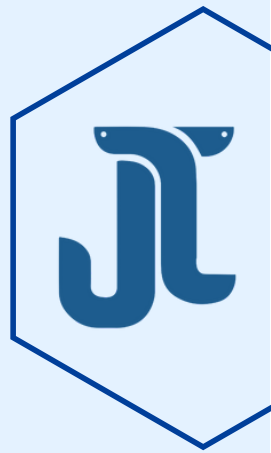


# HRIS ATTENDANCE SYSTEM

---

USER GUIDE FOR COMPLETE ATTENDANCE APPLICATION



# Index :

1. Overview	1
2. Features	2
3. Flow	5
4. Step-1 : Creation of Employee and it's Contract	5
5. Step-2 : Create Calendars	9
6. Step-3 : ZKTeco Configuration	14
7. Step-4 : Check-in / Check-out	19
8. Step-5 : Project & Task	20
9. Step-6 : Payroll Implementation	25

# Overview

The Odoo HRIS Attendance System, integrated with ZKTeco biometric devices, offers a professional and efficient solution for managing employee attendance. This module extends Odoo's native HR functionalities by automating attendance data capture directly from biometric terminals, eliminating manual processes and significantly reducing errors. This seamless integration ensures real-time and accurate attendance records, which are crucial for precise payroll processing and adherence to compliance standards.

The core of this integration lies in its streamlined data flow. Attendance logs from ZKTeco devices are automatically synchronized with the Odoo HRIS. This automated transfer removes the need for manual data entry, saving considerable time for HR teams and ensuring that all attendance information within Odoo is consistently up-to-date.

Within Odoo, the HRIS Attendance System provides robust functionalities for analysis and management. HR personnel can generate a variety of reports, including detailed insights into daily attendance, instances of late arrival or early departure, and overtime. This comprehensive data supports informed workforce management decisions and ensures the consistent application of company attendance policies.

Ultimately, this integrated system delivers a reliable and efficient attendance management solution. By leveraging Odoo's flexible architecture and dedicated connectors, it establishes a secure communication channel with ZKTeco devices, ensuring data integrity and system stability. This makes it an invaluable tool for organizations seeking to optimize their attendance processes through advanced biometric technology.

# **Features**

## **HRIS Attendance System**

### **1. Customised Payroll Calendar :**

Creating a customised payroll calendar from the list/calendar view based on your needs which will immediately allocated to the employee according to the department chosen.

### **2. Bulk Calendar Activation :**

When there is need of activating multiple calendars for multiple employees this feature does the job well. Here we can choose the list of calendars based on the date ranges we have selected and get those calendars active in the employees based on the department is selected.

### **3. Bulk Calendar Deactivation :**

Similarly, When there is need of deactivating multiple calendars for multiple employees this feature does the job well.

### **4. Dynamically Configured Bio-metric Attendance System:**

Here, there is use of ZKteco bio-metric attendance app which seamlessly integrates the bio-metric machine and the odoo. By using, this app the data in the bio-metric machine will be easily fetched in odoo and then can be analysed using reports and graphs. And furthermore the payroll can also be implemented based on the attendance fetched.

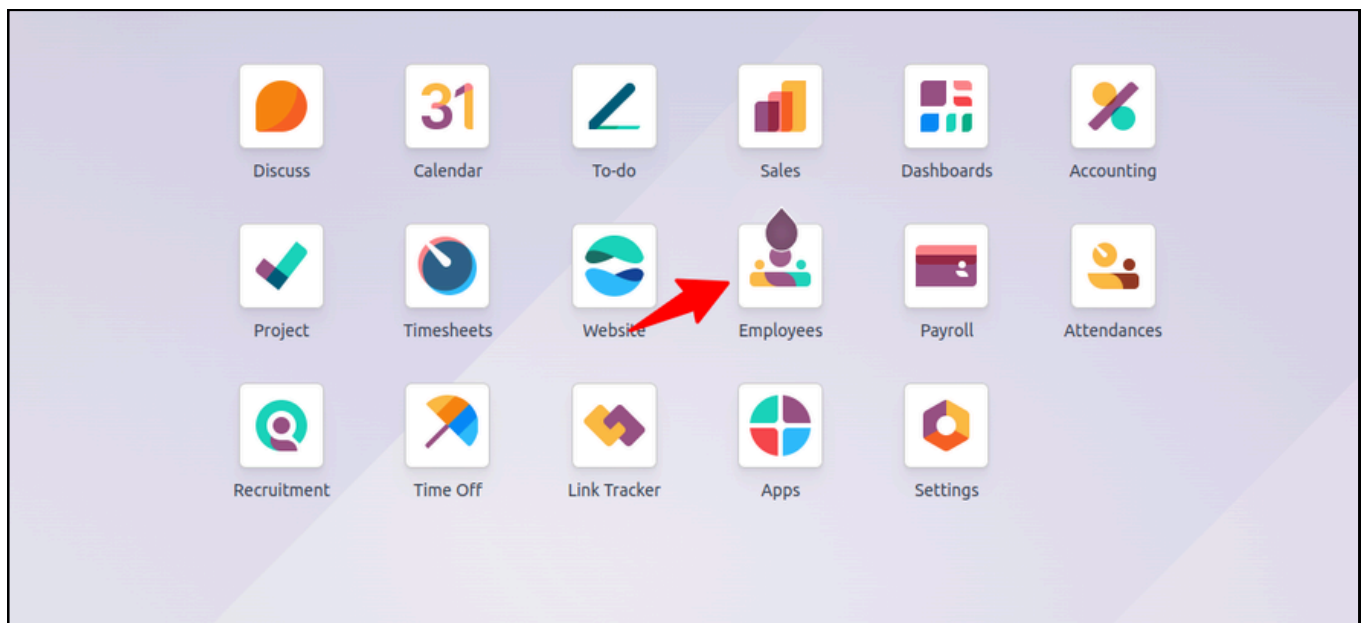
## Flow:

### Step -1 : Creation of Employee and it's Contract.

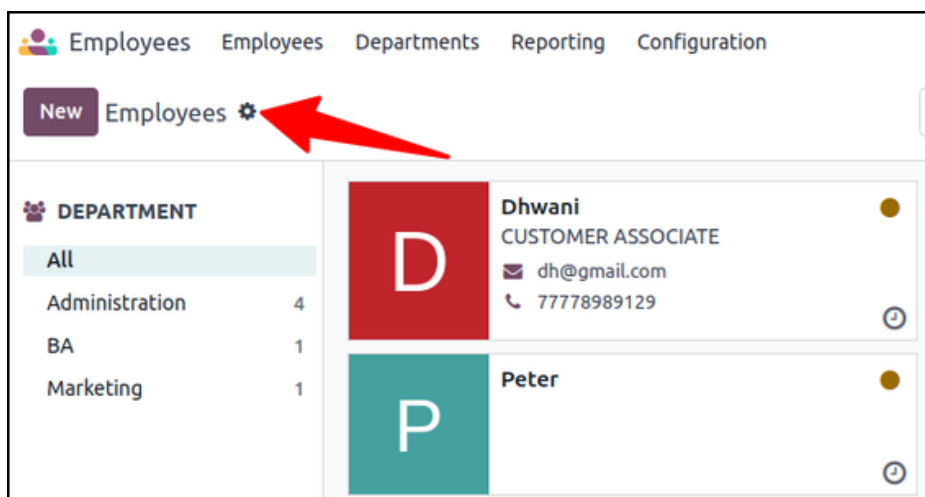
→ The first thing to start with HRIS system is to create an employee to log it's attendance and implement payroll. After creating employee create the contract for that employee.

→ To create Employees/Contracts either we can create manually or else we can also import the xls file to automatically create the records based on the records we have in the xls file.

