WITTY
MANAGER

Witty Manager

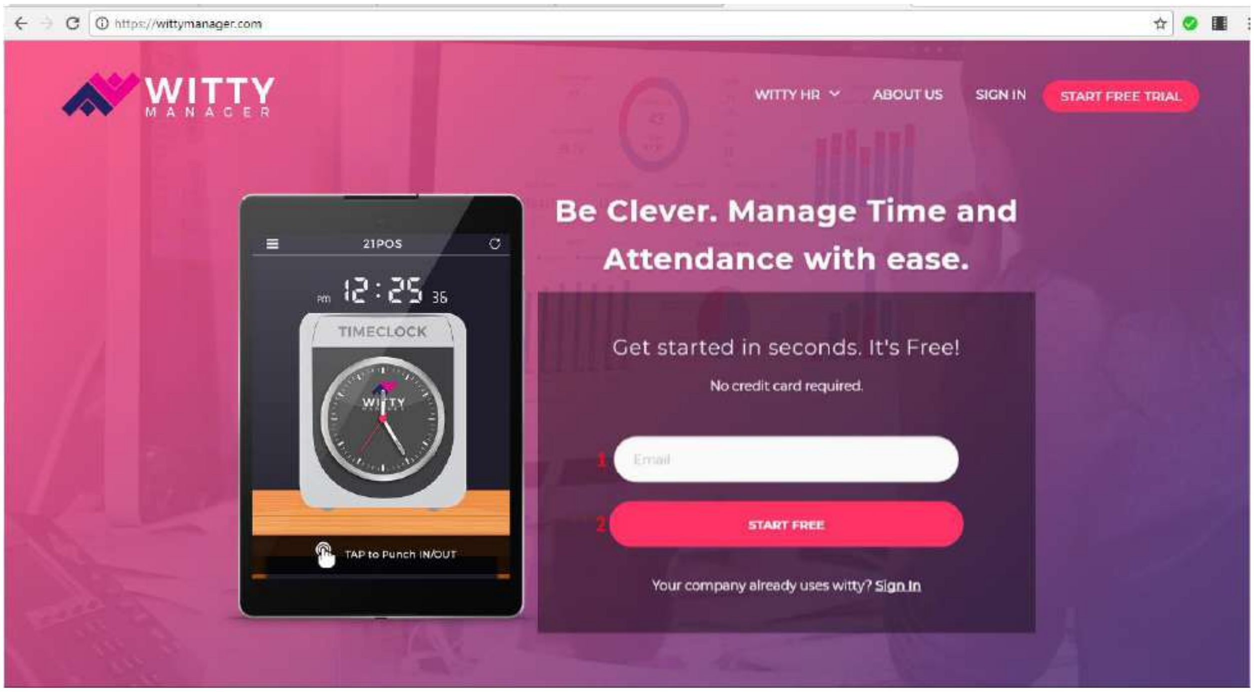
MANUAL

2018 Edition

Table of Contents

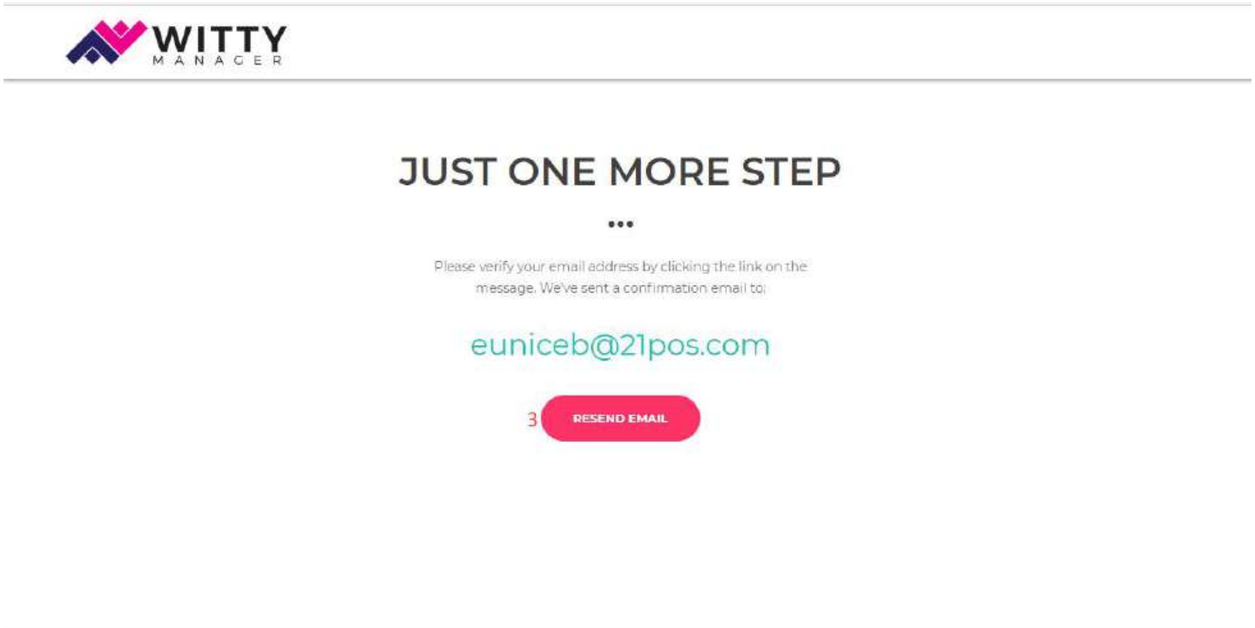
Create Organization

In order to create your organization's Witty Manager site, you need to navigate to **wittymanager.com.** Follow these simple steps to get your company all set up.



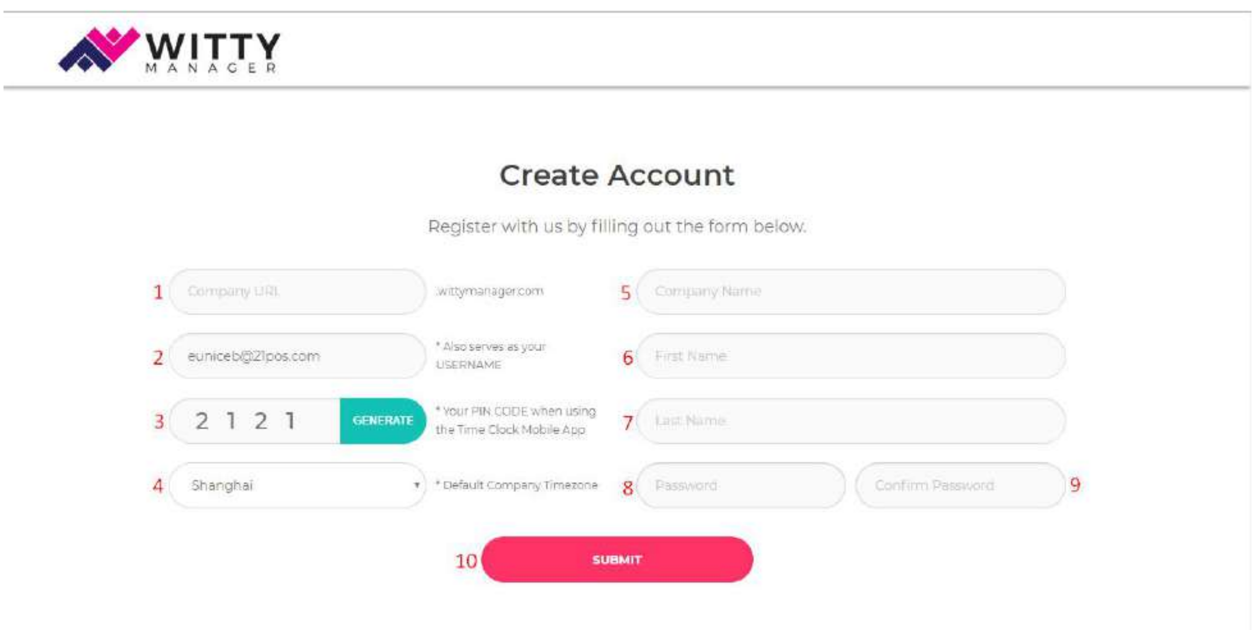
1. **Email**. Enter your active email address in this field.
2. **Start Free**. Click on this button in order to start setting up your organization.

After clicking the **Start Free** button, Witty Manager will send you an email to confirm and proceed with the set up. Click on the button or link in this email to continue.



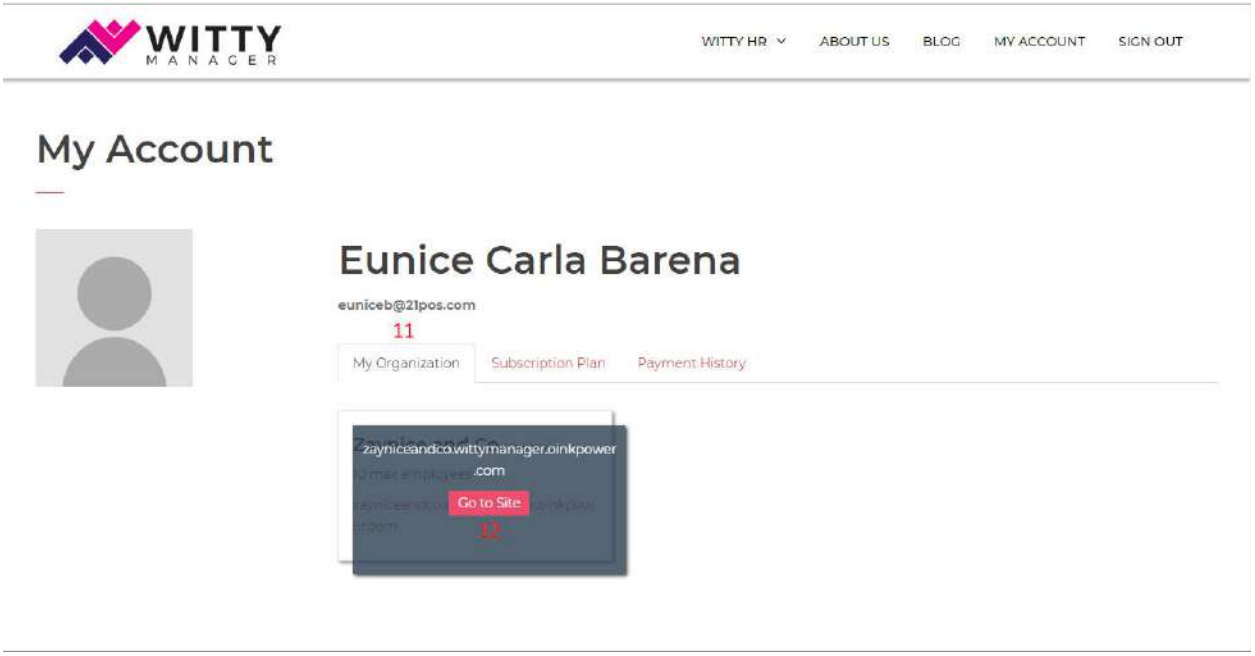
3. **Resend Email.** If the email address you have registered did not receive a message from Witty Manager for confirmation, click on this button to resend.

After clicking the button or link in the email, you will be redirected to a Create Account page. This is where you fill up form for registering your company.

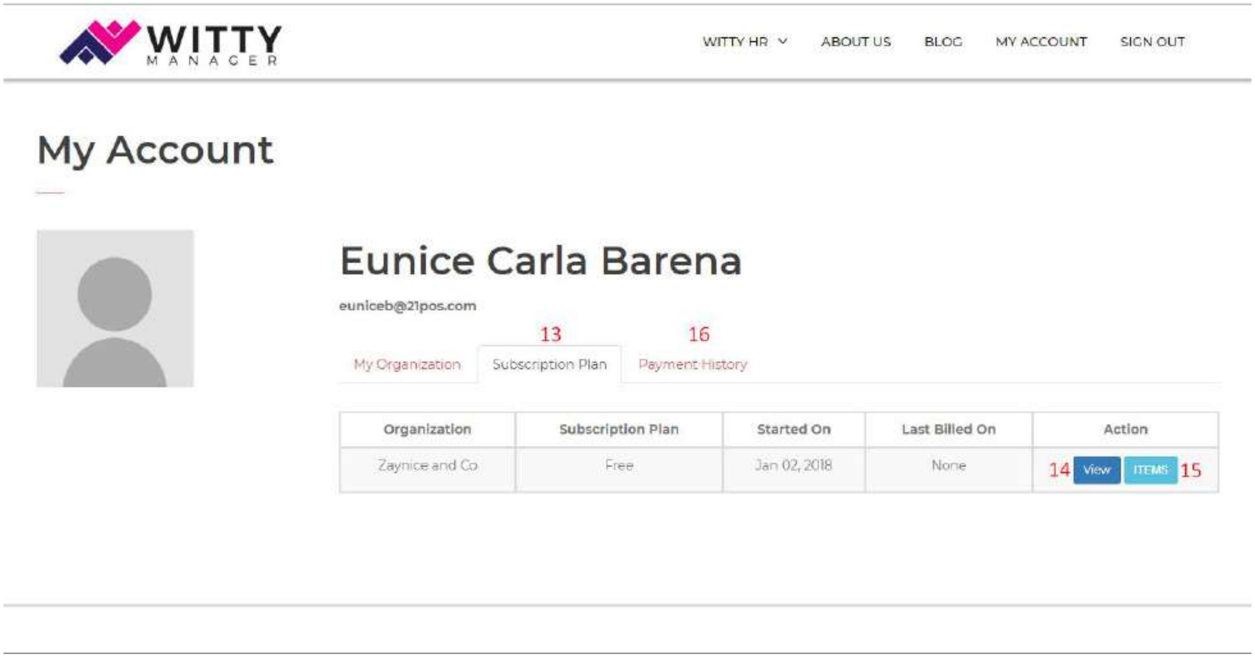


1. **Company URL.** Enter your desired company URL. It can be the whole company name without spaces.
2. **Email Address.** This displays the email address you have used in starting the setup process. This will also serve as your **Username**.
3. **Pin Code.** This field displays the 4-digit code you are going to use in accessing Witty Manager Time Clock Mobile App. You can click on the green-colored **Generate** button to get a new Pin Code.
4. **Time Zone.** It is essential to select the right Time Zone that your company belongs. Choose your Time Zone from this dropdown.
5. **Company Name.** Enter the name of your company.
6. **First Name.** Enter your First Name.
7. **Last Name.** Enter your Last Name.
8. **Password.** Enter a strong password with more than 7 characters.
9. **Confirm Password.** Reenter your password.
10. **Submit.** Click on this button to submit the data you have entered and continue with the process.

After successfully registering into the system, you will be redirected back to the homepage with your account signed in. Click on **My Account** menu at the top-right corner of the page to navigate to My Account page.

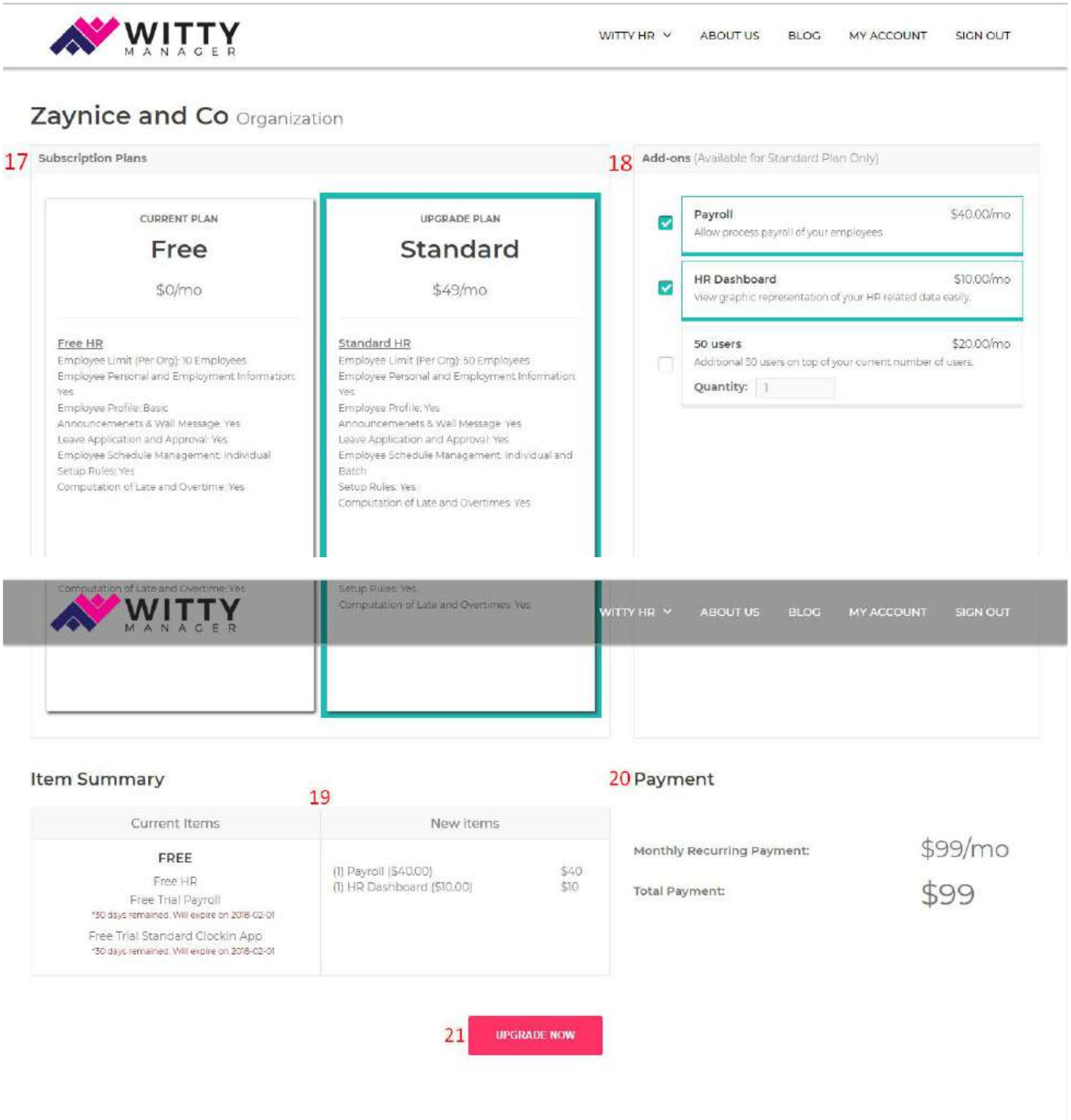


11. **My Organization.** This tab displays all of your registered organizations under Witty Manager, and the companies' necessary information.
12. **Go to Site.** Hover on the organization you want to visit, and click this button to be redirected there.



13. **Subscription Plan.** This tab shows information with regards to the Subscription Plan of your organization.
14. **View.** By clicking this button, a page containing a more detailed information about Subscription Plan you are using will be loaded.
15. **Items.** By clicking this button, a table of items and features covered by your Subscription Plan will be prompted.
16. **Payment History.** This tab displays important details about the payments made for your Subscription Plan and Add-ons.

By clicking **View** button in the Subscription Tab above, you will be redirected to a page with your Subscription Plan's detailed information, as mentioned. In this page, you can also upgrade and buy add-ons for your organizations' site.



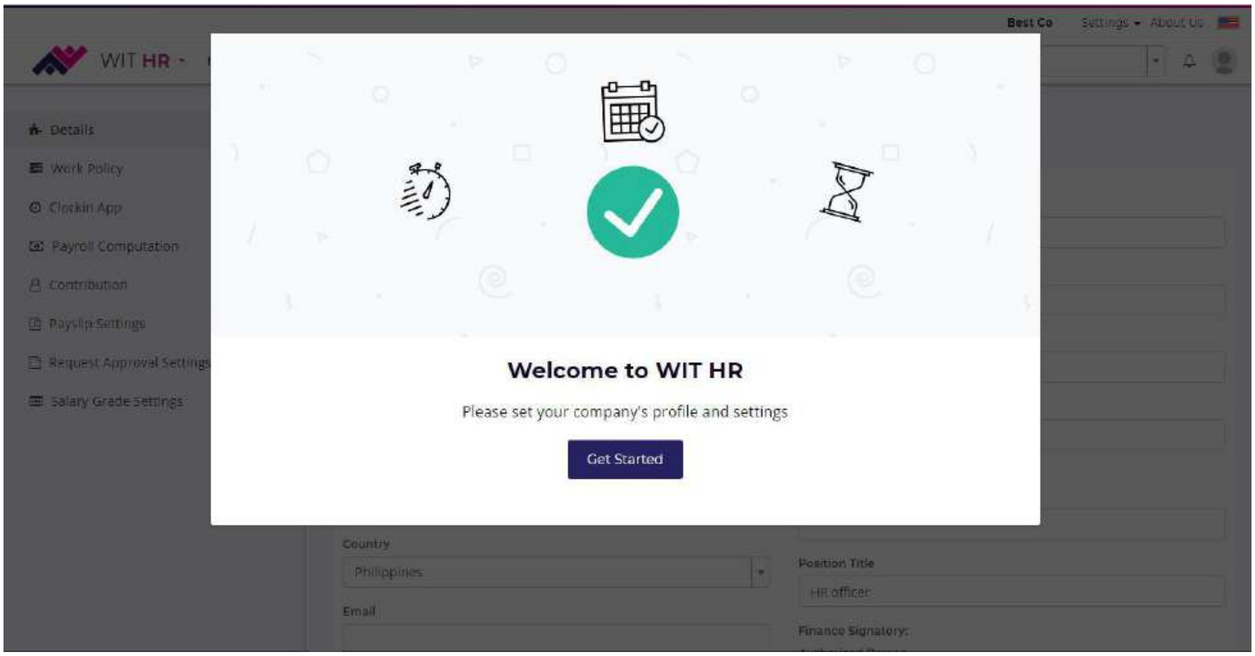
17. **Subscription Plan.** This section lists out features you get to enjoy for each Subscription Plan.
18. **Add-ons.** Shown in this section are additional features which are only available for Standard Plan. You may click on the checkbox of the Add-on/s you want to add in your site, and it will be added to your bill.
19. **Item Summary.** This displays the **current items** that you are enjoying and the **new items** you are about to add, with their corresponding prices.

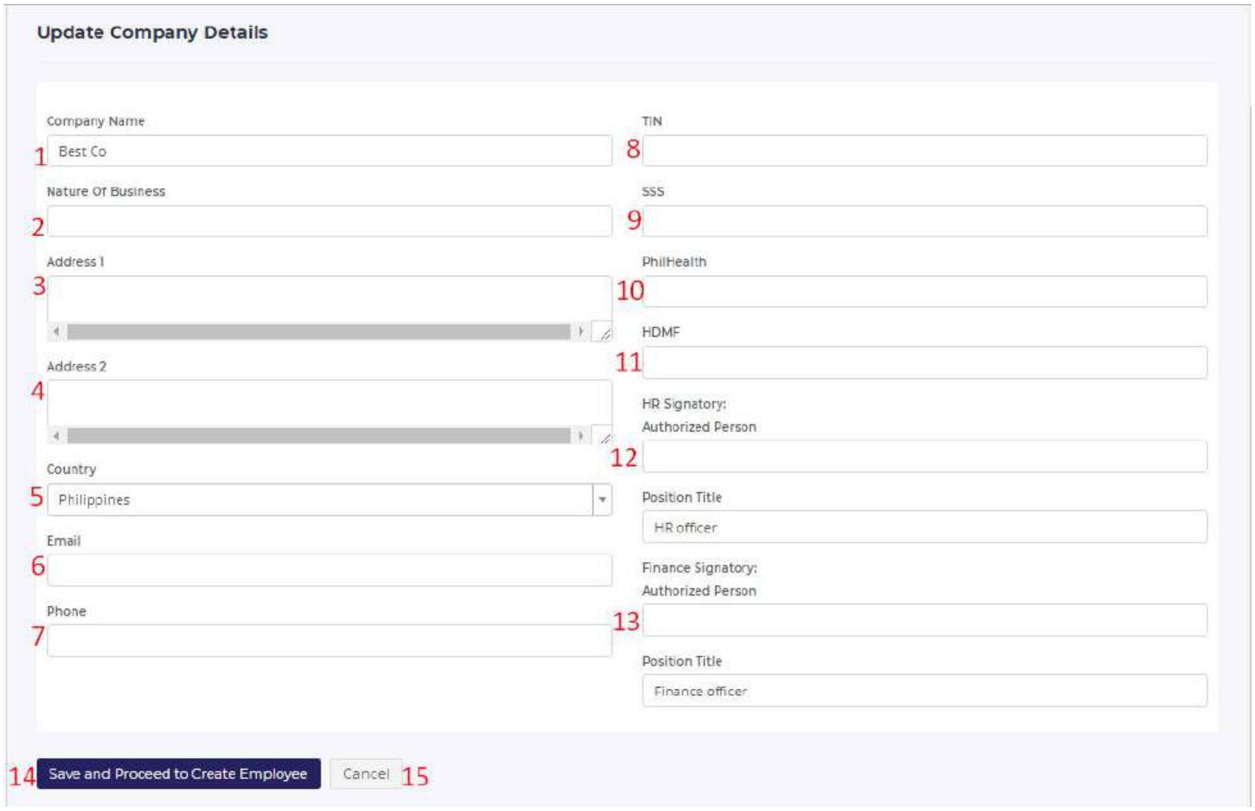
20. **Payment.** In this section, you will see how much you are going to pay monthly, and the total amount you will pay upon upgrading.
21. **Upgrade Now.** Click on this button to choose your desired payment method and complete upgrading your subscription plan.

Company Details

To access your account, you need to either click on the **Go to Site** button under **My Account** page, or you can type your company's Witty Domain in the browser.

