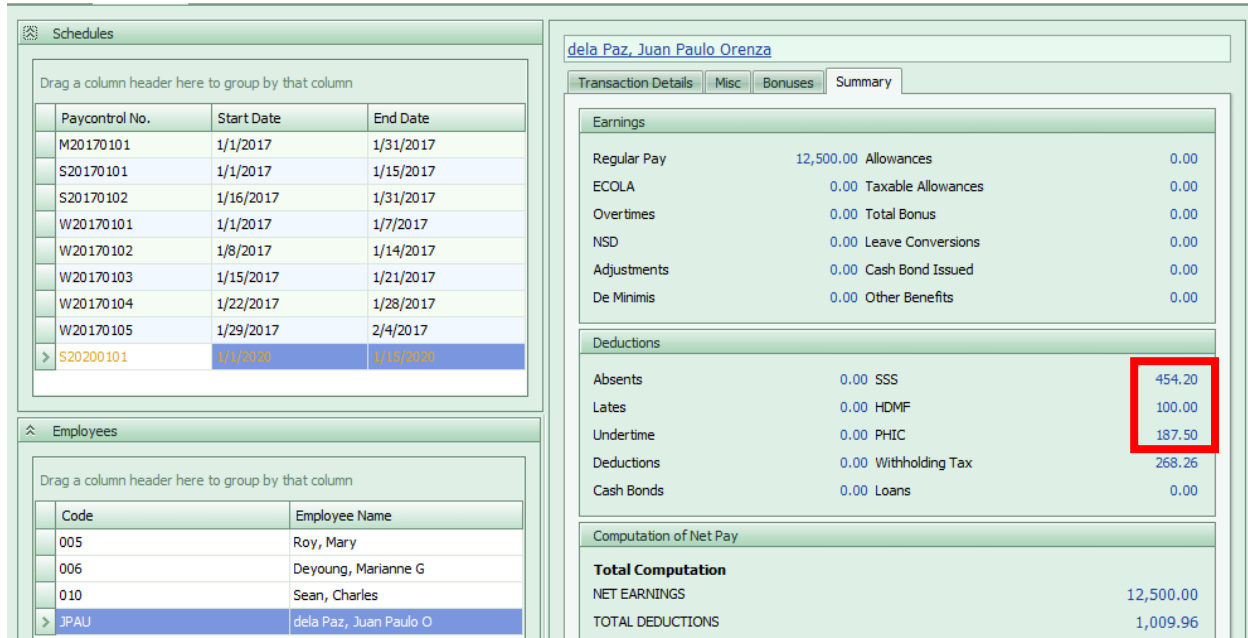




HOW TO SETUP VOLUNTARY CONTRIBUTIONS IN QNE PAYROLL

Problem Scenario(s):

User needs to setup voluntary contribution to their employees as their employees wants to increase his/her contributions.



Schedules

Drag a column header here to group by that column

Paycontrol No.	Start Date	End Date
M20170101	1/1/2017	1/31/2017
S20170101	1/1/2017	1/15/2017
S20170102	1/16/2017	1/31/2017
W20170101	1/1/2017	1/7/2017
W20170102	1/8/2017	1/14/2017
W20170103	1/15/2017	1/21/2017
W20170104	1/22/2017	1/28/2017
W20170105	1/29/2017	2/4/2017
S20200101	1/1/2020	1/15/2020

Employees

Drag a column header here to group by that column

Code	Employee Name
005	Roy, Mary
006	Deyoung, Marianne G
010	Sean, Charles
JPAU	dela Paz, Juan Paulo O

dela Paz, Juan Paulo Orenza

Transaction Details | Misc | Bonuses | Summary

Earnings

Regular Pay	12,500.00	Allowances	0.00
ECOLA	0.00	Taxable Allowances	0.00
Overtimes	0.00	Total Bonus	0.00
NSD	0.00	Leave Conversions	0.00
Adjustments	0.00	Cash Bond Issued	0.00
De Minimis	0.00	Other Benefits	0.00

