Timora Manual Guide

Developed by JAF Digital Group Inc.

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.

Timora

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**

Timora

MAIN MENU

☐ Dashboard ⌄

HRM

▥ Branch

⚇ Employees ⌄

🗓 Holidays

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

Add New Branch ✕

Upload Branch Logo
[Upload] Cancel

Name *
[   ]

Contact Number
[PH +63 ▾] [9123456789]
Enter number without country code

Branch Type *
[Main ▾]

Wage Order
[   ]

TIN
[   ]

Address(Location) *
[   ]

SSS Contribution Type *
[System Computation ▾]

Philhealth Contribution Type *
[System Computation ▾]

Pag-ibig Contribution Type *
[System Computation ▾]

Withholding Tax Contribution Type *
[System Computation ▾]

Basic Salary
[Enter Basic Salary]
Leave blank if salaries vary.

Salary Type
[Select ▾]
Leave blank if salaries vary.

Work Days Per Year *
[Select ▾]

Salary Computation Type *
[Select ▾]

SSS Contribution Template *
[Select ▾]

[Cancel] [Add Branch]

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:**
  Basic Salary × 12 months ÷ 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 × 12 ÷ 261 = **₱919.54/day**

Common Payroll Computation (Non-standard Practice)

- **Formula:**
  Basic Salary ÷ 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 ÷ 22 = **₱909.09/day**

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**

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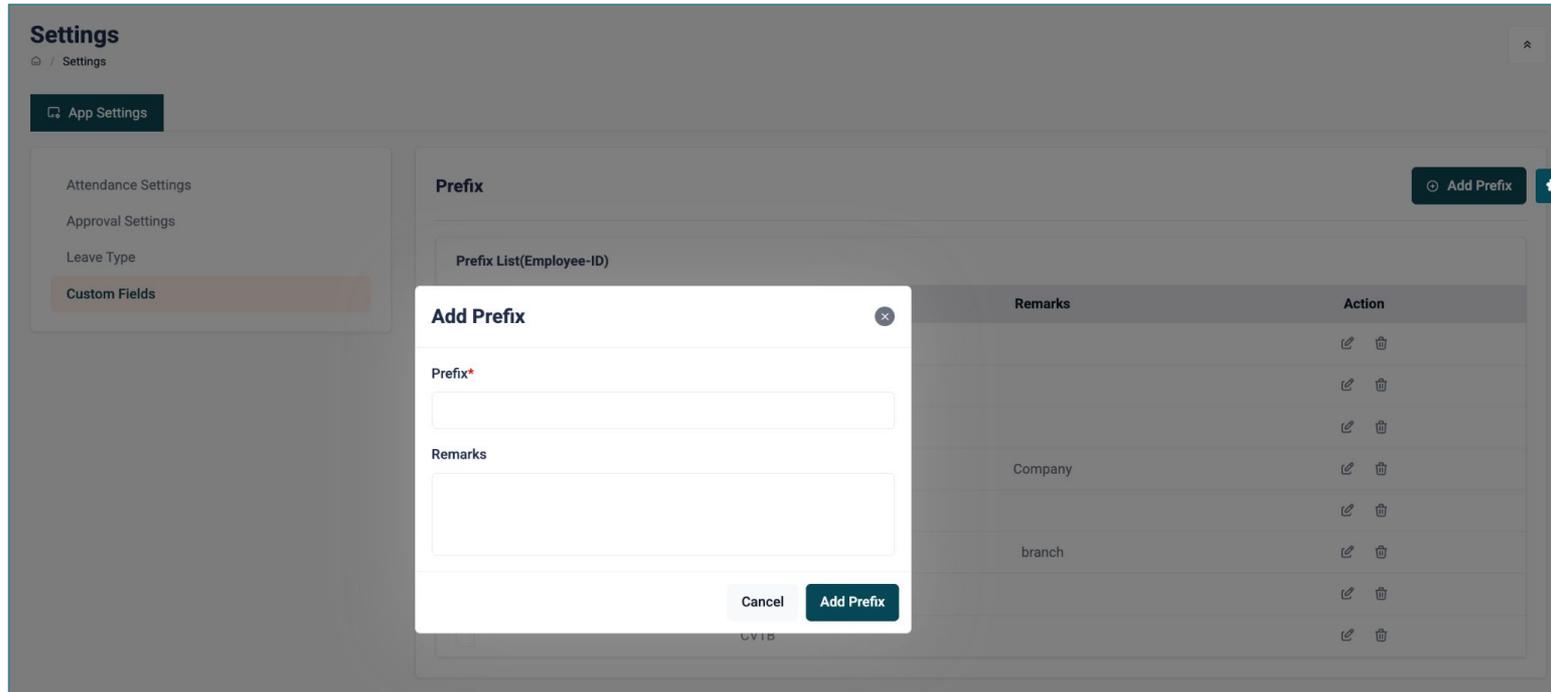
*** Set a prefix for employee IDs. This automates ID creation and integrates with biometric devices.

eg.