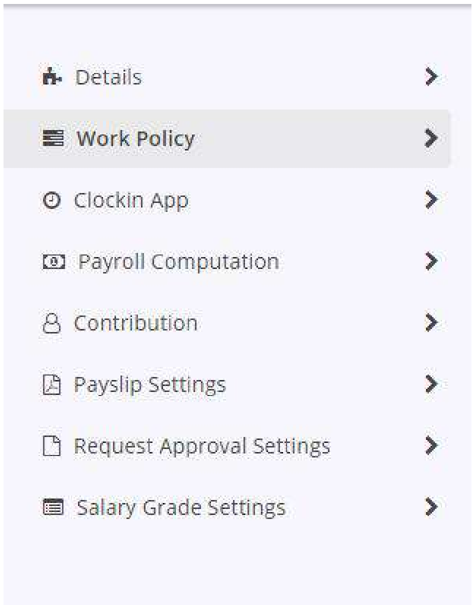
This will bring you to a page for setting up your company details with a welcome message. Click on the **Get Started** button in order to start adding details.





1. **Company Name.** By default, the company name you entered during the organization setup will be the value shown here
2. **Nature of Business.** Enter nature of your business
3. **Address 1.** Enter company's main address
4. **Address 2.** Enter company's secondary address
5. **Country.** Select country of company's location
6. **Email.** Enter contact email for the company
7. **Phone.** Enter phone number of the company
8. **TIN.** Enter company's Tax Identification Number
9. **SSS.** Enter company's Social Security System ID
10. **Philhealth.** Enter company's Philhealth Number
11. **HDMF.** Enter company's HDMF
12. **HR Signatory.**
    a. **Authorized Person.** Enter company's HR Authorized Person
    b. **Position Title.** Enter Job Title of the HR Authorized Person. By default, its value is HR Officer
13. **Finance Signatory.**
    a. **Authorized Person.** Enter company's Finance Authorized Person
    b. **Position Title.** Enter Job Title of the HR Authorized Person. By default, its value is Finance Officer

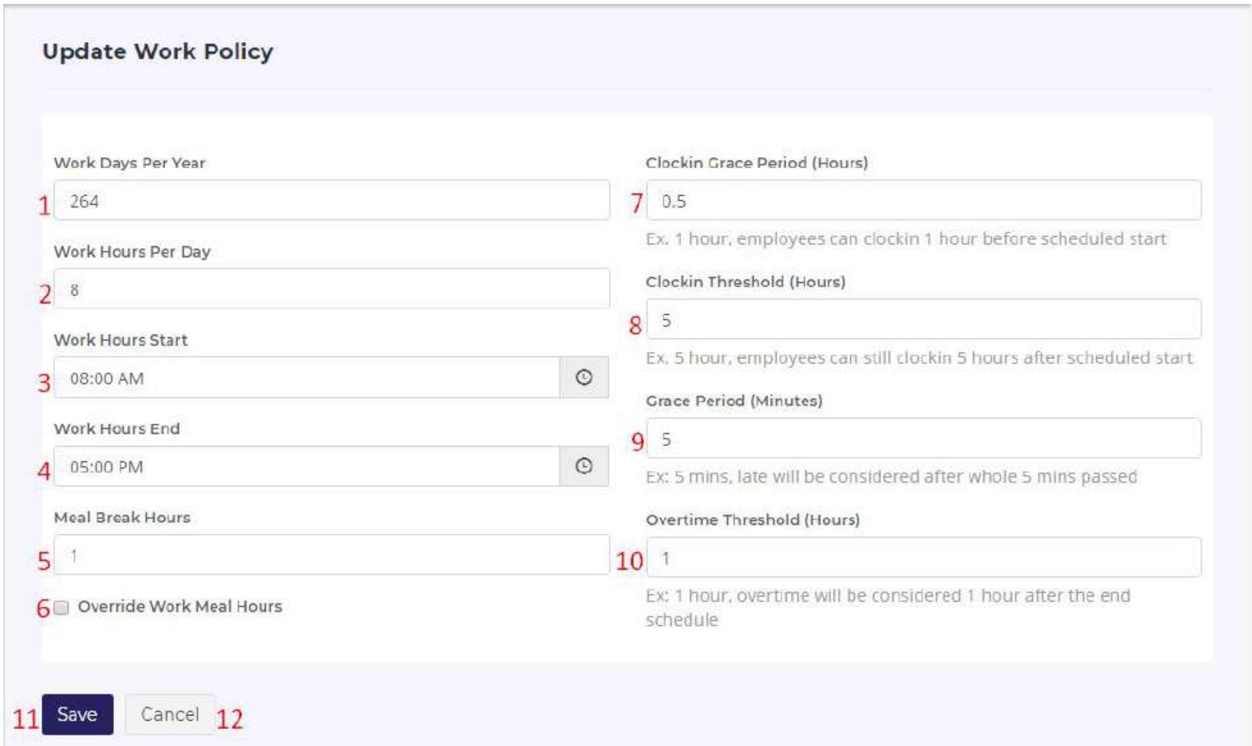
14. **Save and Proceed to Create Employee**. Click this button to save the data and proceed to the next step—Process Employee. However, it is better to finish setting up your organization’s settings before clicking this button. You can do so by clicking the options at the left side of the page:



15. **Cancel**. Click this to cancel the setup

Work Policy

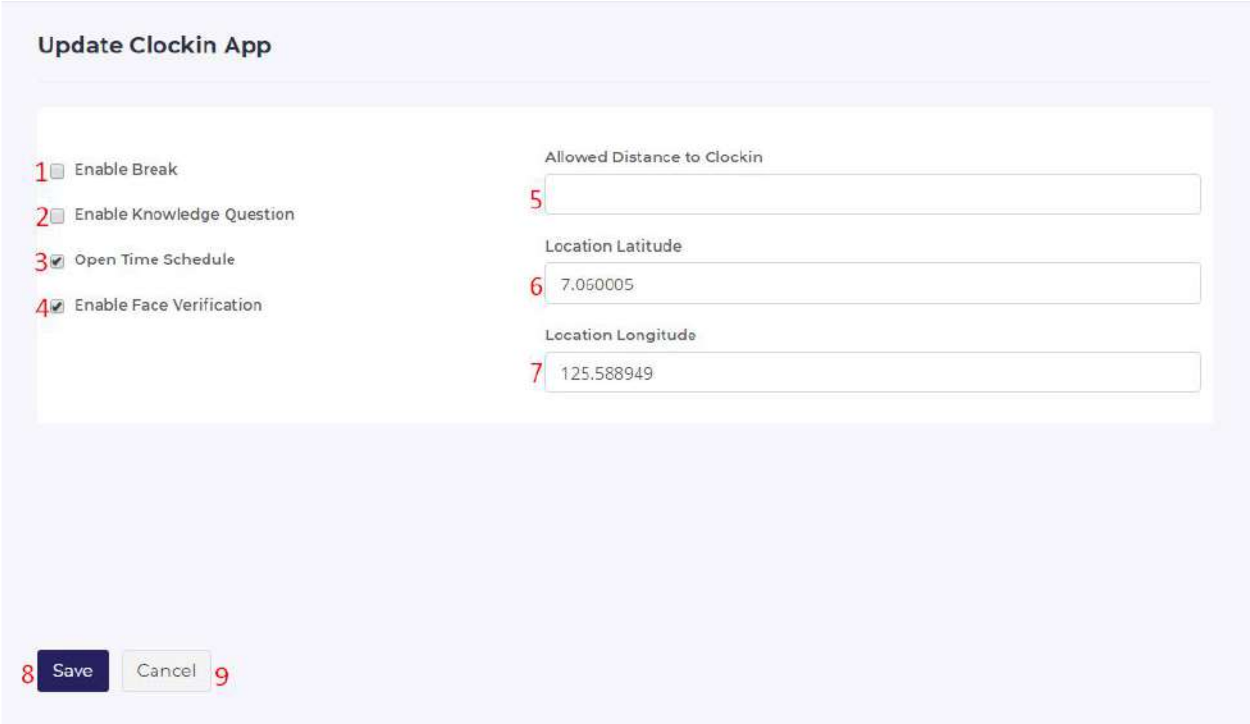
In this section, you will be setting up the technical aspects of your work hours, and the use of Witty Time Clock Application.



1. **Work Days Per Year.** Enter how many days your employees should work within a year
2. **Work Hours Per Day.** Enter how many hours your employees should work per day
3. **Work Hours Start.** Set what time your work hours should start
4. **Work Hours End.** Set what time your work hours should end
5. **Meal Break Hours.** Enter how many hours is your break meal per day
6. **Override Work Meal Hours.** Tick this checkbox in order to override the work meal hours
7. **Clockin Grace Period.** Set how many hours the employee can clockin before the scheduled starting hour.
8. **Clockin Threshold.** Set how many hours the employee can still clockin after his/her scheduled starting hour
9. **Grace Period.** Set how many hours is the grace period. In the example, 5 minutes is set as the grace period, this means 5 minutes after the scheduled starting hour, the employee is not yet late in the record
10. **Overtime Threshold.** Enter how many hours after the scheduled ending hour before overtime will be considered
11. **Save.** Click this to save the data
12. **Cancel.** Click this to cancel the setup

Clockin App

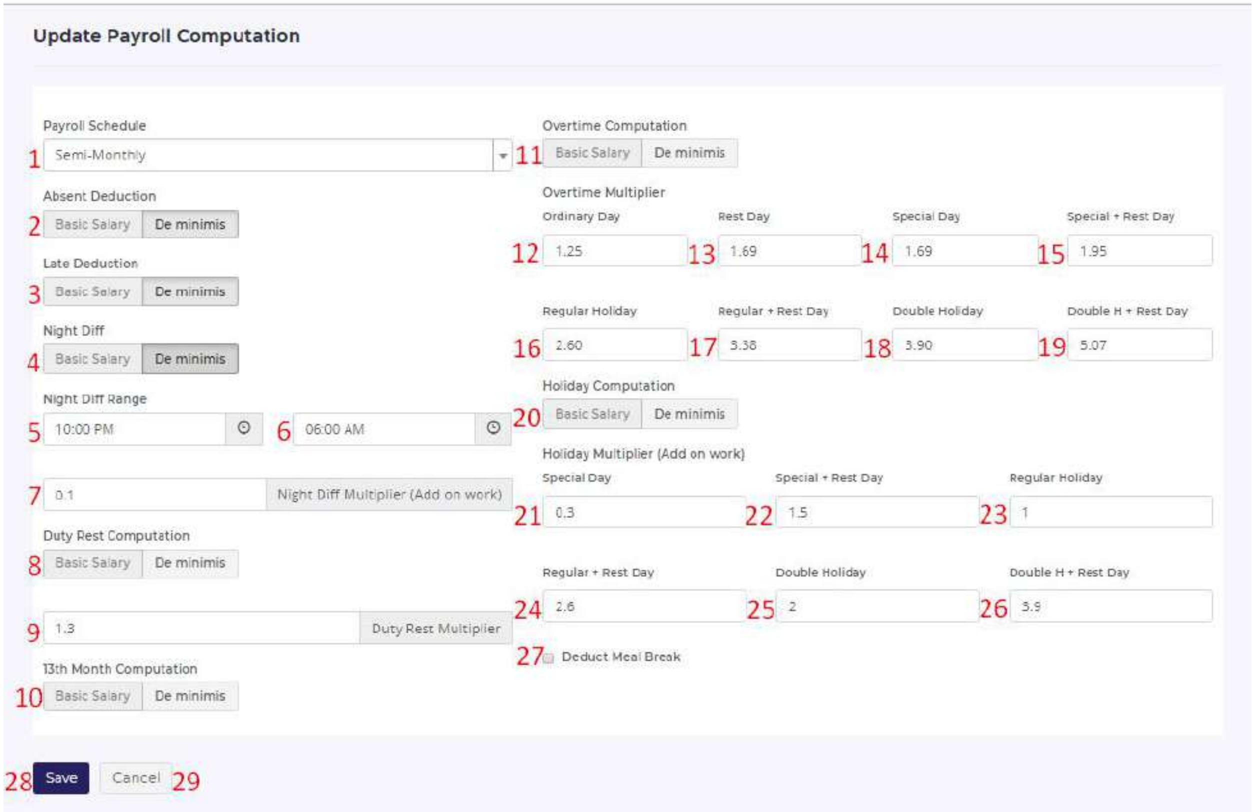
Setup your company's Witty Time Clock App using this setting.



1. **Enable Break.** Tick this to enable taking breaks in your company and logging it as Break In/Out
2. **Enable Knowledge Question.** Tick this off if you want your employees to answer trivia questions before completing clock in. This helps the mind get warmed up for work.
3. **Open Time Schedule.** Tick this if your employees could clockin and clockout anytime
4. **Enable Face Verification.** Tick this if you want to use Face Verification feature in clocking in and out of the app
5. **Allowed Distance to Clockin.** Enter the allowed distance of the employees around the company's location in order to clockin.
6. **Location Latitude.** This is the office's location in Latitude
7. **Location Longitude.** This is the office's location in Longitude

Payroll Computation

Setup anything related to your company's payroll in this setting.



1. **Payroll Schedule.** Select your company's payroll schedule
2. **Absent Deduction.** Select where to apply Absent Deduction—whether from the Basic Salary, or from the Allowance
3. **Late Deduction.** Select where to apply Late Deduction—whether from the Basic Salary, or from the Allowance
4. **Night Differential.** Select where to apply Night Differential—whether from Basic Salary, or from the Allowance
5. **Night Diff Range (Start).** Select starting hour of the Night Differential Range
6. **Night Diff Range (End).** Select ending hour of the Night Differential Range
7. **Night Diff Multiplier.** Enter how many percent does the employee would earn for the Night Differential
8. **Duty Rest Computation.** Select where to apply Duty Rest Computation—from the Basic Salary, or from the Allowance
9. **Duty Rest Multiplier.** Enter how many percent does the employee would earn for the Night Differential
10. **13th Month Computation.** Select where to apply the 13th Month Computation—from the Basic Salary, or from the Allowance

11. **Overtime Computation.** Select where to apply Overtime Computation—from the Basic Salary, or from the Allowance

    Overtime Multiplier:

12. **Ordinary Day.** Enter how many percent does the employee would earn for working Overtime on Ordinary Day
13. **Rest Day.** Enter how many percent does the employee would earn for working overtime on Rest Day
14. **Special Day.** Enter how many percent does the employee would earn for working overtime on Special Day
15. **Special + Rest Day.** Enter how many percent does the employee would earn for working overtime on Special and Rest Day
16. **Regular Holiday.** Enter how many percent does the employee would earn for working overtime on Regular Holiday
17. **Regular + Rest Day.** Enter how many percent does the employee would earn for working overtime on Regular and Rest Day
18. **Double Holiday.** Enter how many percent does the employee would earn for working overtime on Double Holiday
19. **Double H + Rest Day.** Enter how many percent does the employee would earn for working overtime on Double Holiday and Rest Day

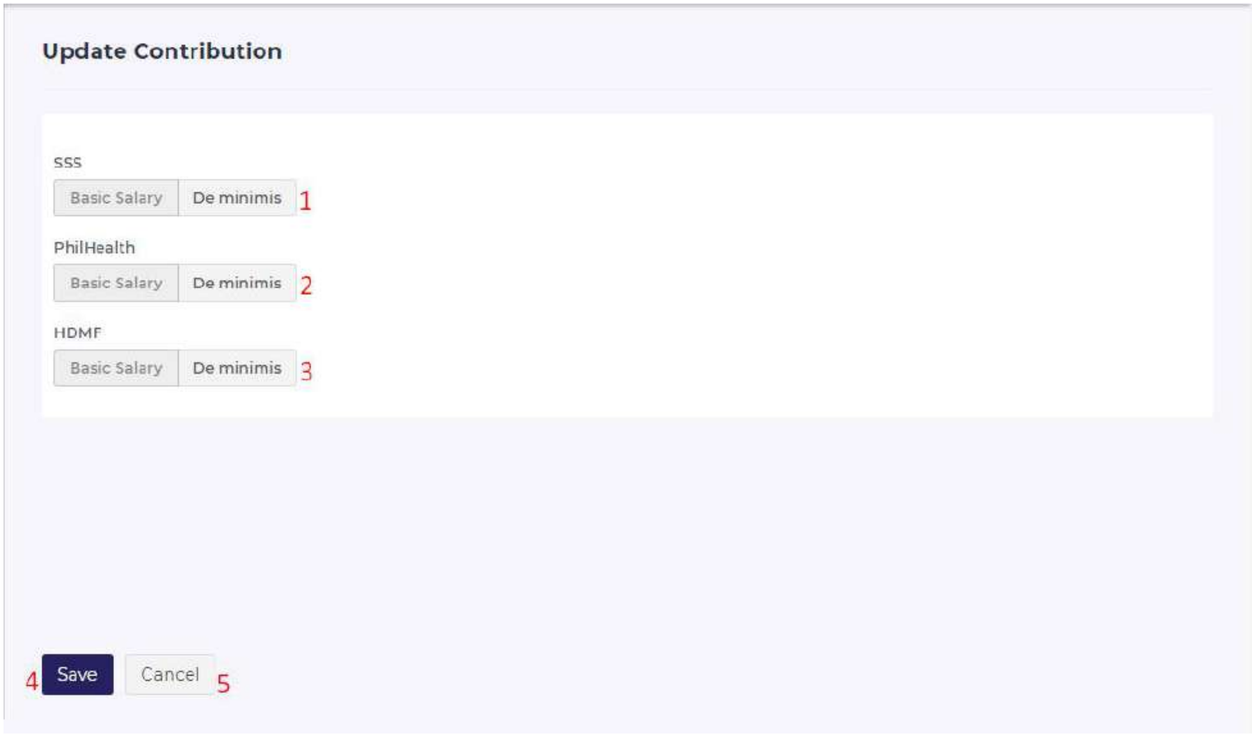
20. **Holiday Computation.** Select where to apply holiday computation—whether on Basic Salary, or on Allowance

    Holiday Multiplier

21. **Special Day.** Enter how many percent does the employee would earn for working on Special Day
22. **Special + Rest Day.** Enter how many percent does the employee would earn for working on Special and Rest Day
23. **Regular Holiday.** Enter how many percent does the employee would earn for working on Regular Holiday
24. **Regular + Rest Day.** Enter how many percent does the employee would earn for working on Regular and Rest Day
25. **Double Holiday.** Enter how many percent does the employee would earn for working on Double Holiday
26. **Double H + Rest Day.** Enter how many percent does the employee would earn for working on Double Holiday and Rest Day
27. **Deduct Meal Break.** Tick this if you want to deduct meal break of your employees
28. **Save.** Click this button to save the data
29. **Cancel.** Click this button to cancel setup

Contribution

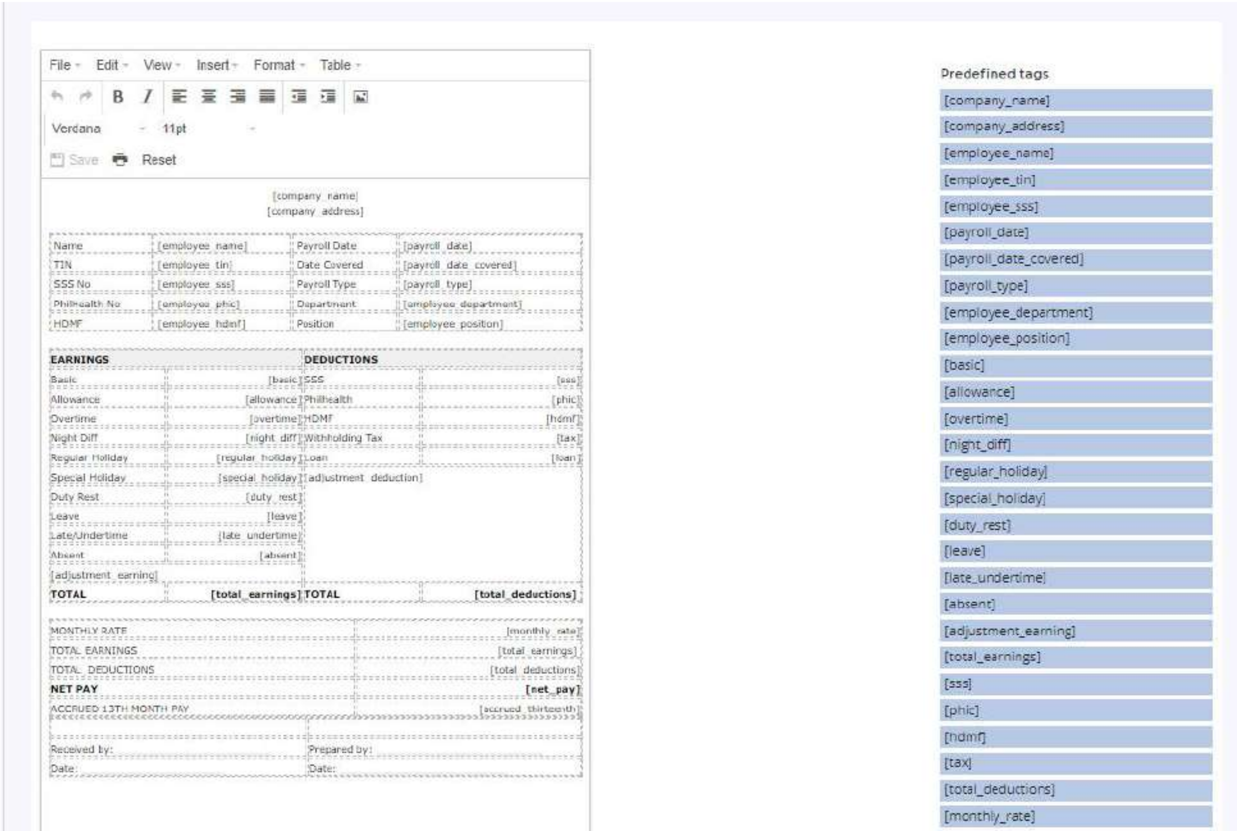
This is where you set where your employees' contribution will be deducted from.



1. **SSS.** Select where to deduct the SSS Contribution—from Basic Salary, or from the Allowance
2. **Philhealth.** Select where to deduct the Philhealth Contribution—from Basic Salary, or from the Allowance
3. **HDMF.** Select where to deduct the HDMF Contribution—from Basic Salary, or from the Allowance
4. **Save.** Click this to save the data
5. **Cancel.** Click this to cancel setup

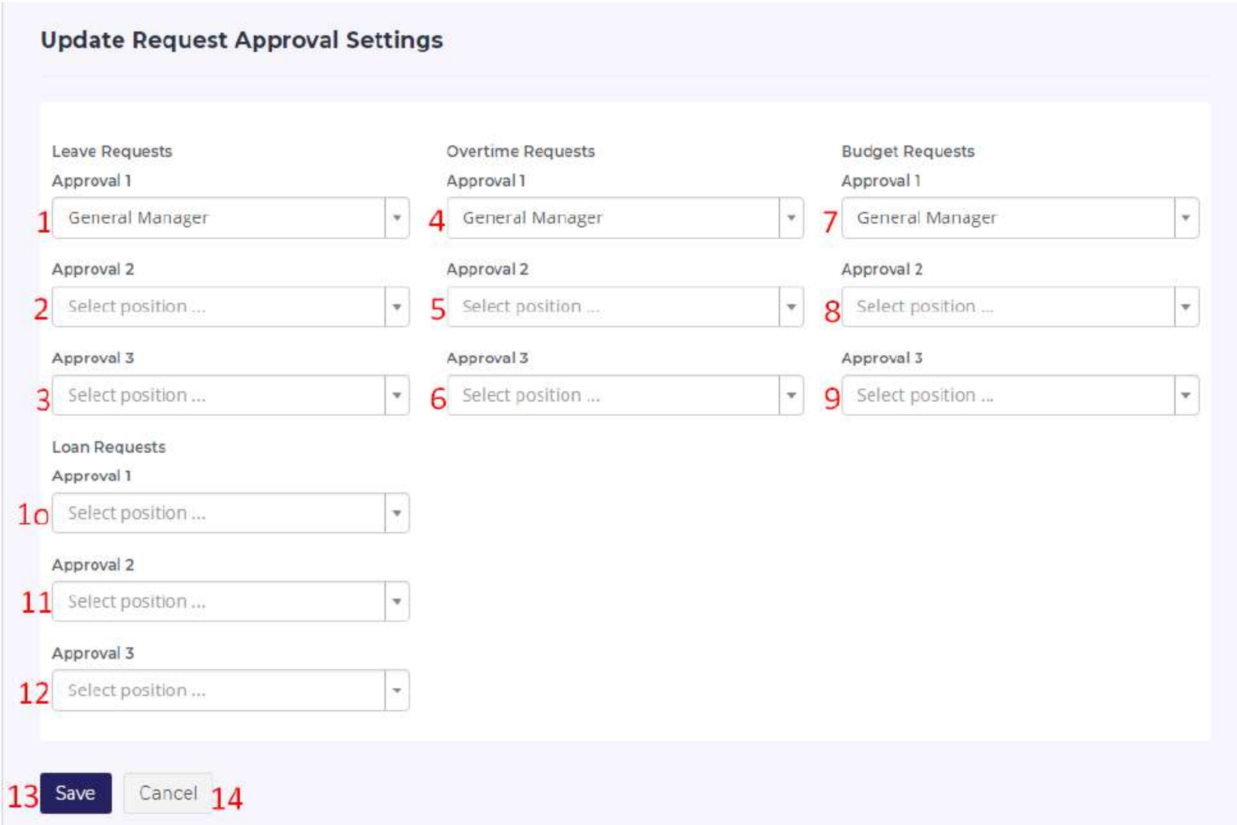
Payslip Settings

Through this settings, you can design your own payslip on how it will appear when generated. You can do so by dragging and dropping the Predefined Tags in the layout.



