



# VADE

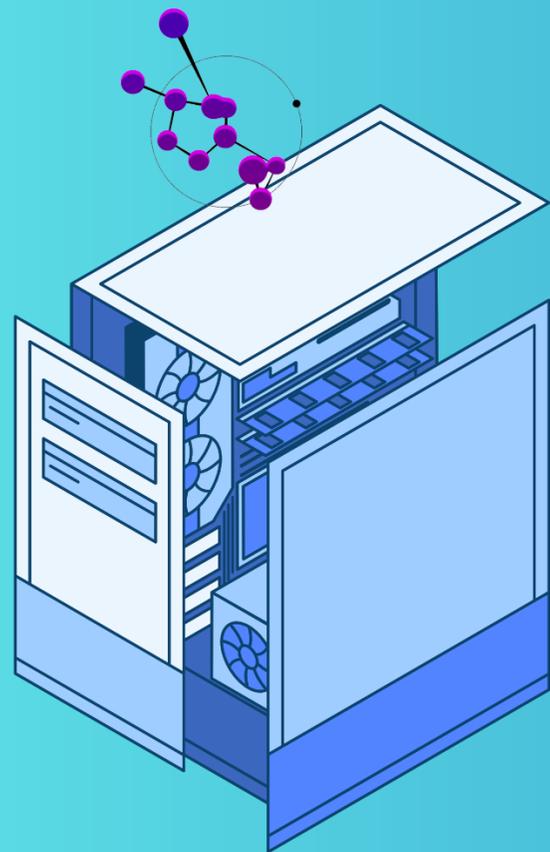
# PAYROLL





VADE PAYROLL

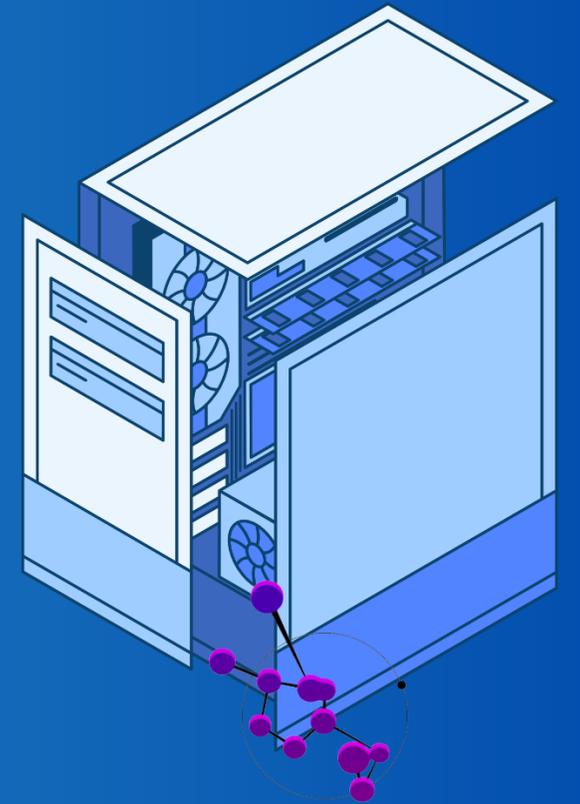
# ABOUT THE SYSTEM



**VADE** simplifies payroll management for businesses of all sizes. With a user-friendly interface and advanced features, it's never been easier to handle employee payments, track attendance, and calculate taxes.

