

FINANCE & ACCOUNTS

Payroll



Process Payroll

Generated Payslips

Payroll Items

Payroll Batch Users

Payroll Batch Settings

Payslip

Bank

To control anything
Payroll related, just
Click this button

Payroll Processing

Payroll Process

Payroll / Payroll Process

Payroll Processing Form
Configure and process payroll for your employees

Payroll Details
Configure payroll type and period

Payroll Type *
Select Payroll Type

Year * 2026 Month * January

Period Start * mm/dd/yyyy
Period End * mm/dd/yyyy
Transaction Date * 01/30/2026

Employee Assignment
Choose how employees will be included

Assignment Type * Select Assignment Type

Government Contributions
Choose contribution options

SSS Contribution *
Half None Full

PhilHealth Contribution *
Half None Full

Pag-IBIG Contribution *
Half None Full

Cut-off Period *
1st Half 2nd Half

Process Payroll

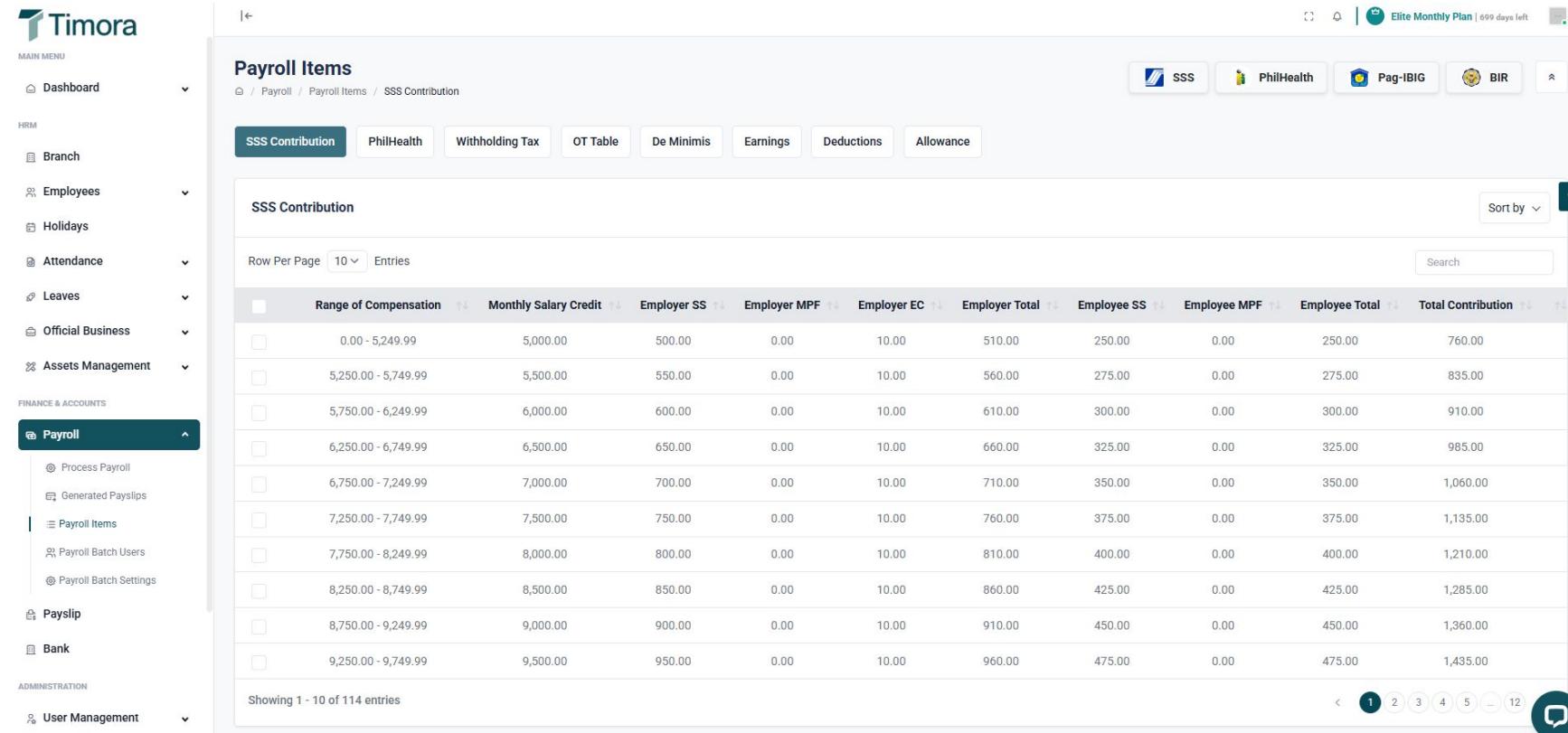
© All fields marked with * are required

Before running payroll, ensure that:

- All employee salary details are updated.
- Contribution types are configured.
- Custom earnings, deductions, and allowances (if any) are set.
- All employee requests (e.g., leave or overtime) are approved.

Note: Payroll processing accuracy depends on the completeness of employee data and approval of requests.

Payroll Processing