Request Approval Settings

Through this settings, you can set who are the signatories or the certain job roles who can approve the employees' request for Overtime, Leave, Budget, and Loan.



Leave Requests:

1. **Approval 1.** Select job position who can pre-approve the Leave Request as Approval 1
2. **Approval 2.** Select job position who can pre-approve the Leave Request as Approval 2
3. **Approval 3.** Select job position who can fully approve the Leave Request as Approval 3. This can also override the first two approvals

Overtime Requests:

4. **Approval 1.** Select job position who can pre-approve the Overtime Request as Approval 1
5. **Approval 2.** Select job position who can pre-approve the Overtime Request as Approval 2
6. **Approval 3.** Select job position who can fully approve the Overtime Request as Approval 3. This can also override the first two approvals

Budget Requests:

7. **Approval 1.** Select job position who can pre-approve the Budget Request as Approval 1
8. **Approval 2.** Select job position who can pre-approve the Budget Request as Approval 2
9. **Approval 3.** Select job position who can fully approve the Budget Request as Approval 3. This can also override the first two approvals

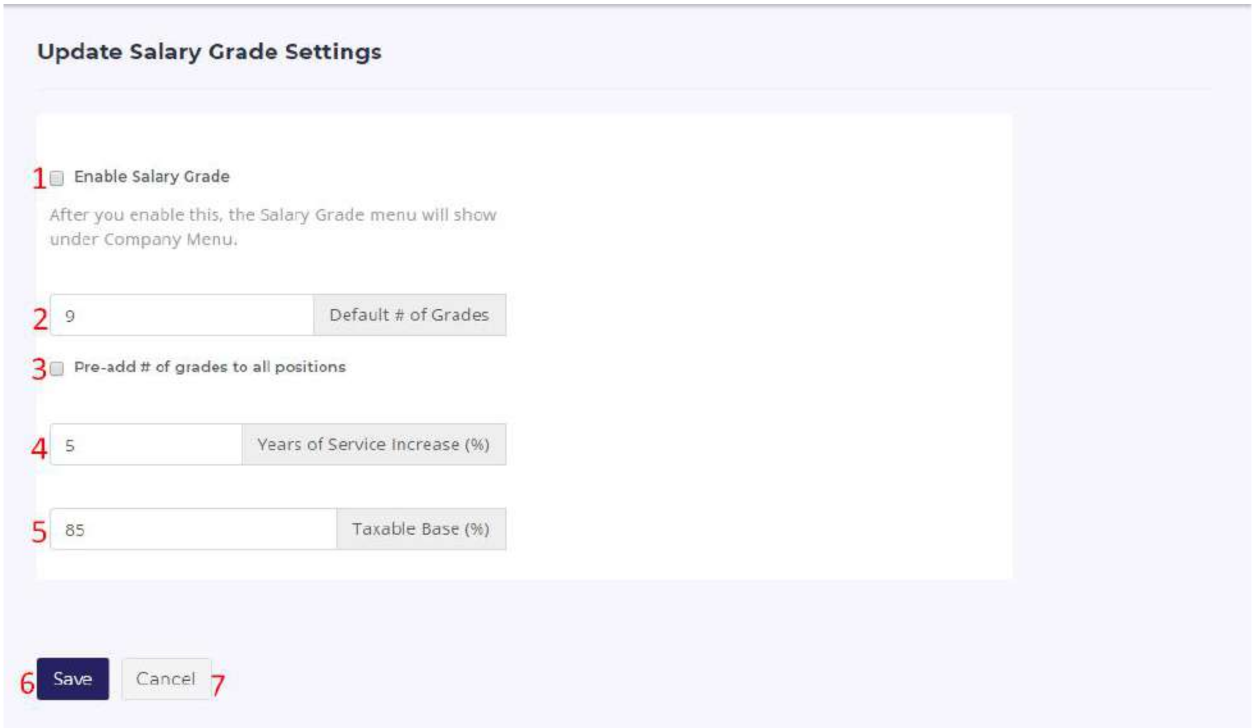
Loan Requests:

10. **Approval 1.** Select job position who can pre-approve the Loan Request as Approval 1
11. **Approval 2.** Select job position who can pre-approve the Loan Request as Approval 2
12. **Approval 3.** Select job position who can fully approve the Loan Request as Approval 3. This can also override the first two approvals

13. **Save.** Click this to save the data
14. **Cancel.** Click this button to cancel the setup

Salary Grade Settings

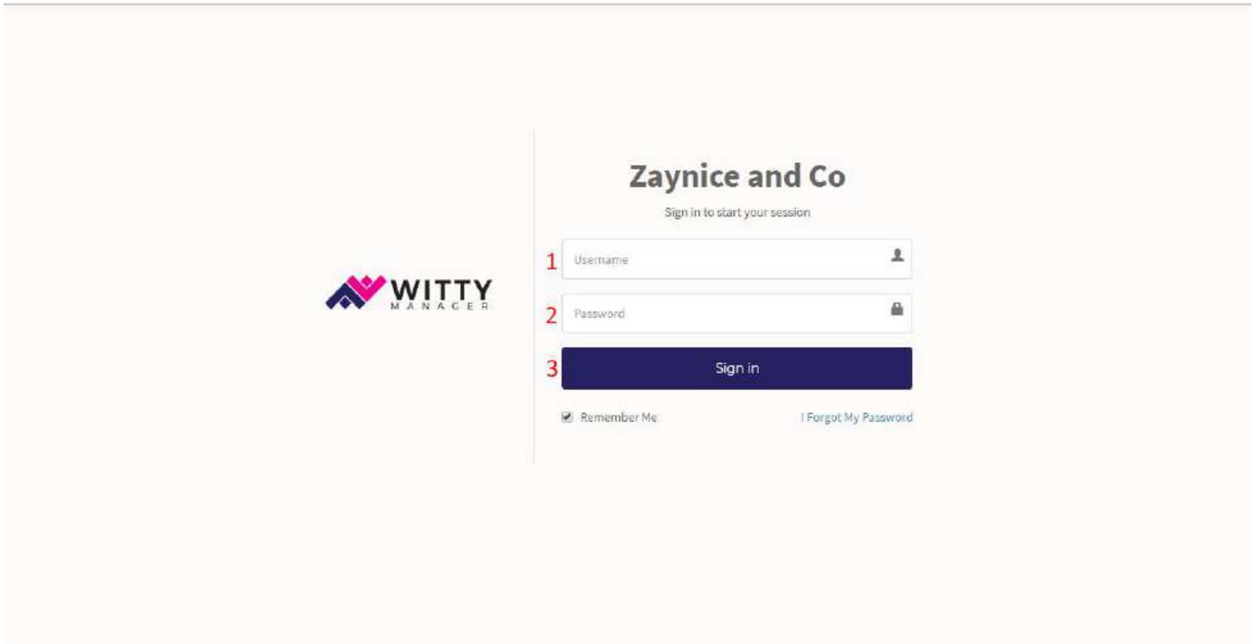
This lets you set Salary Grade settings for your employees.



1. **Enable Salary Grade.** Tick this to enable Salary Grade in your organization
2. **Default # of Grades.** Enter number of Grades available in your organization
3. **Pre-add # of Grades to All Positions**. Tick this to add all number of grades to all positions
4. **Years of Service Increase.** Enter percentage of increase per year
5. **Taxable Base**. Enter how many percent is taxable in the employee's Basic Salary
6. **Save.** Click this button to save the data
7. **Cancel.** Click this button to cancel the setup

Witty Manager HR

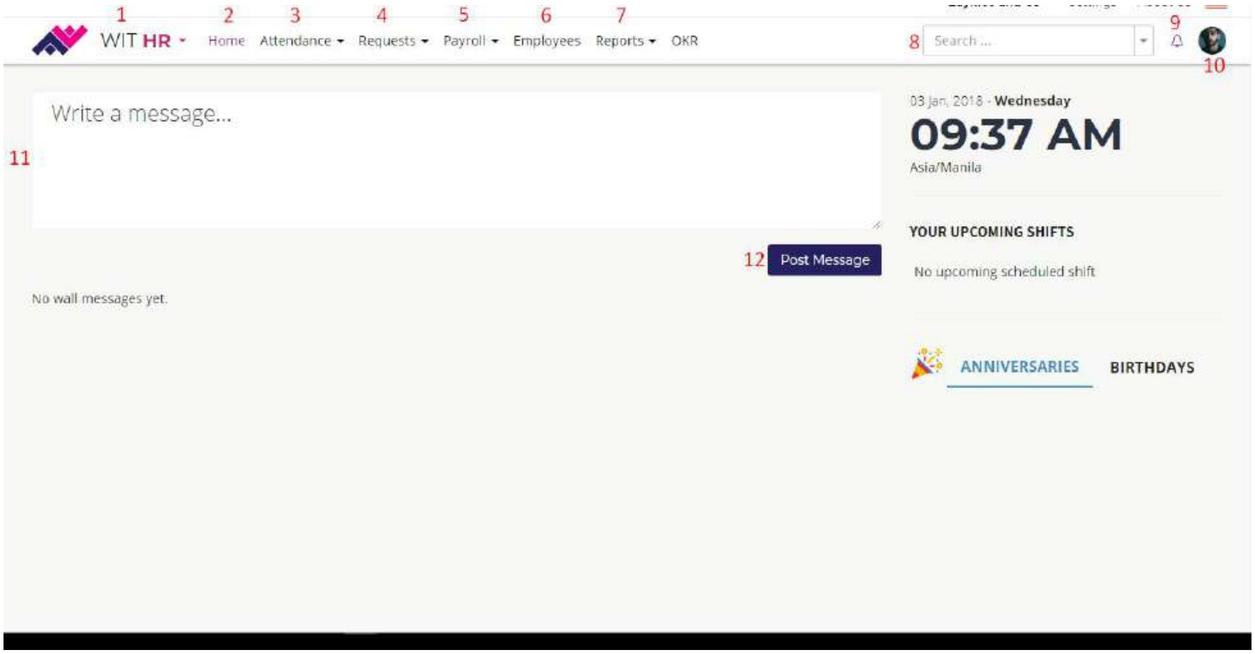
Witty Manager HR Information System is where human resource functions including benefits administration, payroll, performance analysis, daily time record, and employee management are put into one package. These operations and systems are combined to ensure easy management of your business' employee data.



In order to navigate into Witty Manager HR System, you need to login first in your organization's Witty Manager site.

1. **Username.** Enter your username here. In your case, your username is the email address you registered in the organization setup.
2. **Password.** Enter your password here.
3. **Sign In.** Click this button in order to login.

When you have successfully logged in an **Admin** account, you will be redirected to the Homepage.

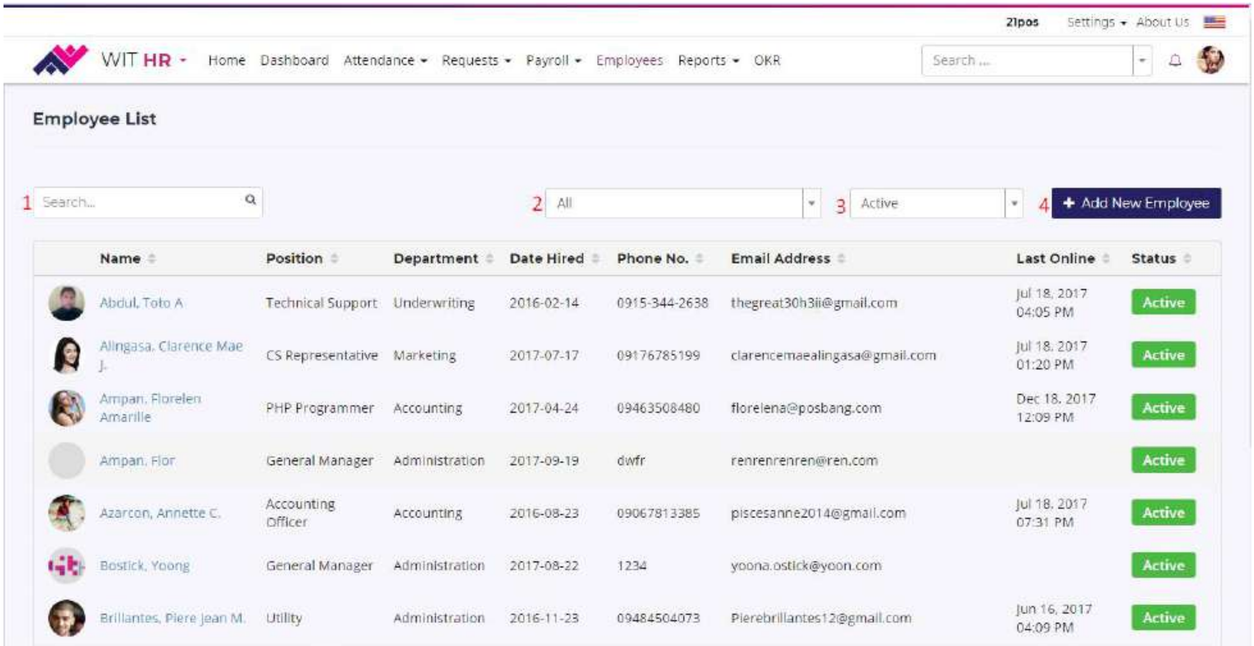


1. **Module Selection**. Click on this selection box in order to switch to other Witty Manager modules such as **WIT PMS**, or **WIT Desk**. You are currently on the **WIT HR** Module.
2. **Home.** Click on this menu to go to homepage.
3. **Attendance.** Click on this menu in order to show Attendance-related submenus. Its submenus are as follows:
    a. **Manage Schedule.** Redirects you to the Schedule Manager Page
    b. **Manage Timesheet.** Redirects to the Timesheet Manager Page
    c. **Clock In List.** Redirects you to a page with a list of employees currently clocked in.
4. **Requests.** Click on this menu in order to show Requests-related submenus. Its submenus are as follows:
    a. **My Requests.** Redirects you to a list of your **Leave, Overtime, Budget,** and **Loan Requests.**
    b. **All Requests.** As an Administrator or HR Head of your company, you are enabled to view all of your employees' **Leave, Overtime, Budget,** and **Loan Requests.**
    c. **New Requests.** It has four more submenus which let you add new requests.
        i. **Leave**
        ii. **Overtime**
        iii. **Budget**
        iv. **Loan**
    d. **Loan Management.** By clicking this submenu, you will be redirected to Loan Page wherein all loan applications will be listed.

5. **Payroll.** Click on this menu in order to show Payroll-related submenus. Its submenus are as follows:
    a. **My Payslip.** Redirects to a page where your pay slips are listed.
    b. **Generate Payroll.** Brings you to a page for creating payroll for the entire company.
6. **Employees.** Clicking this menu will redirect you to a page listing all the employees in your organization. You can manage their profile and add a new employee.
7. **Reports.** This menu contains three submenus:
    a. **Audit Trail.** This will redirect you to a page wherein reports about committed activities in the system are generated.
    b. **Timesheet.** Redirects you to a page wherein you can generate reports about Business Employees' Clock In/Out and Hours rendered.
    c. **Daily Reports.** Click this submenu will show two more categories under Daily Reports.
        i. **Department Attendance.** This contains Attendance Reports by Department.
        ii. **Employee Attendance.** This contains Attendance Reports of your Organization's Employees.
8. **Search.** You can search for almost anything in the system.
9. **Notification.** This displays all the information related to your requests, your employee's requests, and comments or likes on your wall posts.
10. **Profile.** When you click on your profile image at the top right part of the page, it will show a list of option with your name and photo on it. These options are the following:
    a. **Profile.** Click on this button and you will be redirected to your profile.
    b. **Edit Profile.** Click on this button and you will be redirected to a page for editing your information.
    c. **Logout.** Click on this and you will be logged out from the Witty Manager HR System.
11. **Write a Message.** This text area is intended for writing messages for your employees to view upon logging into the system.
12. **Post Message.** Click this button to post your message.

Adding/Editing Employees

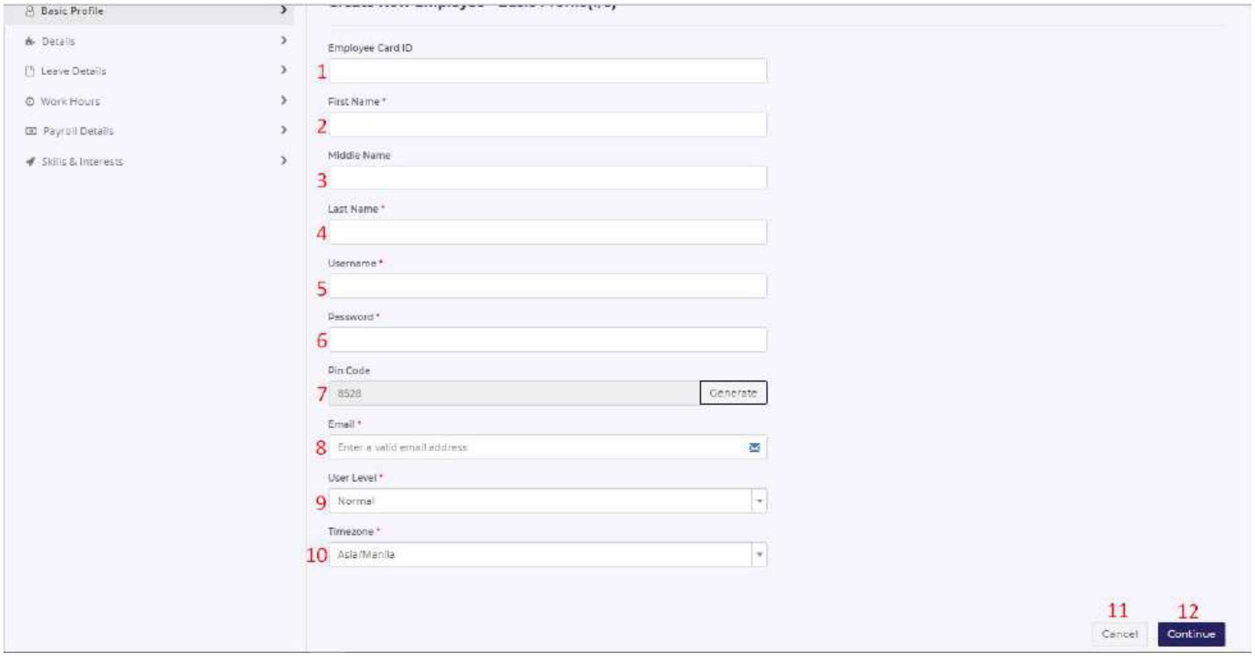
To add new employee in WIT HR, go ahead and click on **Employees** menu. This will bring you to the Employee List wherein all users of this system are displayed.



1. **Search.** Enter employee's name, position, department, or email address to search an employee.
2. **Position.** You can display employee/s by position using this control.
3. **Status.** You can display employee/s depending on their status using this control.
4. **Add New Employee.** Click on this button to add a new employee.

After clicking **Add New Employee** button, you will be redirected to Employee Creation Page. First part of registering new employee is adding Employee's Information. Take note that the mandatory fields indicated with an **asterisk (*)** are required to be filled out in order to save the recorded data.

Basic Profile

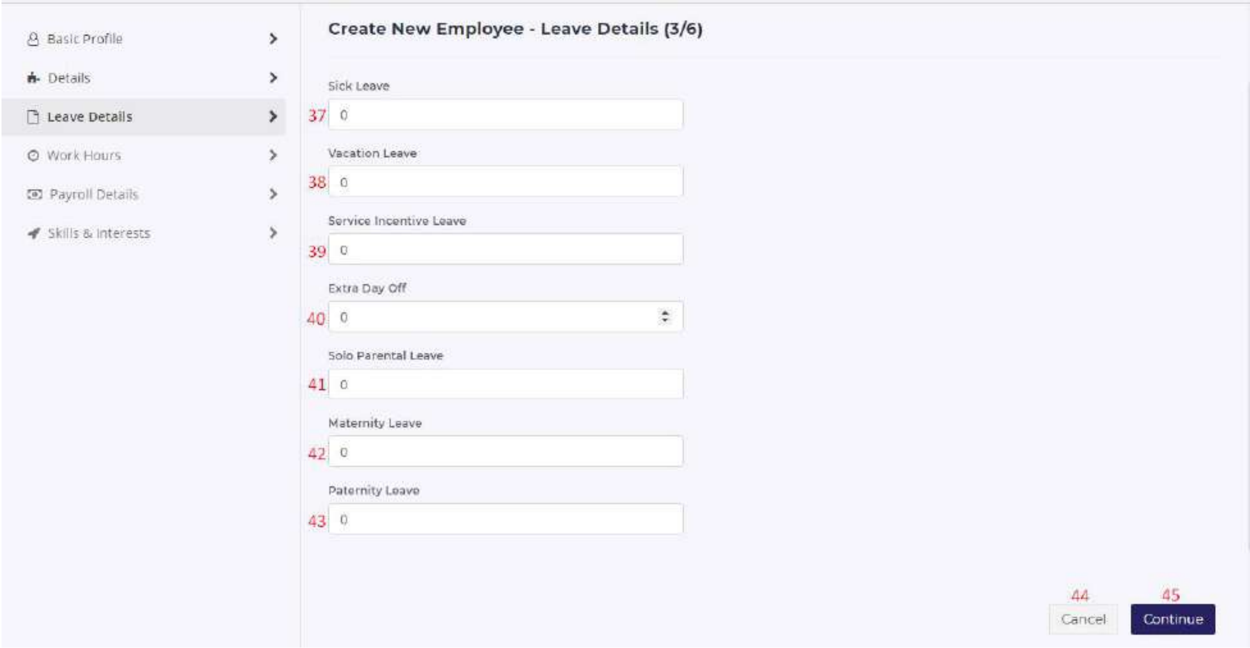


1. **Employee Card ID.** Enter Employee's ID number
2. **First Name.** Enter Employee's First Name
3. **Middle Name.** Enter Employee's Middle Name
4. **Last Name.** Enter Employee's Last Name
5. **Username.** Enter employee's username which will be used in signing into the system
6. **Password.** Enter password for employee. You can set a generic password for all employees first, and then advise them to change it for security purposes.
7. **Pin Code.** This is a unique code used in clocking in and out of the Witty Time Clock App. It is system-generated, you can generate a new pin code by clicking on **Generate** button.
8. **Email.** Enter Employee's valid Email Address.
9. **User Level.** Select user level for the employee
10. **Timezone.** Make sure to select the correct timezone for the employee. '
11. **Cancel.** To abort employee registration, click on this button
12. **Continue.** Click on this button to continue setting up employee.

