



PRODUCT INFORMATION DOCUMENT

The Complete Product Information
of PH Payroll Human Capital
Management System



CONTENTS

02

Introducing
PH Payroll

03

Clients Using
PH Payroll

04

PHP
Timekeeping

06

PHP
Payroll

08

PHP Human Resource
Information System (HRIS)

10

Infrastructure for Security,
Scalability and Availability

12

PH Payroll for Large
Enterprise

13

PH Payroll On Premise
Data Retention Strategy

14

Complete Features List

26

Additional Feature in 2024

27

Standard Biometrics



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

INTRODUCING PH PAYROLL (PHP)

Ph Payroll is complete Human Capital Management Platform that delivers end to end automation for employee management, timekeeping and payroll. Employing enterprise best practices, PH Payroll delivers efficient employee management to small, medium, enterprise organization as well as government institutions.

WHY PH PAYROLL?

One Click Processing – PH Payroll user experience was designed to be easy to use as possible while its process management offers full end to end automation. Most complicated tasks such as time capture, payroll generation and government compliance can be completed with just a few clicks, allowing you to finish previously laborious and time consuming task in a minutes.

Enterprise Class System– PH Payroll was designed from the ground up automate Human Resource departments of the largest enterprise companies while having simplified flavors for small and medium size businesses. Providing services to large BPO companies, construction companies and government organizations. PH Payroll employs industry standard best practices for its processes.

Managed Support and Deployment– Payroll is mission critical, that is why we have teams of Service Delivery Specialist ready to provide support to your HCM Operations when you need it. With different plans to match your requirements, our teams can provide partial to full support for deployment and training to your HR, Accounting and IT Staff.



COMPANIES WHO TRUST PH PAYROLL

INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP - PAYROLL

PHP - HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS



Australian Company
RPO/BPO



Logistic Company



Manufacturing
Company



Australian Company
RPO/BPO



Australian Company
Consumer, Electronic &
Computer Retail



SUMMIT ONE
BUSINESS
SOLUTIONS INC.



Manpower



Fast Food Restaurant



Multipurpose
Company



Australian Company
Messaging, Email



Australian Company
Trucking Solutions



BPO



Manpower



Realty and
Development



IT Solutions



Telco and ICT
Provider



Singapore Company
Recruitment App
Solutions



IT Company



Manufacturing
Company



Retail Company



Singapore Company
Digital and
Automation



IT Company



Energy Integrated System
& Support Services



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PHP TIMEKEEPING

PH Payroll make it easy to track your employees attendance, breaks, overtime and leaves. Managers can review, approve or reject overtime and leave application online. And our powerful scheduling system can manage basic to even the most complicated shifting schedules.



Integrate with Biometrics– Most biometrics device in the market can be integrated to PH Payroll to capture the time punches of your employees. In the event that you don't have an existing biometrics device, Czeth offers a cloud biometrics that is specially made for PH Payroll.



BPO and Manufacturing Grade Schedule Management System– PH Payroll boasts a wide array of customizable schedules for different employees; whether it be flexi, split, rolling, fixed or free schedules. These schedules can also be templated and apply to specific employees, teams and department. Can be preloaded on a daily, weekly and monthly basis. Schedule management can also be applied via ESS and subject to Team Leader or Manager's approval.



Fully automated leaves, overtime, night differential and holiday hours computation with multisite support– Since leaves and overtime can be applied by the employee in PH Payroll, upon approval of the employee's manager, the computation for the employee's rendered hours (Regular Hours, ND, OT, Rest Day OT/ND, Holiday pay) is automatically computed by the system. And because PH Payroll supports multisite setup, holidays localized to certain cities (Pasig Day, etc.) will only affects the employees who are working in those specific sites.



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PHP TIMEKEEPING



Overtime and Leave Module – The PH Payroll timekeeping module allows employees to file leaves and overtime hours easily through the portal. It allows managers and supervisors to easily accept and reject leave and OT applications through their own dashboard or via email. In PH Payroll, leaves may automatically be created or replenished every year.



Time and Attendance Report – PH Payroll one-click processing allows HR to generate Time and Attendance Report with-out the hassle of manual and repetitive encoding. It provides the employee the ability to verify their DTR with just a few clicks. Experience the simple and faster TAR generation with PH Payroll.

