PHILIPPINE HEALTH INSURANCE CORPORATION

Information Technology Management Department
Information System Management Division

ELECTRONIC PREMIUM REPORTING SYSTEM

User's Manual | Version 1.0

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INTRODUCTION

In the efforts of the Corporation to improve its core business processes, the development of the Electronic Premium Reporting System (EPRS) was initiated. Through this system, pertinent employer information can be viewed via the Internet.

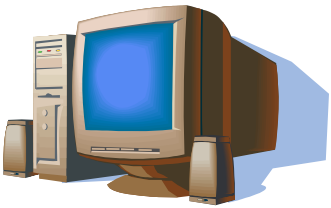
The EPRS is a web-based application designed to allow employers access in the preparation and submission of monthly remittance report. Security features are put in place to ensure the confidentiality of information.

Once an employer authorized representative has successfully logged-on into the system, features such as online POR posting, employee management, employee tagging, transaction monitoring and others will be available.

SYSTEM REQUIREMENTS

For better performance and better access experience, the following minimum system requirements for hardware and software are required.

Hardware



- Pentium IV computer
  - 64MB RAM
  - 20GB Hard disk
  - Video Graphics Card
  - LAN Card
- Monitor
  - 1024 x 768 graphics resolution

Software

- Windows XP OS
- SSL Certificate
- Firefox Browser 2.5 or
- Internet Explorer version 6.0
- PDF Viewer

Others

- Intranet/Internet Access
- General knowledge on any web-based application
- A valid email address
- PhilHealth Employer Number (PEN)

PROCEDURAL GUIDELINES

EMPLOYER AUTHORIZED REPRESENTATIVE

To gain access to the Electronic Premium Reporting System, employers shall have to comply with the registration process before they can be allowed to access the system.

The employer's authorized representative shall attend the training and submit the accomplished PhilHealth Online Access Form (POAF) to PhilHealth for registration.

An encrypted password will be sent to his/her email address. This must be used – together with the PEN – on initial login into the EPRS.

Likewise, the attached SSL certificate need to be downloaded and saved to your computer as this is a connection security and authenticity mechanism implemented by PhilHealth for web-based applications.

PHILHEALTH MCIS USER

PhilHealth MCIS user will register the employer authorized EPRS user through the Employer Online Registration Module of the MCIS for the generation of password.

MCIS user shall advise the employer representative that he/she needs to check the email for the password that will be sent. This will be used to gain access to the EPRS.

SYSTEM FEATURES

➔ USER SETTINGS

This is the module for resetting a user's password with the validation check put in place. Password must pass the validation before password change takes effect.

➔ NOTIFICATION

Important reminders and notification coming from the PhilHealth Office will be posted here such as Member validation result and PhilHealth's important events.

➔ LOG OFF

This logs the user out of the system. Users must always click this option to ensure security of user's account.

➔ EMPLOYER PROFILE

This feature is for viewing employer profile, displays information such as:

- PEN
- Name of Employer
- Business Address
- Employer Type
- Employer Sub-Type
- Tax Identification Number
- Name of Head
- Contact Number
- Email Address

➔ EMPLOYEES MANAGEMENT

This feature is for viewing employees and the status of their PHIC membership (either PHIC number is confirmed, or is still for confirmation).

- PIN
- Name of Employee (Last Name, Suffix, First Name, Middle Name)
- Birthday
- PHIC Status

Employees Management sub-features include:

- Employee Search
  - By PIN
  - By combination of Last Name, First Name and Middle Name
- Add new employee
  - Edit employee basic information (for newly added employee NOT yet confirmed by PHIC)
  - Delete employee information from the roster (for newly added employees only and NOT yet confirmed by PHIC)
- List employees with pending PHIC approval
- Viewing of employee profile

➔ EMPLOYEES REMITTANCE STATUS

Display list of employees with PIN, Employee's Name, Birthday, Employment Status and Monthly Salary Bracket as the default display. Sub-features include:

- Employee Search
  - By PIN

- By combination of Last Name, First Name and Middle Name

- Edit employee's employment status and monthly salary bracket
- Display list of employees based on employee status (Active/No Earnings/Separated/All)

➔ PAYMENT POSTING

This feature is for printing of PhilHealth Premium Payment Slip and online posting of employer remittances.

