



Witty Manager

MANUAL

2018 Edition

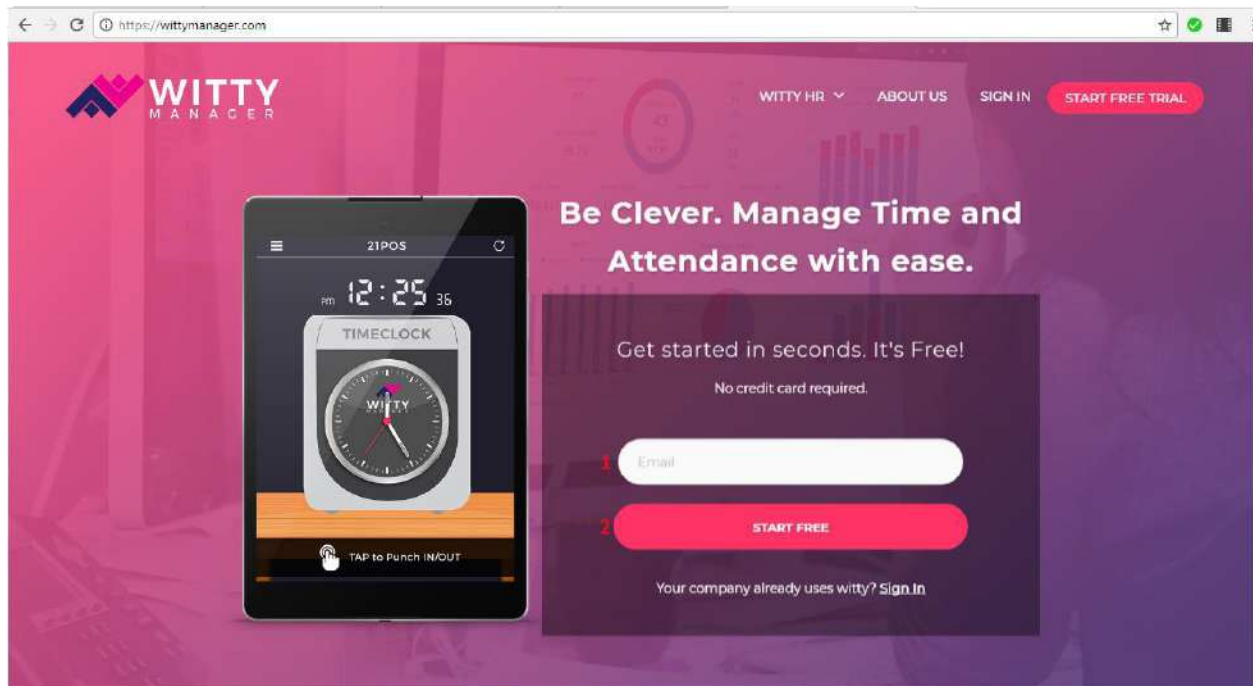
Table of Contents

Create Organization	1
Company Details	6
Work Policy	8
Clockin App	10
Payroll Computation	10
Request Approval Settings	14
Salary Grade Settings	16
Witty Manager HR.....	18
Adding/Editing Employees.....	20
Basic Profile.....	21
Details.....	22
Leave Details	24
Work Hours.....	24
Payroll Details.....	25
Skills and Interests.....	26
Employee's Profile	27
Add Schedule	28
Generate Payroll	30
View Payroll Details	31
Payroll Adjustment.....	32
Applying Payroll Adjustment.....	33
Payroll Adjustment Setup.....	33
Salary Projection	34
Attendance	35
Manage Timesheet	36
Add Manual Time Clock.....	37
Clockin List	37
Requests	38
OT and Leave Requests	39
Budget Requests	40
Loan Requests.....	43
Loan Management.....	45
Reports.....	47
Audit Trail.....	47

Timesheet Report	48
Daily Reports	49
Witty Time Clock.....	52
Download and Installation.....	52
Sign In.....	54
Create Organization	55
1. Setup Your Company.....	55
2. Create Admin Account	56
3. Set Your Pin Code	57
4. Invite Your Employees	58
5. Complete Setup	60
Menu Items	65
Organization.	66
Witty HR System.....	67
Clocked In List	67
Home	68
Face Verification	69
Time Sheet	70
Invite Employees.....	72
Add/Edit Employees.....	73
Settings.....	74
Refresh Data.....	76
Help and Support.....	77

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.

JUST ONE MORE STEP

...

Please verify your email address by clicking the link on the message. We've sent a confirmation email to:

euniceb@21pos.com

3 [RESEND EMAIL](#)

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.

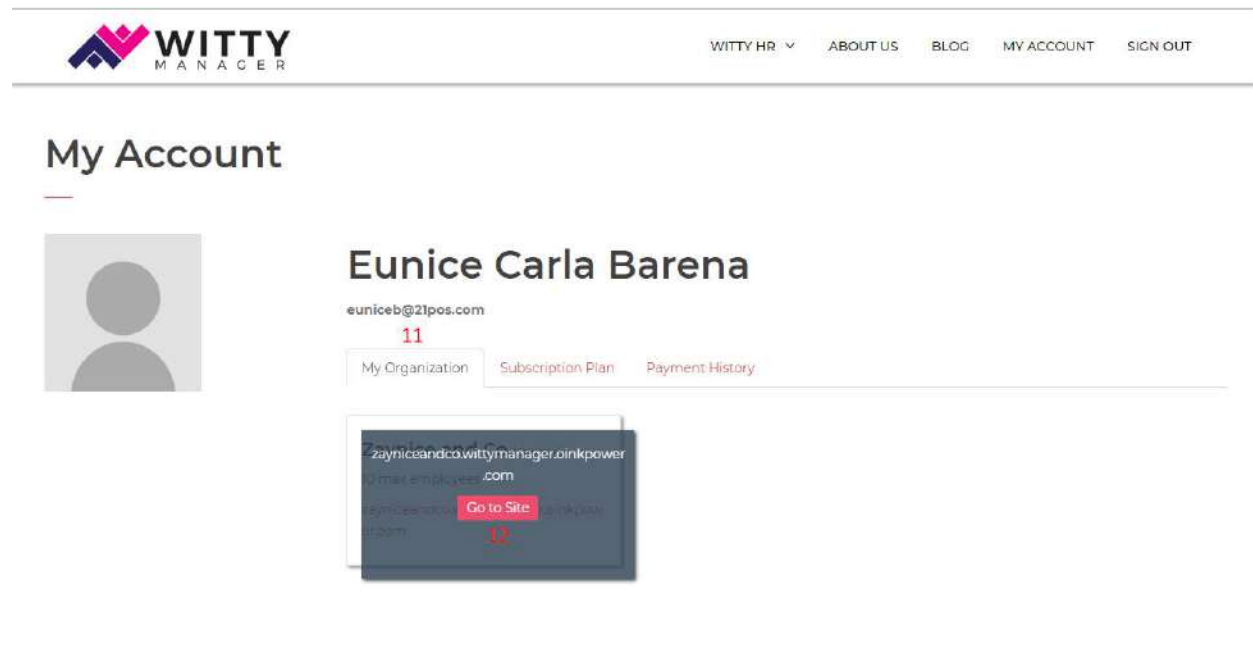
Create Account

Register with us by filling out the form below.

1	<input type="text" value="Company URL"/>	<input type="text" value="wittymanager.com"/>	5	<input type="text" value="Company Name"/>		
2	<input type="text" value="euniceb@21pos.com"/>	* Also serves as your USERNAME	6	<input type="text" value="First Name"/>		
3	<input type="text" value="2 1 2 1"/>	<input type="button" value="GENERATE"/>	* Your PIN CODE when using the Time Clock Mobile App	7	<input type="text" value="Last Name"/>	
4	<input type="text" value="Shanghai"/>	* Default Company Timezone	8	<input type="text" value="Password"/>	9	<input type="text" value="Confirm Password"/>
10	<input type="button" value="SUBMIT"/>					


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.




The screenshot displays the 'My Account' page of the Witty Manager system. At the top left is the Witty Manager logo. The top right navigation bar includes links for 'WITTY HR', 'ABOUT US', 'BLOG', 'MY ACCOUNT', and 'SIGN OUT'. The main heading is 'My Account'. Below this is a profile section for 'Eunice Carla Barena' with the email 'euniceb@21pos.com' and a red pin code '11'. There are three tabs: 'My Organization', 'Subscription Plan', and 'Payment History'. Below the tabs is a preview of the mobile app interface, showing the company name 'zayniceandco.wittymanager.oinkpower', the email 'euniceb@21pos.com', and a red 'Go to Site' button with the pin code '11'.

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.



[WITTY HR](#) [ABOUT US](#) [BLOG](#) [MY ACCOUNT](#) [SIGN OUT](#)

My Account



Eunice Carla Barena

euniceb@21pos.com

My Organization 13
Subscription Plan 16
Payment History

Organization	Subscription Plan	Started On	Last Billed On	Action
Zaynice and Co	Free	Jan 02, 2018	None	14 View ITEMS 15

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.

Zaynice and Co Organization

17 Subscription Plans

CURRENT PLAN	UPGRADE PLAN
<p>Free</p> <p>\$0/mo</p>	<p>Standard</p> <p>\$49/mo</p>
<p>Free HR</p> <p>Employee Limit (Per Org): 10 Employees Employee Personal and Employment Information: Yes Employee Profile: Basic Announcements & Wall Message: Yes Leave Application and Approval: Yes Employee Schedule Management: Individual Setup Rules: Yes Computation of Late and Overtime: Yes</p>	<p>Standard HR</p> <p>Employee Limit (Per Org): 50 Employees Employee Personal and Employment Information: Yes Employee Profile: Yes Announcements & Wall Message: Yes Leave Application and Approval: Yes Employee Schedule Management: Individual and Batch Setup Rules: Yes Computation of Late and Overtime: Yes</p>

18 Add-ons (Available for Standard Plan Only)

<input checked="" type="checkbox"/>	Payroll Allow process payroll of your employees.	\$40.00/mo
<input checked="" type="checkbox"/>	HR Dashboard View graphic representation of your HR related data easily.	\$10.00/mo
<input type="checkbox"/>	50 users Additional 50 users on top of your current number of users.	\$20.00/mo
Quantity: <input type="text" value="1"/>		



WITTY HR ▾ ABOUT US BLOG MY ACCOUNT SIGN OUT

19 Item Summary

Current Items	New Items	
<p>FREE</p> <p>Free HR Free Trial Payroll *30 days remained. Will expire on 2018-02-01 Free Trial Standard Clockin App *30 days remained. Will expire on 2018-02-01</p>	(1) Payroll (\$40.00)	\$40
	(1) HR Dashboard (\$10.00)	\$10

20 Payment

Monthly Recurring Payment: \$99/mo

Total Payment: \$99

21 [UPGRADE NOW](#)

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.