Details

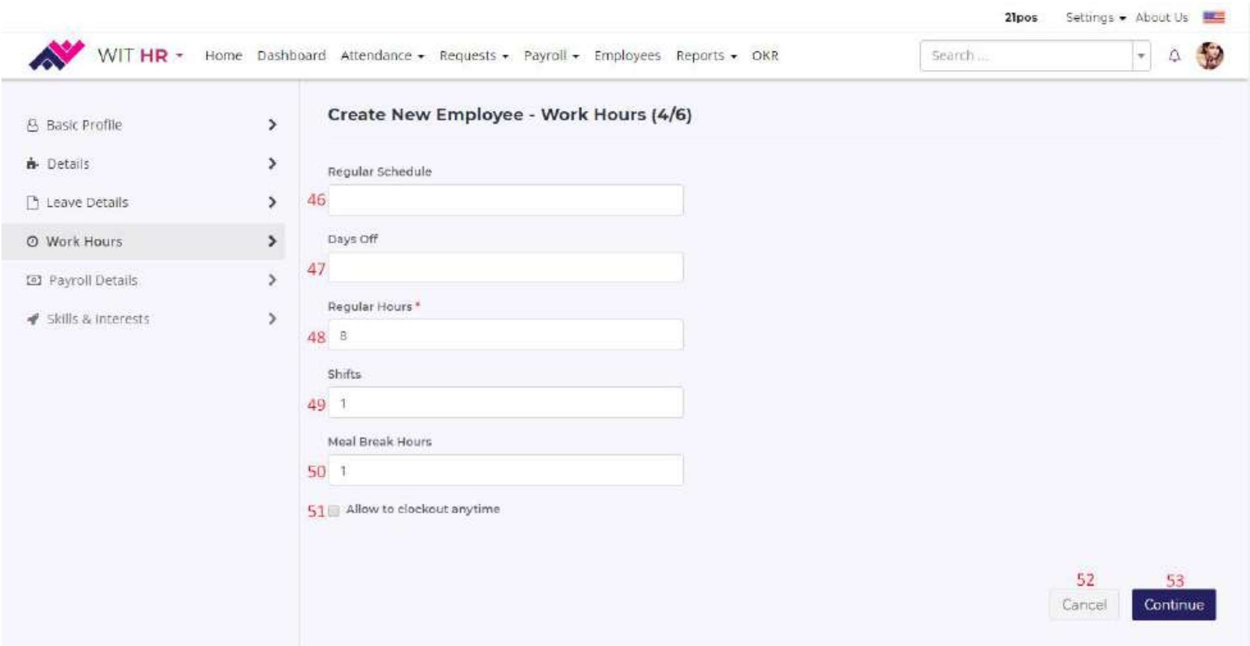
13. **Birthdate.** Select Employee's Birthdate
14. **Gender.** Select Employee's Gender
15. **Address.** Enter Employee's Address
16. **City.** Enter Employee's City Address
17. **State.** Enter State Address of the employee
18. **Country.** Select the Employee's Country Address
19. **Mobile Phone.** Enter primary Mobile Phone Number of the employee
20. **Mobile Phone 2.** Enter secondary Mobile Phone Number of the employee
21. **Email 2.** Enter Employee's Secondary Email Address
22. **Profile Picture.** This displays the Profile Picture selected for the Employee
23. **Cancel.** Click on this button to abort adding Employee's Profile Picture
24. **Browse.** Click on this button to select an image to set as the employee's Profile Picture
25. **Date Hired.** Select the date that the employee was hired
26. **Position.** Select what is the Employee's Position
27. **Department.** Select what Department the employee belongs
28. **Area.** Select area assignment
29. **Tax Status.** Select Tax Status of the employee
30. **SSS ID.** Enter Social Security System ID of the employee
31. **Philhealth ID.** Enter Employee's Philhealth ID
32. **PAG-IBIG ID.** Enter Employee's PAG-IBIG ID
33. **TIN ID.** Enter Employee's Tax Identification Number
34. **Solo Parental ID.** Enter Solo Parental ID if employee has one
35. **Cancel.** Click on this button to abort Employee Registration
36. **Continue.** Click on this button to continue setting up employee

Leave Details



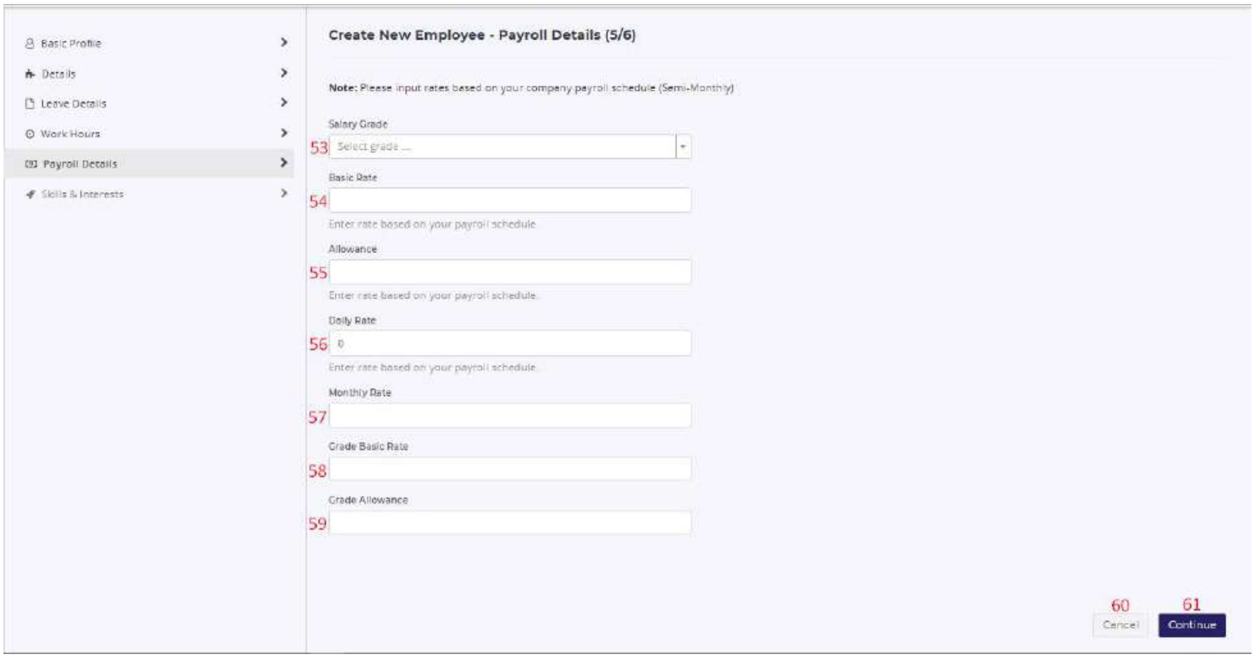
37. **Sick Leave.** Enter how many Sick Leave the employee could use
38. **Vacation Leave.** Enter how many Vacation Leave the employee could use
39. **Service Incentive Leave.** Enter how many Service Incentive Leave the employee could use
40. **Extra Day Off.** Enter how many Extra Day Off the employee could have
41. **Solo Parental Leave.** Enter how many Solo Parental Leave the employee could have
42. **Maternity Leave.** Enter how many Maternity Leave the employee could use
43. **Paternity Leave.** Enter how many Paternity Leave the employee could use
44. **Cancel.** Click on this button to cancel Employee Setup
45. **Continue.** Click on this button to continue Employee Setup

Work Hours



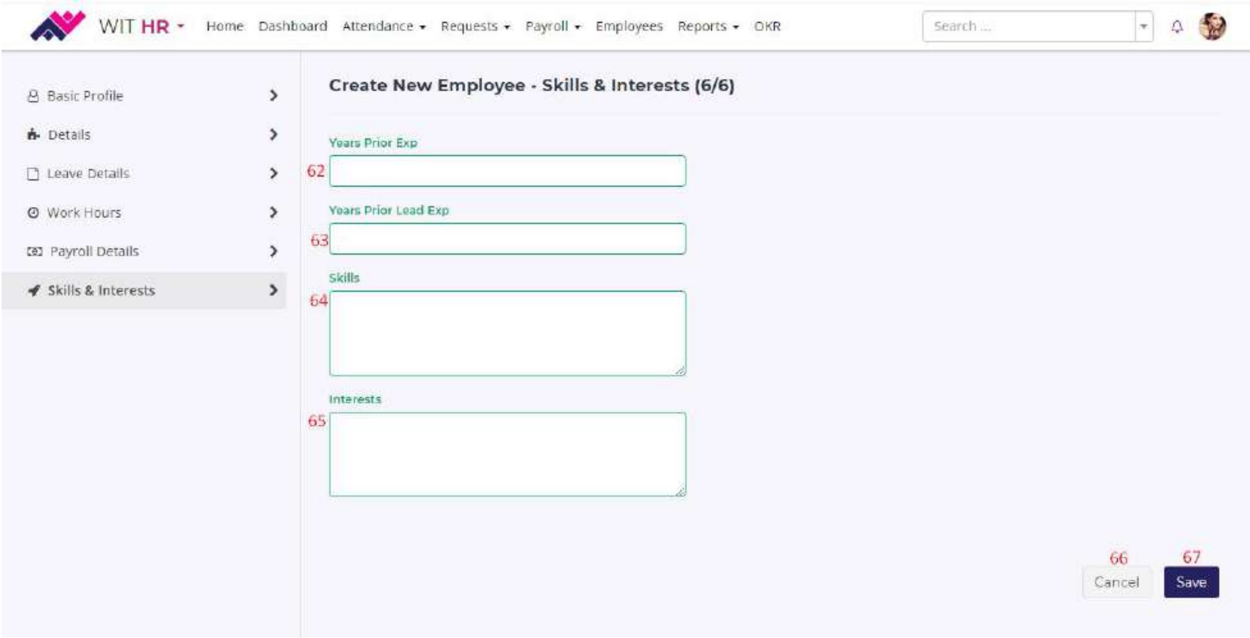
46. **Regular Schedule.** Enter what is the employee's regular schedule
47. **Days Off.** Enter Day Off of the employee
48. **Regular Hours.** Enter how many regular hours the employee should work
49. **Shifts.** Enter how many shifts the employee has
50. **Meal Break Hours.** Enter how many hours the employee is allowed to have Meal Break
51. **Allow to clockout anytime.** Tick this in to allow the employee to clockout anytime. This means the employee could clockout even before completing the Regular Hours of Work.
52. **Cancel.** Click on this button to continue setting up employee.

Payroll Details



53. **Salary Grade.** Select Salary Grade of the Employee
54. **Basic Rate.** Enter Employee's Basic Rate based on your payroll schedule
55. **Allowance.** Enter Employee's Allowance based on your payroll schedule
56. **Daily Rate.** Enter Employee's Daily Rate based on your payroll schedule
57. **Monthly Rate.** Enter Employee's Monthly Rate
58. **Grade Basic Rate.** Enter Employee's Grade Basic Rate
59. **Grade Allowance.** Enter Employee's Grade Allowance
60. **Cancel.** Click on this button to cancel employee setup
61. **Continue.** Click on this button to continue employee setup

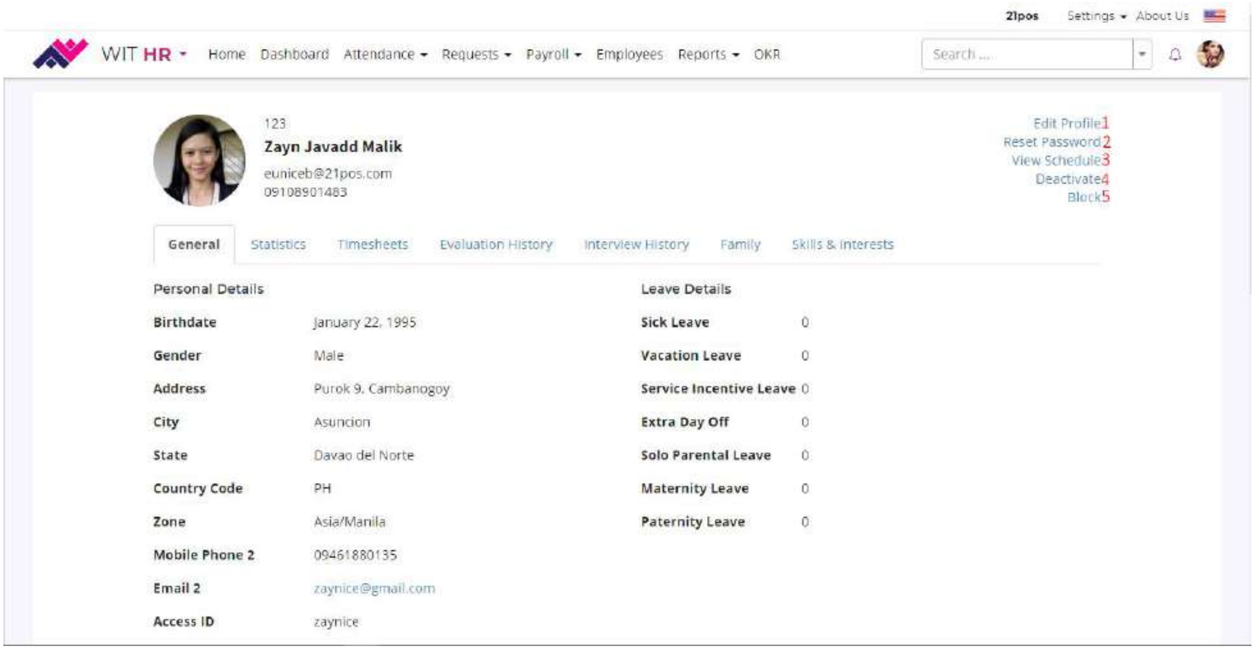
Skills and Interests



62. **Years Prior Experience.** Enter employee's years of working experience if applicable
63. **Years Prior Lead Experience.** Enter employee's years of lead experience
64. **Skills.** Enter skills of employee
65. **Interests.** Enter employee's interests
66. **Cancel.** Click on this button to cancel setup
67. **Save.** Click on this button to complete setting up employee

Editing employee's information can be done by accessing user's profile. You can do this by clicking searching for the employee in the Employee List and clicking the desired user.

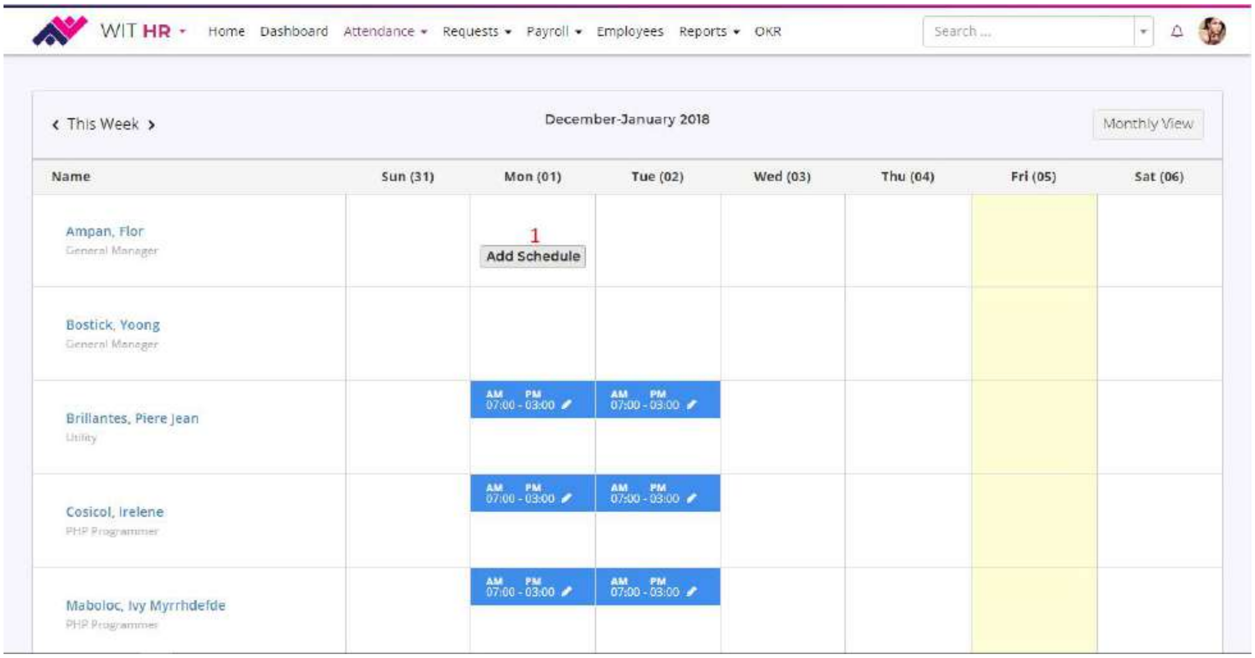
Employee's Profile



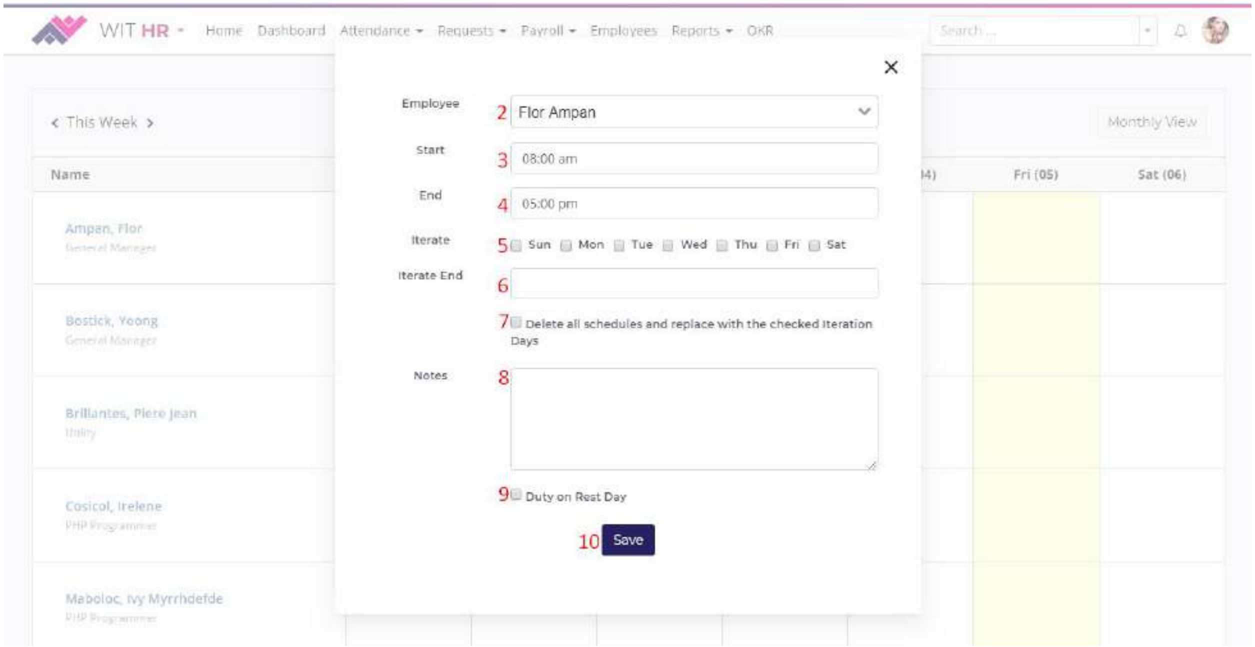
1. **Edit Profile.** Click on this link to edit employee's profile
2. **Reset Password.** Click on this link to be able to change employee's password
3. **View Schedule.** Click on this link in order to view employee's schedule
4. **Deactivate.** Click on this link to deactivate active employee
5. **Block.** Click on this link in order to block employee from the system. Once a user is blocked, he/she can no longer log into your company's Witty Manager site

Add Schedule

It is crucial to assign a shift to your staff for they won't be able to clockin and clockout in the application unless assigned with a schedule. To do this, simply go to **Attendance** menu then select **Manage Schedule** submenu. This will bring you to a Weekly Schedule Page where you can see all schedules and shifts of every employee.



1. **Add Schedule.** Hover on the columns in order to show this button. Click on this button to setup schedule.



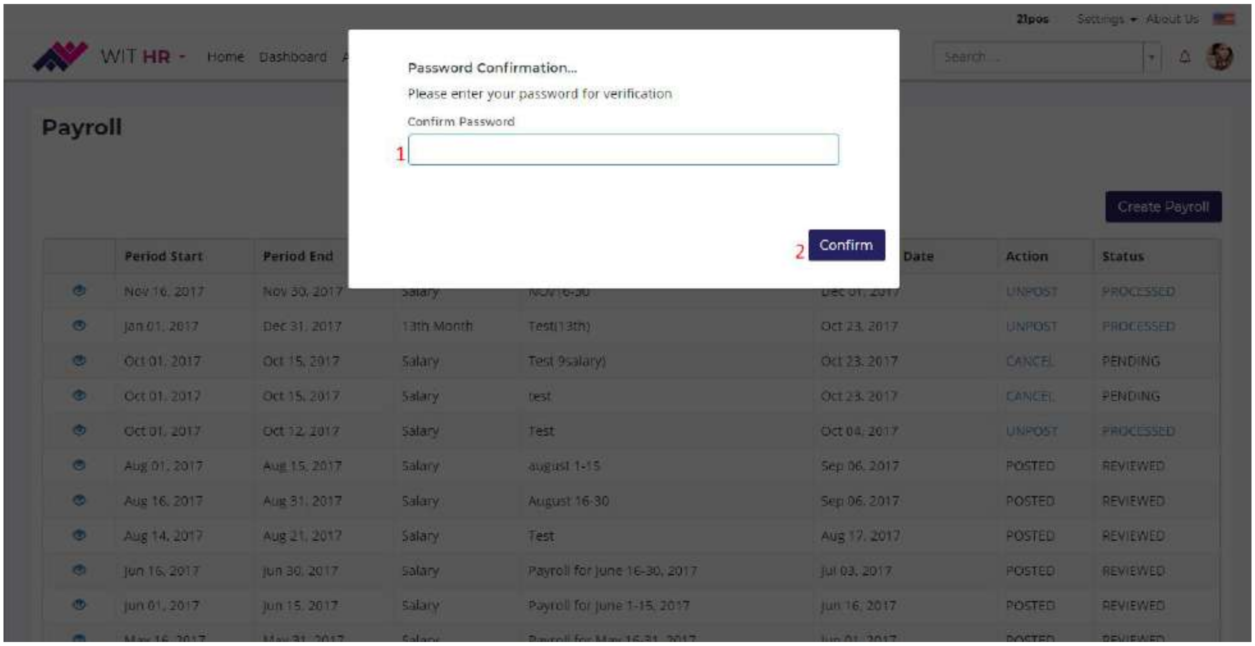
2. **Employee.** Select the user you wish to add schedule
3. **Start.** Select starting time of the employee's shift

4. **End.** Select ending time of the employee's shift
5. **Iterate.** Tick on the days that the schedule will be applied
6. **Iterate End.** Select ending date of the iteration
7. **Replace Schedules.** Tick on this in order to override existing schedules
8. **Notes.** Enter notes for the schedule
9. **Duty on Rest Day.** Tick on this to allow employee to clockin/clockout even on Rest Day
10. **Save.** Click on this button to save the schedule

Generate Payroll

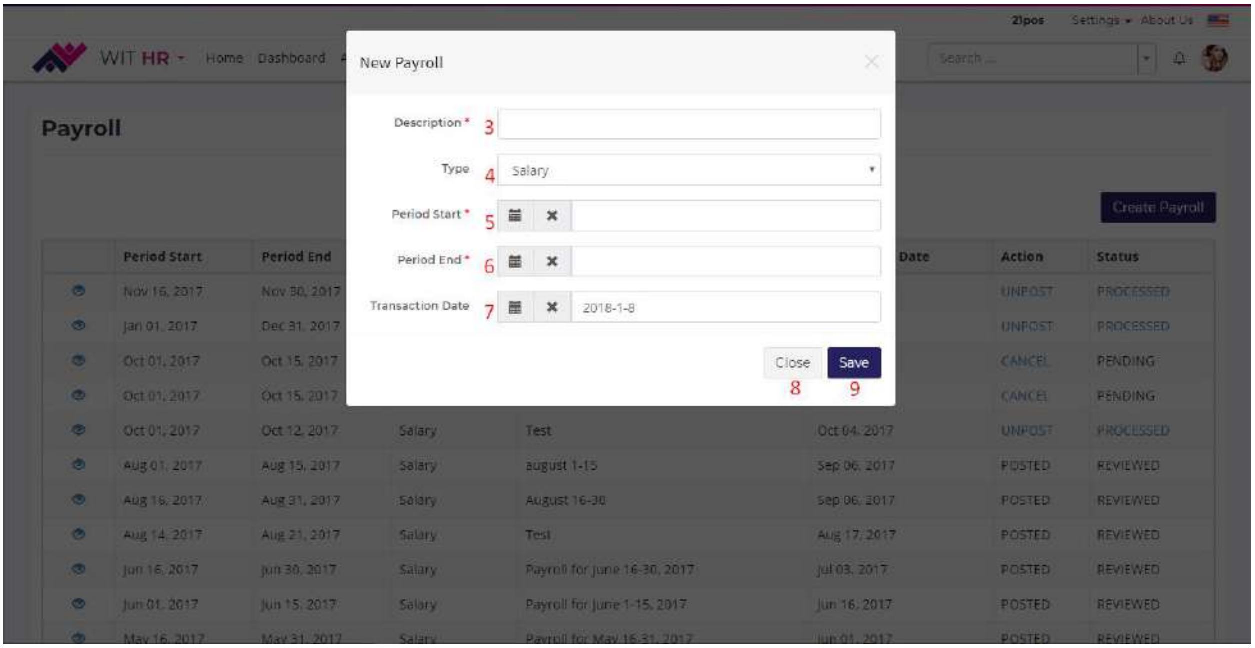
Witty Manager comes with Payroll System in order to organize all tasks of employee payment and filing of employee taxes in your organization. Tasks from keeping track of hours, printing and delivering checks, and paying employment taxes to the government are managed in this software system.

You can access payroll generating page by clicking on the **Payroll** menu, and select **Generate Payroll** in the submenus. This will prompt you a **Password Confirmation** field for security purposes.



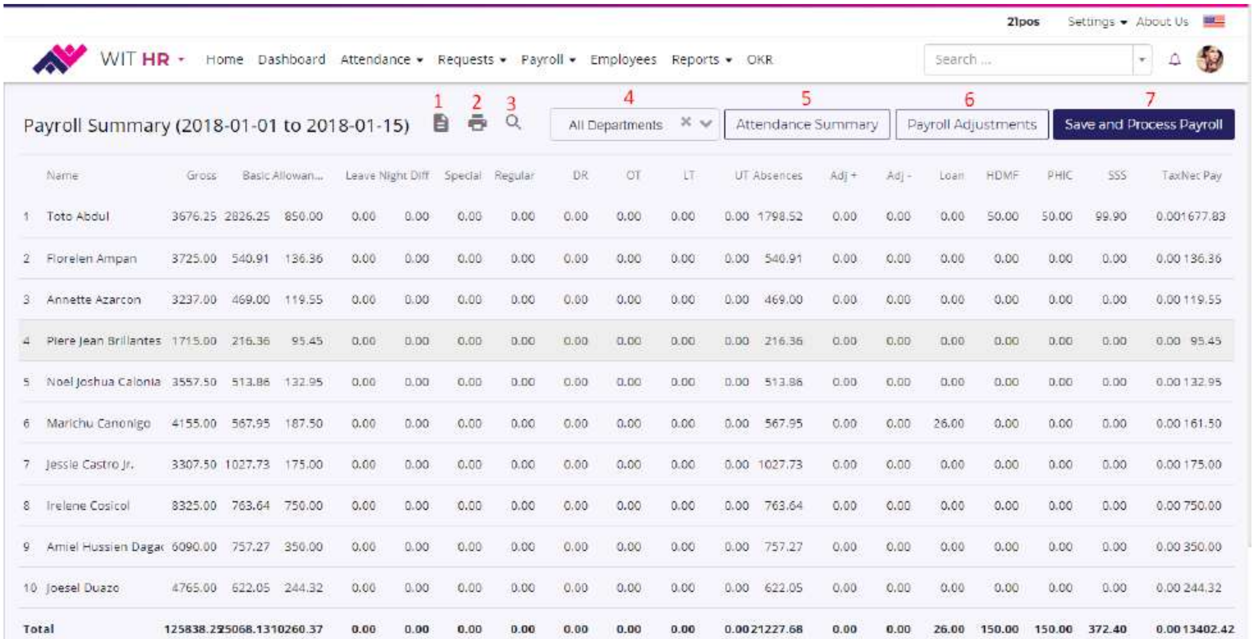
1. **Confirm Password.** Enter password here
2. **Confirm.** Click on this button to confirm your password and to access the page

Once your password is confirmed, you can now start creating payroll by clicking **Create Payroll** button at the top of the Payroll List. This will prompt a form for creating New Payroll.



