

## Automate. Analyze. Decide. **NOW**

Conventional and stock HR Information Systems face multiple challenges in today's fast paced working environment. There can be problems with HR reports, accuracy issues with payroll, long computation of payroll, missed documents with respect to BIR reporting and other compliances.

AHORA HRIS has been developed, to bring up to date and up to speed, the HR Information system. **Any information is available real-time.** The system is not just a recorder but also an enabler. It is non-intrusive, and will be aligned with the user's work activities. Simplified and targeted menus mean only relevant info is displayed. **Any feature or function can be customized.** It can be integrated with existing assets, to extend serviceability, or be used as the sole system. It is locally developed and maintained. Nothing imported or outsourced, no need for external dependencies. AHORA HRIS is a powerful and flexible solution to meet your business needs.



### AHORA RECRUITMENT

- ✓ Personnel Requisition
- ✓ Application Form
- ✓ Exam/ Interview Result
- ✓ Job Offer
- ✓ Document / Orientation
- ✓ Endorsement to Department



### AHORA SELF-SERVICE

- ✓ Time-in/Time-out
- ✓ Filing of Leaves, OT, Official Business
- ✓ Approval of Leaves, OT , Official Business
- ✓ Online viewing of Payslips



### AHORA 201 FILES

- ✓ General Information
- ✓ Employment Record
- ✓ Documents
- ✓ Trainings Attended



### AHORA PAYROLL

- ✓ Quick report generation
- ✓ Easier verification of TRAIN Law effect on an annual basis
- ✓ Data is seamlessly integrated from timekeeping to payroll.



### AHORA TIMEKEEPING

- ✓ Automated timekeeping
- ✓ Faster computation of billable hours
- ✓ Eliminate inconsistencies in manual inputs



### AHORA PAYROLL REPORTS

- ✓ BIR 2316
- ✓ Payroll Register
- ✓ Monthly Payroll Summary
- ✓ 13th month Register
- ✓ Alphalist schedule 1 and 2
- ✓ Government Mandated



### AHORA TIMEKEEPING REPORTS

- ✓ Leave Summary
- ✓ Overtime Summary
- ✓ Official Business Summary
- ✓ Timekeeping Detailed Summary
- ✓ Absences, Undertime, Tardiness Summary



**Payslip**

NAME : HOWARD, REGINA CUTOFF : 04/11/2023 TO 04/25/2023  
CLIENT : EXCENT ONE

EARNINGS		DEDUCTIONS		STATISTICS		
WORKED	DAYS/HOURS	AMOUNT	ABSENCES	AMOUNT	LEAVE BALANCE	
WORKED	104.00	21,500.00	ABSENCES	0.00	VACATION LEAVE	0.00
ECOLA		0.00	LATES	0.00	SICK LEAVE	0.00
VACATION LEAVE	0.00	0.00	UNDERTIME	0.00	OTHER LEAVE	0.00
SICK LEAVE	0.00	0.00	MANDATORY DEDUCTIONS		LOAN BALANCE	
OTHER LEAVE	0.00	0.00	SSS	157.50	SSS	0.00
OVERTIME	0.00	0.00	HDMF	0.00	SSS CALAMITY	0.00
ND	0.00	0.00	PHIC	322.50	HDMF	0.00
ND OT	0.00	0.00	TAX	2,338.25	HDMF CALAMITY	0.00
RDI/SP	0.00	0.00	LOAN/OTHER DEDUCTIONS		COMPANY	0.00
SP REST	0.00	0.00	SSS LOAN	0.00	OTHER	0.00
LEGAL	0.00	0.00	SSS CALAMITY LOAN	0.00		
LEGAL REST	0.00	0.00	HDMF LOAN	0.00		
DEMINIMIS	0.00	0.00	HDMF LOAN CALAMITY	0.00		
SALARY ADJ.	0.00	0.00	COMPANY LOAN	0.00		
			OTHER LOAN	0.00		
			OTHER DEDUCTIONS	0.00		
TAXABLE		0.00			NET PAY	
NON TAXABLE		0.00			REF/PAYABLE	0.00
					TAKE HOME	18,681.75
TOTAL EARNINGS		21,500.00	TOTAL DEDUCTIONS	2,818.25	SIGNATURE	

