



# HOW TO VIEW & DOWNLOAD PAYROLL REPORTS

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Payroll Reports

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 dela Cruz

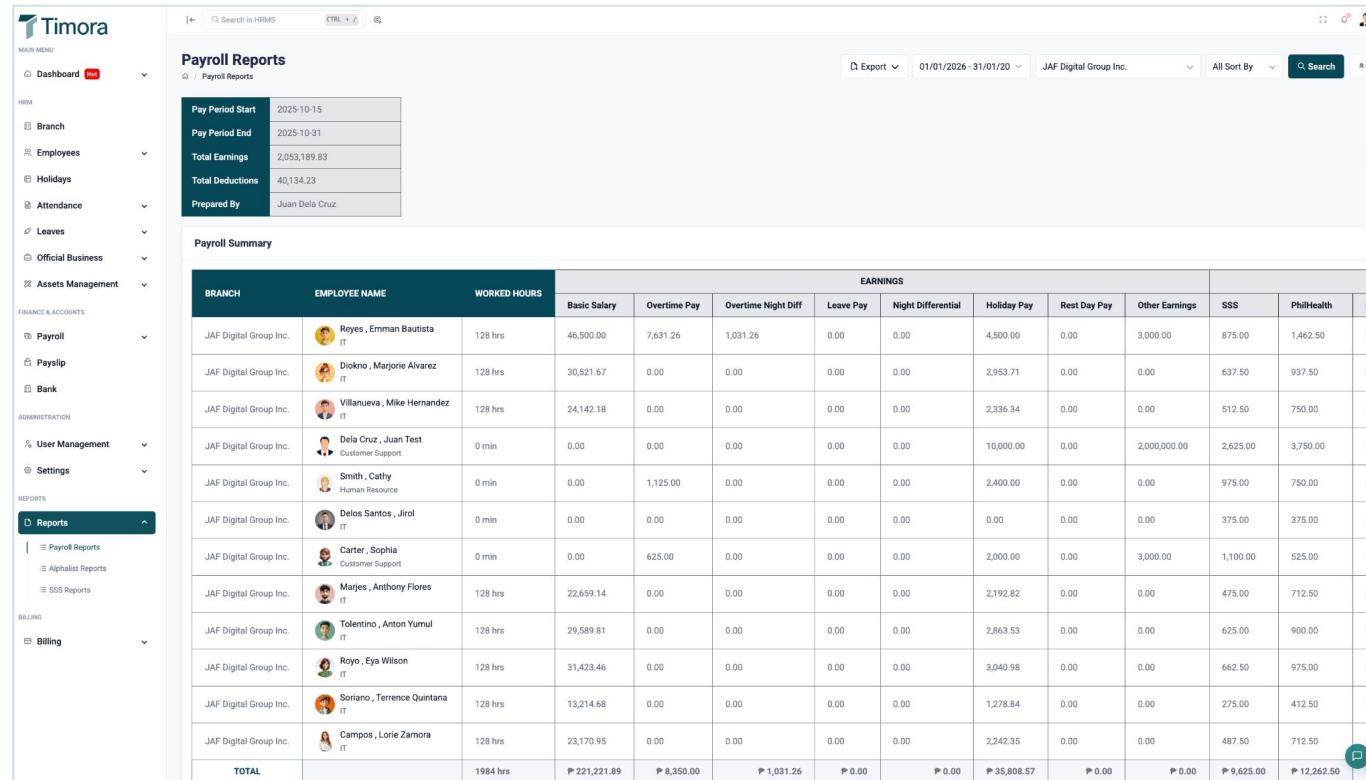
Payroll Summary

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	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.	Rommer, Cheskia 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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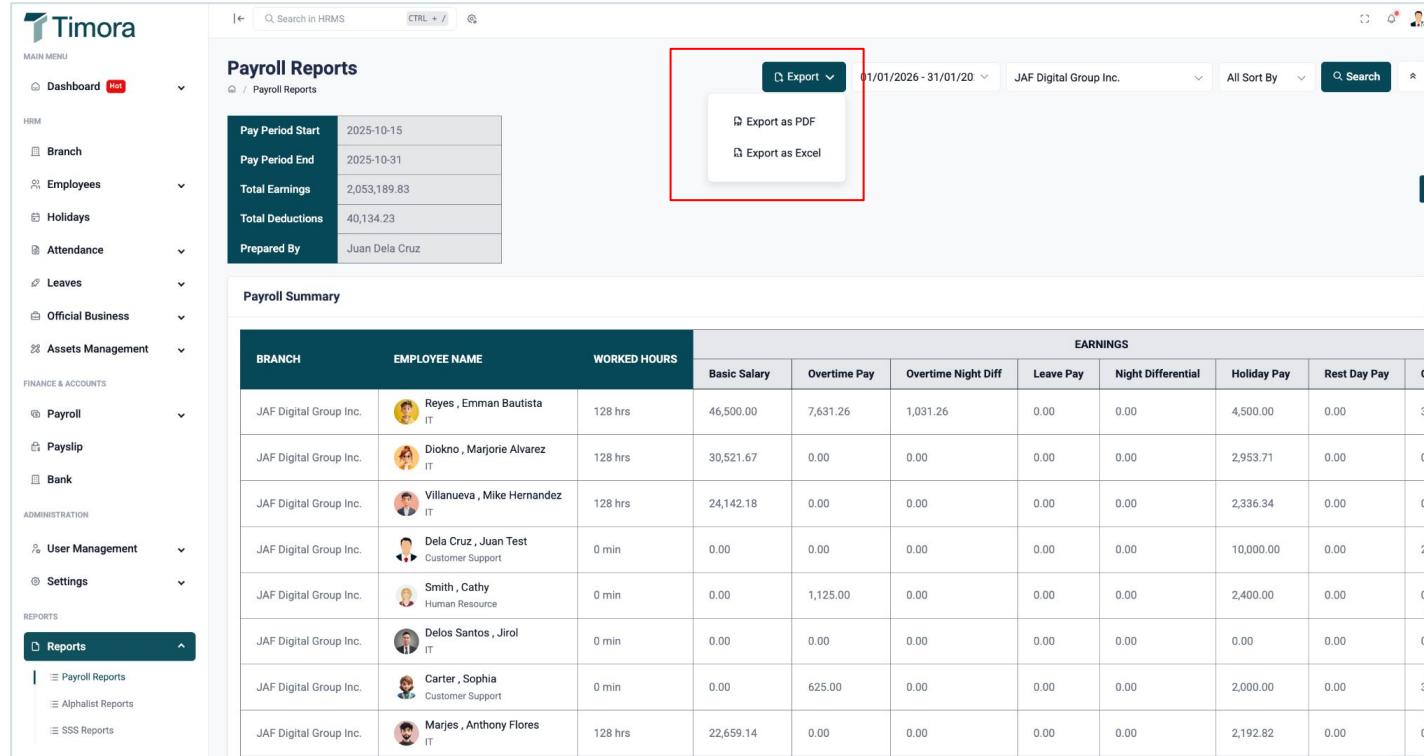


The screenshot shows the Timora HRMS Payroll Reports interface. The left sidebar contains a main menu with sections like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, Payroll, Paylip, and Bank. Under Reports, there are sub-options for Payroll Reports, Alphabetical Reports, and SSS Reports. The central area is titled 'Payroll Reports' and shows a summary table for the period from 2025-10-15 to 2025-10-31. The summary table includes columns for Pay Period Start, Pay Period End, Total Earnings (2,053,189.83), Total Deductions (40,134.23), and Prepared By (Juan dela Cruz). Below this is a detailed 'Payroll Summary' table for JAF Digital Group Inc. with 14 rows of data, each representing an employee's earnings. The summary table includes columns for Branch, Employee Name, Worked Hours, and various earnings components like Basic Salary, Overtime Pay, and Holiday Pay, along with deductions for SSS, PhilHealth, and PAG-IBIG.

BRANCH	EMPLOYEE NAME	WORKED HOURS	EARNINGS								DEDUCTIONS		
			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, Enman 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	300.00
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	0.00	637.50	937.50	300.00
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	300.00
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	300.00
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	300.00