3. **Description.** Enter your Payroll Description here
4. **Type.** Select what type of Payroll are you going to make (e.g., 13th Month, Salary)
5. **Period Start.** Select starting date of the payroll period
6. **Period End.** Select ending date of the payroll period
7. **Transaction Date.** Select date the payroll is generated
8. **Close.** Click on this button to cancel generation of new payroll
9. **Save.** Click on this button to save the payroll

View Payroll Details



	Name	Gross	Basic	Allowan...	Leave	Night Diff	Special	Regular	DR	OT	LT	UT	Absences	Adj +	Adj -	Loan	HDMF	PHIC	SSS	Tax	Net Pay
1	Toto Abdul	3676.25	2826.25	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1798.52	0.00	0.00	0.00	50.00	50.00	99.90	0.00	1677.83
2	Florelen Ampan	3725.00	540.91	136.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.36
3	Annette Azarcon	3237.00	469.00	119.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	469.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.55
4	Piere Jean Brillantes	1715.00	216.36	95.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	216.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.45
5	Noel Joshua Calonia	3557.50	513.86	132.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	513.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.95
6	Marichu Canonigo	4155.00	567.95	187.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	567.95	0.00	0.00	26.00	0.00	0.00	0.00	0.00	161.50
7	Jessie Castro Jr.	3307.50	1027.73	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1027.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
8	Irelene Cosicol	8325.00	763.64	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	763.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
9	Amiel Hussien Dagac	6090.00	757.27	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	757.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
10	Joesel Duazo	4765.00	622.05	244.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	622.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244.32
Total		**125838.2[illegible]**	**25068.13**	**10260.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**21227.68**	**0.00**	**0.00**	**26.00**	**150.00**	**150.00**	**372.40**	**0.00**	**13402.42**

1. **File Icon.** Click on this icon to download the Payroll Summary Report in Excel file
2. **Print Icon.** Click on this icon to print the Payroll Summary Report. Make sure that you are connected to a printer device to successfully print the data
3. **Search Icon.** Click on this icon to search a specific employee's payroll data
4. **Departments.** Select a specific department that you want to view the payroll data
5. **Attendance Summary.** Click on this button in order to view Attendance Summary instead of Payroll Summary
6. **Payroll Adjustments.** Click on this button to make adjustments with the Payroll of the employees
7. **Save and Process Payroll.** Click this button to save the payroll and post it into each employee's Pay Slip.

Once the Payroll has been posted, the employees can already view their pay slip under **My Payslip** menu.

Payroll Adjustment

Payroll Adjustments are used to modify employee's gross pay by adding or deducting a certain amount into their final pay. In Witty Manager HR, adjustments are made easier to lessen the amount of time in calculating all of your employee's payroll changes.

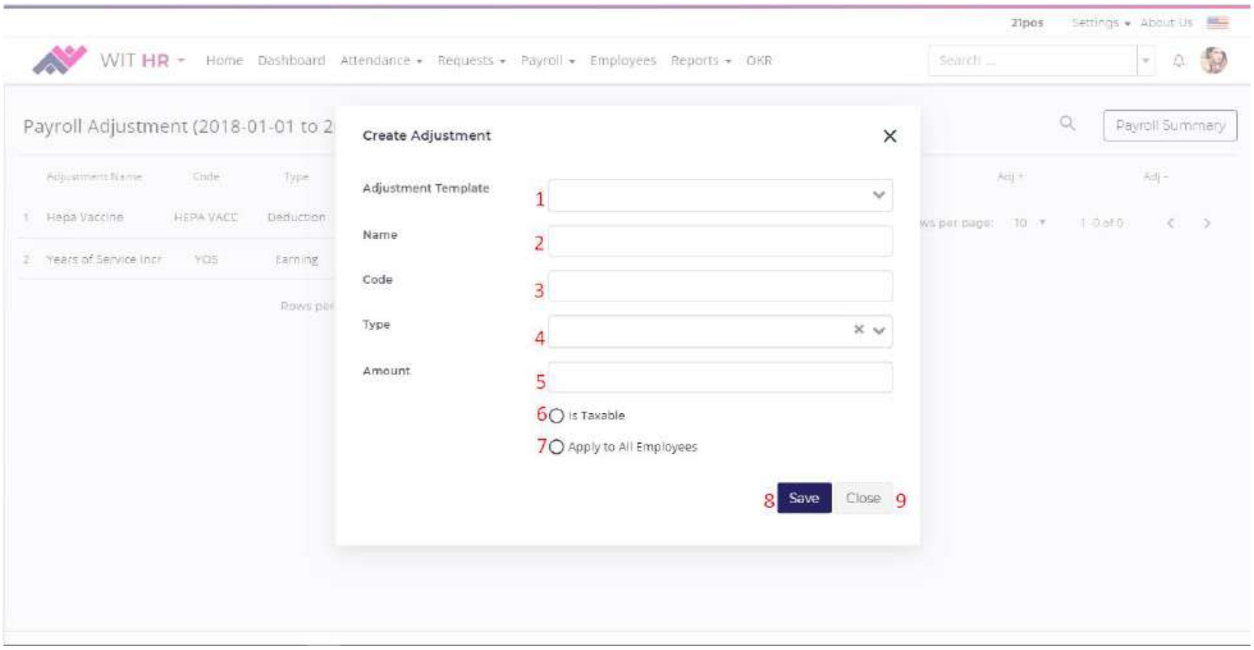
Applying Payroll Adjustment

1. **Add.** Click on this add icon to setup new Payroll Adjustment that is not yet set
2. **Search Adjustment.** Click on this search icon to find a specific adjustment that you want to apply
3. **Search Employee.** Click on this search icon to find a specific employee whose gross pay you want to adjust
4. **Payroll Summary.** Click this button to return back to Payroll Summary
5. **Delete Adjustment.** Click this trash icon if you want to remove a Payroll Adjustment
6. **Apply Adjustment.** Tick on these checkboxes for the employee/s that you want the adjustments to be applied

To select adjustment that is already setup in your company, just simply click on the Adjustment Name of your choice. Name of your employees will be shown at the employee section of this page, to apply the adjustment selected just tick on the checkbox after the employees name.

Payroll Adjustment Setup

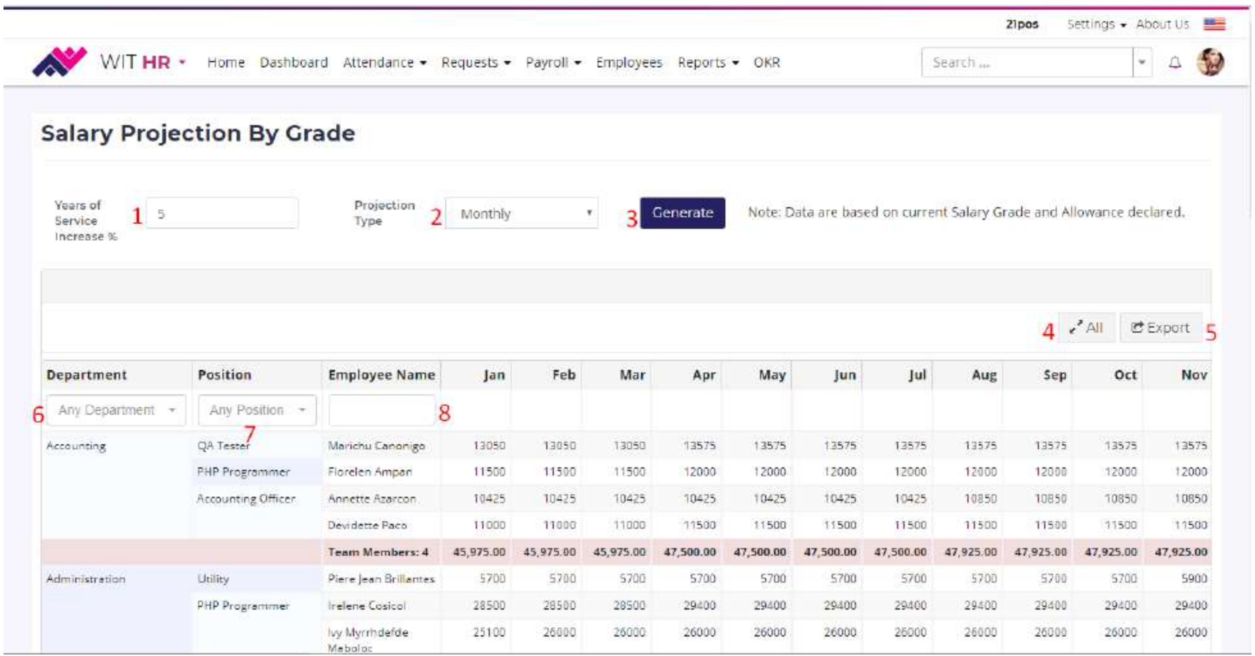
In this section, we will be setting up a new Payroll Adjustment. To do this, click on the **Add** icon at the top of the page before the **Search** icon.



1. **Adjustment Template.** Select an adjustment template that you want
2. **Name.** Enter a name for this particular adjustment
3. **Code.** Enter code for the Adjustment that you want to create
4. **Type.** Select on the two types of adjustment you want to create—**Earning** or **Deduction**
5. **Amount.** Enter amount to be adjusted in the payroll of your employee
6. **Is Taxable.** Tick on this if the amount to be adjusted is taxable
7. **Apply to All Employees.** Tick on this if all employees are to be adjusted with the amount
8. **Save.** Click on this button to save the adjustment you created
9. **Close.** Click on this button to close the form. Clicking this will also cancel the creation of Payroll Adjustment

Salary Projection

Salary Projection is used when human resources professionals develop budgets. As an employer, you have to plan ahead to manage labor costs and determine future salary needs. Witty Manager HR helps you project a hassle free Salary Budget with its **Salary Projection** feature. To access this, you need to select Salary Projection under Payroll menu.

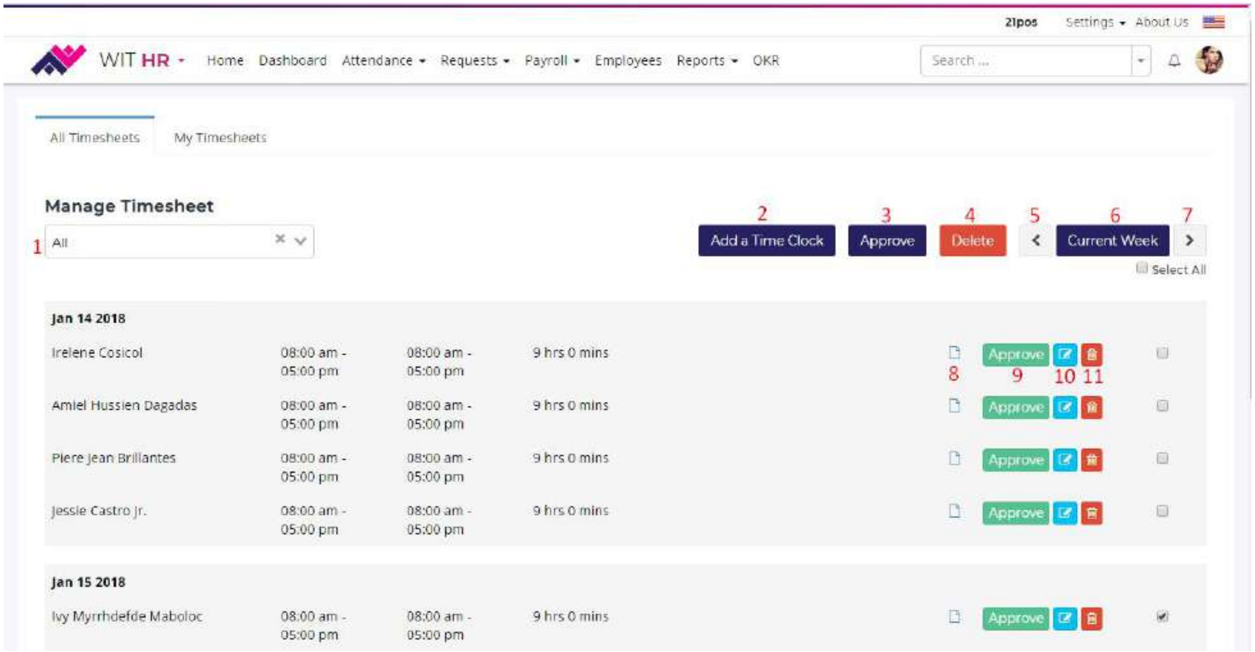


1. **Years of Service Increase.** Enter in here the percentage of increase every year
2. **Projection Type.** Select your desired salary projection type
3. **Generate.** Click on this button to generate the salary of employee for the next months to come. Please note that the data are based on current Salary Grade and Allowance declared
4. **All or Page.** Toggle on this button to either view **all** projected salary in one page, or view it in pagination if the list is too long
5. **Export.** Click on this button to download Excel or PDF Files of the projected salary
6. **Department.** Select a department that you want to view
7. **Position.** Select a specific position that you want to display
8. **Employee Name.** Enter specific employee's name that you want to view

Attendance

One of the most important role of a Human Resource Administrator is monitoring and managing the attendance of the employees. For a fairer and easier attendance monitoring and managing, Witty Manager HR Attendance module was made.

Manage Timesheet

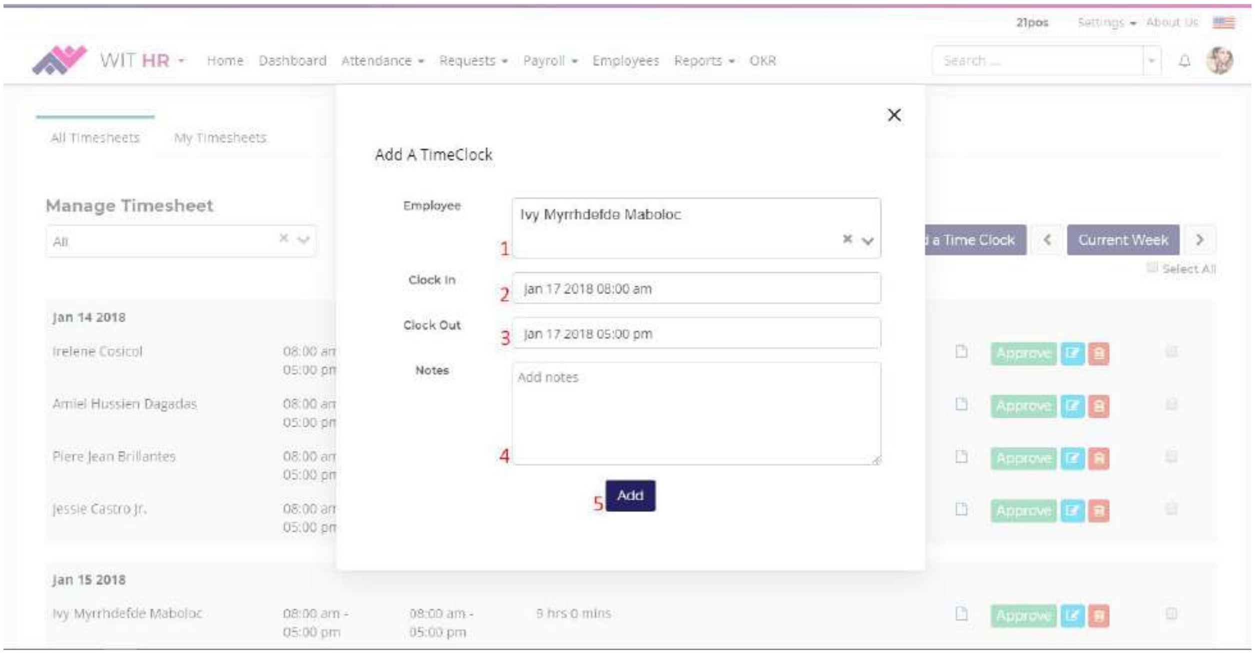


1. **Status.** Select status of clocked in employee—approved or unapproved
2. **Add Time Clock.** Click this button to manually clockin/clockout an employee without clocking in/out using the Time Clock Application
3. **Approve.** This button is used to approve one or more employee's Time Clock record. To select employees, tick on the check box beside their record
4. **Delete.** Click on this button to remove the manual Time Clock record for the employee/s selected
5. **Previous.** Click on this arrow to show manual Time Clock records of the employees for the previous week/s
6. **Current Week.** Click on this button to show manual Time Clock records of the employees for the current week
7. **Next.** Click on this arrow to show manual Time Clock records of the employees for the next week/s
8. **Note.** This small note icon lets you view or add notes for the manual Time Clock record of the employee selected
9. **Approve.** Click on this button to approve the manual Time Clock record of the selected employee

10. **Edit.** Click on this icon to edit the Time Clock data. You can update the clocked in time and/or the clocked out time
11. **Delete.** Used to remove the selected manual Time clock record of the employee

Add Manual Time Clock

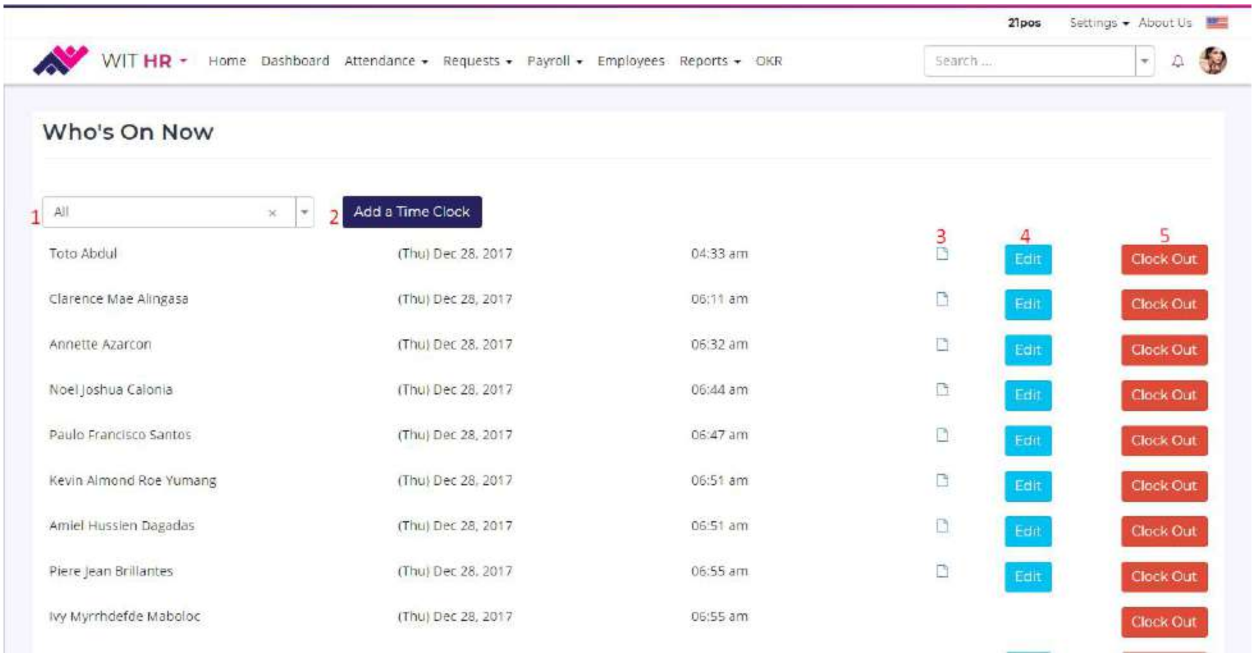
There will be instances that your employees could not clockin or clockout of the Witty Manager Time Clock app—an application to replace manual recording of attendance



1. **Employee.** Select an employee you want to add a Time Clock
2. **Clockin.** Select date and time of clockin for the employee selected
3. **Clockout.** Select date and time of clockout for the employee selected
4. **Add Notes.** Enter note for the manual Time Clock you are about to add
5. **Add.** Click this button to save the employee's time clock record

Clockin List

Clockin List shows who are currently clocked in the system. As the HR Admin, you can add a Time Clock, add notes, edit employee's Time Clock record, and force clockout them.



1. **Position.** Select a specific position to view
2. **Add Time Clock.** You can manually add a Time Clock record for the employee/s by clicking this button
3. **Note.** Add note for the employee's Time Clock record by clicking this icon
4. **Edit.** Update employee's Time Clock data by clicking this button
5. **Clockout.** Click on this button to force clockout employee/s without having to use the Time Clock App

Requests

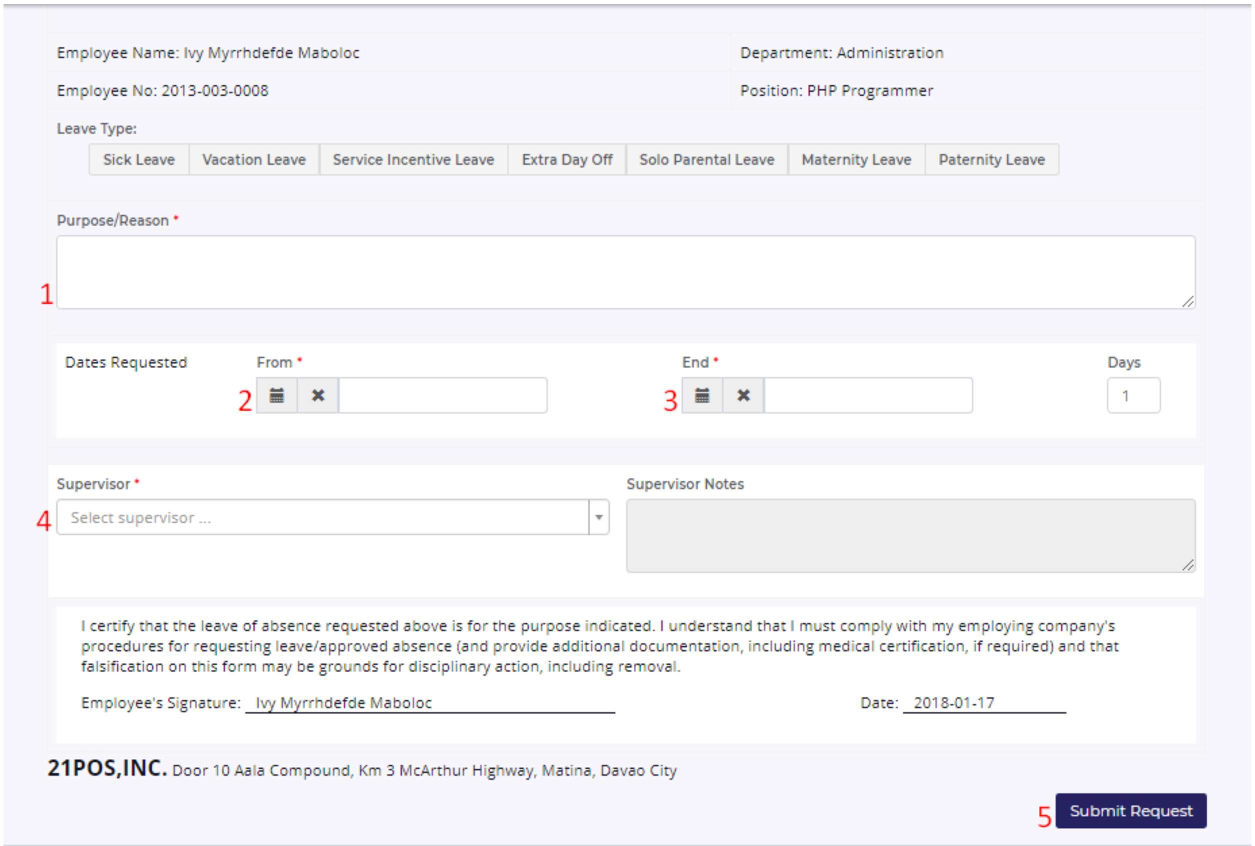
Handling Over Time, Leave, Budget, and Loan Applications can be really messy when not well managed. With the help of our **Requests** module, these requests can be handled swiftly.

Your employees will apply for Over Time, Leave, Budget, or Loan, and as an HR Administrator, you will be the one to approve these requests with just a click.

OT and Leave Requests

New Request

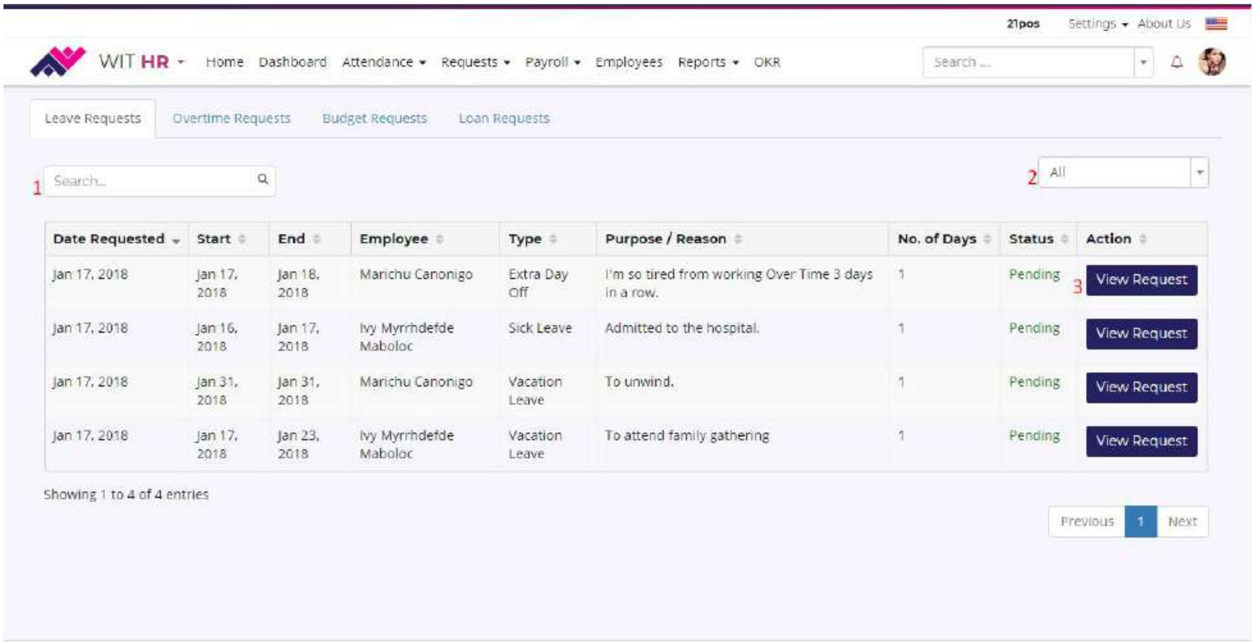
To add a new request for OT and Leave, click the **Requests** menu, hover on **New Requests** and click your desired request. It will redirect you to a page for applying the request.