Please see the other details in the complete features list >>>



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PHP - PAYROLL



Fully Integrated – Whether through the PH Payroll kiosk, biometrics or web portal time capture, PH Payroll Time and Attendance Reports can be automatically submitted to the PHP Payroll Module for automated payroll generation. No more manual data encoding required from different systems required.



Modular Process Management – Time and Attendance generation, leaves and overtime approvals and payroll generations are fully discrete but integrated modules of PH Payroll. This mean that proper checks and balances and multidepartment process management can be implemented while still maintaining a seamless integrated experience.



Government Compliance – PH Payroll automatically generates government reports for employees' government contributions such as SSS, Philhealth, Pag-ibig, and BIR thereby allowing government compliance to be done in seconds.



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PHP - PAYROLL



Automated Loan Management and Tracking System – You may preload your employees loan information into PH Payroll loans management facility and let PH Payroll remember to deduct them from your employees pay weekly, semi-monthly or monthly. It can also compute the interest of a salary loan automatically and allows the employee to pay off loan in advance. A built-in pay validation features also warns the payroll master should an employee's pay will fall below minimum due to deductions so that manual adjustment can be made (in the event of unpaid leaves or absences).



Multiple Payroll Group and Schedule – PH Payroll supports multiple payroll group and schedule. This allows you to have a multiple payroll registers with different pay-out schedules. Payroll schedules can be configured for contractual, weekly, semi-monthly and monthly paid employees and contractors.

Please see the other details in the complete features list >>>



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PHP – HRIS

The PH Payroll HRIS can track all employee information including, educational background, licenses and certifications, medical history, employee movement, employee disciplinary violations and validity and many more inside a virtual 201 file. Employee onboarding and offboarding processes are also built-in to PH Payroll allowing clearance processing to happen less time.



Employee Records Management 201 File

– PH Payroll keeps the employment information of your employees. Here, work history and skills are recorded. You can view the previous jobs of employees, years of experience and expertise, and their skills sets so that you will know how they can contribute to the growth and success of your organization.



Employee Movement Tracking – Whether you are increasing the effectiveness of your workforce or the competency of key positions in your company. PH Payroll helps you record all employee movements. It contains movement types, old and new positions, and salary type of all employees.



Disciplinary Management – Through PH Payroll, you can create a record violations of employees. This allows you to record offenses made by individual employees, the number of offenses made, dates committed and respective disciplinary actions for each.



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

**INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY**

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PHP – HRIS



Onboarding and Offboarding – Employee onboarding and offboarding are also built-in into PH Payroll allowing clearance processing to happen in less time. PH Payroll lets the process of employee offboarding faster and smoother. You can create or upload an offboarding faster and smoother. You can create or upload an offboarding checklist for the employee and PH Payroll will track the employee completion on the process.

Please see the other details in the complete features list >>>



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

Single Sign-on Server – PH Payroll has a single sign-on service that provides centralized authentication across multiple Czeth systems. PH Payroll also supports integration with authentication systems such as LDAP, ActiveDirectory and oAuth.

Co-located, Multi-regional Database Clusters – PH Payroll database cluster is hosted and co-located across multiple regions with automated failover mechanisms ensuring data accessibility even in the event of datacenter-wide failure.

Elastic Compute Clusters – PH Payroll has a processing intensive autoscaling compute cluster that has discrete handling of large reports generation such as Time and Attendance Reports and Payroll Register for tens of thousand employees. This discrete cluster allows intensive processing to happen in the background with-out affecting responsiveness of the web portal and punch tracking services.

Encrypted Payroll Service – PHP Payroll information is stored in separate and encrypted data and application service clusters. With several layers of security embedded, PHP payroll information is secured with the highest standards.

Distributed Punch Processing Servers – Whether you have 10 or 30,000 employees, PH Payroll punch processing servers are distributed and auto-scaling, which means no delays or slowdowns during 8am to 5pm rush hour.

SSL Encrypted Traffic – All traffic between the servers and client systems are secured and encrypted with RapidSSL 256-bit SSL Certificate with a 2048 –bit key.

