Reports and advanced employee settings expand within the current screen; they are optional detail, not additional required setup screens.

The trial banner at the top shows the remaining trial days and the Machine Code. The Machine Code identifies the computer for licensing. It is not an employee ID or a government registration number. Whenever you switch between employees, confirm that the current employee and payroll dates are correct.

On the first start after upgrading, LokalPay may show a one-time notice that the government contribution tables were updated. This happens when the stored tables were incomplete; for example, an SSS table without employer totals computes the employer share as ₱0. The previous tables are kept in the data file. Review the employer shares of recent payroll with your payroll professional.

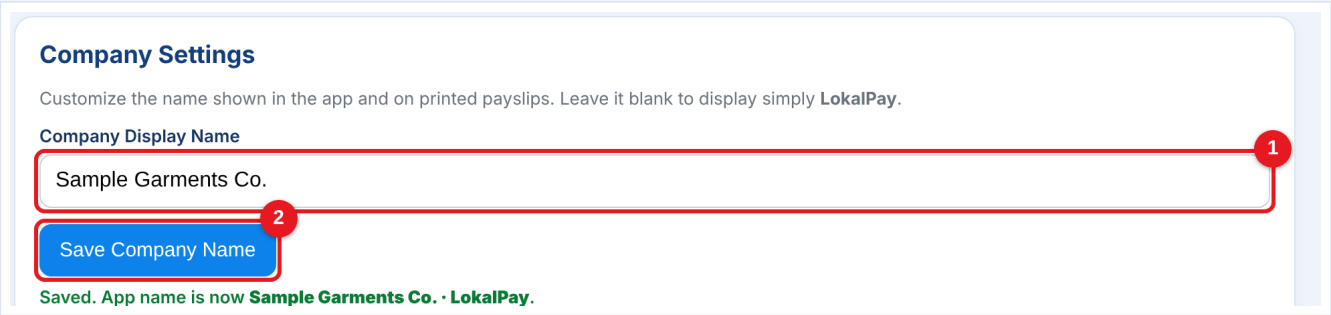
Setup order for a new company

Do these once, in this order, before your first payroll:

- Company name, payroll frequency and contribution schedule (chapter 5).
- Work schedule, grace period and weekly rest days (chapter 5).
- Default work location, wage category and the minimum-wage table (chapter 6).
- Holidays for the year (chapter 12).
- Each employee, including their work location and wage review (chapter 7).
- A first Full Backup (chapter 21).

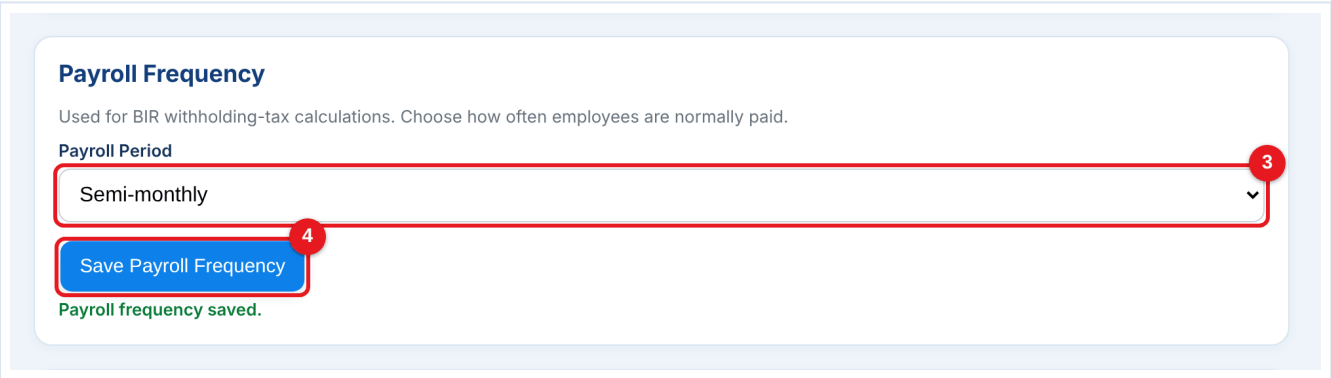
5. Set company information and payroll frequency

1. Open Company / Settings. Enter the Company Display Name (1) and click Save Company Name (2). This name appears on reports and payslips; it does not supply every government form registration field.



