



# HOW TO VIEW & DOWNLOAD PAYSLIPS

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**Timora**

MAIN MENU

- Dashboard Hot
- HRM
  - Holidays
  - Attendance
  - Leaves
  - Official Business
- FINANCE & ACCOUNTS
  - Payslip**
- ADMINISTRATION

**Payslip**

Employee / Payslip

Monthly 2025 December

**Total Earnings**  
₱67,722.26  
This Period

**Total Deductions**  
₱18,874.52  
This Period

**Total Payroll**  
4  
This Period

**Total Net Pay**  
₱96,847.74  
This Period

**Payroll**

Line graph showing Payroll trend from Jan to Dec.

**Payslip** Thirteenth Month Payslips

**Payslips**

Row Per Page 10 Entries Search

	Employee	Branch	Payroll Period	Total Earnings	Total Deductions	Net Pay	Processed By:	Transaction Date	Status	Action
<input type="checkbox"/>	Reyes, Emman Bautista IT	JAF Digital Group Inc.	2025-12-16 - 2025-12-31	₱23,641.50	₱3,681.24	₱19,960.26	Juan Dela Cruz	2026-01-05	<span>Paid</span>	
<input type="checkbox"/>	Reyes, Emman Bautista IT	JAF Digital Group Inc.	2025-12-01 - 2025-12-15	₱24,690.50	₱3,661.71	₱21,028.79	Juan Dela Cruz	2025-12-20	<span>Paid</span>	
<input type="checkbox"/>	Reyes, Emman Bautista IT	JAF Digital Group Inc.	2025-11-16 - 2025-11-30	₱24,400.50	₱3,028.35	₱21,372.15	Juan Dela Cruz	2025-12-05	<span>Paid</span>	

**Step 1:** On the left sidebar, navigate to Payslips.

**Step 2:** Find the payslip you want to view and click the **Eye Icon** to open and review its details.

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Search in HRMS

**Payslip**

Payroll # 4953943

Period: Dec 16, 2025 - Dec 31, 2025

**JAF Digital Group Inc.**

Unit 112, 11th Fl, Cityland Herrera Tower Salcedo Village, V.A. Rufino St. 312321321

Employee: **Emman Reyes** Email: **emman@gmail.com**

Position: **Junior IT Support** Payment Date: **Jan 05, 2026**

Department: **IT** Remarks: **-**

Payroll Type: **Normal Payroll**

Earnings		Deductions	
Holiday Pay	174.00	SSS Contribution	450.00
Leave Pay	713.00	PhilHealth Contribution	275.00
Overtime Pay	263.00	Pag-IBIG Contribution	100.00
Night Diff Pay	255.00	Withholding Tax	2,137.24
<b>Total Earnings</b>	<b>23,641.50</b>	Late Deduction	115.00
		Undertime Deduction	99.00
		Absent Deduction	505.00
		<b>Total Deductions</b>	<b>3,681.24</b>

**Time Tracking**

Days Worked <b>0</b>	Absent Days <b>0</b>	Worked Time <b>0 mins</b>	Late Time <b>0 mins</b>
Undertime <b>0 mins</b>	Overtime <b>0 mins</b>	Night Diff <b>0 mins</b>	OT Night Diff <b>0 mins</b>


Basic Pay: **₱22,236.50**  
Gross Pay: **₱23,641.50**  
**Net Salary: ₱19,960.26**

**Download**

After clicking the **Eye Icon**, you will be able to view your payslip along with a complete breakdown of your salary.

This includes detailed information such as earnings, deductions, bonuses, and your final **net pay**. To download a copy, simply click the **Download** button located in the upper-right corner.

# HOW TO VIEW & DOWNLOAD PAYSLIPS

**JAF Digital Group Inc.**  
Unit 1112, 11th Flr, Cityland Herrera Tower Salcedo Village, V.A. Rufino St.  
% 312321321

Payslip #: **#PS3943**  
Period: Dec 16, 2025 - Dec 31, 2025

Employee: **Emman Reyes**  
Position: **Junior IT Support**  
Department: **IT**  
Payroll Type: **Normal Payroll**

Email: **emman@gmail.com**  
Payment Date: **Jan 05, 2026**  
Remarks: **-**

**Earnings**

Holiday Pay	174.00
Leave Pay	713.00
Overtime Pay	263.00
Night Diff Pay	255.00
<b>Total Earnings</b>	<b>23,641.50</b>

**Deductions**

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PhilHealth Contribution	275.00
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**Net Salary: ₱19,960.26**

Here's the PDF copy of your payslip for your reference.