



HOW TO VIEW & DOWNLOAD PAYROLL REPORTS

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Timora

MAIN MENU

- Dashboard
- Branch
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management

FINANCE & ACCOUNTS

- Payroll
- Payslip
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ADMINISTRATION

- User Management
- Settings

REPORTS

- Reports**
- Payroll Reports
- Alphabet Reports
- SSS Reports

BILLING

- Billing

Search in HRMS

Payroll Reports

Export 01/12/2025 - 31/12/2025 All Branches All Sort By Search

Pay Period Start: 2025-10-01

Pay Period End: 2025-11-15

Total Earnings: 1,644,512.60

Total Deductions: 140,748.04

Prepared By: Juan Della Cruz

Payroll Summary

BRANCH	EMPLOYEE NAME	WORKED HOURS	EARNINGS										
			Basic Salary	Overtime Pay	Overtime Night Diff	Leave Pay	Night Differential	Holiday Pay	Rest Day Pay	Other Earnings	SSS	PhilHealth	Pag-IBIG
JAF Digital Group Inc.	Reyes, Emman Bautista IT	128 hrs	114,709.50	9,561.26	1,031.26	1,790.00	1,167.00	7,088.00	0.00	3,000.00	3,100.00	2,287.50	400.00
JAF Digital Group Inc.	Diokno, Marjorie Alvarez IT	128 hrs	95,749.74	1,066.00	0.00	2,093.00	488.00	6,341.28	0.00	0.00	2,625.00	1,762.50	400.00
JAF Digital Group Inc.	Miner, Annalyn Santos IT	128 hrs	51,547.10	1,288.00	0.00	1,293.00	452.00	4,467.20	0.00	0.00	2,050.00	1,312.50	400.00
JAF Digital Group Inc.	Villanueva, Mike Hernandez IT	128 hrs	75,736.46	866.00	0.00	2,032.00	655.00	4,946.12	0.00	0.00	2,375.00	1,575.00	400.00
JAF Digital Group Inc.	Marjes, Anthony Flores IT	128 hrs	71,084.08	1,563.00	0.00	1,820.00	558.00	5,243.76	0.00	0.00	2,300.00	1,537.50	400.00
JAF Digital Group Inc.	Tolentino, Anton Yumul IT	128 hrs	92,825.82	1,398.00	0.00	1,252.00	854.00	6,455.04	0.00	0.00	2,600.00	1,725.00	400.00
JAF Digital Group Inc.	Romer, Cheska Wong IT	128 hrs	81,399.32	1,344.00	0.00	2,735.00	1,226.00	4,796.04	0.00	0.00	2,450.00	1,612.50	400.00
JAF Digital Group Inc.	Royo, Eya Wilson IT	128 hrs	98,578.12	1,842.00	0.00	2,078.00	560.00	5,045.64	0.00	0.00	2,675.00	1,800.00	400.00
JAF Digital Group Inc.	Soriano, Terrence Quintana IT	128 hrs	41,455.46	531.00	0.00	1,231.00	239.00	2,402.12	0.00	0.00	1,801.66	1,177.41	400.00
JAF Digital Group Inc.	Campos, Lorie Zamora IT	128 hrs	72,689.40	1,415.00	0.00	1,779.00	821.00	5,101.80	0.00	0.00	2,325.00	1,537.50	400.00

Step 1: On the left sidebar, navigate to Reports > Payroll Reports

Step 2: You can specify the date and which branches to view the payroll reports.

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Payroll Reports

Export 01/01/2026 - 31/01/20 JAF Digital Group Inc. All Sort By Search

Pay Period Start 2025-10-15
Pay Period End 2025-10-31
Total Earnings 2,053,189.83
Total Deductions 40,134.23
Prepared By Juan Dela Cruz