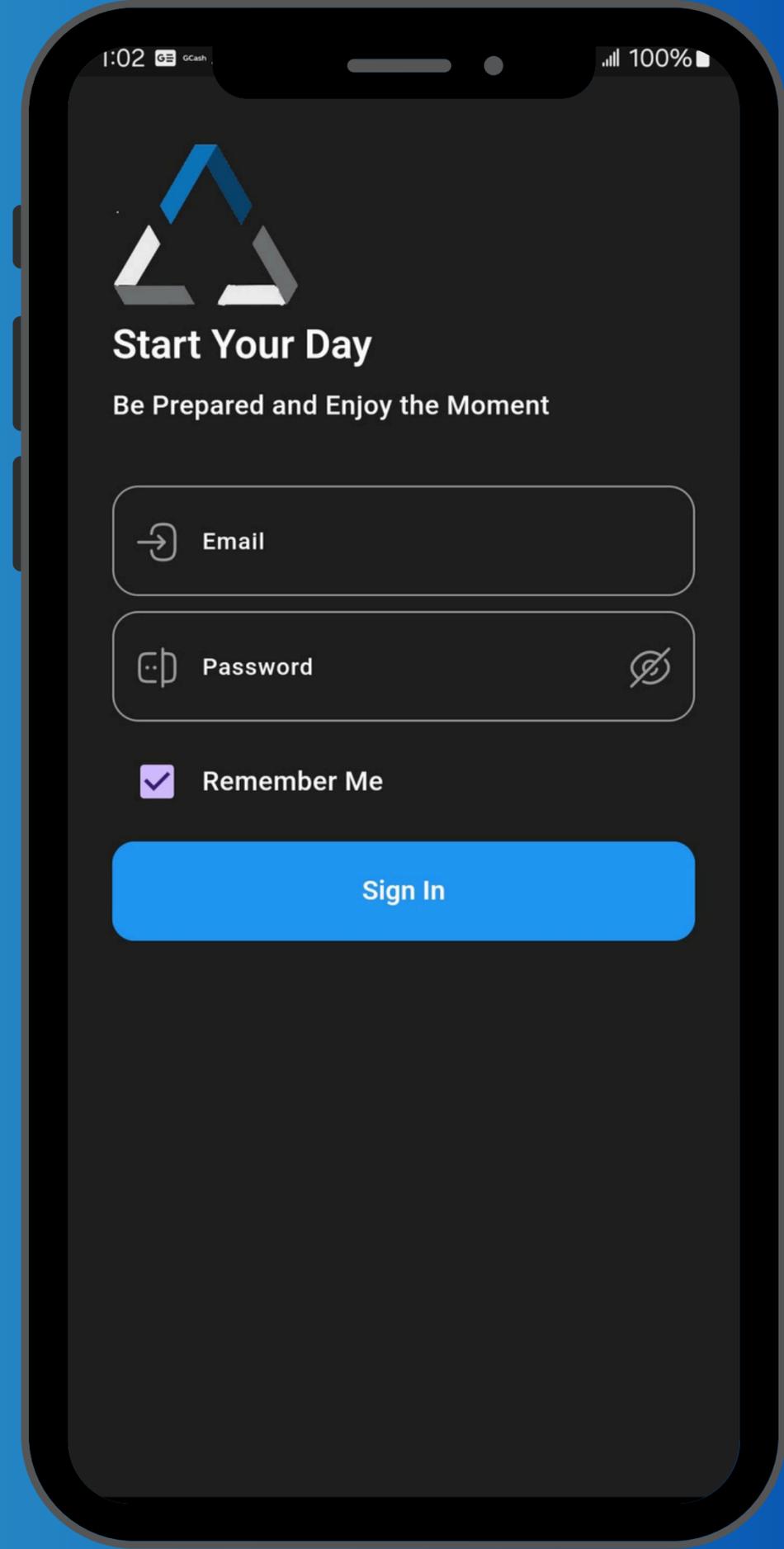
## **Key Features:**

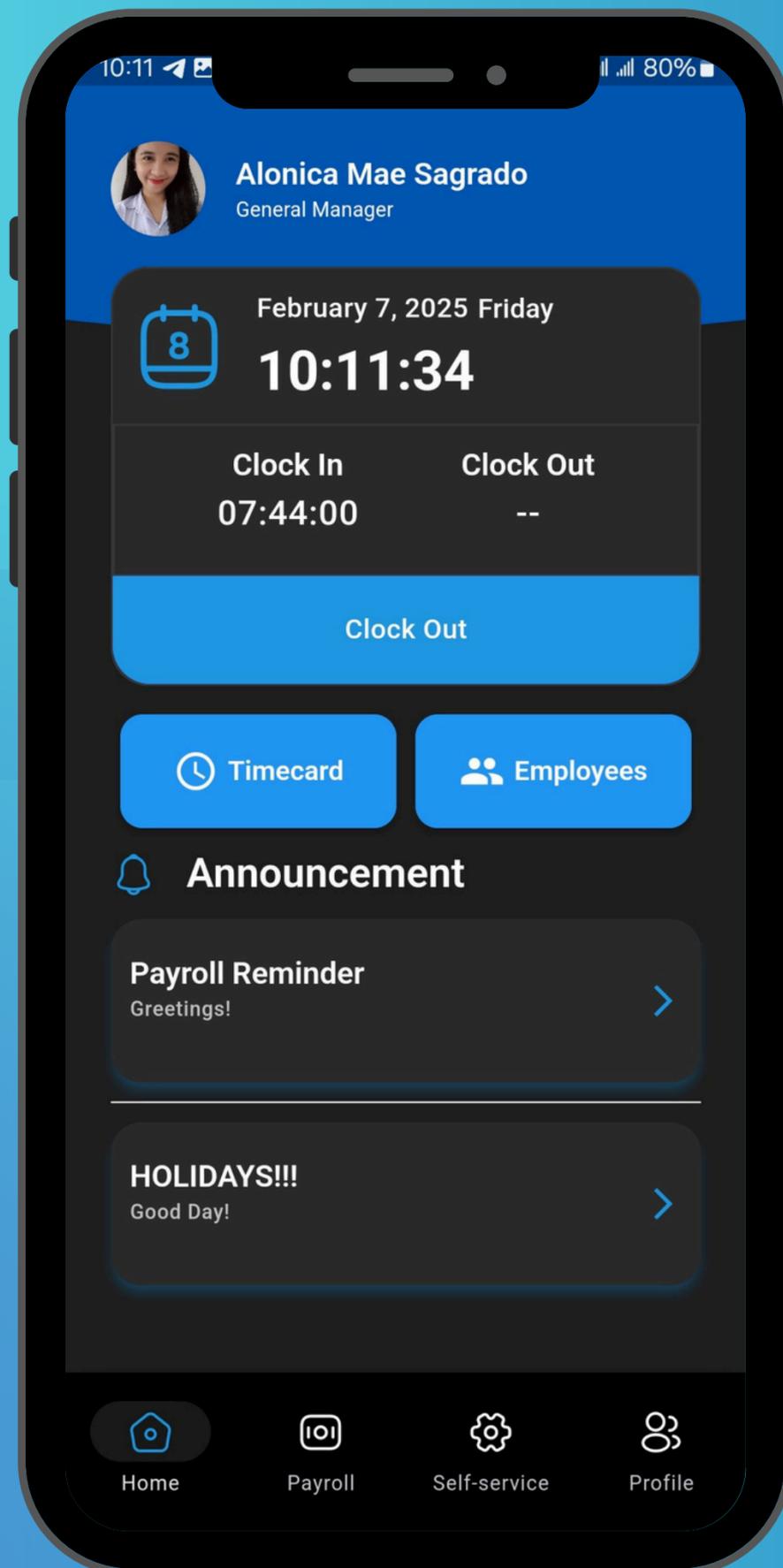
- ✓ Payroll Management: view current and previous salary computations effortlessly.
- ✓ Attendance Tracking: Integrate with clock-in systems to manage work hours seamlessly.
- ✓ Benefit Management: View and manage deductions, bonuses, and other perks with ease.
- ✓ Employee Self-Service: Employees access to view their employee details, timecard and access to view their payslips and records.



