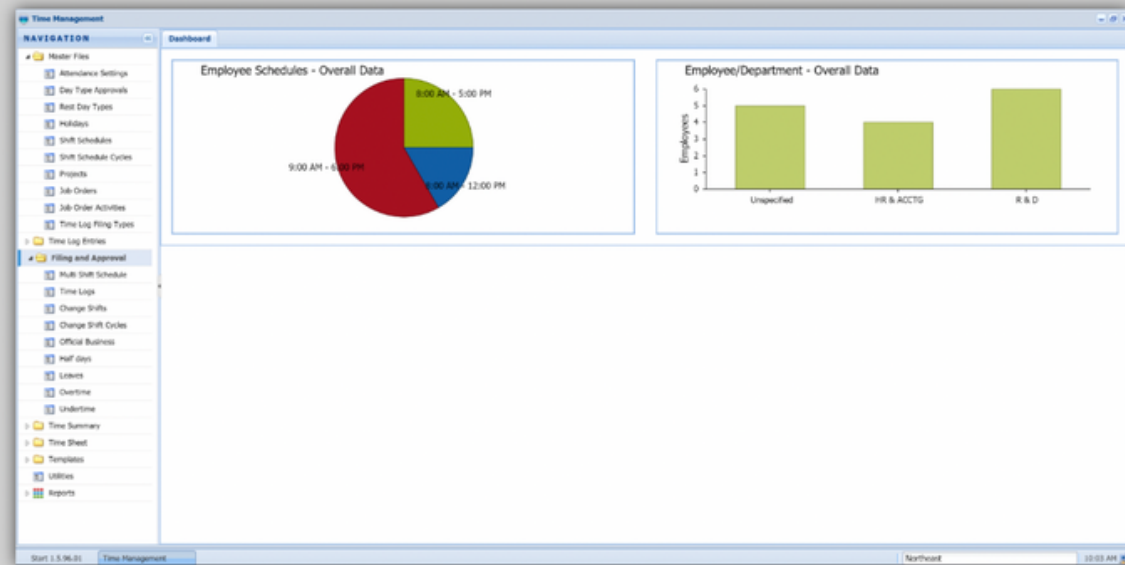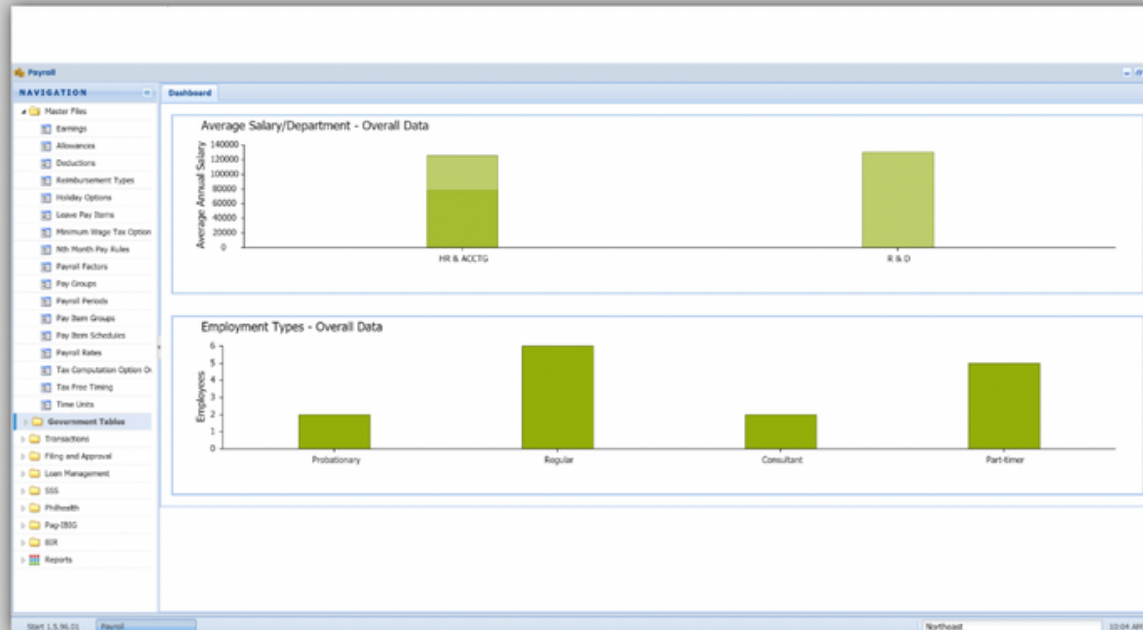# Time Management Module