Next page for the diagram >>>



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

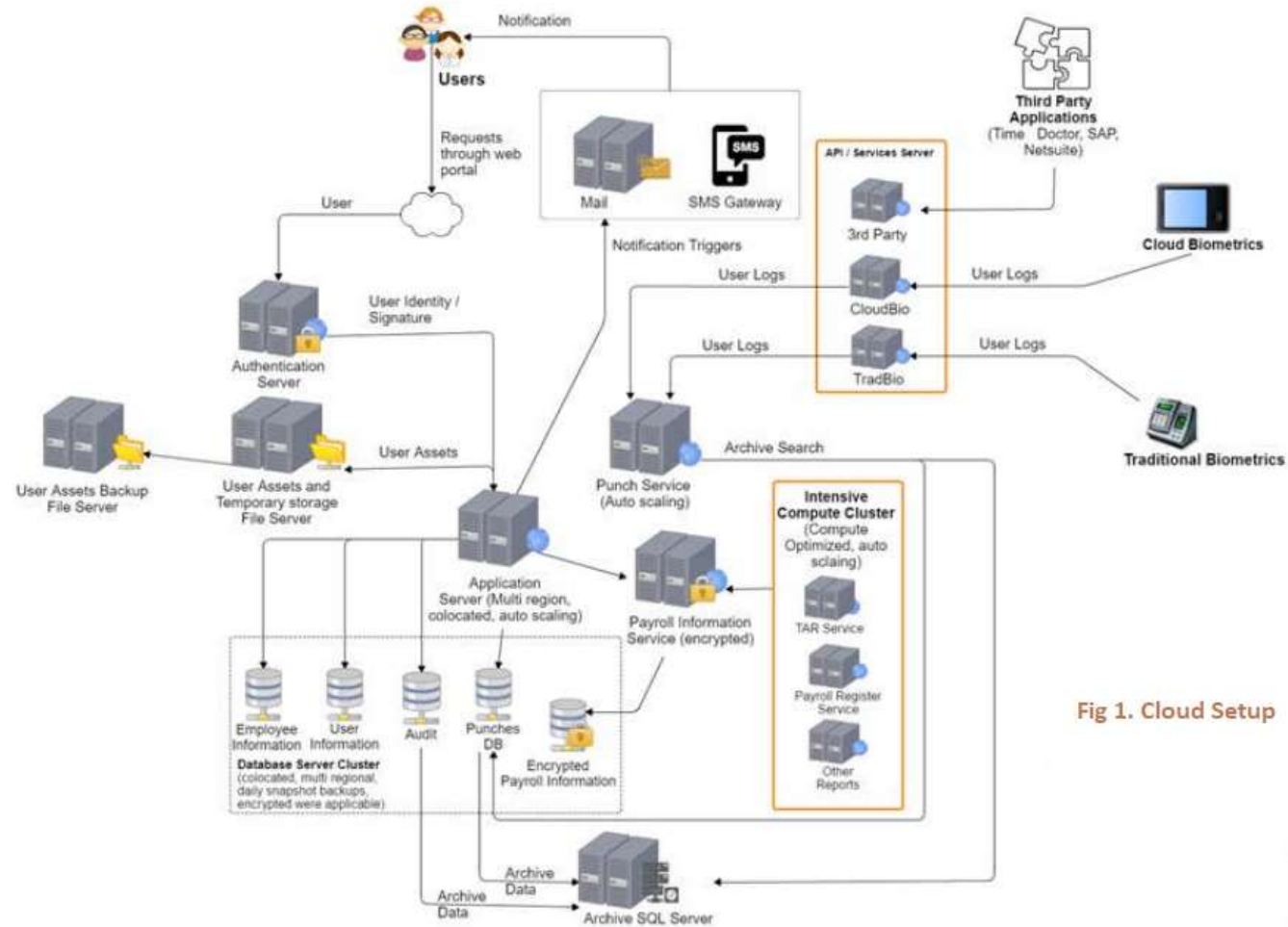


Fig 1. Cloud Setup



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PH PAYROLL FOR LARGE ENTERPRISE

PH Payroll enterprise deployments support on-premise, multi-premise and on-premise-cloud-hybrid setups. Our team can help you setup tailor-fit infrastructure hosting set-ups for your PH Payroll deployment that meet your infra and InfoSec requirements.

