03/2019

Tuesday

8:00 AM

12:15 PM

3.00

Generated DTR

Generated DTR

admin admin

admin admin

09/11/2019

Thursday

1:00 PM

4:14 PM

1.00

Generated PTD

Generated PTD

admin admin

admin admin

Displaying 42

Encoded By: Date Encoded: Modified By: Date Modified:

# SHIFT SCHEDULES

Time Management

Dashboard SHIFT Schedules View Weekly Shift Schedules

Code\*: 200

Name\*: COMPRESSED WORK WEEK

Remarks: SUPERVISORS SHIFT

Active: ☒

Add Employee Remove Employee

Employee Code	Employee Name
<input type="checkbox"/> NBS-10013	CACERES, CAESAR M.
<input type="checkbox"/> NBS-10014	CALDERON, CALVIN M.
<input type="checkbox"/> NBS-10015	CAMACHO, CAMILLE M.
<input type="checkbox"/> NBS-10016	DE CASTRO, DALISAY M.
<input type="checkbox"/> NBS-10017	DE GRACIA, DANLO N.
<input type="checkbox"/> NBS-10019	DE JESUS, DAISY N.
<input type="checkbox"/> NBS-10020	DE LARA, DAMEN N.
<input type="checkbox"/> NBS-10021	ENRIQUEZ, EDGARDO N.
<input type="checkbox"/> NBS-10022	ESQUIERRA, EDUARDO O.
<input type="checkbox"/> NBS-10023	ESPINOSA, ERLAT O.
<input type="checkbox"/> NBS-10025	EVANGELISTA, ESTRELLITA O.
<input type="checkbox"/> NBS-10026	FERNANDEZ, FERMIN O.
<input type="checkbox"/> NBS-10027	FLORES, FABIAN P.
<input type="checkbox"/> NBS-10028	FRANCO, FAITH P.

35

Weekly Schedule

Day	Shift Schedule	Rest Day	Encoded By	Date Encoded	Modified By	Date Modified
Monday	COMPRESSED WORK WEEK (MONDAY)	<input type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Tuesday	COMPRESSED WORK WEEK (TUE-FRI)	<input type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Wednesday	COMPRESSED WORK WEEK (TUE-FRI)	<input type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Thursday	COMPRESSED WORK WEEK (TUE-FRI)	<input type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Friday	COMPRESSED WORK WEEK (TUE-FRI)	<input type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Saturday	FLEXI 8 HRS ANYTIME	<input checked="" type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Sunday	FLEXI 8 HRS ANYTIME	<input checked="" type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Regular Holiday	FLEXI 8 HRS ANYTIME	<input type="checkbox"/>	admin admin	07/04/2019 10:40 AM		
Special Holiday						
Special Holiday 2						
Double Holiday						

Time Management

Dashboard SHIFT Schedules View Weekly Shift Schedules View Shift Schedules

Type\*: Fixed

Working Hours\*: 10

Shift: Break Hours: 0

Start Day: Today

Time In: 7:30 AM

Time out: 5:30 PM

Code\*: COMPRESSED WORK WEEK (MONDAY)

Remarks:

Description\*: COMPRESSED WORK WEEK (MONDAY)

Active: ☒ Show on ESS: ☒

Break Schedules

Pre-approved & Offset OT

Purge Schedules

Option & Settings

Rounding Settings

Tardy

☒ Compute Tardy After:

☐ Deduct Tardy by Grace Period

☐ Offset Tardy, Overbreak & Undertime by OT

Grace Period: 15 (mins)

Undertime

☒ Compute Undertime

Leave

Leave Credit\*: 10.0000 (hours)

Leave Quantity\*: 1.2500 (day/s)

Cleanup

Allowed Time In:

Halfday

2 Hours Tardy = Half Day

0 Hours Overbreak = Half Day

0 Hours Undertime = Half Day

0 Hours Tardy+Overbreak+Undertime=Half Day

Time In After = Half Day

Overtime

☒ Compute Overtime

☐ Compute Early Overtime

☐ Credit Overtime as Basic

☐ Deduct OT by Tardy, Overbreak & Undertime

☐ Deduct OT by Consumed Grace Period

☒ Include in OT auto-filling

☒ OT Core Time Needs Approval

☒ OT Outside Core Time Needs Approval

☐ Exclude Basic on Minimum OT

Minimum OT(mins):

Minimum Early OT(mins):

Minimum Late OT(mins):

Deduct OT(mins):

Break

☒ Compute Overbreak

☒ Accumulate Break

Absent

Absent Credit(hrs): 0

Hours Tardy + Overbreak + Undertime = Absent: 0.00

☐ No Break = Absent

Minimum Core Hours: 0.00

Time In After = Absent:

Time Out Before = Absent:

ND

☒ Compute ND

☒ Compute OTND

Start Time: 10:00 PM

End Time: 6:00 AM

Other

Time-out not Required: ☐

☒ Include next day Time-out in buffer

Next Time In After (mins)

Encoded By: admin admin Date Encoded: 07/04/2019 10:25 AM Modified By: admin admin Date Modified: 07/04/2019 10:29 AM

# PAYROLL PROCESS

Payroll

NAVIGATION

- Master Files
- Government Tables
- Transactions
- Filing and Approval
- Loan Management
- Banking
- SSS
- Philhealth
- Pag-IBIG
- BOR
- Reports

Dashboard Payroll Entries View Payroll Entries

Payroll Date: 09/15/2019 Payroll Entry #: PE-000054

Month: September Year: 2019 Period: 1st Period Pay Group: NON-CONFIDENTIAL Start Date: 08/16/2019 End Date: 08/31/2019 Batch No: 1

Description:

☐ Adjustment Only ☐ Annualize ☐ Compute nth Month Pay

Employees Foreign Exchange

Search Type to search

Employee Code	Employee Name	Bank Account No.	Pay Group	Department	Employment ...	Time Source	Date Hired	Date Separat...	Gross Pay	Allowance	Deduction	Net Pay
NBS-10054	KABAN, KATE A.	1234567943	NON-CONFIDEN...	OPERATIONS	Regular	Time Sheet	02/23/2018		11,853.45	4,859.86	1,047.50	10,805.95
NBS-10052	KALAW, KARL A.	1234567941	NON-CONFIDEN...	OPERATIONS	Regular	Time Sheet	02/21/2018		16,277.28	4,097.73	2,043.01	14,234.27
NBS-10055	KANTO, KATHERINE A.	1234567944	NON-CONFIDEN...	OPERATIONS	Regular	Time Sheet	03/24/2018		14,313.06	4,067.73	1,332.80	13,474.86
NBS-10053	KING, KARLA A.											
NBS-10051	KONG, KAREN U.											
NBS-10060	LA GUARDIA, LILWAYWAY B.											
NBS-10056	LABATOR, LAURO A.											
NBS-10057	LABRINTO, LIBERATO B.											
NBS-10058	LABRADOR, LIGAYA B.											
NBS-10059	LACSAMANA, LIZWANAG B.											
NBS-10061	MACABUGTO, MAKISIG B.											
NBS-10062	MACADAYA, MAGANDA C.											
NBS-10063	MAESTRADO, MAHAL C.											
NBS-10064	MAHLUM, MALAYA C.											
NBS-10065	MALUPONG, MARICOT C.											
NBS-10066	NACIONAL, NADIA C.											
NBS-10067	NADA, NANCY D.											
NBS-10069	NAVARRO, NARCISO D.											
NBS-10070	NAVOS, NATALIA D.											
NBS-10068	NAVVE, NANETTE D.											
NBS-10072	NAZARENO, NANCY D.											

Dashboard Payroll Entries View Payroll Entries

Payroll Date: 09/15/2019 Payroll Entry #: PE-000054

Employee Detail

Employee Name: KABAN, KATE A. Monthly Basic: 11,814.00 Monthly Allowance: 5,000.00 Gross: 11,853.45

Tax Exemption: Z Daily Basic: 537.00 Daily Allowance: 227.27 Deductions: 1,047.50

Total Exemptions: 0.00 Hourly Basic: 67.12 Hourly Allowance: 29.41 Net Pay: 10,805.95

Earnings External Earnings Deductions External Deductions Loans Tax Computation Historical Information

Code	Name	Quantity	Hours	Rate	Amount	Type	Number	Remarks
BASIC	BASIC	0.00	95.00	1.00	6,376.88	Taxable (Basic Salary)	PE-000054	
TARDY	TARDY	-60.00	-1.00	1.00	-67.13	Taxable (Basic Salary)	PE-000054	
ABSENT	ABSENT	0.00	0.00	1.00	0.00	Taxable (Basic Salary)	PE-000054	
REG OT	REG OT	0.00	1.75	1.25	146.84	Taxable (Overtime Pay)	PE-000054	
HOLIDAY PAY	HOLIDAY PAY	0.00	8.00	1.00	537.00	Taxable (Holiday Pay)	PE-000054	
ALLOWANCE	ALLOWANCE	0.00	95.00	1.00	2,498.86		PE-000054	
TARDY AL	TARDY AL	-60.00	-1.00	1.00	-38.41		PE-000054	
REG OT AL	REG OT AL	0.00	1.75	1.25	62.14		PE-000054	
HOLIDAY PAY AL	HOLIDAY PAY AL	0.00	8.00	1.00	227.27		PE-000054	
RICE SUBSIDY	RICE SUBSIDY	0.00	0.00	1.00	1,000.00	Non-taxable (De Minimis Benefits)	PE-000054	
LAUNDRY ALLOWANCE	LAUNDRY ALLOWANCE	0.00	0.00	1.00	150.00	Non-taxable (De Minimis Benefits)	PE-000054	
TRANSPORTATION ALLOWANCE	TRANSPORTATION ALLOWANCE	0.00	0.00	1.00	750.00	OTHER	PE-000054	