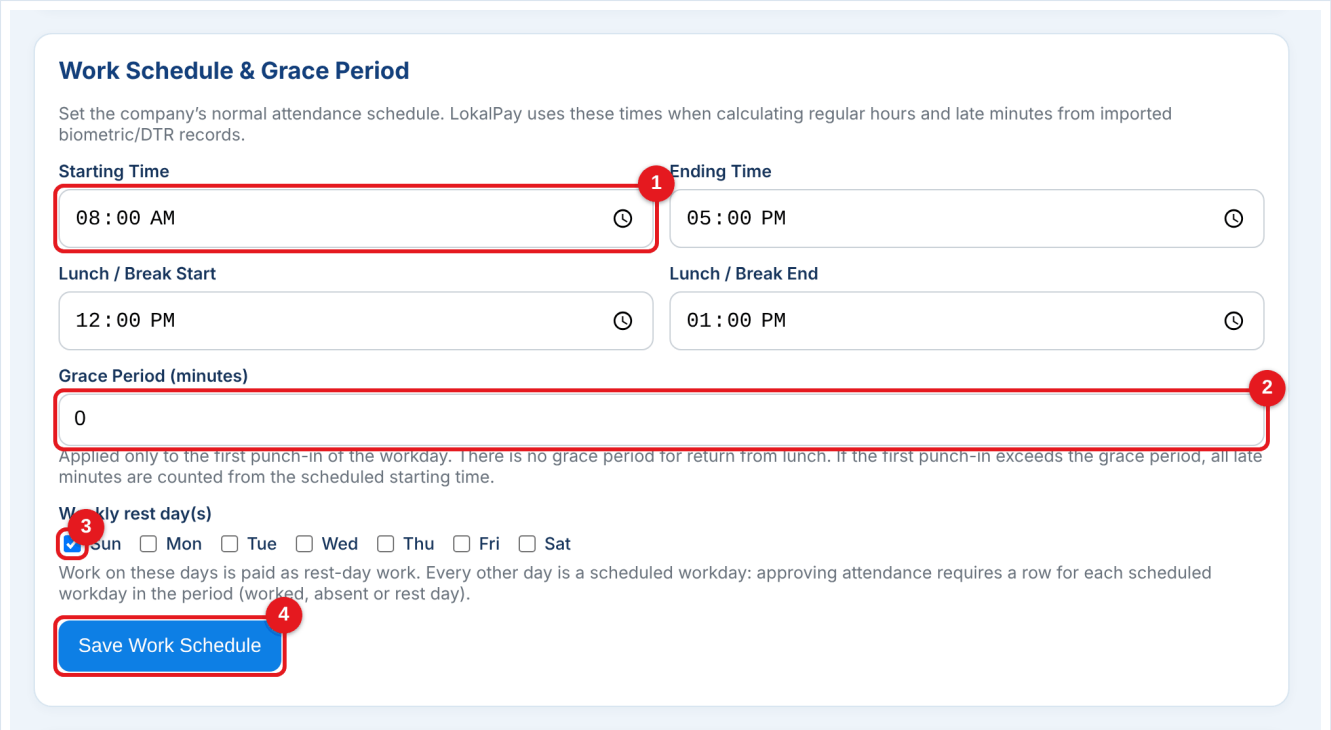
Company Settings: (1) Company Display Name and (2) Save Company Name.

2. Choose the Payroll Period (3): Semi-monthly, Monthly, Weekly or Daily. Click Save Payroll Frequency (4). Semi-monthly normally means two cutoffs each calendar month, not every fourteen days.



Payroll Frequency: (3) choose how often you pay, then (4) save.

3. Set the Government Contribution Deduction Schedule for each agency. Split between payrolls targets half at the first semi-monthly cutoff and reconciles the remaining monthly liability later. First or second payroll are collection preferences, not an exemption from monthly obligations.
4. Click Save Contribution Schedule. Record your chosen policy with the payroll approver. Do not switch frequency midway through a year without reviewing withholding and saved period coverage.
5. Under Work Schedule & Grace Period, enter the normal Starting Time, Ending Time, Lunch / Break Start, Lunch / Break End (1) and Grace Period in minutes (2).
6. Tick the Weekly rest day(s) (3); Sunday is the default. Every other day is a scheduled workday, so approving attendance requires a row for each one (worked, absent or rest day). Click Save Work Schedule (4).



Work Schedule & Grace Period: (1) normal hours, (2) grace period, (3) weekly rest days, (4) Save Work Schedule.