


Asset Management

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 Export

13th Month Export

A



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 displays the Timora Payroll Processing interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard), HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), FINANCE & ACCOUNTS (Payroll, Process Payroll, Generated Payslips, Payroll Items, Payroll Batch Users, Payroll Batch Settings, Payslip), and ADMINISTRATION (Bank, User Management). The main content area is titled 'Payroll Items' and shows a breadcrumb trail: Payroll / Payroll Items / SSS Contribution. At the top right, there are quick links for SSS, PhilHealth, Pag-IBIG, and BIR. Below the breadcrumb, there are tabs for SSS Contribution, PhilHealth, Withholding Tax, OT Table, De Minimis, Earnings, Deductions, and Allowance. The 'SSS Contribution' tab is active, showing a table with 10 columns: 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 contains 10 rows of data for different salary ranges. At the bottom of the table, it says 'Showing 1 - 10 of 114 entries'. The interface also includes a search bar, a 'Sort by' dropdown, and a pagination control at the bottom right.

Payroll Items
Payroll / Payroll Items / SSS Contribution

SSS Contribution

Row Per Page: 10 Entries

	Range of Compensation	Monthly Salary Credit	Employer SS	Employer MPF	Employer EC	Employer Total	Employee SS	Employee MPF	Employee Total	Total Contribution
<input type="checkbox"/>	0.00 - 5,249.99	5,000.00	500.00	0.00	10.00	510.00	250.00	0.00	250.00	760.00
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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 'Add Earning' form is a white modal window with a close button (X) in the top right corner. It contains the following fields and options:

- Name:** A text input field.
- Calculation Method:** A dropdown menu with 'Fixed' selected.
- Default Amount:** A text input field.
- Taxable:** A dropdown menu with 'No' selected.
- Assigning Type:** Two radio buttons labeled 'Manual Assigning' and 'All Employees'.
- Description:** A text area with the placeholder text 'Enter description'.
- Buttons:** 'Cancel' and 'Add Earning' at the bottom right.

The 'Add Deduction' form is a white modal window with a close button (X) in the top right corner. It contains the following fields and options:

- Name:** A text input field.
- Calculation Method:** A dropdown menu with 'Fixed' selected.
- Default Amount:** A text input field.
- Taxable:** A dropdown menu with 'No' selected.
- Assigning Type:** Two radio buttons labeled 'Manual Assigning' and 'All Employees'.
- Description:** A text area with the placeholder text 'Enter description'.
- Buttons:** 'Cancel' and 'Add Deduction' at the bottom right.

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 Items page. The left sidebar contains a 'MAIN MENU' with 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', and 'Assets Management'. Below this is a 'FINANCE & ACCOUNTS' section with 'Payroll' selected. The main content area is titled 'Payroll Items' and shows a breadcrumb trail: 'Payroll / Payroll Items / Allowance'. There are tabs for 'SSS Contribution', 'PhilHealth', 'Withholding Tax', 'OT Table', 'De Minimis', 'Earnings', 'Deductions', and 'Allowance' (which is active). An 'Add Allowance' button is in the top right. Below the tabs is a table of allowances. The table has columns: Name, Calculation Basis, Amount, Taxable, Created By, and Updated By. Two entries are shown: 'January 21 allowance' with a fixed amount of 1,000.00 and 'Allowance' with a fixed amount of 123.00. A search bar with 'jaf' is on the right. The bottom of the table shows 'Showing 1 - 2 of 2 entries (filtered from 10 total entries)' and a pagination control with '1'.