12

-120.00 207.50 11,853.45

Displaying 12



# EMPLOYEE SELF SERVICE PORTAL LOGIN

Web Based

---

Multi Company

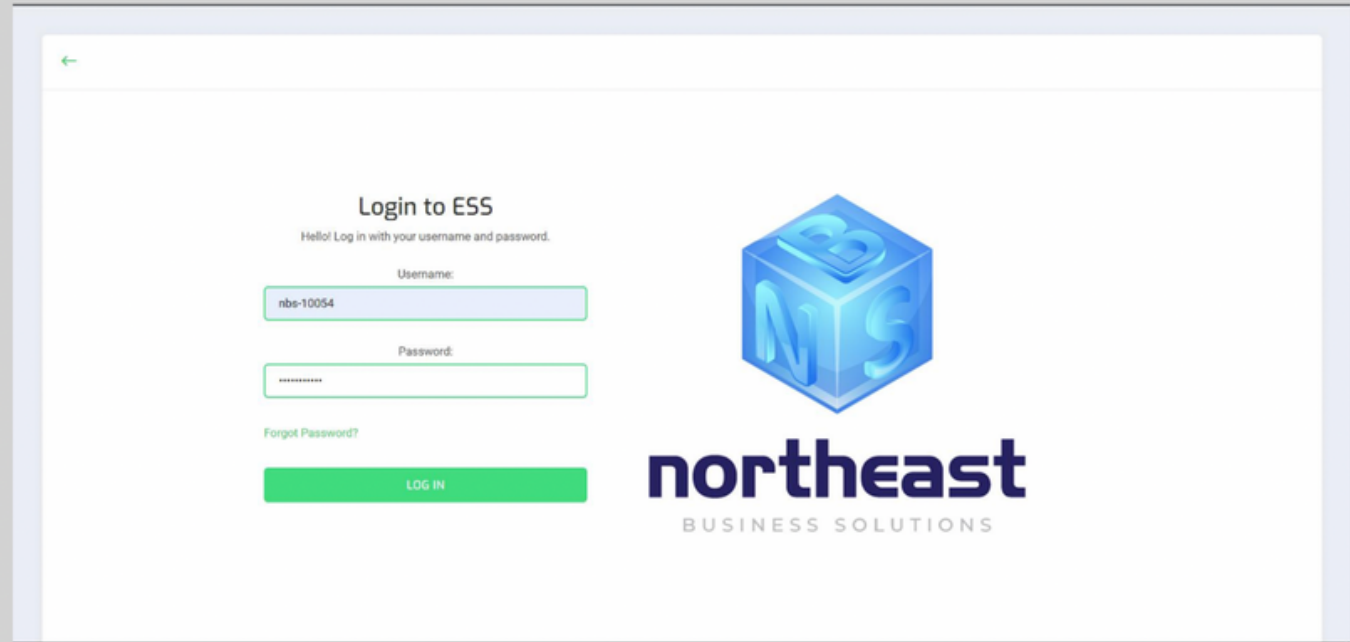
---

Cloud-Based  
Installation

---

On-premise  
Installation

---



The screenshot shows a web-based login interface for the Employee Self Service (ESS) portal. The page has a clean, white background with a light blue border. At the top left, there is a small green back arrow. The main heading is "Login to ESS" in a bold, dark blue font. Below it, a smaller line of text reads "Hello! Log in with your username and password." The login form consists of two input fields: "Username:" and "Password:". The username field contains the text "nbs-10054". The password field is masked with dots. Below the password field, there is a link that says "Forgot Password?". At the bottom of the form is a large green button labeled "LOG IN". To the right of the login form is the Northeast Business Solutions logo, which features a blue 3D cube with the letters "NB" on the top face and "NS" on the front face. Below the cube, the word "northeast" is written in a bold, dark blue font, and "BUSINESS SOLUTIONS" is written in a smaller, grey font below it.