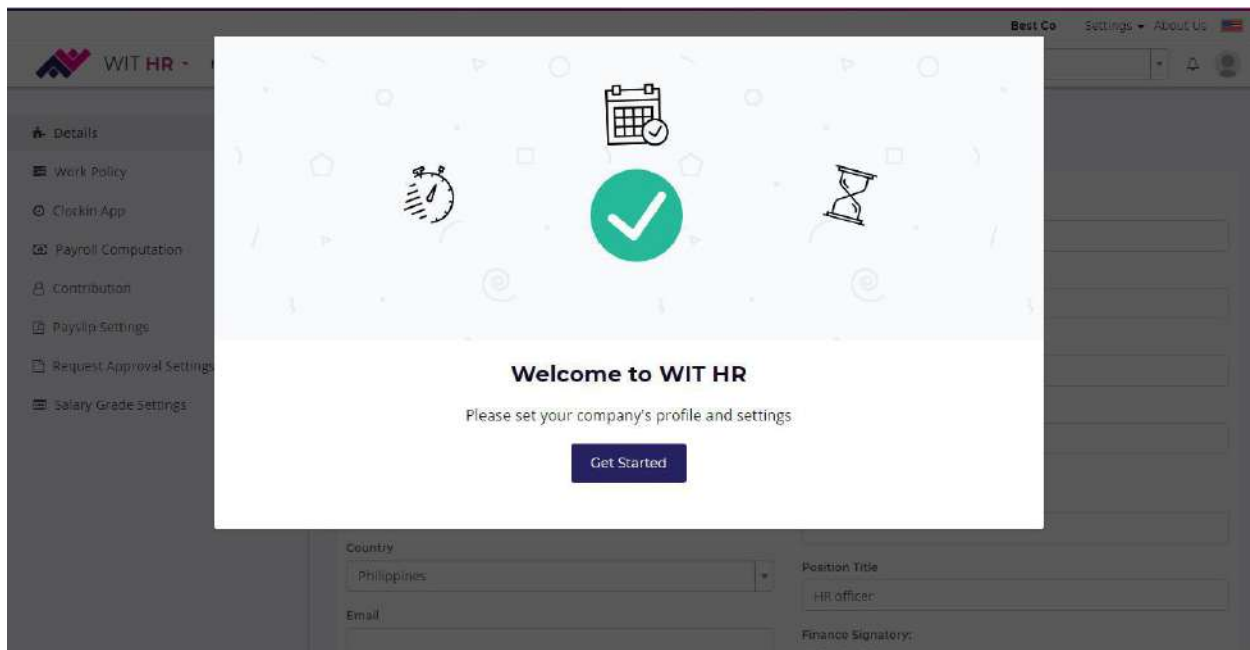
20. **Payment.** In this section, you will see how much you are going to pay monthly, and the total amount you will pay upon upgrading.

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.



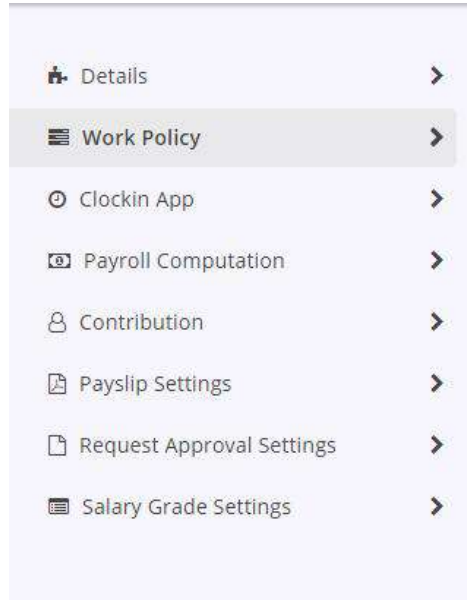
Update Company Details

Company Name	TIN
1 Best Co	8
Nature Of Business	SSS
2	9
Address 1	PhilHealth
3	10
Address 2	HDMF
4	11
Country	HR Signatory: Authorized Person
5 Philippines	12
Email	Position Title HR officer
6	Finance Signatory: Authorized Person
Phone	13
	Position Title Finance officer

14 Save and Proceed to Create Employee Cancel 15

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.

Update Work Policy

1	Work Days Per Year 264	7	Clockin Grace Period (Hours) 0.5 <small>Ex: 1 hour, employees can clockin 1 hour before scheduled start</small>
2	Work Hours Per Day 8	8	Clockin Threshold (Hours) 5 <small>Ex: 5 hour, employees can still clockin 5 hours after scheduled start</small>
3	Work Hours Start 08:00 AM	9	Grace Period (Minutes) 5 <small>Ex: 5 mins, late will be considered after whole 5 mins passed</small>
4	Work Hours End 05:00 PM	10	Overtime Threshold (Hours) 1 <small>Ex: 1 hour, overtime will be considered 1 hour after the end schedule</small>
5	Meal Break Hours 1		
6	<input type="checkbox"/> Override Work Meal Hours		

11 12

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.

Update Clockin App

1 <input type="checkbox"/> Enable Break	Allowed Distance to Clockin
2 <input type="checkbox"/> Enable Knowledge Question	5
3 <input checked="" type="checkbox"/> Open Time Schedule	Location Latitude
4 <input checked="" type="checkbox"/> Enable Face Verification	6 7.060005
	Location Longitude
	7 125.588949

8 9

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.

Update Payroll Computation

Payroll Schedule: 1 Semi-Monthly

Overtime Computation: 11 Basic Salary De minimis

Absent Deduction: 2 Basic Salary De minimis

Late Deduction: 3 Basic Salary De minimis

Night Diff: 4 Basic Salary De minimis

Night Diff Range: 5 10:00 PM 6 06:00 AM

Night Diff Multiplier (Add on work): 7 0.1

Duty Rest Computation: 8 Basic Salary De minimis

Duty Rest Multiplier: 9 1.3

13th Month Computation: 10 Basic Salary De minimis

Overtime Multiplier:

Ordinary Day	Rest Day	Special Day	Special + Rest Day
12 1.25	13 1.69	14 1.69	15 1.95

Holiday Computation:

Regular Holiday	Regular + Rest Day	Double Holiday	Double H + Rest Day
16 2.60	17 3.36	18 3.90	19 5.07

Holiday Multiplier (Add on work):

Special Day	Special + Rest Day	Regular Holiday
21 0.3	22 1.5	23 1

Duty Rest Multiplier:

Regular + Rest Day	Double Holiday	Double H + Rest Day
24 2.6	25 2	26 3.9

27 Deduct Meal Break

28 Save Cancel 29

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.

The screenshot shows a web interface titled "Update Contribution". It contains three sections for different contributions: SSS, PhilHealth, and HDMF. Each section has two radio button options: "Basic Salary" and "De minimis". The "De minimis" option for each section is highlighted with a red box and a red number (1, 2, and 3 respectively). At the bottom left, there are two buttons: "Save" (highlighted with a red number 4) and "Cancel" (highlighted with a red number 5).

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.

The screenshot shows a payroll form template with the following sections:

- Company Information:** [company_name], [company_address]
- Employee Information:** Name [employee_name], Payroll Date [payroll_date], TIN [employee_tin], Date Covered [payroll_date_covered], SSS No [employee_sss], Payroll Type [payroll_type], Philhealth No [employee_phic], Department [employee_department], HDMF [employee_hdmf], Position [employee_position]
- EARNINGS:** Basic [basic], Allowance [allowance], Overtime [overtime], Night Diff [night_diff], Regular Holiday [regular_holiday], Special Holiday [special_holiday], Duty Rest [duty_rest], Leave [leave], Late/Undertime [late_undertime], Absent [absent], [adjustment_earning]
- DEDUCTIONS:** SSC [ssc], Philhealth [phic], HDMF [hdmf], Withholding Tax [tax], Loan [loan], [adjustment deduction]
- TOTALS:** [total_earnings], [total_deductions]
- MONTHLY RATE:** [monthly_rate]
- TOTAL EARNINGS:** [total_earnings]
- TOTAL DEDUCTIONS:** [total_deductions]
- NET PAY:** [net_pay]
- ACCRUED 13TH MONTH PAY:** [accrued_thirteenth]
- Signatures:** Received by: _____ Prepared by: _____ Date: _____ Date: _____

Predefined tags

- [company_name]
- [company_address]
- [employee_name]
- [employee_tin]
- [employee_sss]
- [payroll_date]
- [payroll_date_covered]
- [payroll_type]
- [employee_department]
- [employee_position]
- [basic]
- [allowance]
- [overtime]
- [night_diff]
- [regular_holiday]
- [special_holiday]
- [duty_rest]
- [leave]
- [late_undertime]
- [absent]
- [adjustment_earning]
- [total_earnings]
- [sss]
- [phic]
- [hdmf]
- [tax]
- [total_deductions]
- [monthly_rate]

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.

Update Request Approval Settings

Leave Requests	Overtime Requests	Budget Requests
Approval 1 1 General Manager	Approval 1 4 General Manager	Approval 1 7 General Manager
Approval 2 2 Select position ...	Approval 2 5 Select position ...	Approval 2 8 Select position ...
Approval 3 3 Select position ...	Approval 3 6 Select position ...	Approval 3 9 Select position ...
Loan Requests		
Approval 1 10 Select position ...		
Approval 2 11 Select position ...		
Approval 3 12 Select position ...		
13 Save Cancel 14		

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.

Update Salary Grade Settings

1 Enable Salary Grade

After you enable this, the Salary Grade menu will show under Company Menu.

2 Default # of Grades

3 Pre-add # of grades to all positions

4 Years of Service Increase (%)

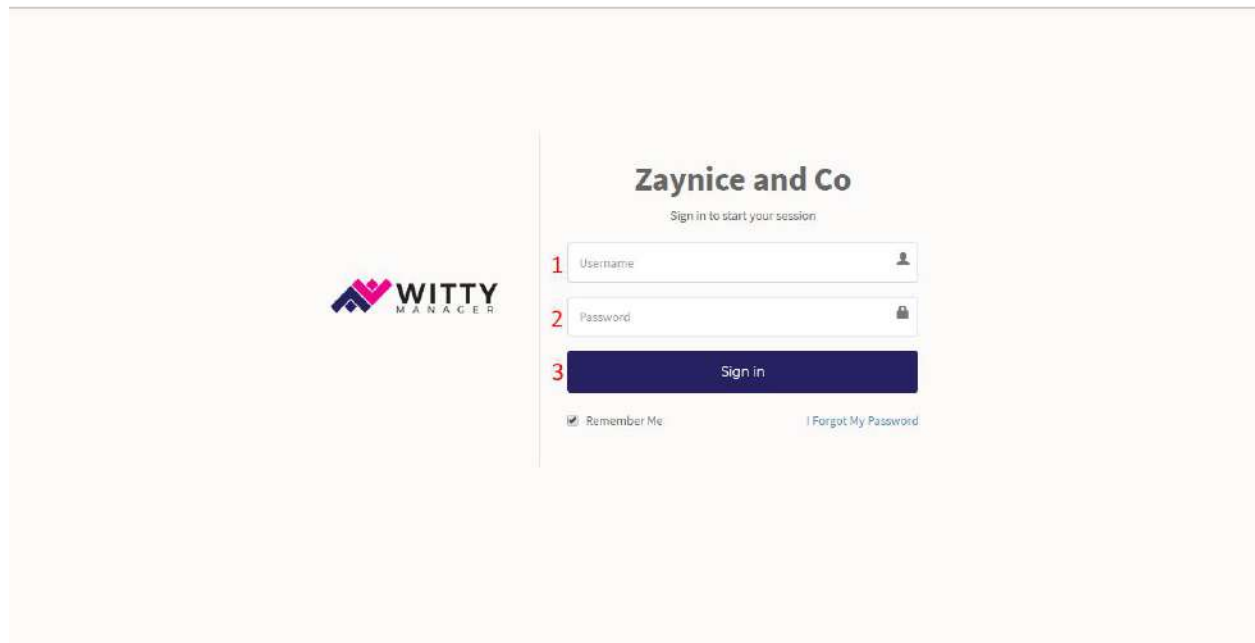
5 Taxable Base (%)