**BIR 2316**

Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

**Certificate of Compensation Payment/Tax Withheld**  
September 2021 (ENCS)

For Compensation Payment With or Without Tax Withheld

For the Period (MM/YYYY) 04/2023

Part I: Taxpayer Information

1. Taxpayer Name (Last, First, Middle Initial) ADUN, ARKIN  
2. TIN 111-111-1111  
3. Registered Address  
4. Date of Birth (MM/DD/YYYY) 09/21/1996  
5. Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
6. Taxable Compensation Income Regular (Sum of Items 29 to 32) 14,688.13  
7. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
8. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
9. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
10. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
11. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
12. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
13. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
14. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
15. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
16. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
17. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
18. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
19. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
20. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
21. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
22. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
23. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
24. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
25. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
26. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
27. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
28. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
29. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
30. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
31. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
32. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
33. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
34. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
35. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
36. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
37. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
38. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
39. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
40. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
41. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
42. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
43. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
44. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
45. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
46. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
47. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
48. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
49. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
50. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
51. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
52. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
53. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
54. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
55. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
56. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
57. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
58. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
59. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
60. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
61. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
62. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
63. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
64. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
65. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
66. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
67. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
68. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
69. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
70. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
71. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
72. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
73. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
74. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
75. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
76. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
77. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
78. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
79. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
80. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
81. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
82. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
83. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
84. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
85. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
86. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
87. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
88. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
89. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
90. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
91. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
92. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
93. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
94. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
95. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
96. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
97. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
98. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
99. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13  
100. Total Taxable Compensation Income (Sum of Items 29 to 32) 14,688.13

**PhilHealth Register**

EXCENT ONE  
PHILHEALTH REGISTER REPORT  
FOR THE MONTH OF APRIL 2023  
EMPLOYER PHIC NO. : 11-11111111-1  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:41 PM

EMPLOYEE NAME	PHIC NO	PHIC-EE	PHIC-ER	TOTAL
HOWARD, REGINA	n/a	645.00	645.00	1,290.00
MATA, JALEN	n/a	315.00	315.00	630.00
MELENDEZ, GRACE	n/a	900.00	900.00	1,800.00
TOTAL		1,860.00	1,860.00	3,720.00

**SSS Register**

EXCENT ONE INC.  
SSS REGISTER REPORT  
FOR THE MONTH OF APRIL 2023  
EMPLOYER SSS NO. : 23-4234234-2  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:40 PM

EMPLOYEE NAME	SSS NO	SSS-EE	SSS-ER	TOTAL	EC
CRUZ, NAMINE SAMPLE	123456	0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

**HDMF Register**

EXCENT ONE  
HDMF REGISTER REPORT  
FOR THE MONTH OF APRIL 2023  
EMPLOYER HDMF NO. : 1111-1111-1111  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:40 PM

EMPLOYEE NAME	HDMF NO	HDMF-EE	HDMF-ER	TOTAL
HOWARD, REGINA	n/a	100.00	100.00	200.00
MATA, JALEN	n/a	100.00	100.00	200.00
MELENDEZ, GRACE	n/a	100.00	100.00	200.00
TOTAL		300.00	300.00	600.00

**Monthly Payroll Summary**

EXCENT ONE  
MONTHLY PAYROLL SUMMARY REPORT  
FOR THE MONTH OF APRIL 2023  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:41 PM

EMPLOYEE NAME	BASIC PAY	ECOLA	OT	INCENTIVE			13TH MONTH	SEP. PAY	TOTAL	W/ TAX	EMPLOYEE CONTRIBUTION				EMPLOYER CONTRIBUTION				TOTAL
				TAXABLE	NON TAXABLE	DEMINIMIS					SSS	HDMF	PHIC	TOTAL	SSS	HDMF	PHIC	ECC	
HOWARD, REGINA	43,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,000.00	4,449.00	1,125.00	100.00	645.00	6,319.00	2,125.00	100.00	645.00	30.00	2,900.00
MATA, JALEN	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00	945.00	100.00	315.00	1,360.00	1,785.00	100.00	315.00	30.00	2,230.00
MELENDEZ, GRACE	68,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,000.00	10,649.27	1,125.00	100.00	900.00	12,774.27	2,125.00	100.00	900.00	30.00	3,155.00
TOTAL	132,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,000.00	15,098.27	3,195.00	300.00	1,860.00	20,453.27	6,035.00	300.00	1,860.00	90.00	8,285.00

