Timora

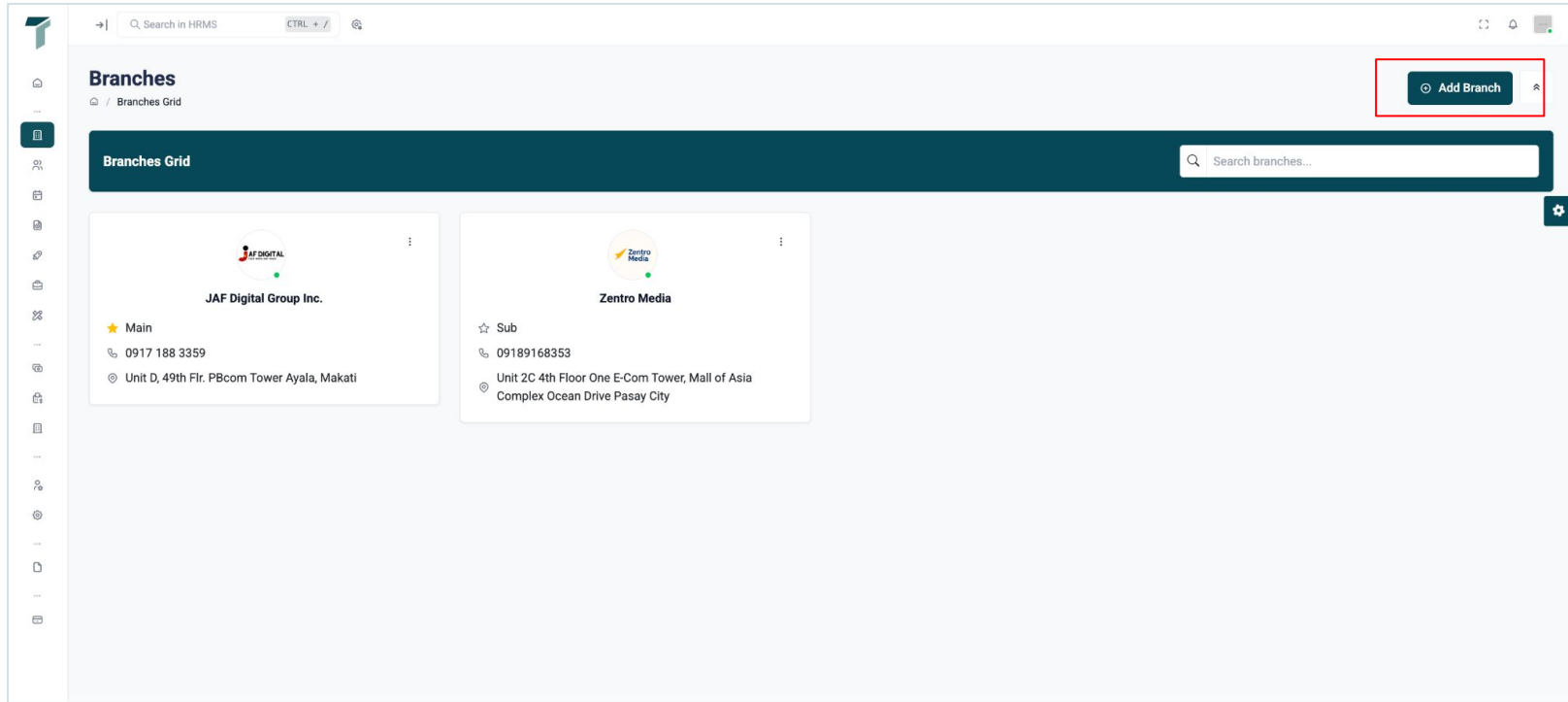# HOW TO ADD SUB-BRANCH

HOW TO ADD SUB-BRANCH

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

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
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.