6 7

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

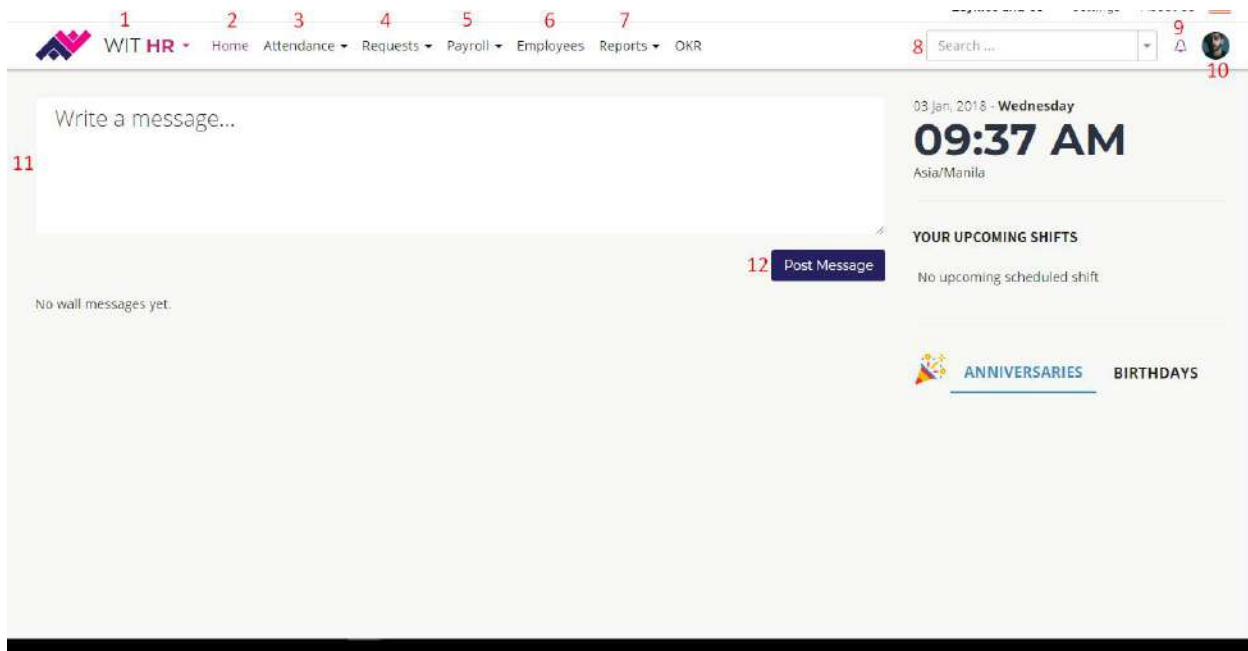
Witty Manager HR Information System is where human resource functions including benefits administration, payroll, performance analysis, daily time record, and employee management are put into one package. These operations and systems are combined to ensure easy management of your business' employee data.



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.

Zipos Settings About Us

WIT HR Home Dashboard Attendance Requests Payroll Employees Reports OKR Search ...

Employee List

1 Search... 2 All 3 Active 4 + Add New Employee

Name	Position	Department	Date Hired	Phone No.	Email Address	Last Online	Status
Abdul Tolo A	Technical Support	Underwriting	2016-02-14	0915-344-2638	thegreat30h3ii@gmail.com	Jul 18, 2017 04:05 PM	Active
Allingasa, Clarence Mae J.	CS Representative	Marketing	2017-07-17	09176785199	clarencemaealingasa@gmail.com	Jul 18, 2017 01:20 PM	Active
Ampan, Florelen Amarille	PHP Programmer	Accounting	2017-04-24	09463508480	fiorelena@posbang.com	Dec 18, 2017 12:09 PM	Active
Ampan, Flor	General Manager	Administration	2017-09-19	dwfr	renrenrenren@ren.com		Active
Azarcon, Annette C.	Accounting Officer	Accounting	2016-08-23	09067913385	piscesanne2014@gmail.com	Jul 18, 2017 07:31 PM	Active
Bostick, Yoong	General Manager	Administration	2017-08-22	1234	yoona.ostick@yoon.com		Active
Brillantes, Piere jean M.	Utility	Administration	2016-11-23	09484504073	Pierebrillantes12@gmail.com	Jun 16, 2017 04:09 PM	Active

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

The screenshot shows a web-based form titled 'Basic Profile' for employee registration. The form is divided into several sections, each with a red number indicating a step in the process:

- 1** Employee Card ID: A text input field.
- 2** First Name*: A text input field.
- 3** Middle Name: A text input field.
- 4** Last Name*: A text input field.
- 5** Username*: A text input field.
- 6** Password*: A text input field.
- 7** Pin Code: A text input field containing '8528' and a 'Generate' button.
- 8** Email*: A text input field with a placeholder 'Enter a valid email address' and an email icon.
- 9** User Level*: A dropdown menu with 'Normal' selected.
- 10** Timezone*: A dropdown menu with 'Asia/Manila' selected.

At the bottom right of the form, there are two buttons: '11 Cancel' and '12 Continue'.

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



Create New Employee - Leave Details (3/6)

Sick Leave
37 0

Vacation Leave
38 0

Service Incentive Leave
39 0

Extra Day Off
40 0

Solo Parental Leave
41 0

Maternity Leave
42 0

Paternity Leave
43 0

44 Cancel 45 Continue

- 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

The screenshot shows the 'Create New Employee - Work Hours (4/6)' form in the WIT HR system. The form is divided into several sections with input fields and a checkbox:

- Regular Schedule:** Field 46, currently empty.
- Days Off:** Field 47, currently empty.
- Regular Hours *:** Field 48, containing the value '8'.
- Shifts:** Field 49, containing the value '1'.
- Meal Break Hours:** Field 50, containing the value '1'.
- Allow to clockout anytime:** Field 51, with an unchecked checkbox.

At the bottom right of the form, there are two buttons: a 'Cancel' button (52) and a 'Continue' button (53).

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

The screenshot shows the WIT HR system interface. The top navigation bar includes 'WIT HR', 'Home', 'Dashboard', 'Attendance', 'Requests', 'Payroll', 'Employees', 'Reports', and 'OKR'. A search bar is on the right. The left sidebar lists navigation options: 'Basic Profile', 'Details', 'Leave Details', 'Work Hours', 'Payroll Details', and 'Skills & Interests' (which is selected). The main content area is titled 'Create New Employee - Skills & Interests (6/6)'. It contains four input fields: 'Years Prior Exp' (62), 'Years Prior Lead Exp' (63), 'Skills' (64), and 'Interests' (65). At the bottom right, there are two buttons: 'Cancel' (66) and 'Save' (67).

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

The screenshot shows the WIT HR system interface. At the top, there is a navigation bar with the WIT HR logo and menu items: Home, Dashboard, Attendance, Requests, Payroll, Employees, Reports, and OKR. A search bar and user profile icon are also present. The main content area displays the profile for Zayn Javadd Malik (ID: 123). The profile includes a photo, name, email (euniceb@21pos.com), and phone number (09108901483). Below the profile, there are tabs for General, Statistics, Timesheets, Evaluation History, Interview History, Family, and Skills & Interests. The General tab is active, showing two columns of information: Personal Details and Leave Details. The Personal Details column lists fields like Birthdate, Gender, Address, City, State, Country Code, Zone, Mobile Phone 2, Email 2, and Access ID. The Leave Details column lists various leave types and their balances: Sick Leave, Vacation Leave, Service Incentive Leave, Extra Day Off, Solo Parental Leave, Maternity Leave, and Paternity Leave. On the right side of the profile, there is a list of actions: Edit Profile (1), Reset Password (2), View Schedule (3), Deactivate (4), and Block (5).

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.

WIT HR - Home Dashboard Attendance Requests Payroll Employees Reports OKR Search ...

< This Week > December-January 2018 Monthly View

Name	Sun (31)	Mon (01)	Tue (02)	Wed (03)	Thu (04)	Fri (05)	Sat (06)
Aupan, Flor General Manager		1 Add Schedule					
Bostick, Yoong General Manager							
Brillantes, Piere Jean Utility		AM 07:00 - 03:00 PM 03:00 - 09:00	AM 07:00 - 03:00 PM 03:00 - 09:00				
Cosico, Irelene PHP Programmer		AM 07:00 - 03:00 PM 03:00 - 09:00	AM 07:00 - 03:00 PM 03:00 - 09:00				
Maboloc, Ivy Myrrhdefde PHP Programmer		AM 07:00 - 03:00 PM 03:00 - 09:00	AM 07:00 - 03:00 PM 03:00 - 09:00				

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

WIT HR - Home Dashboard Attendance Requests Payroll Employees Reports OKR Search ...

< This Week > Monthly View

Employee: 2 Flor Aupan

Start: 3 08:00 am

End: 4 05:00 pm

Iterate: 5 Sun Mon Tue Wed Thu Fri Sat

Iterate End: 6

Notes: 7 Delete all schedules and replace with the checked Iteration Days

Notes: 8

9 Duty on Rest Day

10 Save

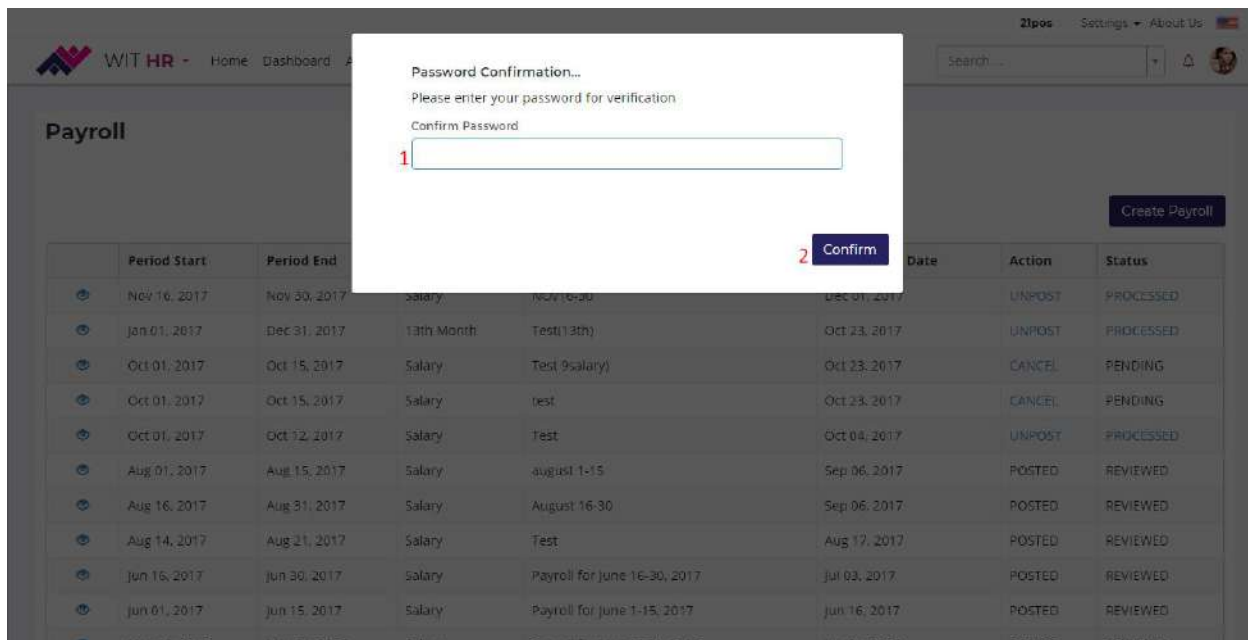
2. **Employee.** Select the user you wish to add schedule
3. **Start.** Select starting time of the employee's shift

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.