Company Name = **COMP**

JAF DIGITAL GROUP INC = **JDGI**

ADMINISTRATION

User Management ⌃

    Users

    🔒 Roles & Permissions

⚙ Settings ⌄

REPORTS

📄 Reports ⌄

To set up Roles & Permissions,
Click this Button

User Management

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.

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.

HRM

Branch

Employees ^

≡ Employee Lists

🗄 Employee Archive

📖 Departments

🏷 Designations

📄 Policies

📅 Holidays

📋 Attendance ⌄

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

Employee List

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.

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	juan.delacruz01@example.com 📋
♂ Gender	Male
🎂 Birdthday	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.

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.**

*** 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

*** 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.

ADMINISTRATION

User Management ⌄

Settings ⌃

App Settings ⌃

Attendance Settings

Approval Settings

Leave Type

Custom Fields (Prefix)

ZKTeco Biometrics

REPORTS

Reports ⌄

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

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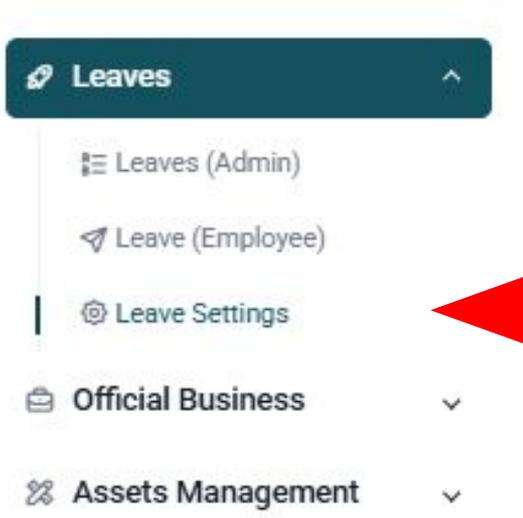
1. To set up Leave Settings, **Click** the **Leave Settings Button** inside the **Leaves Sidebar**

