



# Timora Manual Guide

Developed by JAF Digital Group Inc.



# Login Page



## Sign In

Please enter your details to sign in

Company Code

Username or Email Address

Password

Remember Me

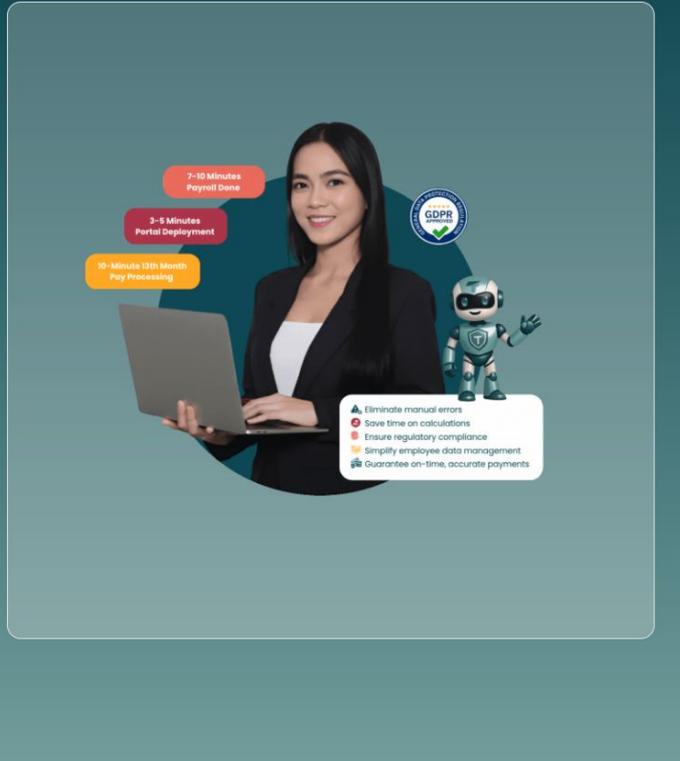
[Forgot Password?](#)

Sign In

Download Our App



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Timora can be accessed through any major web browser such as **Google Chrome**, **Microsoft Edge**, and others.

1. Go to your registered domain (e.g., **sample.timora.ph**).  
Enter your **Company Code** (e.g., SAMPLE).
2. Input your **Username or Email Address** and **Password**.
3. (Optional) Tick **“Remember Me”** for faster access next time.

# Sidebar



## MAIN MENU

Dashboard

## HRM

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Assets Management

## FINANCE & ACCOUNTS

Payroll

Payslip

Bank

## ADMINISTRATION

User Management

Settings

## REPORTS

Reports

## BILLING

Billing

This is the **Sidebar**. This contains various buttons that will lead you to different pages that will contain functions that it is related to.

We have the sidebar buttons:

- **Branch** - This is where you **Create a Branch**
- **Employees** - This is where you **Handle Employee Accounts**
- **Holidays** - This is where you **Add Holiday Dates and Holiday Exceptions**
- **Attendance** - This is where you can **Edit Attendance** information
- **Leaves** - This is where you **Handle Leave related Information**
- **Official Business** - This is where users can **Approve/Reject Official Business Requests**
- **Assets Management** - This where you can **Control Assets**
- **Payroll** - This is where you can **Issue Payroll related Tasks**
- **Payslip** - This is where users can **View** their own **Payslips**
- **Bank** - This is where you can **Connect Your Bank Information**
- **User Management** - This is where you can **Control User Roles**
- **Settings** - This is where you set up **Attendance Settings, Approval Settings, Leave Types, Custom Fields (Prefix), and ZKTeco Biometrics**
- **Reports** - This is where you can find **Payroll Reports, Alphalist Reports, and SSS Reports.**
- **Billing** - This is where you can **View Bills & Payments** and **Subscription & Plans**

# Branch Setup



## MAIN MENU

 Dashboard 

## HRM

 **Branch**

 Employees 

 Holidays



Upon logging-in **Click the Branch Sidebar Button** to proceed.

# Branch Setup

### Add New Branch ✕



Upload Branch Logo

**Name \***

**Contact Number**   **Branch Type \***

Enter number without country code

**Wage Order**  **TIN**

**Address(Location) \***

**SSS Contribution Type \***  **Philhealth Contribution Type \***

**Pag-ibig Contribution Type \***  **Withholding Tax Contribution Type \***

**Basic Salary**  **Salary Type**

Leave blank if salaries vary.

**Work Days Per Year \***  **Salary Computation Type \***  **SSS Contribution Template \***

Branches are used to define salary breakdowns and system computations.

1. Add your company name, contact number, and upload your company logo (this will appear on payslips).
2. Choose a **contribution type**:
  - a. **System Computation** – follows DOLE regulations
  - b. **Fixed** – if you have fixed contribution amounts
  - c. **Manual** – entered manually per employee (201 file)
  - d. **None** – no contributions/deductions
3. Define workdays per year (e.g., 313, 261, 300, 365, or custom).
4. Select salary computation type: semi-monthly, monthly, bi-weekly, or weekly.

# Salary Computation

## DOLE Computation (Timora Standard)

- **Formula:**  
 $\text{Basic Salary} \times 12 \text{ months} \div \text{Workdays per Year}$
- **Explanation:**  
This method is mandated by the Department of Labor and Employment (DOLE). It uses the total number of workdays in a year (e.g., 261, 313, 365, or custom). This ensures proper alignment with government policies and accuracy in computing mandatory contributions such as **SSS, PhilHealth, and Pag-IBIG**.
- **Example:**
  - Basic Salary = ₱20,000
  - Workdays per Year = 261
  - Daily Rate =  $20,000 \times 12 \div 261 =$   
**₱919.54/day**

## Common Payroll Computation (Non-standard Practice)

- **Formula:**  
 $\text{Basic Salary} \div \text{Total Workdays per Month}$
- **Explanation:**  
This is a common practice in some companies where payroll is based on monthly workdays (e.g., 22 days for a 5-day workweek, 26 days for a 6-day workweek). However, this often results in discrepancies when deducting **government contributions**, since the basis does not match DOLE's mandated computation.
- **Example:**
  - Basic Salary = ₱20,000
  - Workdays in Month = 22
  - Daily Rate =  $20,000 \div 22 =$  **₱909.09/day**

