



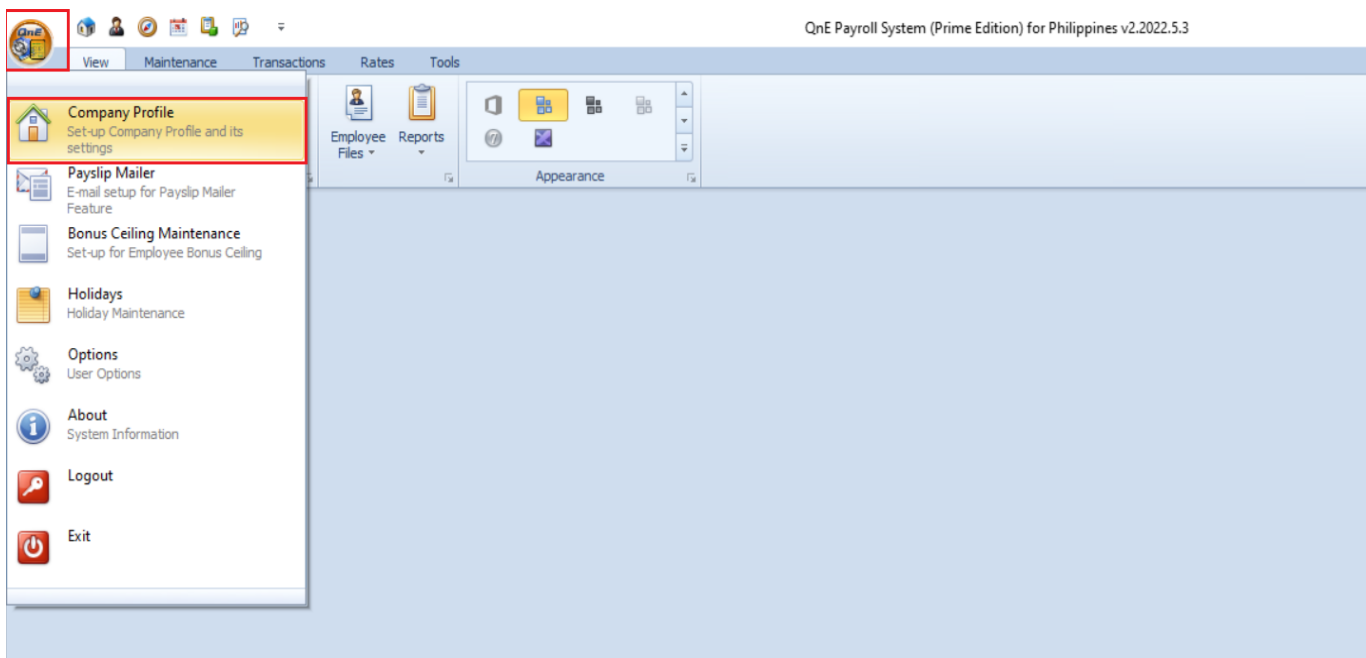
How to Enable ECOLA Computation?

Overview:

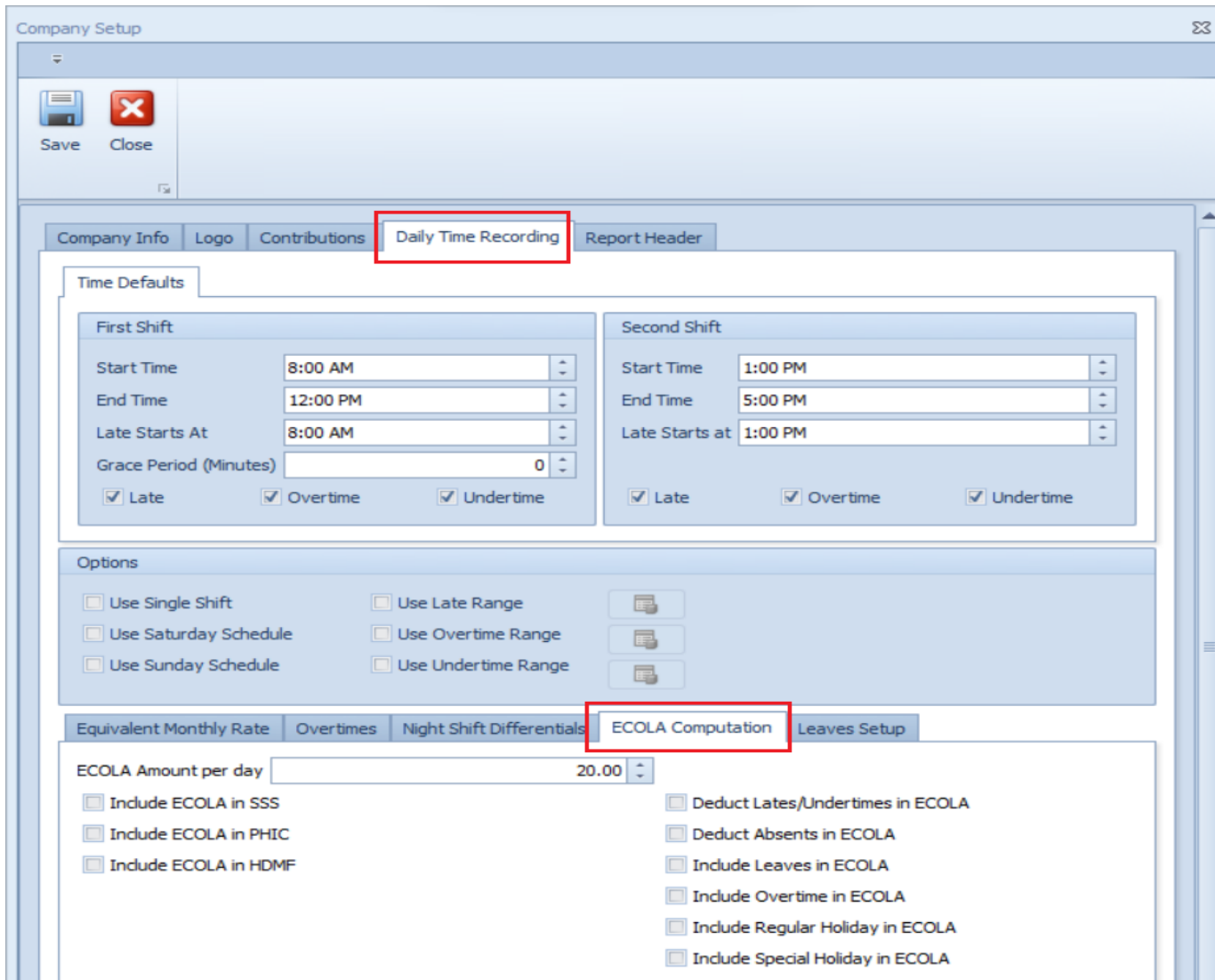
Private sector workers and employees in the National Capital Region receiving a basic daily wage rate of up to TWO HUNDRED NINETY (P290.00) PESOS per day shall receive an emergency cost of living allowance (ECOLA) in the amount of TWENTY (P= 20.00) PESOS per day.

Procedure:

1. To Setup ECOLA Computation, click QNE Logo > click Company Profile'



2. Under Daily Time Record > Click ECOLA Computation > Input ECOLA Amount per day



Company Setup

Save Close

Company Info Logo Contributions **Daily Time Recording** Report Header

Time Defaults

First Shift

Start Time 8:00 AM

End Time 12:00 PM

Late Starts At 8:00 AM

Grace Period (Minutes) 0

☒ Late ☒ Overtime ☒ Undertime

Second Shift

Start Time 1:00 PM

End Time 5:00 PM

Late Starts at 1:00 PM

☒ Late ☒ Overtime ☒ Undertime

Options

☐ Use Single Shift ☐ Use Late Range

☐ Use Saturday Schedule ☐ Use Overtime Range

☐ Use Sunday Schedule ☐ Use Undertime Range

Equivalent Monthly Rate Overtimes Night Shift Differentials **ECOLA Computation** Leaves Setup

ECOLA Amount per day 20.00

☐ Include ECOLA in SSS ☐ Deduct Lates/Undertimes in ECOLA

☐ Include ECOLA in PHIC ☐ Deduct Absents in ECOLA

☐ Include ECOLA in HDMF ☐ Include Leaves in ECOLA

☐ Include Overtime in ECOLA

☐ Include Regular Holiday in ECOLA

☐ Include Special Holiday in ECOLA

NOTE: Other inclusion options e.g. Include ECOLA in Statutory Contribution may vary on company/user discretion.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>