Period Start	Period End	Salary	Test	Date	Action	Status
Nov 15, 2017	Nov 30, 2017				UNPOST	PROCESSED
Jan 01, 2017	Dec 31, 2017				UNPOST	PROCESSED
Oct 01, 2017	Oct 15, 2017				CANCEL	PENDING
Oct 01, 2017	Oct 15, 2017				CANCEL	PENDING
Oct 01, 2017	Oct 12, 2017	Salary	Test	Oct 04, 2017	UNPOST	PROCESSED
Aug 01, 2017	Aug 15, 2017	Salary	august 1-15	Sep 06, 2017	POSTED	REVIEWED
Aug 16, 2017	Aug 31, 2017	Salary	August 16-30	Sep 06, 2017	POSTED	REVIEWED
Aug 14, 2017	Aug 21, 2017	Salary	Test	Aug 17, 2017	POSTED	REVIEWED
Jun 16, 2017	Jun 30, 2017	Salary	Payroll for June 16-30, 2017	Jul 03, 2017	POSTED	REVIEWED
Jun 01, 2017	Jun 15, 2017	Salary	Payroll for June 1-15, 2017	Jun 16, 2017	POSTED	REVIEWED
May 16, 2017	May 31, 2017	Salary	Payroll for May 16-31, 2017	Jun 01, 2017	POSTED	REVIEWED

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

21pos Settings About Us

WIT HR Home Dashboard Attendance Requests Payroll Employees Reports OKR

Search ...

1 2 3 4 5 6 7

Payroll Summary (2018-01-01 to 2018-01-15) All Departments Attendance Summary Payroll Adjustments Save and Process Payroll

Name	Gross	Basic Allowan...	Leave Night Diff	Special	Regular	DR	OT	LT	UT Absences	Adj +	Adj -	Loan	HDMF	PHIC	SSS	TaxNec Pay	
1 Toto Abdul	3676.25	2826.25	850.00	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	0.001677.83
2 Florelan Ampan	3725.00	540.91	126.36	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	0.00126.36
3 Annette Azarcon	3237.00	469.00	119.55	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	0.00119.55
4 Piere Jean Brillantes	1715.00	216.36	95.45	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	0.0095.45
5 Noel Joshua Calonia	3557.50	513.86	132.95	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	0.00132.95
6 Marichu Canonigo	4155.00	567.95	187.50	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	0.00187.50
7 Jessie Castro Jr.	3307.50	1027.73	175.00	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	0.00175.00
8 Irelene Cosicol	8325.00	763.64	750.00	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	0.00750.00
9 Amiel Hussien Dagac	6090.00	757.27	350.00	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	0.00350.00
10 Joesel Duezo	4765.00	622.05	244.32	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	0.00244.32
Total	125838.225068.1310260.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0021227.68	0.00	0.00	26.00	150.00	150.00	372.40	0.0013402.42	

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

The screenshot displays the Zipos HR system interface. At the top, there is a navigation bar with the Zipos logo, 'WIT HR', and various menu items: Home, Dashboard, Attendance, Requests, Payroll, Employees, Reports, and OKR. A search bar and user profile icon are also present. The main content area is divided into two sections. The left section, titled 'Payroll Adjustment (2018-01-01 to 2018-01-15)', contains a table with columns: Adjustment Name, Code, Type, Taxable, Amount, and Action. It lists two adjustments: 'Hepa Vaccine' (HEPA VACC, Deduction, No, 250) and 'Years of Service Incr' (YOS, Earning, No, 1000). The right section, titled 'HEPA VACC - 250', contains a table with columns: Employee Name, Apply Adjustment, Adj+, and Adj-. It lists 10 employees with checkboxes for applying the adjustment and corresponding values in the Adj+ and Adj- columns. A 'Payroll Summary' button is located in the top right of this section. Both sections include pagination controls at the bottom.

Adjustment Name	Code	Type	Taxable	Amount	Action
1. Hepa Vaccine	HEPA VACC	Deduction	No	250	  
2. Years of Service Incr	YOS	Earning	No	1000	

Employee Name	Apply Adjustment	Adj+	Adj-
1. Toto Abdul	<input checked="" type="checkbox"/>		250
2. Clarence Mae Alinga	<input type="checkbox"/>		
3. Florelen Ampan	<input checked="" type="checkbox"/>		250
4. Flor Ampan	<input type="checkbox"/>		
5. Annette Azarcon	<input checked="" type="checkbox"/>		250
6. Young Bostick	<input type="checkbox"/>		
7. Piere Jean Brillantes	<input checked="" type="checkbox"/>		250
8. CJ Ronxel Cabug-os	<input checked="" type="checkbox"/>		250
9. Norshalden Calo	<input checked="" type="checkbox"/>		250
10. Noel Joshua Calonia	<input checked="" type="checkbox"/>		250

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.

The screenshot shows the WIT HR system interface. A 'Create Adjustment' modal form is open, displaying the following fields and options:

- 1. Adjustment Template (dropdown menu)
- 2. Name (text input)
- 3. Code (text input)
- 4. Type (dropdown menu with 'x' icon)
- 5. Amount (text input)
- 6. Is Taxable
- 7. Apply to All Employees
- 8. Save button
- 9. Close button

The background shows a table with the following data:

Adjustment Name	Code	Type
1. Hepa Vaccine	HEPA VACC	Deduction
2. Years of Service Incr	YOS	Earning

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.

Salary Projection By Grade

Years of Service Increase %: Projection Type: Note: Data are based on current Salary Grade and Allowance declared.

Department	Position	Employee Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Accounting	QA Tester	Merichu Canonigo	13050	13050	13050	13575	13575	13575	13575	13575	13575	13575	13575
	PHP Programmer	Florelin Ampan	11500	11500	11500	12000	12000	12000	12000	12000	12000	12000	12000
	Accounting Officer	Annette Asarcon	10425	10425	10425	10425	10425	10425	10425	10850	10850	10850	10850
		Deviette Paco	11000	11000	11000	11500	11500	11500	11500	11500	11500	11500	11500
Team Members: 4			45,975.00	45,975.00	45,975.00	47,500.00	47,500.00	47,500.00	47,500.00	47,925.00	47,925.00	47,925.00	47,925.00
Administration	Utility	Piere Jean Brillantes	5700	5700	5700	5700	5700	5700	5700	5700	5700	5700	5900
	PHP Programmer	Irelene Cosical	28500	28500	28500	29400	29400	29400	29400	29400	29400	29400	29400
		Ivy Myrrhdelde Mebalac	25100	26000	26000	26000	26000	26000	26000	26000	26000	26000	26000

- Years of Service Increase.** Enter in here the percentage of increase every year
- Projection Type.** Select your desired salary projection type
- 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
- 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
- Export.** Click on this button to download Excel or PDF Files of the projected salary
- Department.** Select a department that you want to view
- Position.** Select a specific position that you want to display
- 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.