The following are the standard setups for most businesses.

On-premise minimum Server Specifications:

MODULE	MODULE DESCRIPTION
Operating System	Linux Server - Ubuntu 14.04.2 LTS running LAMP Stack
Database	MySQL 5.5.49-Oubuntu0.14.01.1
CPU	6 Cores
Hard Disk Space	192 GB SSD
Apache	Apache / 2.4.7 (Ubuntu)
PHP	PHP Version 5.5.9-1 ubuntu 4.9
RAM	12 GB

* This server specification can accommodate up to 15,000 employees with normal usage*



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PH PAYROLL ON PREMISE DATA RETENTION STRATEGY

Option 1 Slave Replication – An on-site or off-site slave read replica database can be setup to serve as live back up for the master database that store your PH Payroll information. This read-replica can serve as the primary source for daily snapshot backups as well.

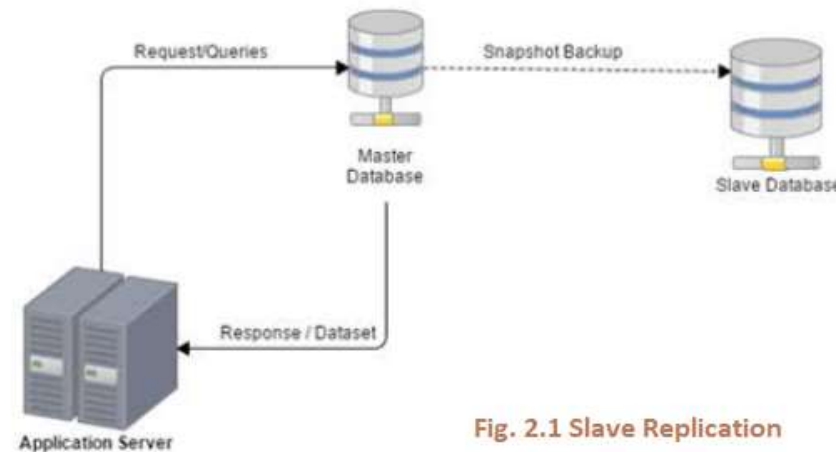


Fig. 2.1 Slave Replication

Option 2 Daily Backup to Cloud – Your PH Payroll instance can be configured to have a read replica stored in a PH Payroll Cloud Server Cluster or to push daily snapshot backups to our multi-region redundant file servers. Costing is based on frequency of push and get requests and GB used.

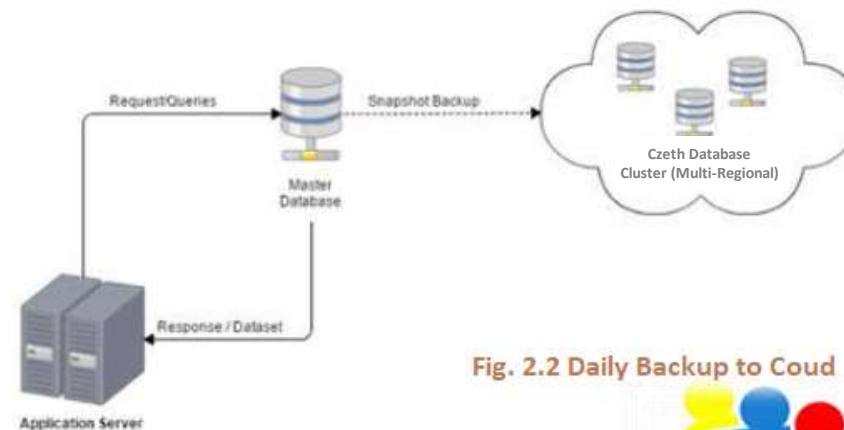


Fig. 2.2 Daily Backup to Cloud



INTRODUCING PH PAYROLL (PHP)**PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS****PH PAYROLL V2 FEATURES**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Employee Dashboard	✓	✓	✓
Employee Profile / Settings	✓	✓	✓
Password Retrieval	✓	✓	✓
Announcement and Notifications	✓	✓	✓