- Printing of PhilHealth Premium Payment Slip
  - Edit Applicable Period
  - Premium Payment Slip generation
    - Date Generated
    - PEN
    - Business/Agency Name
    - Employer Type
    - Applicable Month
    - Total Personal Share
    - Total Employer Share
    - Total Amount Payable

- PhilHealth Official Receipt Posting

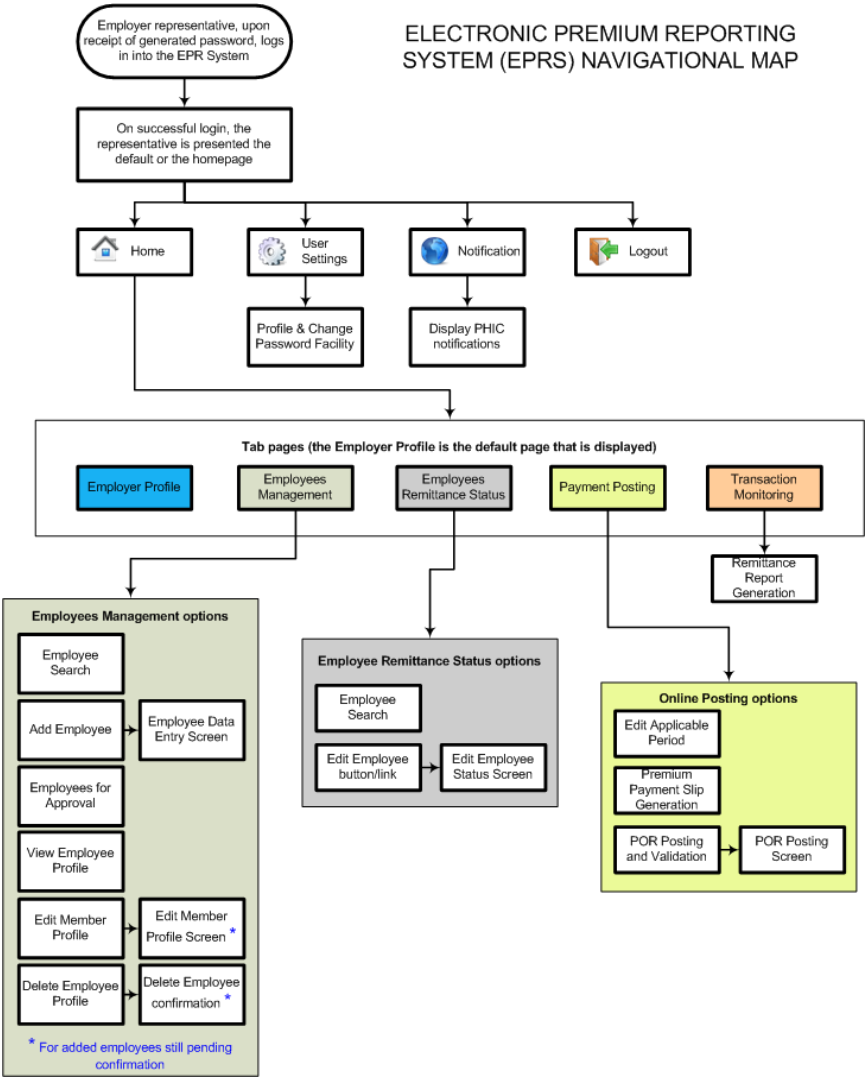
  Data Entry fields provided to post the POR:
  - POR Number
  - POR Date

➔ TRANSACTION MONITORING

This feature is where the employer can easily monitor the transactions made to PhilHealth through the “Status Report” and “Date Posted”. Other information included:

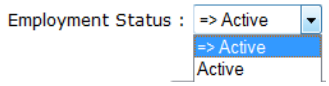
- Transaction Date
- POR
- POR Date
- Month Covered
- Total Employees
- Total Amount

NAVIGATION


Employer representative, upon receipt of generated password, logs in into the EPR System
ELECTRONIC PREMIUM REPORTING SYSTEM (EPRS) NAVIGATIONAL MAP
On successful login, the representative is presented the default or the homepage
Home
User Settings
Notification
Logout
Profile & Change Password Facility
Display PHIC notifications
Tab pages (the Employer Profile is the default page that is displayed)
Employer Profile
Employees Management
Employees Remittance Status
Payment Posting
Transaction Monitoring
Remittance Report Generation
Employees Management options
Employee Search
Add Employee
Employee Data Entry Screen
Employees for Approval
View Employee Profile
Edit Member Profile
Edit Member Profile Screen *
Delete Employee Profile
Delete Employee confirmation *
* For added employees still pending confirmation
Employee Remittance Status options
Employee Search
Edit Employee button/link
Edit Employee Status Screen
Online Posting options
Edit Applicable Period
Premium Payment Slip Generation
POR Posting and Validation
POR Posting Screen

CONTROLS

This section lists the controls used in the development of the Electronic Premium Reporting System. The user will come across these controls all throughout the usage of the system. Being familiar with these controls will be a great help in the usage and navigation of the system.

