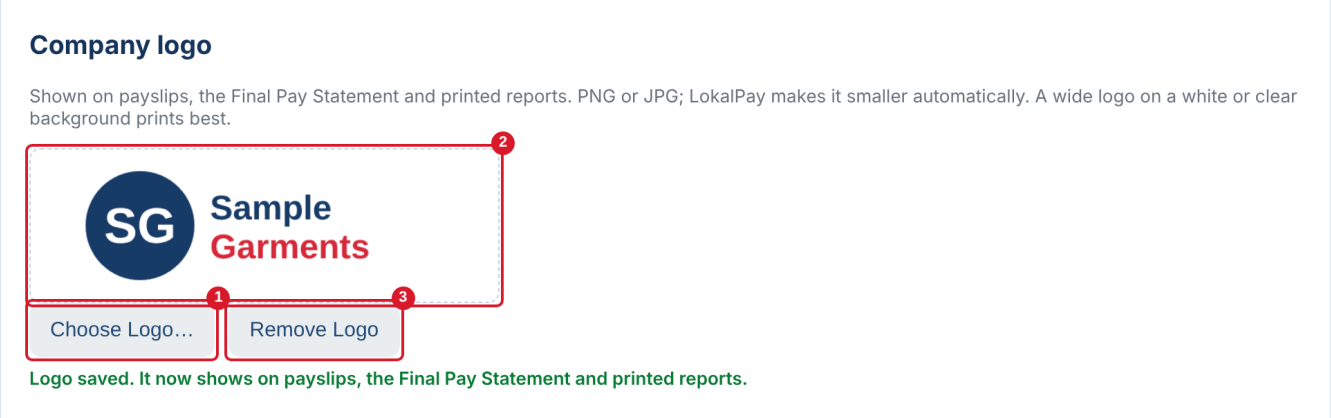
Stored government rules have effective-date information. Government Rules & Full Backup shows the stored package and warns when it differs from the bundled verified package. Use Bundled Verified Rules replaces the stored tables with the package shipped in this version and keeps the old one in the data file. Replace Rules File is an advanced action: accept only a reviewed rules JSON from a trusted source. In either case, back up first and document the change. Changing rules affects later calculations; it does not rewrite saved payroll deductions.

Company logo

Your logo can appear beside the company name on payslips, the Final Pay Statement and printed reports.

1. Open Company / Settings and find Company logo.
2. Click Choose Logo (1) and pick a PNG or JPG picture of your logo. LokalPay makes it smaller on this computer; nothing is uploaded anywhere. A wide logo on a white or clear background prints best.
3. Check the preview (2). The message under it says the logo was saved.
4. To stop using it, click Remove Logo (3). Payslips then show the company name only.