1. **Purpose/Reason.** Enter your reason for requesting for a leave or over time.
2. **From.** Select starting date that your request will take effect
3. **End.** Select ending date that your request will take effect
4. **Supervisor.** Select your supervisor. He/she will be the one to preapprove your request
5. **Submit Request.** Click on this button to submit your request. Once submitted your application will be ready for approval

Approval

Request for approval of Over Time and Leave have the same function, and are approved with just a click of a button.



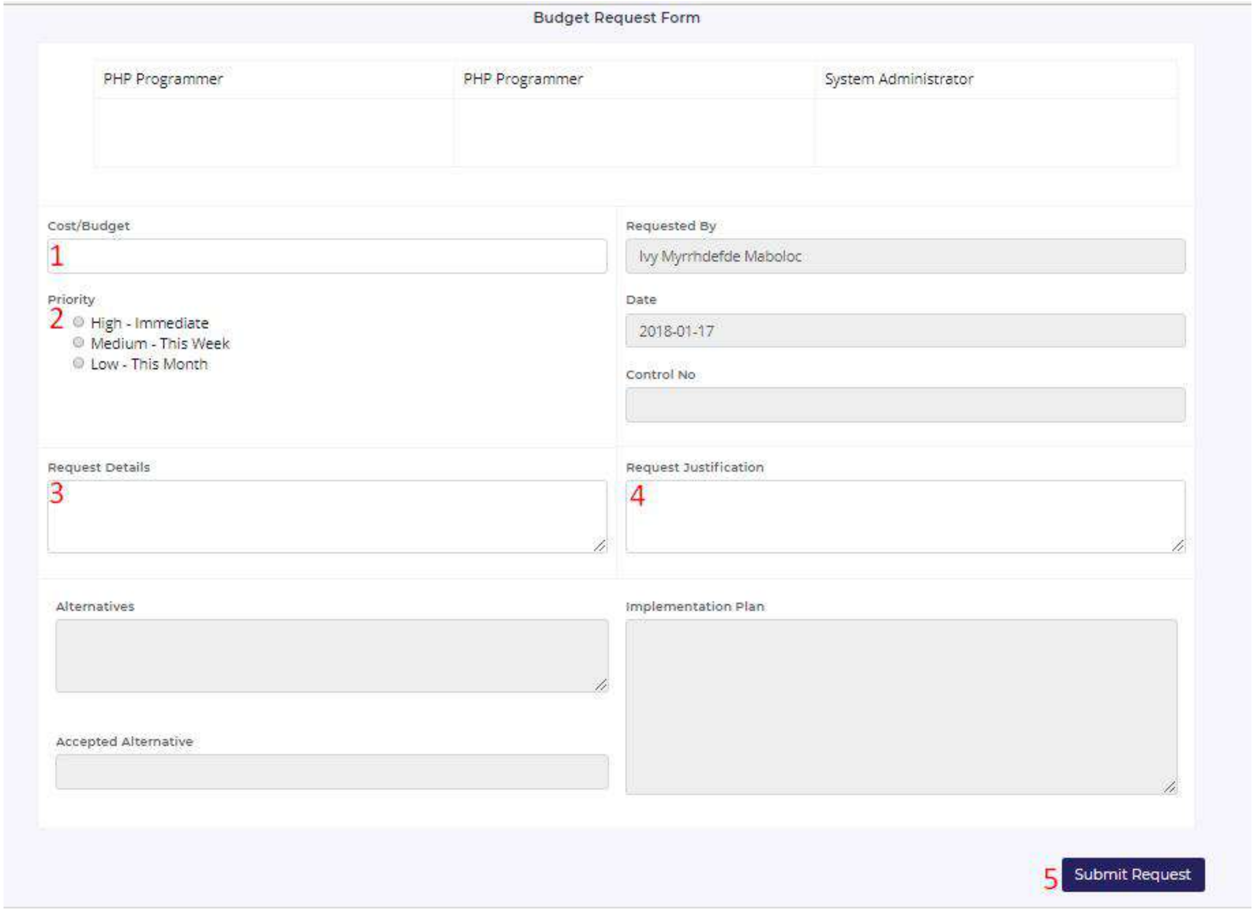
1. **Search.** Search a specific employee's request
2. **All.** You can display requests based on their status. Select your desired status to view using this dropdown options.
3. **View Requests.** Click this button to view employee's request.

Once you have viewed the request, you can now either approve or deny the request by clicking **Approve** or **Deny** button in the Approval form at the top of the request page. You can also add a note for the employee to read.

Budget Requests

New Request

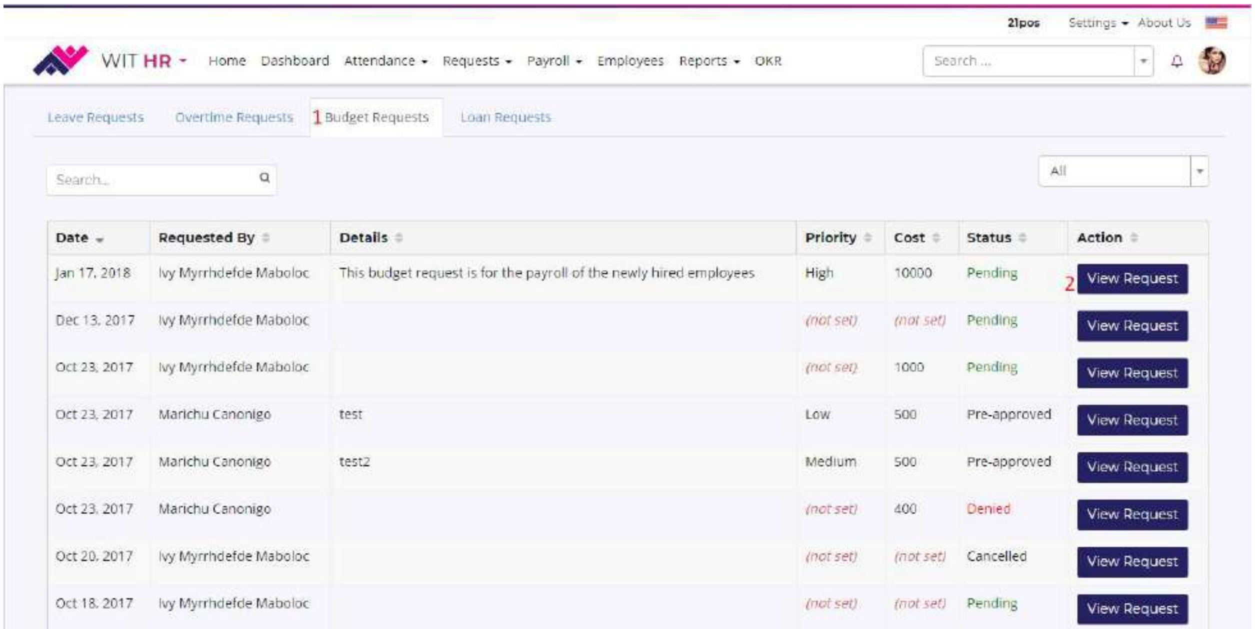
To apply for a Budget Request, click on **Requests** menu, hover on **New Requests**, and then click **Budget.** You will be brought to a form for a budget application.



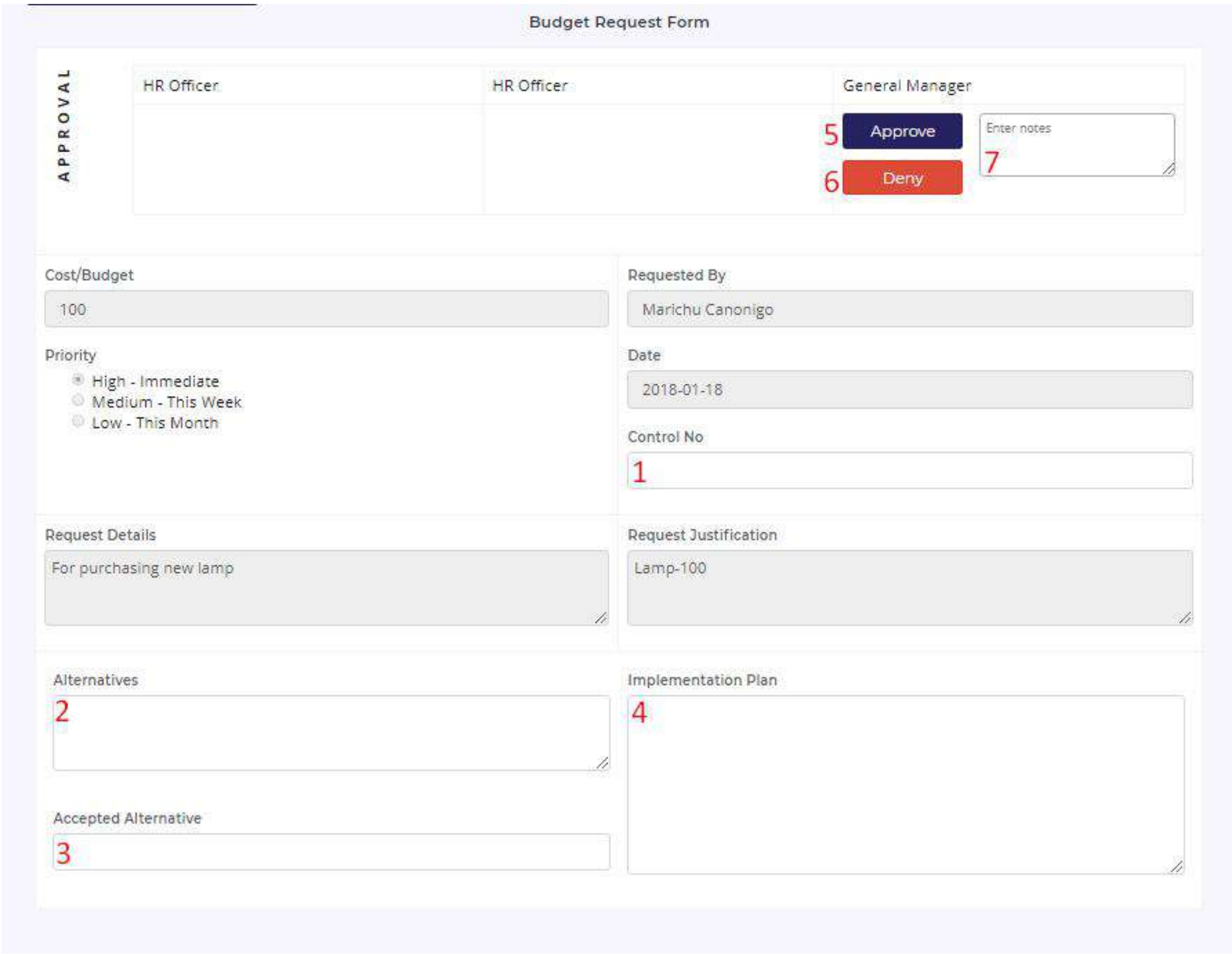
1. **Cost/Budget.** Enter your desired budget to be requested
2. **Priority.** Choose one of the priorities.
    a. **High.** The requested budget is needed as soon as possible
    b. **Medium.** The requested budget is needed within the week
    c. **Low.** The requested budget is needed within the month
3. **Request Details.** Enter description of the budget, and other details
4. **Request Justification.** Enter your budget narrative here. This will allow you to explain the need for each item in the fund you requested, as well as show the breakdown of calculations to arrive with the budget
5. **Submit Request.** Click on this button to submit your request for approval

Approval

To approve the amount of budget requested, click on **Requests** menu, and select **All Requests** in the submenu. You will be redirected to a page displaying all requests.



1. **Budget Requests**. By default, Leave Requests will be the first one to be displayed. Click on this tab to show the list of budget requests
2. **View Request**. Click on this button to view the budget application

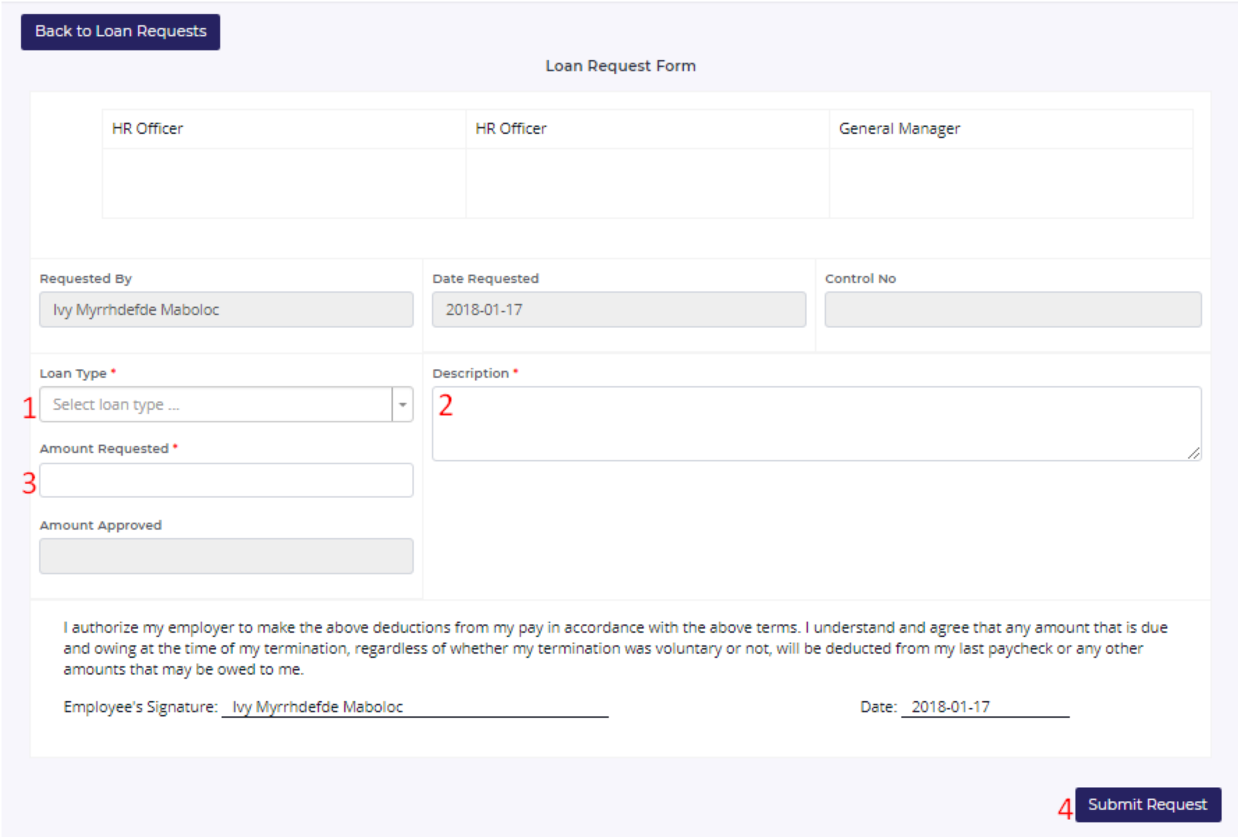


1. **Control Number.** Enter control number of the budget requested
2. **Alternatives.** If ever the budget requested will not be granted, enter alternatives or suggestion for a cheaper budget
3. **Accepted Alternative.** Enter accepted alternative
4. **Implementation Plan.** Enter implementation plan regarding the budget
5. **Approve.** Click this button to approve the request
6. **Deny.** Click this button to deny the request
7. **Notes.** To add a note, simply enter your message here

Loan Requests

This feature enables your organization to lend money for your employees at an interest rate. Having this in your system will benefit both of the organization and employees.

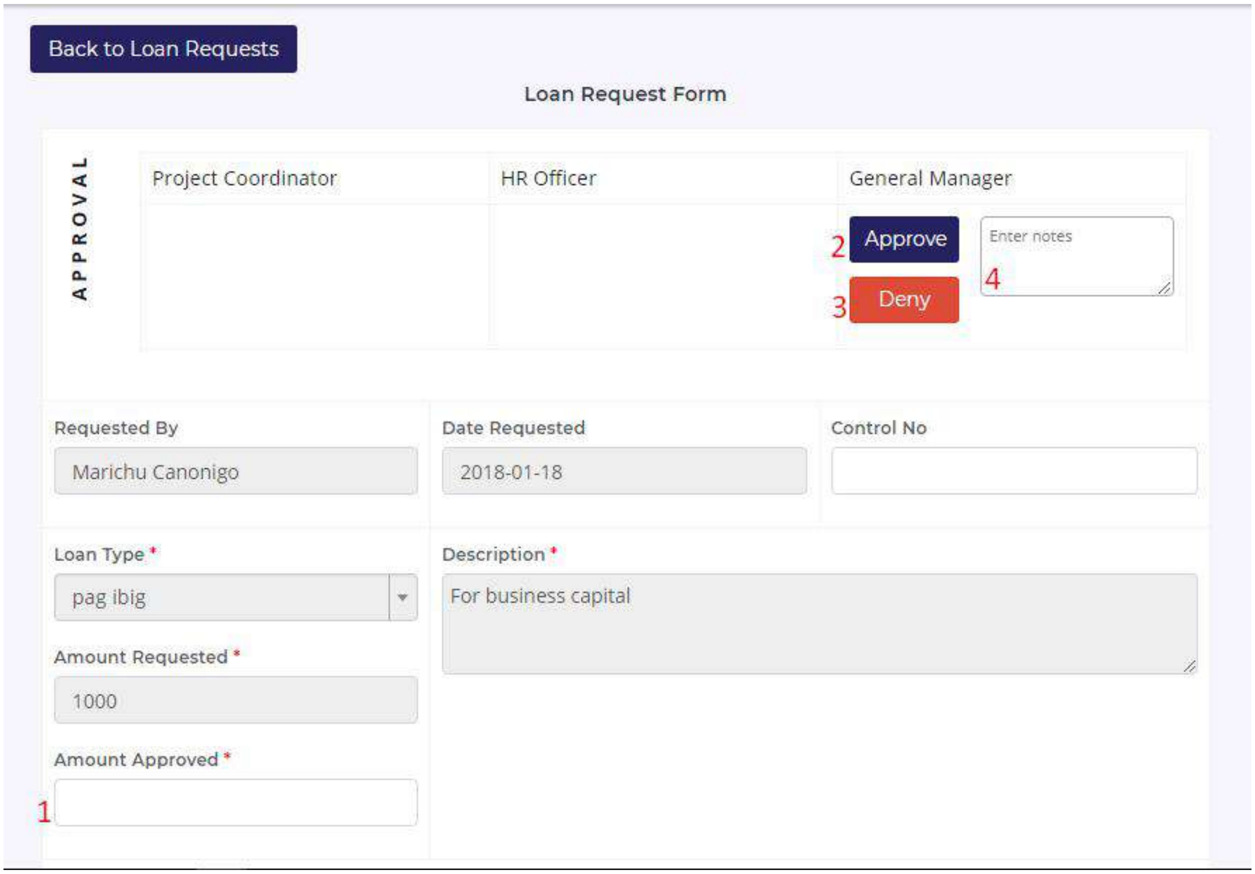
Request



1. **Loan Type.** Select a loan type you want to apply
2. **Description.** Enter description of your loan request
3. **Amount Requested.** Enter amount of money you want to request
4. **Submit Request.** Click on this button to submit your loan request for approval

Approval

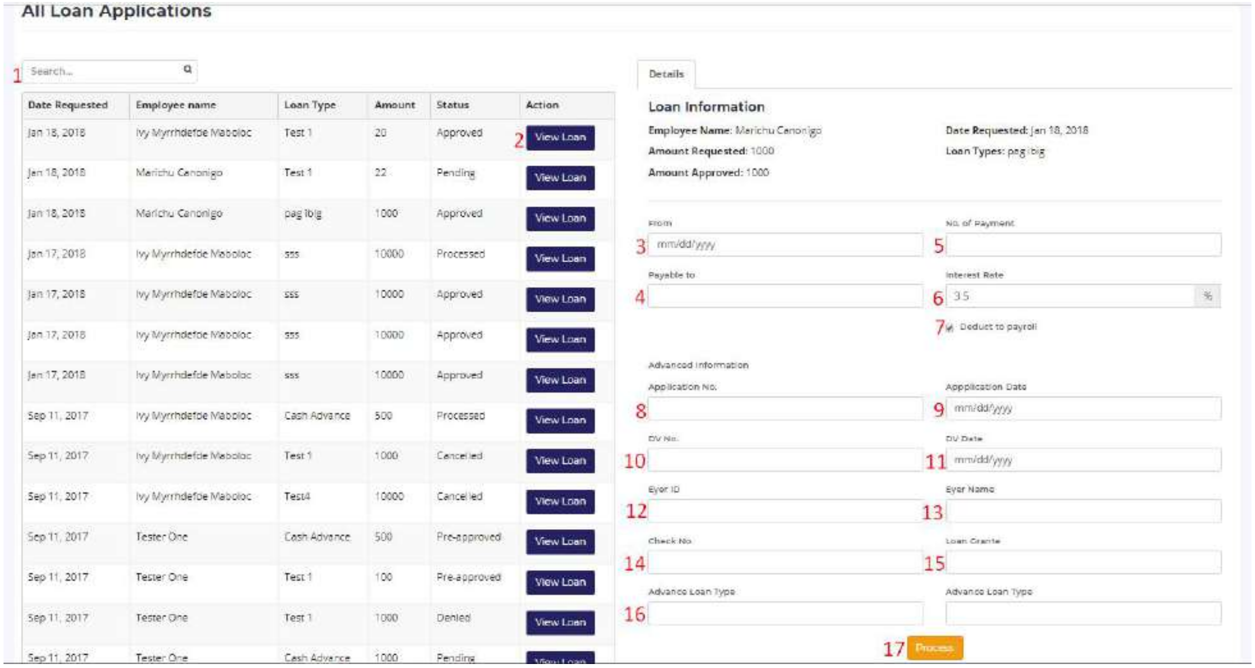
To approve the budget request, all you have to do is click on **All Requests** under **Requests** menu, and select **Loan Requests** tab in the page. Select a budget request you want to approve and click the **View Request** button beside it. You will be redirected to an approval page.



1. **Amount Approved.** Enter amount that you approve to lend for the employee
2. **Approve.** Click this button to approve the loan request
3. **Deny.** Click this button to deny the loan request
4. **Notes.** Add note for this loan request

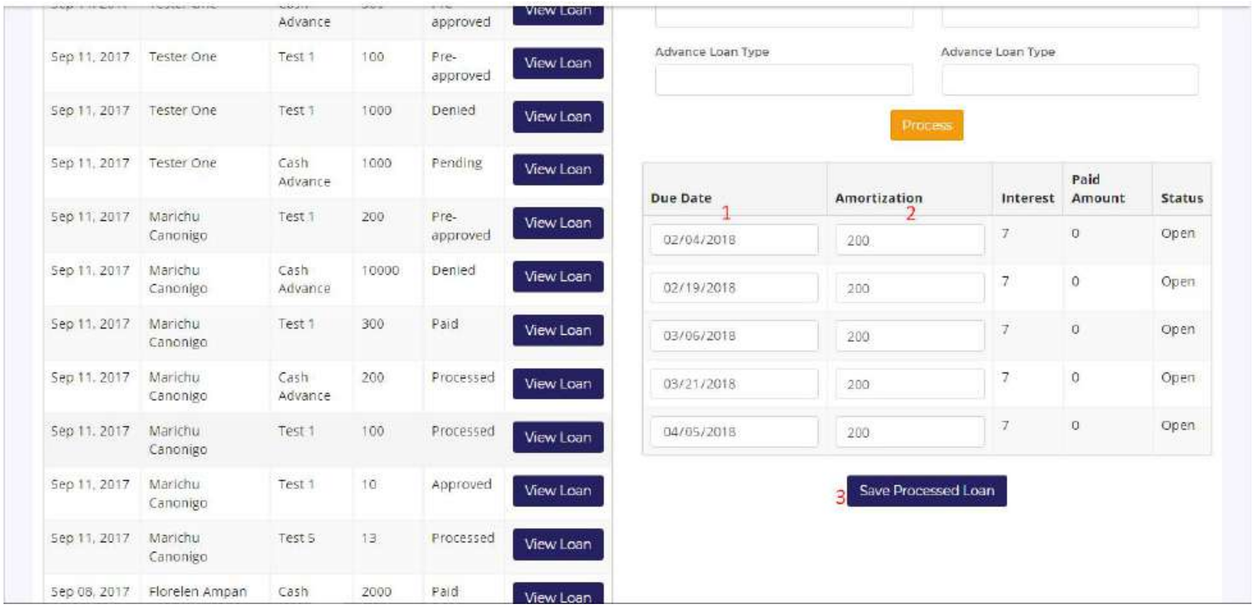
Loan Management

Once the loan has been approved, it will be displayed under the Loan Management page where all Loan Applications are listed, and can now be processed.



