

# TOTAL ADMINISTRATIVE, ATTENDANCE & PAYROLL SYSTEM (TAAPS)

## Administrative (ID System and Human Resources Information)

- Master List Personnel
- List Active Personnel (Permanent, Casual, JO)
- Balances of Leave Credits (SL, VL, PL, ML)
- Leave Availments of Personnel
- Tardiness of Records of Personnel (Monthly, PTD)
- Personal Data Sheet per Employee
- Service Records



## Payroll

- Payroll Register
- Pay Slip
- Computation of Overtime Pay
- Schedule of Deduction
- Withholding Tax
- GSIS (monthly & YTD)
- Loans (monthly & YTD)
- PAG-IBIG
- Schedule of Remittances
- BIR