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

Leave Settings

⌂ / Leaves / Leave Settings

Sick Leave   Assign User 👁 ⚙
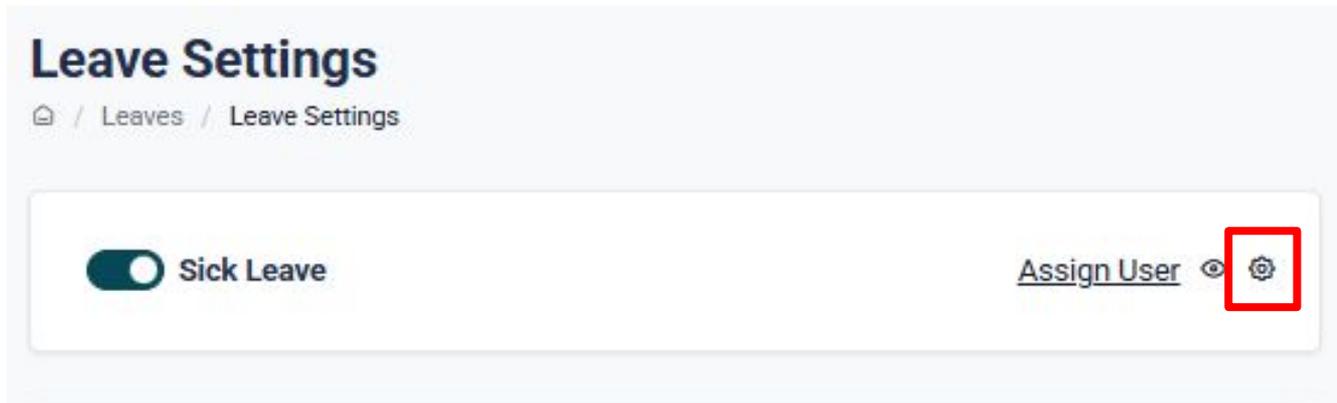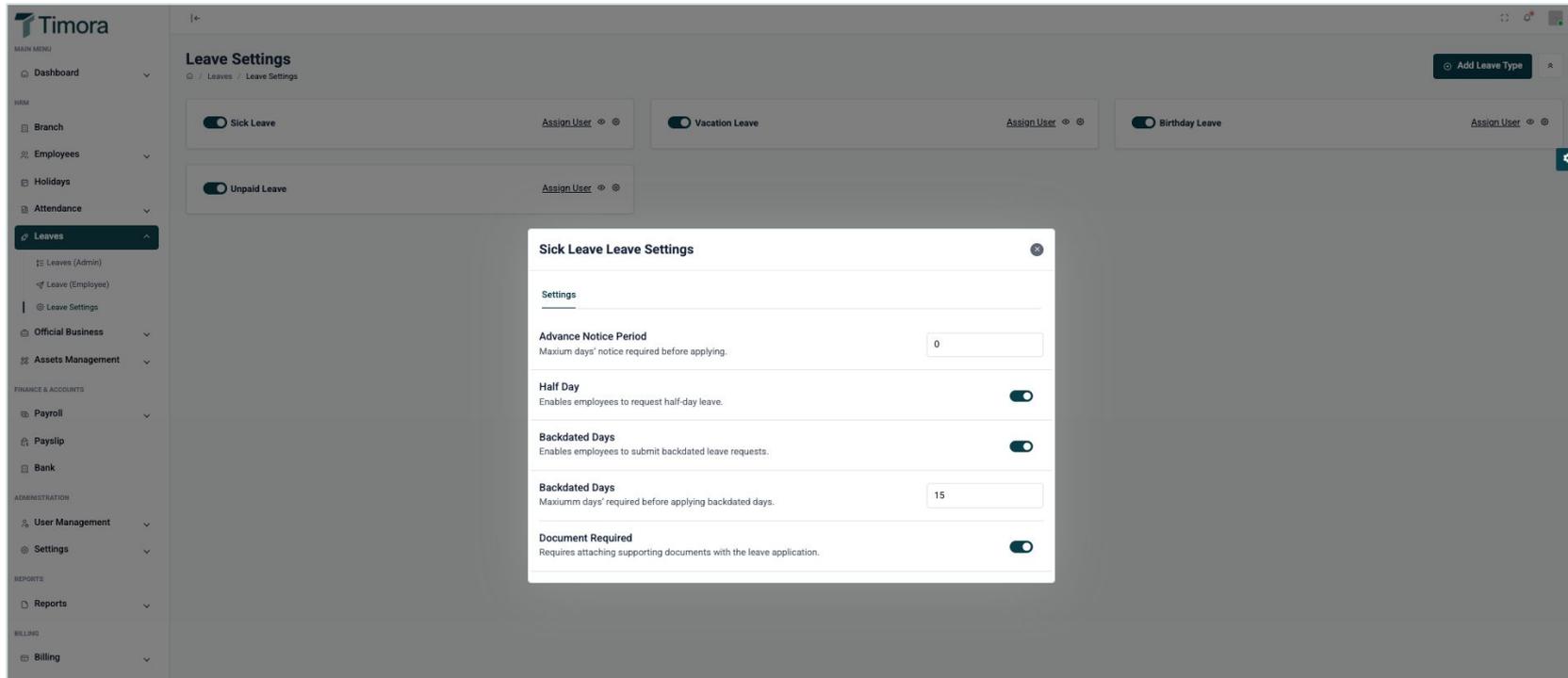
Leave Policy

- **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.

Holidays

Attendance ˄

　　Attendance (Admin)

　　Attendance (Employee)

　　Shift & Schedule

　　Overtime (Admin)

　　Overtime (Employee)

　　Attendance Settings

Leaves ˅

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

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

☐ Flexible

Notes

Optional notes...

Cancel **Save Shift**

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.

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.

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

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

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

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.