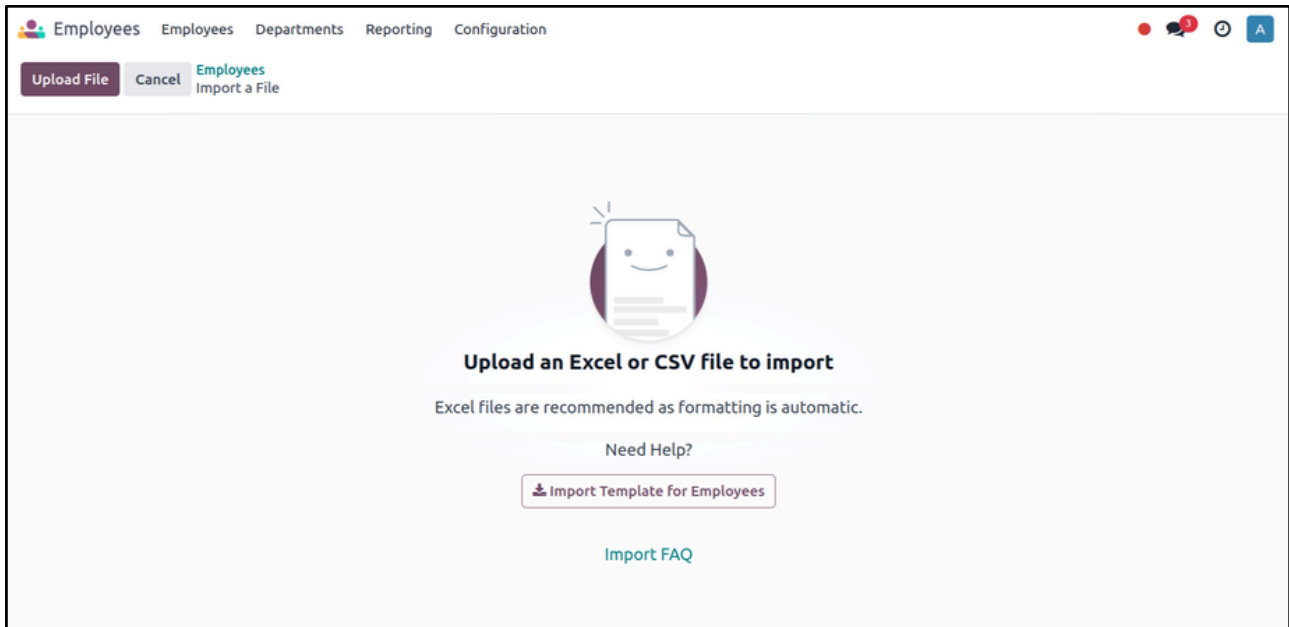
#### 1.By Importing



→ First navigate to the **Employee** app

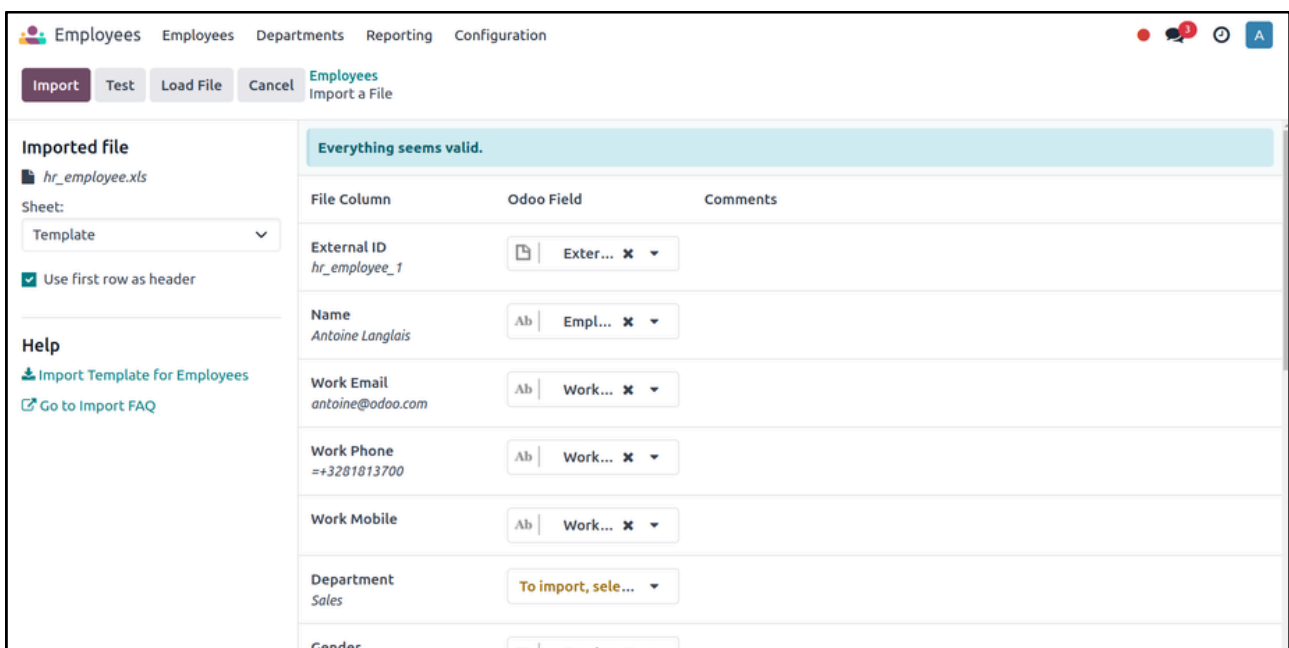


→ Click on the gear icon to get the **Import records** option and then click on the Import records button to get the below view



→ Here we can import both types of files Excel and CSV, and for that if there is need of template then we can click the **Import Template for Employees** button to get the template which we can import in odoo easily.

→ Once the template or the file is ready to import we can click the **Upload File** button and select the file from the system to import



→ As we select the file and import it, it will show us the fields to import which are there in the Excel or CSV file, now click the **Test** button to test if there is appropriate data in the file which matches the type of the field and if it says that "Everything seems valid" then we click the **Import** button to import all the records in the odoo which are there in the file.

→ And if want to create the employees manually then hit the **New** button in the employee view and create the employees.

The screenshot shows the Odoo HR Employee form for Abigail Peterson. The top navigation bar includes links for Employees, Departments, Reporting, and Configuration. The main header shows the employee's name, title, and a photo. Below this, there are tabs for Resume, Work Information, Private Information, HR Settings, Payroll calendar, and Biometric Devices. The form is divided into two main sections: RESUME and SKILLS. The RESUME section includes Experience and Education details. The SKILLS section includes Languages, Marketing, and Programming Languages details. The form also includes a sidebar with various HR-related links and a bottom section for the employee's contract status.

**Employees** Employees Departments Reporting Configuration

**New** Employees Abigail Peterson

In Contract Since 06/01/2025 Org Chart Time Off Timesheets Work Entries This Month 27:20 Hour

Launch Plan Deduct Extra Hours

## Abigail Peterson

Consultant

Tags

Work Mobile Department Management / Professional Services

Work Phone (555)-233-3393 Job Position Consultant

Work Email abigail.peterson39@example.com Manager Tina Williamson

Customer Coach ?

Resume Work Information Private Information HR Settings Payroll calendar Biometric Devices

### RESUME

Experience ADD

- 05/21/2007 - 09/19/2009 Norton-Silva Horticulturist, commercial

Education ADD

- 05/18/2008 - 11/17/2008 St Peter's Parish Primary School
- 07/20/2005 - 02/15/2008 Dandenong North Primary School

### SKILLS

Timeline

Languages ADD

Spanish	C1	85 %	
---------	----	------	--

Marketing ADD

Communication	L4	100 %	
CMS	L4	100 %	
Digital advertising	L3	75 %	
Public Speaking	L3	75 %	

Programming Languages ADD

RDMS	Expert	100 %	
------	--------	-------	--

→ Click on the smart button **Contract** to create a new contract in the same screen, after adding details click the save button to create a new contract.

New Contracts  
Abigail Peterson Contract

Contract 1 Payslips 1

New Running Expired Cancelled

## Abigail Peterson Contract

Employee  Abigail Peterson

Contract Start Date 06/01/2025

Contract End Date ? 09/10/2025

Working Schedule ? Standard 40 hours/week

Work Entry Source ? ☐ Working Schedule  
☒ Attendances

Salary Structure Type Worker

Department Management / Professional Services

Job Position Consultant

Contract Type

Salary Information

Contract Details

Wage Type Hourly Wage

Schedule Pay Daily

Hourly Wage ? \$20.00 / hour

→ Enter the details as shown in the screenshot and click the **Save** button to create the contract of that employee from the same screen

→ Also, we can create Contract by navigating to the Employees → Contracts menu to create a new contract for any employee by clicking the **New** button and also we can import the records of the contract in the same way we did for the employees .

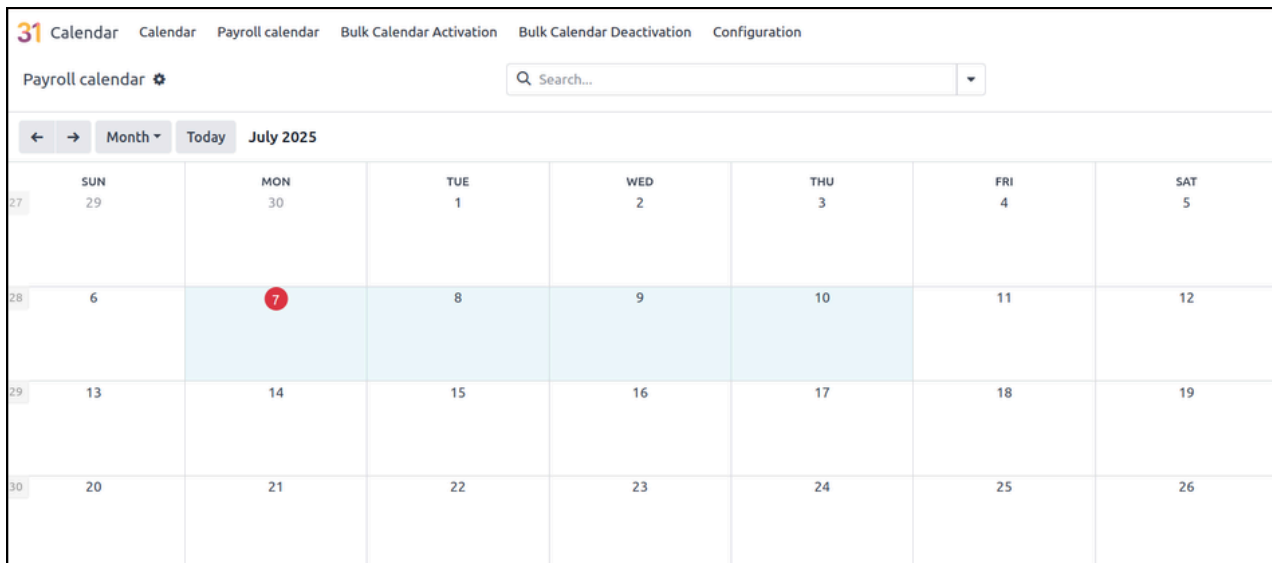
→ Once, the employee's contract is created, change the contract's status to **Running** by clicking on the running state.



## Step - 2 : Create Calendars

→ To create calendars first we need to navigate to the **Calendars** app, in that go to the **Payroll Calendar** menu.

→ Here the calendar view is open, we can create here a single or bulk calendars according to the need.



The screenshot shows the 'Payroll calendar' interface. At the top, there are navigation tabs: 'Calendar', 'Payroll calendar', 'Bulk Calendar Activation', 'Bulk Calendar Deactivation', and 'Configuration'. Below the tabs is a search bar and a 'Payroll calendar' toggle. The main area displays a calendar for July 2025. The calendar grid shows days from Sunday 29 to Saturday 5. The date range from Monday 7th to Thursday 10th is highlighted in blue, indicating the selection of days for creating a calendar.

