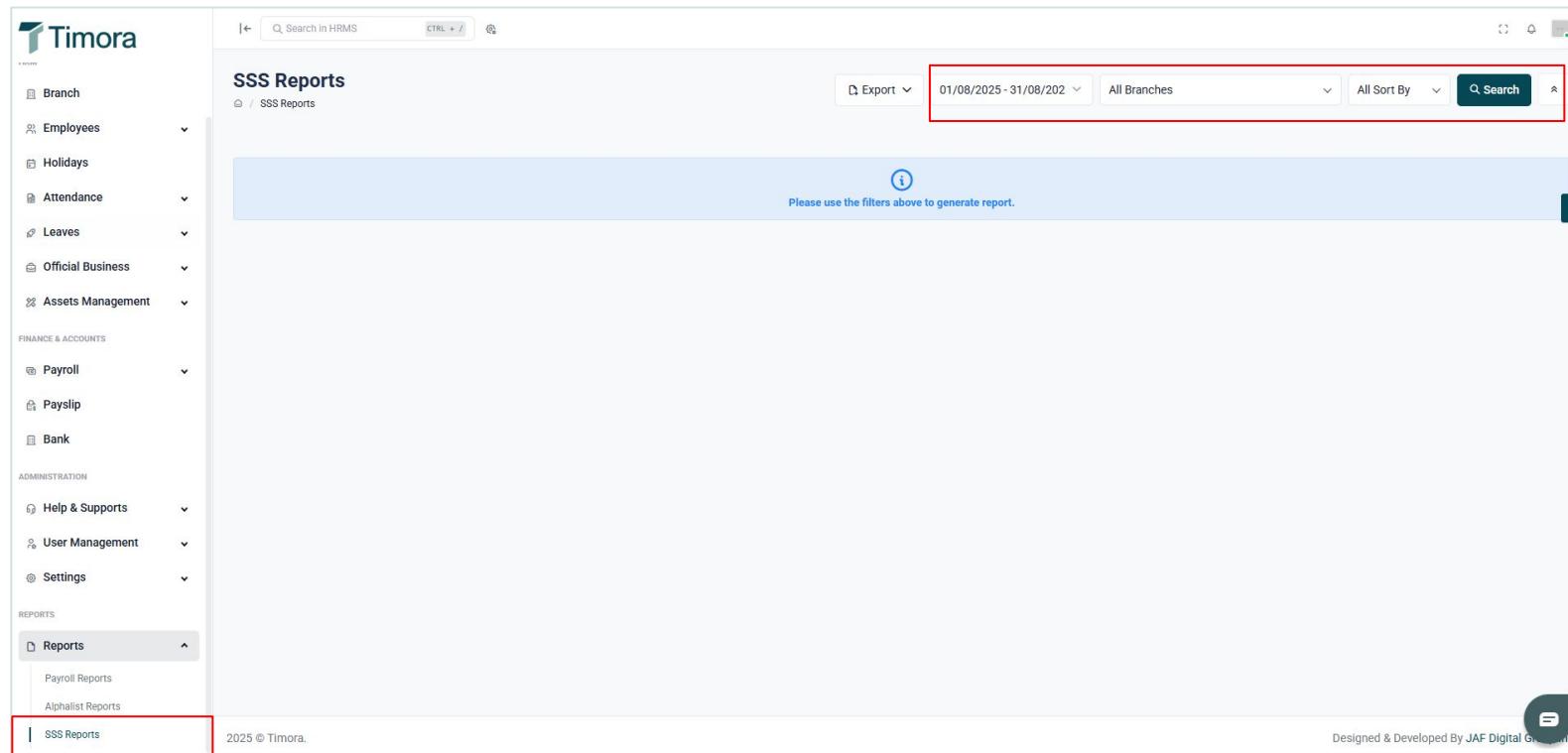




HOW TO VIEW & DOWNLOAD SSS REPORTS

HOW TO VIEW & DOWNLOAD SSS REPORTS

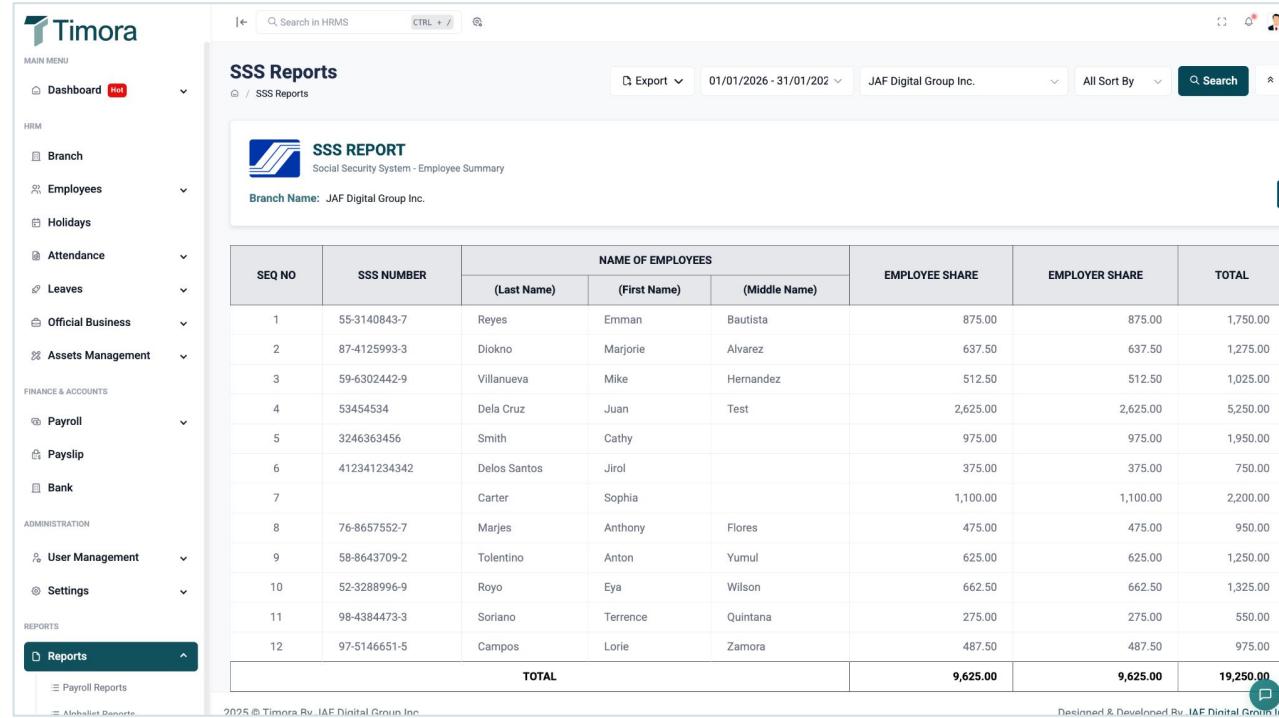


The screenshot shows the Timora HRMS software interface. The left sidebar is organized into several sections: **Branch**, **Employees**, **Holidays**, **Attendance**, **Leaves**, **Official Business**, **Assets Management** (under FINANCE & ACCOUNTS); **Payroll**, **Payslip**, **Bank** (under PAYROLL); **Help & Supports**, **User Management**, **Settings** (under ADMINISTRATION); and **Reports**, **Payroll Reports**, **Alphalist Reports**, and **SSS Reports** (under REPORTS). The **SSS Reports** link is highlighted with a red box. The main content area is titled "SSS Reports" and includes a search bar with fields for "01/08/2025 - 31/08/2025", "All Branches", "All Sort By", and a "Search" button. A message in the center says "Please use the filters above to generate report." A red box also highlights the search bar area. The bottom right corner features a "Designed & Developed By JAF Digital Group Inc." watermark with a small logo.

