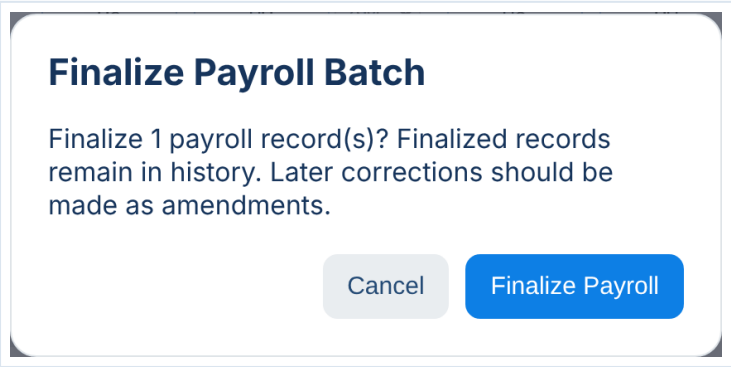
finalizing.



The finalization prompt. Click Finalize Payroll only when the batch has been reviewed and approved.

5. Open Payroll History and verify status and totals. Finalized records feed government and payroll reports; drafts are not equivalent to completed payroll.

6. Pay employees using your normal bank/cash procedure and keep receipts. Saving or finalizing does not send salary payments.

6. Export a full backup after finalization. Keep signed approvals and bank/cash proof alongside the payroll register.

Historical records are snapshots. Later rate, schedule, rules or allowance changes must not silently change old payslips. If a finalized amount was wrong, use the controlled amendment workflow and keep the original/replacement trail. Deleting a draft removes only that draft, never the finalized record for the same period. Deleting a finalized record is reserved for erroneous test entries. It keeps a full copy in the audit log and reverses any loan deductions it posted. Do not delete or manipulate stored JSON to force a new total. Review affected later monthly contributions and year-end reconciliation before completing any amendment.

15. Semi-monthly government contributions

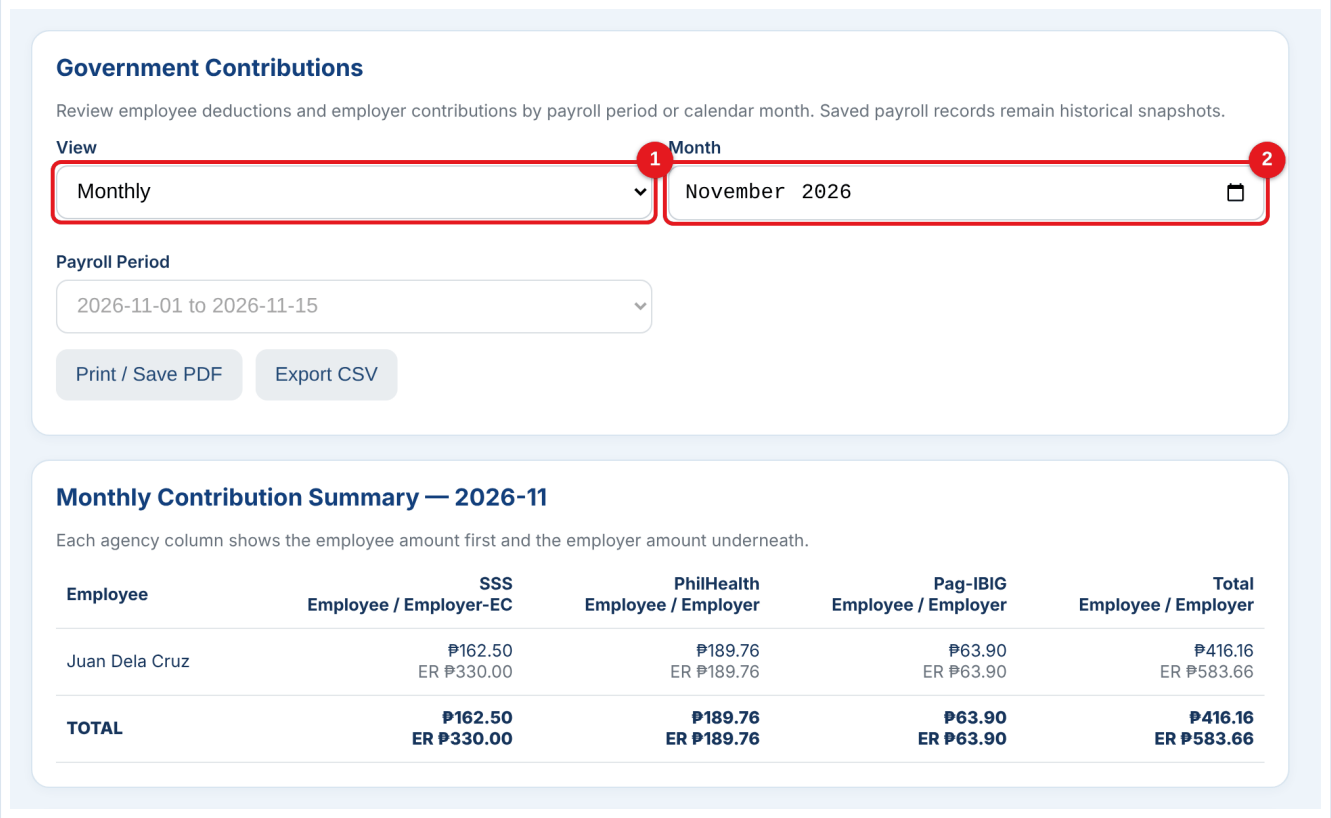
SSS, PhilHealth and Pag-IBIG liabilities are monthly; the two cutoffs collect against that monthly target. The second cutoff may differ from the first, because earnings accumulate or an earlier deduction was short. A centavo difference is not necessarily a duplicate; compare the combined month with its liability and outstanding balance.

The bases differ by agency:

- SSS uses the month's actual remuneration (13th-month pay and the Christmas bonus excluded). Commissions, incentives and other bonuses are included.
- PhilHealth uses the monthly basic salary: the verified manual basis, or Daily Rate × 313 ÷ 12 (6-day week) or × 261 ÷ 12 (5-day week). When the rate changes mid-month, the rate in force at the end of the period is used.
- Pag-IBIG uses monthly compensation: basic pay, plus pay for unworked regular holidays, plus allowances named COLA. Overtime and premiums are excluded, and the ₱10,000 Maximum

Fund Salary cap applies.

1. Before the first cutoff, confirm the employee's salary basis and collection schedule.
2. Calculate and finalize the earlier cutoff before calculating the later one. A later finalized payroll can make an attempted earlier backdated calculation unsafe.
3. At the later cutoff, inspect monthly liabilities, prior deductions and remaining amounts. Never force identical halves when the monthly earnings bracket changed.
4. Open Contributions. Choose View: Monthly (1) and the Month (2), then compare each employee's employee and employer shares with finalized payroll. Use Payroll Period for a single cutoff.



Government Contributions for November 2026: (1) view, (2) month. Each agency column shows the employee amount, with the employer amount (ER) underneath.

5. Read the reconciliation and shortfall notices. Employer-paid EC is not deducted from the employee. Employer amounts are not employee net-pay deductions.
6. Pay through the official agency process. Enter the actual status, date, reference/PRN and notes in the Monthly Remittance Ledger, then Save Remittance Details (1). This ledger does not transmit payment or prove acceptance.