→ Here we can drag and select the number of the days we need to create a calendar for i.e (7<sup>th</sup> to 10<sup>th</sup> July 2025)



The 'Create Schedule' dialog box is shown. It contains the following fields and values:

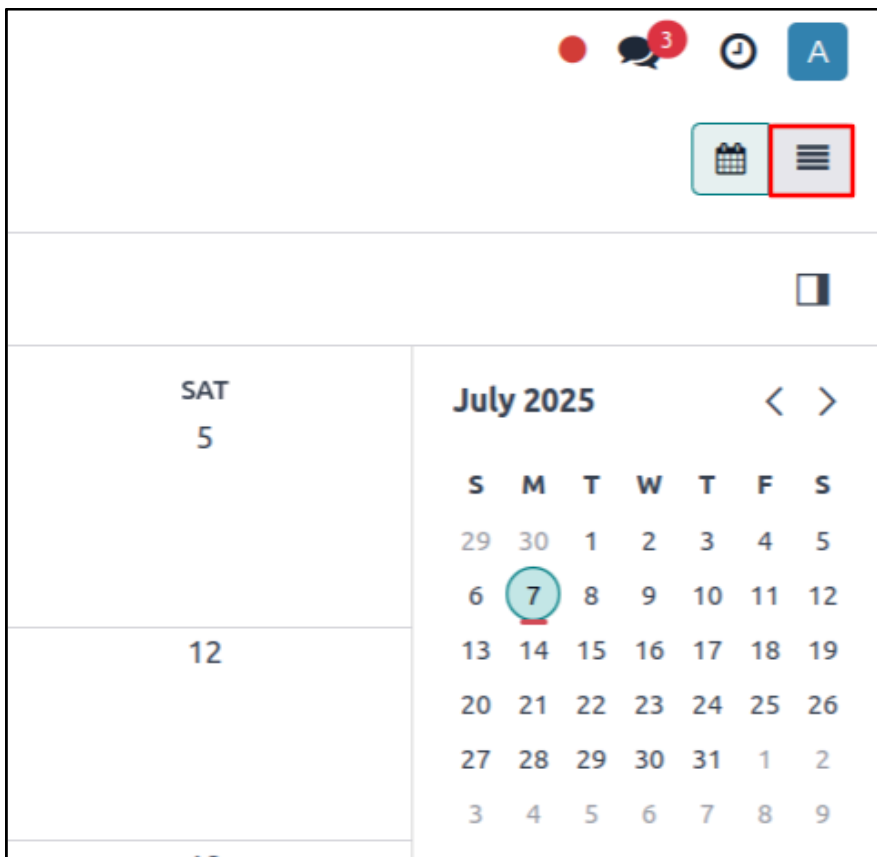
Field	Value
Start Date	07/07/2025
End Date	07/10/2025
Categories of Days	Regular Working Days
Sub Categories	Regular Time (RT)
Start Time	09:00
End Time	19:00
Department	Administration
Rate Factor	1.00
Break hours	0.00

Buttons: Confirm, New, Save & Close, Discard.

→ After adding the details in calendar click **Confirm** and then **Save & Close** button.

→ To create calendars we have few other ways too, we can create a new record manually or else we can also import bulk calendars according to the need.

→ To create new calendar manually go to the list view and click the **New** button.



→ Here we can also import the records of the calendars as we did same of the employee.

→ The template to import the record of payroll calendar is given below in the link

[https://docs.google.com/spreadsheets/d/1lUHQqW\\_VUjlbWPrxlwV\\_Z-cVoEc2\\_OUb/edit?usp=drive\\_link&ouid=109858457488067729079&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1lUHQqW_VUjlbWPrxlwV_Z-cVoEc2_OUb/edit?usp=drive_link&ouid=109858457488067729079&rtpof=true&sd=true)

→ Here once the calendars are created, then they will automatically get set in the **Employee** → **Payroll Calendar's** tab based on the department selected in the Calendars.

→ Now, these calendars will only work once they are activated, and to active the calendars we can either do it manually by navigating to employee or else we can use the **Bulk Calendar Activation** feature which is there in the **Calendar** menu.

31

Calendar

Calendar

Payroll calendar

Bulk Calendar Activation

Bulk Calendar Deactivation

Configuration

New Meetings

Q Search...

Bulk Calendar Activation

×

Department

Management / Research & Development

Start Date

End Date

Employees

Keith Byrd ×

Randall Lewis ×

Ronnie Hart ×

Samarth ×

Walter Horton ×

Payroll Calendars

Payroll Calendar	Active
Regular Time (RT) 8:00 - 16:00 2025-07-01 to 2025-07-03	<input type="checkbox"/>
Regular Overtime (ROT) 16:00 - 20:00 2025-07-01 to 2025-07-03	<input type="checkbox"/>
Regular Night Differential (RND) 20:00 - 22:00 2025-07-01 to 2025-07-03	<input type="checkbox"/>
Regular Night Differential Overtime (RNDOT) 22:00 - 23:59 2025-07-01 to 2025-07-03	<input type="checkbox"/>
<a href="#">Add a line</a>	

Activate

Cancel

→ Here when we click the Bulk Calendar Activation menu we get a pop up like these where we can selected the calendars and the employees in which we want to activate those calendars.

→ We can filter and search the calendars based on the date range we enter and also can filter and search the employees based on the department we enter .

→ Now, we can select the calendars which we want to activate and click the **Activate** button to activate those calendars in the employees.

31 Calendar

Calendar

Payroll calendar

Bulk Calendar Activation

Bulk Calendar Deactivation

Configuration

New Meetings

Q Search...

Bulk Calendar Deactivation

DepartmentAdministration

Start Date06/01/2025

End Date07/31/2025

EmployeesJames X Kathryn X

Payroll Calendars

Payroll Calendar	Active
Regular Time (RT) 9.00 - 19.00 2025-06-23 to 2025-06-23	<input checked="" type="checkbox"/>
Regular Time (RT) 8.00 - 17.00 2025-06-27 to 2025-06-27	<input checked="" type="checkbox"/>
Regular Time (RT) 10.50 - 18.50 2025-06-27 to 2025-06-27	<input checked="" type="checkbox"/>
Regular Time (RT) 11.75 - 19.50 2025-06-27 to 2025-06-27	<input checked="" type="checkbox"/>
Regular Time (RT) 9.00 - 18.00 2025-06-01 to 2025-06-01	<input type="checkbox"/>
Regular Time (RT) 9.00 - 19.00 2025-07-01 to 2025-07-04	<input type="checkbox"/>
Regular Night Differential (RND) 9.00 - 19.00 2025-07-04 to 2025-07-11	<input type="checkbox"/>
Regular Time (RT) 9.00 - 19.00 2025-07-07 to 2025-07-10	<input type="checkbox"/>

Add a line

DeactivateCancel

→ Here the same goes with the **Bulk Calendar Deactivation** feature, here we can select the employee and its calendars and click on the **Deactivate** button to deactivate all those selected calendars in the employees in bulk.

31
Calendar
Calendar
Payroll calendar
Bulk Calendar Activation
Bulk Calendar Deactivation
Configuration

Payroll calendar
Search...

Month
Today
July 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27 29	30	1 Regular Time (RT) 9.00 - 19.00 2025-07-01 to 2025-07-04	2	3	4 Regular Night Differential (RND) 9.00 - 19.00 20...	5
28 6	7 Regular Night Differential (RND) 9.00 - 19.00 2025-07-04 to 2025-07-11	8	9	10	11	12
29 13	14	15	16	17	18	19
30 20	21	22	23	24	25	26
31 27	28	29	30	31	1	2

July 2025

S
M
T
W
T
F
S

29
30
1
2
3
4
5

6
7
8
9
10
11
12

13
14
15
16
17
18
19

20
21
22
23
24
25
26

27
28
29
30
31
1
2

3
4
5
6
7
8
9

☒ Department
☒ Administration
☒ Everything
+ Add Department

→ Here we can also view the calendars which are created in the calendar view based on the departments.

## Step - 3 : ZKTeco Configuration

→ To configure ZKTeco device with the odoo , we first need to configure the ip, domain name and other things in the machine.

→ So first need to go to **COMM.** → **Ethernet :**

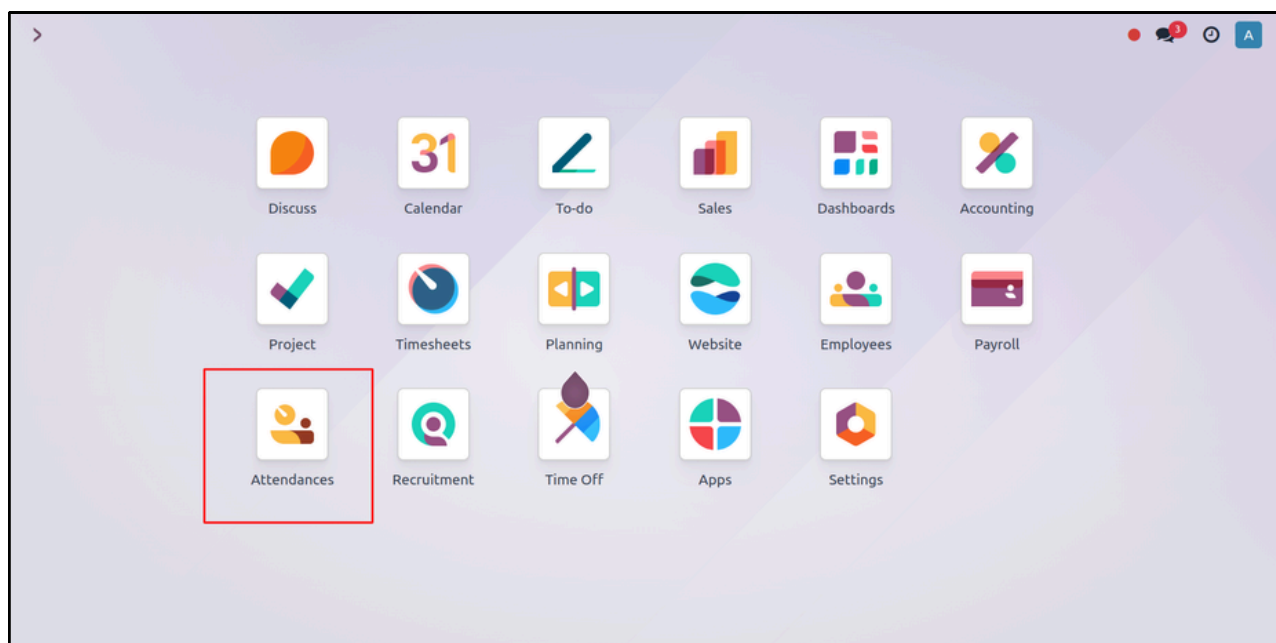
- Enable DHCP : **ON**

→ Other all the things should be configured automatically as it will fetch those things directly from the connected Router.