1. **Search**. Search desired employee's Loan Application
2. **View Loan**. Click this button to view details of the Loan Application
3. **From.** Select a date that the employee should start paying the Loan. If employee requests to deduct the payment from the payroll**,** the starting date of payment will be the date of employee's payout.
4. **Payable to.** Name of organization or individual that the loan is payable to
5. **No. of Payment.** How many time the employee should pay the loan. Once this is populated, the
6. **Interest Rate.** Enter interest rate in percentage
7. **Deduct to Payroll.** Tick this button to deduct the payment in the payroll of the employee. Once this is ticked, starting date of payment will be on the date of the payout of the employee.
8. **Application No.** Enter application number of the loan.
9. **Application Date.** Date of application of the Loan
10. **DV Number.** Enter DV Number for the loan request
11. **DV Date.** Select DV Date for the loan request
12. **Eyer ID.** Enter Eyer ID of the loan here
13. **Eyer Name.** Enter Eyer Name of the loan here
14. **Check Number.** Enter Check Number here
15. **Loan Grante.** Enter Loan Grante here
16. **Advance Loan Type.** Enter Advance Loan Type here
17. **Process.** Click this button to process the Loan

After clicking the **Process** button, **Due Dates** or **Payment Dates** will be pre-created below based on the **Number of Payment** you entered above. This is where you enter the employee's amortization and/or due dates.



1. **Due Date**. Date on which the employee should make a payment on or before the date indicated
2. **Amortization**. Amount that the employee should pay during the date indicated

Reports

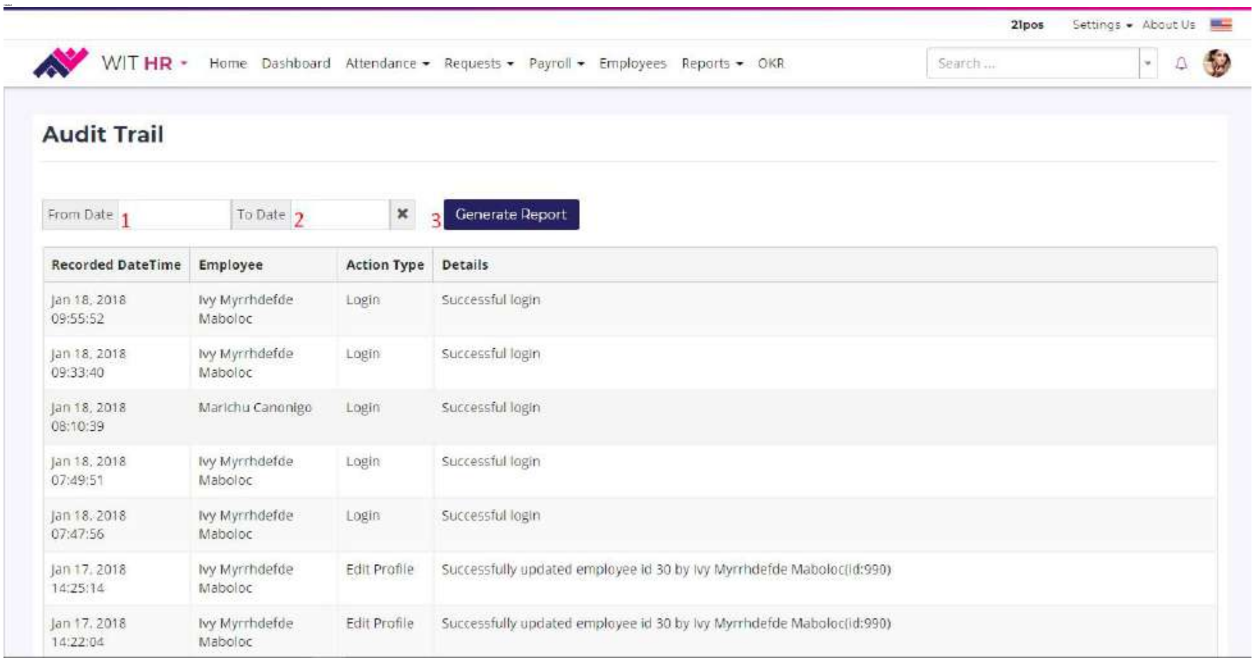
Reports are essential in one's business for it conveys the results or progress of a specific entity. HR Reports are the basics of informed decision making because it is hard to make decisions when HR stakeholders lack insight into their own organization.

With this, Witty Manager comes with an easy to use and concise reports module to help you assess your employees, and the company as a whole.

Audit Trail

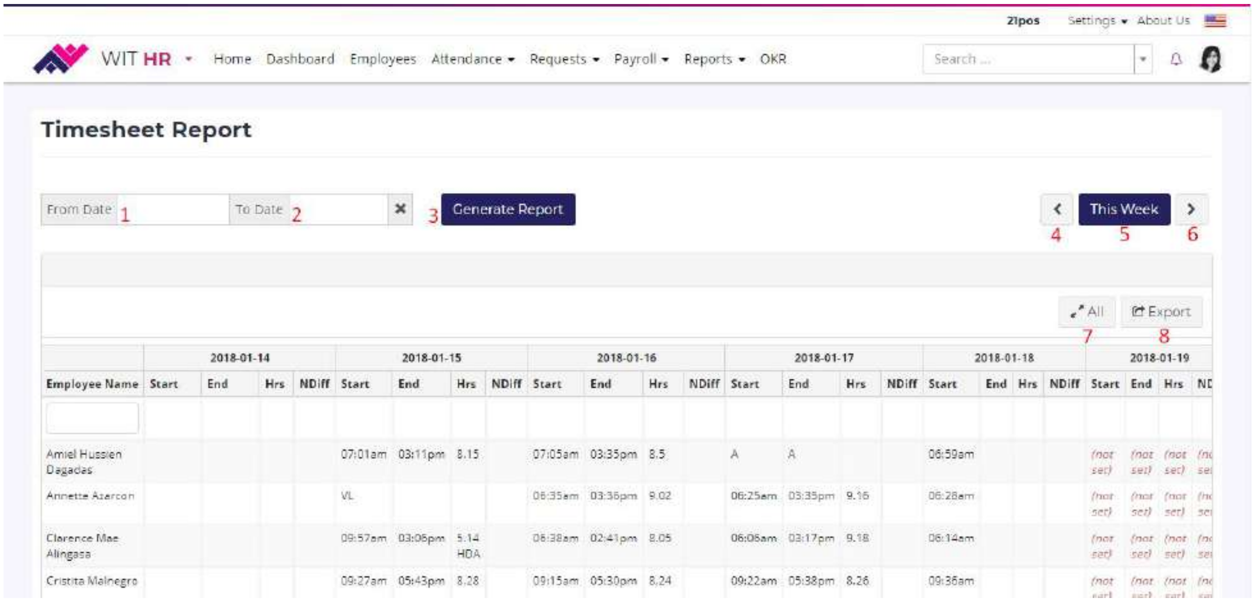
To ensure that the data stored in the database are secured, all the actions made affecting these data are being recorded in a chronological order. Audit Trail traces these detailed transactions like viewing, creating, editing, or deleting which are related to any item in the database.

To access **Audit Trail**, click on **Reports** menu and select **Audi Trail** in the submenu.



1. **From Date.** Select starting date that you want the report to start
2. **To Date.** Select ending date that you want the report to end
3. **Generate Report.** Click this button to show desired range of Audit Trail Report

Timesheet Report

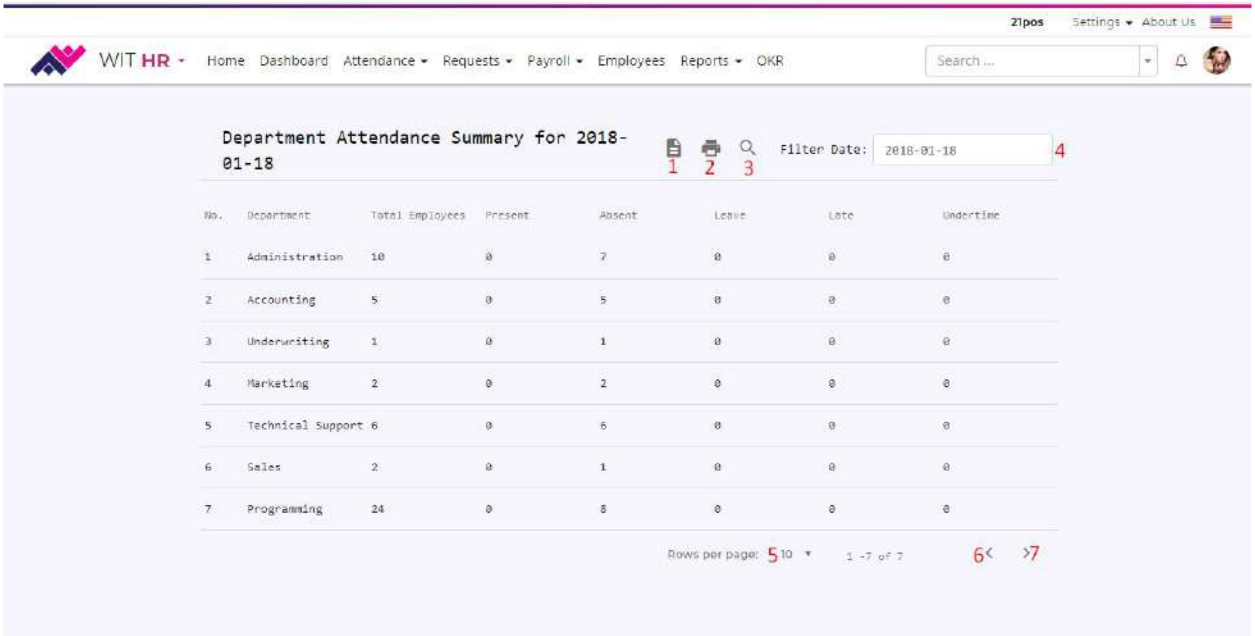


1. **From Date**. Select starting date of the report that you want to show
2. **To Date**. Select ending date of the report that you want to show
3. **Generate Report**. Click this button to generate the Timesheet Report
4. **Previous**. Click this button to show Timesheet Report for the previous week
5. **This week**. Click this button to show Timesheet Report for this week
6. **Next.** Click this button to show Timesheet Report for the next week
7. **All.** Click this button if you want to view all of the Timesheet Report in one page
8. **Export.** Click this button to download the Timesheet Report into either PDF or Excel File.

Daily Reports

Department Attendance

This report lists down all departments and the performance of the employees per department regarding the attendance. This will help you as an HR Officer to evaluate which department have the most number of absences and tardiness.

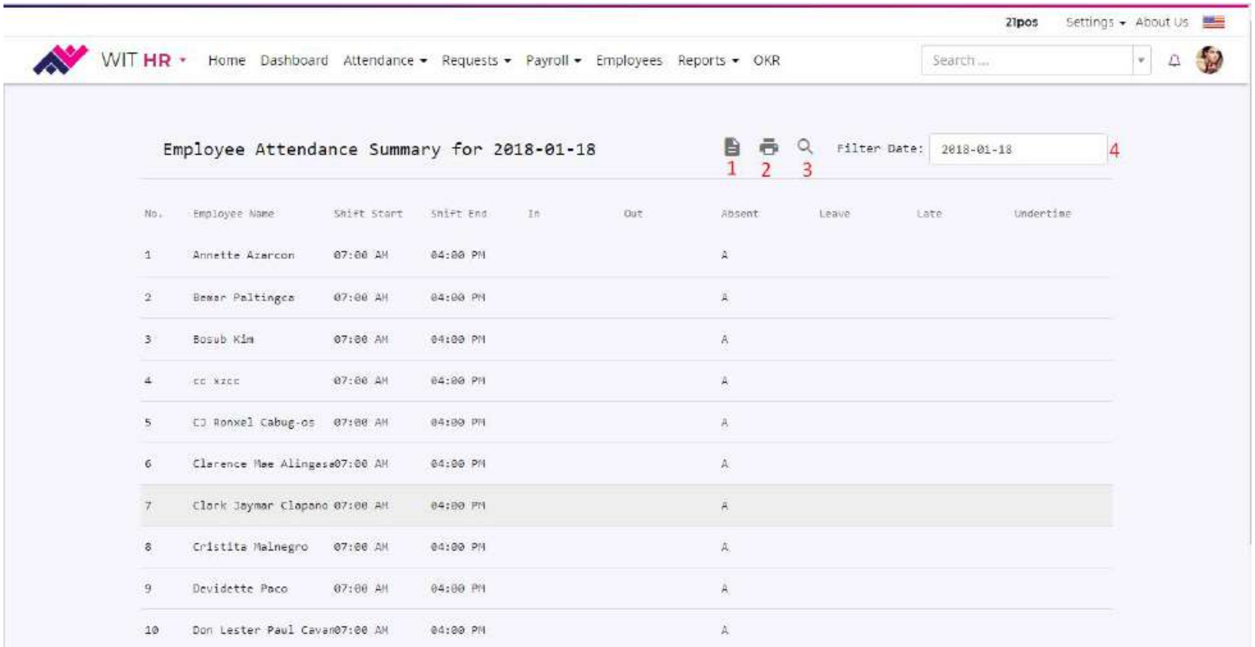


No.	Department	Total Employees	Present	Absent	Leave	Late	Undertime
1	Administration	10	0	7	0	0	0
2	Accounting	5	0	5	0	0	0
3	Underwriting	1	0	1	0	0	0
4	Marketing	2	0	2	0	0	0
5	Technical Support	6	0	6	0	0	0
6	Sales	2	0	1	0	0	0
7	Programming	24	0	8	0	0	0

1. **File**. Clicking this icon will download an excel file of the Department Attendance Summary for the date indicated
2. **Print**. This will print the Department Attendance Summary report
3. **Search**. This is used to search a specific department's Attendance Summary Report
4. **Filter Date.** Select the date of the report that you want to show
5. **Rows per Page.** Select how many rows you want to show in a page
6. **Previous.** Click this to go to the previous page
7. **Next.** Click this to go to the next page

Employee Attendance

This report lists down all of your organization's employees and their performance regarding the attendance. This will help you as an HR Officer to evaluate who has the most number of absences and tardiness, and the dedicated employees.



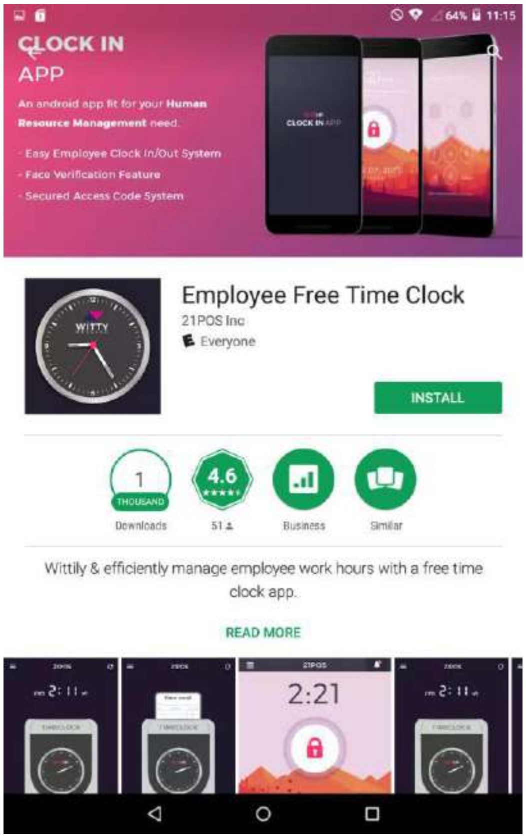
1. **File**. Clicking this icon will download an excel file of the Employee Attendance Summary for the date indicated
2. **Print**. This will print the Employee Attendance Summary report
3. **Search**. This is used to search a specific employee's Attendance Summary Report
4. **Filter Date.** Select the date of the report that you want to show

Witty Time Clock

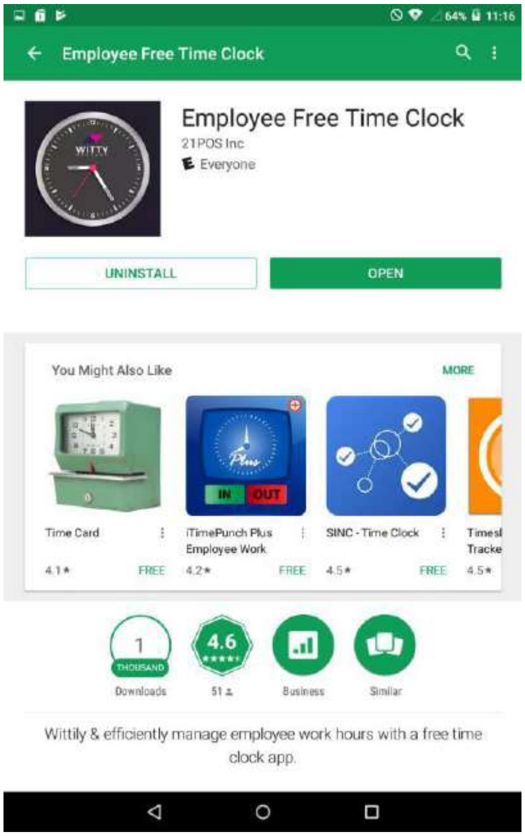
Witty Manager HR comes with a Witty Time Clock which is more than just your usual automated attendance system. This comes with a sleek design and user friendly interface which lets you and your employees use without hassle. Aside from its jam-packed modules in an easy to navigate application, Witty Time Clock is also integrated with a **Face Recognition** feature, making your employee's everyday attendance more secured and faster.

Download and Installation

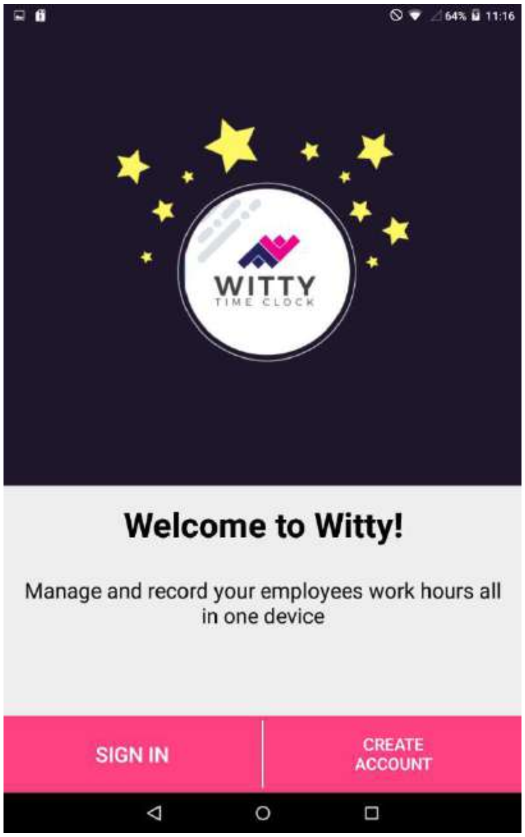
Below are the steps to install and use Witty Time Clock:



Search ***Employee Free Time Clock*** in Google Play and click **Install.** Click accept button whenever Access Permission displays. This will download and automatically install the application.



Once the application is done downloading and installing, click on **Open** button to run the application.



The first thing you'll see upon successfully opening the application are two options—whether to **Sign In** or **Create Account**.

Sign In

Once your organization has already been registered in Witty Manager, you can directly use the app without recreating an account. All you need to do is click the **Sign In** button and enter your company's domain.

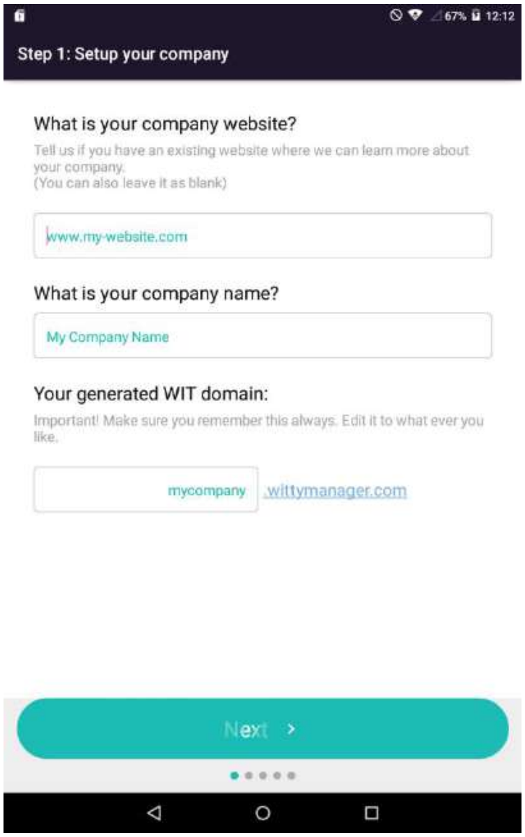
Enter your company's Witty domain, then click **connect** button to start using the application.

Create Organization

For companies who have no Witty Manager account yet, click **Create Organization** in the Welcome Screen, and start setting up your institution's domain.

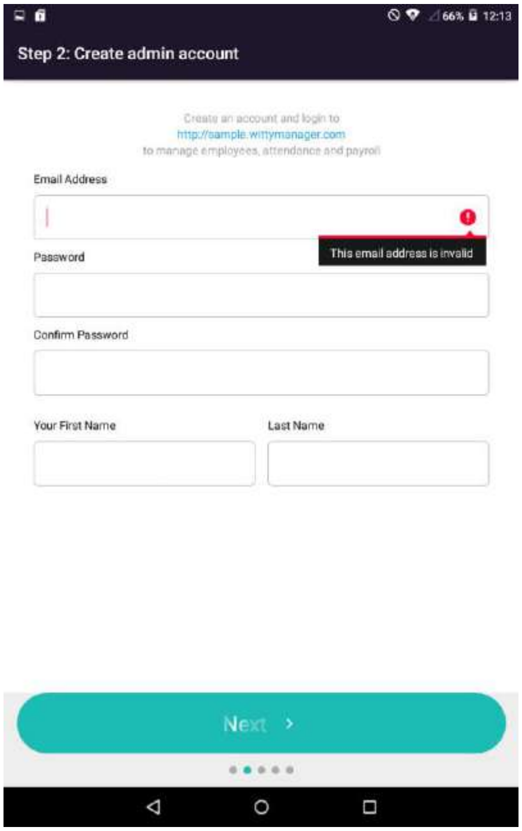
Organization Setup has five easy-to-follow steps below:

1. ***Setup Your Company***



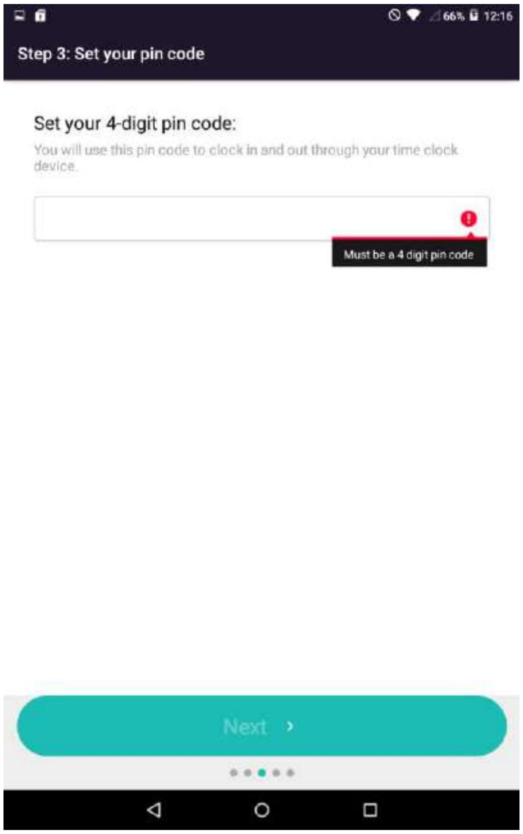
a. **Company Website**. Enter your company's website if you have one. This field is not mandatory, you can leave this blank
b. **Company Name**. Enter your company name here. It is required to provide a value in this field
c. **WIT Domain.** Based on your Company Name, this will be your auto generated Witty Domain. This will be the **url** you need to access in order to open your account online
d. **Next**. Click this button to go to save the entered data, and proceed to the next step

2. Create Admin Account



a. **Email Address.** Enter your email address. Please take not of this email address for this will be your sign in credentials as your Company's General Manager
b. **Password.** Enter your password
c. **Confirm Password.** Re-enter your password
d. **First Name.** Enter your First Name
e. **Last Name.** Enter your Last Name
f. **Next.** Click this button to move to the next step

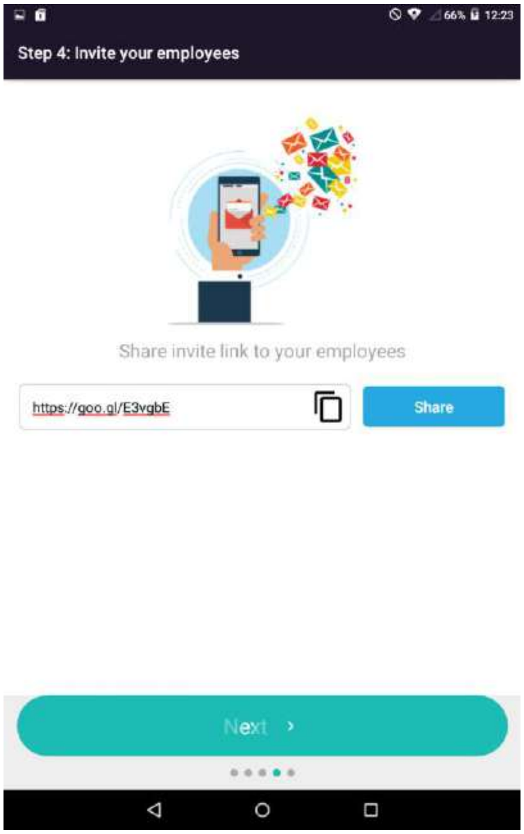
3. Set Your Pin Code



a. **Pin Code.** Enter a secure 4-digit pin code that only you should know. This will be your code to clockin and out of the system
b. **Next.** Click this button to proceed to the next process

4. Invite Your Employees

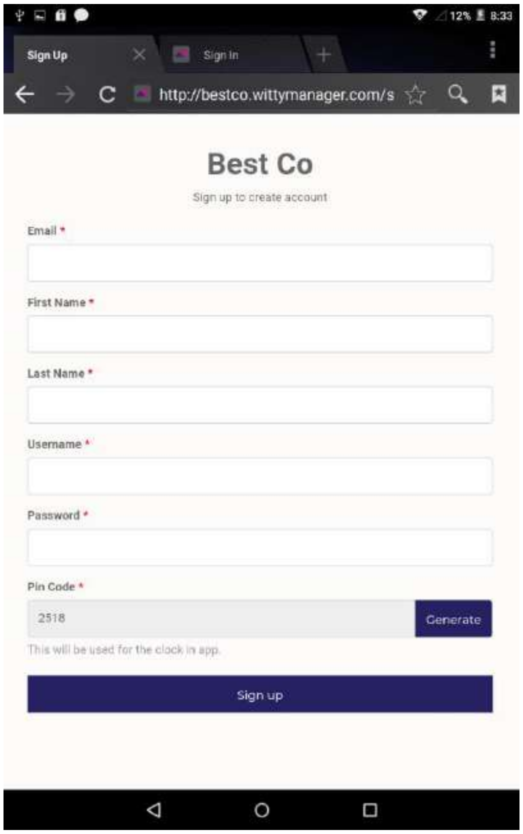
You can invite your employees to setup their own profiles under your organization. Doing so will make them and their credentials more secure.



a. **Share**. Click this button to share the link to your employees.
b. **Next**. You can skip this step and proceed to the next process.