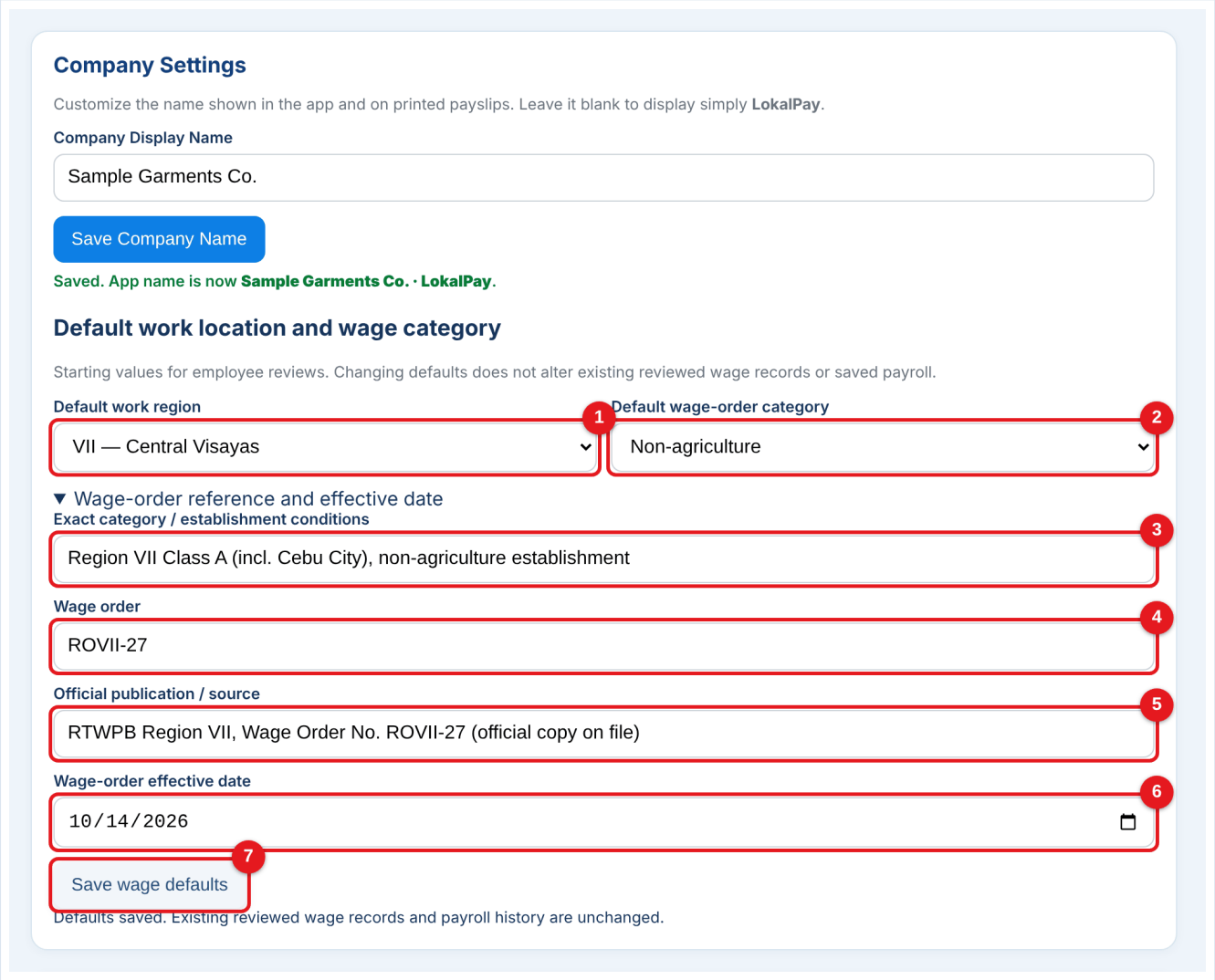


Company logo: (1) Choose Logo, (2) the preview, (3) Remove Logo.

6. Configure regional minimum wages

Minimum wages vary by actual workplace, wage order, locality, industry, establishment size and effective date. A residential address or a low salary is not enough to classify someone as an MWE. LokalPay uses employer-reviewed configuration, not an automatically current nationwide wage database.

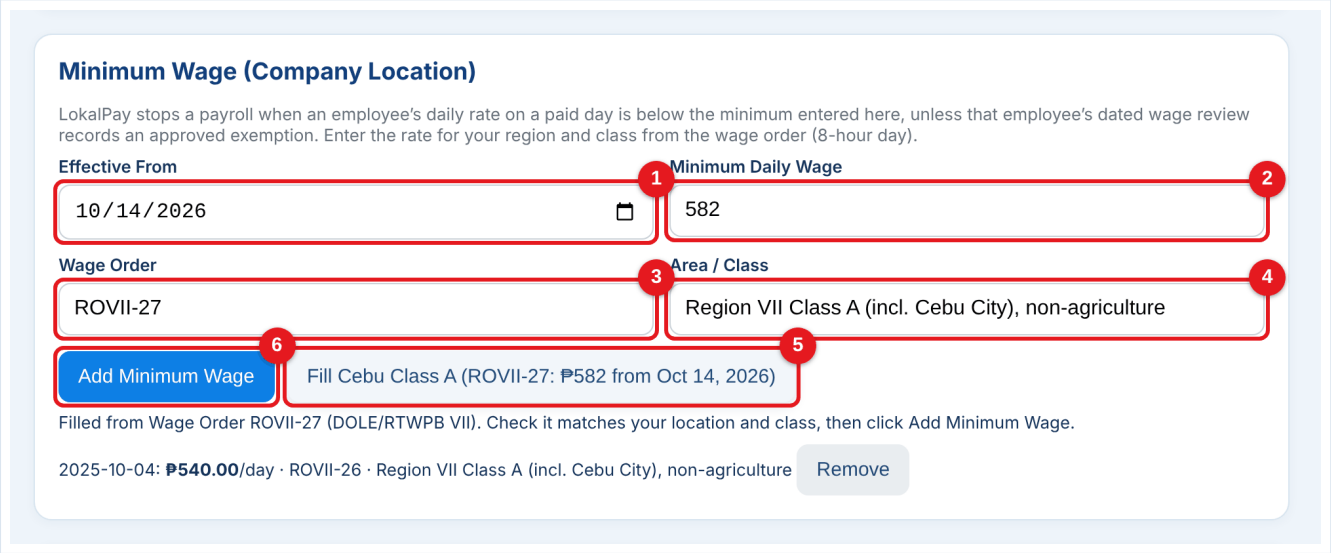
1. In Company / Settings, choose the Default work region (1) and Default wage-order category (2).
2. Expand Wage-order reference and effective date. Enter the exact category/establishment conditions (3), the wage order (4), the official publication or source (5) and its effective date (6). Click Save wage defaults (7).