The screenshot shows the Timora Payroll Processing software interface. The left sidebar has a 'MAIN MENU' with sections: Dashboard, HRM, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, FINANCE & ACCOUNTS (with Payroll selected), Payslip, Bank, ADMINISTRATION, and User Management. The Payroll section under FINANCE & ACCOUNTS is expanded, showing sub-options: Process Payroll, Generated Payslips, Payroll Items (selected), Payroll Batch Users, Payroll Batch Settings, Payslip, and Bank. The main content area is titled 'Payroll Items' and 'SSS Contribution'. It shows a table with 114 entries. The table columns are: Range of Compensation, Monthly Salary Credit, Employer SS, Employer MPF, Employer EC, Employer Total, Employee SS, Employee MPF, Employee Total, and Total Contribution. The table data is as follows:

Range of Compensation	Monthly Salary Credit	Employer SS	Employer MPF	Employer EC	Employer Total	Employee SS	Employee MPF	Employee Total	Total Contribution
0.00 - 5,249.99	5,000.00	500.00	0.00	10.00	510.00	250.00	0.00	250.00	760.00
5,250.00 - 5,749.99	5,500.00	550.00	0.00	10.00	560.00	275.00	0.00	275.00	835.00
5,750.00 - 6,249.99	6,000.00	600.00	0.00	10.00	610.00	300.00	0.00	300.00	910.00
6,250.00 - 6,749.99	6,500.00	650.00	0.00	10.00	660.00	325.00	0.00	325.00	985.00
6,750.00 - 7,249.99	7,000.00	700.00	0.00	10.00	710.00	350.00	0.00	350.00	1,060.00
7,250.00 - 7,749.99	7,500.00	750.00	0.00	10.00	760.00	375.00	0.00	375.00	1,135.00
7,750.00 - 8,249.99	8,000.00	800.00	0.00	10.00	810.00	400.00	0.00	400.00	1,210.00
8,250.00 - 8,749.99	8,500.00	850.00	0.00	10.00	860.00	425.00	0.00	425.00	1,285.00
8,750.00 - 9,249.99	9,000.00	900.00	0.00	10.00	910.00	450.00	0.00	450.00	1,360.00
9,250.00 - 9,749.99	9,500.00	950.00	0.00	10.00	960.00	475.00	0.00	475.00	1,435.00

