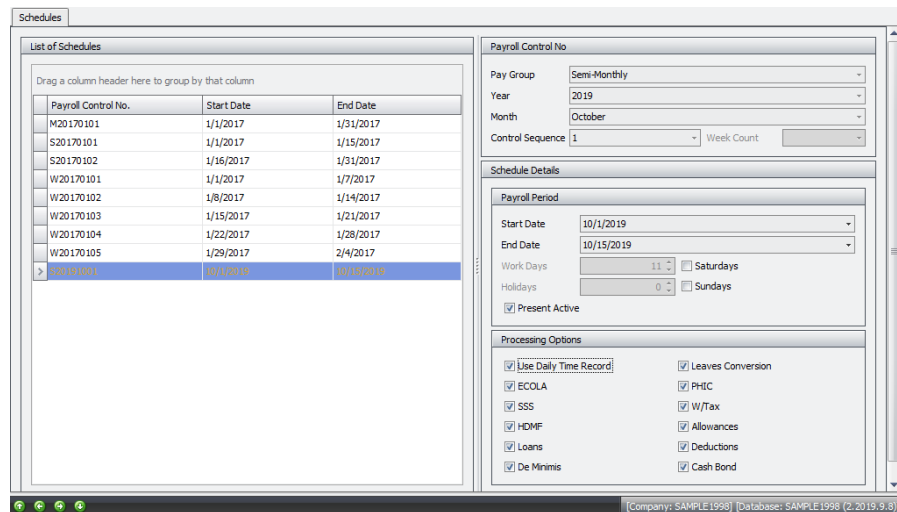




HOW TO RESOLVE CANNOT ADD ALL ACTIVE EMPLOYEES IN DTR OR TRANSACTIONS

Problem Scenario:

After creating a schedule, user will proceed in DTR or Transactions (if DTR is not being used).



| Payroll Control No. | Start Date | End Date |
|---------------------|------------|------------|
| M20170101 | 1/1/2017 | 1/31/2017 |
| S20170101 | 1/1/2017 | 1/15/2017 |
| S20170102 | 1/16/2017 | 1/31/2017 |
| W20170101 | 1/1/2017 | 1/7/2017 |
| W20170102 | 1/8/2017 | 1/14/2017 |
| W20170103 | 1/15/2017 | 1/21/2017 |
| W20170104 | 1/22/2017 | 1/28/2017 |
| W20170105 | 1/29/2017 | 2/4/2017 |
| S20191001 | 10/1/2019 | 10/15/2019 |

Payroll Control No.

Pay Group: Semi-Monthly
Year: 2019
Month: October
Control Sequence: 1
Week Count: 1

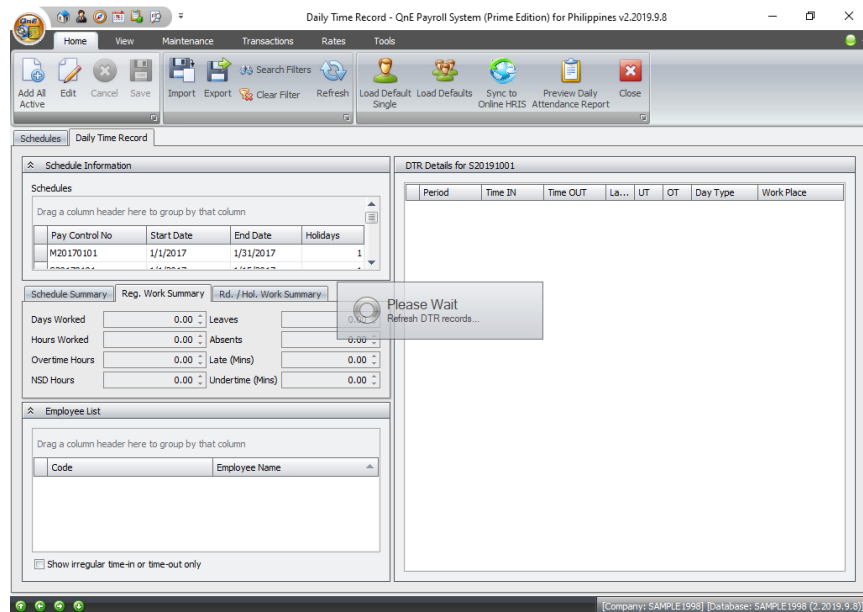
Schedule Details

Payroll Period
Start Date: 10/1/2019
End Date: 10/15/2019
Work Days: 11
Holidays: 0
☒ Present Active