- ✓ 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

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
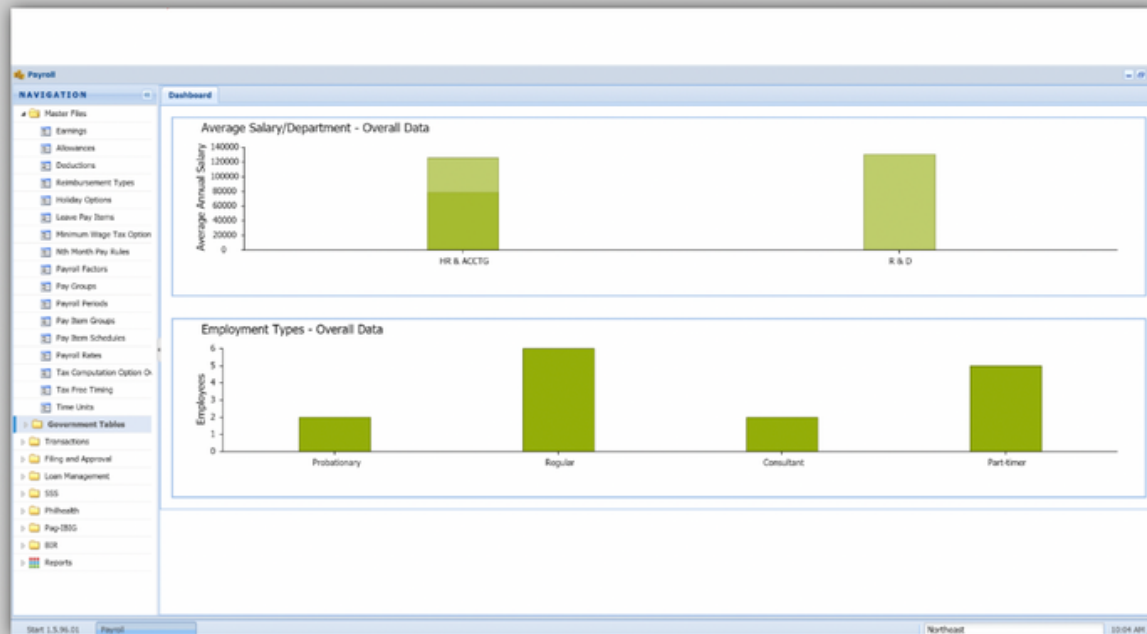- Leave Forfeit Schedules

Time Management Module

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- ✓ 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 Muti-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
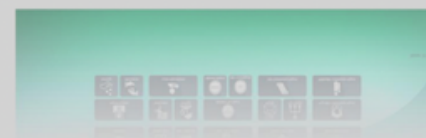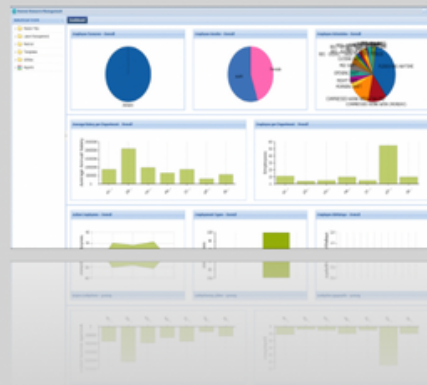
LOGIN

