



HOW TO VIEW & DOWNLOAD SSS REPORTS

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The screenshot displays the Timora HRMS interface for generating SSS Reports. On the left sidebar, the 'Reports' section is expanded, and 'SSS Reports' is selected. The main content area features a header with the title 'SSS Reports' and an 'Export' button. Below the header, there are filter options for the date range (01/08/2025 - 31/08/2025), branches (All Branches), and sort order (All Sort By). A 'Search' button is also present. A message box states: 'Please use the filters above to generate report.'

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

Step 2: Specify the **branch** and **year**, then click “**Search**” to generate the SSS reports.

HOW TO VIEW SSS REPORTS

Timora

MAIN MENU

- Dashboard
- Branch
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management
- Payroll
- Payslip
- Bank
- User Management
- Settings
- Reports

SSS Reports

Export 01/01/2026 - 31/01/2027 JAF Digital Group Inc. All Sort By Search

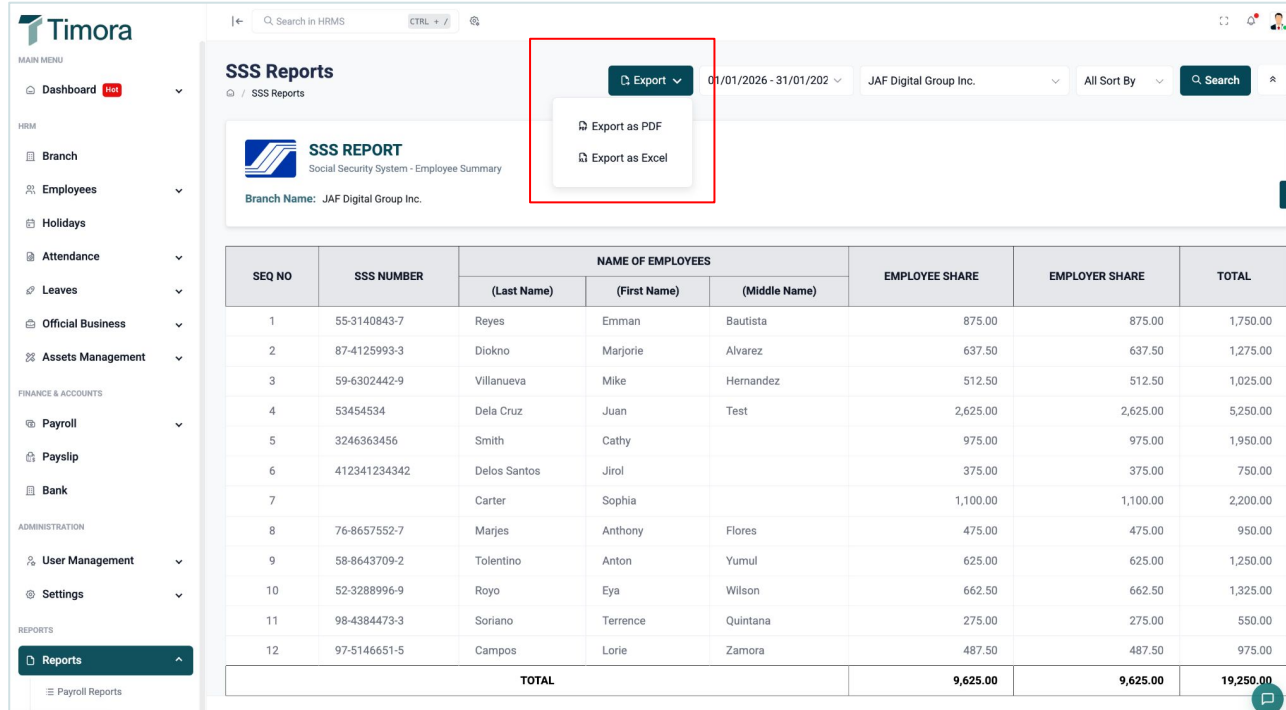
SSS REPORT
Social Security System - Employee Summary
Branch Name: JAF Digital Group Inc.

SEQ NO	SSS NUMBER	NAME OF EMPLOYEES			EMPLOYEE SHARE	EMPLOYER SHARE	TOTAL
		(Last Name)	(First Name)	(Middle Name)			
1	55-3140843-7	Reyes	Emman	Bautista	875.00	875.00	1,750.00
2	87-4125993-3	Diokno	Marjorie	Alvarez	637.50	637.50	1,275.00
3	59-6302442-9	Villanueva	Mike	Hernandez	512.50	512.50	1,025.00
4	53454534	Dela Cruz	Juan	Test	2,625.00	2,625.00	5,250.00
5	3246363456	Smith	Cathy		975.00	975.00	1,950.00
6	412341234342	Delos Santos	Jirol		375.00	375.00	750.00
7		Carter	Sophia		1,100.00	1,100.00	2,200.00
8	76-8657552-7	Marjes	Anthony	Flores	475.00	475.00	950.00
9	58-8643709-2	Tolentino	Anton	Yumul	625.00	625.00	1,250.00
10	52-3288996-9	Royo	Eya	Wilson	662.50	662.50	1,325.00
11	98-4384473-3	Soriano	Terrence	Quintana	275.00	275.00	550.00
12	97-5146651-5	Campos	Lorie	Zamora	487.50	487.50	975.00
TOTAL					9,625.00	9,625.00	19,250.00

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Step 3: You can now generate the SSS report.

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- Assets Management
- FINANCE & ACCOUNTS
- Payroll
- Payslip
- Bank
- ADMINISTRATION
- User Management
- Settings
- REPORTS
- Reports
- Payroll Reports

SSS Reports
SSS Reports

01/01/2026 - 31/01/2027 JAF Digital Group Inc. All Sort By Search

SSS REPORT
Social Security System - Employee Summary
Branch Name: JAF Digital Group Inc.

Export Export as PDF Export as Excel

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TOTAL					9,625.00	9,625.00	19,250.00

Step 4: You can download the SSS report in PDF or Excel format.