Payroll Items

Payroll / Payroll Items / Allowance

SSS PhilHealth Withholding Tax OT Table De Minimis Earnings Deductions **Allowance** Add Allowance

Allowances Sort by

Row Per Page 10 Entries jaf

	Name	Calculation Basis	Amount	Taxable	Created By	Updated By	
<input type="checkbox"/>	January 21 allowance	Fixed Amount	1,000.00	No	jaf_admin	N/A	Edit Delete
<input type="checkbox"/>	Allowance	Fixed Amount	123.00	Yes	jaf_admin	jaf_admin	Edit Delete

Showing 1 - 2 of 2 entries (filtered from 10 total entries) < 1 >

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 displays the 'Payroll Batch Settings' interface in the Timora system. The left sidebar is divided into two main sections: 'MAIN MENU' and 'FINANCE & ACCOUNTS'. The 'MAIN MENU' includes 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', and 'Assets Management'. The 'FINANCE & ACCOUNTS' section includes 'Payroll', which is currently selected and expanded to show 'Process Payroll', 'Generated Payslips', 'Payroll Items', 'Payroll Batch Users', and 'Payroll Batch Settings'. The 'Payroll Batch Settings' page features a 'Create Payroll Batch' button in the top right. Below this is a table titled 'Payroll Batch Settings' with columns for 'Name', 'Batch Employee Count', and 'Action'. The table contains one entry, 'ACTIVE', with a count of 7. The table also includes a 'Row Per Page' selector set to 10 and a 'Showing 1 - 1 of 1 entries (filtered from 27 total entries)' message. The bottom right of the table shows a pagination control with a single page indicator '1'.

Timora

MAIN MENU

- Dashboard
- Branch
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management

FINANCE & ACCOUNTS

- Payroll
 - Process Payroll
 - Generated Payslips
 - Payroll Items
 - Payroll Batch Users
 - Payroll Batch Settings

Payroll Batch Settings

Row Per Page: 10 Entries

ACTIVE

Name	Batch Employee Count	Action
ACTIVE	7	

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


1

Create Payroll Batch

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

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Assets Management

Payroll

Payslip

Bank

←

Elite Monthly Plan | 699 days left











Banks

Add Bank

Bank List

Row Per Page 10 Entries

Search

	Bank	Code	Account #	Remarks	Action
<input type="checkbox"/>	BDO	BNORPHMMXX	006918017298	N/A	 
<input type="checkbox"/>	GCASH	GCASH	09273455927	N/A	 
<input type="checkbox"/>	GoTyme	GOTYMEBANK	123-123-123-123	N/A	 
<input type="checkbox"/>	JAF Digital Bank	JDGI	12345667890	N/A	 
<input type="checkbox"/>	Prince	REYNALDO	0258468895	Jorhels	 

Showing 1 - 5 of 5 entries

< 1 >

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 web application interface for payroll processing. At the top, there's a header with the title "Payroll Process" and navigation links for "Payroll" and "Payroll Process". On the right, there are buttons for "Payroll Export" and "13th Month Export". Below the header is a dark blue banner with the title "Payroll Processing Form" and the subtitle "Configure and process payroll for your employees". The main content area is divided into three columns. The first column, "Payroll Details", contains fields for "Payroll Type" (a dropdown menu), "Year" (a dropdown menu showing "2026"), "Month" (a dropdown menu showing "January"), "Period Start" (a date field in mm/dd/yyyy format), "Period End" (a date field in mm/dd/yyyy format), and "Transaction Date" (a date field showing "01/29/2026"). The second column, "Employee Assignment", contains a field for "Assignment Type" (a dropdown menu). The third column, "Government Contributions", contains three sections: "SSS Contribution" with buttons for "Half", "None", and "Full"; "PhilHealth Contribution" with buttons for "Half", "None", and "Full"; and "Pag-IBIG Contribution" with buttons for "Half", "None", and "Full". Below these sections is a "Cut-off Period" section with buttons for "1st Half" and "2nd Half". At the bottom of the third column is a large blue button labeled "Process Payroll". A small note at the bottom right states "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).
 - a. Contribution Deduction Options:
 - i. **Half**: Deduct half contribution
 - ii. **None**: Exclude contribution
 - iii. **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 / 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 *
01/29/2026

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

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

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.