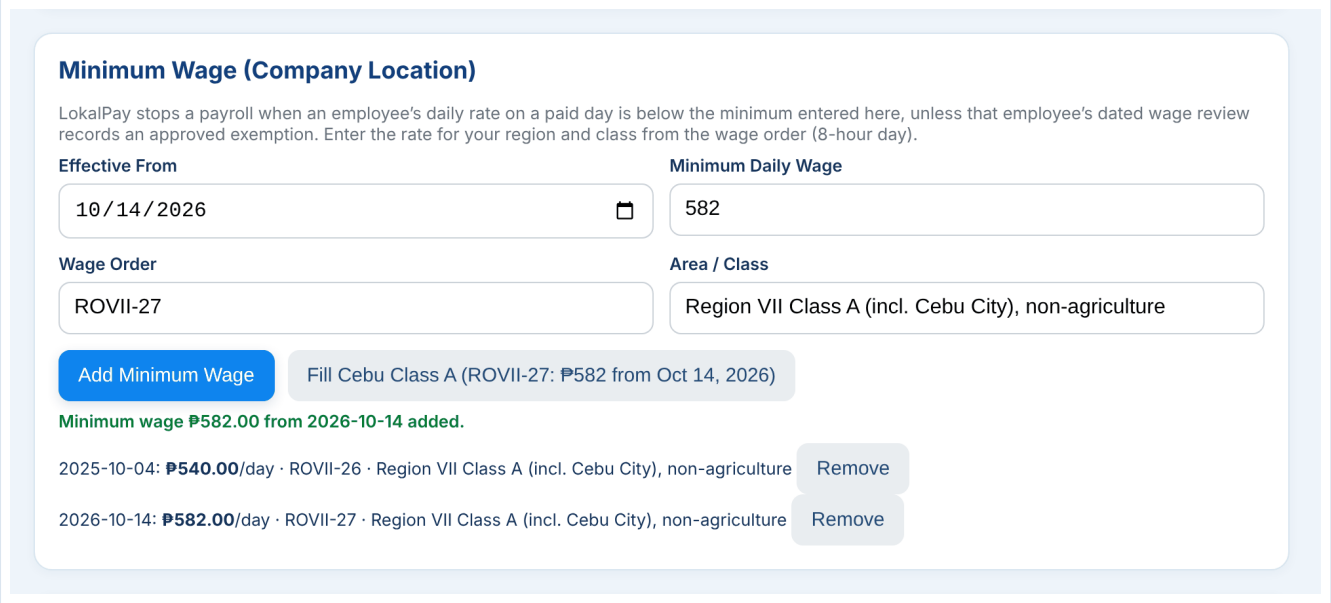
Default work location and wage category, with the wage-order reference opened. The numbers match steps 1 and 2.

Only the region and category are used automatically for a new employee (as "Use company default"). The exact conditions, wage order, source and effective date are NOT copied into the employee's form. Type them again for each employee, or copy them from this screen (chapter 7, Part D).

3. Open Minimum Wage (Company Location). For each wage order that applies to your workplace, enter Effective From (1), Minimum Daily Wage (2), Wage Order (3) and Area / Class (4), then click Add Minimum Wage (6). For Cebu City (Region VII, Class A), Fill Cebu Class A (5) fills in ROVII-27: ₱582 from 14 October 2026; check the filled values, then click Add Minimum Wage. Add the previous order as a separate entry, for example ROVII-26: ₱540 from 4 October 2025, so that earlier dates are checked too.



Minimum Wage (Company Location): (5) Fill Cebu Class A fills in the boxes; (6) Add Minimum Wage saves the entry.



After both entries are added, the table lists each wage order with its start date. Remove deletes an entry.

4. Ask your payroll professional to confirm the applicable RTWPB order and conditions. Keep the official publication and any exemption authority with your payroll documents.
5. Use these defaults when adding employees. An employee working elsewhere must have an override for their actual workplace. Company defaults do not change existing dated employee reviews.
6. When a new order is issued, distinguish its publication date from its effective date. Add the new minimum with its effective date, and prepare each employee's new review for that date (chapter 7, Part F). Keep the old rate and review.

During calculation, LokalPay compares each paid day with the minimum in force on that day, hour for hour, so employees on shorter days are compared fairly. A day below the minimum stops the payroll, unless the employee's dated wage review records an approved exemption; that exemption is then