Payroll Summary

BRANCH	EMPLOYEE NAME	WORKED HOURS	EARNINGS										
			Basic Salary	Overtime Pay	Overtime Night Diff	Leave Pay	Night Differential	Holiday Pay	Rest Day Pay	Other Earnings	SSS	PhilHealth	Pr
JAF Digital Group Inc.	Reyes, Emman Bautista IT	128 hrs	46,500.00	7,631.26	1,031.26	0.00	0.00	4,500.00	0.00	3,000.00	875.00	1,462.50	30
JAF Digital Group Inc.	Dickno, Marjorie Alvarez IT	128 hrs	30,521.67	0.00	0.00	0.00	0.00	2,953.71	0.00	0.00	637.50	937.50	30
JAF Digital Group Inc.	Villanueva, Mike Hernandez IT	128 hrs	24,142.18	0.00	0.00	0.00	0.00	2,336.34	0.00	0.00	512.50	750.00	30
JAF Digital Group Inc.	Dela Cruz, Juan Test Customer Support	0 min	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	2,000,000.00	2,625.00	3,750.00	30
JAF Digital Group Inc.	Smith, Cathy Human Resource	0 min	0.00	1,125.00	0.00	0.00	0.00	2,400.00	0.00	0.00	975.00	750.00	30
JAF Digital Group Inc.	Delos Santos, Jiroi IT	0 min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00	375.00	30
JAF Digital Group Inc.	Carter, Sophia Customer Support	0 min	0.00	625.00	0.00	0.00	0.00	2,000.00	0.00	3,000.00	1,100.00	525.00	20
JAF Digital Group Inc.	Marjes, Anthony Flores IT	128 hrs	22,659.14	0.00	0.00	0.00	0.00	2,192.82	0.00	0.00	475.00	712.50	30
JAF Digital Group Inc.	Tolentino, Anton Yumul IT	128 hrs	29,589.81	0.00	0.00	0.00	0.00	2,863.53	0.00	0.00	625.00	900.00	30
JAF Digital Group Inc.	Royo, Eya Wilson IT	128 hrs	31,423.46	0.00	0.00	0.00	0.00	3,040.98	0.00	0.00	662.50	975.00	30
JAF Digital Group Inc.	Soriano, Terrence Quintana IT	128 hrs	13,214.68	0.00	0.00	0.00	0.00	1,278.84	0.00	0.00	275.00	412.50	30
JAF Digital Group Inc.	Campos, Lorie Zamora IT	128 hrs	23,170.95	0.00	0.00	0.00	0.00	2,242.35	0.00	0.00	487.50	712.50	30
TOTAL		1984 hrs	P 221,221.89	P 8,350.00	P 1,031.26	P 0.00	P 0.00	P 35,808.57	P 0.00	P 0.00	P 9,625.00	P 12,262.50	P

Step 3: After selecting the desired date and branches, the **Payroll Summary** will be displayed.

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Search in HRMS

Payroll Reports

Payroll Reports

Pay Period Start: 2025-10-15
Pay Period End: 2025-10-31
Total Earnings: 2,053,189.83
Total Deductions: 40,134.23
Prepared By: Juan Dela Cruz

Export

- Export as PDF
- Export as Excel

01/01/2026 - 31/01/20 JAF Digital Group Inc. All Sort By Search

Payroll Summary

BRANCH	EMPLOYEE NAME	WORKED HOURS	EARNINGS							O
			Basic Salary	Overtime Pay	Overtime Night Diff	Leave Pay	Night Differential	Holiday Pay	Rest Day Pay	
JAF Digital Group Inc.	Reyes, Emman Bautista IT	128 hrs	46,500.00	7,631.26	1,031.26	0.00	0.00	4,500.00	0.00	3
JAF Digital Group Inc.	Diokno, Marjorie Alvarez IT	128 hrs	30,521.67	0.00	0.00	0.00	0.00	2,953.71	0.00	0
JAF Digital Group Inc.	Villanueva, Mike Hernandez IT	128 hrs	24,142.18	0.00	0.00	0.00	0.00	2,336.34	0.00	0
JAF Digital Group Inc.	Dela Cruz, Juan Test Customer Support	0 min	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	2
JAF Digital Group Inc.	Smith, Cathy Human Resource	0 min	0.00	1,125.00	0.00	0.00	0.00	2,400.00	0.00	0
JAF Digital Group Inc.	Delos Santos, Jiroi IT	0 min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
JAF Digital Group Inc.	Carter, Sophia Customer Support	0 min	0.00	625.00	0.00	0.00	0.00	2,000.00	0.00	3
JAF Digital Group Inc.	Marjes, Anthony Flores IT	128 hrs	22,659.14	0.00	0.00	0.00	0.00	2,192.82	0.00	0

Step 4: You can download the payroll reports in **PDF** or **Excel** format.