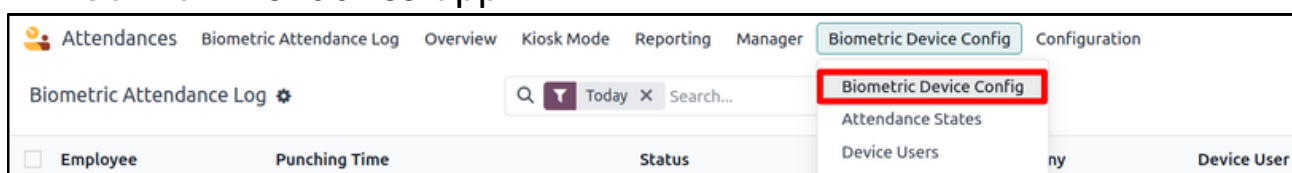
→ Now go to the **COMM.** → **Cloud Server Setting :**

- Enable Domain Name : **ON**
- Enable Proxy Server : **OFF**
- Domain Name : (Enter the domain of the server that is need to be configured)

→ Once all these things are configured then we need to go to Odoo screen to configure the Bio-metric device in odoo



→ Go the **Attendance** app



→ Go the **Biometric Device Config** and then click the **New** button to create a new record in which the device will be configured.

The screenshot shows the 'Biometric Device Config' form in the Odoo Manager. The form is titled 'Biometric Device Config F18'. It has a 'New' button and a 'Check Connection' button. The form fields include: Name (F18), Serial Number (a dropdown menu), ADMS (a toggle switch), Company (ABC), Last Update (07/04/2025 12:06:42), Is Password Set (a checkbox), Timezone (Asia/Manila), Used For (Both), and Status Code Based (a checkbox). There are also buttons for 'Download Attendance', 'Download Device Users', 'Export Employee', 'Data Logs', 'Command To Device', and 'Finger Prints'. At the bottom, there are tabs for 'Adms Settings', 'Users', and 'Status Codes'. The 'Adms Settings' tab is active, showing fields for Delay (10), Delay (30), Real Time (a checkbox), and Trans Interval (2).

→ Firstly enable the **ADMS** and then enter the serial number which can be found in the **System Info.** in the machine.

→ Select the Timezone and name the device and choose the appropriate company.

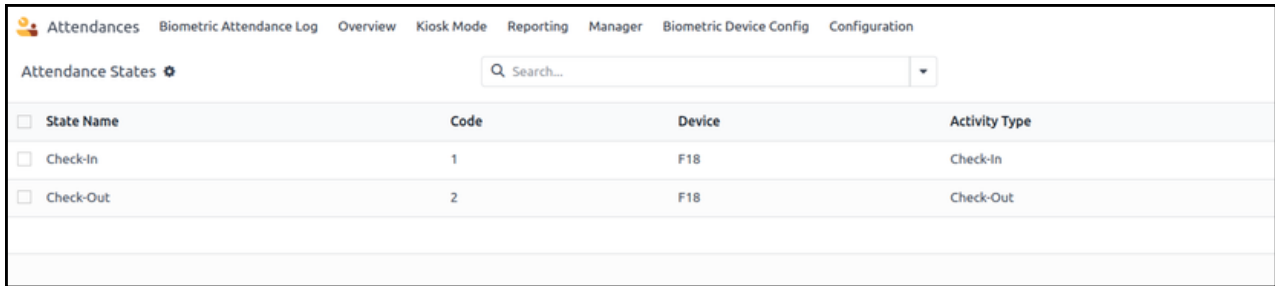
→ After entering the details click the **Check Connection** button to connect the bio-metric machine and Odoo.

→ Once they are connected the users should be fetched under the **Users** tab automatically if that doesn't happen then click the **Refresh** button to again fetch the users.

→ Also, set the **Used for** value to "Both" so that we can easily use the device for both check-in & check-out.

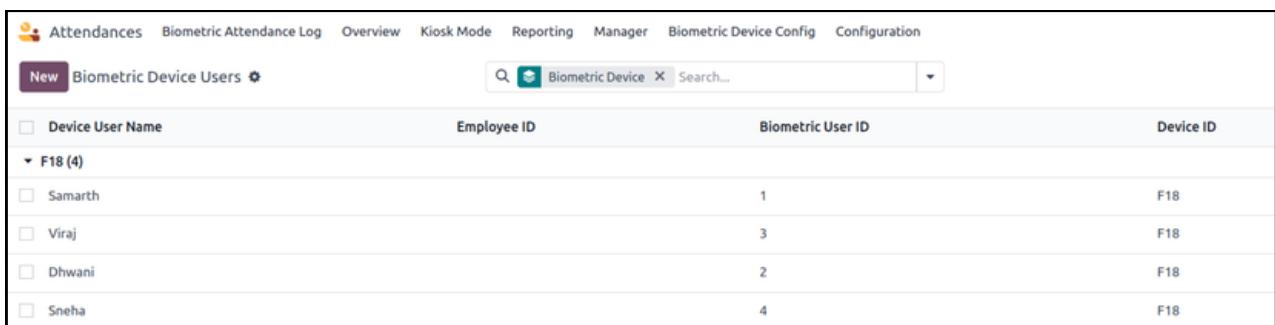
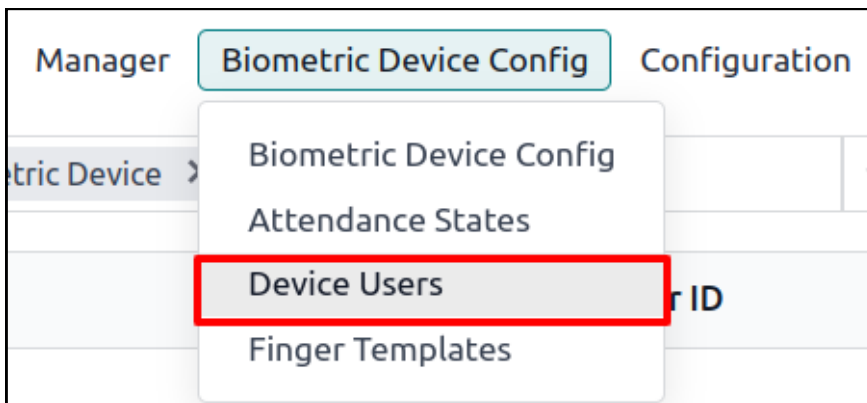
The screenshot shows a dropdown menu for the 'Biometric Device Config' form. The menu is titled 'Biometric Device Config' and has three options: 'Attendance States', 'Device Users', and 'Finger Templates'. The 'Attendance States' option is highlighted with a red box.

→ In the **Attendance States** menu we can configure the states like check-in & check-out and can also configure their codes in the Attendance State.



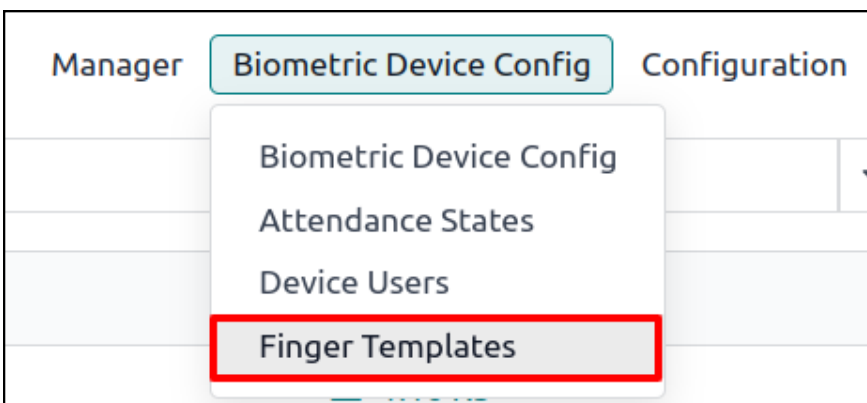
State Name	Code	Device	Activity Type
Check-In	1	F18	Check-In
Check-Out	2	F18	Check-Out

→ In the **Device Users** menu we can see all the users which are fetched from the device.



Device User Name	Employee ID	Biometric User ID	Device ID
Samarth	1	1	F18
Viraj	3	3	F18
Dhwani	2	2	F18
Sneha	4	4	F18

→ In the **Finger Templates** menu we can see all the fingerprint records which are fetched from the device.