# MOBILE

# APP



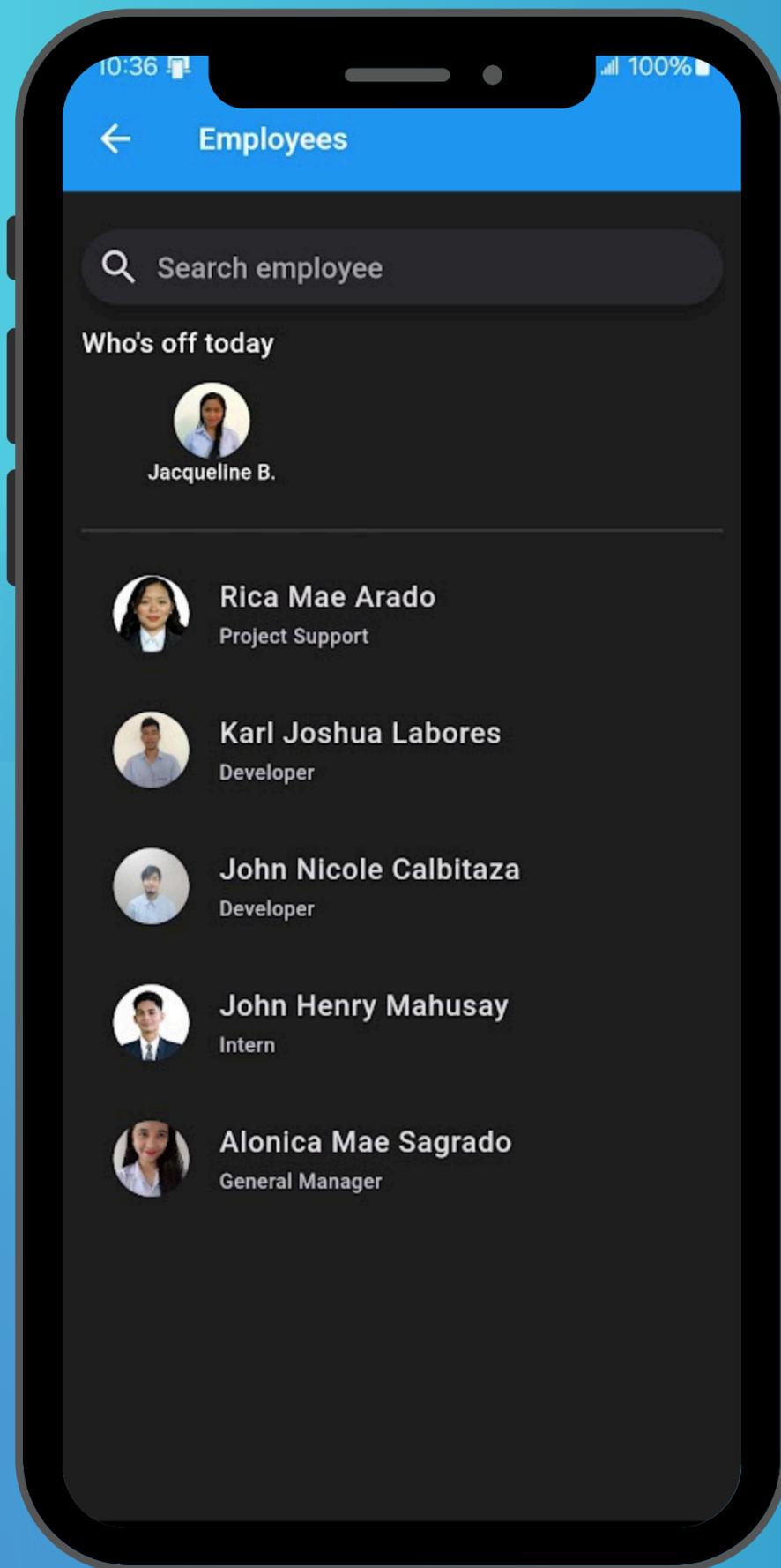


# DASHBOARD

The dashboard serves as the central hub for employees to manage their daily