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



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

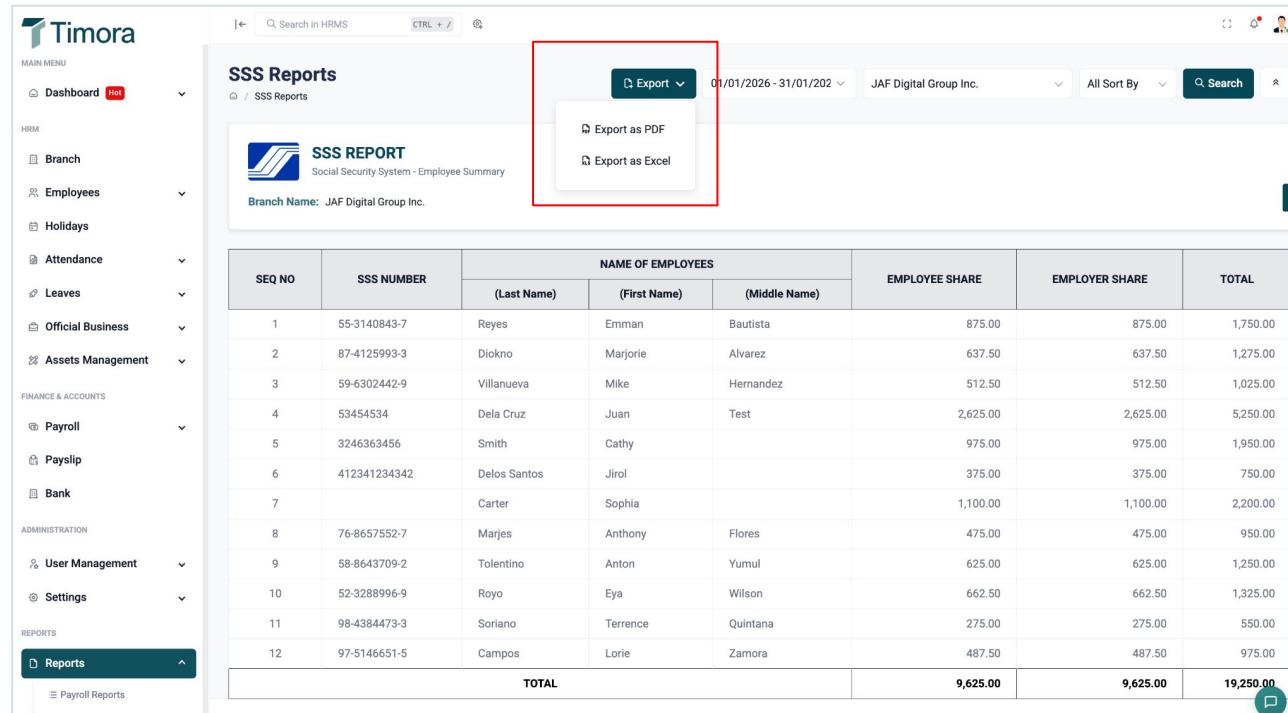
TOTAL **9,625.00** **9,625.00** **19,250.00**

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Step 3: You can now generate the SSS report.

HOW TO VIEW SSS REPORTS



The screenshot shows the Timora HRMS software interface. The left sidebar contains a navigation menu with categories like HRM, FINANCE & ACCOUNTS, ADMINISTRATION, and REPORTS. The REPORTS section is currently selected, and the 'Reports' sub-section is highlighted. The main content area is titled 'SSS Reports' and displays a table of employee contributions. At the top of this section, there is a 'Export' button with a dropdown menu containing 'Export as PDF' and 'Export as Excel' options. The table has columns for SEQ NO, SSS NUMBER, NAME OF EMPLOYEES (Last Name, First Name, Middle Name), EMPLOYEE SHARE, EMPLOYER SHARE, and TOTAL. The data in the table is as follows:

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

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