Processing Options

☒ Use Daily Time Record
☒ ECOLA
☒ SSS
☒ HDMF
☒ Loans
☒ De Minimis
☒ Leaves Conversion
☒ PhilC
☒ W/Tax
☒ Allowances
☒ Deductions
☒ Cash Bond

To start, user should Add Active Employees, but upon clicking the button, employees will not be added



Schedule Information

| Pay Control No. | Start Date | End Date | Holidays |
|-----------------|------------|------------|----------|
| M20170101 | 1/1/2017 | 1/31/2017 | 1 |
| S20170101 | 1/1/2017 | 1/15/2017 | 1 |
| S20170102 | 1/16/2017 | 1/31/2017 | 1 |
| W20170101 | 1/1/2017 | 1/7/2017 | 1 |
| W20170102 | 1/8/2017 | 1/14/2017 | 1 |
| W20170103 | 1/15/2017 | 1/21/2017 | 1 |
| W20170104 | 1/22/2017 | 1/28/2017 | 1 |
| W20170105 | 1/29/2017 | 2/4/2017 | 1 |
| S20191001 | 10/1/2019 | 10/15/2019 | 1 |

Schedule Summary

Reg. Work Summary
Days Worked: 0.00
Hours Worked: 0.00
Overtime Hours: 0.00
NSD Hours: 0.00

Leaves
Absents
Late (Mins)
Undertime (Mins)

Employee List

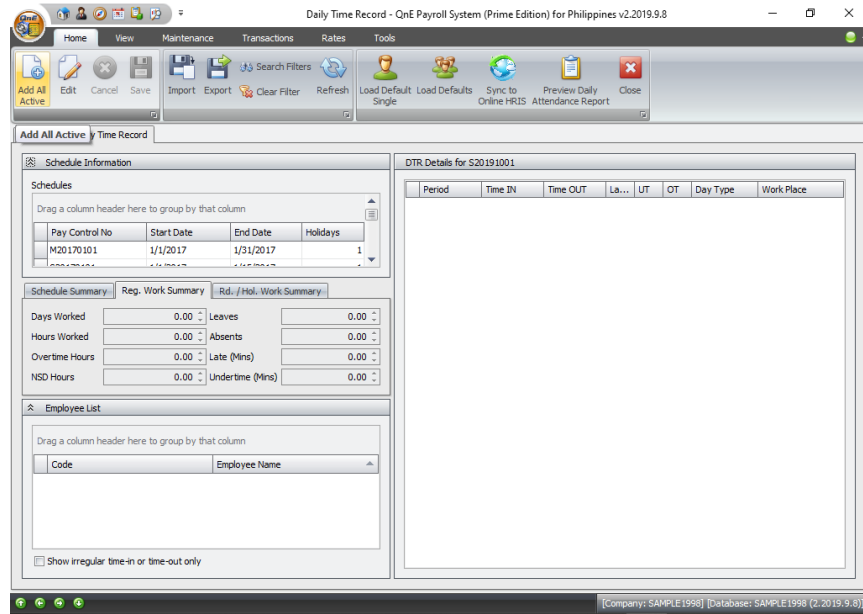
| Code | Employee Name |
|------|---------------|
|------|---------------|

☐ Show Irregular time-in or time-out only

DTR Details for S20191001

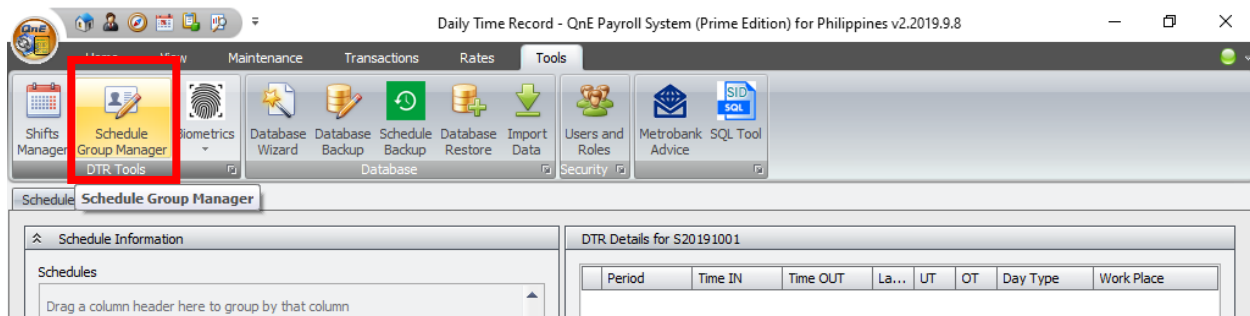
| Period | Time IN | Time OUT | La... | UT | OT | Day Type | Work Place |
|--------|---------|----------|-------|----|----|----------|------------|
|--------|---------|----------|-------|----|----|----------|------------|

Please Wait
Refresh DTR records...

