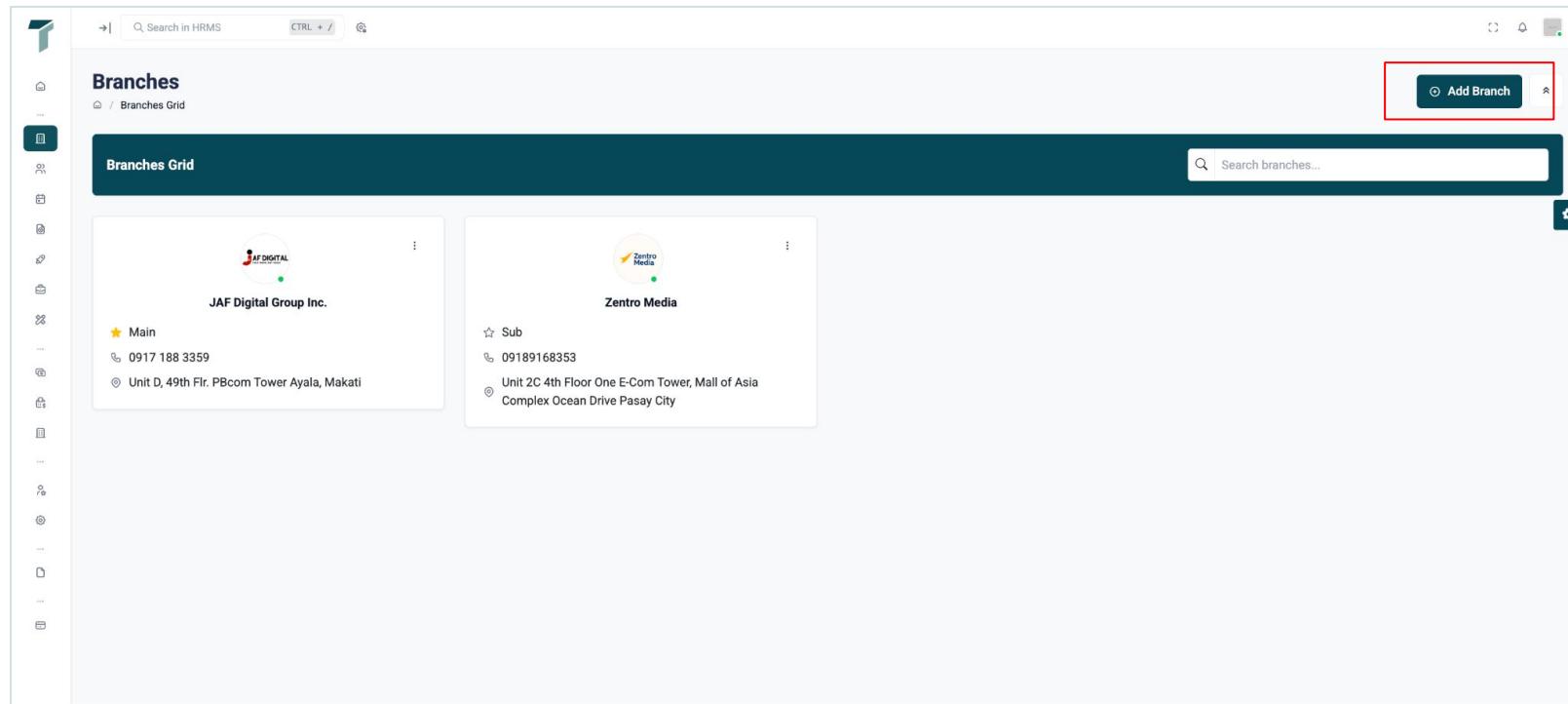




HOW TO ADD SUB-BRANCH

HOW TO ADD SUB-BRANCH



The screenshot shows the 'Branches' section of the HRMS system. On the left is a vertical toolbar with various icons. The main area is titled 'Branches Grid' and contains two entries:

- JAF Digital Group Inc.** (Main branch):
 - Logo: JAF DIGITAL
 - Phone: 0917 188 3359
 - Address: Unit D, 49th Flr. PBcom Tower Ayala, Makati
- Zentro Media** (Sub branch):
 - Logo: Zentro Media
 - Phone: 09189168353
 - Address: 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 area.

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

HOW TO ADD SUB-BRANCH

Add New Branch

Step 1: Select Branch Type. In the "Branch Type" field, select "Sub" from the available options.

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

Add New Branch

Branch Type *

- Main
- Main**
- Sub

Upload Branch Logo

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 *

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

HOW TO ADD SUB-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
Leave blank if salaries vary.

Basic Salary
Enter 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.