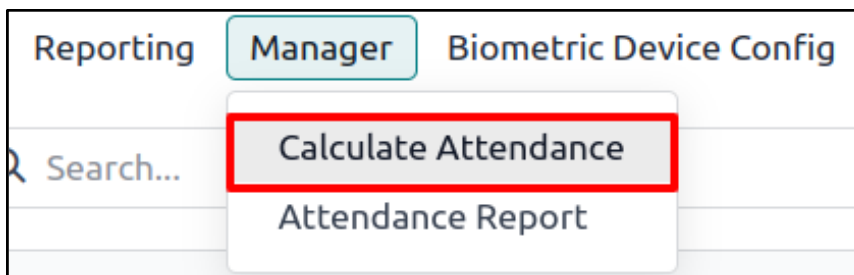




<div> <div> Attendances Biometric Attendance Log Overview Kiosk Mode Reporting Manager Biometric Device Config Configuration </div> <div> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 </div> </div>						
<div> <div>Finger Templates</div> <div>Search...</div> <div>1-4 / 4</div> </div>						
<input type="checkbox"/> Employee	Device	Device User Id	Template Data	FID	Size	
<input type="checkbox"/>	F18	1	1.16 Kb	6	1,584.00	
<input type="checkbox"/>	F18	2	868.00 bytes	6	1,160.00	
<input type="checkbox"/>	F18	3	998.00 bytes	6	1,332.00	
<input type="checkbox"/>	F18	4	928.00 bytes	6	1,240.00	

- In the **Manager** menu there are two sub-menus
1. Calculate Attendance
  2. Attendance Report

### Calculate Attendance:



→ By clicking on the Calculate Attendance below pop-up will open which will basically log the attendance which are there in the machine to the **Overview** menu.

Calculate Attendance

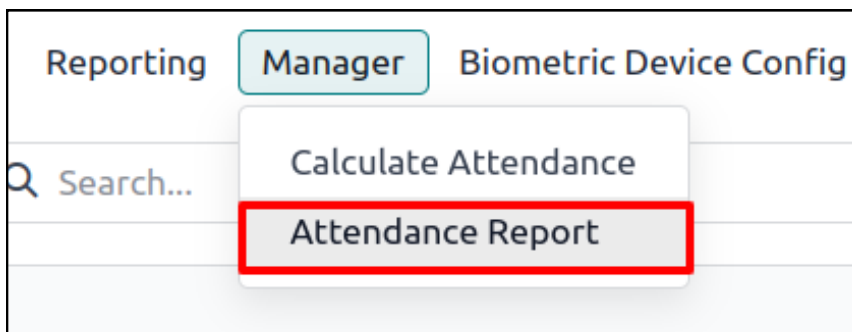
×

This will calculate attendances till now.

Calculate

Cancel

### Attendance Report :



→ In **Attendance Report** menu from which we can generate xls report based on the date range we select and here we can also get the feature of choosing that from where we need the data Attendance/Log .

→ It will generate the xls report which we can download and see the data of the employees in an organized and structured way .

Attendance Report

Report

From Attendance

From

07/06/2025 05:30:00

To

07/07/2025 05:29:59

Export

Cancel

Attendance Report

Report

From Log

From

07/06/2025 05:30:00

To

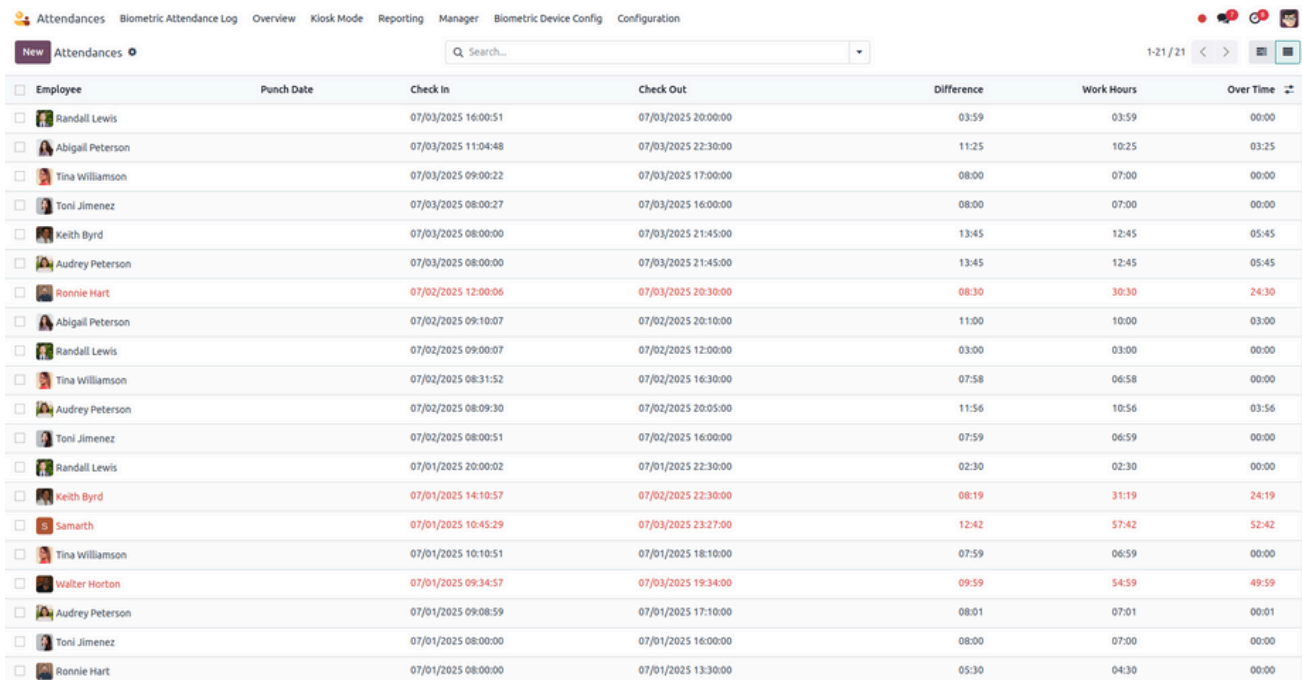
07/07/2025 05:29:59

Export

Cancel

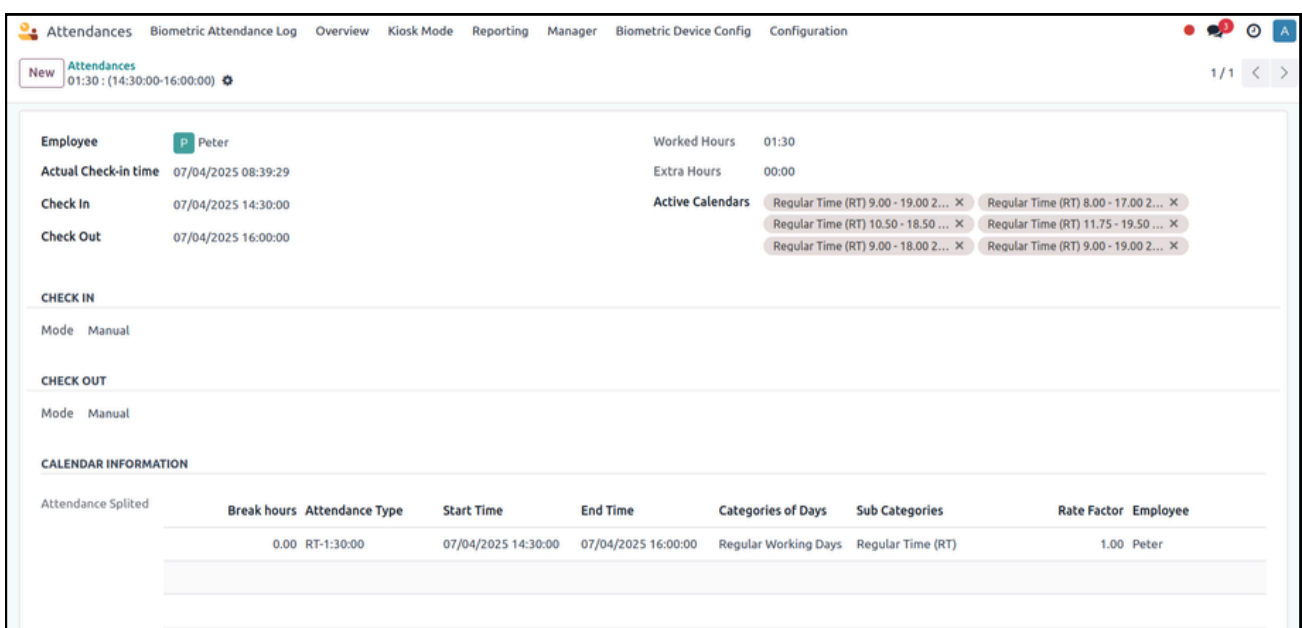
## Step - 4 : Check-in / Check-out

→ Once the bio-metric device is configured it will automatically start logging the attendance in the **Attendance app** → **list view**.



The screenshot shows the 'Attendances' list view in the app. The table has columns for Employee, Punch Date, Check In, Check Out, Difference, Work Hours, and Over Time. The data is sorted by Punch Date in descending order. The first row shows Randall Lewis on 07/03/2025 with a check-in at 16:00:51 and a check-out at 20:00:00, resulting in a difference of 03:59 and work hours of 03:59. The last row shows Ronnie Hart on 07/01/2025 with a check-in at 08:00:00 and a check-out at 13:30:00, resulting in a difference of 05:30 and work hours of 04:30.