# Company Prefix Setup

## ADMINISTRATION

 User Management 

 **Settings** 

 App Settings 

 Attendance Settings

 Approval Settings

 Leave Type

 **Custom Fields (Prefix)**

 ZKTeco Biometrics

## REPORTS

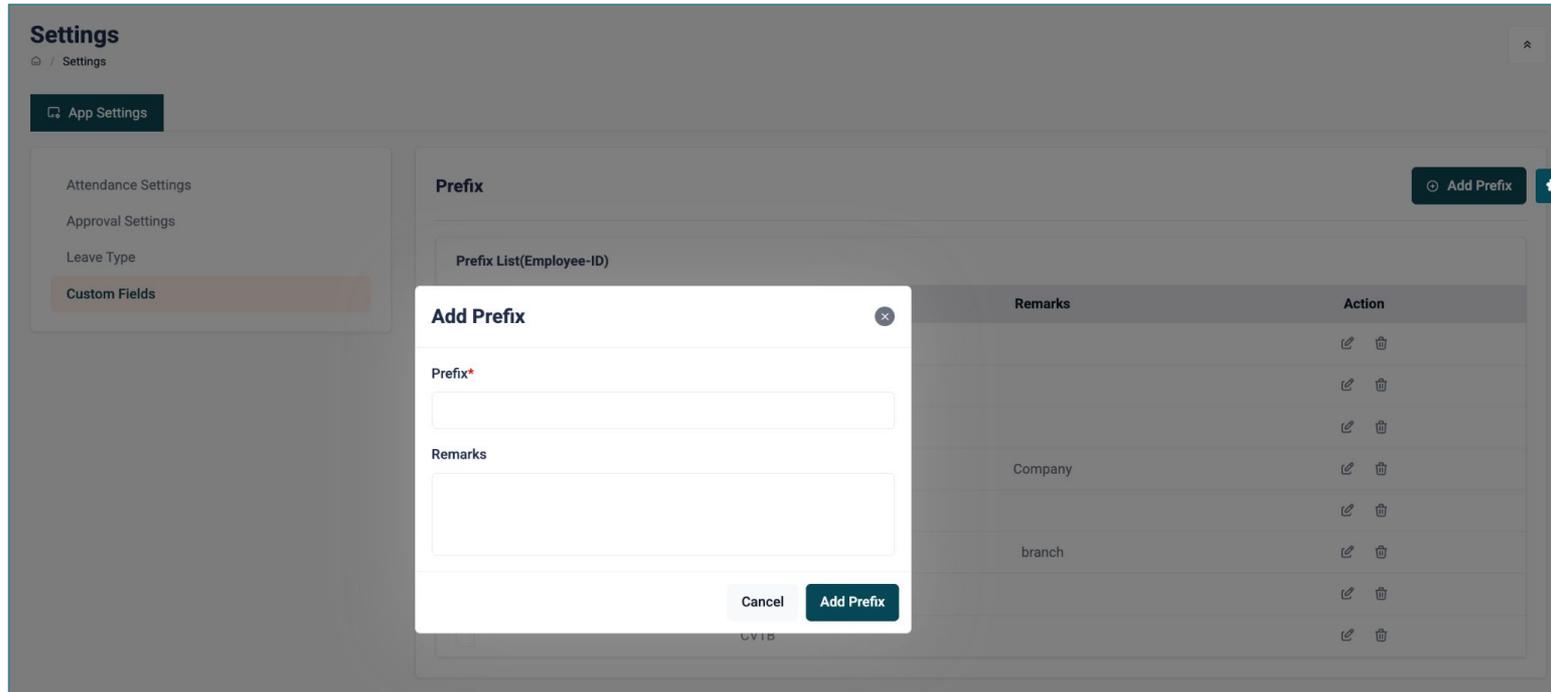
To set up Company Prefix,  
**Click the Settings Button**



Then **Click the Custom Fields  
(Prefix) Button**



# Company Prefix Setup



\*\*\* Set a prefix for employee IDs. This automates ID creation and integrates with biometric devices.

eg.

Company Name = **COMP**

JAF DIGITAL GROUP INC = **JDGI**

# User Management

## ADMINISTRATION

 **User Management** 

 Users

 Roles & Permissions

 Settings 

## REPORTS

 Reports 

To set up Roles & Permissions,  
**Click this Button**



# User Management

**Roles**

Administration / Roles

Export Add Roles

Roles List

All Statuses All Sort By

Row Per Page 10 Entries Search

Role	Data Access Level	Status	Action
Accounting	No Specified Access	Active	
Admin	No Specified Access	Active	
Employee	No Specified Access	Active	
HR	No Specified Access	Active	
HR Generalist	No Specified Access	Active	
Manager	No Specified Access	Active	

Showing 1 - 6 of 6 entries

Timora provides default roles with flexible permissions: **Admin, Accounting, HR, HR Generalist, Manager, and Employee.**

- Roles and permissions can be customised per feature and data access level:
  - **Organization-wide** – access to all branches
  - **Branch level** – access to a specific branch
  - **Department level** – access to specific departments
  - **Personal** – access to one’s own data only
- You can override permissions for individual employees to enable or restrict additional features.

# Departments & Designations

HRM

 Branch

Employees 

 Employee Lists

 Employee Archive

 Departments

 Designations

 Policies

 Holidays

 Attendance 

To set up Departments & Designations, **Click** the **Departments** or the **Designations Button**



# Department & Designation

## Add Department ✕

**Branch**

Select Branch ▼

**Department Code**

**Department Name**

**Department Head**

Select Head ▼

Cancel Add Department

## Add Designation ✕

**Designation Name**

Designation Name

**Branch**

Select Branch ▼

**Department**

Select Department ▼

**Job Description**

Job Description(Optional)

Cancel Add Designation

\*\*\* List down your company's departments and designations before adding employee accounts.

# Employee List

HRM

 Branch

Employees 

 Employee Lists

 Employee Archive

 Departments

 Designations

 Policies

 Holidays

 Attendance 



To set up Employee Accounts,  
**Click the Employee Lists Button**

# Employee List

**Employee** Home / Employee / Employee List Export / Download Add Employee Upload Employee

Total Employee **16** Employees

Active Employees **16** Employees

Inactive Employees **00** Employees

New Joiners **02** Employees

**Employee List** All Branches All Departments All Designations All Statuses All Sort By

Row Per Page 10 Entries Search

Employee ID	Name	Email	Department	Designation	Joining Date	Status	Action
JDGI-0001	Dela Cruz, Juan Test JAF Digital Group Inc.	juandc@gmail.com	Customer Support	Support Lead	2025-07-31	<span>Active</span>	
JDGI-0002	Smith, Cathy JAF Digital Group Inc.	cathys@gmail.com	Human Resource	HR Generalists	2025-08-03	<span>Active</span>	
JDGI-0003	Carter, Sophia JAF Digital Group Inc.	sophiacarter@gmail.com	Customer Support	Support Associate	2025-06-19	<span>Active</span>	
JDGI-0016	Reyes, Emman Bautista JAF Digital Group Inc.	emman@gmail.com	IT	Junior IT Support	2024-01-02	<span>Active</span>	
JDGI-0017	Diokno, Marjorie Alvarez JAF Digital Group Inc.	marj@gmail.com	IT	Junior IT Support	2024-01-02	<span>Active</span>	
JDGI-0018	Miner, Annalyn Santos JAF Digital Group Inc.	annalyn@gmail.com	IT	Junior IT Support	2024-01-02	<span>Active</span>	
JDGI-0019	Villanueva, Mike Hernandez JAF Digital Group Inc.	mike@gmail.com	IT	Junior IT Support	2024-01-02	<span>Active</span>	
JDGI-0020	Marjes, Anthony Flores JAF Digital Group Inc.	anthony@gmail.com	IT	Junior IT Support	2024-01-02	<span>Active</span>	

Two options to add employees:

1. **Bulk Upload** – Download the template, fill out required fields, and import.
2. **Manual Entry** – Add employees individually.

Required fields: First Name, Last Name, Employee ID, Joining Date, Email, Username, Password, Role, Branch, Department, Designation, Employment Status.

