

THE TABLE BELOW LISTS THE HR REPORTS THAT CAN BE GENERATED:

Core Module Report	Description
Code Listing Report	For generating and printing the bank code information, branch, blood group etc. All of the information based on the Code Setup.
Company Report	To print out the Company profile, Branch, Statutory, and Bank Information.
Personnel Report	For printing all employees' personnel details.
Employment Report	To print all employment details of the employee. Designing the report based on own requirements is possible, by selecting ALL option.
Personnel & Employment Report	A combined report for printing all personnel and employment details of the employee. Designing the report based on own requirements is possible.
Basic Rate Progression Report	For printing all the record progression, pertaining to salary for each employee
New Join Report	To print information about the new hired employees in the company
Education Report	To print records about the education level of an employee
Family/ Other Contact Report	For printing the family members/ other important contacts of an employee
Staff Movement Report	To print the progress of a certain employee within a company
Confirmation Report	This report allows you to print information about the confirmed employees in the company.
Cessation Report	This report allows you to print information about the resigned employees in the company.
Retirement Report	This report allows you to print information about the retired employees in the company
Birthday Report	This report allows you to print the birthdays for employees within the company
Career Progression Report	This report allows you to print the career details for the employees within the company.
Contract Progression Report	To print employees' contract details within the company

THE TABLE BELOW LISTS THE REPORTS THAT CAN BE GENERATED BY THE PAYROLL MODULE:

Employee Reports

Pay Details Report	This report list out the details that will affect an employee's wage computation.
Employee Listing Report	Standard report listing the employees in the company.
Basic Rate Progression Report	Report showing the wage progression of employees.
Recurring Report	A listing report that shows employees' with or without recurring pay elements.

Setup Reports

Pay Element Setup Report	Prints out a list of pay elements and basic property. Organized by method (free, fixed, tabulated, formulated). For more detail, see Pay Element Property Report
OT Table Setup Report	Prints outs the overtime tables and the overtime rates.
Shift Table Setup Report	Prints out the shift tables and the shift rates.
Pay Element Property Report	Prints out the pay element properties and the pay elements that use these properties. For pay element reports, refer to Pay Element Setup report.

Wage Formulae Report	Prints out a list of various wages and their related components.
Pay Group Setup Report	Prints out the Pay Group's pay period, sub period, pay allocation, and other details on pay groups.
Statutory contribution Report	Prints out information on ECOLA, HDMF, PHIC, and SSS.

Pay Record Reports

Pay Element Record Report	Prints a list of pay elements. Included are employee names and ID where these pay elements is in use.
Leave Deduction Record Report	Prints out a list of employees and the unpaid leave taken for the year to date.
Shift Record Report	Prints out a list of employees on shift and the shift payments made out.
OT Record Report	Prints out overtime records showing the employees, overtime hours, pay period, sub period and other related information.

Analysis Reports

Bonus Processing Report	Bonus paid out. Bonus pay not linked to a bonus report ID will not be captured in this report.
Payroll Summary Report	A summary of wages paid grouped by pay groups and pay periods.
Statistic Report	Prints out the wages and other wage components paid by pay period.
Bank/Cash Listing Report	Prints out a listing of the various payment modes and the amount paid by each method to each employee.
Payroll Variance Report	This report gives a quick comparison of two pay periods. You can use this to compare various departments as well.
Payroll Analysis Report	A detailed payroll report showing the wages and deductions of each employee.
Advance Pay Processing Report	Prints out a report on the advance payments to employees.

Some of the tax and statutory reports have been enhanced to support two versions: one for official submission and the other for internal records.

Statutory Contribution Submission	
Submission forms	Prints out the submission forms: HDMF M1 –1, PHIC ME-5, PHIC RF-1, SSS R-3, and SSS R-5
Loan repayment reports	HDMF and SSS loan reports

Income Tax Reports	
Income tax submission forms	BIR Form 2316, BIR Form 1601E, and BIR Form 1601C
Alphalist	Generates the Alphalist with employee details
Income tax summary	A summary report
YTD Annualized Report	Year to date of tax submitted.

Others	
Pay slip generation	Prints out pay slips for laser or dot matrix printers.