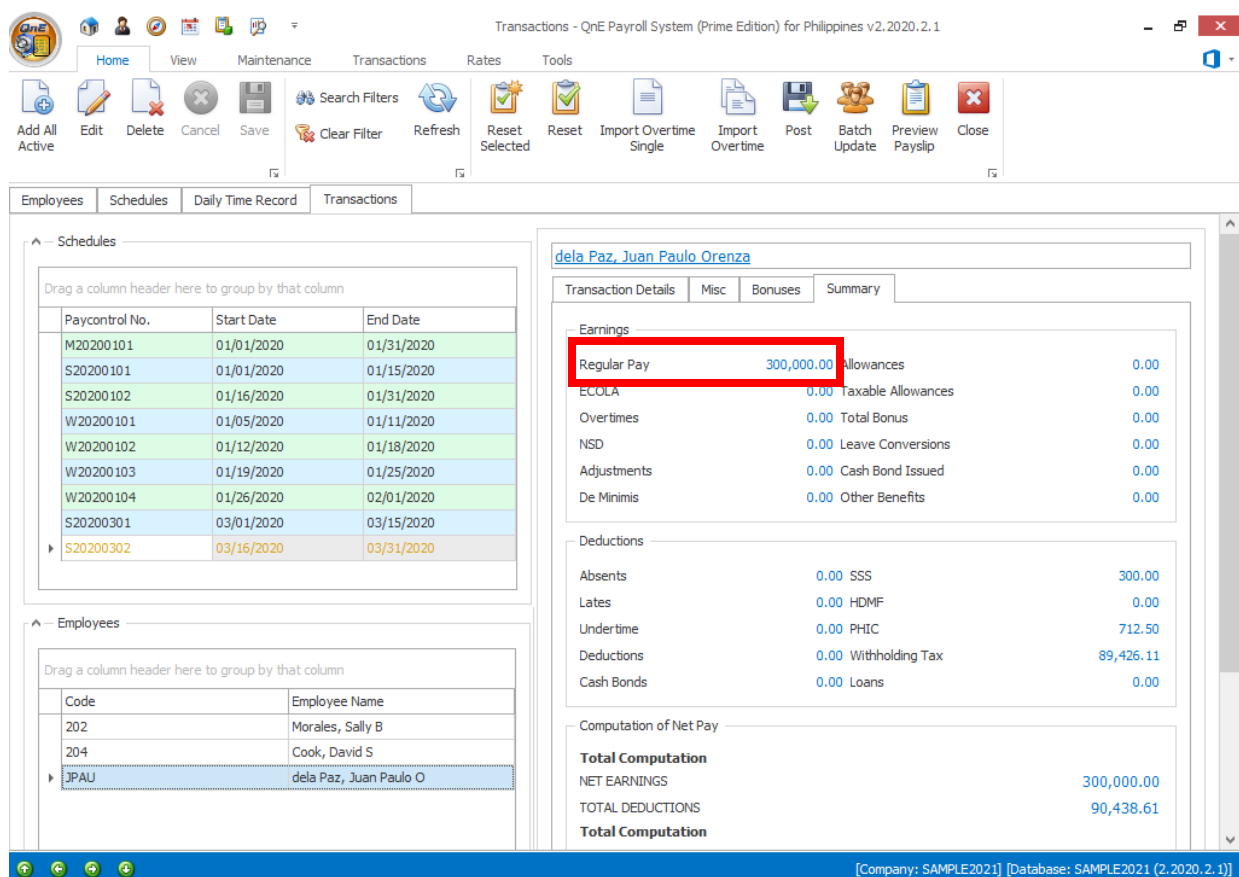




HOW TO RESOLVE BASIC SALARY HAVING TOO LARGE AMOUNT IN TRANSACTION SUMMARY

Problem Scenario(s):

Upon making transactions in QnE Payroll, user notices that the Basic Salary of the employee is too large compared to the salary being maintained.



The screenshot shows the QnE Payroll System interface. The main window displays the 'Transactions' tab for the employee 'dela Paz, Juan Paulo Orenza'. The 'Summary' sub-tab is active, showing a table of earnings and deductions. The 'Regular Pay' is highlighted with a red box, showing a value of 300,000.00. The 'Total Computation' section shows a NET EARNINGS of 300,000.00 and TOTAL DEDUCTIONS of 90,438.61.