TIMEKEEPING FEATURES

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Web Punch In and Out	✓	✓	✓
Quick Punch	✓	✓	✓
Biometrics Time In and Out	✓		✓
Lunch Break Tracking	✓	✓	✓
Timekeeping Records / DTR	✓	✓	✓
Punch Alteration tracking and Management	✓	✓	✓
Overtime Module			
Overtime(Pre-shift, Post Shift, Rest Day, Holiday, Advanced OT)	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

TIMEKEEPING FEATURES

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Overtime Application Tracking	✓	✓	✓
Overtime Application Cancellation	✓	✓	✓
Holiday Work Application	✓		✓
Holiday Work Application Tracking	✓	✓	✓
Holiday Work Application Cancellation	✓	✓	✓
Rest Day Application	✓	✓	✓
Rest Day Application Tracking			
Rest Day Application Cancellation	✓	✓	✓
Leave Module			
Leave Application	✓	✓	✓
Leave Application Tracking	✓	✓	✓
Leave Application Cancellation	✓	✓	✓
Leave Balance Tracking	✓	✓	✓
Change Work Schedule Module			
Change Work Schedule Application (Via ESS)			✓
Change Work Schedule (Via Payroll Portal)	✓	✓	✓
Change Work Schedule Application Tracking			✓
Change Work Schedule Application Cancellation			✓



INTRODUCING PH PAYROLL (PHP)**TIMEKEEPING FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Tardiness Application Module			
Tardiness Application			✓
Tardiness Application Tracking			✓
Tardiness Application Cancellation			✓
Approvals	✓	✓	✓
Overtime Approvals	✓	✓	✓
Overtime Application History			
Retract Approved Overtime Application	✓	✓	✓
Punch Alteration Approvals			
Punch Alteration Application History	✓	✓	✓
Retract Approved Punch Alteration Application	✓	✓	✓
Change Work Schedule Approvals (ESS)			✓
Change Work Schedule Application History (ESS)			✓
Retract Approved Work Schedule (ESS)			
Leave Approvals	✓	✓	✓
Leave Application History	✓	✓	✓
Retract Approved Leave Application	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)**TIMEKEEPING FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Tardiness Approval			✓
Tardiness Application History			✓
Retract Approved Tardiness Application			✓
Time and Attendance Report			✓
Generate based on set cut-off	✓	✓	✓
Generate based on custom date range		✓	✓
Time and Attendance Report Calculation	✓	✓	
Absences	✓	✓	✓
Undertime			
Overtime Computation	✓	✓	✓
Night Differential Computation	✓	✓	✓
Rest Day Computation	✓	✓	✓
Holiday Computation	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PAYROLL FEATURES

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Employee Payslip View, Export PDF	✓	✓	✓
Employee Types Support Full Time, Part Time, Contractual & Consultant	✓	✓	✓
Unlimited Payroll Generation	✓	✓	✓
Payroll Register	✓	✓	✓
Generate Payroll from Time & Attendance Report	✓	✓	✓
Payroll Register History	✓	✓	✓
Payroll Register Management			✓
Payroll Register Finalize and Release	✓	✓	✓
Edit Unreleased Payslip			✓
View Employee Payslip	✓	✓	✓
Payroll Variables Module			
Payroll Variable (Addition & Deduction)	✓	✓	✓
Payroll Variable Deduction Management	✓	✓	✓
Payroll Variable Group			✓
Payroll Variable by Employee	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PAYROLL FEATURES