# Employee List

Row Per Page 10 ▾ Entries

Employee ID	Name	Email
  JDGI-0001	 Dela Cruz , Juan Test JAF Digital Group Inc.	juandc@gmail.com
  JDGI-0002	 Smith , Cathy JAF Digital Group Inc.	cathys@gmail.com
  JDGI-0003	 Carter , Sophia JAF Digital Group Inc.	sophiacarter@gmail.com
  JDGI-0016	 Reyes , Emman Bautista JAF Digital Group Inc.	emman@gmail.com
  JDGI-0017	 Diokno , Marjorie Alvarez JAF Digital Group Inc.	marj@gmail.com
  JDGI-0018	 Miner , Annalyn Santos JAF Digital Group Inc.	annalyn@gmail.com
  JDGI-0019	 Villanueva , Mike Hernandez JAF Digital Group Inc.	mike@gmail.com
  JDGI-0020	 Marjes , Anthony Flores JAF Digital Group Inc.	anthony@gmail.com

To navigate to the 201 Form, **Click the Eye Icon/View Button.**

# Employee 201 Form



**Dela Cruz , Juan Santos** ✓

• Mobile Developer Associates

Employee ID	JDGI-215
Team	IT Department
Date Of Join	2026-01-15
Branch	JAF Digital Group Inc.
Reporting To	N/A
Biometrics ID	BIO-8320

[Edit Info](#)

**Basic information** ✎

Phone	9740953345
Email	<a href="mailto:juan.delacruz01@example.com">juan.delacruz01@example.com</a> <span>✉</span>
Gender	Male
Birthday	2011-01-30
Birthplace	Makati
Address	N/A

**Personal Information** ✎

Nationality	Filipino
Religion	Iglesia ni Cristo
Civil Status	Single
Spouse	N/A
No. of children	N/A

Update and maintain employee records, including:

- Basic & Personal Information
- Emergency Contact Details
- Salary & Contribution Computation
- Government Details
- Bank Information (optional)
- Family & Education Background
- Work Experience
- Attachments (PSA, NBI, Medical, etc.)

**Note:** When updating salary details, always set an **effective date**. The system will automatically deactivate the old salary record and apply the new rate for accurate payroll calculations.

# Employee 201 Form

Salary and Contribution Computation   

Government Details  

Bank Information  

Family Information  

Education Details   Experience  

Assets Policy/Memo Attachments Leave Information

  
No assets assigned to this employee.



To navigate to the Salary Record, **Click the Eye Icon/View Button.**

# Salary Record on 201 File

The screenshot displays the Timora HRM interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard), HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), and FINANCE & ACCOUNTS (Payroll). The main content area is titled 'Salary Record' and shows 'Juan's Salary Record'. It includes an 'Export' button and an 'Add Salary' button. Below this is a table with columns: Emp ID, Name, Basic Salary, Salary Type, Effective Date, Status, Encoded By, Remarks, and Action. A single entry is shown for Juan Santos with a basic salary of 29000.00, a monthly fixed salary type, and an effective date of January 31, 2026. The status is 'Inactive'. The interface also shows 'Row Per Page' set to 10 and a search bar.

Emp ID	Name	Basic Salary	Salary Type	Effective Date	Status	Encoded By	Remarks	Action
JDGI-215	Dela Cruz, Juan Santos	29000.00	Monthly Fixed	January 31, 2026	Inactive	jaf_admin	Monthly Rate	

\*\*\* You can track each employee's salary details in this section. The system automatically follows the **active and most recent effective date** when computing salaries. Once a new salary rate is added, the **previous record becomes inactive**, ensuring accurate and up-to-date payroll computation.

# Allowance Record on 201 File

The screenshot displays the Timora HRM interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard), HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), and FINANCE & ACCOUNTS (Payroll). The main content area is titled 'Allowances' and shows 'John Patrick's Allowances'. There are two tabs: 'Salary Record' and 'Employee Allowances'. A date range selector is set to '01/30/2026 - 01/30/202'. Below the tabs, there is a table with columns: Employee, Allowance, Override Amount, Frequency, Effective Date, Type, Status, Created By, Edited By, and Action. One entry is visible for John Patrick Paguia with allowance 'Joy to the world', 'No Override', 'Every Payroll', and 'Active' status. A search bar and pagination controls are also present.

Employee	Allowance	Override Amount	Frequency	Effective Date	Type	Status	Created By	Edited By	Action	
<input type="checkbox"/>	John Patrick Paguia	Joy to the world	No Override	Every Payroll	Jan 30, 2026 - Indefinite	Include	Active	jaf_admin	N/A	<a href="#">Edit</a> <a href="#">Delete</a>

\*\*\* In the **Allowance Record** section, you can assign specific allowances to employees based on the defined **Payroll Items**. You may **override the amount and calculation basis** directly within this section—whether it's **Fixed, Per Attended Day, or Per Attended Hour**—for flexible and precise allowance management.

# Leaves

## ADMINISTRATION

 User Management 

 Settings 

| App Settings 

 Attendance Settings

 Approval Settings

|  Leave Type

 Custom Fields (Prefix)

 ZKTeco Biometrics

To set up Leave Types,  
**Click the Leave Type  
Button**



## REPORTS

 Reports 

# Leave Settings

## Add Leave Type ✕

Leave Type Name \*

Number of days \*

Earned Leave

Accrual Frequency \*

Select Frequency ▾

Max Carry Over \*

Cash Convertible

Conversion Rate

Enter the conversion rate for cash convertible leave

Payment Type \*

Paid ▾

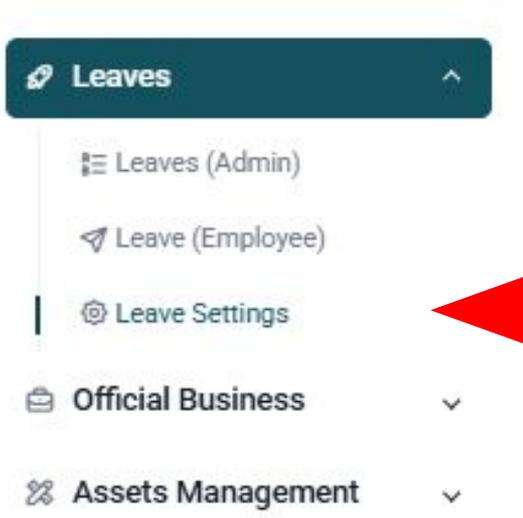
Cancel Add Leave

Configure company leave policies:

- Earned leave and cash-convertible options
- Annual leave credits (customizable)
- Policy options:
  - Advance notice period (set number of days)
  - Half-day leave (first half or second half)
  - Backdated filing (set allowable days)
  - Required attachments (e.g., medical certificates)

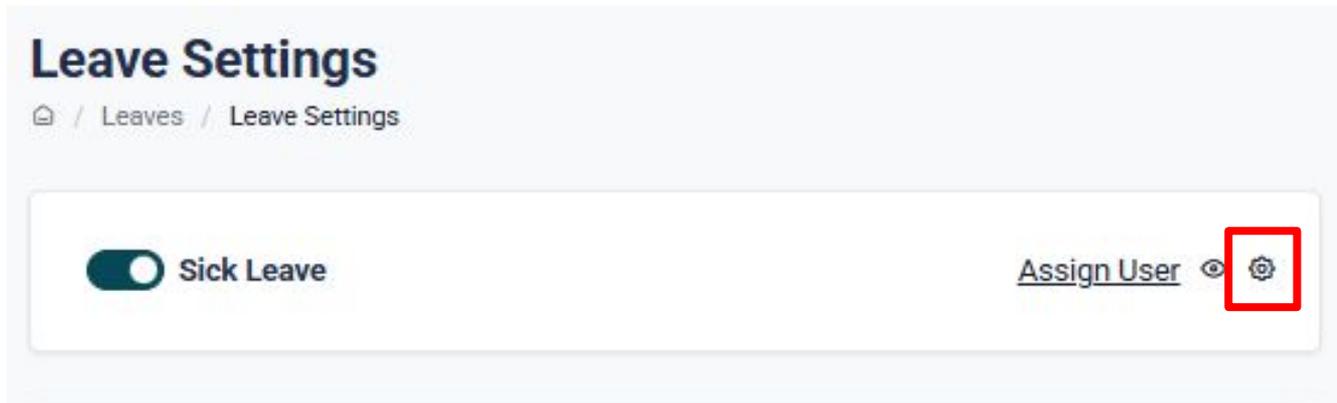
Admins can override leave credits per employee when adjustments are needed.