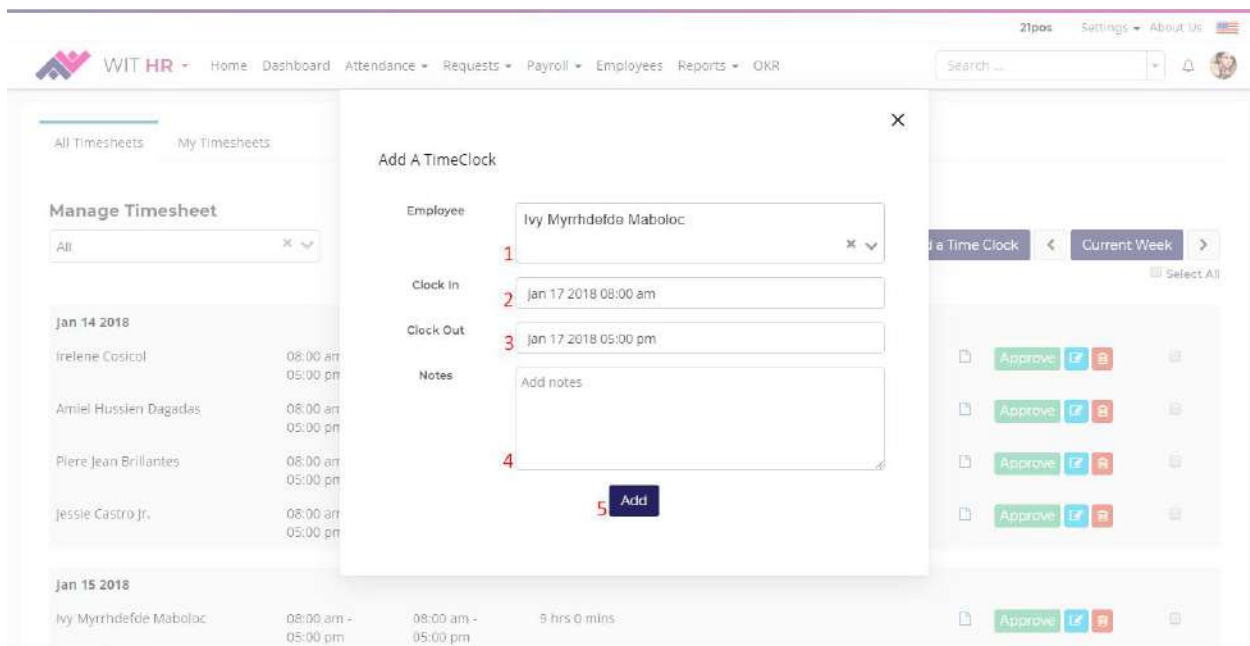
Manage Timesheet

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

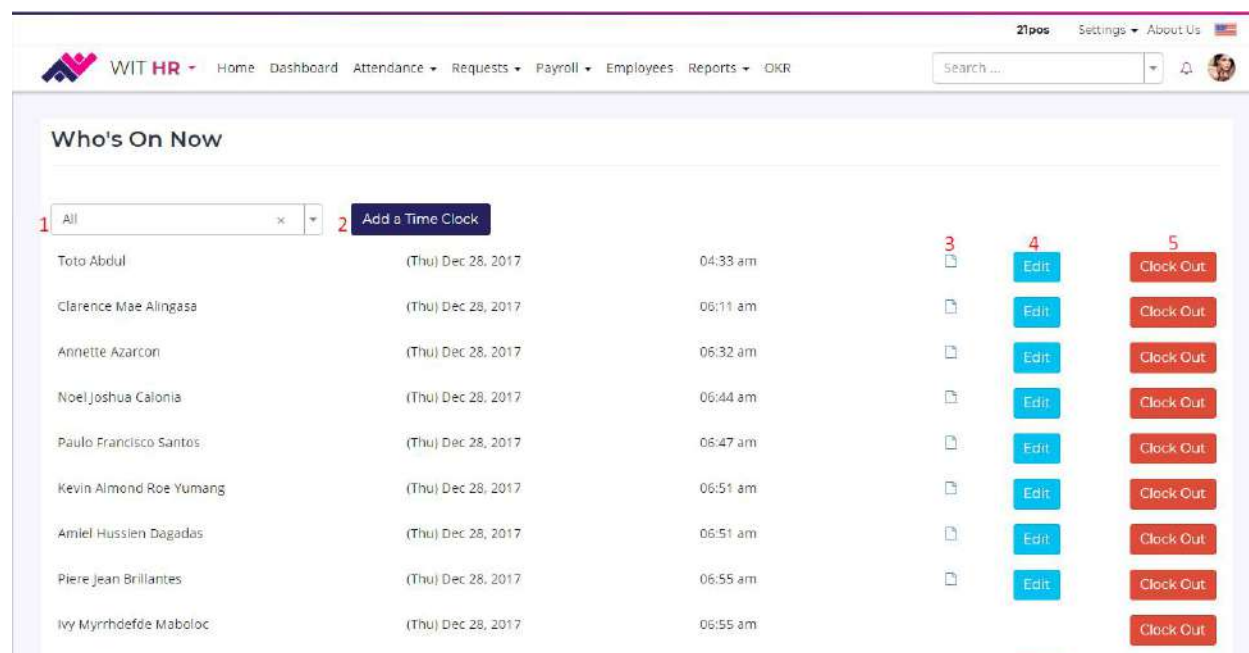
There will be instances that your employees could not clockin or clockout of the Witty Manager Time Clock app—an application to replace manual recording of attendance



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.

Employee Name: Ivy Myrrhdefde Maboloc Department: Administration
Employee No: 2013-003-0008 Position: PHP Programmer

Leave Type:
Sick Leave Vacation Leave Service Incentive Leave Extra Day Off Solo Parental Leave Maternity Leave Paternity Leave

Purpose/Reason *

1

Dates Requested From * End * Days
2 3 1

Supervisor * Supervisor Notes
4 Select supervisor ...

I certify that the leave of absence requested above is for the purpose indicated. I understand that I must comply with my employing company's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.

Employee's Signature: Ivy Myrrhdefde Maboloc Date: 2018-01-17

21POS, INC., Door 10 Aala Compound, Km 3 McArthur Highway, Matina, Davao City

5 Submit 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.

The screenshot displays the WIT HR system interface. At the top, there is a navigation bar with the WIT HR logo and menu items: Home, Dashboard, Attendance, Requests, Payroll, Employees, Reports, and OKR. A search bar and user profile icon are also present. Below the navigation bar, there are tabs for Leave Requests, Overtime Requests, Budget Requests, and Loan Requests. A search bar is located above a table of requests. The table has columns for Date Requested, Start, End, Employee, Type, Purpose / Reason, No. of Days, Status, and Action. There are four rows of data, all with a 'Pending' status. A 'View Request' button is next to each row. A pagination bar at the bottom shows 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

Date Requested	Start	End	Employee	Type	Purpose / Reason	No. of Days	Status	Action
Jan 17, 2018	Jan 17, 2018	Jan 18, 2018	Marichu Canonigo	Extra Day Off	I'm so tired from working Over Time 3 days in a row.	1	Pending	View Request
Jan 17, 2018	Jan 16, 2018	Jan 17, 2018	Ivy Myrrhdefde Maboloc	Sick Leave	Admitted to the hospital.	1	Pending	View Request
Jan 17, 2018	Jan 31, 2018	Jan 31, 2018	Marichu Canonigo	Vacation Leave	To unwind.	1	Pending	View Request
Jan 17, 2018	Jan 17, 2018	Jan 23, 2018	Ivy Myrrhdefde Maboloc	Vacation Leave	To attend family gathering	1	Pending	View Request

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.

Budget Request Form

PHP Programmer	PHP Programmer	System Administrator
----------------	----------------	----------------------

Cost/Budget
1

Priority
2 High - Immediate
 Medium - This Week
 Low - This Month

Requested By
Ivy Myrrhdefde Maboloc

Date
2018-01-17

Control No.

Request Details
3

Request Justification
4

Alternatives

Implementation Plan

Accepted Alternative

5 Submit Request

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.

Date	Requested By	Details	Priority	Cost	Status	Action
Jan 17, 2018	Ivy Myrrhdefde Maboloc	This budget request is for the payroll of the newly hired employees	High	10000	Pending	View Request
Dec 13, 2017	Ivy Myrrhdefde Maboloc		(not set)	(not set)	Pending	View Request
Oct 23, 2017	Ivy Myrrhdefde Maboloc		(not set)	1000	Pending	View Request
Oct 23, 2017	Marichu Canonigo	test	Low	500	Pre-approved	View Request
Oct 23, 2017	Marichu Canonigo	test2	Medium	500	Pre-approved	View Request
Oct 23, 2017	Marichu Canonigo		(not set)	400	Denied	View Request
Oct 20, 2017	Ivy Myrrhdefde Maboloc		(not set)	(not set)	Cancelled	View Request
Oct 18, 2017	Ivy Myrrhdefde Maboloc		(not set)	(not set)	Pending	View Request

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

Budget Request Form

A P P R O V A L	HR Officer:	HR Officer:	General Manager
			<div style="display: flex; justify-content: space-between; align-items: center;"> 5 Approve </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 6 Deny </div> <div style="margin-top: 5px;"> 7 <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter notes"/> </div>
Cost/Budget		Requested By	
<input style="width: 100%;" type="text" value="100"/>		<input style="width: 100%;" type="text" value="Marichu Canonigo"/>	
Priority		Date	
<input checked="" type="radio"/> High - Immediate <input type="radio"/> Medium - This Week <input type="radio"/> Low - This Month		<input style="width: 100%;" type="text" value="2018-01-18"/>	
Request Details		Request Justification	
<input style="width: 100%;" type="text" value="For purchasing new lamp"/>		<input style="width: 100%;" type="text" value="Lamp-100"/>	
Alternatives		Implementation Plan	
<input style="width: 100%; height: 40px;" type="text" value="2"/>		<input style="width: 100%; height: 80px;" type="text" value="4"/>	
Accepted Alternative			
<input style="width: 100%; height: 20px;" type="text" value="3"/>			

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

[Back to Loan Requests](#)

Loan Request Form

HR Officer	HR Officer	General Manager

Requested By: Ivy Myrrhdefde Maboloc

Date Requested: 2018-01-17

Control No:

Loan Type * 1 Select loan type ...

Description * 2

Amount Requested * 3

Amount Approved

I authorize my employer to make the above deductions from my pay in accordance with the above terms. I understand and agree that any amount that is due and owing at the time of my termination, regardless of whether my termination was voluntary or not, will be deducted from my last paycheck or any other amounts that may be owed to me.

Employee's Signature: Ivy Myrrhdefde Maboloc

Date: 2018-01-17

4 [Submit 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.

[Back to Loan Requests](#)

Loan Request Form

APPROVAL	Project Coordinator	HR Officer	General Manager
			2 <input type="button" value="Approve"/>
			3 <input type="button" value="Deny"/>
			4 <input type="text" value="Enter notes"/>

Requested By	Date Requested	Control No
<input type="text" value="Marichu Canonigo"/>	<input type="text" value="2018-01-18"/>	<input type="text"/>

Loan Type *	Description *
<input type="text" value="pag ibig"/>	<input type="text" value="For business capital"/>
Amount Requested *	
<input type="text" value="1000"/>	
Amount Approved *	
1 <input type="text"/>	

- 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.

All Loan Applications

Search...

Date Requested	Employee name	Loan Type	Amount	Status	Action
Jan 18, 2018	Ivy Myrrhdefoe Maboloc	Test 1	20	Approved	View Loan
Jan 18, 2018	Merichu Canonigo	Test 1	22	Pending	View Loan
Jan 18, 2018	Merichu Canonigo	pag ibig	1000	Approved	View Loan
Jan 17, 2018	Ivy Myrrhdefoe Maboloc	sss	10000	Processed	View Loan
Jan 17, 2018	Ivy Myrrhdefoe Maboloc	sss	10000	Approved	View Loan
Jan 17, 2018	Ivy Myrrhdefoe Maboloc	sss	10000	Approved	View Loan
Jan 17, 2018	Ivy Myrrhdefoe Maboloc	sss	10000	Approved	View Loan
Sep 11, 2017	Ivy Myrrhdefoe Maboloc	Cash Advance	500	Processed	View Loan
Sep 11, 2017	Ivy Myrrhdefoe Maboloc	Test 1	1000	Cancelled	View Loan
Sep 11, 2017	Ivy Myrrhdefoe Maboloc	Test4	10000	Cancelled	View Loan
Sep 11, 2017	Tester One	Cash Advance	500	Pre-approved	View Loan
Sep 11, 2017	Tester One	Test 1	100	Pre-approved	View Loan
Sep 11, 2017	Tester One	Test 1	1000	Denied	View Loan
Sep 11, 2017	Tester One	Cash Advance	1000	Pending	View Loan

Details

Loan Information

Employee Name: Merichu Canonigo Date Requested: Jan 18, 2018
 Amount Requested: 1000 Loan Types: pag ibig
 Amount Approved: 1000

From: No. of Payment:

Payable to: Interest Rate: %

Deduct to payroll

Advanced Information

Application No.: Application Date:

DV No.: DV Date:

Eyer ID: Eyer Name:

Check No.: Loan Grante:

Advance Loan Type: Advance Loan Type:

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.

The screenshot displays a loan management interface. On the left is a table listing various loans with columns for date, employee name, loan type, amount, status, and a 'View Loan' button. On the right, a detailed view of a loan is shown, including a 'Process' button and a table of due dates and amortization amounts.

Due Date	Amortization	Interest	Paid Amount	Status
02/04/2018	200	7	0	Open
02/19/2018	200	7	0	Open
03/06/2018	200	7	0	Open
03/21/2018	200	7	0	Open
04/05/2018	200	7	0	Open

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.

The screenshot displays the WIT HR system interface. At the top, there is a navigation menu with 'Reports' selected. Below the menu, there is a search bar and a 'Generate Report' button. The main content area is titled 'Audit Trail' and contains a table with the following data:

Recorded DateTime	Employee	Action Type	Details
Jan 18, 2018 09:55:52	Ivy Myrrhdefde Maboloc	Login	Successful login
Jan 18, 2018 09:33:40	Ivy Myrrhdefde Maboloc	Login	Successful login
Jan 18, 2018 08:10:39	Marichu Canonigo	Login	Successful login
Jan 18, 2018 07:49:51	Ivy Myrrhdefde Maboloc	Login	Successful login
Jan 18, 2018 07:47:56	Ivy Myrrhdefde Maboloc	Login	Successful login
Jan 17, 2018 14:25:14	Ivy Myrrhdefde Maboloc	Edit Profile	Successfully updated employee id 30 by Ivy Myrrhdefde Maboloc(id:990)
Jan 17, 2018 14:22:04	Ivy Myrrhdefde Maboloc	Edit Profile	Successfully updated employee id 30 by Ivy Myrrhdefde Maboloc(id:990)

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

WIT HR | Home | Dashboard | Employees | Attendance | Requests | Payroll | Reports | OKR

zipoS Settings About Us

Search ...