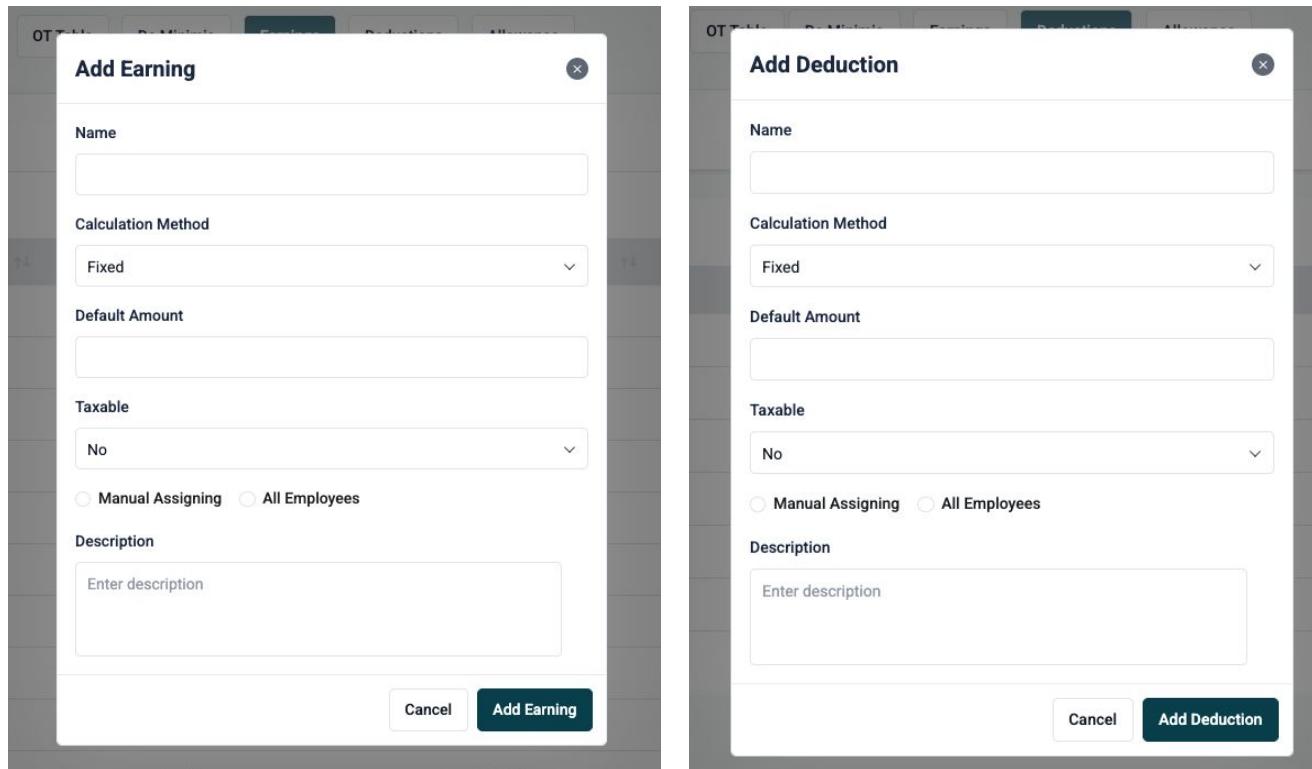
Showing 1 - 10 of 114 entries

1. Payroll Items

If **System Computation** is selected for contributions, the system will automatically follow DOLE's latest tables.

- Contributions: **SSS, PhilHealth, Withholding Tax, OT, De Minimis**
- Additional sections: **Earnings, Deductions, Allowances**
- Quick links to official contribution tables are provided.

Payroll Processing



The image shows two identical modal windows side-by-side, titled 'Add Earning' on the left and 'Add Deduction' on the right. Both windows have a white background and a dark gray header bar with a close button (X) in the top right corner. The form fields are arranged in a grid:

- Name:** Text input field.
- Calculation Method:** Drop-down menu with 'Fixed' selected.
- Default Amount:** Text input field.
- Taxable:** Drop-down menu with 'No' selected.
- Assigning Type:** Two radio buttons: 'Manual Assigning' (unchecked) and 'All Employees' (unchecked).
- Description:** Text input field with placeholder 'Enter description'.

At the bottom of each window are two buttons: 'Cancel' (gray) and 'Add Earning'/'Add Deduction' (dark green).