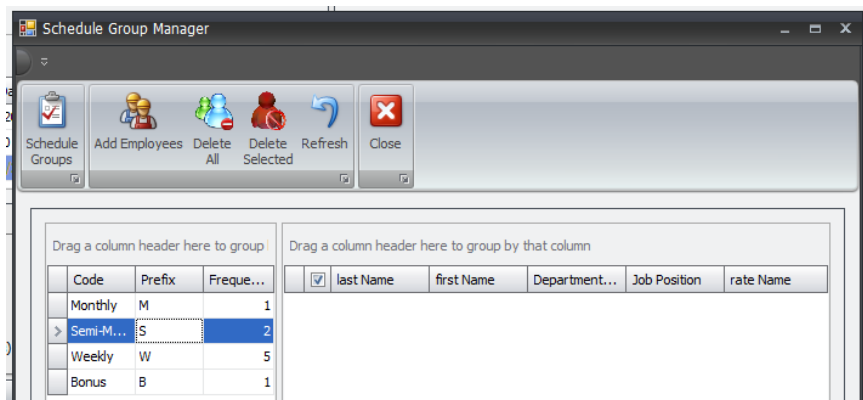


Resolution(s):

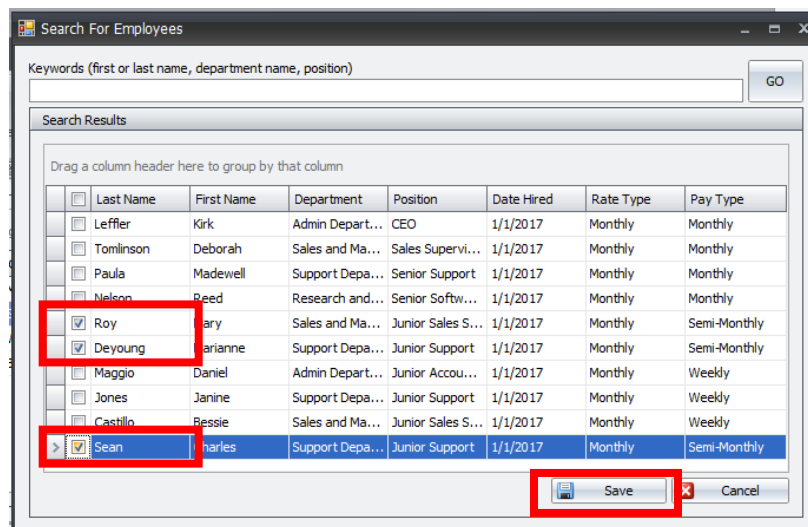
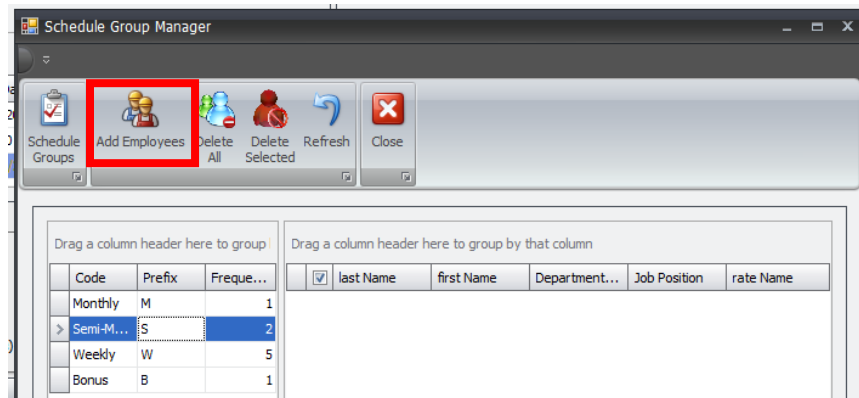
Go to Tools > Schedule Group Manager