Web Based

Multi Company

Cloud-Based
Installation

On-premise
Installation
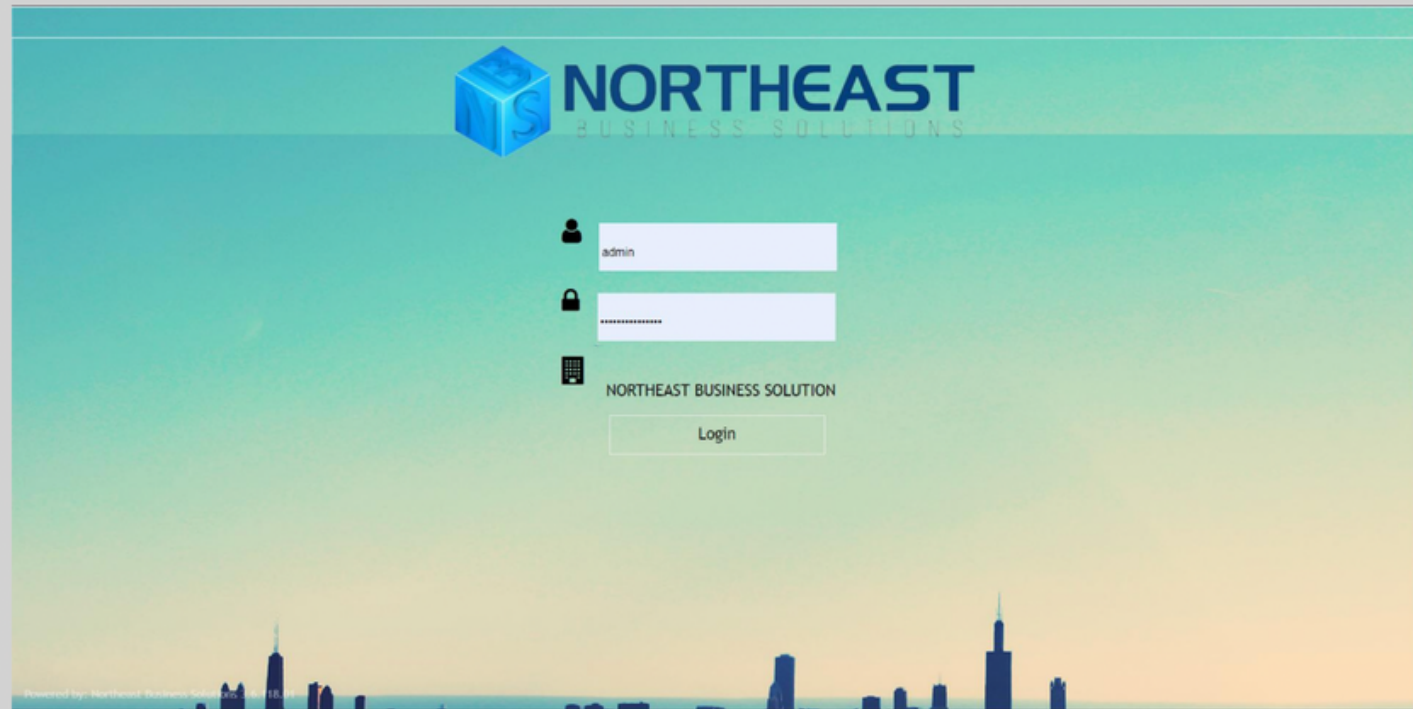
HOME PAGE

- ⚙ Administration
- 👷 HRIS
- ⏰ Time Management Modules
- 💲 Payroll Modules
- 📊 Reports

NORTHEAST BUSINESS SOLUTION   admin admin

| Administration | Human Resource Management | Time Management | Payroll | Data Migration |

| Users | Shift Schedules | Change Day Types | Official Business | Payroll Entries | Loan Entries |

| Employees | Change Shifts | Raw Time Logs | Daily Time Records | Process Time Sheet | Payroll Adjustments |

| Payroll Register | Deductions | Holidays | Alphalist File Report | Payslip | Pay Groups | Pag IBIG Contribution Report |

| Earnings | Allowances | Leave Adjustments | Alphalist Report | BIR 2316 Report | SSS Contribution Report | Philhealth Contribution Report |