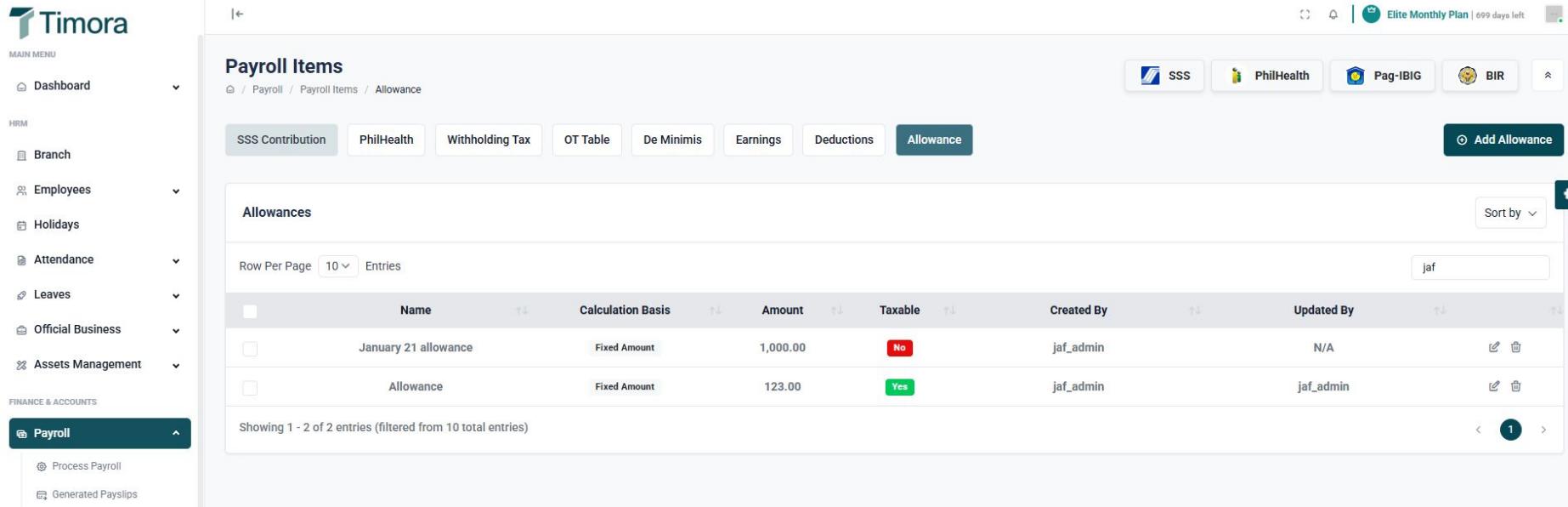
2. Earnings & Deductions

- Define the type of earning/deduction to add.
- Required fields: Name, Calculation Method (**Fixed** or **Percentage**), Taxable/Non-taxable, Assigning Type (**Manual** or **All employees**), and optional Description.

Difference:

- **Fixed:** Enter the total amount.
- **Percentage:** Define the percentage of the employee's earnings to apply.

Payroll Processing



The screenshot shows the Timora Payroll Processing software interface. The left sidebar has a 'Timora' logo and a 'MAIN MENU' with sections like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, and Payroll (which is selected and highlighted in blue). Under Payroll, there are sub-options for Process Payroll and Generated Payslips. The main content area is titled 'Payroll Items' and shows a sub-section for 'Allowance'. It includes buttons for SSS, PhilHealth, Withholding Tax, OT Table, De Minimis, Earnings, Deductions, and Allowance (which is highlighted in green). There is also a 'Add Allowance' button. The 'Allowances' table lists two entries: 'January 21 allowance' (Fixed Amount, 1,000.00, Taxable: No) and 'Allowance' (Fixed Amount, 123.00, Taxable: Yes). The table has columns for Name, Calculation Basis, Amount, Taxable, Created By, and Updated By. A search bar at the top right contains 'jaf'. The bottom of the table shows 'Showing 1 - 2 of 2 entries (filtered from 10 total entries)'.

