

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

Employee List

Total Employee: 16 Employees

Active Employees: 16 Employees

Inactive Employees: 00 Employees

New Joiners: 02 Employees

Export / Download | Add Employee | Upload Employee

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	Active	Edit
JDGI-0002	Smith, Cathy JAF Digital Group Inc.	cathys@gmail.com	Human Resource	HR Generalists	2025-08-03	Active	Edit
JDGI-0003	Carter, Sophia JAF Digital Group Inc.	sophiacarter@gmail.com	Customer Support	Support Associate	2025-06-19	Active	Edit
JDGI-0016	Reyes, Emman Bautista JAF Digital Group Inc.	emman@gmail.com	IT	Junior IT Support	2024-01-02	Active	Edit
JDGI-0017	Diokno, Marjorie Alvarez JAF Digital Group Inc.	marj@gmail.com	IT	Junior IT Support	2024-01-02	Active	Edit
JDGI-0018	Miner, Annalyn Santos JAF Digital Group Inc.	annalyn@gmail.com	IT	Junior IT Support	2024-01-02	Active	Edit
JDGI-0019	Villanueva, Mike Hernandez JAF Digital Group Inc.	mike@gmail.com	IT	Junior IT Support	2024-01-02	Active	Edit
JDGI-0020	Maries, Anthony Flores JAF Digital Group Inc.	anthony@gmail.com	IT	Junior IT Support	2024-01-02	Active	Edit

Two options to add employees:

- Bulk Upload** – Download the template, fill out required fields, and import.
- 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

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
Birhday	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

Timora

MAIN MENU

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

FINANCE & ACCOUNTS

- Payroll

Elite Monthly Plan | 699 days left

Salary Record

Juan's Salary Record

Salary Record Employee Allowances

Salary Record

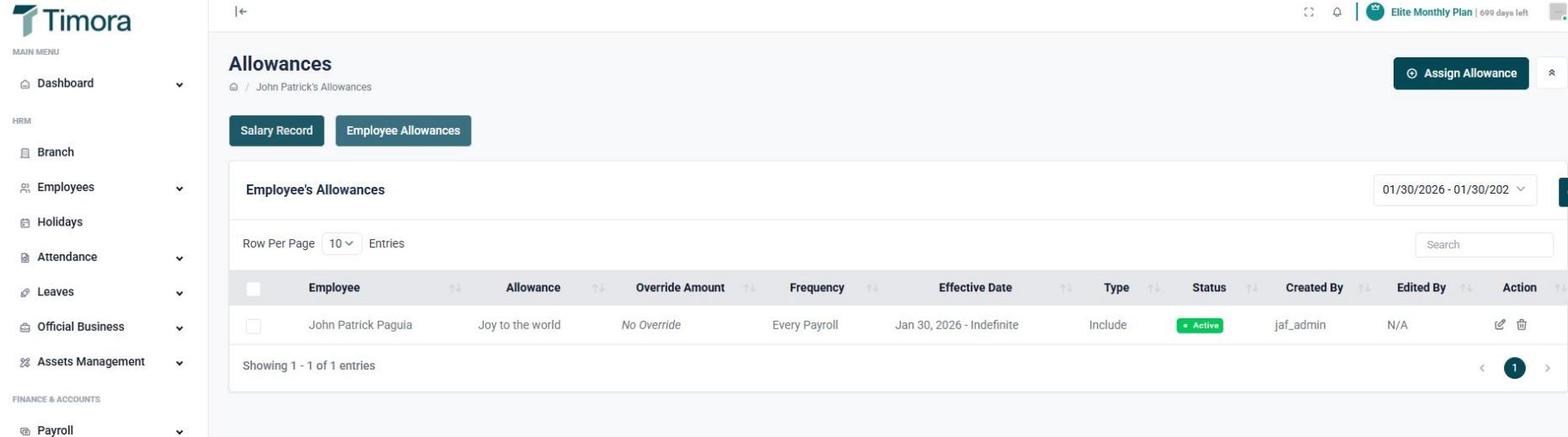
Row Per Page 10 Entries

<input type="checkbox"/>	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 shows the Timora HRM software interface. The left sidebar has a 'MAIN MENU' with sections like Dashboard, HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), and FINANCE & ACCOUNTS (Payroll). The main content area is titled 'Allowances' under 'Employee Allowances'. It shows a table with one entry for 'John Patrick Paguia' with an allowance of 'Joy to the world' (Override Amount: No Override, Frequency: Every Payroll, Effective Date: Jan 30, 2026 - Indefinite, Status: Active, Created By: jaf_admin, Edited By: N/A). The table has columns for Employee, Allowance, Override Amount, Frequency, Effective Date, Type, Status, Created By, Edited By, and Action.

*** 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.