

## 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 **Monthly 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 **Monthly 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.

The screenshot illustrates the steps for generating payroll in the Lianja App Center. The interface is split into two main sections: **EMPLOYEES** and **PAYROLL LIST UP-KEEPING**.

**EMPLOYEES Panel:**

- Navigation Panel:** Shows a list of options including Information, DTR, Cash-Advance, Loan Payment, Payroll, and Payroll Report.
- Section Menu Bar:** Contains 'Monthly Payroll' and 'Post to T-Accounts'.
- Table:** Displays payroll data for June 2022.
 

Days Absent	Absent Amount	Total Days Present	Present Amount	Total OT
0	P0.00	30	P6,500.00	0.00
0	P0.00	30	P6,000.00	0.00

**PAYROLL LIST UP-KEEPING Panel:**

- Month:** June
- Year:** 2022
- Display payroll already created:**
- Generate payroll for the period:**
- Buttons:** Display Payroll, Generate Payroll
- Instructions:** To generate the payroll for the month you must have already updated the DTR. Go to 'Calendar' and update all the employees' calendar for the month that you want to generate the payroll.
- Options:** (1) Filter the Payroll list by month and year. (2) Generate a new payroll for a period.

**Callout Boxes:**

- 1:** Navigation Panel, Payroll
- 2:** Menu bar, Monthly Payroll
- 3:** Menu item, Payroll Up-Keeping
- 4:** Dialog Panel
- 5:** Select Month
- 6:** If selected month, payroll is already generated, Display Payroll gets enabled.
- 7:** Otherwise, click Generate Payroll for the Period, and Generate Payroll button gets enabled.