3. Allowances

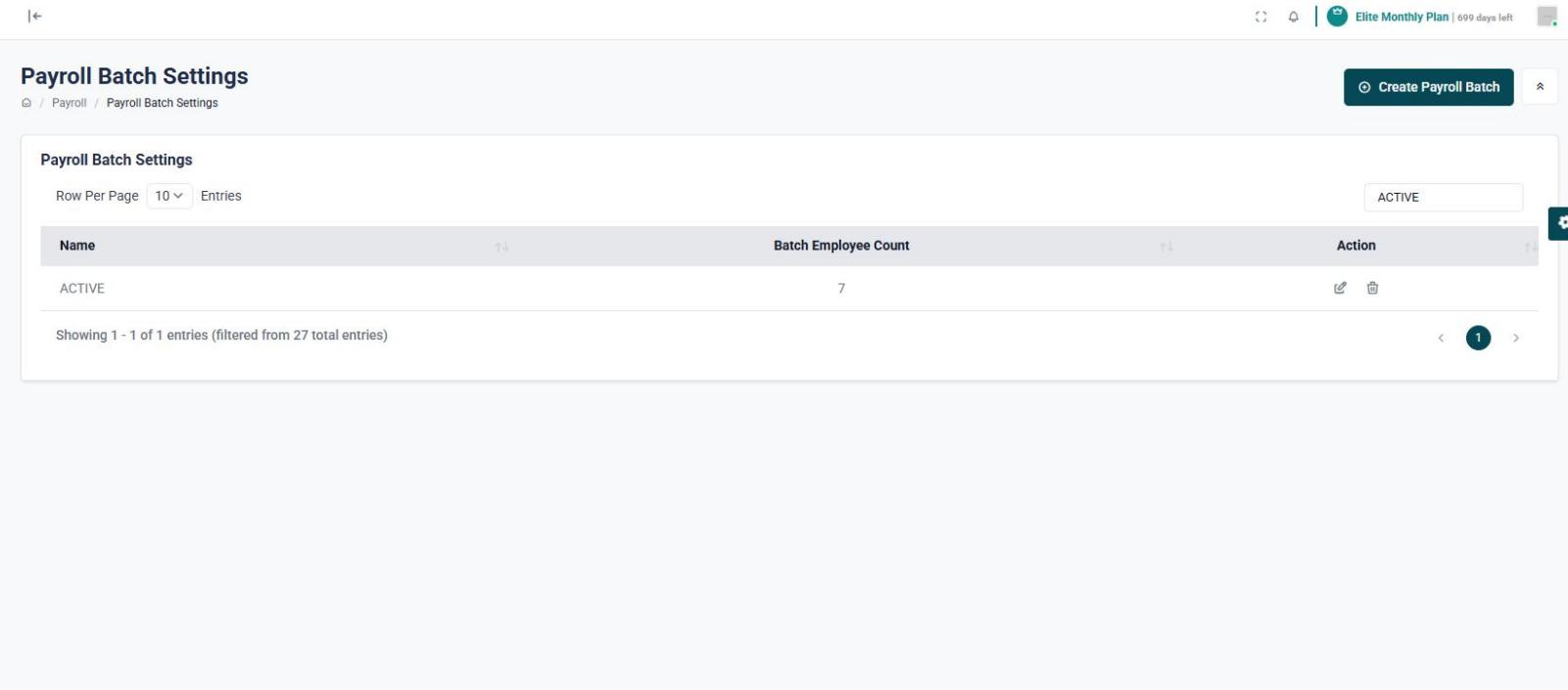
For automated allowances that accumulate daily or hourly:

- Input Allowance Name
- Select Calculation Basis (**Fixed, Per Attended Day, Per Attended Hour**)
- Define Taxable/Non-taxable
- Choose Assignment Type (**Manual or All employees**)

Difference:

- **Fixed:** Total amount of allowance.
- **Per Attended Day:** Amount accumulates per day worked.
- **Per Attended Hour:** Amount accumulates per hour worked.

