

Upload option in Earning/Deduction Setup

The new upload option in Earning/Deduction Setup has been released to the system. This option allows user to insert more than 1 records in Earning/Deduction Setup List.

How to download and upload the file:

1. Login HR Portal
2. Go to > Compensation & Benefit > Earning/Deduction Setup
3. Click the Upload button and click the Download Template button to download the template.

Code	Description	Type	Tax Category	Rate Table	Affects	BIR Form Field	Other Setup
AbsentHrs	Absent Hrs	Earning		No			
LateHrs	Late Hrs	Earning		No			
UndertimeHrs	Undertime Hrs	Earning		No			
BasicHrs	Basic Hrs	Earning		No			
BasicPay	Basic Pay	Earning		No		NT - Basic Salary (MWE), T - Basic Salary	
BasicOTHrs	BasicOT Hrs	Earning		No			
BasicOTPay	BasicOT Pay	Earning		No		NT - Overtime Pay	
BasicNSHrs	BasicNS Hrs	Earning		No			
BasicNSPay	BasicNS Pay	Earning		No		NT - Night Shift Differential (MWE)	
BasicNSOTHrs	BasicNSOT Hrs	Earning		No			
BasicNSOTPay	BasicNSOT Pay	Earning		No		NT - Overtime Pay	
RestdayHrs	Restday Hrs	Earning		No			

Import File

Upload File:

Update

Code	Description	Type	Tax Category	Rate Table	Affects	BIR Form Field	Other Setup
SAFCDMB RICE 10KLIMIT	SAFCDMB RICE 10KLIMIT	Earning	De Minimis Benefit	No			NT - De Minimis Benefits
SAFCDMB TRANSPD 10KLIMIT-EXCESS	SAFCDMB TRANSPD 10KLIMIT-EXCESS						
SAFCDMB CLOTHING SKLIMIT	SAFCDMB CLOTHING SKLIMIT						
SAFCDMB TRANSPD 10KLIMIT	SAFCDMB TRANSPD 10KLIMIT						
SAFCDMB MEAL 12KLIMIT	SAFCDMB MEAL 12KLIMIT						
SAFCBEN LOYALTY	SAFCBEN LOYALTY						
SAFCBEN 13THMONTH	SAFCBEN 13THMONTH						
SAFCBEN 14THMONTH	SAFCBEN 14THMONTH						
SAFCNT COLA	SAFCNT COLA	Earning	Tax Exempt	No	SSS		
SAFC TX RETRO	SAFC TX RETRO	Earning	Taxable	No	SSS		Include in 13th Month Pay

Import File

Upload File:

Update

EarningDeductions (2).xlsx
10.9 KB • Done

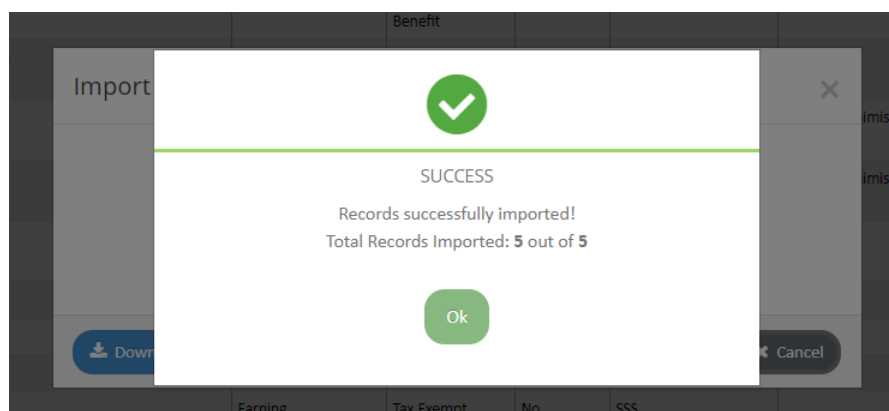
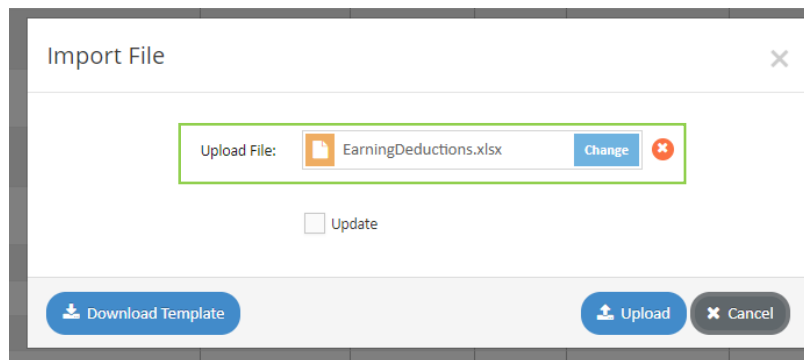
Code	Description	Type	Tax Category	Rate Table	Affects	BIR Form Field	Other Setup
AbsentHrs	Absent Hrs	Earning		No			
LateHrs	Late Hrs	Earning		No			
UndertimeHrs	Undertime Hrs						
BasicHrs	Basic Hrs						
BasicPay	Basic Pay						
BasicOTHrs	BasicOT Hrs						
BasicOTPay	BasicOT Pay						
BasicNSHrs	BasicNS Hrs						
BasicNSPay	BasicNS Pay						
BasicNSOTHrs	BasicNSOT Hrs						
BasicNSOTPay	BasicNSOT Pay						
RestdayHrs	Restday Hrs	Earning		No			

This is the template for the Earning/Deduction Setup

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Type	Code	Description	Details	Mapped To	BIR Form Field	Tax Category	Using Rate Table	Is Subject to Auto Adjustment	Pre-Process Before Payroll	Tax Deductible	Map To WHT	Include in 13th Month
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													

After fill-up the template, upload the file in the system.

1. Click again the Upload button.
2. Click the Upload file field to select the template.
3. Then click the Upload button.



After the uploading, the records will reflect in the Earning/Deduction List.

Compensation & Benefits > Earning/Deduction List

Earning/Deduction List >>

Code	Description	Type	Tax Category	Rate Table	Affects	BIR Form Field	Other SetUp
✓ AIS - Educational Loan	AIS - Educational Loan	Loan		No			
✓ AIS - Mobile Excess Load	AIS - Mobile Excess Load	Deduction		No			
✓ AIS - OB MEAL	AIS - OB MEAL	Allowance	Tax Exempt	Yes			
✓ AIS - T BASIC ADJ	AIS - T BASIC ADJ	Earning	Taxable	No			Include in 13th Month Pay
✓ AIS - Taxable Commission	AIS - Taxable Commission	Earning	Taxable	No			

The screenshot shows the 'Earning/Deduction Setup' configuration page. The left sidebar contains navigation options: Compensation & Benefit, Earning/Deduction Setup, Loan Type, Flexible Benefit Limit, Compensation/Benefit Package, Employee Flexible Benefit Limit, Import Salary Information, Benefit Issuance, Flexible Benefit Configuration, Salary Grade, Payroll, and Accountability. The main content area is titled 'Earning/Deduction Setup > Payroll' and includes tabs for Setup, Amount Basis Details, Eligibility/Application Rules, and Eligible Employees. The configuration fields are as follows:

- Type: Earning
- Earning/Deduction Code: AIS - T BASIC ADJ
- Description: AIS - T BASIC ADJ
- Details: AIS - T BASIC ADJ
- BIR Form Field: Select Some Options
- Tax Category: Taxable
- Rate Table: NO
- Subject to Auto Adjustment: NO
- Pre-process before Payroll: NO
- Map to WHT:
- Include in 13th Month Pay:
- Split 13th Month Pay from Other Earnings:
- Do not add to gross pay:
- Include in net pay:
- Include in Leave Pay Conversion:
- Affects: Select All, SSS, Philhealth, Pagbig
- Priority: 1.00
- Employer Share: Please select

Buttons for 'Save' and 'Close' are located at the bottom right of the configuration area.