

low to process Employee Loans in QNE Payroll

Overview:

In Payroll System, **Employee Loans Module** is use to record different loans availed by each Employee. By having this setup, the system will automatically deduct the Loan Amount based on the Installment count set when processing Transactions.

Procedure(s):

1. Under View Tab > Employees



2. Highlight the Employee > Click **'Edit'**

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Manage Employee Loans		LastName	 First Name 	Department	Job Pesition	Tax Status	Salary Type	Location	Cost Center	Employment Status
Employee Allowances		> Formarejo	Mary Joan							
Shifts Manager		Gamez	Ametta	Sales and Marketing	Sales Annoiste		Seni-Monthly	-NONE	-NONE	Regular
		Rechel	Maurine	Research and Development	Senior Software Developer		Monthly	-NONE	-NONE	Regular
A HRIS	- 11	Sandoval	Shawn	Head Management	Chief Executive Officer		Weekly	-ficine	-NONE-	Regular
		Santos	Michael	Support Department	Team Lead		Seni-Monthly	-NONE-	-NONE-	Regular
Bills										
Relatives										
Silucational Eachground										
Tranings & Seminars										
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Made al December										



3. In Miscellaneous Tab, tick **'Include Loans'**. This option will enable the processing of Loan Deduction to the employee. Once done, click **'Save'**

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Employees							
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Create a New Employee	Picture	Main Details	Personal Details				
Manage Employee Loans		Employee Code	004 Biometric Code 004	Minimum W	age	V Is Active	
Employee Allowances		Last Name	Formarejo	Date Hired	5/2/2019		•
Shifts Manager	No image data	First Name	Mary Jean	Birthday	11/4/1994		*
uprc		Nidde Name	P	Gender	Fende	Civil Status: Single	•
A 100		Status	Regular	 Email Address 			
	Upload Clear	Rank	Rank and File	 Contact No. 			
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Tranings & Seminars	HOLIDAY SET-UP						
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Employment History	No work the Pay During Regular Holdays						
Medical Records	No Work No Pay Stan Day Je Maine						
PRC/Professional Licenses	I No Work No Pay After Special Moldays						
Legal Records	No Work his Pay Bafrya Depuisr Moldays						
Organizations	No Work No Pay Before Special Holdays						
Salary History							
Benefits History	☑ Indude Loans	Allowance					
Manage Dependents	Indude De Minimis Benefit						
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4. To create Employee Loan, Go to View Tab > Employee Files > Employee Loans

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View Maintenance Transa	actions Rates Tools
Employees Schedules Daily Time Transactions Record	Files
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5. Choose Employee and Click 'New'



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- 6. Identify the *Loan Type* and fill in the ff:
 - Loan Category
 - Date Granted
 - Date Started Date when to start the auto deduction in Transactions
 - Installment Count the system will deduct every schedule (e.g. if 2 years to pay but payroll cutoff is semi-monthly, instead of 24, input 48)
 - Amount Total Loan Amount
 - Interest (Optional) Interest Amount on Top of the Loan Amount

E Loans	ance Save Cose Set Loan to Inactor	Close				-	E X
Employees			oans				
Drag a column he							
Code	Employee Name		Date		Amount	Total Payments Status	
E001	Shawn Sandoval						
	Maurine Reichel						
E003	Michael Santos						
E004	Annetta Gomez						
			Details Paymen	ts			
			Loan Type	Others	SSS Loan	PAG-IBIG Loan	
			Other Loan Type				
			Description	neo 1 222			-
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			Date Granted	3/1/2021	* Date Starte	ad 3/12/2021	=
			Installment Count	-,-,	12 *	0/10/2021	
			Amount		•	20.000	
			Interest			0.00	
			Total Amount			20,000,00	

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7. For Loan Deduction processing, Go to View Tab > Schedules

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Employees	Schedules	Daily Time Record	Transactions	Employee Files *	Reports *		7	Ð	9	Ŧ
	Mod	ules	G.		R.		Appe	arance		G.

8. In Schedules, Click **'New'**, and make sureto enable **'Loans'** in Processing Options and click Save.

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New Edit Delete Cancel Save	er Refresh Close						
Schedules							
List of Schedules			Payroll Control No				
Drag a column header here to group by that column			Pay Group	Semi-Monthly			*
Raural Control No.			Year	2021			•
\$20210101			Month	March			•
S20210102			Control Sequence	2	Week Count		~
\$20210301			Schodula Datala				
							 _
			Payroll Period				 _
			Start Date	3/16/2021			-
			End Date	3/31/2021			-
			Work Days	12 🗘	Saturdays		
			Holidays	0 \$	Sundays		
			E Present Act	ive			
			Processing Opti	ons			
			Use Daily Ti	me Record	Leaves Conversion		
			ECOLA		V PHIC		
			SSS		W/Tax		
			IV HDMF		Allowances		
			✓ Loans		Deductions		
			V De Minimis		Cash Bond		

9. In **Transactions** > **Add All Active**, Loan setup has been reflected and deducted in the employee.



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	Transactions - QnE Payroll System	m (Prime Edition) f	or Philippines v2.2021.3.2			
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Transation			8			_
			Formareio, Mary Jean F	P		
Drag a column beader here to group by that column			Transaction Details Mis	c Boouses Summary		
				c bondaca elementy		
Paycontrol No. Start Date	End Date		Earnings			
520210101 1/1/2021	1/15/2021	=	Regular Pay	10,000.00 Allowances	0.00	
520210102 1/16/2021 520210201 2/1/2021	2/15/2021		ECOLA	0.00 Taxable Allowances	0.00	
S20210301 S/2/2021	3/31/2021		Overtimes	0.00 Total Bonus	0.00	
	5,52,2022		NSD	0.00 Leave Conversions	0.00	
			Adjustments	0.00 Cash Bond Issued	0.00	
			De Minimis	0.00 Other Benefits	0.00	
			Deductions			
		-	Absents	0.00 555	450.00	
			Lates	0.00 HDMF	0.00	
☆ Employees			Undertime	0.00 PHIC	150.00	
			Deductions	0.00 Withholding Tax	0.00	=
Drag a column header here to group by that column			Cash Bonds	1,000.00 Loans	1,666.67	
Code	Employee Name					
E004	Gomez, Annetta		Computation of Net Pay	/		
E003	Santos, Michael		Total Computation			
> 004	Formarejo, Mary Jean P		NET EARNINGS		10,000.00	
			TOTAL DEDUCTIONS		3,266.67	
			CPOSS PAY		10 000 00	
			TOTAL DEDUCTIONS		2 266 67	
			I DEDUCTIONS		5,200.07	
			NET PAY		6,733,33	

Note: Loan will continuously deducted every time the 'Loans' is ticked upon creating of new Schedule and will end once Installment Count setup has been reached.

NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://qnesupportph.freshdesk.com

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