Payroll Processing



The screenshot shows the Timora Payroll Processing software interface. The left sidebar has a 'MAIN MENU' section with 'Dashboard', 'HRM' (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), and 'FINANCE & ACCOUNTS' (Payroll, Process Payroll, Generated Payslips, Payroll Items, Payroll Batch Users, Payroll Batch Settings). The 'Payroll' section is currently selected. The main content area is titled 'Payroll Batch Settings' and shows a table with one entry: 'ACTIVE' (Batch Employee Count: 7). A 'Create Payroll Batch' button is in the top right. The top right also shows an 'Elite Monthly Plan' with 699 days left.

Name	Batch Employee Count	Action
ACTIVE	7	 

Showing 1 - 1 of 1 entries (filtered from 27 total entries)

4. Payroll Batch

- Group employees into **batches** (e.g., Batch 1, Batch 2) for easier payroll processing.
- Assign each employee to a batch or group.

Payroll Processing



MAIN MENU

Dashboard

HRM

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Assets Management

FINANCE & ACCOUNTS

Payroll

Payslip

Bank

Banks

Bank List

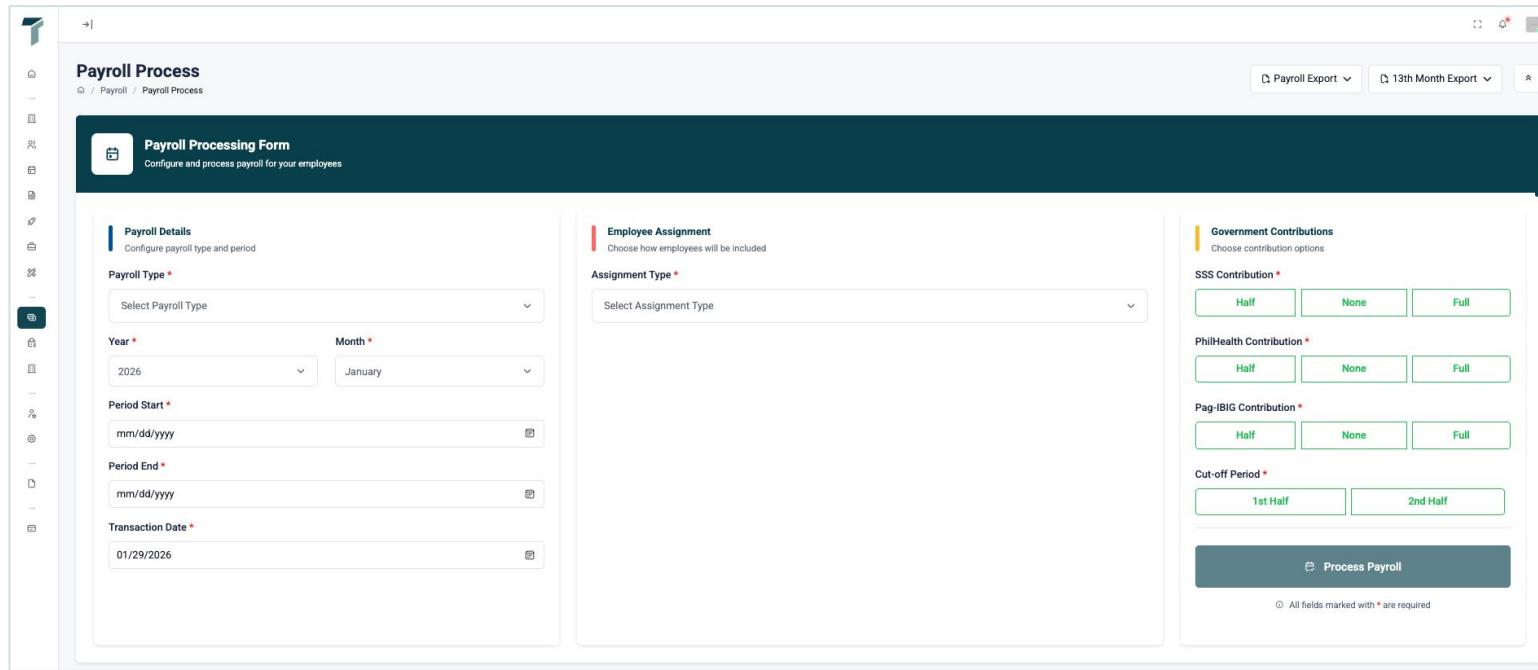
	Bank	Code	Account #	Remarks	Action
	BDO	BNORPHMMXX	006918017298	N/A	
	GCASH	GCASH	09273455927	N/A	
	GoTyme	GOTYMEBANK	123-123-123-123	N/A	
	JAF Digital Bank	JDGI	12345667890	N/A	
	Prince	REYNALDO	0258468895	Jorhels	

