


# 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

**Upload** Cancel

Name \*

Contact Number

PH +63 ▾

9123456789

Branch Type \*

Main ▾

Wage Order

TIN

Address(Location) \*

SSS Contribution Type \*

System Computation ▾

Philhealth Contribution Type \*

System Computation ▾

Pag-ibig Contribution Type \*

System Computation ▾

Withholding Tax Contribution Type \*

System Computation ▾

Basic Salary

Enter Basic Salary

Leave blank if salaries vary.

Salary Type

Select

Leave blank if salaries vary.

Work Days Per Year \*

Select ▾

Salary Computation Type \*

Select ▾

SSS Contribution Template \*

Select ▾

Cancel

Add Branch

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.