Timesheet Report

From Date: 1 To Date: 2 3

< This Week > 4 5 6

All Export 7 8

Employee Name	2018-01-14				2018-01-15				2018-01-16				2018-01-17				2018-01-18				2018-01-19			
	Start	End	Hrs	NDiff	Start	End	Hrs	NDiff	Start	End	Hrs	NDiff	Start	End	Hrs	NDiff	Start	End	Hrs	NDiff	Start	End	Hrs	NDiff
Amiel Hussien Dagadas					07:01am	03:11pm	8.15		07:05am	03:35pm	8.5		A	A			06:59am				(not set)	(not set)	(not set)	(not set)
Annette Azercon					VL				06:35am	03:36pm	9.02		06:25am	03:35pm	9.16		06:28am				(not set)	(not set)	(not set)	(not set)
Clarence Mae Allingasa					09:57am	03:06pm	5.14		06:38am	02:41pm	8.05		06:06am	03:17pm	9.18		06:14am				(not set)	(not set)	(not set)	(not set)
Cristita Malnegro					09:27am	05:43pm	8.28		09:15am	05:30pm	8.24		09:22am	05:38pm	8.26		09:35am				(not set)	(not set)	(not set)	(not set)

- 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.

Zlpos Settings About Us

WIT HR Home Dashboard Attendance Requests Payroll Employees Reports OKR Search...  

Department Attendance Summary for 2018-01-18    Filter Date: 2018-01-18 

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

Rows per page: 5 10  1 - 7 of 7  

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.

WIT HR | Home | Dashboard | Attendance | Requests | Payroll | Employees | Reports | OKR

zapos Settings About Us

Search ...

Employee Attendance Summary for 2018-01-18

Filter Date: 2018-01-18

No.	Employee Name	Shift Start	Shift End	In	Out	Absent	Leave	Late	Undertime
1	Annette Azarcon	07:00 AM	04:00 PM			A			
2	Bemar Paltingca	07:00 AM	04:00 PM			A			
3	Bosub Kim	07:00 AM	04:00 PM			A			
4	Ed. Xzcc	07:00 AM	04:00 PM			A			
5	Ed Ronxel Cabug-os	07:00 AM	04:00 PM			A			
6	Clarence Mae Alingese	07:00 AM	04:00 PM			A			
7	Clark Jaymar Clapano	07:00 AM	04:00 PM			A			
8	Cristita Malnegro	07:00 AM	04:00 PM			A			
9	Devidette Peco	07:00 AM	04:00 PM			A			
10	Don Lester Paul Cava	07:00 AM	04:00 PM			A			

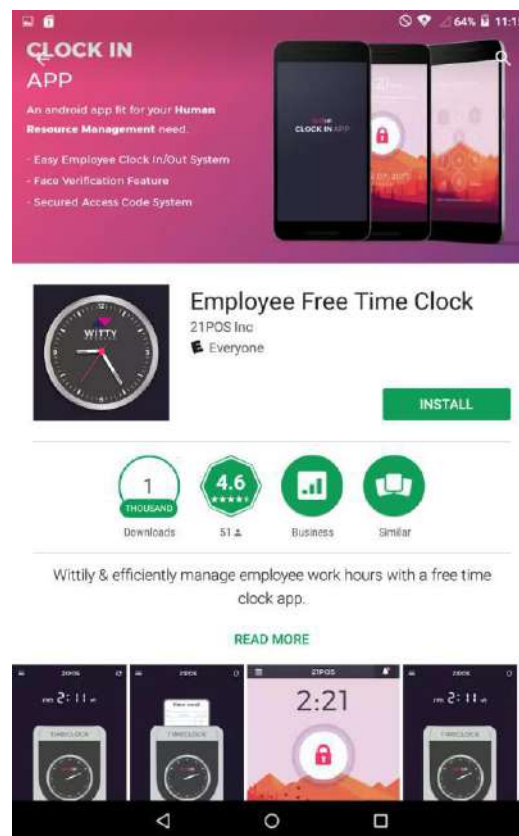
1. **File.** Clicking this icon will download an excel file of the Employee Attendance Summary for the date indicated
2. **Print.** This will print the Employee Attendance Summary report
3. **Search.** This is used to search a specific employee's Attendance Summary Report
4. **Filter Date.** Select the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

Witty Time Clock

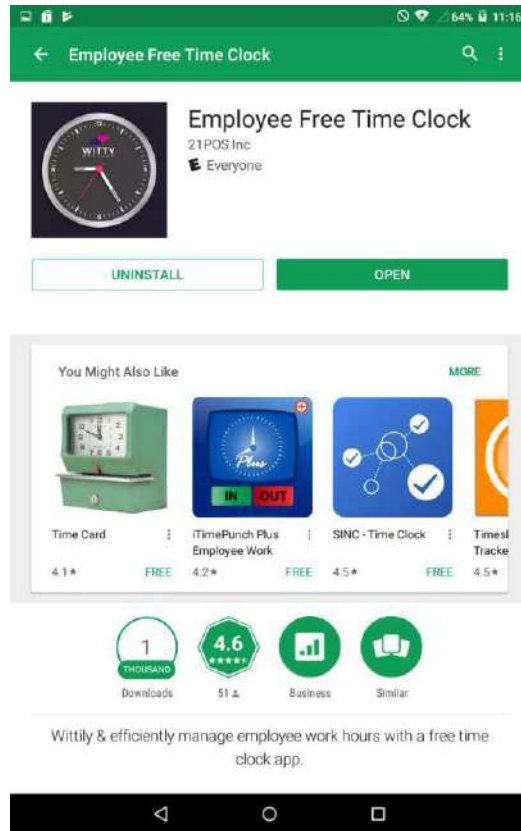
Witty Manager HR comes with a Witty Time Clock which is more than just your usual automated attendance system. This comes with a sleek design and user friendly interface which lets you and your employees use without hassle. Aside from its jam-packed modules in an easy to navigate application, Witty Time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

Download and Installation

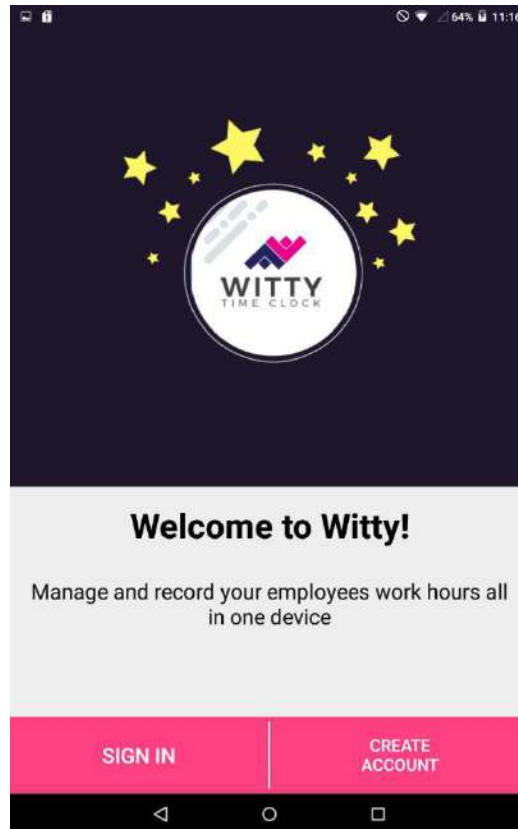
Below are the steps to install and use Witty Time Clock:



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.



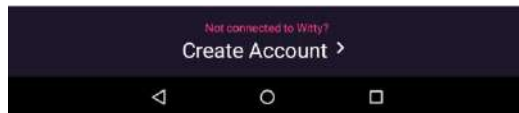
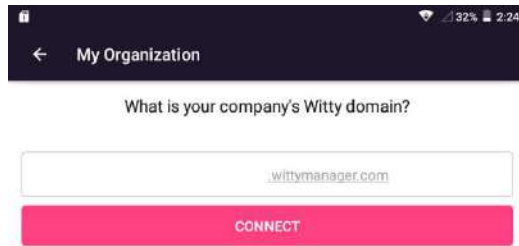
Once the application is done downloading and installing, click on **Open** button to run the application.



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

Step 1: Setup your company

What is your company website?
Tell us if you have an existing website where we can learn more about your company.
(You can also leave it as blank)

www.my-website.com

What is your company name?
My Company Name

Your generated WIT domain:
Important! Make sure you remember this always. Edit it to what ever you like.

mycompany .wittymanager.com

Next >

- 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

Step 2: Create admin account

Create an account and login to <http://example.wintymanager.com> to manage employees, attendance and payroll

Email Address

Password

Confirm Password

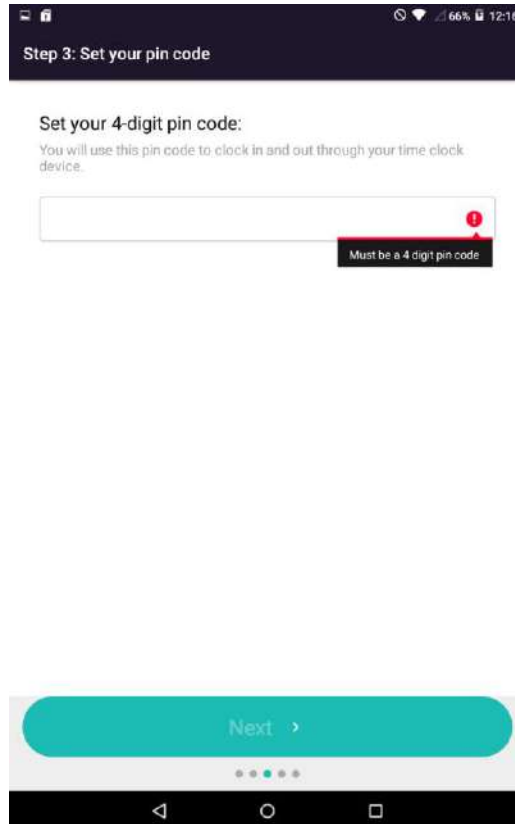
Your First Name

Last Name

Next >

- a. **Email Address.** Enter your email address. Please take note 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 clock in and out of the system
- b. **Next.** Click this button to proceed to the next process

4. Invite Your Employees

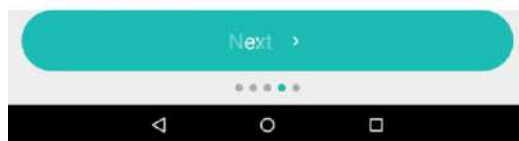
You can invite your employees to setup their own profiles under your organization. Doing so will make them and their credentials more secure.

Step 4: Invite your employees



Share invite link to your employees

<https://goo.gl/E3vgbE>  [Share](#)



- 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**.

