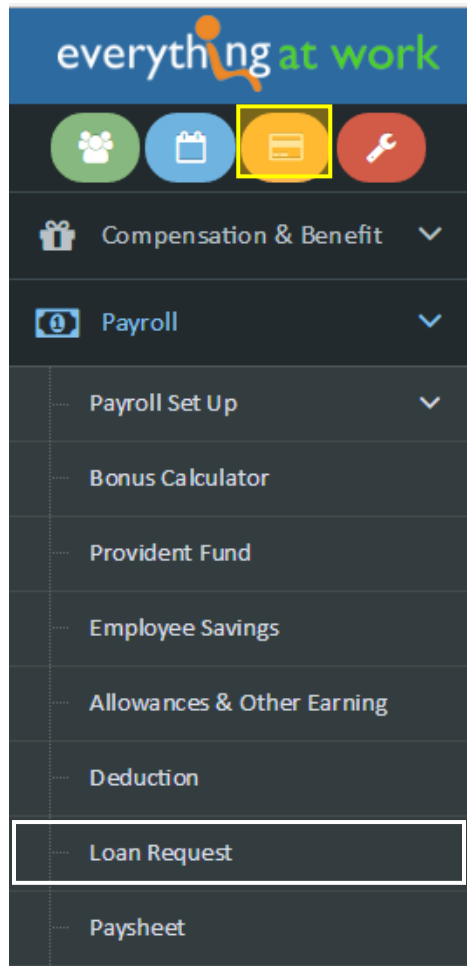


Loan Issuance

What it is

This is where you can enter the loans requested by or loans issued to employees. Internal loans (such as company loans) and external loans (such as SSS or PAGIBIG loans) should be entered here, so that the system can properly process the loan payments through payroll deduction.



Who should use this?

This is intended for use by:

- those who will enter loans on behalf of employees
- those who will approve loans requested by employees

Loan Request Form

Loan Request >

Loan Type: HDMF - Salary

Employee Name: Manuel, Deng

Purpose: test

Loan No.: LR-1020160106

Date of Request: 10/15/2015

Loan Status: Issued

Approved By:

Date of Approval:

Requested Amount: 5,000.00

Loan Amount: 5,000.00

Balance: 5,960.21

Resume Date:

Issuance Method: ATM

Voucher No.:

Voucher Date: 10/15/2015

Charge Slip:

Reference No.:

Attachment: No File... Choose

Remarks:

Interest Calculation: Straight Diminishing

Loan Amount: 5,000.00

Advance Interest: 0.0000 % 0.00

Add-on Interest: 10.0000 % 1,087.02

Actual Loan Amount: 5,000.00

Total Amount Due: 6,087.02

Amount Paid: 126.81

Penalty: 0.00 % 0.00

Balance: 5,960.21

Payment Terms

of Pay Periods: 48

Amortization: 126.81

Frequency: Every Period

1st Payment due on: 01/14/2016

Approve Disapprove Cancel Resume

Submit Save Close

On the Loan Request Form, enter the following details:

Loan Request >

Header Section

Loan Type: HDMF - Salary

Employee Name: Manuel, Deng

Purpose: test

Loan No.: LR-1020160106

Date of Request: 10/15/2015

Loan Status: Issued

Approved By:

Date of Approval:

Requested Amount: 5,000.00

Loan Amount: 5,000.00

Balance: 5,960.21

Resume Date:

| # | ITEM | DEFINITION | ILLUSTRATION |
|----------------------------|-----------------|---|---|
| Loan Header Section | | | |
| 1 | Loan Type | Select the type of loan you want to request. The options available here will depend on what was defined under the Loan Type maintenance form. | Examples: HDMF Loan, SSS Salary Loan, Company Loan. |
| 2 | Employee Name | Select the employee that the loan is for. | |
| 3 | Purpose | Enter the purpose or reason for the loan. | Examples: School Tuition, Home Repairs |
| 4 | Loan No. | Enter the loan number here. | |
| 5 | Date of Request | Enter the date when the loan was requested. | |