work activities efficiently.

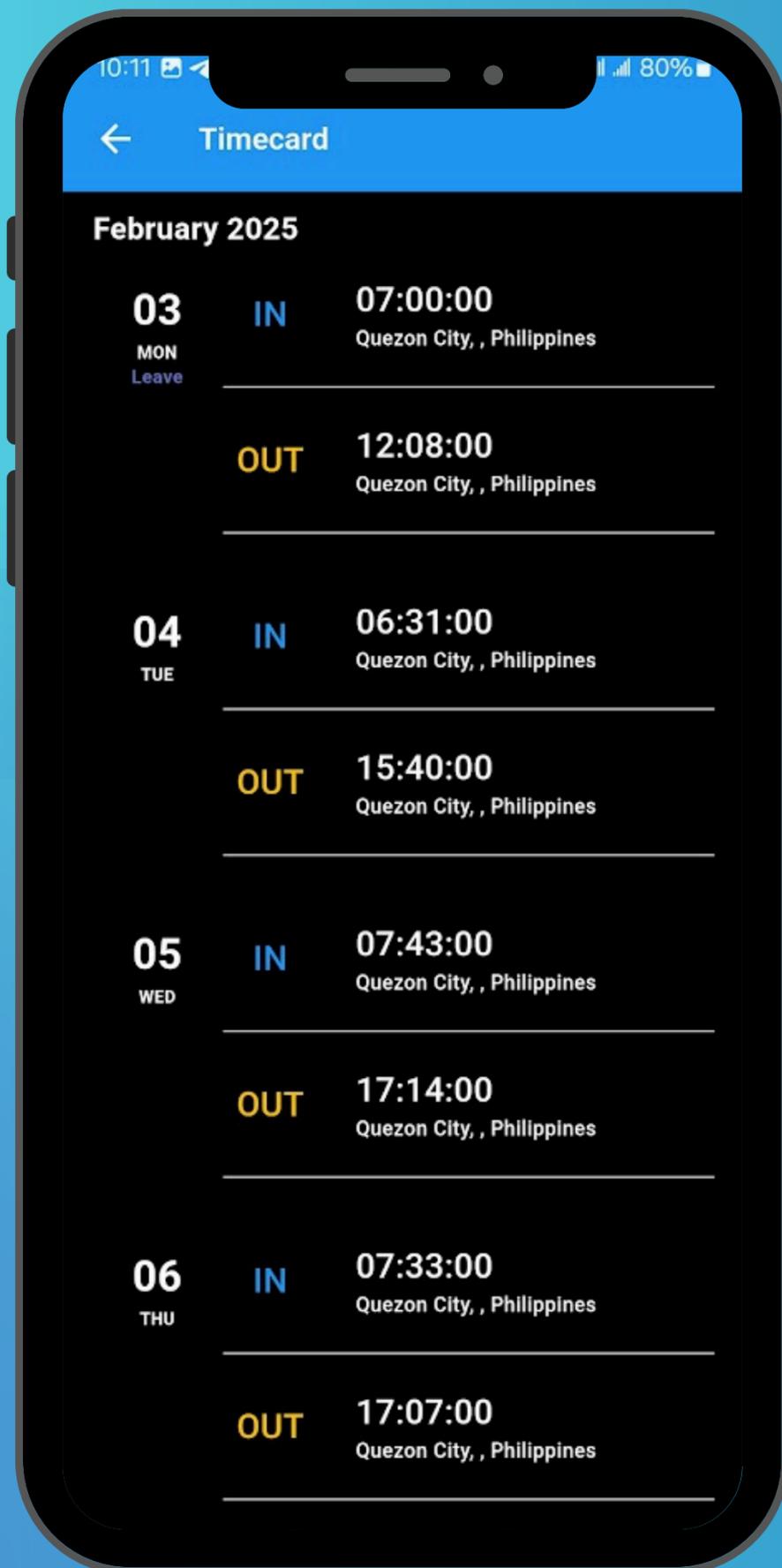
Employees can clock in and clock out with ease, ensuring accurate time tracking.