Version: 3.6.118.01

HRIS DASHBOARD

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

PROCESS ATTENDANCE

SHIFT SCHEDULES

PAYROLL PROCESS

EMPLOYEE SELF SERVICE PORTAL LOGIN

Web Based

Multi Company
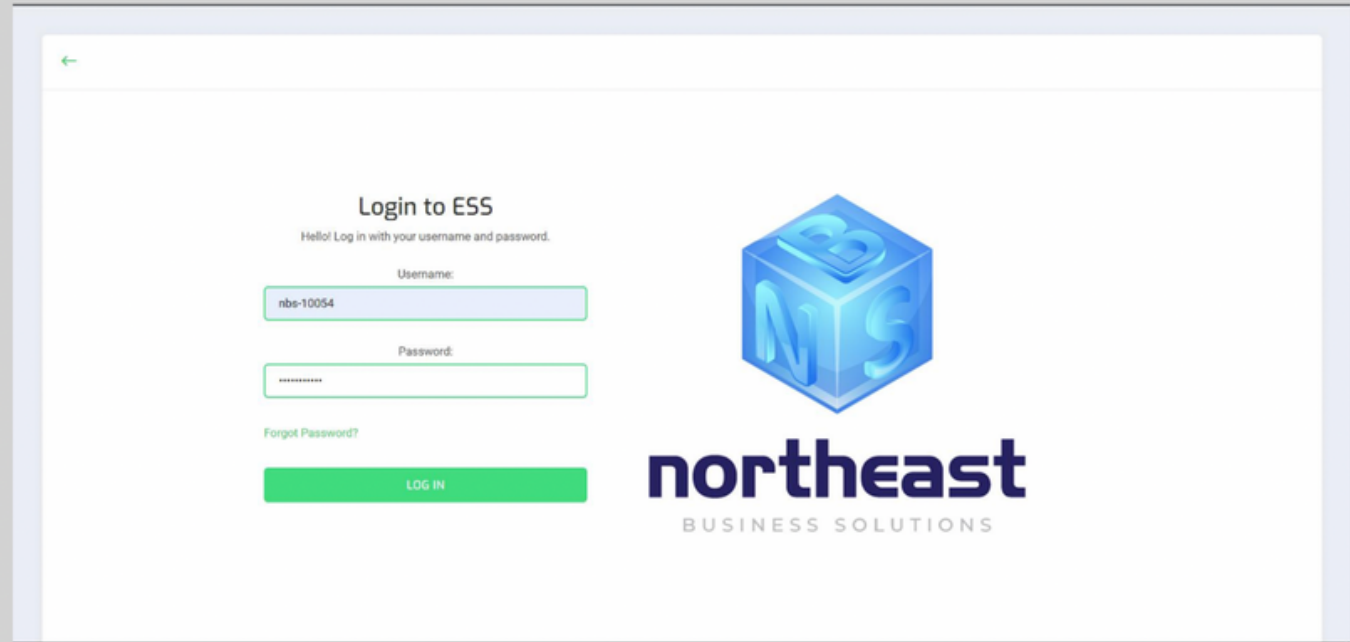
Cloud-Based
Installation

On-premise
Installation

Login to ESS

Hello! Log in with your username and password.

Username:

nbs-10054

Password:

••••••••••

Forgot Password?

