1601-C Preparation Copy summarizes the selected month. Compare gross compensation, known exemptions, taxable compensation and withholding with finalized payroll and actual settlements. Remittance, previous-return adjustments, penalties and genuine identifiers require separate review. A negative or changed balance is not automatic authority to offset a return.

1604-C Preparation Copy summarizes the monthly figures for the year. Match payment dates and official references with actual BIR receipts. It is not a submitted annual information return. 2316 Preparation Copy is employee-specific: select the year and employee, then review the names, TIN, employment period, dated wage context and tax figures. A payroll split by MWE status is shown for review. Missing identity, prior-employer or signature information is not filled with invented values.

Alphalist preparation gathers employees with finalized payroll. The combined review view is not a validated Schedule 2 MWE DAT file. Use the official agency preparation/validation tools and the supported professional process before filing. CSV export is for review and reconciliation; it must not be represented as an accepted government submission.

Schedule/category eligibility, de minimis limits, benefit qualifications, hazard certification, annual special categories and malformed official daily-table boundaries still require official/professional confirmation. Do not use a yellow REVIEW field as a final filing value.

19. Payslips, employee records and reports

For a current calculation, use Print Payslip after checking that Save/Print is enabled and the correct employee/period appears. The payslip shows:

- attendance (days, regular hours, OT hours, absences and late minutes);
- the daily rate, or each dated rate with its dates;
- the earnings breakdown, with each incentive on its own line;
- SSS, PhilHealth, Pag-IBIG and withholding tax;
- other deductions and loans, and Total Deductions;
- net pay and employer-paid contributions.

Gross pay minus total deductions equals net pay. For an overtime-exempt employee, the overtime line shows the hours, the rate and the exemption. The payslip always prints upright (portrait) and fills only the top part of one page: earnings on the left, deductions on the right, net pay in a box, then the employer-paid contributions. At the bottom are lines for the employee to sign and date when they receive it; keep the signed copy with your payroll records.



Sample Garments Co. · LokalPay
PAYSLIP

Finalized (2026-11-12) — reprinted from Payroll History

Employee	Juan Dela Cruz	Period	2026-11-01 to 2026-11-15
Attendance	11 day(s) · 87.83 regular hr · 1 absence(s) · 10 late min	Daily rate	₱582.00 / day

EARNINGS		DEDUCTIONS	
Ordinary Basic Pay	₱6,389.88	SSS	− ₱162.50
Basic Pay (incl. premiums)	₱6,389.88	PhilHealth	− ₱189.76
Overtime	₱0.00	Pag-IBIG	− ₱63.90
Gross Pay	**₱6,389.88**	Withholding Tax	₱0.00
		Other Deductions	₱0.00
		Total Deductions	**− ₱416.16**

NET PAY **₱5,973.72**

Employer-paid contributions (paid by the employer, not deducted from pay): SSS / EC ₱330.00 · PhilHealth ₱189.76 · Pag-IBIG ₱63.90 · **Total ₱583.66**

Statutory bases for 2026-11: SSS actual remuneration ₱6,389.88; PhilHealth monthly basic salary ₱15,180.50; Pag-IBIG monthly compensation ₱6,389.88.

Received by (employee signature) Date received

A payslip for the sample employee, reprinted from Payroll History. It fits on the top part of one portrait page.

To reprint an earlier payslip, open Payroll History, choose the employee, and click Payslip (2) on the row you need. The Source column (1) shows whether the row is a draft or finalized payroll.



Payroll History

Payroll history is stored per employee. Gross Earnings = Basic Pay + OT + Allowances + Other Earnings / Benefits. Net Pay = Gross Earnings − SSS − PhilHealth − Pag-IBIG − BIR Withholding Tax − Other Deductions.

Period	Source / Hours	Earnings	SSS	PhilHealth	Pag-IBIG	BIR Tax	Other	Net	Status / Action
2026-11-01–2026-11-15	Finalized Payroll 87.83 reg hrs	₱6,389.88 Basic ₱6,389.88	₱162.50	₱189.76	₱63.90	₱0.00	₱0.00	₱5,973.72	Original — effective Use Payroll to amend
TOTAL (effective)	87.83 reg hrs	₱6,389.88	₱162.50	₱189.76	₱63.90	₱0.00	₱0.00	₱5,973.72	

1 2 Payslip Delete

Payroll History: (1) the status of the payroll, (2) the Payslip button.

The stored record is printed exactly as saved and labelled Finalized, Finalized Amendment n, or Draft — not final. Do not recalculate from today's wage master to recreate an old payslip.