JAF Digital Group Inc.	Delos Santos, Jiro IT	0 min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00	375.00	300.00
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	200.00
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	300.00
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	300.00
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	300.00
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	300.00
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	300.00
TOTAL		1984 hrs	₱ 221,221.89	₱ 8,350.00	₱ 1,031.26	₱ 0.00	₱ 0.00	₱ 35,808.57	₱ 0.00	₱ 0.00	₱ 9,625.00	₱ 12,262.50	₱ 0.00

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

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The screenshot shows the Timora HRMS Payroll Reports page. On the left, there is a sidebar with a main menu and sections for HRM, Finance & Accounts, Administration, and Reports. The Reports section is expanded, showing options for Payroll Reports, Alphalist Reports, and SSS Reports. The main content area has a header with a search bar, date range (01/01/2026 - 31/01/2020), company (JAF Digital Group Inc.), and a search button. The 'Payroll Reports' section shows a summary table with pay period details: Pay Period Start (2025-10-15), Pay Period End (2025-10-31), Total Earnings (2,053,189.83), Total Deductions (40,134.23), and Prepared By (Juan Dela Cruz). Below this is a 'Payroll Summary' table for JAF Digital Group Inc., listing employees, worked hours, and earnings details. A red box highlights the 'Export' button, which has dropdown options for 'Export as PDF' and 'Export as Excel'.

BRANCH	EMPLOYEE NAME	WORKED HOURS	EARNINGS							
			Basic Salary	Overtime Pay	Overtime Night Diff	Leave Pay	Night Differential	Holiday Pay	Rest Day Pay	O
JAF Digital Group Inc.	Reyes, Enman 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.	Dickno, 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, Jirol 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.