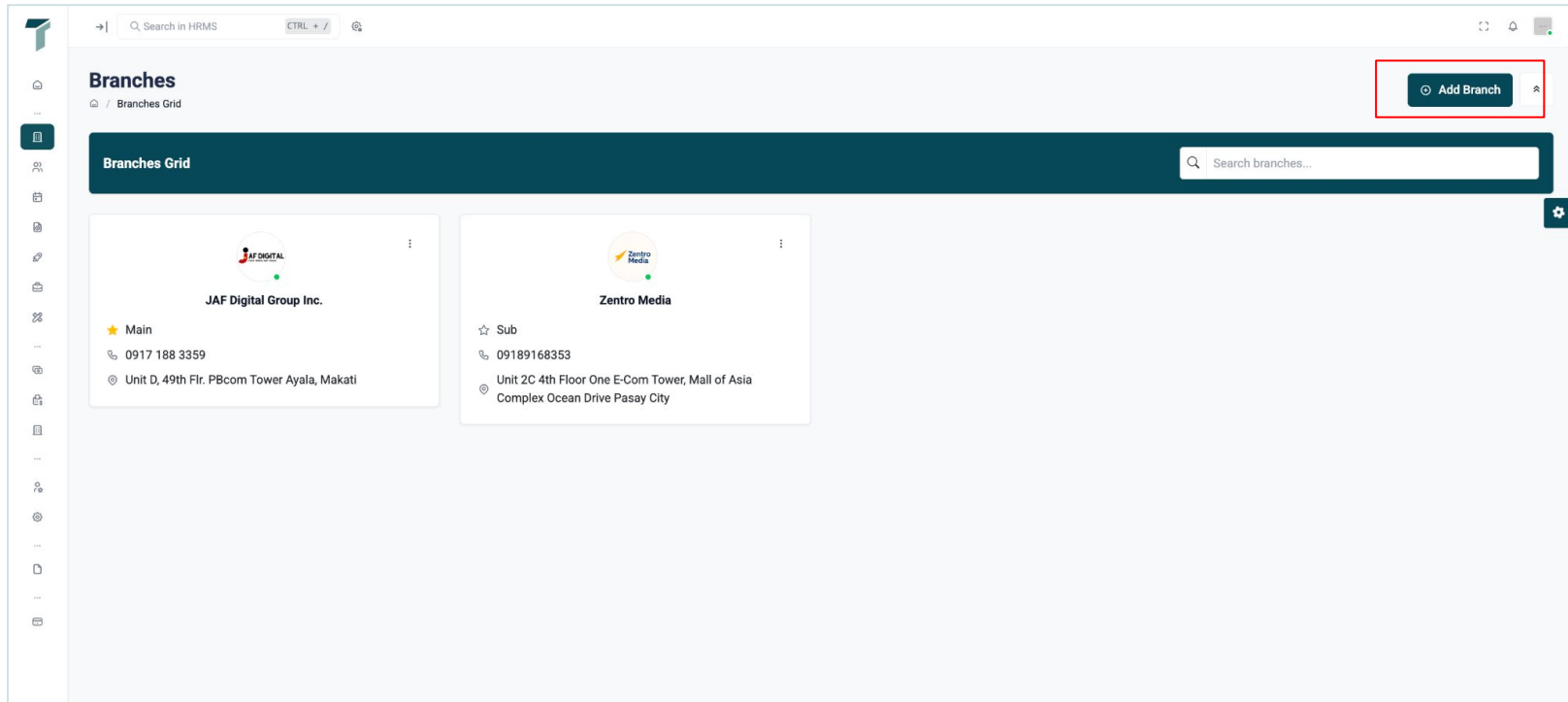




HOW TO ADD MAIN BRANCH

HOW TO ADD MAIN BRANCH



Step 1: Click the **"Add Branch" button:** This will open the form to add a new branch.

HOW TO ADD MAIN BRANCH

Add New Branch

300 x 300

Upload Branch Logo

Upload

Cancel

Name *

Contact Number

Wage Order

TIN

Address(Location) *

SSS Contribution Type *

Philhealth Contribution Type *

Pag-ibig Contribution Type *

Withholding Tax Contribution Type *

Basic Salary

Salary Type

Work Days Per Year *

Salary Computation Type *

SSS Contribution Template *

Branch Type *

Main

Main

Sub

Cancel

Add Branch

Step 2: Fill out the branch details. Complete the required fields such as the branch name, contact number, wage order, TIN, address, contribution types (SSS, Pag-ibig, PhilHealth, Withholding Tax), basic salary, salary type, and salary computation type.

Step 3: Select Branch Type. In the "Branch Type" field, select **"Main"** from the available options.

Step 4: Upload the branch logo. The logo you upload will be reflected on the payslip.


Step 5: Once all the details are filled in, click the **"Add Branch" button** to save the information

Note:

Note: All branch details you fill out will be the **default settings** for all employees assigned to this branch.

HOW TO ADD MAIN BRANCH

Edit Branch

 Upload Branch Logo

Upload Cancel

Name *

JAF Digital Group Inc.

Contact Number *

0917 188 3359

Branch Type

Main

Wage Order

TIN

Address(Location)

Unit D, 49th Flr. PBcom Tower Ayala, Makati

Select

✓ System Computation

Fixed

Manual

None

Philhealth 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

261

Salary Computation Type *

Semi-Monthly

SSS Contribution Template *

2025

Note:

There are **four options** for deducting government contributions:

1. **System Computation** – Uses the standard and updated DOLE contribution tables.
2. **Manual** – Allows you to encode contribution amounts directly in the employee's 201 file.
3. **Fixed** – Ideal if all employees have the same fixed deduction amount.
4. **None** – Used if the employee has no contribution deductions.

Important:

1. If **System Computation** is selected, you **cannot switch to Manual** or enter a specific contribution amount in the employee's 201 file.
2. When **Manual** is selected, you may choose **any of the four options** directly in the employee's 201 file.