LOG IN

northeast

BUSINESS SOLUTIONS
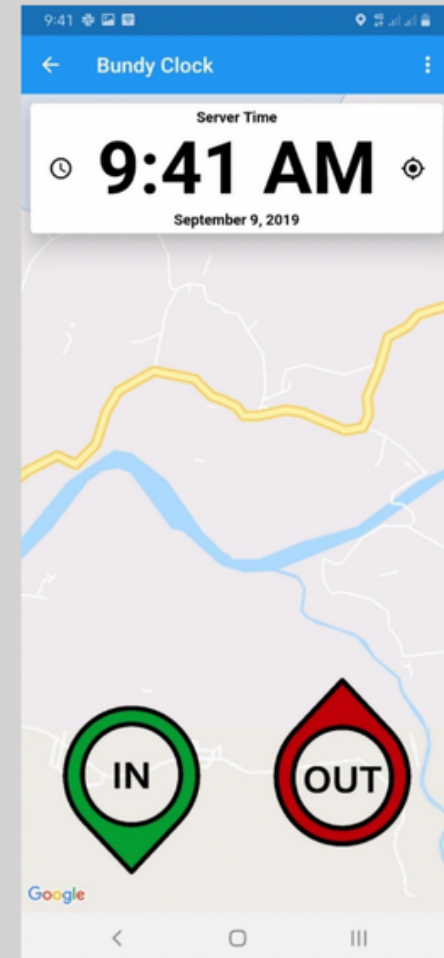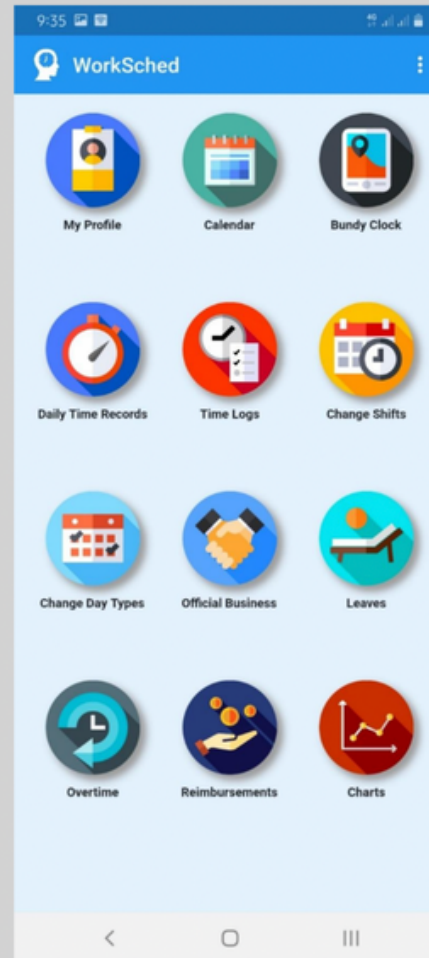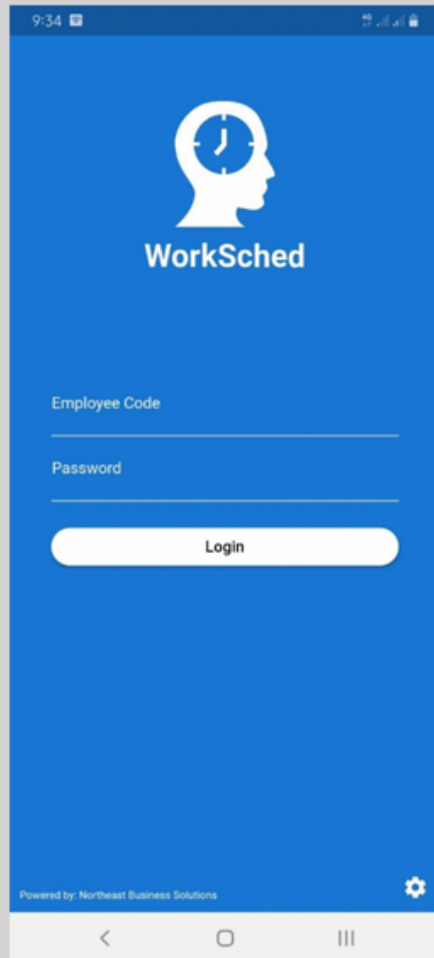
HOME PAGE

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

☎ 8657 2257

IN GOD WE TRUST

VALUELINE
SYSTEMS & SOLUTIONS CORP.
technology solutions that work