# Leaves Policy

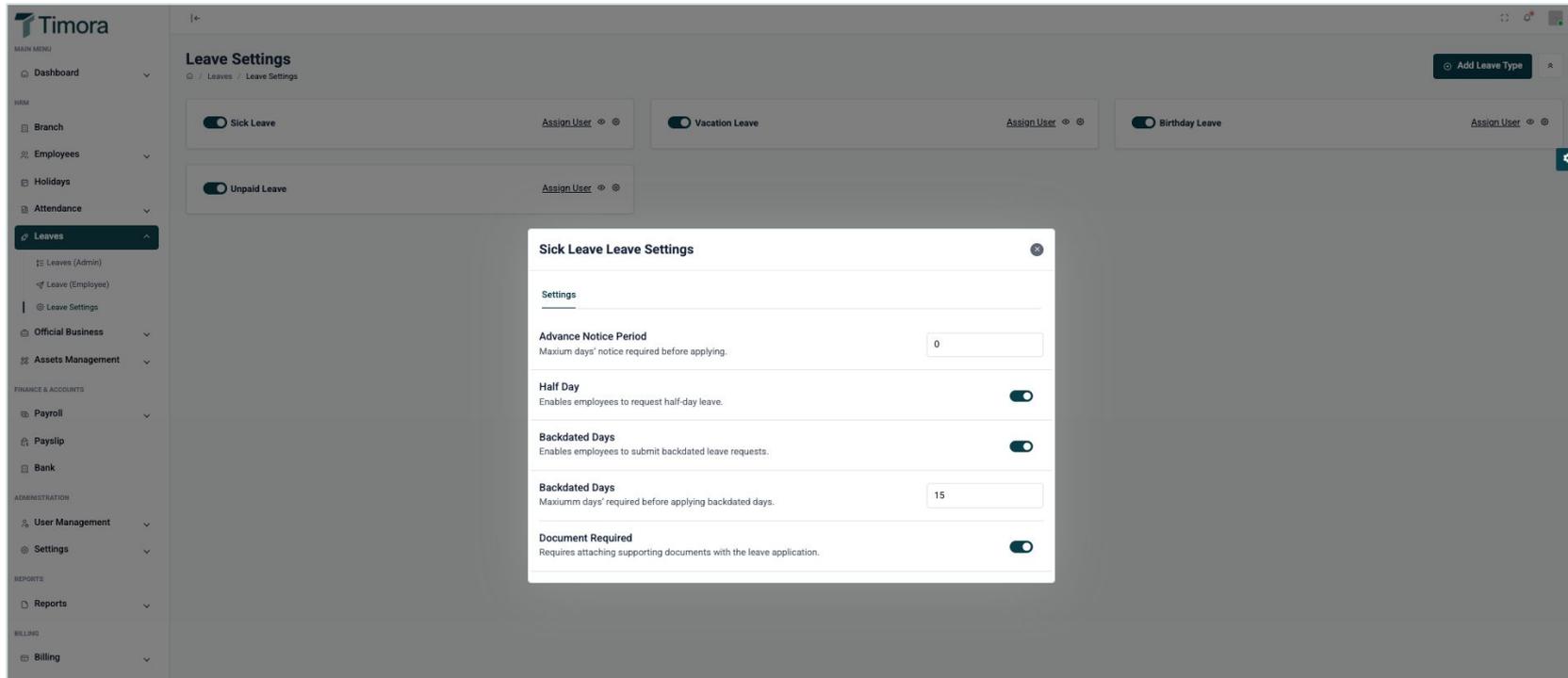


1. To set up Leave Settings, **Click** the **Leave Settings Button** inside the **Leaves Sidebar**

2. Then **Click** the **Gear icon** to edit leave settings



# Leaves Policy



## Leave Policy

- **Advance Notice Period** – Sets the maximum number of days' notice required before an employee can apply for leave.
- **Half Day** – Allows employees to file **half-day leave** requests.
- **Backdated Days** – Allows employees to submit **backdated leave** requests within the defined limit.
- **Document Required** – Requires employees to **attach supporting documents** when filing a leave request.

# Shift & Schedule Management

📅 Holidays

📅 Attendance ^

👤 Attendance (Admin)

👤 Attendance (Employee)

📅 Shift & Schedule

🕒 Overtime (Admin)

🕒 Overtime (Employee)

⚙️ Attendance Settings

📅 Leaves ∨

To set up Shift Management,  
**Click the Shift & Schedule**



# Shift & Schedule Management

### Create Shift Schedule ✕

**Shift Name \***

**Branch \***

**Start Time \***

**End Time \***

**Maximum Allowed Hours \***

**Grace Period (minutes) \***

**Break Duration (minutes)**

Flexible

**Notes**

Define work schedules for employees:

- Flexible, normal, graveyard, or custom shifts
- Set maximum allowed hours per day (to avoid excess time counted as regular hours)
- Assign shifts using:
  - **Recurring dates** – regular weekly schedules
  - **Custom dates**—start and end dates, ideal for rotating schedules
- Configure **rest days**: enable “Allow Clock-in on Rest Day” for employees required to work during off-days.

# Enable Break Hour Button

The screenshot displays the 'Employee Attendance' dashboard for a user named Juan. The dashboard shows 'Total Hours Today', 'Total Hours Week', and 'Total Hours Month', all at 0 min. A 'Lunch Break' notification is visible, with a 'Start Break' button. The 'Create Shift Schedule' modal is open, showing fields for 'Shift Name', 'Branch', 'Start Time', 'End Time', 'Maximum Allowed Hours', and 'Grace Period (minutes)'. The 'Break Duration (minutes)' field is highlighted with a red box and contains the value 'e.g. 60'. The 'Notes' field is empty. The 'Save Shift' button is visible at the bottom right of the modal.

**Employee Attendance**  
Good Afternoon, Juan  
5:46 PM, Nov 25, 2025  
@ Clocked In at 5:46 PM  
Select Break  
Clock-In Clock-Out

**Total Hours Today**  
0 min  
Hours

**Total Hours Week**  
0 min  
Hours

**Total Hours Month**  
0 min  
Hours

**Lunch Break**  
Manage your break time  
Start Break  
Max: 60min

**Create Shift Schedule**

Shift Name \*  
e.g. Morning Shift

Branch \*  
All Branch

Start Time \*  
--:--

End Time \*  
--:--

Maximum Allowed Hours \*  
e.g. 8

Grace Period (minutes) \*  
e.g. 5

**Break Duration (minutes)**  
e.g. 60

Notes  
Optional notes...

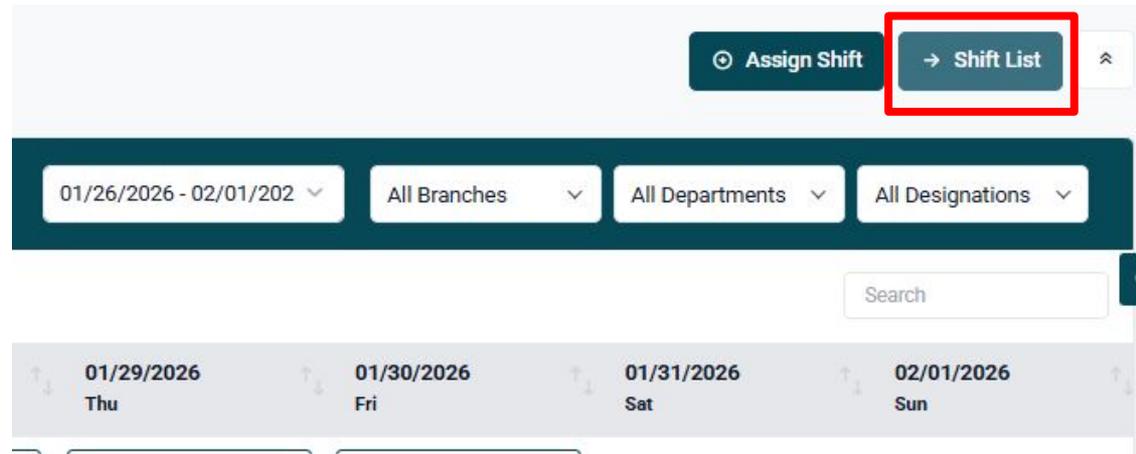
Cancel Save Shift

To activate the **Break Hour** feature:

1. Go to **Shift & Schedule** and open your **Shift List**.
2. Set the **Break Duration** to **60 minutes** (or your preferred duration).
3. Once saved, the **Break Hour** button will automatically appear on the employee's **Attendance Dashboard**, allowing them to log their break time during work hours.