Deductions

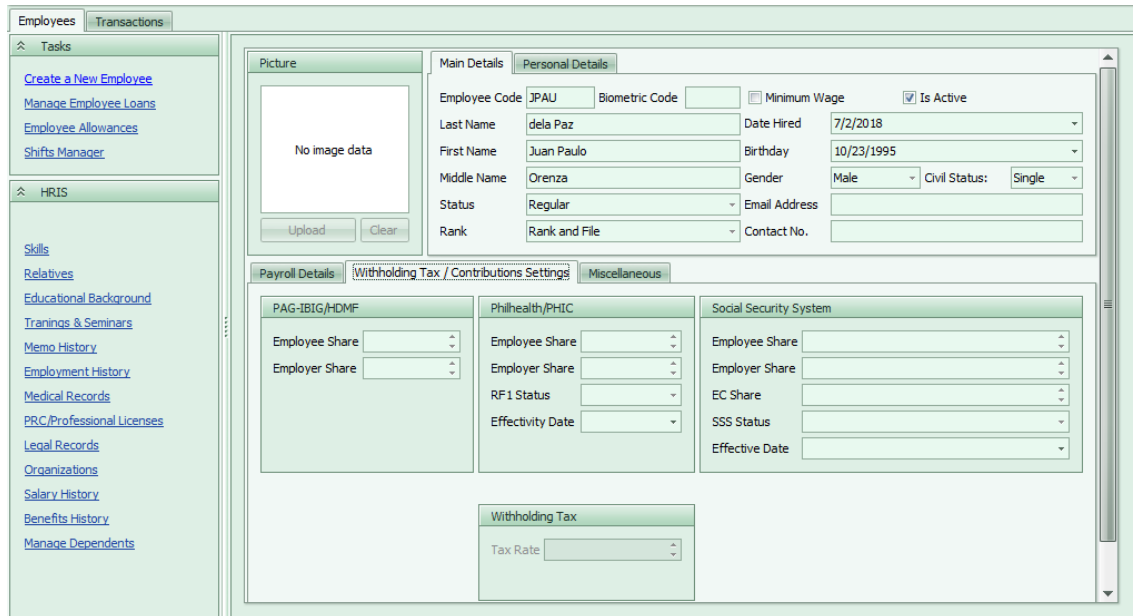
Absents	0.00	SSS	454.20
Lates	0.00	HDMF	100.00
Undertime	0.00	PHIC	187.50
Deductions	0.00	Withholding Tax	268.26
Cash Bonds	0.00	Loans	0.00

Computation of Net Pay

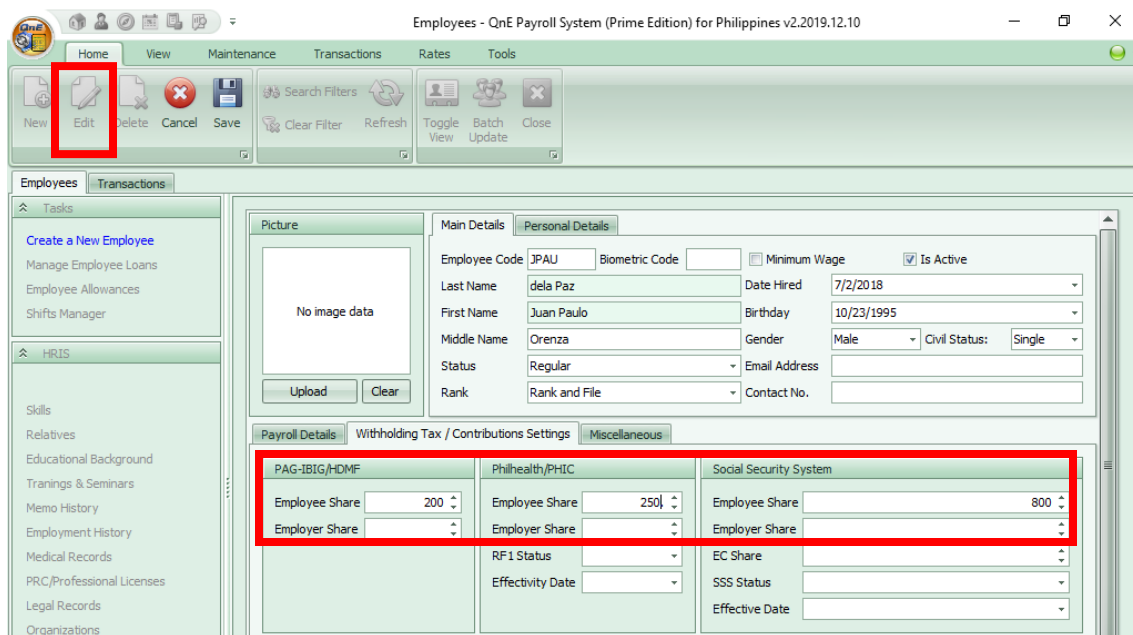
Total Computation			
NET EARNINGS			12,500.00
TOTAL DEDUCTIONS			1,009.96

Resolution(s):

