


Employee List

HRM

 Branch

 Employees ^

 Employee Lists

 Employee Archive

 Departments

 Designations

 Policies

 Holidays

 Attendance v



To set up Employee Accounts,
Click the Employee Lists Button

Employee List

Employee

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

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	juan.delacruz01@example.com 
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 shows the Timora HRM system 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 tabs for 'Salary Record' and 'Employee Allowances'. Below the tabs is a table with one entry for Juan Santos (JDGI-215) with a basic salary of 29000.00, monthly fixed, effective January 31, 2026, and an inactive status. The interface also features a search bar, row per page selector (10), and buttons for 'Export' and 'Add Salary'.

Salary Record




Juan's Salary Record

Export Add Salary

Salary Record Employee Allowances

Salary Record

Row Per Page 10 Entries Search

	Emp ID	Name	Basic Salary	Salary Type	Effective Date	Status	Encoded By	Remarks	Action
<input type="checkbox"/>	JDGI-215	 Dela Cruz , Juan Santos	29000.00	Monthly Fixed	January 31, 2026	Inactive	jaf_admin	Monthly Rate	 

Showing 1 - 1 of 1 entries

*** 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 with a 'MAIN MENU' containing 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', and 'Assets Management'. Below this is a 'FINANCE & ACCOUNTS' section with 'Payroll'. The main content area is titled 'Allowances' and shows a breadcrumb 'John Patrick's Allowances'. There are two tabs: 'Salary Record' and 'Employee Allowances'. A date range '01/30/2026 - 01/30/202' is selected. Below the tabs, it says 'Row Per Page 10 Entries' and 'Showing 1 - 1 of 1 entries'. A table lists the allowance details for John Patrick Paguia.

Employee	Allowance	Override Amount	Frequency	Effective Date	Type	Status	Created By	Edited By	Action
John Patrick Paguia	Joy to the world	No Override	Every Payroll	Jan 30, 2026 - Indefinite	Include	Active	jaf_admin	N/A	Edit Delete

*** 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.