It also provides access to important company announcements, keeping everyone informed.



# EMPLOYEE'S ATTENDANCE

A real-time attendance overview displays all employees' statuses for the day, showing who is on duty, off duty, or on leave, fostering better workplace transparency and coordination.



# TIMECARD

Employees can view their personal timecards for detailed records of their work hours along with their detected location at each log.

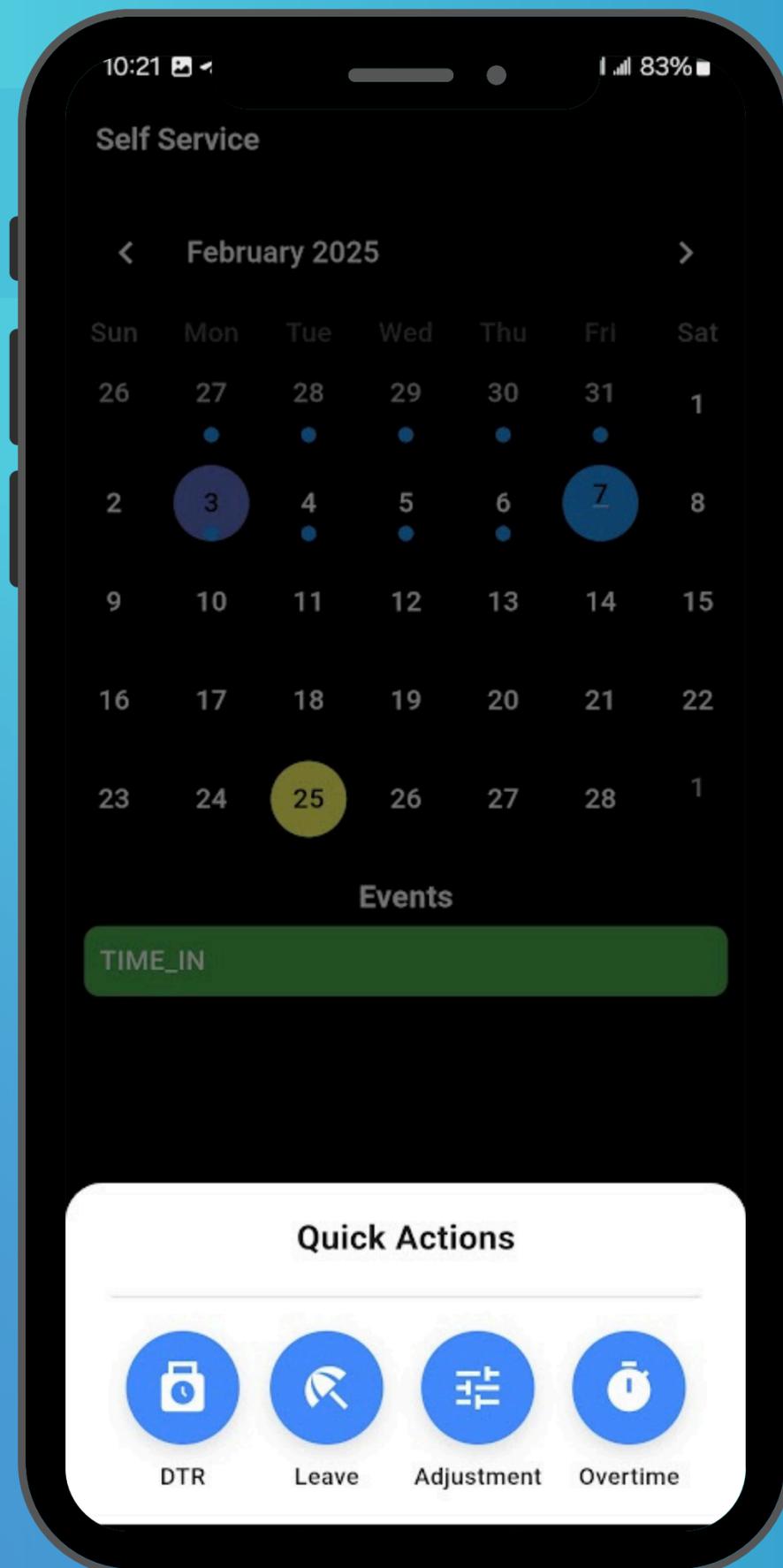


# CALENDAR

The calendar provides a comprehensive view to ensure better planning and time management, giving employees a clear overview of their work schedules at a glance.

It highlights legal and special holidays to keep employees informed about non-working days.

Additionally, employees can track their daily activities, including leaves, overtime, and their clock-in and clock-out records.