Sharing the link to your employees can be done using various messaging or social networking sites applications, it is up to you what to choose.

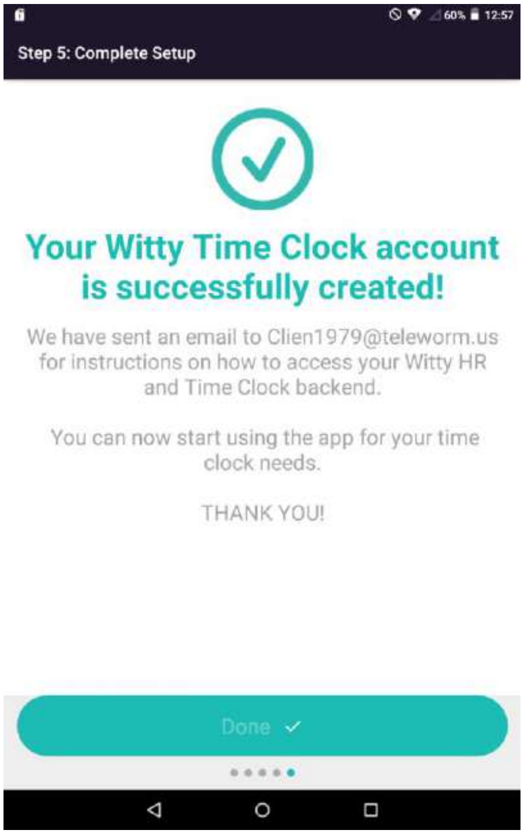
Once your employees click on the link you shared, they will be redirected to a page for **Sign Up**.



a. **Email**. Enter employee's email address
b. **First Name**. Enter employee's first name
c. **Last Name**. Enter employee's last name
d. **Username**. Enter employee's username. This will be the username he/she will use in order to sign in to your company's Witty Domain
e. **Password**. Enter employee's password. This will be the password he/she will use in sign in into your company's Witty Domain
f. **Pin Code**. Generate a pin code for the employee which will be used in clocking in the Witty Time Clock
g. **Sign Up.** Click this button to finish setting up of the employee

5. Complete Setup

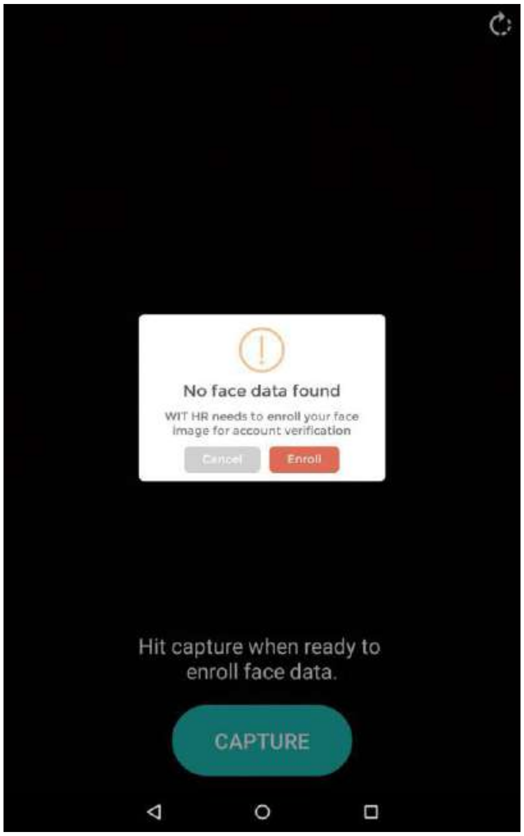
If you have reached this step, you can now start using the application to record your company's attendance with less to zero hassle.



a. **Done.** Click the **Done** button to access the Time Clock.

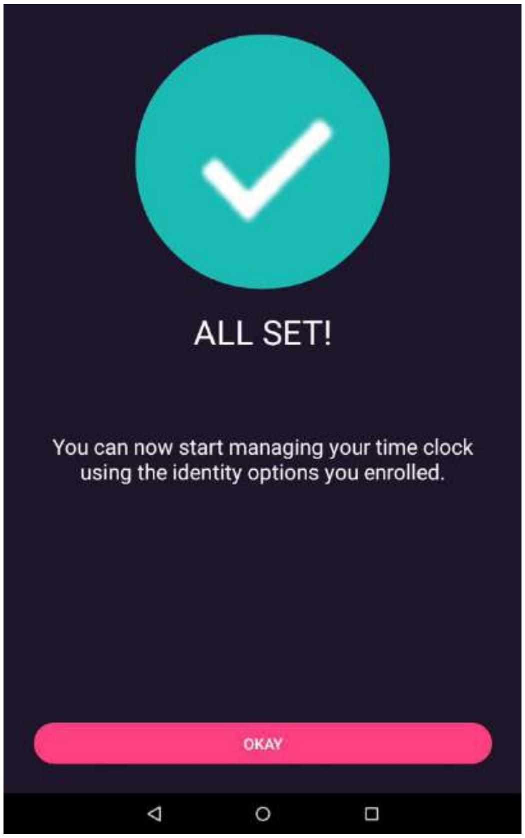
b. Tap on the screen in order to clock in or out of the system.

c. **Pin Code**. Enter your Pin Code here by clicking on the buttons
d. **Delete**. Click this button to delete digit/s
e. **Cancel**. Click this button if you want to cancel clocking in/out of the system



Since this is your first time to clock in using the application, Witty Time Clock will ask you to enroll your face data in order to clock in/out using Face Verification.

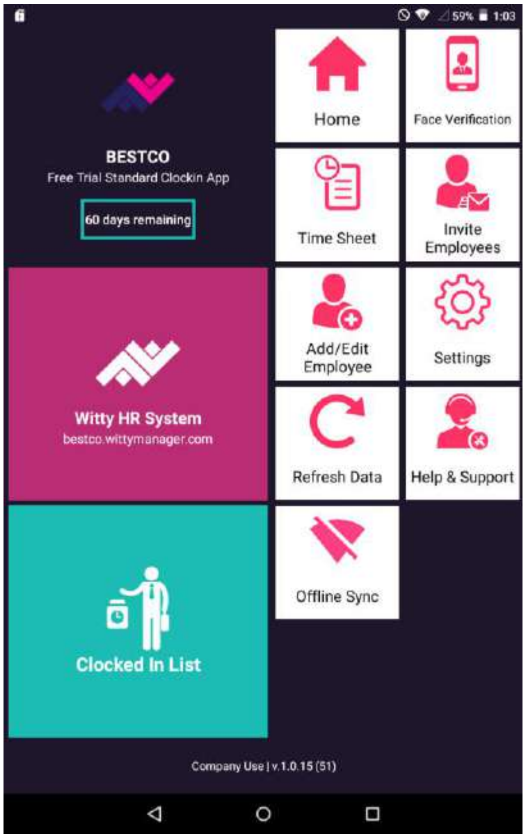
f. **Cancel.** Click this button to cancel enrolling your face data
g. **Enroll.** Click this button to start enrolling your face data
h. **Capture**. Click this button to capture your face data. Make sure that your face is clearly captured and steady



Now you are all set to use the application! Your employees can now login also and enroll their face data.

Menu Items

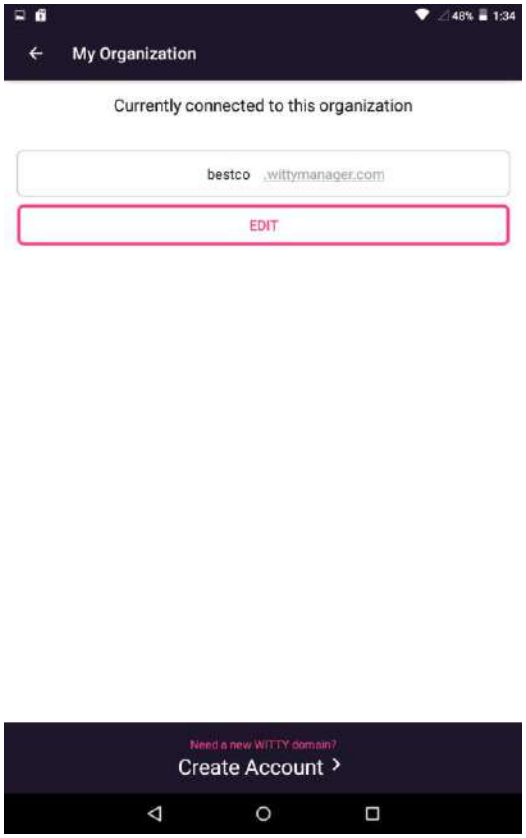
Witty Time Clock's Menu provides easy access to all functions of the application. In this section you will learn about what each Menu Item does.



Organization.

Click this menu to open your currently connected organization. You can also change the organization that the Witty Time Clock is connected to through this button.

a. **Days Remaining**. Every day, this countdown will decrement. This 60 days remaining means that you have 60 more days to enjoy the **Face Verification.** Once the allotted days are used, you can still use the Witty Time Clock and all its features **except** for the Face Verification.



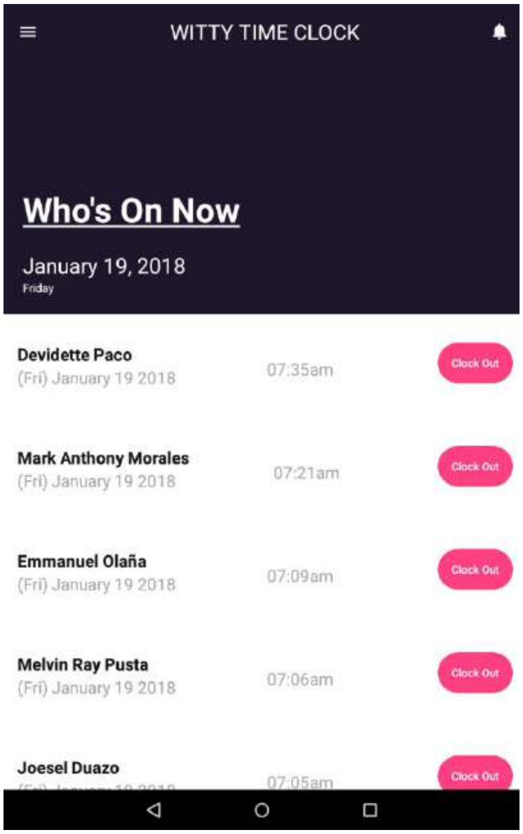
b. **Edit.** You can connect to your other organization's Witty Domain by clicking this button and entering its domain

Witty HR System

Clicking this menu item redirects you to the Witty Manager HR page of your organization's domain.

Clocked In List

This menu will show all employees who have clocked in to the system for the current date.



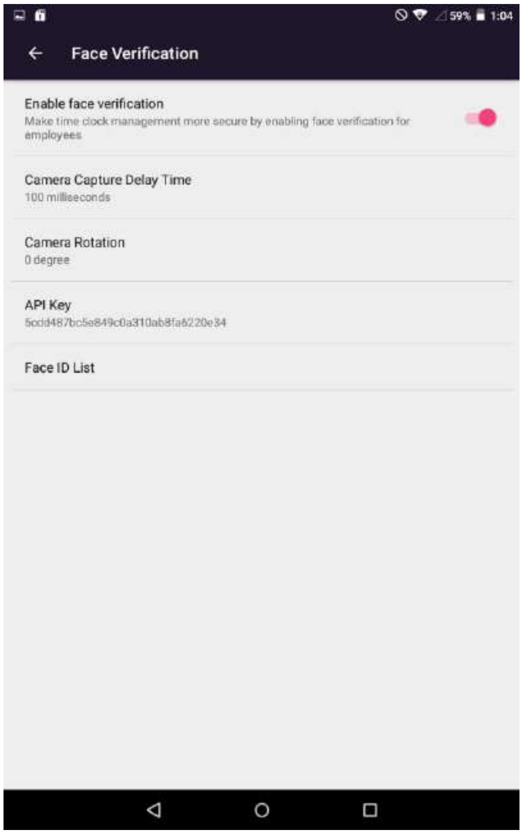
You can also force **Clock Out** certain employees in your organization by clicking the **Clock Out** button next to the employee's name. Doing so will successfully clock out the employee, and this action will be tagged as **Force Clock Out** in the **Audit Trail Reports**.

Home

This menu redirects you back to the Witty Time Clock where the current time is shown in both analog and in number 12-hour format.

Face Verification

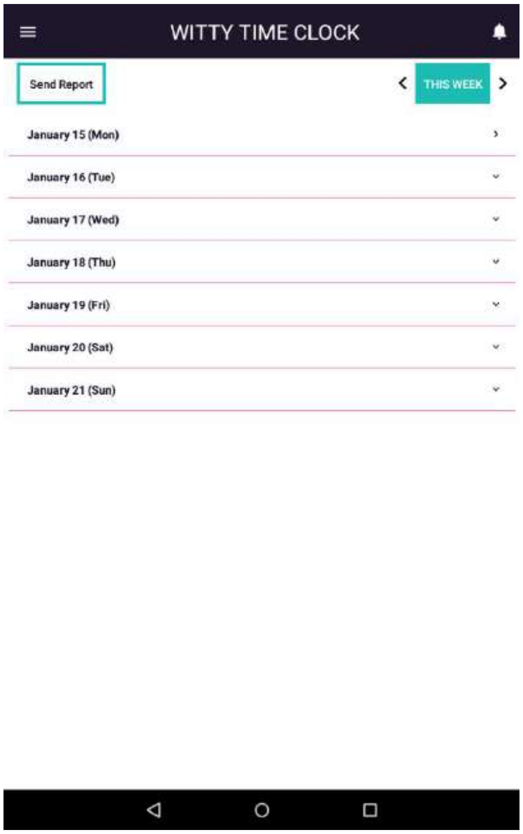
Clicking on this menu displays settings for the usage of Face Verification feature in your company's Witty Time Clock.



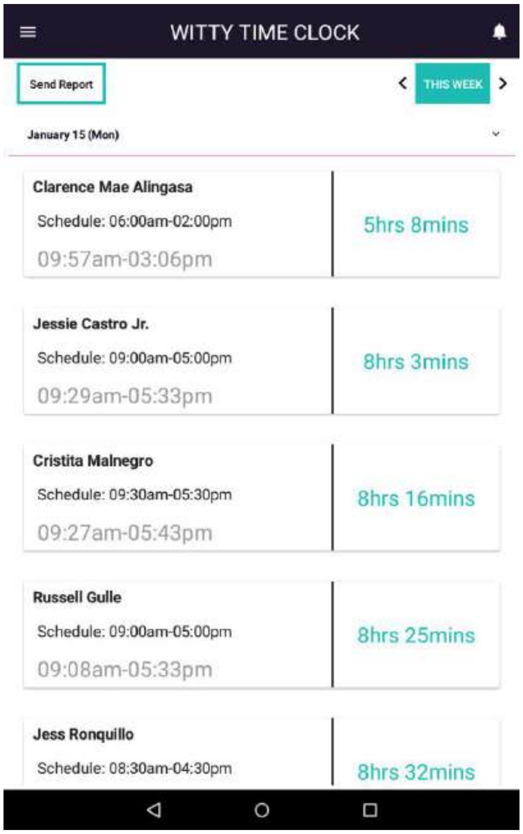
a. **Enable/Disable**. By default, face verification is enabled in this application. If you wish to disable this feature, you can do so by toggling this off. The app will prompt a form asking for credentials, just enter the username and password you used in registering the organization.
b. **Camera Capture Delay Time**. Click this in order to change the delay time of camera capture. Image will be captured after the number of seconds you specify in this option.
c. **Camera Rotation.** You can set your camera rotation if the device you are using is not in the default angle. Select your desired angle in the options when you tap this item.
d. **Face ID List**. This will show you all the Face ID List, and lets you add new Face ID too.

Time Sheet

This menu item takes you to the weekly list of attendance of your employees. You can select to show the previous week, current week, or the next one. Time Sheet also displays how many hours have been rendered by the employees.

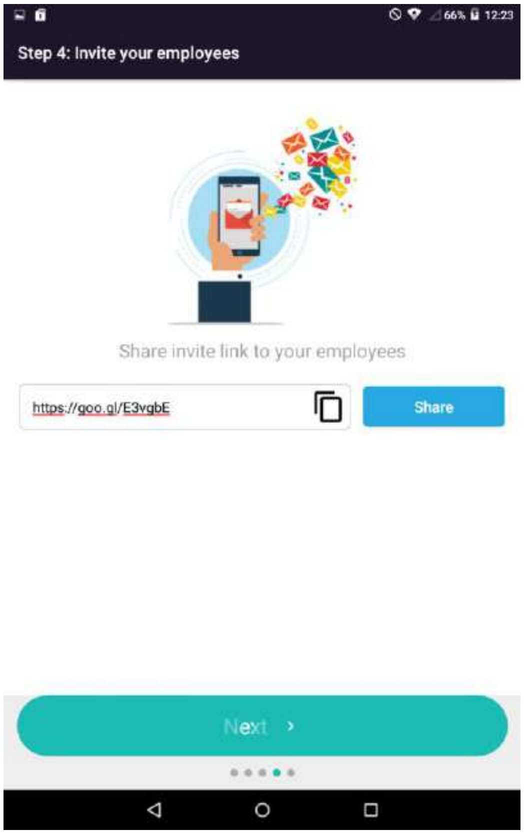


a. **Send Report**. Click this button to download the weekly Time Sheet in an Excel File, and send to your recipient. It is best to send the generated report as an **Email**, for it will automatically attach the file into the email body unlike other messaging apps.
b. **Weeks**. You can choose to view previous, current, or next weeks' Time Sheet by clicking the navigation buttons above.
c. **Days.** Click on the day you want to view. This will display all the employees clocked in that day, and the total hours they spent working before clocking out of the system.



Invite Employees

You can invite your employees to setup their own profiles under your organization. Doing so will make them and their credentials more secure.



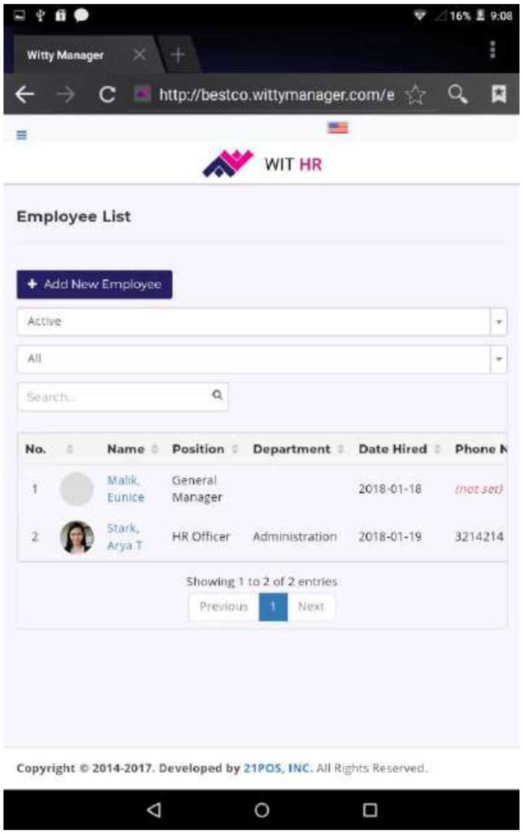
a. **Share**. Click this button to share the link to your employees.
b. **Next**. You can skip this step and proceed to the next process.

Sharing the link to your employees can be done using various messaging or social networking sites applications, it is up to you what to choose.

Once your employees click on the link you shared, they will be redirected to a page for Sign Up.

Add/Edit Employees

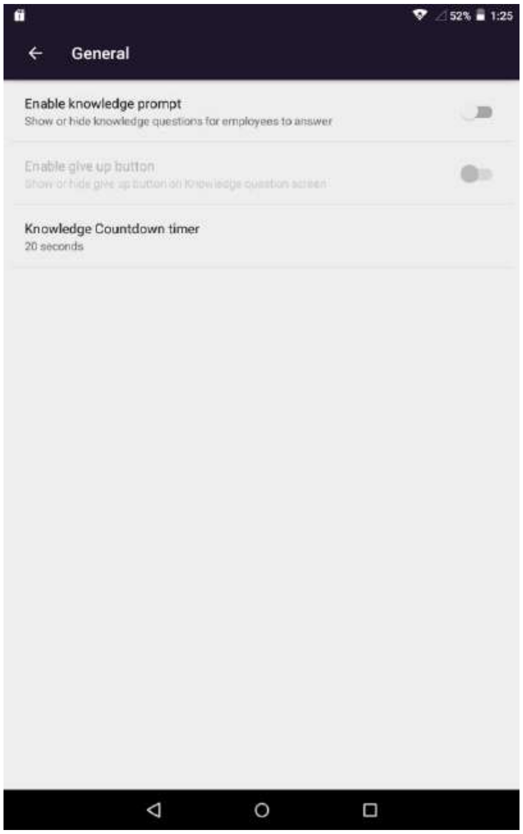
Clicking this menu item will open your company's domain in a browser and lets you setup or edit employees.



Settings

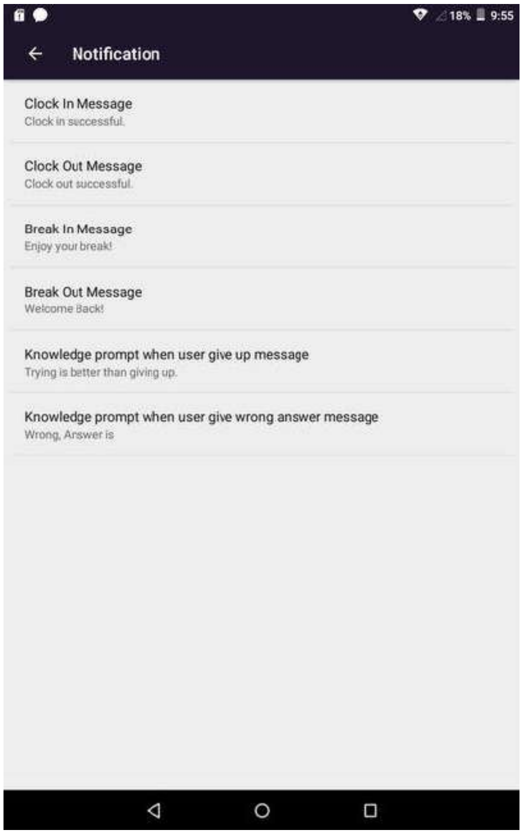
This menu is used for changing Witty Time Clock default settings. It has two submenus which are for **General** and for **Notification**.

General



a. **Enable Knowledge Prompt.** Toggle this off if you want your employees to answer trivia questions before completing clock in. This helps the mind get warmed up for work.
b. **Enable Give Up Button.** Once you enabled the knowledge prompt, you can also choose to enable or disable Give Up Button.
c. **Knowledge Countdown Timer.** This is used to set the countdown per question.

Notification



a. **Clock In Message.** You can enter what message will the Intelligent Personal Assistant (IPA) speak after a successful Clock In
b. **Clock Out Message.** You can enter what message will the IPA speak after a successful Clock Out
c. **Break In Message.** Set what message will the IPA speak after a successful Break In
d. **Break Out Message.** Set what message will the IPA speak after a successful Break Out
e. **Give Up Message.** Set what message will the IPA speak when user clicks Give Up button in the Knowledge Prompt
f. **Wrong Answer Message.** Set what message will the IPA speak when user selects the wrong answer in the Knowledge Prompt

Refresh Data

Click this button to reload the data from your site. This will let your app to display new data if there are new entries.

Help and Support

This menu is intended for conducting live chat with the 21POS Inc. Technical Support Team. If you have questions regarding the application, you can send us a message and our Technical Support Team will be happy to assist you.