Employee	Punch Date	Check In	Check Out	Difference	Work Hours	Over Time
Randall Lewis	07/03/2025	16:00:51	20:00:00	03:59	03:59	00:00
Abigail Peterson	07/03/2025	11:04:48	22:30:00	11:25	10:25	03:25
Tina Williamson	07/03/2025	09:00:22	17:00:00	08:00	07:00	00:00
Toni Jimenez	07/03/2025	08:00:27	16:00:00	08:00	07:00	00:00
Keith Byrd	07/03/2025	08:00:00	21:45:00	13:45	12:45	05:45
Audrey Peterson	07/03/2025	08:00:00	21:45:00	13:45	12:45	05:45
Ronnie Hart	07/02/2025	12:00:06	20:30:00	08:30	30:30	24:30
Abigail Peterson	07/02/2025	09:10:07	20:10:00	11:00	10:00	03:00
Randall Lewis	07/02/2025	09:00:07	12:00:00	03:00	03:00	00:00
Tina Williamson	07/02/2025	08:31:52	16:30:00	07:58	06:58	00:00
Audrey Peterson	07/02/2025	08:09:30	20:05:00	11:56	10:56	03:56
Toni Jimenez	07/02/2025	08:00:51	16:00:00	07:59	06:59	00:00
Randall Lewis	07/01/2025	20:00:02	22:30:00	02:30	02:30	00:00
Keith Byrd	07/01/2025	14:10:57	22:30:00	08:19	31:19	24:19
Samarth	07/01/2025	10:45:29	23:27:00	12:42	57:42	52:42
Tina Williamson	07/01/2025	10:10:51	18:10:00	07:59	06:59	00:00
Walter Horton	07/01/2025	09:34:57	19:34:00	09:59	54:59	49:59
Audrey Peterson	07/01/2025	09:08:59	17:10:00	08:01	07:01	00:01
Toni Jimenez	07/01/2025	08:00:00	16:00:00	08:00	07:00	00:00
Ronnie Hart	07/01/2025	08:00:00	13:30:00	05:30	04:30	00:00



The screenshot shows the 'Attendances' detail view for employee Peter. It displays the 'Actual Check-in time' as 07/04/2025 08:39:29 and the 'Check In' time as 07/04/2025 14:30:00. The 'Check Out' time is 07/04/2025 16:00:00. The 'Worked Hours' are 01:30 and 'Extra Hours' are 00:00. The 'Active Calendars' section shows several regular time slots, including 'Regular Time (RT) 9.00 - 19.00 2...' and 'Regular Time (RT) 8.00 - 17.00 2...'. The 'CHECK IN' and 'CHECK OUT' sections both show 'Mode Manual'. The 'CALENDAR INFORMATION' section shows a table with columns for Attendance Split, Break hours, Attendance Type, Start Time, End Time, Categories of Days, Sub Categories, Rate Factor, and Employee. The first row shows a break of 0.00 RT-1:30:00 from 07/04/2025 14:30:00 to 07/04/2025 16:00:00, categorized as Regular Working Days and Regular Time (RT), with a rate factor of 1.00 for employee Peter.

Attendance Split	Break hours	Attendance Type	Start Time	End Time	Categories of Days	Sub Categories	Rate Factor	Employee
	0.00	RT-1:30:00	07/04/2025 14:30:00	07/04/2025 16:00:00	Regular Working Days	Regular Time (RT)	1.00	Peter

→ In the attendance the active calendars will be automatically fetched based on the employee selected

→ The Actual check-in time shows the time when the check-in is actually done and the Check-in time shows the time of the active calendar.

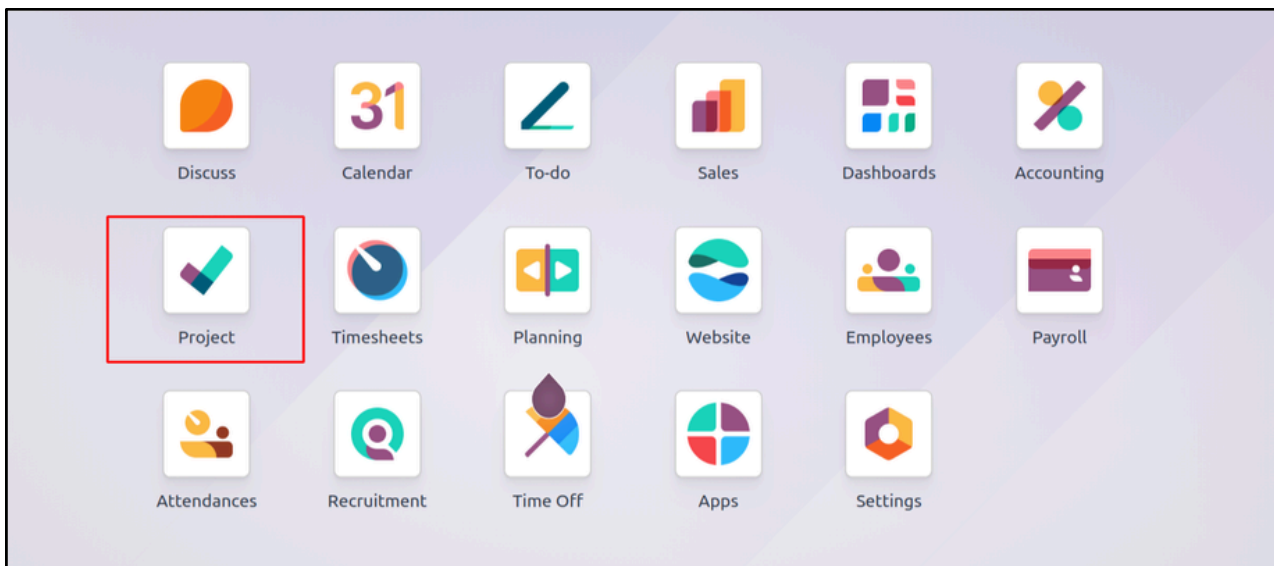
→ Also, the attendance can be imported in the same way as the employees.

→ Once the employee does check-out the split attendance lines will be created under the **Calendar Information** section which is created based on the active calendars that employee has and also depends on the check-in & check-out time of that employee.

→ The split attendance lines also includes the break hours which can be configured in the calendars, these break hours won't be calculated in the payslip and sale order of that employee.

## Step - 5 : Project & Task

→ Here we will now create **Project** and **Task** of a particular employee and also link the sale order for that project and tasks.



→ Navigate to the **Project** menu and click the **New** button so that the below pop-up will show up

Create a Project

Name

Attendance

☒ Timesheets

Log time on tasks

☒ Billable

Invoice your time and material to customers

Customer Nick

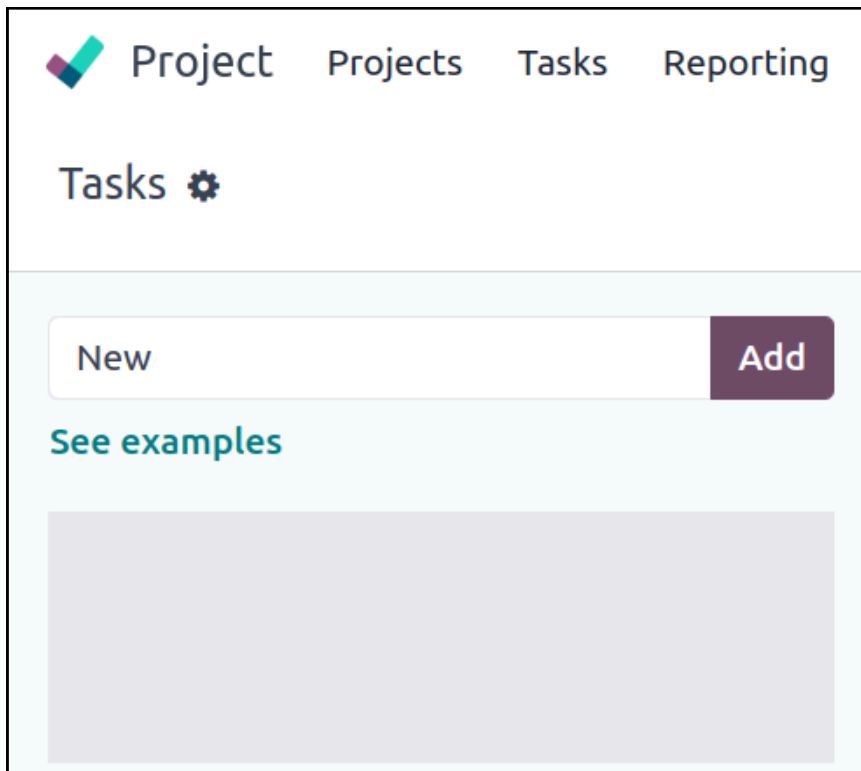
Create tasks by sending an email to <sup>?</sup> e.g. office-party