Textbox 	the user needs to input values by typing through the keyboard
Dropdown List Box 	this control has a pre-defined set of values that can be selected by the user to provide a value where needed; when clicked, the list drops down, enabling the user to select a value
Date Picker 	aids in selecting a date, with less chance for erroneous date being entered
Action Button 	buttons calls another program or script, processing other data present in controls such as the textbox
Action Icon 	like action buttons, it calls another program or module but usually has no data from a control that will be processed
Navigation Icon Next Page button Previous Page button First Page button Last Page button	normally cycles through the pages that are present from a listing or display

SYSTEM ACCESS AND LOGON

Access to the EPRS is through the web.

PROCEDURE

1. Open an Internet browser (Firefox or Internet Explorer).
2. Enter EPRS address (http://onlineinquiry.philhealth.gov.ph/employer/) on the address bar.

Figure 1 - Internet Explorer web browser

The default page of your browser may differ from this captured image. After typing in the URL for the EPRS, you will be brought to the EPRS login page.

This is the logon page for employer representative accessing the PhilHealth Electronic Premium Reporting.

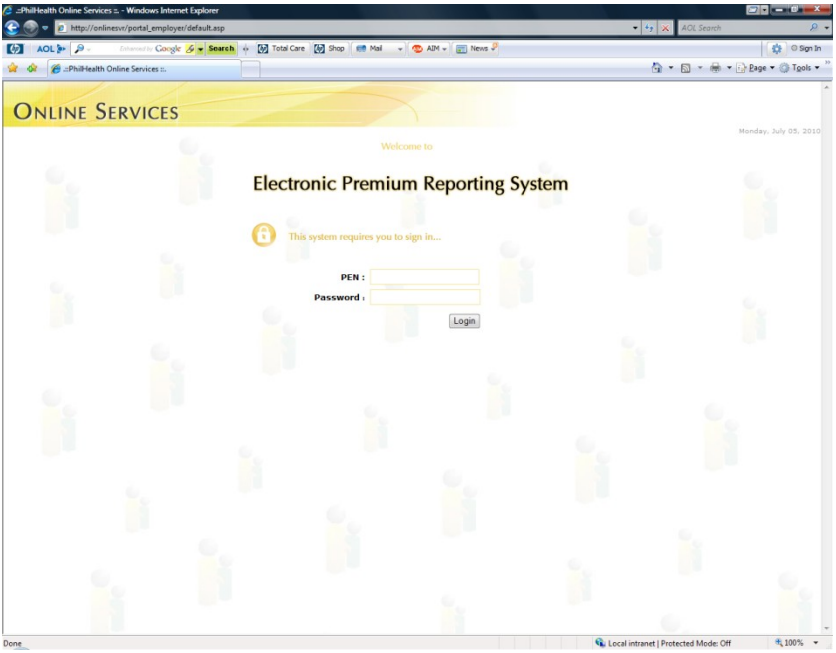


Figure 2 – EPRS login page

3. Enter PEN and the password on the appropriate textboxes.
4. Click Login button to continue.
5. In case of errors, check the entered PEN and password. Correct the errors and click Login button to continue.

Upon successful login, you will be brought to the system's default page. Figure 2 shows the default/home page for the user.

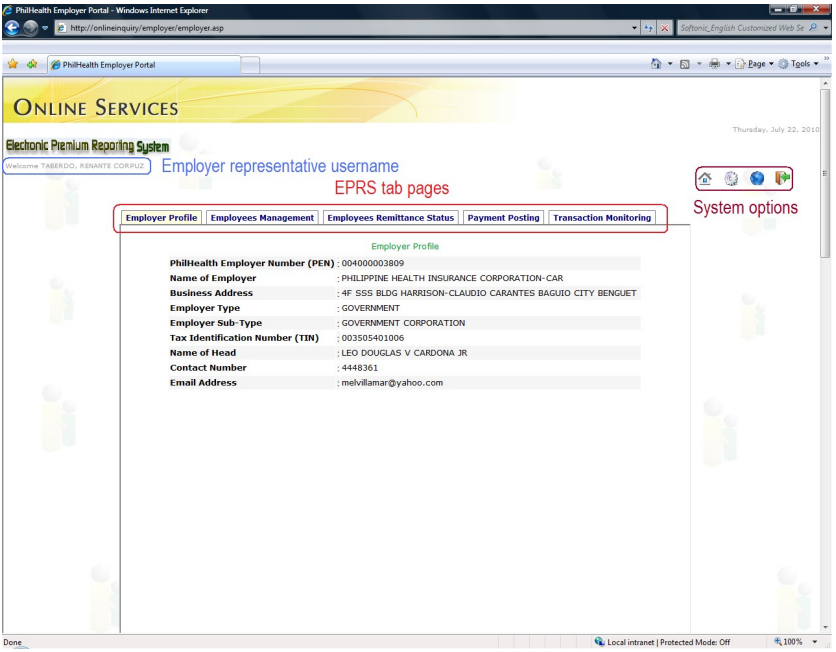


Figure 3 - EPRS default page

The logged-in user full name, together with the system options and EPRS tabbed pages is shown upon successful login to EPRS.