Showing 1 - 5 of 5 entries

5. Bank File Export

- Generate salary disbursement files in **CSV** or **DAT** format.
- After payroll processing, export the bank report and upload it to your bank for disbursement.

Payroll Processing



The screenshot shows a software interface for payroll processing. The main title is "Payroll Process" under a "Payroll" category. The form is titled "Payroll Processing Form" and describes it as "Configure and process payroll for your employees".

Payroll Details
Configure payroll type and period

Payroll Type *
Select Payroll Type

Year *: 2026 Month *: January

Period Start *: mm/dd/yyyy
Period End *: mm/dd/yyyy

Transaction Date *: 01/29/2026

Employee Assignment
Choose how employees will be included

Assignment Type *
Select Assignment Type

Government Contributions
Choose contribution options

SSS Contribution *
Half None Full

PhilHealth Contribution *
Half None Full

Pag-IBIG Contribution *
Half None Full

Cut-off Period *
1st Half 2nd Half

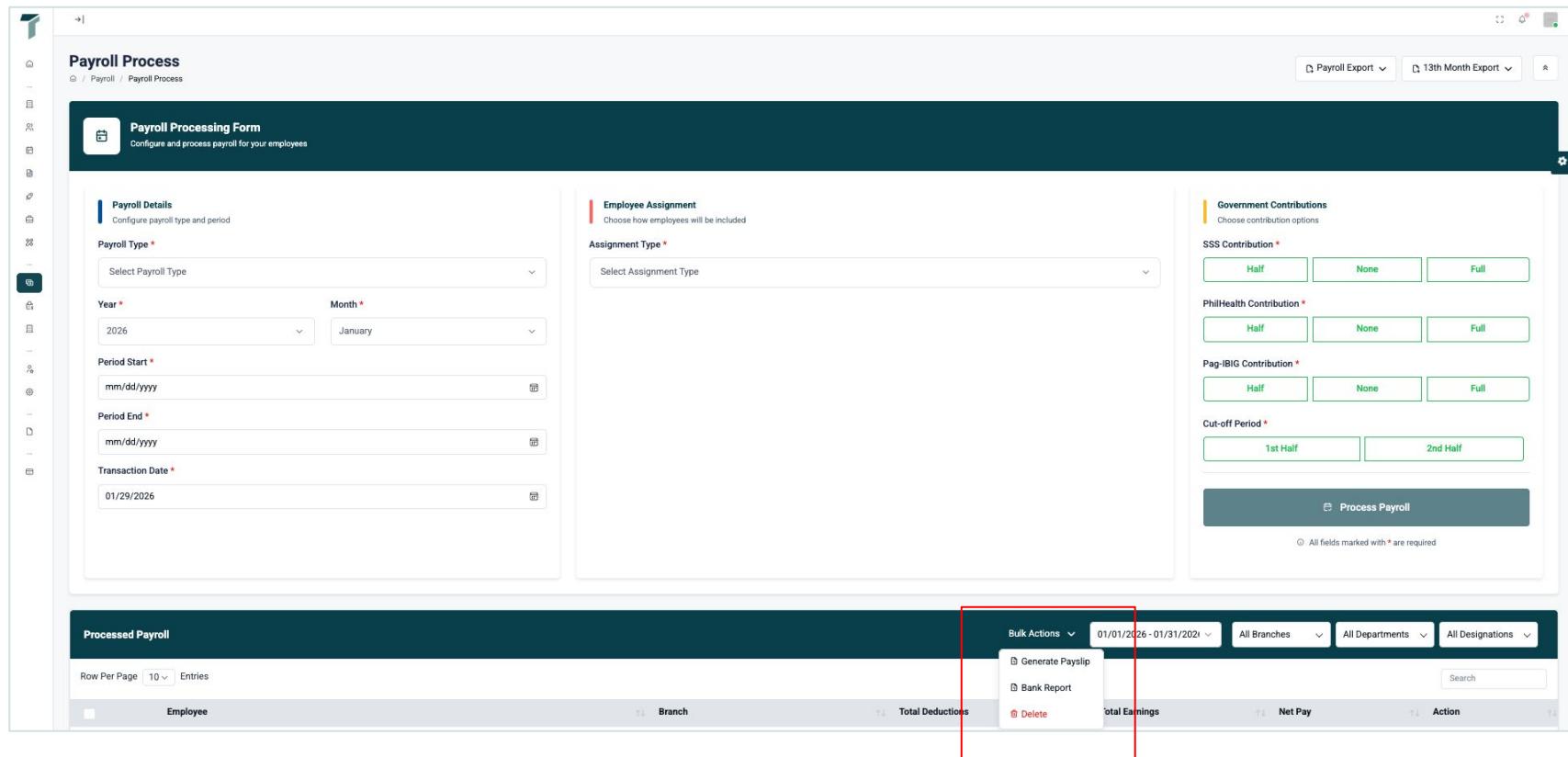
Process Payroll

© All fields marked with * are required

Payroll processing has **three steps**:

- 1. Filter**—Select payroll type (Normal, 13th Month, or Final Pay), cut-off period (1st half, 2nd half, or weekly), transaction date, and assignment type (Manual or Batch).
 - Contribution Deduction Options:**
 - Half:** Deduct half contribution
 - None:** Exclude contribution
 - Full:** Deduct full month contribution