# Shift & Schedule Management

1. To edit an existing Shift, **Click this button**



The screenshot shows the top navigation bar with two buttons: 'Assign Shift' and 'Shift List'. The 'Shift List' button is highlighted with a red box. Below the navigation bar is a filter section with four dropdown menus: '01/26/2026 - 02/01/202', 'All Branches', 'All Departments', and 'All Designations'. A search bar is located below the filters. At the bottom, there is a date range selector showing '01/29/2026 Thu', '01/30/2026 Fri', '01/31/2026 Sat', and '02/01/2026 Sun'.



The screenshot shows a table with columns: 'Created By', 'Edited By', and 'Action'. The 'Action' column contains three icons: an eye, a pencil (highlighted with a red box), and a trash can. The table has two rows of data, both with 'N/A' in the 'Edited By' column.

Created By	Edited By	Action
larian	N/A	  
larian	N/A	  

2. Then click the **edit** quick access button

# Enable Extra Hours

### Edit Shift Schedule ✕

<b>Shift Name *</b>	<b>Branch *</b>
<input type="text" value="FIXED"/>	<input type="text" value="JAF Digital Group Inc."/>
<b>Start Time *</b>	<b>End Time *</b>
<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>
<b>Maximum Allowed Hours *</b>	<b>Grace Period (minutes) *</b>
<input type="text" value="8"/>	<input type="text" value="15"/>
<b>Break Duration (minutes)</b>	<b>Allowed Minutes Before Clock In</b>
<input type="text" value="60"/>	<input type="text" value="0"/>

Flexible Hours ⓘ  
 Allow Extra Hours ⓘ

**Notes**

Optional notes...

**Allow Extra Hours** – Automatically records excess working hours as **overtime** and files them as **pending for approval**.

# Attendance Settings

## ADMINISTRATION

 User Management 

 Settings 

App Settings 

 Attendance Settings

 Approval Settings

 Leave Type

 Custom Fields (Prefix)

 ZKTeco Biometrics

To set up Attendance Settings,  
**Click this button.**



# Attendance Settings

The screenshot displays the 'Attendance Settings' page. On the left, a sidebar menu lists 'App Settings' with sub-items: 'Company Information', 'Attendance Settings' (highlighted), 'Approval Settings', 'Leave Type', 'Custom Fields', and 'ZKTeco Biometrics'. The main content area is titled 'Attendance Settings' and contains the following settings:

- Geotagging**: Enable Geotagging (toggle on)
- Geofencing**: Enable Geofencing (toggle on)
- Geofence Buffer**: This will add a temporary radius to the geofence if the accuracy is not working properly. (Input field: 1000)
- Geofence allowing Geotagging**: Enabling this option allows geotagging when the geofencing location detection has a weak signal. (toggle on)
- Geofence Location**: Create and view geofence locations. (Manage button)
- Allow Multiple Clock-ins**: Enable multiple clock-ins per day. (toggle on)
- Require Photo Capture**: This process will require the capture of photo at both the time of clock-in and clock-out. (toggle on)
- Allow Clock-in Rest Day**: Enable clock-in on rest day. (toggle on)
- Late Status Box**: Each late entry will trigger a popup to insert a reason for being late. (toggle on)
- Time Display Format**: Choose a time display format. (Dropdown menu: 12hr format)

Enable advanced features for attendance tracking:

- **Geotagging** – captures employee location when clocking in/out (requires device location enabled).
- **Geofencing** – restricts clock-in/out to a specific location within a set radius.
- **Photo Capture** – requires employees to take a photo when clocking in/out.
- **Late Status Box** – requires employees to provide a reason when clocking in late.

# Approval Settings

## Settings

Settings / App Settings / Approval Settings

### App Settings

Company Information

Attendance Settings

Approval Settings

Leave Type

Custom Fields

ZKTeco Biometrics

### Approval Steps

Select Branch

Global (All Branches)

#### Existing Approval Steps

Level 1

Type: Department Head

Level 1

Approver Type

Department Head

Department Head

User

Add Step

Save Steps

- By default, the **department head** is the primary approver.
- If additional approval levels are required, you can configure multiple steps and assign subsequent approvers.

