

Allowed batch approval in submitted Allowance & Other Earning

The fixed on the batch approval in Allowance & Other Earning has been released to the system.

HR user able now to approve the submitted Allowance & Other Earnings in the list.

Add and submit Allowance & Other Earning:

- Login to HR Portal
- Go to Payroll > Allowance & Other Earning
- Click the plus icon to add new record.
- Fill up the form and click submit.

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Payroll > Other Earnings & Benefit

Other Earnings & Benefit >

Earning Issuance Detail

Employee Name: Santos, Maria-Monthly

Allowance/Earning Type: TRANSPORTATION ALLOWANCE

Amount Basis: Amount

Effective Date: 06/15/2024

End Date:

Maximum Limit: 0.00

Resume Date:

Ref. No.:

Status: Draft

Amount: PHP 750.00

Frequency: Every Period

Remarks: EMP: Add and submit new Allowance

Submit Save Close

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Payroll > Other Earnings & Benefit

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Earning Issuance Detail

Employee Name: Santos, Maria-Monthly

Allowance/Earning Type: TRANSPORTATION ALLOWANCE

Amount Basis: Amount

Effective Date: 06/15/2024

End Date:

Maximum Limit: 0.00

Resume Date:

Ref. No.: 1762

Status: Submitted

Amount: PHP 750.00

Frequency: Every Period

Remarks: EMP: Add and submit new Allowance

Approve Disapprove Cancel Close

Batch approval in Allowance & Other Earning List:

Search the records with submitted status. User now able to check the checkbox and approve the records.

- Approve the records

Other Earnings & Benefit List

<input type="checkbox"/>	Effective Date	Status	Earning Type	Ref No.	Employee No.	Employee	Branch	Frequency	Amount	Amount Paid	End Date	Limit	Re
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1772	ATT17-02	Jose Alvarado	ATT17	Every Period	350.00	0.00			0.00
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1767	ATT17-01	Sophia Reyes	ATT17	Every Period	350.00	0.00			0.00
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1771	ATT16-02	Janine Santos	ATT16	Every Period	350.00	0.00			0.00
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1765	ATT16-01	Rodel Cruz	ATT16	Every Period	350.00	0.00			0.00
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1773	ATT15A-02	Keller - Dally Arline	ATT15	Every Period	350.00	0.00			0.00
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1766	ATT11-08	Smith Emily Jane	ATT11	Every Period	350.00	0.00			0.00
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1768	NH10001	Talley Jacquelyn	NEW HIRE	Every Period	350.00	0.00			0.00

Other Earnings & Benefit List

Record successfully updated

<input type="checkbox"/>	Effective Date	Status	Earning Type	Ref No.	Employee No.	Employee	Branch	Frequency	Amount	Amount Paid	End Date	Limit	Re
<input checked="" type="checkbox"/>	06/13/2024	Approved	AIS HR ALLOWANCE	1778	ATT20-01	Erika Garcia	ATT20	Every Period	350.00	0.00			0.00
<input checked="" type="checkbox"/>	06/13/2024	Approved	AIS HR ALLOWANCE	1772	ATT17-02	Jose Alvarado	ATT17	Every Period	350.00	0.00			0.00
<input checked="" type="checkbox"/>	06/13/2024	Approved	AIS HR ALLOWANCE	1767	ATT17-01	Sophia Reyes	ATT17	Every Period	350.00	0.00			0.00
<input checked="" type="checkbox"/>	06/13/2024	Approved	AIS HR ALLOWANCE	1769	2024-01	Wilton Sakura Mae	MAIN OFFICE	Every Period	350.00	0.00			0.00
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1781	ATT18-01	Angela Gonzales	ATT18	Every Period	350.00	0.00			0.00
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1774	ATT17-03	Kristine Ramirez	ATT17	Every Period	350.00	0.00			0.00
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1771	ATT16-02	Janine Santos	ATT16	Every Period	350.00	0.00			0.00