Paycontrol No.	Start Date	End Date
M20200101	01/01/2020	01/31/2020
S20200101	01/01/2020	01/15/2020
S20200102	01/16/2020	01/31/2020
W20200101	01/05/2020	01/11/2020
W20200102	01/12/2020	01/18/2020
W20200103	01/19/2020	01/25/2020
W20200104	01/26/2020	02/01/2020
S20200301	03/01/2020	03/15/2020
S20200302	03/16/2020	03/31/2020

Code	Employee Name
202	Morales, Sally B
204	Cook, David S
JPAU	dela Paz, Juan Paulo O

Earnings	Amount	Allowances	Amount
Regular Pay	300,000.00		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	Amount	Amount	
Absents	0.00	SSS	300.00
Lates	0.00	HDMF	0.00
Undertime	0.00	PHIC	712.50
Deductions	0.00	Withholding Tax	89,426.11
Cash Bonds	0.00	Loans	0.00

Computation of Net Pay	
Total Computation	
NET EARNINGS	300,000.00
TOTAL DEDUCTIONS	90,438.61
Total Computation	

[Company: SAMPLE2021] [Database: SAMPLE2021 (2.2020.2.1)]

Picture

Main Details **Personal Details**

Employee Code: Biometric Code: Minimum Wage Is Active

Last Name: Date Hired:

First Name: Birthday:

Middle Name: Gender: Civil Status:

Status: Email Address:

Rank: Contact No.:

Payroll Details **Withholding Tax / Contributions Settings** **Miscellaneous**

Department: Region:

Job Position: Locale:

Cost Center: Work Place:

Rate Type: Bank:

Frequency: Bank Account No:

Basic Rate:

Hourly Rate:

GSIS No:

SSS No:

TIN No:

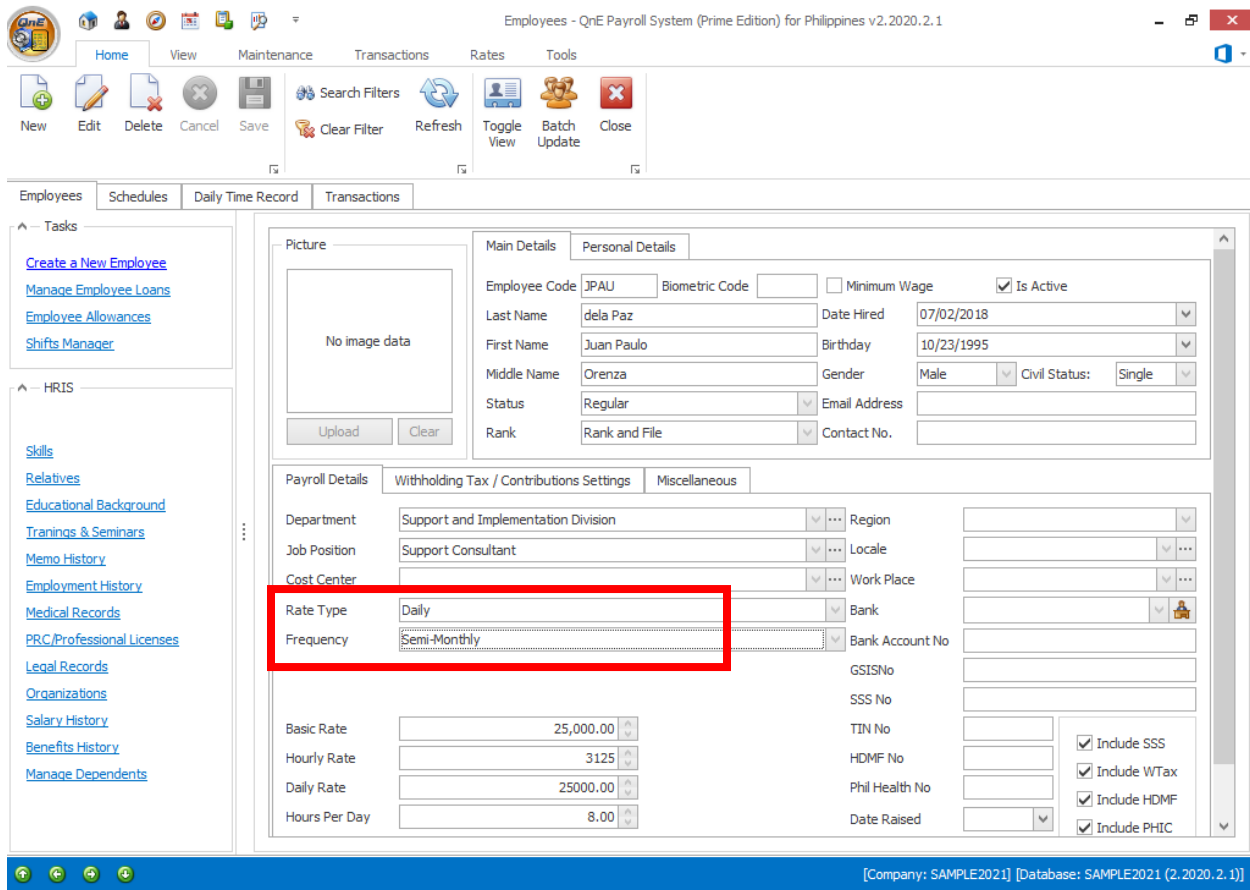
HDMF No:

Include SSS

Include WTax

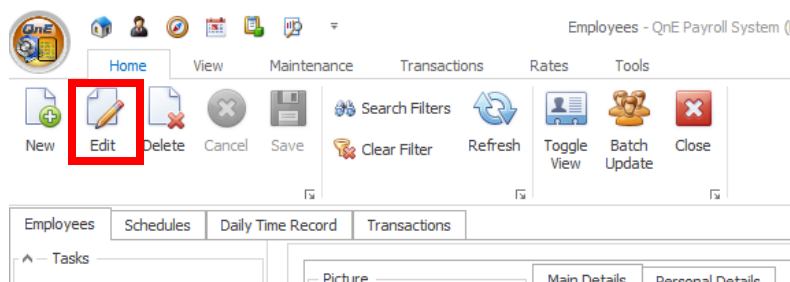
Resolution(s):

Go back to the employee maintenance and double check the **Rate Type** and **Frequency**.



Notice that the Rate Type is set to Daily instead of Monthly as the amount in Basic Rate field pertains to monthly income of the employee.

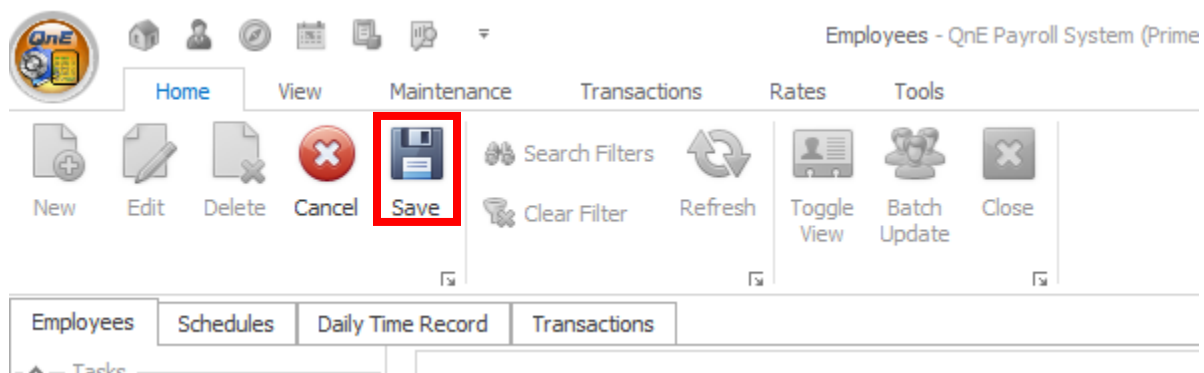
To update, click the Edit button.



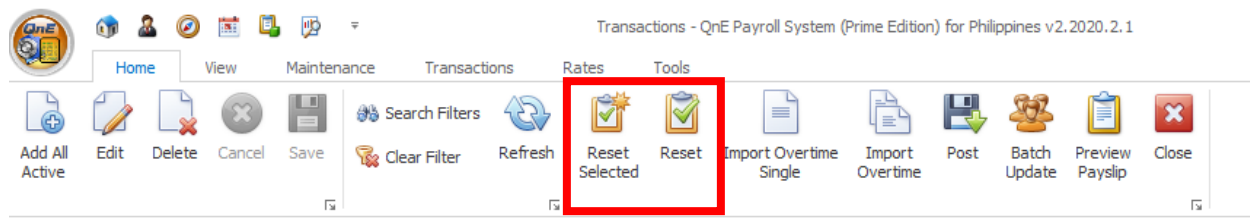
Set the Rate type to Monthly

Payroll Details	Withholding Tax / Contributions Settings	Miscellaneous
Department	Support and Implementation Division	Re
Job Position	Support Consultant	Lo
Cost Center		W
Rate Type	Daily	Ba
Frequency	Rate Type Monthly Daily Hourly	Ba GS SS