# Admin & Employee Dashboard

## MAIN MENU



Dashboard



Admin Dashboard



Employee Dashboard



## HRM



Branch

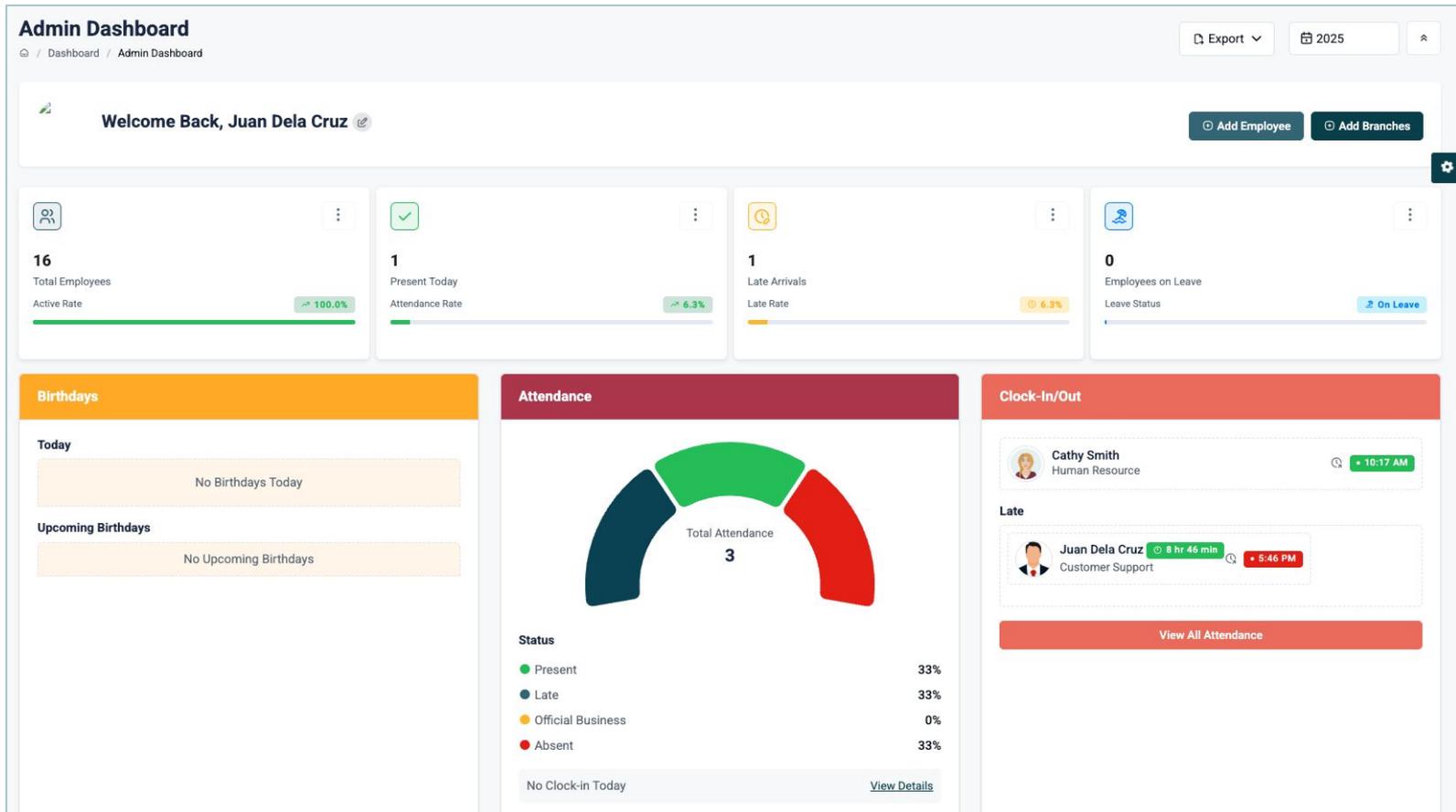


Employees



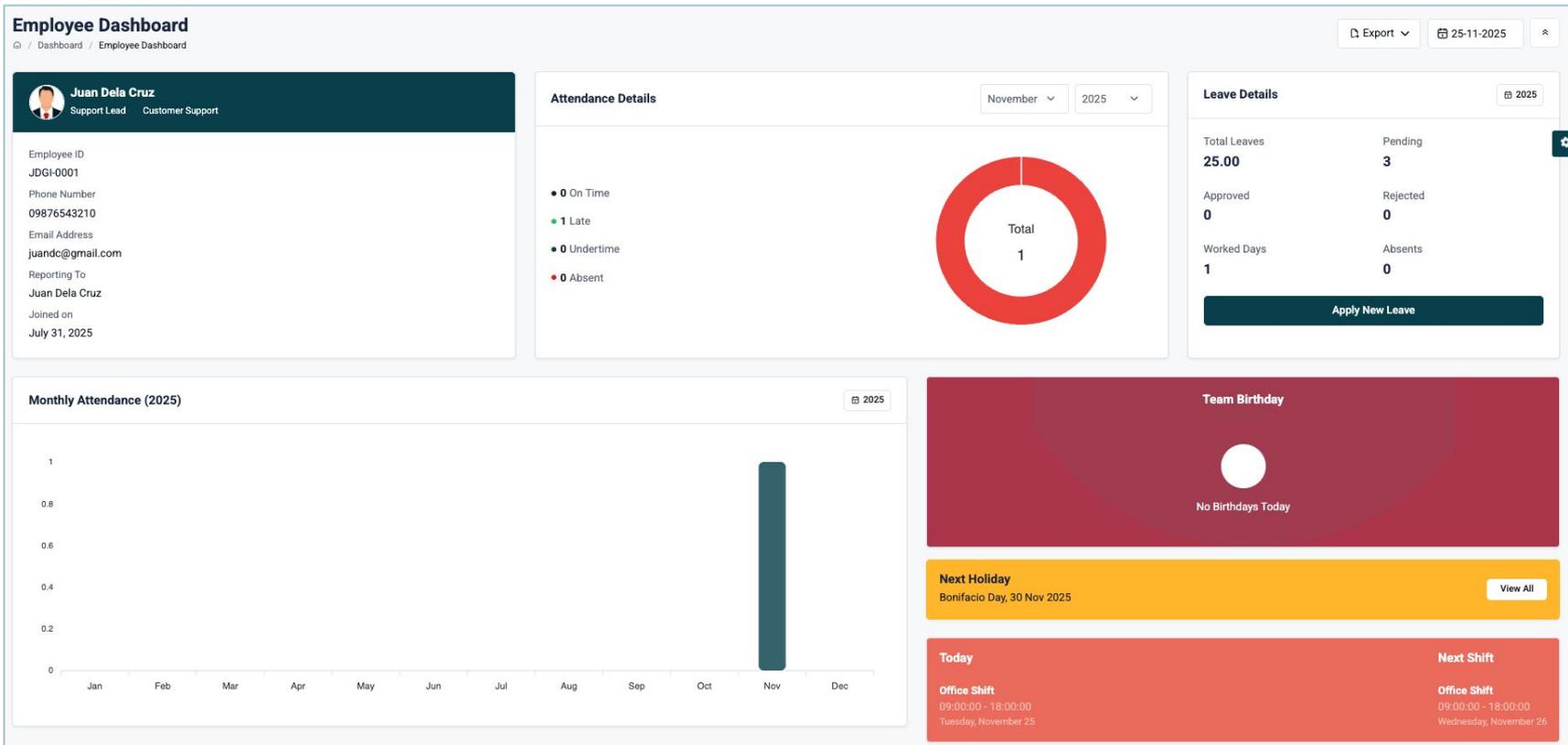
To view the Admin Dashboard or  
Employee Dashboard,  
**Click these Buttons**

# Admin & Employee Dashboard



- **Admin Dashboard** – Provides a quick overview of key company metrics, including:
  - Total employees
  - Employees on leave
  - Team birthdays
  - Attendance overview
  - Payroll summary
  - Overtime statistics

# Admin & Employee Dashboard



- **Employee Dashboard**—Displays employee-specific details such as:
  - Personal information
  - Attendance records
  - Leave credits
  - Monthly attendance summary
  - Team birthdays
  - Upcoming holidays
  - Current and next day shift schedule

# Attendance Setting

## HRM

 Branch

 Employees ▼

 **Holidays**

 Attendance ▼

 Leaves ▼

 Official Business ▼

 Assets Management ▼

## FINANCE & ACCOUNTS



To set up Holidays, **Click this Button**

# Holiday Management

## Holidays

Employee / Holidays

Export Add Holiday Holiday Exceptions

Holidays List 01/01/2025 - 12/31/2025 All Holiday Type All Paid Status All Status

Row Per Page 10 Entries Search

<input type="checkbox"/>	Title	Date	Type	Paid Status	Status	Action
<input type="checkbox"/>	JAF Holiday	September 25, 2025	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Rest Day	October 17, 2025	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	All Saints' Day	November 1 <span>Recurring</span>	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Independence Day	November 6, 2025	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Bonifacio Day	November 30, 2025	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Feast of the Immaculate Conception of Mary	December 8, 2025	Special-non-working	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Christmas Day	December 25 <span>Recurring</span>	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Black Friday	December 26, 2025	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Last Day of the Year	December 31, 2025	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	New Year	January 1 <span>Recurring</span>	Regular	+ Paid	+ Active	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 - 10 of 10 entries

Timora comes with **default holidays** based on the government gazette. You can also add and customize holidays specific to your company or location.

- Policies follow **DOLE guidelines**.
- **Holiday Exception:** You may exclude specific employees from holiday pay by adding them to the holiday exception list.

# Official Business

HRM

 Branch

 Employees 

 Holidays

 Attendance 

 Leaves 

 **Official Business** 

 Official Business (Admin)

 Official Business (Employee)

 Assets Management 

To open Official Business (Employee),  
**Click this Button**



# Official Business

The screenshot shows a web application interface for 'Official Business' requests. A modal window titled 'Request OB' is open, displaying the following fields:

- Date \***: A date input field with a calendar icon, showing the placeholder 'mm/dd/yyyy'.
- Start Time \***: A time input field with a calendar icon, showing the placeholder 'mm/dd/yyyy --:-- --'.
- End Time \***: A time input field with a calendar icon, showing the placeholder 'mm/dd/yyyy --:-- --'.
- Break (in minutes)**: A text input field.
- OB Total Hours**: A text input field.
- Purpose**: A large text area for describing the request.
- File Attachment**: A file upload section with a 'Choose File' button and the text 'No file chosen'.