The screenshot shows a mobile browser interface for the 'Best Co' sign-up page. The URL is 'http://bestco.wittymanager.com/s'. The form contains the following fields and elements:

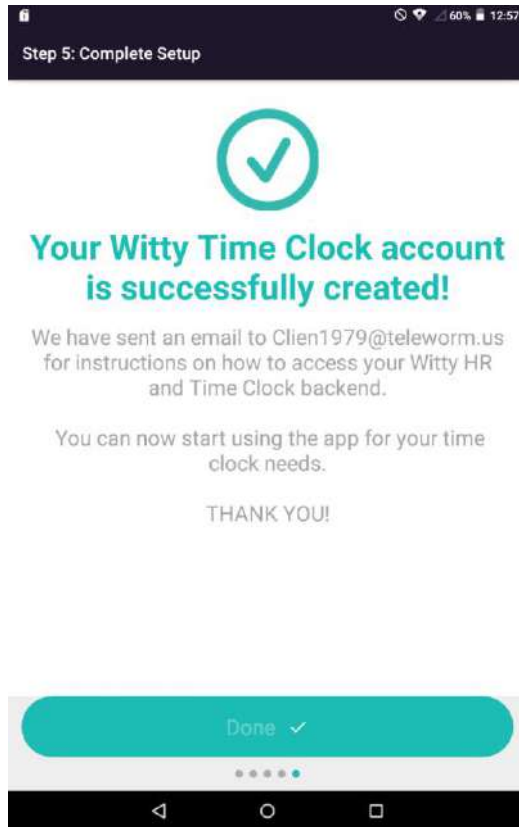
- Email ***: A text input field.
- First Name ***: A text input field.
- Last Name ***: A text input field.
- Username ***: A text input field.
- Password ***: A text input field.
- Pin Code ***: A text input field containing '2518' and a 'Generate' button.
- Sign up**: A large blue button at the bottom of the form.

Below the Pin Code field, there is a note: 'This will be used for the clock in app.'

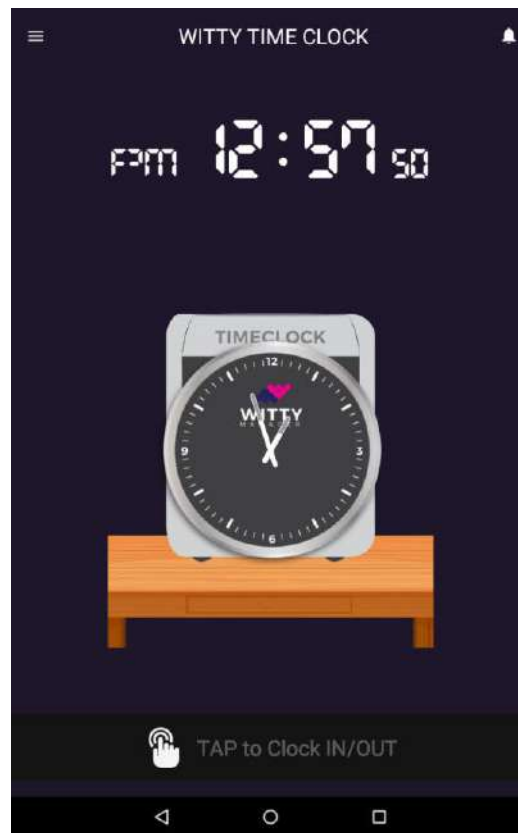
- a. **Email.** Enter employee's email address
- b. **First Name.** Enter employee's first name
- c. **Last Name.** Enter employee's last name
- d. **Username.** Enter employee's username. This will be the username he/she will use in order to sign in to your company's Witty Domain
- e. **Password.** 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

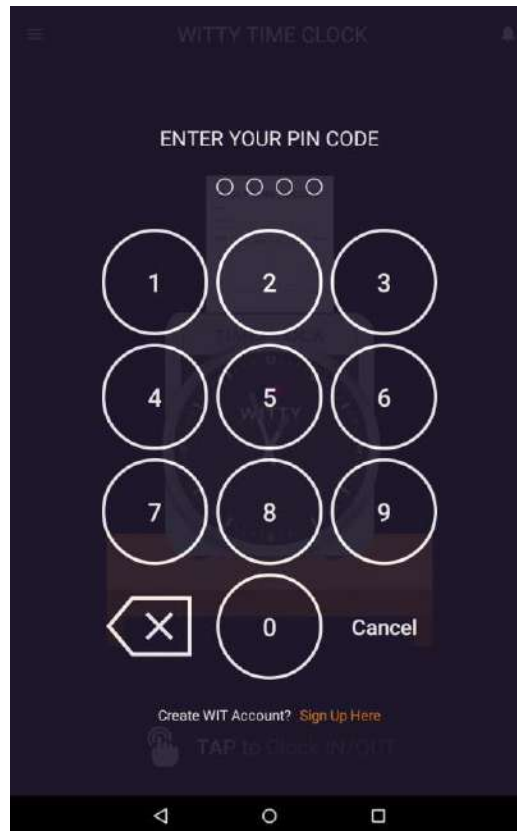
If you have reached this step, you can now start using the application to record your company's attendance with less to zero hassle.



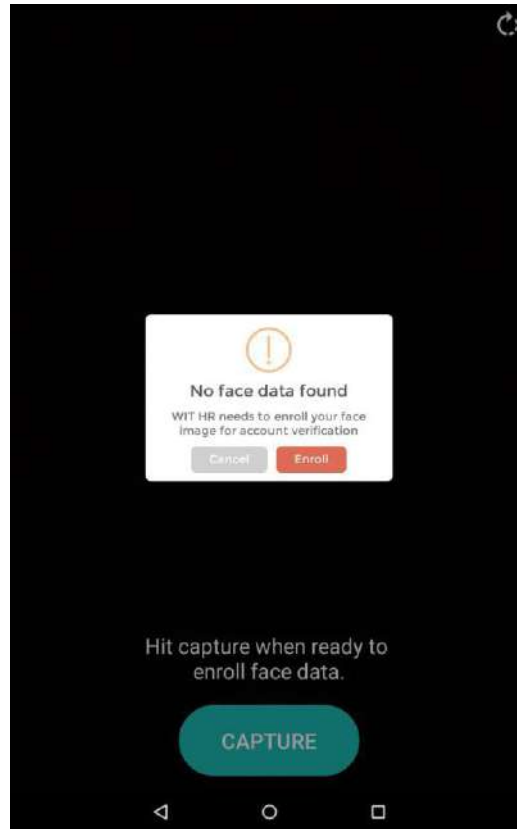
- a. **Done.** Click the **Done** button to access the Time Clock.



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

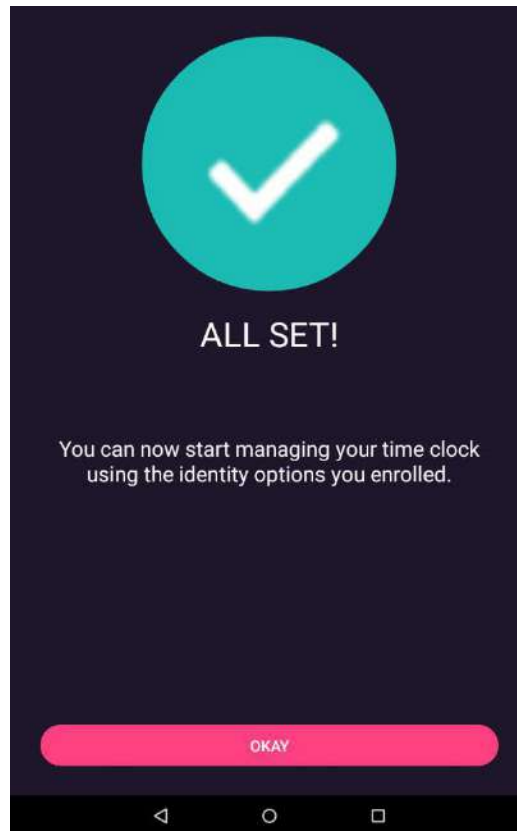


- c. **Pin Code.** Enter your Pin Code here by clicking on the buttons
- d. **Delete.** Click this button to delete digit/s
- e. **Cancel.** Click this button if you want to cancel clocking in/out of the system



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.

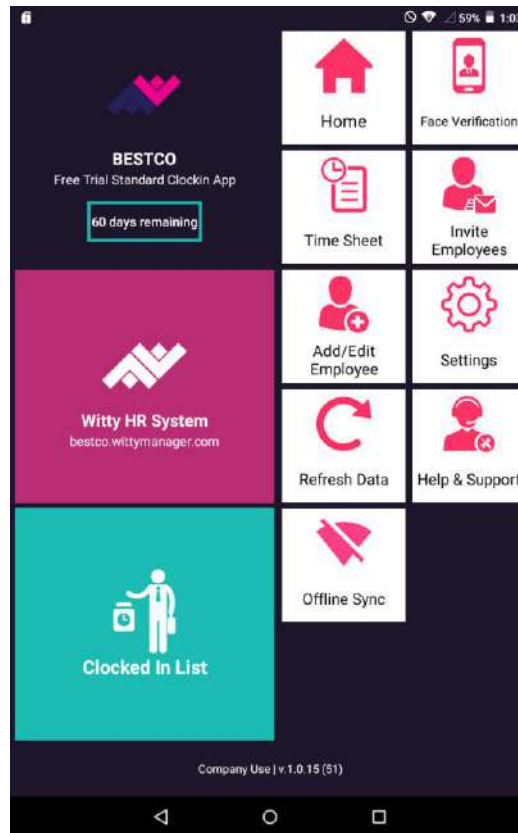
- f. **Cancel.** Click this button to cancel enrolling your face data
- g. **Enroll.** Click this button to start enrolling your face data
- h. **Capture.** Click this button to capture your face data. Make sure that your face is clearly captured and steady



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

Menu Items

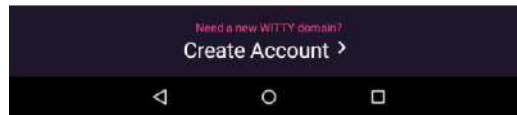
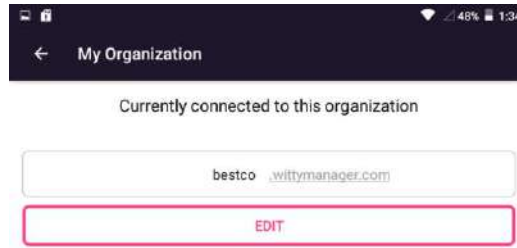
Witty Time Clock's Menu provides easy access to all functions of the application. In this section you will learn about what each Menu Item does.



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.