@ jupicaltech-hris-feb-25.odoo.com

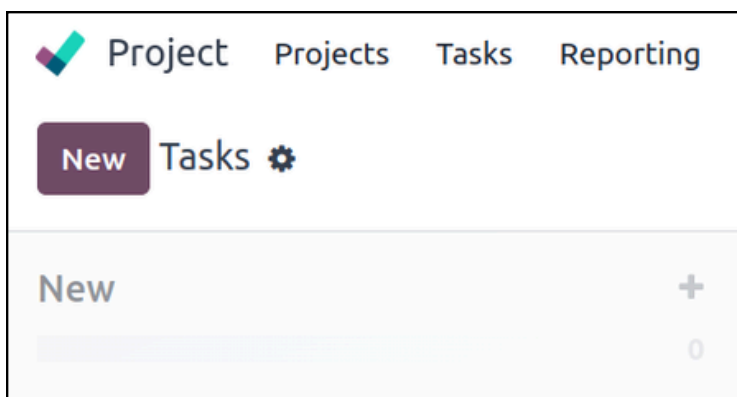
Create project

Discard

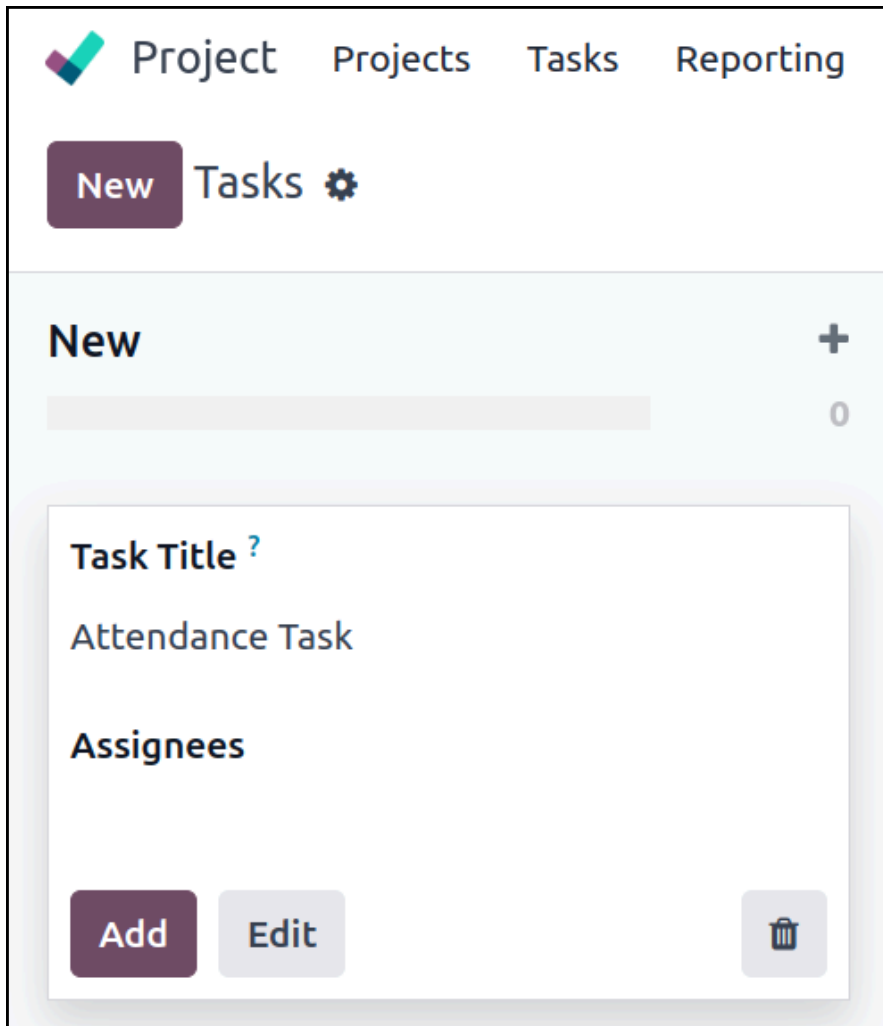
→ Click the **Create project** button to create a project and then create a **New** stage in that task.



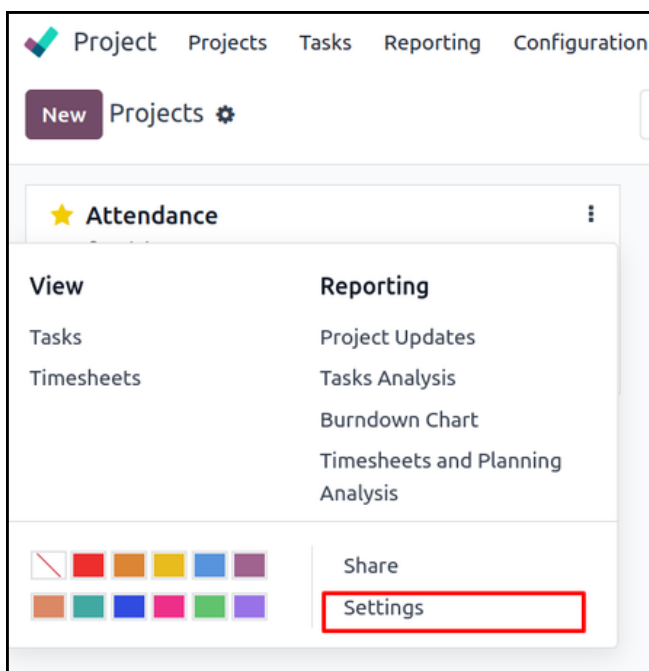
→ Click the **Add** button to add a New stage in the **Attendance** project.



→ Click the **New** button to create a New task in that stage of the project.



→ Click the **Add** button to create a new task, go to project → settings as shown below.



Share Read-only Share Editable

## ★ Attendance

Name of the Tasks ? Tasks

Customer Deco Addict

Tags

Project Manager Mitchell Admin

Planned Date →

Bonus Month January

Code AT

Employees Abigail Peterson X Audrey Peterson X Keith Byrd X  
Randall Lewis X Ronnie Hart X Samarth X  
Tina Williamson X Toni Jimenez X Walter Horton X

Allocated Hours 00:00

Description Settings Invoicing

→ Click the **Sale Order** smart button to create a sale order of that project and employee.

Share Read-only Share Editable

## ★ Attendance

Name of the Tasks ? Tasks

Customer Deco Addict

Tags

Project Manager Mitchell Admin

Planned Date →

Bonus Month January

Code AT

Employees Abigail Peterson X Audrey Peterson X Keith Byrd X  
Randall Lewis X Ronnie Hart X Samarth X  
Tina Williamson X Toni Jimenez X Walter Horton X

Allocated Hours 00:00

Description Settings Invoicing

New Quotations  
S00025Projects  
1Tasks  
0Recorded  
0 Hours

Create Invoice

Send by Email

Preview

Cancel

Quotation

Quotation Sent

Sales Order

S00025

Customer **Deco Addict**  
77 Santa Barbara Rd  
Pleasant Hill CA 94523  
United States – US12345673

Order Date <sup>?</sup> 07/11/2025 12:39:57

Payment Terms 30 Days

Start Date 07/01/2025

End Date 07/11/2025

Quotation Template

Order Lines

Other Info

Product ...	Product	Descript...	Quantity	Delivered	Invoiced	Gross	Total Ho...	U...	Unit Price	Gross	13th Mo...	
Service on Tin	Service on Tin	Service on Timesheets	1.00	0.00	0.00	0.00	0.00	Hours	40.00	0.00	0.00	0.0
Employee: Abigail Peterson												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	1,154.59	42.45	Hours	1,270.05	1,154.59	0.00	0.0
Employee: Audrey Peterson												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	952.97	29.79	Hours	1,048.27	952.97	0.00	0.0
Employee: Kelth Byrd												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	1,041.61	20.95	Hours	1,145.77	1,041.61	0.00	0.0
Employee: Randall Lewis												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	606.37	12.20	Hours	667.00	606.37	0.00	0.0
Employee: Ronnie Hart												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	711.19	14.88	Hours	782.31	711.19	0.00	0.0
Employee: Samarth												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	868.16	11.93	Hours	954.98	868.16	0.00	0.0
Employee: Tina Williamson												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	615.80	20.05	Hours	677.38	615.80	0.00	0.0
Employee: Toni Jimenez												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	803.13	20.08	Hours	883.45	803.13	0.00	0.0
Employee: Walter Horton												
Total Hours	Total Hours	Total Hours	1.00	0.00	0.00	556.16	13.10	Hours	611.78	556.16	0.00	0.0
Add a product Add a section Add a note Catalog												

Terms and conditions...

Untaxed Amount: \$ 8,080.99  
Tax: \$ 1,212.17  
Total: \$ 9,293.16



→ To confirm the sale order first enter a service type product in the sale order line and enter the start date and end date in the sale order.

→ Once the sale order is confirmed the sale order lines will show the calculation for the employees which are there in the project and the calculations is based on the split attendance lines.

The screenshot displays the Jupical software interface for creating a sales order. The top navigation bar includes 'Sales', 'Orders', 'To Invoice', 'Products', 'Reporting', and 'Configuration'. The main header shows 'New Quotations S00018' and a 'Print' button. A dropdown menu is open from the 'Print' button, with 'PDF Quote' highlighted. The order details section includes 'Order Date 07/07/2025 15:56:57', 'Pricelist Default PHP pricelist (PHP)', and 'Payment Terms Start Date 06/01/2025 End Date 07/31/2025'. The order lines table shows a service on timesheets for John Doe and Nick, with a total of 851.25 P.

Product	Description	Quantity	Delivered	Invoiced	Gross	Total Ho...	U...	Unit Price	Gross	13th Mo...	SIL	Dedi
Service on Tin	Service on Timesheets	1.00	0.00	0.00	0.00	0.00	Hours	40.00	0.00	0.00	0.00	0.0
Employee: John Doe												
Total Hours	Total Hours	1.00	0.00	0.00	737.50	4.92	Hours	811.25	737.50	0.00	0.00	0.0
Employee: Nick												
Total Hours	Total Hours	1.00	0.00	0.00	0.00	0.00	Hours	0.00	0.00	0.00	0.00	0.0

Terms and conditions...