- Disapprove the records

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Payroll > Other Earnings & Benefit List

Other Earnings & Benefit List >

> Search Filters

<input type="checkbox"/>	Effective Date	Status	Earning Type	Ref No.	Employee No.	Employee	Branch	Frequency	Amount	Amount Paid	End Date	Limit	Re
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1781	ATT18-01	Angela Gonzales	ATT18	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1774	ATT17-03	Kristine Ramirez	ATT17	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1771	ATT16-02	Janine Santos	ATT16	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1765	ATT16-01	Rodel Cruz	ATT16	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1773	ATT15A-02	Keller - Dally Arline	ATT15	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1766	ATT11-08	Smith Emily Jane	ATT11	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR	1770	NH10002	Holbrook Rea	NEW HIRE	Every Period	350.00	0.00		0.00	

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> Search Filters

<input type="checkbox"/>	Effective Date	Status	Earning Type	Ref No.	Employee No.	Employee	Branch	Frequency	Amount	Amount Paid	End Date	Limit	Re
<input type="checkbox"/>	06/13/2024	Disapproved	AIS HR ALLOWANCE	1781	ATT18-01	Angela Gonzales	ATT18	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Disapproved	AIS HR ALLOWANCE	1774	ATT17-03	Kristine Ramirez	ATT17	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Disapproved	AIS HR ALLOWANCE	1771	ATT16-02	Janine Santos	ATT16	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Disapproved	AIS HR ALLOWANCE	1765	ATT16-01	Rodel Cruz	ATT16	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Disapproved	AIS HR ALLOWANCE	1773	ATT15A-02	Keller - Dally Arline	ATT15	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Disapproved	AIS HR ALLOWANCE	1766	ATT11-08	Smith Emily Jane	ATT11	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Submitted	AIS HR	1770	NH10002	Holbrook Rea	NEW HIRE	Every Period	350.00	0.00		0.00	

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- Cancel the records

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> Search Filters

<input type="checkbox"/>	Effective Date	Status	Earning Type	Ref No.	Employee No.	Employee	Branch	Frequency	Amount	Amount Paid	End Date	Limit	Re
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1770	NH10002	Holbrook Rea	NEW HIRE	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1768	NH10001	Talley Jacquelyn	NEW HIRE	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1775	NH024803	Aveda Allen	MAIN OFFICE	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1777	ATT34-24	Ducut - Daily Prince	ATT34	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1764	ATT19-01	Miguel Domingo	ATT19	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1780	ATT11-07	Fernandez Jose Luis	ATT11	Every Period	350.00	0.00		0.00	
<input checked="" type="checkbox"/>	06/13/2024	Submitted	AIS HR ALLOWANCE	1776	745896	Baptisa Sammy	NEW HIRE	Every Period	350.00	0.00		0.00	

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<input type="checkbox"/>	Effective Date	Status	Earning Type	Ref No.	Employee No.	Employee	Branch	Frequency	Amount	Amount Paid	End Date	Limit	Re
<input type="checkbox"/>	06/13/2024	Cancelled	AIS HR ALLOWANCE	1775	NH024803	Aveda Allen	MAIN OFFICE	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Cancelled	AIS HR ALLOWANCE	1777	ATT34-24	Ducut - Daily Prince	ATT34	Every Period	350.00	0.00		0.00	
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<input type="checkbox"/>	06/13/2024	Cancelled	AIS HR ALLOWANCE	1780	ATT11-07	Fernandez Jose Luis	ATT11	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Cancelled	AIS HR ALLOWANCE	1776	745896	Baptisa Sammy	NEW HIRE	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Cancelled	AIS HR ALLOWANCE	1770	NH10002	Holbrook Rea	NEW HIRE	Every Period	350.00	0.00		0.00	
<input type="checkbox"/>	06/13/2024	Cancelled	AIS HR ALLOWANCE	1768	NH10001	Talley Jacquelyn	NEW HIRE	Every Period	350.00	0.00		0.00	

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