←


**Login to ESS**  
Hello! Log in with your username and password.

Username:  
nbs-10054





Password:  
••••••••


[Forgot Password?](#)

**LOG IN**


  
**northeast**  
BUSINESS SOLUTIONS

# HOME PAGE

  September 09, 2019 (Mon): Regular Working Day   KATE A. KASAN





[CREATE REQUEST](#) [VIEW PAYSUP](#)


 My Leaves


Vacation Leave: 15.00


Sick Leave: 6.00


 My Profile


 My Team


 My Daily Time Record

 My Timesheet


 My Leave Ledger

 My Loan Ledger


 Dashboard




Time Logs




Change Shifts




Change Day Types




Official Business




Leaves




Overtime



Reimbursements

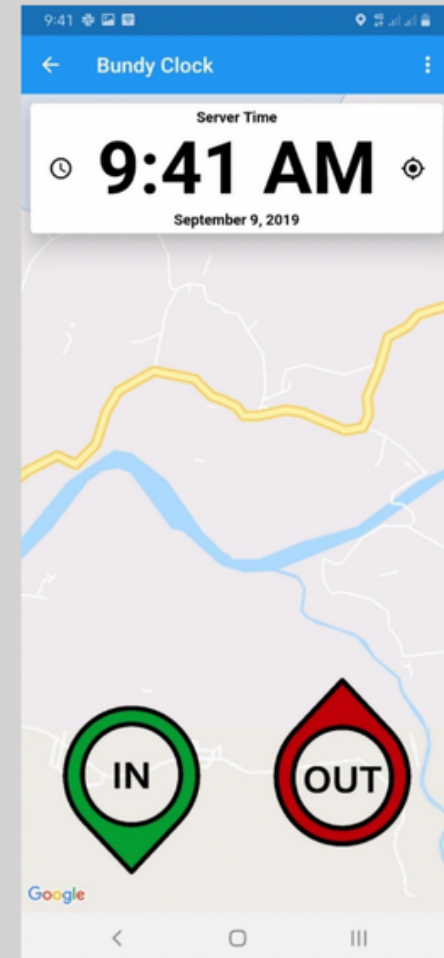
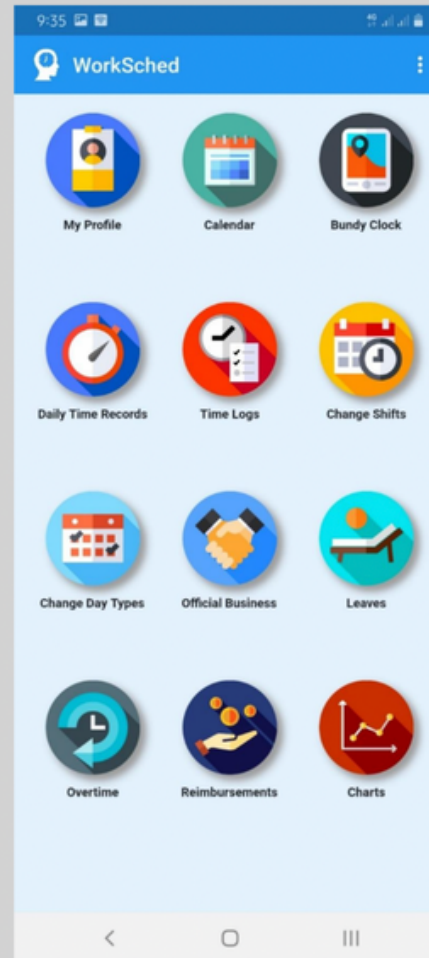
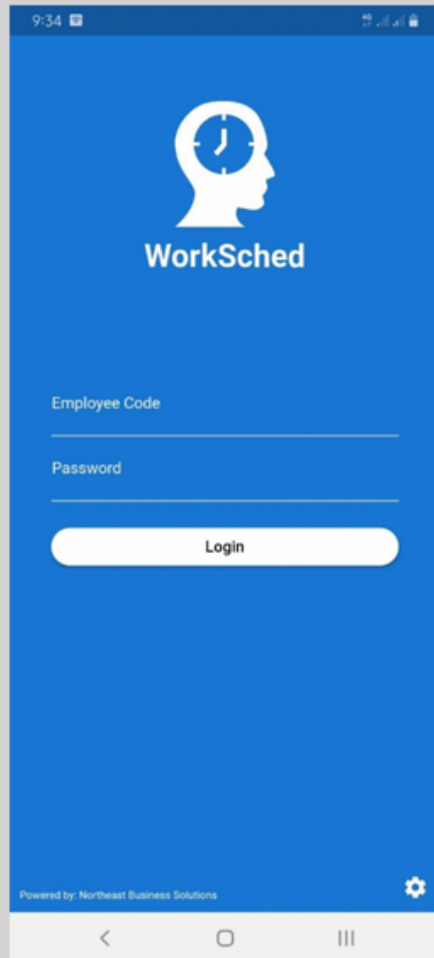


My Calendar



My Payroll

# ANDROID APPLICATION WITH GEOTAGGING





GOT QUESTIONS ?

REACH OUT TO US!

## Got questions?

Reach out to us and we will gladly help you with your HRIS requirements.



[marketing@valueline.com.ph](mailto:marketing@valueline.com.ph)



8657 2257