At the bottom of the modal are 'Cancel' and 'Request' buttons. The background shows a dashboard with 'Approved Request' and 'Rejected Request' counts, a date range filter (01/01/2026 - 12/31/202), and a table with columns for 'File Attachment', 'Status', 'Approved By', and 'Action'.

- Employees can request/file an **Official Business (OB)** entry if they are working off-site or in the field.
- Usage depends on company policy and approval requirements.

# Official Business

HRM

 Branch

 Employees ▼

 Holidays

 Attendance ▼

 Leaves ▼

 **Official Business** ▲

 Official Business (Admin)

 Official Business (Employee)

 Assets Management ▼

To open Official Business (Admin),  
**Click this Button**



# Official Business

## Official Business

Dashboard / Official Business

Export / Download

Pending Requests

07

This Month

Approved Request

00

This Month

Rejected

00

This Month

OB Requests

00

This Month

Official Business

01/01/2026 - 12/31/202

All Branches

All Departments

All Designations

All Status

Row Per Page 10 Entries

Sean

<input type="checkbox"/>	Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Next Approver	Last Approved By	Action
<input type="checkbox"/>	 Habana, Sean Derick IT Department	January 21, 2026	9:52 AM - 9:52 AM	23 hrs 10 mins	asds	No Attachment	<span>Pending</span>	John Patrick Paguia	-	 

Showing 1 - 1 of 1 entries (filtered from 9 total entries)

< 1 >

- Users who can access this page can **Approve** or **Reject** Official Business Requests
- Usage depends on company policy and approval requirements.

# Attendance Request

HRM

Branch

Employees

Holidays

Attendance

Attendance (Admin)

Attendance (Employee)

Shift & Schedule

Overtime (Admin)

Overtime (Employee)

Attendance Settings

Leaves

Official Business

Assets Management

1. To open Attendance (Employee) page,  
**Click this Button**



2. Then **Click this button**

Request Attendance

Total Hours Month

**0 min**  
Hours

Undertime This Month

A screenshot of the 'Attendance (Employee)' page. At the top right, there is a dark blue button with a white play icon and the text 'Request Attendance', which is highlighted with a red rectangular box. Below this, there are several summary cards. The first card shows 'Total Hours Month' with a large '0 min' and 'Hours' below it. To the right of this card is a red circular icon with a white calendar symbol and a dark blue gear icon. The second card shows 'Undertime This Month'.

# Attendance Request

The screenshot displays the 'Employee Attendance' interface. At the top, there's a 'Request Attendance' button. The main content area shows a user profile for 'Juan' with a 'Production : 00' indicator and 'Clock-In at 00:00' status. Below this, there are 'Attendance' and 'Attendance Requests' tabs. The 'Attendance Requests' section shows a table with one entry for '2025-09-05' with a clock-in time of '8:54 AM' and a clock-out time of '10:55 AM'. A 'Request Attendance' modal form is open in the center, containing the following fields:

- Date \***: A date input field with a calendar icon, showing the placeholder 'mm/dd/yyyy'.
- Start Time \***: A time input field with a calendar icon, showing the placeholder 'mm/dd/yyyy, --:-- --'.
- End Time \***: A time input field with a calendar icon, showing the placeholder 'mm/dd/yyyy, --:-- --'.
- Break Time(in minutes)**: An empty text input field.
- Total Hours**: An empty text input field.
- File Attachment**: A file selection area with a 'Choose File' button and 'No file chosen' text.
- Reason**: A large empty text area for providing details.

At the bottom of the modal, there are 'Cancel' and 'Request' buttons. The background interface also shows a 'Total Hours Month' summary of '8 hr 1 min' and an 'Undertime this Month' summary of '4 hr 33 min'.

- Employees can file an **Attendance Request** if they forget to clock in/out or encounter errors while familiarizing themselves with the portal.
- How this feature is used depends on company policies.

# Attendance Request

HRM

 Branch

 Employees 

 Holidays

 **Attendance** 

 Attendance (Admin)

 Attendance (Employee)

 Shift & Schedule

 Overtime (Admin)

 Overtime (Employee)

 Attendance Settings

 Leaves 

 Official Business 

 Assets Management 

To open Attendance (Admin) page,  
**Click this Button**



# Attendance Request

**Attendance Admin**  
Attendance Admin

Export / Download Import Default Attendance

### Attendance Details

Present: 01 Employees  
Late Login: 00 Late  
Absent: 07 Absent

Attendance Request Attendance

### Attendance Requests

01/01/2026 - 01/30/2026 All Branches All Departments All Designations All Status

Row Per Page: 10 Entries Search

	Employee	Date	Clock In	Clock Out	Total Break	Total Hours	File Attachment	Status	Next Approver	Last Approved By
<input type="checkbox"/>	 Habana, Sean Derick IT Department	January 30, 2026	3:52 PM	11:52 PM	1 hr	5 hr 7 min Night: 1 hr 52 min	No Attachment	Pending	John Patrick Paguia	-
<input type="checkbox"/>	 Ompoy, Jiroi Ladisla IT Department	January 30, 2026	6:02 AM	6:02 AM	435 hr 51 min	0 min Night: 8 hr	View Attachment	Pending	John Patrick Paguia	-
<input type="checkbox"/>	 Ompoy, Jiroi Ladisla IT Department	January 30, 2026	6:02 AM	6:02 AM	435 hr 51 min	0 min Night: 8 hr	View Attachment	Pending	John Patrick Paguia	-
<input type="checkbox"/>	 Habana, Sean Derick IT Department	January 26, 2026	9:00 AM	8:00 PM	1 hr	10 hr Night: 0 min	No Attachment	Pending	John Patrick Paguia	-

- Users who have access to this page can, **Approve** or **Reject** Attendance requests.
- How this feature is used depends on company policies.

# Asset Management

HRM

 Branch

 Employees 

 Holidays

 Attendance 

 Leaves 

 Official Business 

 **Assets Management** 

 Employee Assets

 Assets Settings

To set up Assets, **Click this Button**



FINANCE & ACCOUNTS

# Asset Management

The screenshot shows the 'Assets Settings' page with an 'Add Assets' modal form open. The modal form contains the following fields:

- Branch \***: A dropdown menu with the text 'Select Branch'.
- Name \***: A text input field with a character count of '0 / 50 characters'.
- Quantity \***: A text input field.
- Price \***: A text input field.
- Category \***: A dropdown menu with the text '-- Select existing category --'.
- Model \***: A text input field with a character count of '0 / 250 characters'.
- Manufacturer \***: A text input field with a character count of '0 / 250 characters'.
- Serial Number \***: A text input field with a character count of '0 / 250 characters'.
- Processor \***: A text input field with a character count of '0 / 250 characters'.
- Description (optional)**: A text input field with a character count of '0 / 500 characters'.

The background shows a table of assets with columns for Name, Branch, and Description. The table contains three entries:

Name	Branch	Description
MACBOOK AIR	JAF Digital Group Inc.	A salary bond is a forma
Macbook Air M4	JAF Digital Group Inc.	N/A
MacBook Pro	JAF Digital Group Inc.	N/A

- Add new assets by filling out required information such as **name, quantity, category, and price** for better organization.
- You can update the **condition and status** of assets after creation.
- Assigning Assets:
  - Go to **Employee Asset**.
  - Filter by branch.
  - Select the employee(s) and assign one or multiple assets.