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

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

MAIN MENU

⌂ Dashboard ∧

⚙ Admin Dashboard

⸜ Employee Dashboard

HRM

🏛 Branch

👥 Employees ∨

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

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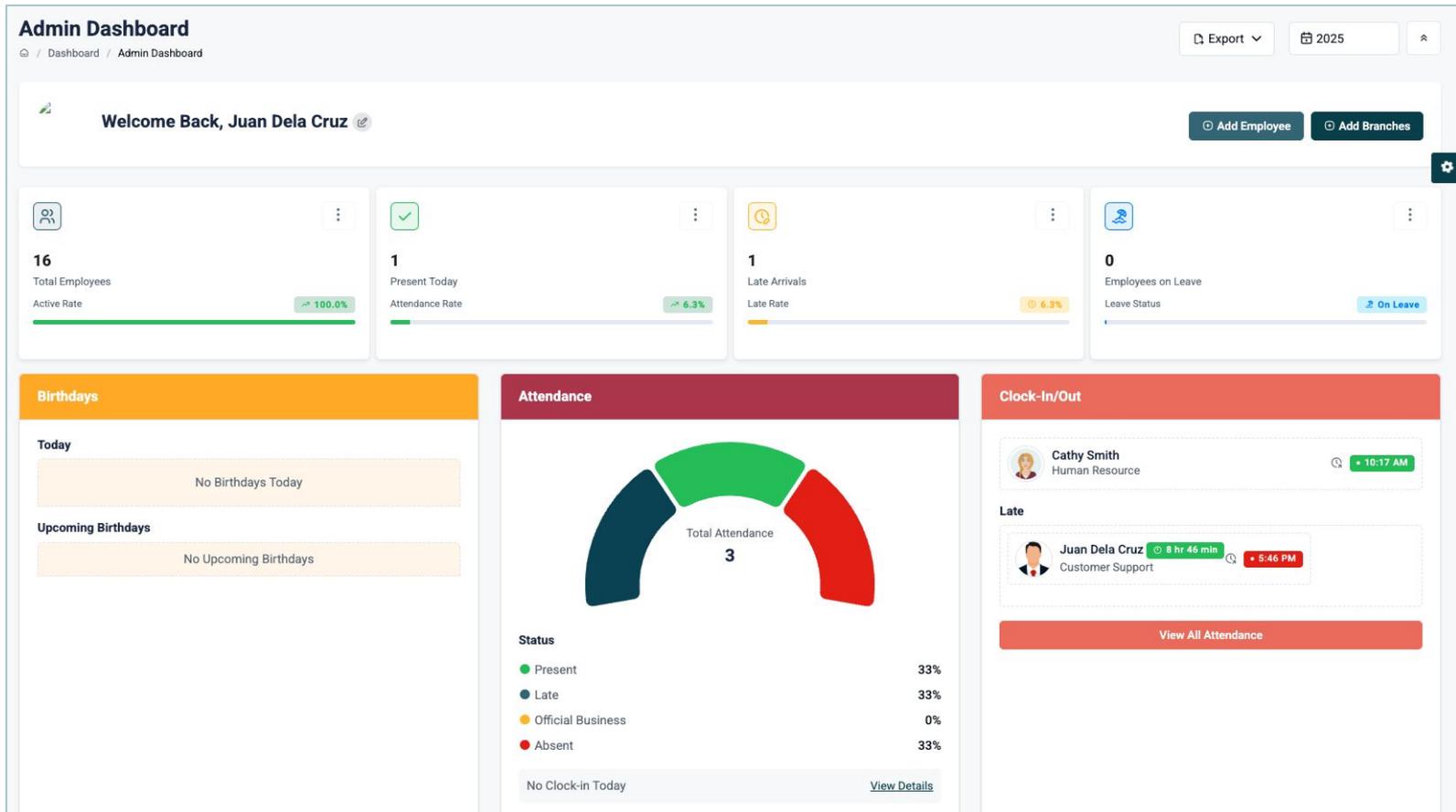
- **Admin Dashboard** – Provides a quick overview of key company metrics, including:
  - Total employees
  - Employees on leave
  - Team birthdays
  - Attendance overview
  - Payroll summary
  - Overtime statistics