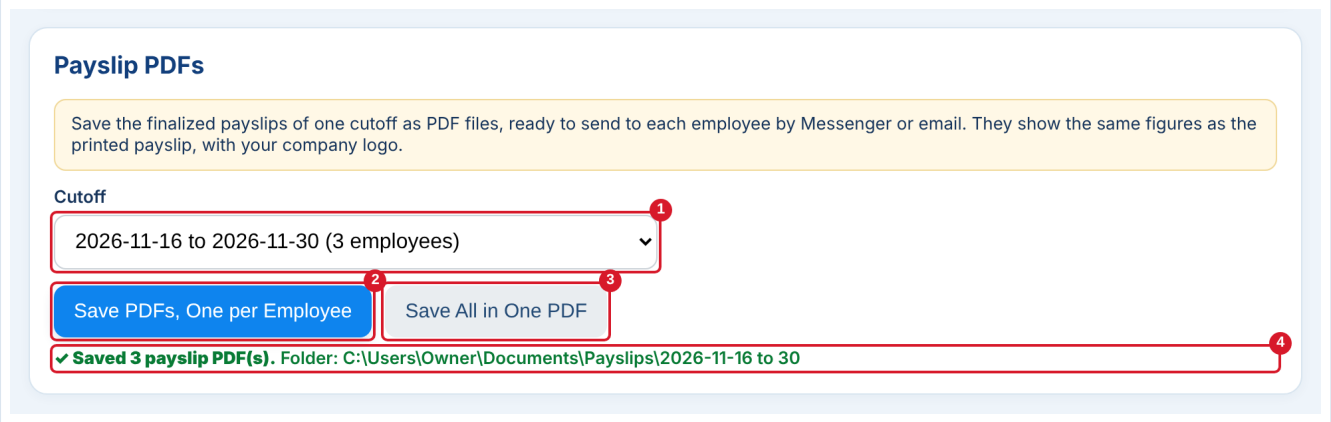
Payslips as PDF files

To send payslips to employees by Messenger or email:

1. Open Payroll History and find Payslip PDFs.

2. Choose the Cutoff (1). Only finalized payroll is listed.

3. Click Save PDFs, One per Employee (2) and choose a folder. Make a folder for each cutoff, separate from the LokalPay program folder. LokalPay saves one file per employee, named like Payslip_Juan_Dela_Cruz_2026-11-16_to_2026-11-30.pdf. A file that is already in the folder is never replaced: the new one ends in (2).
4. Or click Save All in One PDF (3) for one file with one payslip per page, for printing or your records.
5. The message (4) says how many were saved and where.



Payslip PDFs: (1) cutoff, (2) one PDF per employee, (3) all in one PDF, (4) where they were saved.

Each PDF shows the same figures as the printed payslip, with your logo, and is narrow enough to read on a phone. Payslips contain private pay information: send each one only to its employee.



SG Sample Garments

Sample Garments Co. · LokalPay

PAYSLIP

Finalized (2026-12-01)

Employee	Ana Santos
Period	2026-11-16 to 2026-11-30
Attendance	12 day(s) · 96 regular hr · 1 paid leave (SIL) · SIL left 12 day(s)
Daily rate	₱650.00 / day

EARNINGS

Paid leave (SIL), 1 day(s)	₱650.00
Ordinary Basic Pay	₱8,450.00
Basic Pay (incl. premiums)	₱8,450.00
Overtime	₱0.00
Unused SIL converted to cash (2 day(s))	₱1,300.00
Gross Pay	**₱9,750.00**

DEDUCTIONS

SSS	−₱675.00
PhilHealth	−₱211.92
Pag-IBIG	−₱128.63
Withholding Tax	₱0.00
Other Deductions	₱0.00
Total Deductions	**−₱1,015.55**

NET PAY **₱8,734.45**

Employer-paid contributions (paid by the employer, not deducted from pay): SSS / EC ₱1,375.00 · PhilHealth ₱211.92 · Pag-IBIG ₱128.63 · **Total ₱1,715.55**

Statutory bases for 2026-11: SSS actual remuneration ₱16,886.46; PhilHealth monthly basic salary ₱16,954.17; Pag-IBIG monthly compensation ₱15,586.46.

Received by (employee signature) Date received

A payslip PDF for the sample employee Ana Santos, with one paid leave day and two SIL days converted to cash.

To review 13th-month accumulation, open Payroll History, select the employee, then scroll to 13th-Month Pay - Accrual & Payments and select the Calendar year. Read Eligible basic salary, Earned this period, Accumulated this year, Paid this period, Paid to date and Remaining / advance. Earned amounts are an accrual, not an automatic addition to take-home pay. For example, a saved eligible basic salary of PHP12,000 adds PHP1,000 toward the 13th-month entitlement. Cumulative rounding avoids a centavo difference between the period amounts and the annual total.

Use Export 13th-Month CSV or Print / Save 13th-Month PDF for review. Drafts and superseded amendments are excluded. Built-in DEMO payroll uses its saved basic salary and is labelled illustrative only.

For real older records marked REVIEW:

1. Expand Review missing historical 13th-month basis.
2. Select the period, and enter the verified eligible basic salary, the reviewer and the original-payroll evidence.
3. Click Record basis review and confirm.
4. Repeat for each flagged period.