**Note:** The system supports assigning **multiple assets per employee**.

# 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



### 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



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

Bank

ADMINISTRATION

User Management

|←

Elite Monthly Plan | 699 days left

## Payroll Items

Payroll / Payroll Items / SSS Contribution

SSS PhilHealth Pag-IBIG BIR

SSS Contribution PhilHealth Withholding Tax OT Table De Minimis Earnings Deductions Allowance

### SSS Contribution

Sort by

Row Per Page 10 Entries

Search

	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 2 3 4 5 - 12



## 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

**Add Earning**

Name

Calculation Method

Fixed

Default Amount

Taxable

No

Manual Assigning  All Employees

Description

Enter description

Cancel Add Earning

**Add Deduction**

Name

Calculation Method

Fixed

Default Amount

Taxable

No

Manual Assigning  All Employees

Description

Enter description

Cancel Add Deduction

## 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 displays the Timora Payroll Items interface. The left sidebar contains a 'MAIN MENU' 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'. An 'Add Allowance' button is visible. Below the tabs is a table of allowances. The table has columns for 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 filter 'jaf' is applied to the table. The bottom of the table shows 'Showing 1 - 2 of 2 entries (filtered from 10 total entries)'.

Name	Calculation Basis	Amount	Taxable	Created By	Updated By
January 21 allowance	Fixed Amount	1,000.00	No	jaf_admin	N/A
Allowance	Fixed Amount	123.00	Yes	jaf_admin	jaf_admin

## 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



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



## Payroll Batch Settings

Payroll / Payroll Batch Settings

Create Payroll Batch

### 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)

## 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

The screenshot shows the Timora HRM system interface. The sidebar menu includes categories like MAIN MENU, HRM, and FINANCE & ACCOUNTS. The main content area displays the 'Banks' management interface, which includes a 'Bank List' table. The table has columns for Bank, Code, Account #, Remarks, and Action. The table contains five entries: BDO, GCASH, GoTyme, JAF Digital Bank, and Prince. The interface also features a search bar, a row per page selector (set to 10), and a pagination control showing 'Showing 1 - 5 of 5 entries'.

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

## 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

**Payroll Process**

Payroll / 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

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**

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

Row Per Page 10 Entries

Employee Branch Total Deductions Total Earnings Net Pay Action

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.

# Payroll Reports

## REPORTS

 **Reports** 

 Payroll Reports

 Alphalist Reports

 SSS Reports

## BILLING

 **Billing** 



To view **Reports**, Click this **Button**

# Payroll Report

**Payroll Reports**  
🏠 / Payroll Reports

📄 Export | 01/09/2025 - 30/09/20 | All Branches | All Sort By | 🔍 Search

Pay Period Start	
Pay Period End	
Total Earnings	0.00
Total Deductions	0.00
Prepared By	Unknown Processor

**Payroll Summary**

BRANCH	EMPLOYEE NAME	WORKED HOURS	EARNINGS								DEDUCTIONS						GROSS PAY	NET PAY			
			Basic Salary	Overtime Pay	Overtime Night Diff	Leave Pay	Night Differential	Holiday Pay	Rest Day Pay	Other Earnings	SSS	PhilHealth	Pag-IBIG	Tax	Late/Undertime	Absent			Other Deductions		
TOTAL		0 min	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00

- View and export payroll summaries by **date range** and **branch**.
- Export format: **CSV**

# Alphalist Report

## Alphalist Reports

Alphalist Reports

Export

### Generate Alphalist Report

Branch \*

JAF Digital Group Inc.

Year \*

2025

Process Report

### BIR FORM

TIN:

BRANCH NAME: JAF Digital Group Inc.

SEQ NO	TAXPAYER IDENTIFICATION NUMBER	NAME OF EMPLOYEES			Inclusive Date of Employment		GROSS COMPENSATION INCOME	13th MONTH PAY & OTHER BENEFITS (≤ 90K)	DE MINIMIS BENEFITS	NON-TAXABLE COMPENSATION	
		(Last Name)	(First Name)	(Middle Name)	From	To				SSS/GSIS/PHIC/PAG-IBIG/Union Dues	Other Non-Taxable Benefits
1	436435234523	Dela Cruz	Juan	Test	07/10/2025	09/15/2025	19,500.00	1,821.18	0.00	1,975.00	0.00
2	5643546543	Nieves	Ram		07/11/2025	09/15/2025	9,195.40	23,333.31	0.00	19,275.00	0.00
3	623412341	M	Edlyn Marie	Campus	07/11/2025	09/15/2025	9,195.40	29,999.97	0.00	25,175.00	10,000.00
4	5765463464	Technology	Gruntech	A	07/11/2025	09/15/2025	14,195.40	29,662.17	0.00	25,175.00	10,000.00
5	234523452345	Outsourcing	Ecapro		07/11/2025	09/15/2025	1,000.00	20,809.80	0.00	14,500.00	1,000.00
6	463453453	vince	vince		07/11/2025	09/15/2025	0.00	8,333.32	0.00	7,362.50	0.00
7	5644346363	Cruz	Anthony		07/10/2025	09/15/2025	11,494.25	12,500.01	0.00	8,100.00	0.00
8	3463643636	Alonzo	Maria		07/11/2025	07/25/2025	0.00	2,083.33	0.00	500.00	0.00
9	234523452345	Smith	Cathy		07/15/2025	09/15/2025	4,187.93	3,480.46	0.00	3,875.00	0.00
10	1234765372345	Delos Santos	Jirol		07/15/2025	09/30/2025	0.00	0.00	0.00	2,250.00	0.00
11	56453545	Test	HR Role		09/01/2025	09/15/2025	0.00	0.00	0.00	450.00	0.00
12	4674674567	Villanueva	Joshua		09/01/2025	09/15/2025	8,900.00	5,833.33	0.00	1,950.00	500.00
<b>TOTAL</b>							<b>77,618.38</b>	<b>137,856.88</b>	<b>0.00</b>	<b>110,587.50</b>	<b>21,500.00</b>

- Ensure all employees have valid **TIN numbers**.
- Filter by branch and year.
- Generate and export **Alphalist** via CSV.

# SSS Report

**SSS Reports**  
SSS Reports

Export 01/09/2025 - 30/09/2025 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)			
No data available							
TOTAL					0.00	0.00	0.00

- Generate both employee and employer share reports.
- Export format: **CSV**

# Billing Subscription

## REPORTS

📁 Reports



## BILLING

📁 Billing

📄 Bills & Payment

☰ Subscriptions



Billing and Subscriptions information are located at the **Bottom of the Sidebar**

# Billing Subscription

The screenshot displays the 'Bills & Payment' section of the Timora HRMS. The sidebar on the left includes a 'MAIN MENU' with 'Dashboard' (marked 'Hot') and 'FINANCE & ACCOUNTS' with 'Payroll' and 'Payslip'. The main content area shows:

- Core** license: Status **Active**, amount **₹5,600.00 / monthly**, and **Currently Active: 0 / 15**.
- License Usage This Period** (Oct 09, 2025 - Nov 09, 2025): **0** Additional Licenses and **0** Currently Active.
- Invoices** table with one entry:

#	Date	Amount	Description	Period	Pay	Status
INV-20251102-001	2025-11-02	₹5,600.00	Core	Nov 09 - Dec 09, 2025	<a href="#">Pay Now</a>	<a href="#">Download</a>

In the **Billing and Subscription** section, you can conveniently **settle payments** and **download invoices** before completing the transaction. Any additional employees added to your account within the billing period will be **automatically included in the next billing cycle**.

Timora sends a **7-day prior notification** before the due date, followed by **recurring 3-day email reminders** leading up to the deadline.

If payment is not settled within the given period, a **10-day net term** will apply. After this grace period, access to the system — including **clock-in functions and payroll processing** — will be **temporarily disabled** until payment is completed.