Total: 851.25 P

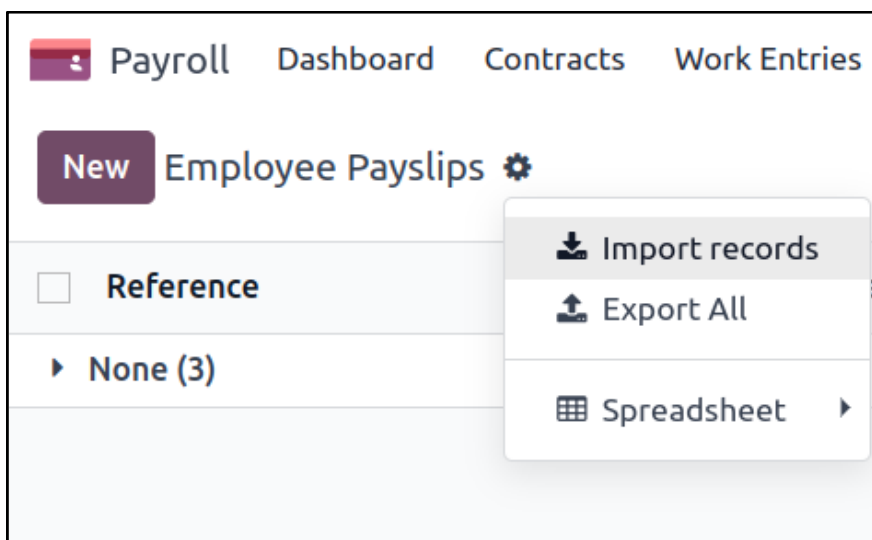
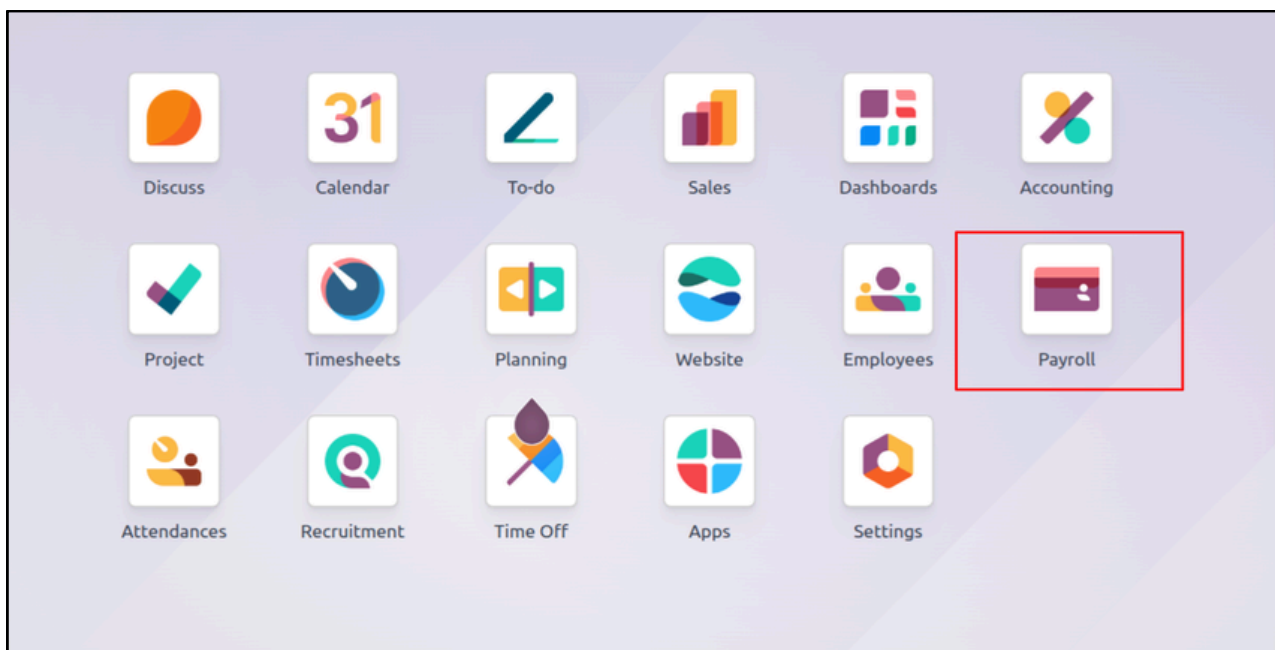
→ To make the pdf of the sale order click on **gear icon** → **print** → **PDF Quote**

## Step - 6 : Payroll Implementation

→ To implement the payroll and create payslips need to navigate to the **Payroll** app.

→ To create a new payslip we have few ways to do so.

→ We can either import the records or else we can create the payslips manually.



→ When creating a new payslip choose the employee for whom the payslip is needed to be created

The screenshot displays the Jupical Payroll system interface. At the top, there is a navigation bar with tabs: Payroll, Dashboard, Contracts, Work Entries, Payslips, Reporting, and Configuration. Below this, a header section shows 'New Payslips To Pay' and 'Salary Slip - Nick - 07/01/2025 - 07/31/2025'. There are also icons for 'Work Entries' and 'Attendances 1'. A status bar at the top right shows 'Draft', 'Done', and 'Paid' buttons. The main section is titled 'Nick' with a purple square containing the letter 'N'. Below this, a yellow warning box states: 'This payslip can be erroneous : • The duration of the payslip is not accurate according to the structure type.' The 'Period' is set to '07/01/2025 - 07/31/2025', 'Contract' is 'Nick's Contract', 'Batch' is empty, and 'Structure' is 'Regular Pay'. There are four tabs: 'Worked Days & Inputs', 'Salary Computation', 'Other Info', and 'Manual Deduction'. The 'Worked Days & Inputs' tab is active, showing a table with columns: Type, Description, Number of Days, Number of Hours, Amount, Categories of Days, Sub Categories, and Rate Fac... The table has one row: 'Attendan...' with 'Regular Night Differ...' description, 0.29 days, 07:00 hours, 0.00 amount, 'Regular Working Days' category, 'Regular Night Differ...' sub-category, and 1.10 rate factor. At the bottom of the table, there is a summary row with 0.29 days, 07:00 hours, and 0.00 amount.

Type	Description	Number of Days	Number of Hours	Amount	Categories of Days	Sub Categories	Rate Fac...
Attendan...	Regular Night Differ...	0.29	07:00	0.00	Regular Working Days	Regular Night Differ...	1.10
		0.29	07:00	0.00			

→ Once the payslip is saved and created, total working hours of that employee will be shown under the **Worked Days** section.

→ Once the payslip is created click the **Compute sheet** button to get the payslip lines under the **Salary Computation** tab which will show the allowances, deductions, gross, basic salary etc.

Payroll
Dashboard
Contracts
Work Entries
Payslips
Reporting
Configuration

New
Payslips To Pay
Salary Slip - Nick - 07/01/2025 - 07/31/2025

Work Entries
Attendances
1

Create Draft Entry
Compute Sheet
Cancel
Print

Draft
Waiting
Done
Paid

Nick
AT-ABC / 039

This payslip can be erroneous :

- The duration of the payslip is not accurate according to the structure type.

Period
07/01/2025
- 07/31/2025

Contract
Nick's Contract

Batch

Structure ?
Regular Pay

Worked Days & Inputs
Salary Computation
Other Info
Manual Deduction

Name	Category	Quantity	Rate (%)	Amount	Total
Basic Salary	Basic	1.00	100.0000	0.00 ₱	0.00 ₱
Overtime	Allowance	1.00	100.0000	15,400.00 ₱	15,400.00 ₱
CALAMITY LOAN DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
Cash Advance DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
HMO DEDUCTION EMPLOYEE	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
Medical DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
OTHER DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
PAGIBIG	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
PAGIBIG EMPLOYER DEDUCTION	Company Contribution	1.00	100.0000	0.00 ₱	0.00 ₱
PAGIBIG LOAN DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
PHILHEALTH	Deduction	1.00	100.0000	-116.00 ₱	-116.00 ₱
PHILHEALTH EMPLOYER DEDUCTION	Company Contribution	1.00	100.0000	116.00 ₱	116.00 ₱
PPE's DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
SSS Deduction	Deduction	1.00	100.0000	1,820.00 ₱	1,820.00 ₱
SSS Deduction(ECC)	Company Contribution	1.00	100.0000	1,990.00 ₱	1,990.00 ₱
SSS DEDUCTION EMPLOYER	Company Contribution	1.00	100.0000	380.00 ₱	380.00 ₱
SSS LOAN DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
Uniform DEDUCTION	Deduction	1.00	100.0000	0.00 ₱	0.00 ₱
Gross	Gross	1.00	100.0000	15,400.00 ₱	15,400.00 ₱
Net Salary	Net	1.00	100.0000	17,104.00 ₱	17,104.00 ₱

→ There is also a feature of adding the bonus in the 13<sup>th</sup> month which gives the bonus amount in the 13<sup>th</sup> month salary of that employee.

→ Under the **Configuration** menu there is also the custom deductions which we have added like, **SSS, PAGiBIG, HMO, PhilHealth** .

Payroll Dashboard Contracts Work Entries Payslips Reporting Configuration

**Warnings**

- 5 New Contracts
- 5 Employees Without Identification Number

**Batches**

**Settings**

**Deduction**

- SSS
- PAGIBIG
- HMO
- PhilHealth

SSS deduction ⚙️

Search...

1-53 / 53

<input type="checkbox"/>	Range Fr...	Range To	Regular SS	WISP	Regular SS...	Regular SS...	Employees...	Worker's I...	Worker's I...	Total ER	Total EE
<input type="checkbox"/>	1.00	4,249.99	4,000.00	0.00	380.00	180.00	10.00	0.00	0.00	380.00	180.00
<input type="checkbox"/>	4,250.00	4,749.99	4,500.00	0.00	427.50	202.50	10.00	0.00	0.00	427.50	202.50
<input type="checkbox"/>	4,750.00	5,249.99	5,000.00	0.00	475.00	225.00	10.00	0.00	0.00	427.50	202.50
<input type="checkbox"/>	5,250.00	5,749.99	5,500.00	0.00	522.50	247.50	10.00	0.00	0.00	522.50	247.50
<input type="checkbox"/>	5,750.00	6,249.99	6,000.00	0.00	570.00	270.00	10.00	0.00	0.00	570.00	270.00
<input type="checkbox"/>	6,250.00	6,749.99	6,500.00	0.00	617.50	292.50	10.00	0.00	0.00	617.50	292.50
<input type="checkbox"/>	6,750.00	7,249.99	7,000.00	0.00	665.00	315.00	10.00	0.00	0.00	665.00	315.00

→ From here, you can update the SSS deduction ranges in case your government revises the deduction norms.

These deductions are automatically calculated during salary processing based on the applicable salary range.

PAGIBIG deduction ⚙️

1-2 / 2

Search...

<input type="checkbox"/>	Range From	Range To	Employee Percen...	Employer Percen...	Employee Maxim...	Employer Maxim...
<input type="checkbox"/>	1.00	1,500.00	0.01	0.02	15.00	30.00
<input type="checkbox"/>	1,501.00	10,000.00	0.02	0.02	200.00	200.00

Like SSS deduction you can also set up for PAGIBIG deduction.

These Deductions are added

→ Also, in the **Accounting menu** → **Reporting menu** → **Billing Report**

→ This report is the full fledged report of employees and their work hours, basic pay, deductions, shifts, etc.