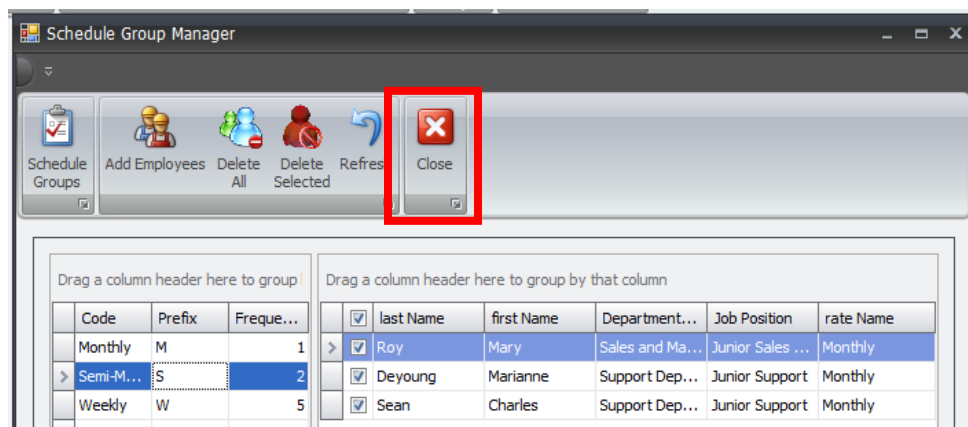
You may notice that under a specific schedule, no employees are listed.



Manage the employees under the schedule by clicking **Add Employees**. Select the employees that should be under that schedule. Once done, click **Save**.



Once okay, click **Close** button.



Go back to DTR and Transactions. You may now Add All Active employees

Schedules Daily Time Record

Schedule Information

Schedules

Drag a column header here to group by that column

| Pay Control No | Start Date | End Date | Holidays |
|----------------|------------|------------|----------|
| S20191001 | 10/1/2019 | 10/15/2019 | 0 |

Schedule Summary **Reg. Work Summary** **Rd. /Hol. Work Summary**

Days Worked 11.00 Leaves 0.00

Hours Worked 88.00 Absents 0.00

Overtime Hours 0.00 Late (Mins) 0.00

NSD Hours 0.00 Undertime (Mins) 0.00

Employee List

Drag a column header here to group by that column

| Code | Employee Name |
|------|--------------------------|
| 006 | Deyoung, Marianne Garcia |
| 005 | Roy, Mary |
| 010 | Sean, Charles |

☐ Show irregular time-in or time-out only

DTR Details for S20191001

| Period | Time IN | Time OUT | La... | UT | OT | Day Type | Work Place |
|----------------------------|---------|----------|-------------------------------------|-------------------------------------|-------------------------------------|----------|------------|
| Date: 10/01/2019 Tuesday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/02/2019 Wednesday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/03/2019 Thursday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/04/2019 Friday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/05/2019 Saturday | | | | | | | |
| 1st | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restday | |
| Date: 10/06/2019 Sunday | | | | | | | |
| 1st | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restday | |
| Date: 10/07/2019 Monday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/08/2019 Tuesday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/09/2019 Wednesday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/10/2019 Thursday | | | | | | | |
| 1st | 09:00 | 18:00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Worked | |
| Date: 10/11/2019 Friday | | | | | | | |

Schedules Daily Time Record Transactions

Schedules

Drag a column header here to group by that column

| Paycontrol No. | Start Date | End Date |
|----------------|------------|------------|
| M20170101 | 1/1/2017 | 1/31/2017 |
| S20170101 | 1/1/2017 | 1/15/2017 |
| S20170102 | 1/16/2017 | 1/31/2017 |
| W20170101 | 1/1/2017 | 1/7/2017 |
| W20170102 | 1/8/2017 | 1/14/2017 |
| W20170103 | 1/15/2017 | 1/21/2017 |
| W20170104 | 1/22/2017 | 1/28/2017 |
| W20170105 | 1/29/2017 | 2/4/2017 |
| S20191001 | 10/1/2019 | 10/15/2019 |

Employees

Drag a column header here to group by that column

| Code | Employee Name |
|------|---------------------|
| 005 | Roy, Mary |
| 006 | Deyoung, Marianne G |
| 010 | Sean, Charles |

Roy, Mary

Transaction Details **Misc** **Bonuses** **Summary**

Earnings

Working Days 11.00 Adjustments 0.00

Total Hours Worked 88.00 ECOLA 0.00

Restday/Holidays 12.00 Total Bonus 0.00

Lates (Minutes) 0.00 Undertime (Minutes) 0.00

Absent w/o Pay 0.00

Leave Used Details **Leave Conversion Details**

| VL Used | VL Amount | SL Used | SL Amount | EL Used | EL Amount | OL Used | OL Amount | PML Used | PML Amount | Total Used | Total Amount |
|---------|-----------|---------|-----------|---------|-----------|---------|-----------|----------|------------|------------|--------------|
| 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 |

Other Deductions

| SSS Contribution | HDMF(Pag-Ibig) | PHIC(Phil-Health) | Withholding Tax | Loans | Deductions |
|------------------|----------------|-------------------|-----------------|-------|------------|
| 600.00 | 100.00 | 206.25 | 735.35 | 0.00 | 0.00 |

NOTE:



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