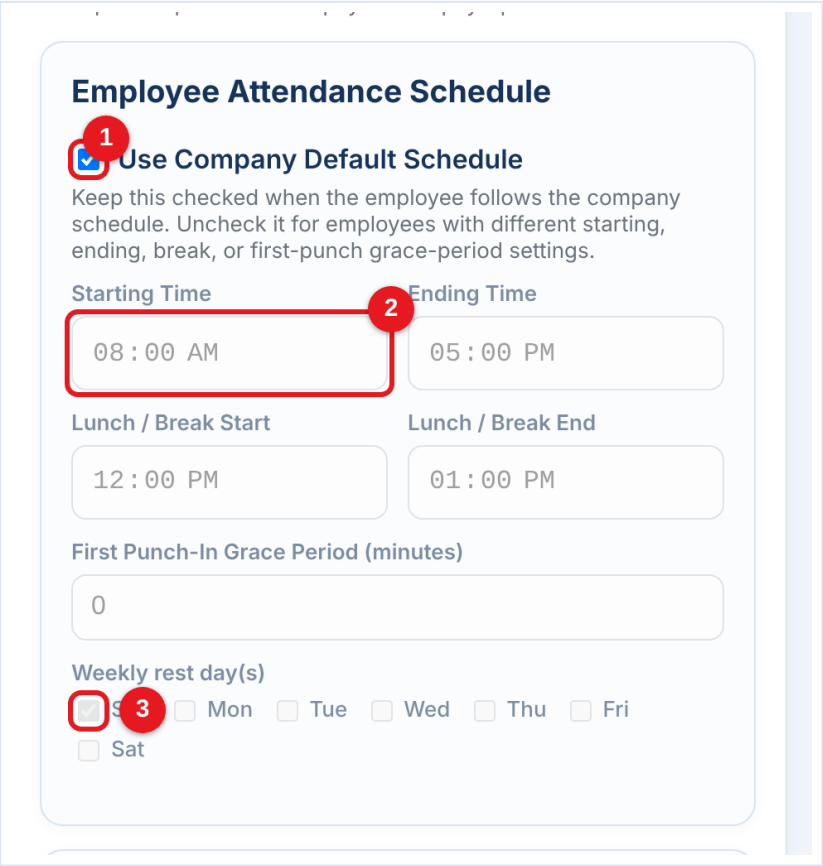
8. Set employee schedules and payroll add-ons

Use Company Default Schedule (1) for employees who follow company hours and rest days. While it is ticked, the times (2) and weekly rest days (3) are shown greyed out and follow Company / Settings. For a different schedule, turn that option off and enter the employee's start time, end time, break times, first punch-in grace and weekly rest day(s), then click Save Employee. Overnight schedules can end the following morning; their real break and end times must be accurate.



Employee Attendance Schedule: (1) Use Company Default Schedule, (2) the employee's hours, (3) weekly rest days.

If you use several repeating shifts, enable named shifts in Company / Settings, add and save the named schedules, then assign the employee's Named Shift with company-default use turned off. Confirm the resolved hours before importing attendance. A shift name alone does not establish a rest day or a holiday.

Optional Payroll Add-ons contains department, allowances and loans/advances. Add only amounts you can support. A taxable commission belongs in a taxable allowance/add-on, not in exempt basic pay. Treat additional earnings as taxable unless a reviewed rule establishes an exemption. An allowance named COLA (or cost of living) counts as part of Pag-IBIG monthly compensation; other allowances do not. Loan collection requires a valid loan balance and authority. Government contribution recovery has its own audited workflow. Keep the authorization, and do not duplicate the same deduction in Other Deductions.