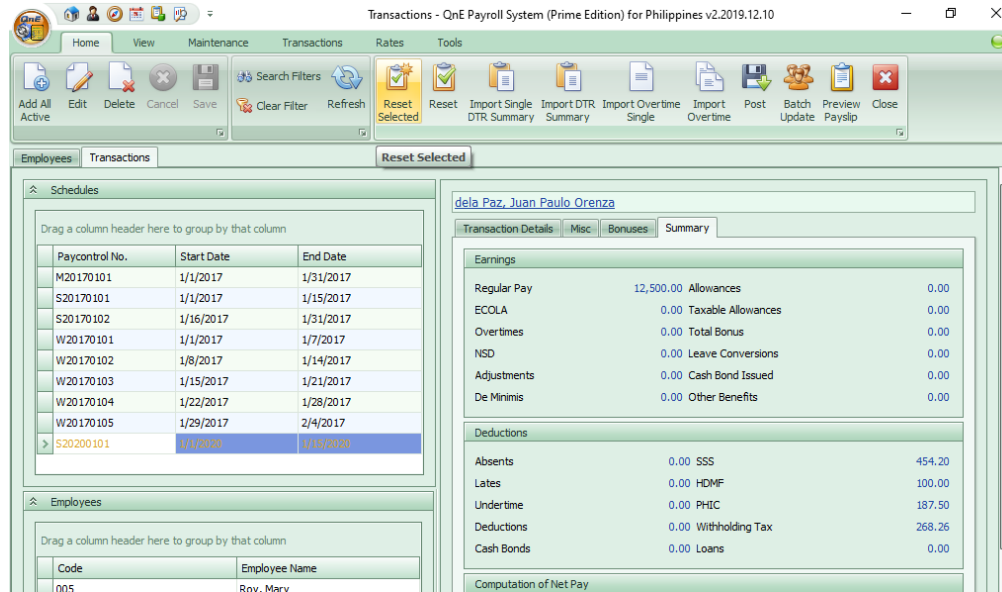
To setup voluntary contributions in QnE Payroll, go to employee maintenance in View > Employees > go to the specific employee > Withholding Tax / Contributions Settings tab.



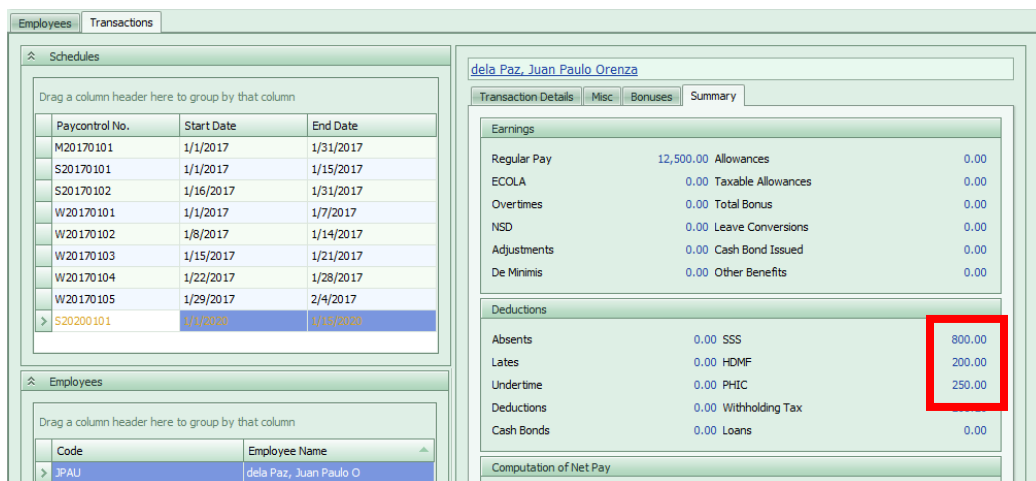
Click 'Edit' and you user may now input the voluntary contributions either in Employee Share only or Employee and Employer Share.



Once done, click Save and go back to Transactions. Click Reset Selected (to reset transaction in that specific employee only) or Reset (to reset all transactions in the whole schedule)



The screenshot shows the 'Transactions' window in the QnE Payroll System. The 'Tools' menu is open, and the 'Reset Selected' button is highlighted. In the 'Schedules' table, the row for 'S20200101' is selected. The 'Employees' table shows '005' for 'Rov, Marv'.



The screenshot shows the 'Transaction Details' window for 'dela Paz, Juan Paulo Orenza'. The 'Deductions' table is visible, with a red box highlighting the 'Absents' row, which has a value of 800.00. Other deductions include 'Lates' (200.00), 'Undertime' (250.00), and 'Withholding Tax' (268.26).

Deduction Type	Amount
Absents	800.00
Lates	200.00
Undertime	250.00
Withholding Tax	268.26
Loans	0.00

Notice now that the contributions have been applied in the employee's transaction.

NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>