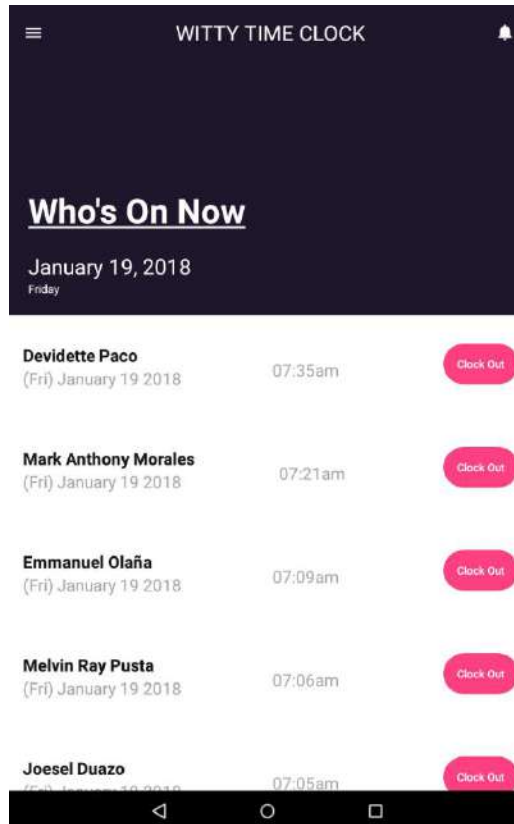
- b. **Edit.** You can connect to your other organization's Witty Domain by clicking this button and entering its domain

Witty HR System

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

Clocked In List

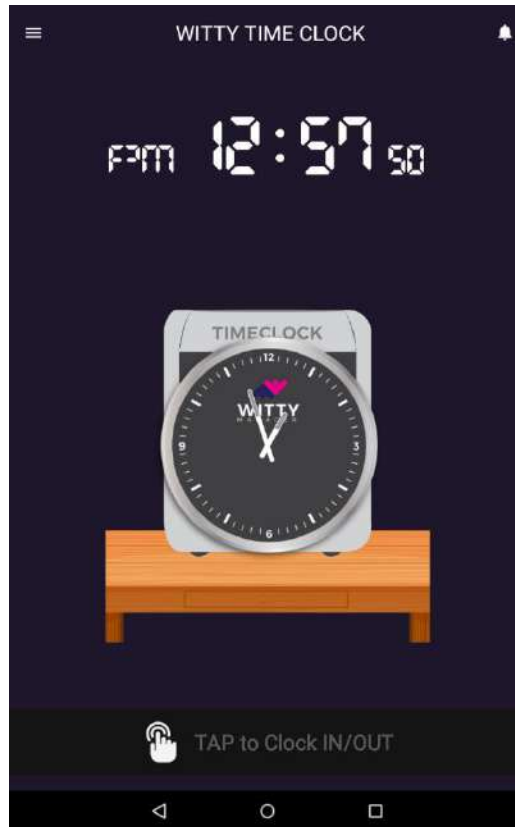
This menu will show all employees who have clocked in to the system for the current date.



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**.

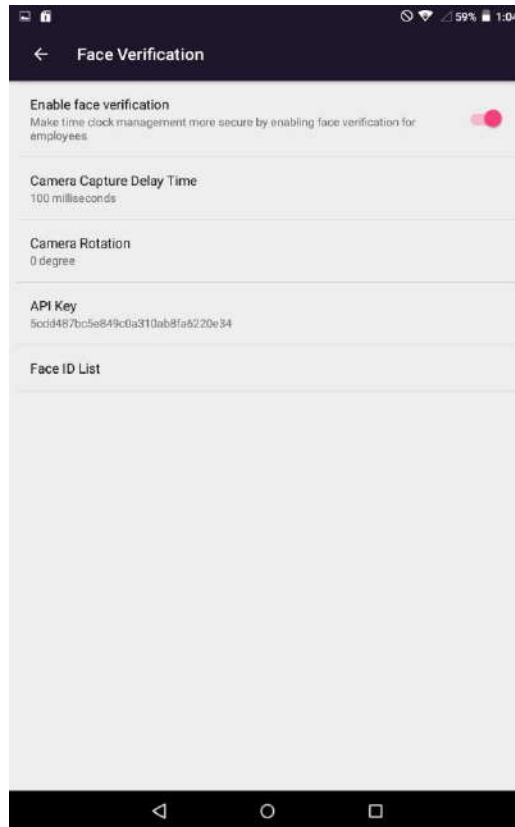
Home

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.



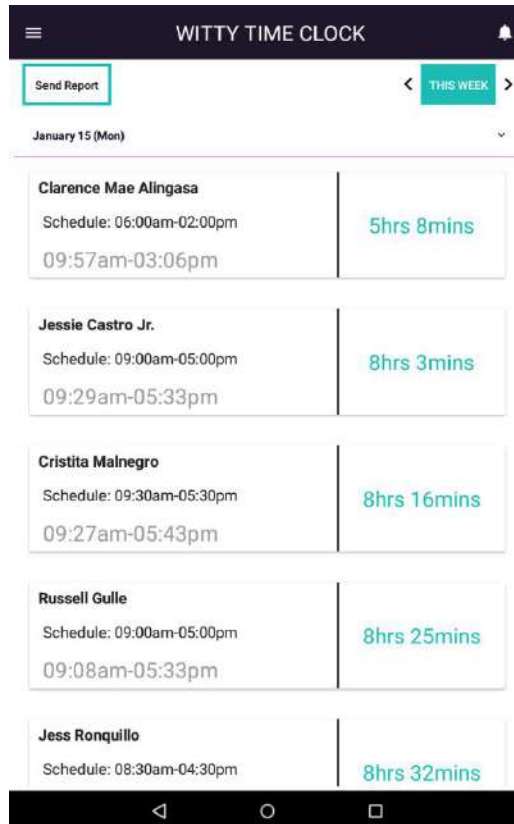
- a. **Enable/Disable.** By default, face verification is enabled in this application. If you wish to disable this feature, you can do so by toggling this off. The app will prompt a form asking for credentials, just enter the username and password you used in registering the organization.
- b. **Camera 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.

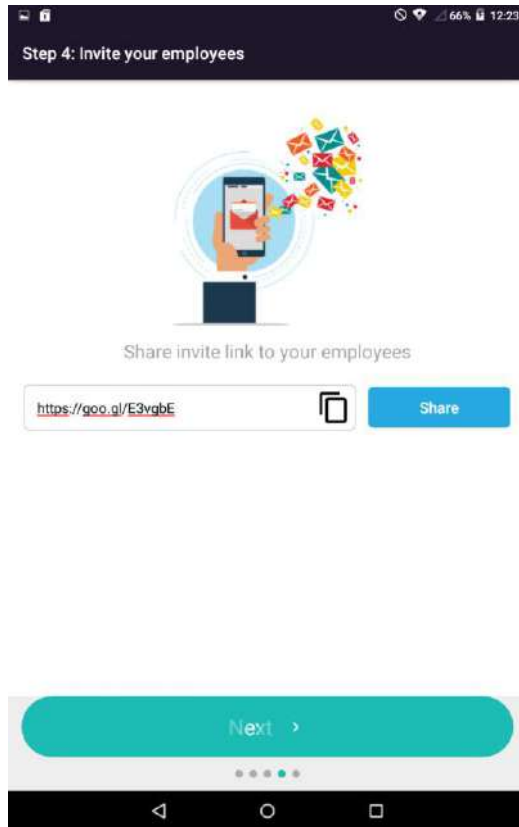


- a. **Send Report.** Click this button to download the weekly Time Sheet in an Excel File, and send to your recipient. It is best to send the generated report as an **Email**, for it will automatically attach the file into the email body unlike other messaging apps.
- b. **Weeks.** You can choose to 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.



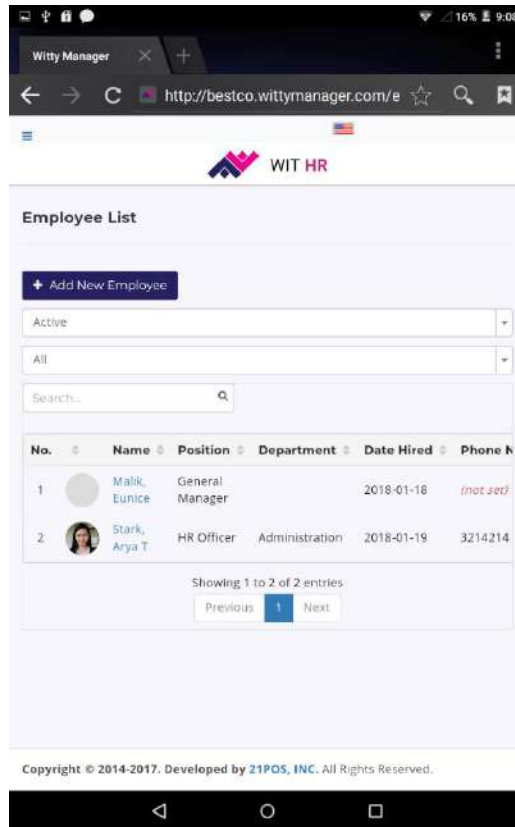
- a. **Share.** Click this button to share the link to your employees.
- b. **Next.** You can skip this step and proceed to the next process.

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

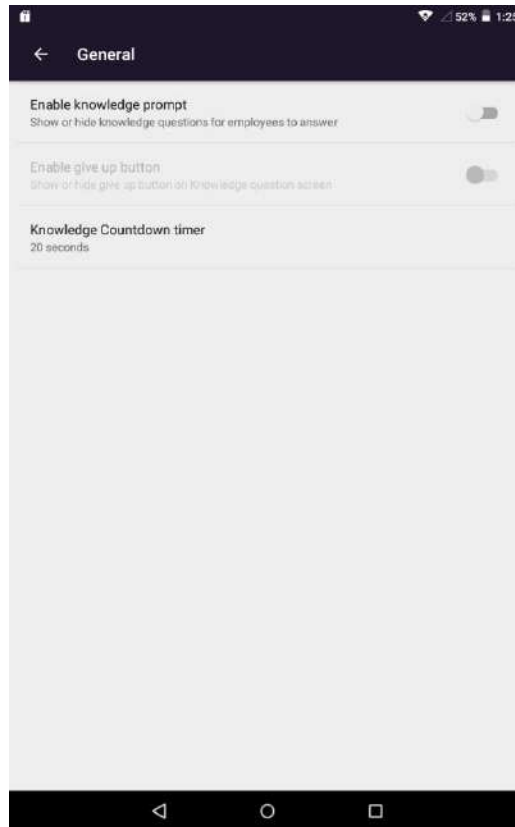
Clicking this menu item will open your company's domain in a browser and lets you setup or edit employees.



Settings

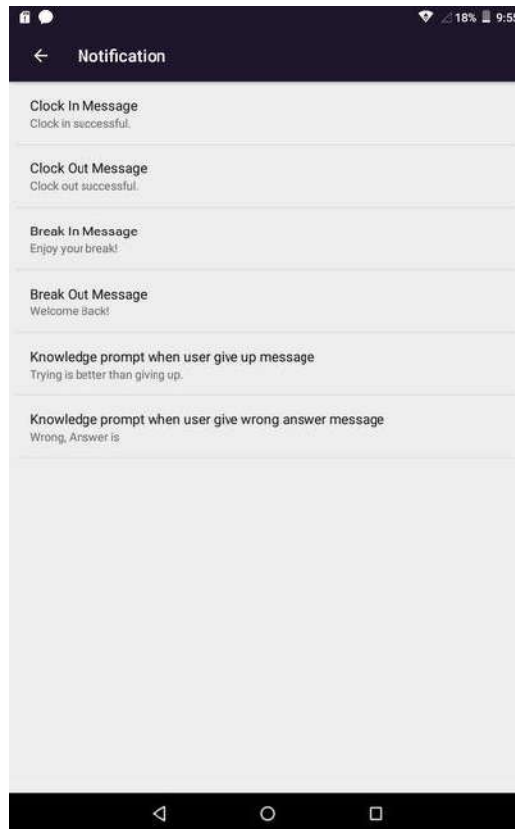
This menu is used for changing Witty Time Clock default settings. It has two submenus which are for **General** and for **Notification**.

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.

