

Payroll Report

To view and print the payroll report

1. From the **Navigation Panel**, click **Payroll Report**;
2. At the section menu bar, click **Payroll Report**;
3. The screen displays the payroll report;
4. To **filter** the report according to your need, access the **Custom-Query dialog Panel**;
5. Follow the procedure in using the **Custom-Query dialog Panel** as illustrated in this [report](#);
6. To print, click the **printer icon** located at the upper right-hand corner of the section header.

The screenshot displays the EPFComposite application interface. On the left is a navigation panel with a tree view under 'EMPLOYEES' containing 'Information', 'DTR', 'Cash-Advance', 'Loan Payment', and 'Payroll'. The 'Payroll Report' item is selected. The main area shows a 'Monthly Payroll Report' table with columns for Employee's Last Name, Employee ID, Month, Year, No. Days Absent, Absent Amount, OT hours, OT Amount, Total Days Present, Present Amount, and Deductible. The table lists data for employees BASCO and MASCO across months July, August, and June 2022. At the top right of the report area, there is a search icon and a printer icon. Three callout boxes with orange borders and arrows point to these elements: 'Navigation Panel, Payroll Report' points to the menu item; 'To filter the report' points to the search icon; 'To print the report' points to the printer icon; and 'To access the Help doc for this section' points to a question mark icon.

Employee's Last Name	Employee ID	Month	Year	No. Days Absent	Absent Amount	OT hours	OT Amount	Total Days Present	Present Amount	Deductible
BASCO	101	July	2022	0	P0.00	0.00	P0.00	31	P6,500.00	0
BASCO	101	August	2022	0	P0.00	0.00	P0.00	31	P6,500.00	0
BASCO	101	June	2022	1	P250.00	0.00	P0.00	29	P6,250.00	0
Sub-total					P250.00		P0.00		P19,250.00	0.00
MASCO	102	July	2022	0	P0.00	0.00	P0.00	31	P6,000.00	0
MASCO	102	August	2022	0	P0.00	0.00	P0.00	31	P6,000.00	0
MASCO	102	June	2022	0	P0.00	0.00	P0.00	30	P6,000.00	0
Sub-total					P0.00		P0.00		P18,000.00	0.00
Total					P250.00		P0.00		P19,250.00	0.00