**Leave Summary Report**

EXCENT ONE INC.  
LEAVE SUMMARY REPORT  
COVERING PERIOD 01/01/2024 - 01/31/2024  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:29 PM

EMPLOYEE NAME	LEAVE TYPE	LEAVE FROM	LEAVE TO	DURATION	WIPAY	REASON	STATUS	APPROVER	DATE	APPROVE REMARKS
DELA CRUZ, JUAN	EMERGENCY LEAVE	01/05/2024	01/05/2024	1	YES	OUT OF TOWN	APPROVED	PRINCESS PRINCESS	02/02/2023	
		01/08/2024	01/08/2024	1	YES	SAMPLE	APPROVED	PRINCESS PRINCESS	04/19/2024	
		01/30/2024	01/30/2024	1	YES	EMERGENCY	APPROVED	PRINCESS PRINCESS	04/15/2024	
		01/31/2024	01/31/2024	1	YES	EMERGENCY	APPROVED	PRINCESS PRINCESS	03/19/2024	
TOTAL				4.00						

**Overtime Summary Report**

EXCENT ONE INC.  
OVERTIME SUMMARY REPORT  
COVERING PERIOD 04/15/2024 - 04/16/2024  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:29 PM

EMPLOYEE NAME	OVERTIME FROM	OVERTIME TO	DURATION	REASON	STATUS	APPROVER	DATE	APPROVER REMARKS
DELA CRUZ, JUAN	4/15/2024 5:00:00 PM	4/15/2024 6:00:00 PM	1.00	TEST	PENDING			
	4/16/2024 5:00:00 PM	4/16/2024 6:00:00 PM	1.00	TEST 2	PENDING			
	TOTAL			2.00				

**Government Mandated Report**

EXCENT ONE  
GOVERNMENT MANDATED REPORT  
FOR THE MONTH OF APRIL 2023  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:39 PM

EMPLOYEE NAME	SSS	HDMF	PHIC	TOTAL
HOWARD, REGINA	1,125.00	100.0000	645.0000	1,870.00
MATA, JALEN	945.00	100.0000	315.0000	1,360.00
MELENDEZ, GRACE	1,125.00	100.0000	900.0000	2,125.00
TOTAL	3,195.00	300.00	1,860.00	5,355.00

**Alphalist Schedule (1604C)**

ALPHABETICAL LIST OF EMPLOYEES/PAYEES FROM WHOM TAXES WERE WITHHELD

Schedule 1 - Alphalist of Employees (Declared and Certified using BIR Form No. 2316)

Seq No.	Last Name	First Name	Nationality (or foreigner only)	Current Employment Status	PERIOD OF EMPLOYMENT		Reason of Separation (if applicable)	Gross Compensation Income (present employer)	13th Month Pay & Other Benefits	SSS, GSIS, PHIC, HDMF Contributions and Union Dues (employee share only)	Salaries (P250,000 or below) & Other Forms of Compensation (present employer)	Total Non Taxable/Exempt Compensation Income (present employer)	Rank Salary (Sum of SSS, GSIS, PHIC, HDMF Contributions & Union Dues)	13th Month Pay & Other Benefits (in excess of threshold)	Salaries and Other Forms of Compensation	Total Taxable Compensation Income (present employer)	
					FROM (MM/DD)	TO (MM/DD)											
1	ADUN	ARKIN	P	REGULAR (R)	05/01	12/31		32,480.00	0.00	0.00	1,489.38	0.00	1,489.38	16,323.13	0.00	14,688.13	30,991.25
2	HOWARD	REGINA	P	REGULAR (R)	05/01	12/31		203,888.65	0.00	0.00	7,355.96	157,201.73	0.00	39,140.96	196,342.69		
3	MATA	JALEN	P	REGULAR (R)	05/01	12/31		94,728.18	900.00	0.00	6,857.21	0.00	6,157.21	76,525.48	0.00	12,040.49	86,565.97
4	MELENDEZ	GRACE	P	REGULAR (R)	05/01	12/31		282,718.02	900.00	0.00	8,000.00	257,125.00	0.00	12,040.48	273,719.62		
5	MELENDEZ	GRACE	P	PROBATIONARY (P)	05/01	12/31		17,648.38	0.00	0.00	1,152.24	16,497.19	0.00	0.00	16,497.19		
TOTALS								631,371.45	1,000.00	0.00	24,154.79	522,672.47	0.00	62,444.19	606,116.66		