| | | | |
|----|------------------|--|---|
| 6 | Loan Status | This will show the current status of the loan. New loans will start out as Draft. | Normal Status values: Draft -> Approved -> Issued -> Paid |
| 7 | Approved By: | Will show the user who approved the loan request | |
| 8 | Date of Approval | Will show the date when the loan was approved. | |
| 9 | Requested Amount | Enter the requested loan amount here. | |
| 10 | Loan Amount | This will just display the loan amount. | |
| 11 | Balance | This will display the outstanding loan balance . | |
| 12 | Resume Date | If the loan was temporarily suspended, you may indicate the date when the loan payments will resume. | |

| Loan Issuance Tab | | | |
|-------------------|-----------------|--|--|
| 13 | Issuance Method | Select how the loan was issued to the employee. | Options: - Cash - Check - ATM - Bank to Bank |
| 14 | Voucher No. | Enter the loan voucher number (if applicable) | |
| 15 | Voucher Date | Enter the date of the loan voucher (if applicable) | |

| | | | |
|----|----------------------|--|--|
| 16 | Charge Slip | Enter the loan charge slip # (if applicable) | |
| 17 | Reference No. | Enter a reference number for this loan (if applicable) | |
| 18 | Attachment | You may attach supporting documents for this loan | Example: SSS Loan Voucher Form or PAGIBIG Loan Voucher Form |
| 19 | Remarks | Enter miscellaneous remarks about this loan | |
| 20 | Interest Calculation | Select the interest calculation method for this loan request | <p>Straight – the payment amount to be applied against the interest amount and the principal amount will always be the same.</p> <p>Diminishing – the amount to be applied against the interest will be big at first, but will diminish over time.</p> |
| 21 | Loan Amount | Enter the loan amount issued to the employee | |
| 22 | Advance Interest | Enter the advance interest percentage or advance interest amount. This amount is normally deducted from the loan amount before it is issued to the employee. | |
| 23 | Add-on Interest | Enter the add-on interest percentage or amount that the employee has to pay. | |
| 24 | Actual Loan Amount | This will show the total loan amount issued to the employee. This is the Loan Amount less the Advance Interest amount. | |
| 25 | Total Amount Due | This will show the total amount that the employee must pay. This is the Loan Amount + Add-on Interest amount. | |
| 26 | Amount Paid | This will show the total amount already paid by the employee, either through salary deduction or manually. | |
| 27 | Penalty | This will show the penalty amount that the employee has to pay for this loan request. | |
| 28 | Balance | This will show the total outstanding balance that | |

| | | | |
|-----------|--------------------------------|---|--|
| 29 | # of Pay Periods | Enter the # of payments for this loan. If you entered the amortization amount, the system will compute for the # of Pay Periods needed to fully pay the loan. | If the Total Loan Amount is P20,000.00 and the Amortization Amount is P1,000.00, the # of Pay Periods will become 20. |
| 30 | Amortization | Enter the amortization amount for this loan. If you entered the # of Pay Periods, the system will automatically calculate for the amortization amount needed. | If the Total Loan Amount is P10,000.00 and the # of Pay Periods is 10, the Amortization Amount will become P1,000.00 |
| 31 | Frequency | Choose how often should the loan payment be deducted from the employee's payroll. | Every Period – loan payment will be deducted every period. End of the Month – loan payment will be deducted at the end of each month. Period 1 - 4 – loan payment will be deducted only in the selected period. |
| 32 | 1 st Payment due on | Select the date when the first payment should be deducted or processed by the system. | If this is set to March 10, 2017, the 1 st payment will be processed on the payroll where the cut-off dates include march 10, 2017. |