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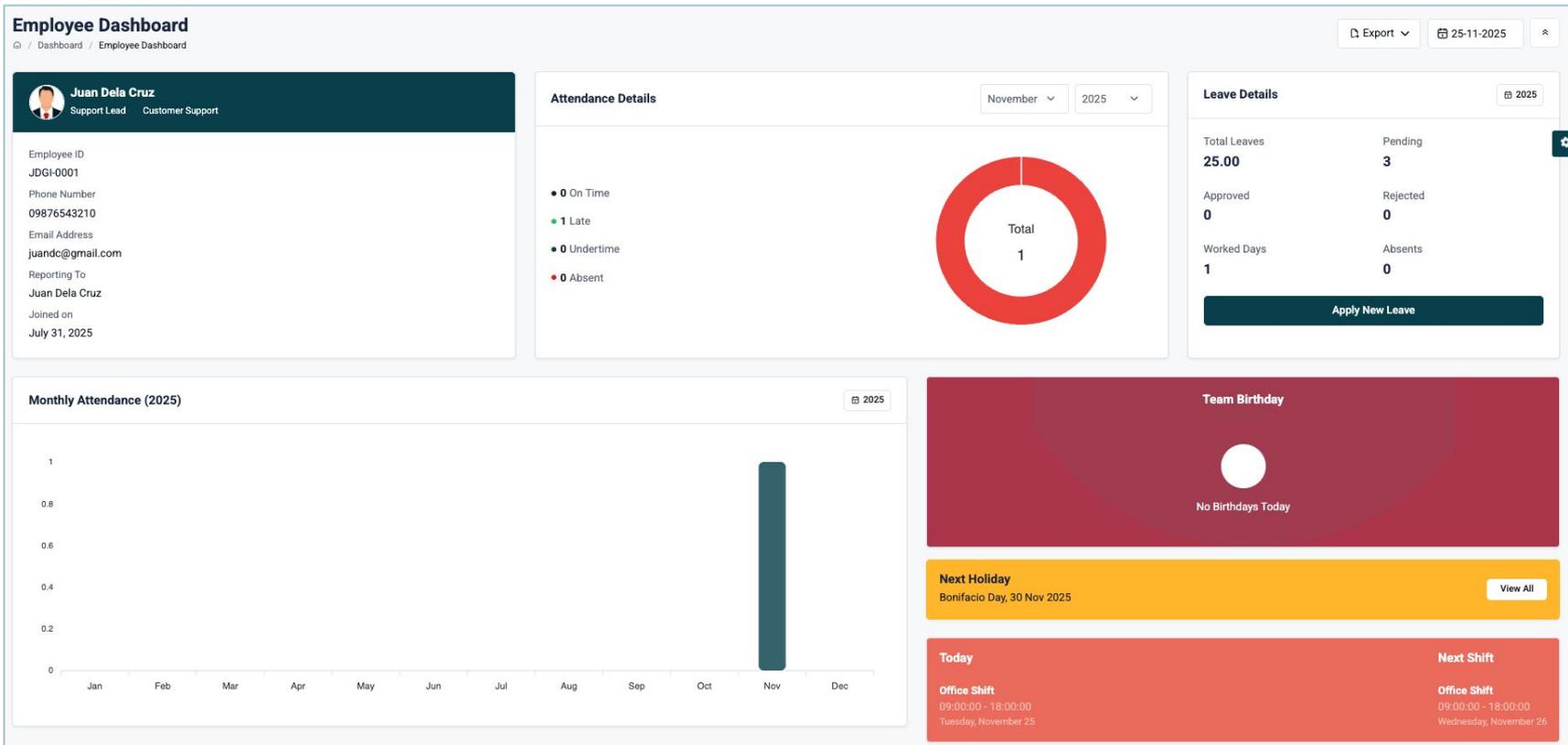
- ○ **Employee Dashboard**—Displays employee-specific details such as:
    - ○ Personal information
    - ○ Attendance records
    - ○ Leave credits
    - ○ Monthly attendance summary
    - ○ Team birthdays
    - ○ Upcoming holidays
    - ○ Current and next day shift schedule

HRM

▦ Branch

🖧 Employees ⌄

📅 Holidays

🖺 Attendance ⌄

✎ Leaves ⌄

🖼 Official Business ⌄

✂ Assets Management ⌄

FINANCE & ACCOUNTS

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

Holiday Management

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.

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

- 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.

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	Approved Request	Rejected	OB Requests
07 This Month	**00** This Month	**00** This Month	**00** This Month

Official Business

01/01/2026 - 12/31/202 ⌄ | All Branches ⌄ | All Departments ⌄ | All Designations ⌄ | All Status ⌄

Row Per Page 10 ⌄ Entries

Search: Sean

☐	Employee	Date	Start & End Time	OB Hours	Purpose	File Attachment	Status	Next Approver	Last Approved By	Action
☐	Habana, Sean Derick IT Department	January 21, 2026	9:52 AM - 9:52 AM	23 hrs 10 mins	asdss	No Attachment	● Pending ⌄	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

Attendance Request

- 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.

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

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

HRM

▤ Branch

△ Employees ⌄

🗓 Holidays

▨ Attendance ⌄

⌀ Leaves ⌄

🖻 Official Business ⌄

� Assets Management ⌃

🖵 Employee Assets

⊚ Assets Settings

FINANCE & ACCOUNTS

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

Asset Management

- 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**.

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

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

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.

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.

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.

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.

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 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

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.

REPORTS

Reports ^

Payroll Reports

Alphalist Reports

SSS Reports

BILLING

Billing ⌄

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

Payroll Report

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

Alphalist Report

Alphalist Reports
⌂ / Alphalist Reports

[Export ⌄] [⤢]

Generate Alphalist Report

Branch *	Year *	
JAF Digital Group Inc. ⌄	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	4,137.93	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
	TOTAL						77,618.38	137,856.88	0.00	110,587.50	21,500.00

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

SSS Report

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

REPORTS

📄 Reports ⌄

BILLING

▣ Billing ⌃

₱ Bills & Payment

☰ Subscriptions

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

Billing Subscription

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.