Payroll Up-Keeping

In this section, you can *View*, *Generate*, *Post*, *Edit*, and *Delete* payroll.

To View already created payroll
1. From the *Navigation Panel*, click *Payroll*;
2. At the section menu bar, click *Monthy Payroll*;
3. Click the menu item, *Payroll Up-Keeping*;
4. From the *dialog panel* that opens, select the *Month* name;
5. Tick *Display Payroll Already Created*;
6. Click *Display Payroll* button.

To Generate Payroll
1. From the *Navigation Panel*, click *Payroll*;
2. At the section menu bar, click *Monthy Payroll*;
3. Click the menu item, *Payroll Up-Keeping*;
4. From the *dialog panel* that opens, select the *Month* name;
5. Tick *Generate Payroll for the Period*;
6. Click *Generate Payroll* button.

Note: If DTR of the employee has no absences for the month you are about to generate the payroll, the system will proceed to calculate his/her salary based on a perfect attendance.