Once the Loan Request has been saved, the following tabs will appear:

| No. | Principal Balance | Principal Payment | Interest Payment | Amortization |
|-----|-------------------|-------------------|------------------|--------------|
| 1 | 5,000.00 | 85.14 | 41.67 | 126.81 |
| 2 | 4,914.86 | 85.85 | 40.96 | 126.81 |
| 3 | 4,829.01 | 86.57 | 40.24 | 126.81 |
| 4 | 4,742.44 | 87.29 | 39.52 | 126.81 |
| 5 | 4,655.15 | 88.02 | 38.79 | 126.81 |
| 6 | 4,567.13 | 88.75 | 38.06 | 126.81 |
| 7 | 4,478.38 | 89.49 | 37.32 | 126.81 |
| 8 | 4,388.89 | 90.24 | 36.57 | 126.81 |
| 9 | 4,298.65 | 90.99 | 35.82 | 126.81 |
| 10 | 4,207.66 | 91.75 | 35.06 | 126.81 |
| 11 | 4,115.91 | 92.51 | 34.30 | 126.81 |
| 12 | 4,023.40 | 93.28 | 33.53 | 126.81 |
| 13 | 3,930.12 | 94.06 | 32.75 | 126.81 |

Schedule of Amortization Tab – this will show the schedule of payments. You do not have to enter anything here. The grid will display the following columns:

| | | |
|----------|-----|---|
| 1 | No. | This will just show the row number. This will be a running number starting from 1 |
|----------|-----|---|

| | | |
|---|-------------------|--|
| 2 | Principal Balance | This will show the remaining principal balance to be paid |
| 3 | Principal Payment | This will show how much payment will be applied against the principal amount. |
| 4 | Interest Payment | This will show how much payment will be applied against the interest amount. |
| 5 | Amortization | This will show the amortization amount that will be deducted from the employee's salary. |

Loan Issuance | Schedule of Amortization | **Payment Details** | Capacity to Pay

| Payment Date | Method | Previous Balance | Amount Paid | New Balance | Penalty Amount | Remarks | Payroll Ref. No. |
|--------------|---------|------------------|-------------|-------------|----------------|---------|------------------|
| 01/20/2016 | Payroll | 6,087.02 | 126.81 | 5,960.21 | 0.00 | | PAW20161018120 |

Payment Details Tab

Page 1 of 1

Payment Details Tab – this will show the payments already made for this loan. You also do not have to enter anything here. It will display the following columns:

| | | |
|---|------------------|---|
| 1 | Payment Date | The date when the payment was made. |
| 2 | Method | The payment method. This will either be Payroll (through Payroll Deduction) or Manual. |
| 3 | Previous Balance | This will show the balance before the payment was applied |
| 4 | Amount Paid | This will show the payment amount |
| 5 | New Balance | This will show the new balance after the payment |
| 6 | Penalty Amount | This will show the penalty amount calculated by the system, in case the amount paid fell below the amortization amount. |
| 7 | Remarks | This will show miscellaneous remarks about the payment |
| 8 | Payroll Ref. No. | This may refer to the Payroll Reference Number where the loan payment came from. |

Loan Issuance | Schedule of Amortization | Payment Details | **Capacity to Pay**

| | |
|----------------------------|-----------------------------------|
| Total outstanding balance: | <input type="text" value="0.00"/> |
| Total amortization amount: | <input type="text" value="0.00"/> |
| Previous take-home Pay: | <input type="text" value="0.00"/> |
| Predicted take-home pay: | <input type="text" value="0.00"/> |
| Minimum take-home pay: | <input type="text" value="0.00"/> |
| Remarks: | <input type="text"/> |

Capacity to Pay Tab

Capacity to Pay Tab – this will display the information needed by the approver to help decide if the loan can be approved.

| | | |
|----------|----------------------------------|---|
| 1 | Total Outstanding Balance | This will show the total outstanding balance that the employee still has to pay across all loans under his / her name |
| 2 | Total Amortization Amount | This will show the total amortization amount that the employee still has to pay across all loans under his / her name |
| 3 | Previous Take-home Pay | This will show the most recent take-home Net Pay that the employee received (based on Regular Payroll only) |
| 4 | Minimum Take-home Pay | This will show the recommended minimum take-home pay of the employee based on what was indicated in the Employee's 201 profile. |
| 5 | Remarks | This will show if the employee has SUFFICIENT or INSUFFICIENT funds to support the new loan being requested by the employee. |