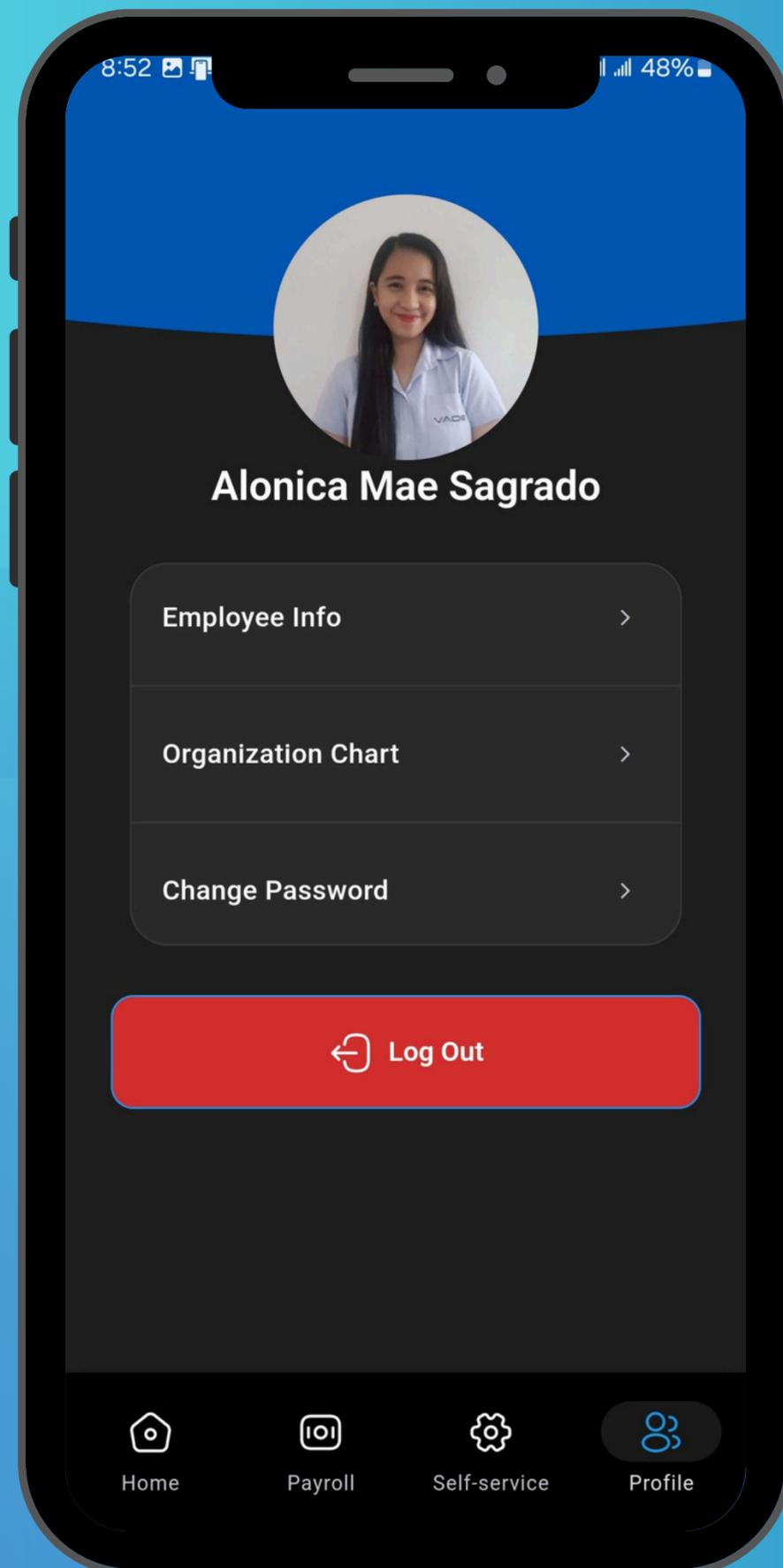


# SELF-SERVICE

The Self-Service section empowers employees to manage their work-related requests with ease:

- **DTR (Daily Time Record):** Allows employees to manually input their time logs for corrections or missed entries.
- **Leave:** A dedicated section for filing leave requests, ensuring a streamlined approval process.
- **Adjustment:** Employees can file reimbursement requests or any necessary financial adjustments that need company approval.
- **Overtime:** Enables employees to encode specific overtime hours on designated dates for proper tracking and compensation.

This feature enhances efficiency by providing a convenient and organized way to handle essential employee requests.