- 2. Process**—Click the **Process** button to calculate payroll. Employees selected will be listed with calculated details. Adjustments can be made before finalizing.
- 3. Generate**—Select employees, apply bulk actions, and generate payslips. Payslips are instantly available for employees in their portal.

Payroll Processing



Payroll Process

Payroll Export ▾ 13th Month Export ▾

Payroll Processing Form
Configure and process payroll for your employees

Payroll Details
Configure payroll type and period

Payroll Type *
Select Payroll Type

Year * 2026 **Month *** January

Period Start *
mm/dd/yyyy

Period End *
mm/dd/yyyy

Transaction Date *
01/29/2026

Employee Assignment
Choose how employees will be included

Assignment Type *
Select Assignment Type

Government Contributions
Choose contribution options

SSS Contribution *
Half, None, Full

PhilHealth Contribution *
Half, None, Full

Pag-IBIG Contribution *
Half, None, Full

Cut-off Period *
1st Half, 2nd Half

Process Payroll

All fields marked with * are required

Processed Payroll

Row Per Page 10 Entries

Employee	Branch	Total Deductions	Total Earnings	Net Pay	Action

Bulk Actions 01/01/2026 - 01/31/2026 ▾ All Branches ▾ All Departments ▾ All Designations ▾

- Generate Payslip
- Bank Report
- Delete

Search

Additional Features:

- Bank Report Export** – For salary disbursement.
- Revert Payslip** – Reprocess payroll if adjustments are required.
- Employee Payslip Access** – Employees can view only their own payslips.