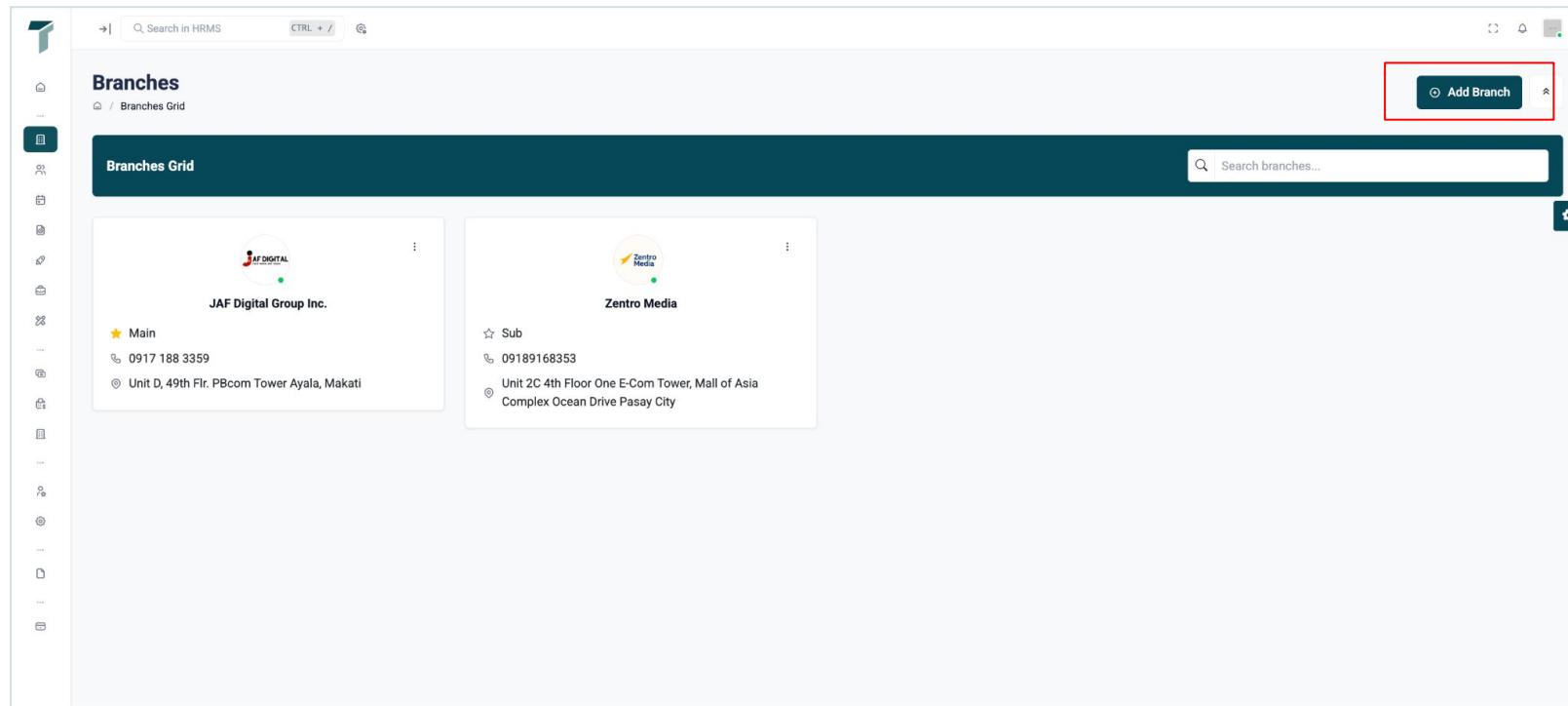




# HOW TO ADD MAIN BRANCH

# HOW TO ADD MAIN BRANCH



The screenshot shows the 'Branches Grid' section of the HRMS application. On the left, a sidebar contains various icons and a 'Branches' section with a 'Branches Grid' link. The main area displays two branches in a grid format:

- JAF Digital Group Inc.**: Marked as 'Main'. Contact info: 0917 188 3359, Unit D, 49th Flr. PBcom Tower Ayala, Makati.
- Zentro Media**: Marked as 'Sub'. Contact info: 09189168353, Unit 2C 4th Floor One E-Com Tower, Mall of Asia Complex Ocean Drive Pasay City.

A red box highlights the 'Add Branch' button in the top right corner of the grid header.

**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 Cancel

Name *	Contact Number	Branch Type *
<input type="text"/>	<input type="text"/>	<div><p>Main</p><p>Main</p><p>Sub</p></div>
Wage Order	TIN	
Address(Location) *		
<input type="text"/>		
SSS Contribution Type *	Philhealth Contribution Type *	
<input type="text"/>	<input type="text"/>	
Pag-ibig Contribution Type *	Withholding Tax Contribution Type *	
<input type="text"/>	<input type="text"/>	
Basic Salary	Salary Type	
<input type="text"/> Leave blank if salaries vary.	<input type="text"/> Leave blank if salaries vary.	
Work Days Per Year *	Salary Computation Type *	SSS Contribution Template *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<span>Cancel</span> <span>Add Branch</span>		

**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

Name \*

Contact Number \*

Branch Type

Wage Order

TIN

Address(Location)

Philhealth Contribution Type \*   
 System Computation  
 Fixed  
 Manual  
 None

Withholding Tax Contribution Type \*   
 System Computation

Salary Type   
Enter Basic Salary   
Leave blank if salaries vary.

Basic Salary

Leave blank if salaries vary.

Work Days Per Year

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.