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Loan Management			
Employee Loan Management	✓	✓	✓
Employee Special Payment	✓	✓	✓
Employee Export Loan Information to CSV & PDF	✓	✓	✓
Payroll Schedules			
Payroll Group Management	✓	✓	✓
Payroll Group Employee Assignment	✓	✓	✓
Assign Payroll Schedule to Employee Group	✓	✓	✓
Payroll Schedule - Monthly	✓	✓	✓
Payroll Schedule - Semi-Monthly	✓	✓	✓
Payroll Schedule - Weekly	✓	✓	✓
Payroll Settings			
SSS Configuration	✓	✓	✓
Philhealth Configuration	✓	✓	✓
HDMF Configuration	✓	✓	✓
Holiday Rates Configuration	✓	✓	✓
Overtime Rates Configuration	✓	✓	✓
Rest Day Configuration	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)**PAYROLL FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Night Differential Rates Configuration	✓	✓	✓
Minimum Wage Configuration	✓	✓	✓
Allowance Type and Class Management	✓	✓	✓
Socio Economic Allowance (SEA)		✓	✓
Emergency Cost of Living Allowance (ECOLA)	✓	✓	✓
Conditional Temporary Productivity Allowance (CTPA)		✓	✓
Number of Working Days in a Year	✓	✓	✓
Holiday - No Work on Last Day, No Holiday Pay	✓	✓	✓
Special Pay outs			
13th Month Pay	✓	✓	✓
Last Pay Computation			✓
Leave Conversion			✓
Special Payroll			✓
Reports			
13th Month LOI Report		✓	✓
13th Month Pay Summary Report	✓	✓	✓
Last Pay LOI Report		✓	✓
Last Pay Summary Report		✓	✓



INTRODUCING PH PAYROLL (PHP)**PAYROLL FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Leave Conversion LOI Report		✓	✓
Leave Conversion Summary Report		✓	✓
Bank Advise Report	✓	✓	✓
Batch Deduction Report	✓	✓	✓
Monthly Deduction Report	✓	✓	✓
Monthly SSS Contribution Report		✓	✓
Monthly Philhealth Contribution Report	✓	✓	✓
Monthly Pag-ibig Contribution Report	✓	✓	✓
Monthly Summary Salary Report		✓	✓
Payroll Bank File Report	✓	✓	✓
Payroll Register Report	✓	✓	✓
Payroll Register by Department Report		✓	✓
Payroll Register by Employee Report		✓	✓
Payroll Summary Report		✓	✓
WHT Deduction Register Report	✓	✓	✓
Employee Payslip Report	✓	✓	✓
BIR 1601-C		✓	✓
BIR 2316		✓	✓



INTRODUCING PH PAYROLL (PHP)**PAYROLL FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Alphalist Report		✓	✓
BIR 1604-CF		✓	✓
Tax Refund Report		✓	✓
HDMF MCRF		✓	✓
Philhealth R-1		✓	✓
Philhealth ER-2		✓	✓
SSS R1-A		✓	✓
SSS R5		✓	✓
SSS R3		✓	✓
Monthly SSS R3		✓	✓
Loan Management Amortization Report	✓	✓	✓
Loan Management Report		✓	✓



INTRODUCING PH PAYROLL (PHP)**HUMAN RESOURCE INFORMATION SYSTEM FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Employee 201 File			
Real time status of employee monitoring	✓	✓	✓
Personal Information			✓
Employee Information	✓	✓	✓
Educational Background			✓
Family Background			✓
Character Reference			✓
Emergency Contact Details			✓
Site Location Assignment	✓	✓	✓
Employee Movement			✓
Work History			✓
Employee Skills and Certification			✓
Government Details	✓	✓	✓
Compensation Details	✓	✓	✓
Bank Information	✓	✓	✓
Benefits	✓	✓	✓
Payroll Settings		✓	✓
HMO Details and Utilization			✓



INTRODUCING PH PAYROLL (PHP)**HUMAN RESOURCE INFORMATION SYSTEM FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Pre-Employment Medical Details			✓
Medical Condition Details			✓
Medical Records and Certificates			✓
Asset Accountability Records			✓
Asset Certificates			✓
Account Details	✓	✓	✓
Birthdays	✓	✓	✓
Team Creation		✓	✓
Team Assignment - Approvers		✓	✓
Team Assignment - Members		✓	✓
Unlimited Teams		✓	✓
Unlimited Employee Schedule Template	✓	✓	✓
Schedule Template - Regular Shift	✓	✓	✓
Schedule Template - Irregular Shift	✓	✓	✓
Schedule Template - Flexi Shift	✓	✓	✓
Schedule Template - Free Shift	✓	✓	✓
Employee Schedule Assignment		✓	✓
Leave Template Creation	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)

