

Branch Setup



MAIN MENU

Dashboard



HRM

Branch



Employees



Holidays

Upon logging-in **Click the Branch Sidebar Button** to proceed.

Branch Setup

Add New Branch

Upload Branch Logo

Name *	Contact Number	Branch Type *
<input type="text"/>	<input type="text" value="PH +63 9123456789"/> Enter number without country code	<input type="text" value="Main"/>
Wage Order	TIN	
<input type="text"/>	<input type="text"/>	
Address(Location) *		
<input type="text"/>		
SSS Contribution Type *	Philhealth Contribution Type *	
<input type="text" value="System Computation"/>	<input type="text" value="System Computation"/>	
Pag-ibig Contribution Type *	Withholding Tax Contribution Type *	
<input type="text" value="System Computation"/>	<input type="text" value="System Computation"/>	
Basic Salary	Salary Type	
<input type="text" value="Enter Basic Salary"/> Leave blank if salaries vary.	<input type="text" value="Select"/> Leave blank if salaries vary.	
Work Days Per Year *	Salary Computation Type *	SSS Contribution Template *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Branches are used to define salary breakdowns and system computations.

1. Add your company name, contact number, and upload your company logo (this will appear on payslips).
2. Choose a **contribution type**:
 - a. **System Computation** – follows DOLE regulations
 - b. **Fixed** – if you have fixed contribution amounts
 - c. **Manual** – entered manually per employee (201 file)
 - d. **None** – no contributions/deductions
3. Define workdays per year (e.g., 313, 261, 300, 365, or custom).
4. Select salary computation type: semi-monthly, monthly, bi-weekly, or weekly.