**Withholding Tax Register**

EXCENT ONE  
WITHHOLDING TAX REGISTER REPORT  
FOR THE MONTH OF APRIL 2023  
EMPLOYER TIN. : 111-111-111-1111  
USER : LOPEZ, DENNIS  
DATE : 04/30/2024 02:41 PM

EMPLOYEE NAME	TIN	WAGES	OT	ECOLA	OTHER TAXABLE	DEMINIMIS	NON TAXABLE	13TH MONTH	SEPARATION PAY	GROSS	CONTRIBUTION	W/ TAX	NET INCOME
HOWARD, REGINA	n/a	43,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,000.00	1,870.00	4,449.00	36,681.00
MATA, JALEN	n/a	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00	1,360.00	0.00	19,640.00
MELENDEZ, GRACE	n/a	68,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,000.00	2,125.00	10,649.27	55,225.73
TOTAL		132,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,000.00	5,355.00	15,098.27	111,546.73



SSSR1A

Employee TimeLogs

EXCENT ONE INC.

EMPLOYEE TIMELOGS REPORT

USER : LOPEZ, DENNIS

DATE : 11/18/2024 02:06 PM



Republic of the Philippines SOCIAL SECURITY SYSTEM EMPLOYMENT REPORT

Form R-1A: EMPLOYMENT REPORT. Includes fields for Employer ID, Name, Address, and a table of employees with columns for SS Number, Name, Position, and Compensation.

Table of Employee TimeLogs. Columns: EMPLOYEE NO., EMPLOYEE NAME, DATE, TIME, STATUS, LOCATION, IMAGE. Lists employees like CORPUZ, SOFIA and DIAZ, ROSA with their respective work times.

Certificate Of Employment With Compensation

CERTIFICATION

Monthly Remittance 1601C

NOVEMBER 18, 2024

MAKATI CITY

To Whom It May Concern,

This is to certify that MS. SOFIA CORPUZ was an employee of EXCENT ONE INC. since DECEMBER 1, 2023 and currently holding the position of HR assigned at HR DEPARTMENT with the following monthly compensation package, to wit:

Basic Pay : Php 30,000.00

Allowances :

Internet allowance : Php 1,000.00

Deminings :

CLOTHING ALLOWANCE : Php 400.00

Total : Php 31,400.00

This certificate is being issued upon the request of MS. SOFIA CORPUZ for whatever legal this may serve.

DENNIS LOPEZ

LEAD SOFTWARE ENGINEER

sn204-11181151

Philhealth ER2

PLEASE READ INSTRUCTION AT THE BACK BEFORE ACCOMPLISHING THIS FORM

PHILHEALTH REPORT OF EMPLOYEE-MEMBERS Er2. Includes fields for Name of Employer/Firm, Address, and a table of employee details including Name, Position, Salary, and Date of Employment.

1601-C Monthly Remittance Return of Income Taxes Withheld on Compensation. Form for reporting monthly tax payments.

1601-C Monthly Remittance Return of Income Taxes Withheld on Compensation. Form for reporting monthly tax payments, including a table for tax amounts.

AHORA REPORTS

All work supported and done by:



your business, simplified.

#1506 Cityland 10 Tower 2 H.V. dela Costa St., Salcedo Village, Makati City, 1200 Philippines

0917-3883218

contact@excentone.com