HUMAN RESOURCE INFORMATION SYSTEM FEATURES

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

PH PAYROLL FOR LARGE ENTERPRISE

ON PREMISE BACK UP PLANS

COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Leave Template Management	✓	✓	✓
Incremental Rules Configuration	✓	✓	✓
Leave Forfeiture Configuration	✓	✓	✓
Unlimited Leave Template	✓	✓	✓
Employee Leave Credit and Management	✓	✓	✓
Employee Movement Management			✓
Disciplinary Action Management			✓
Employee Off-boarding Management			✓
Import Timelogs from file	✓	✓	✓
Manage Employee Timelogs	✓	✓	✓
Holiday Setup configuration	✓	✓	✓
Holiday per site configuration	✓	✓	✓
IP Lockdown (IP Whitelisting)		✓	✓
Announcement Management	✓	✓	✓
Departments Management	✓	✓	✓
Movement Types Management			✓
Off-boarding Management			✓
Site Location Management	✓	✓	✓



INTRODUCING PH PAYROLL (PHP)**HUMAN RESOURCE INFORMATION SYSTEM FEATURES****PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Bank Account Management	✓	✓	✓
Late Grace Period	✓	✓	✓
Overtime Increment	✓	✓	✓
Overtime Minimum Hours	✓	✓	✓
Minimum Night Differential	✓	✓	✓
Abscences Report	✓	✓	✓
Leave Report	✓	✓	✓
Overtime Report		✓	✓
Tardiness Frequency Report	✓	✓	✓
Leave Balance Report		✓	✓
Punch Alteration Report		✓	✓
Certificate of Employment			✓
Time and Attendance Summary Report	✓	✓	✓
Time and Attendance Daily Report	✓	✓	✓
Team Report		✓	✓
Disciplinary Report		✓	✓



INTRODUCING PH PAYROLL (PHP)**PHP - TIMEKEEPING****PHP – PAYROLL****PHP – HRIS****INFRASTRUCTURES FOR SECURITY,
SCALABILITY AND AVAILABILITY****PH PAYROLL FOR LARGE ENTERPRISE****ON PREMISE BACK UP PLANS****COMPLETE FEATURES LIST****ADDITIONAL FEATURE (2024)****BIOMETRICS****ADDITIONAL FEATURES IN 2024 (PH PAYROLL V2)**

PH PAYROLL FEATURES	PH PAYROLL 1	PH PAYROLL 2	
		BASIC	ENTERPRISE
Integration of Anvis (Biometrics) to PH Payroll v2			✓
Provision of Employee Hand book via ESS Portal			✓
HR Recruitment Access - No visibility on the Salary			✓
Conversion of Overtime to Leave Offset			✓
Allocation of time via Cost Center (Before Clock-in)			✓
Visibility of HMO Details via ESS Portal			✓
Journal Report			✓
Combined Monthly Payroll Summary Report			✓
Pag-ibig Contribution Report per Employee			✓
SSS Contribution Report per Employee			✓
Philhealth Contribution Report per Employee			✓
2316 Form via ESS Portal			✓
Individual Payroll Register via ESS Portal			✓



INTRODUCING PH PAYROLL (PHP)

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COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

STANDARD BIOMETRICS



IN01A is an innovative biometric fingerprint reader for time attendance and access control applications, Built-in 2000 mAh backup battery can eliminate power failure problems. The IN01A supports optional GPRS and WiFi and features the fastest commercial-based fingerprint matching algorithm and ZK high-performance, high image quality optical fingerprint sensor. The 3" TFT can display more information vividly, including fingerprint image quality and verification.



INTRODUCING PH PAYROLL (PHP)

PHP - TIMEKEEPING

PHP – PAYROLL

PHP – HRIS

INFRASTRUCTURES FOR SECURITY, SCALABILITY AND AVAILABILITY

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COMPLETE FEATURES LIST

ADDITIONAL FEATURE (2024)

BIOMETRICS

STANDARD BIOMETRICS

IN01-A SPECIFICATIONS:	
Fingerprint Capacity:	3,000 Templates
Transaction Capacity:	100,000 Transactions
Algorithm Version:	ZK Finger v 10.0
Display:	3.5 Inches Full Colour
Communications:	RS232/485, TCP/IP, USB Host
Built-in Card Reader:	125kHz RFID Proximity Reader
Sensor:	ZK Optical
Wiegand:	Input & Output
Power Supply:	12V DC 3A
Dimensions:	210x157x50 mm