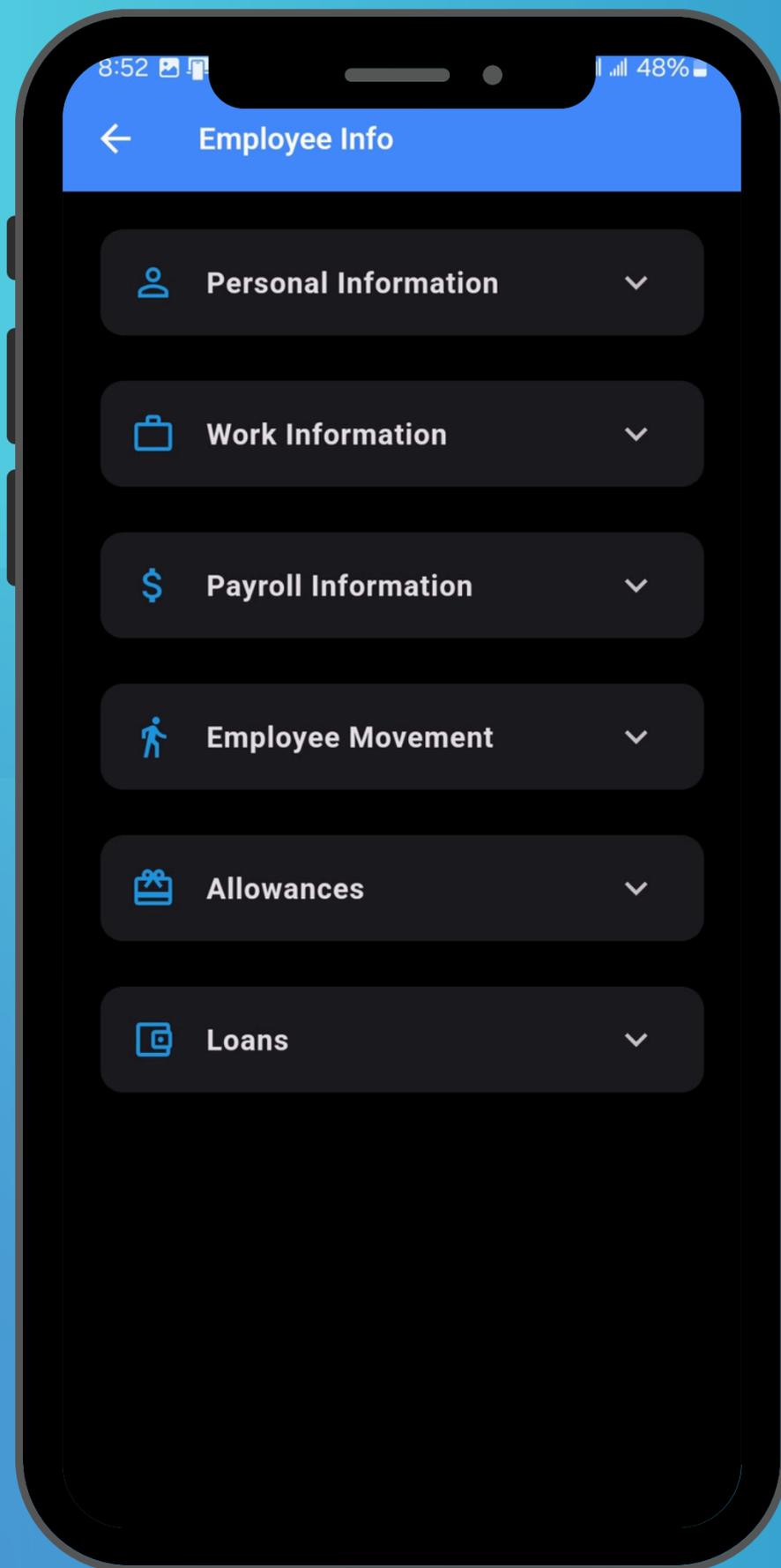


# PROFILE

This section provides employees with access to essential information about themselves and their organization.

Employees can view their personal details, including job position, department, and contact information.

Additionally, this section includes an Organization Chart, offering a clear visual representation of the team structure.



# EMPLOYEE INFO

This section organizes key details, including Personal Info, Work Info, Payroll Info, Employment Movement, Allowances, and Employee Loans. It provides employees with quick access to their records for transparency and easy management.



# WEB

 <http://payroll.vade.dev/demo> 



**VADE**  
SYSTEM SOLUTIONS

User ID\*

Password\* 

LOG IN

[Forgot password](#)

- Home
- Employee Setup
- Timekeeping
- Benefits
- Payroll
- Government
- User
- FAQ
- Change Password
- Log Out

## Company Details

Save

Code	Name	Address	Contact No	Email
vade	VADE S-Solutions Compan	Room 3-C Chua Tiam Bldg		admin@vadesystemsoluti
TIN	RDO	Period	Currency	Whitelist
420-422-889-000		2025-01-20   2025-02-0	PHP	NONE
Enable Face Recognition				
No				

## Payroll Settings

SSS Schedule	Philhealth Schedule	Pagibig Schedule	Pagibig Contribution	Pagibig Max
1	1	1	DEFAULT	200
0.0 for first half. 0.5 for even split. 1.0 for 2nd half.	0.0 for first half. 0.5 for even split. 1.0 for 2nd half.	0.0 for first half. 0.5 for even split. 1.0 for 2nd half.		
Tax Computation	Tax Basis	Employer Covers Gov't Cont...	Use Generated Employee ID	
NONE	GROSS	No	No	

# COMPANY SETTINGS

- Home
- Employee Setup**
- Timekeeping
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Employee



Leave Credits



Maintenance

# EMPLOYEE SETUP

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DTR Logs



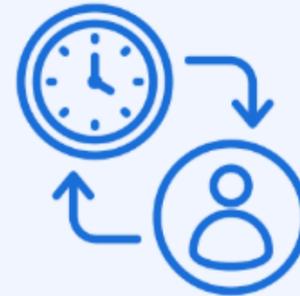
Mass Log Update



Overtime



Shift



Shift Updating



Location

# TIMEKEEPING

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Allowance



Loan



Benefits Reports



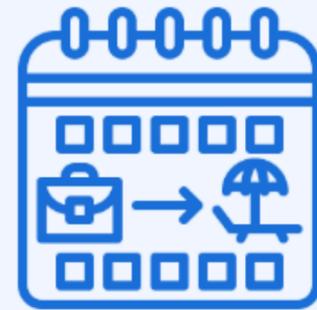
Maintenance

# BENEFITS

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Adjustment



Leave



Payroll



Payroll Reports



Generate 13th Month



Maintenance

# PAYROLL

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SSS



Tax



Philhealth

# GOVERNMENT TABLES

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User Account



Access Group



Login History

# USER ACCOUNTS

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# Frequently Asked Questions

## Employee Setup

- > Is it possible to import our current employee masterlist into the system?
- > Is it possible to generate a list of all employees currently entered into the system for export?
- > How do I upload attachments or employee files?

## Time Keeping

- > Can I upload attendance data from our existing biometrics device into the system?
- > Is there a mass update for employee shift schedules?

## Loans

- > How do I create a new loan entry for an employee?



# THANK YOU!



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