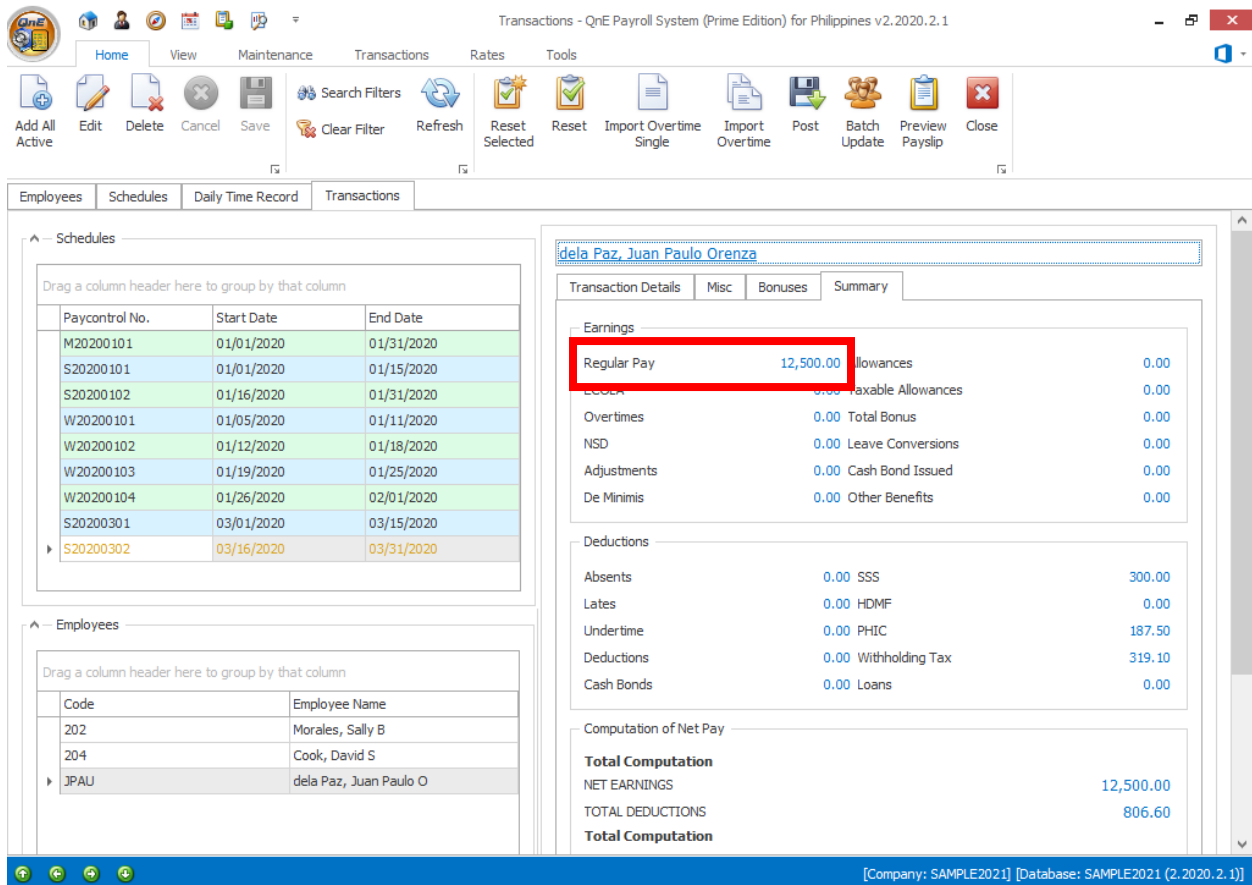
Then click **Save**



User may now go back to Transaction Summary, then Reset the Specific transaction (click Reset Selected for a specific employee and click Reset to reset all employees' transactions)



After reset, notice now that the Regular Pay has been updated to the correct amount.



Transactions - QnE Payroll System (Prime Edition) for Philippines v2.2020.2.1

Home View Maintenance Transactions Rates Tools

Add All Active Edit Delete Cancel Save Search Filters Clear Filter Refresh Reset Selected Reset Import Overtime Single Import Overtime Post Batch Update Preview Payslip Close

Employees Schedules Daily Time Record Transactions

Schedules

Paycontrol No.	Start Date	End Date
M20200101	01/01/2020	01/31/2020
S20200101	01/01/2020	01/15/2020
S20200102	01/16/2020	01/31/2020
W20200101	01/05/2020	01/11/2020
W20200102	01/12/2020	01/18/2020
W20200103	01/19/2020	01/25/2020
W20200104	01/26/2020	02/01/2020
S20200301	03/01/2020	03/15/2020
S20200302	03/16/2020	03/31/2020

Employees

Code	Employee Name
202	Morales, Sally B
204	Cook, David S
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
Over Time	0.00	Non-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	300.00
Lates	0.00	HDMF	0.00
Undertime	0.00	PHIC	187.50
Deductions	0.00	Withholding Tax	319.10
Cash Bonds	0.00	Loans	0.00

Computation of Net Pay

Total Computation			
NET EARNINGS			12,500.00
TOTAL DEDUCTIONS			806.60
Total Computation			

[Company: SAMPLE2021] [Database: SAMPLE2021 (2.2020.2.1)]

NOTE:



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