HOME

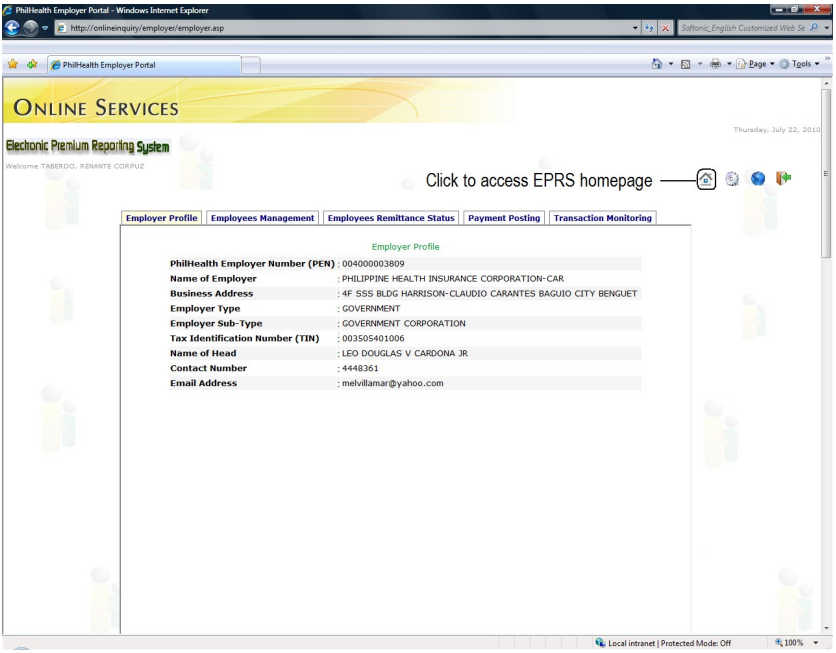


Figure 4 - EPRS homepage

The Employer Profile tab page is the default page or the homepage of the EPRS. This displays information about the employer.

PROCEDURE

1. To access the homepage, click the Home icon/button (). From any level within the system, the user will be forwarded to this page (refer to Figure 4) if the Home button is clicked.

Your name is displayed from this page and all throughout the modules being accessed.

USER SETTINGS

Clicking the User Settings opens the User Setting module. This module displays the page containing your information as the employer representative. Likewise, this is also the page where password can be changed.

PROCEDURE

1. Click User Settings icon/button (refer to Figure 5).

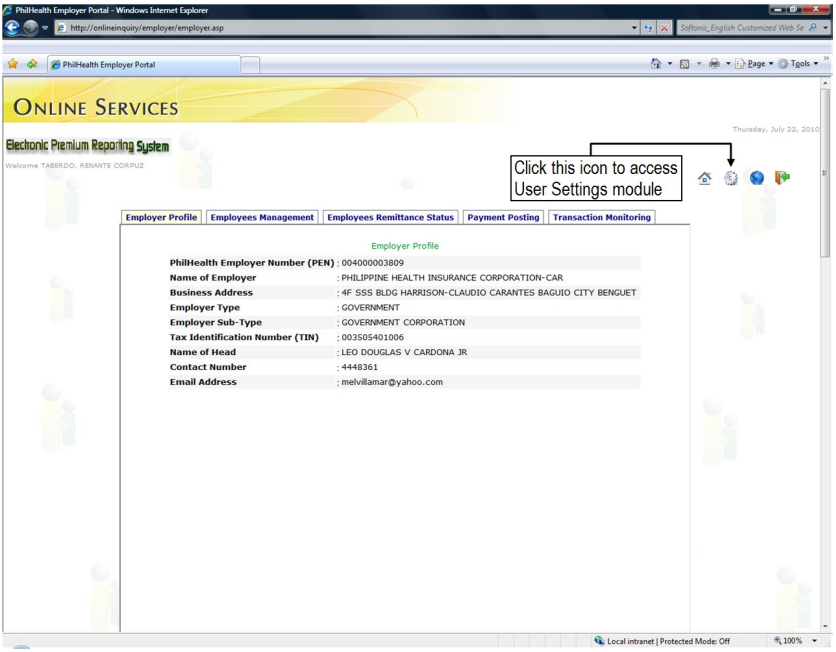


Figure 5 - User Settings/Password Reset page

2. The User Settings/Password Reset page opens (see Figure 6)

3. Enter password on the ***New Password*** textbox. Only alphanumeric (A-Z, a-z, 0-9) will be accepted.
4. Re-enter password on the ***Re-type New Password*** textbox.
5. Click Submit button to save the new password.
6. To clear the passwords entered, click Reset button.

NOTE:

If the passwords do NOT match, an error message will be displayed. In this case, make the necessary correction by doing steps 3 to 5.

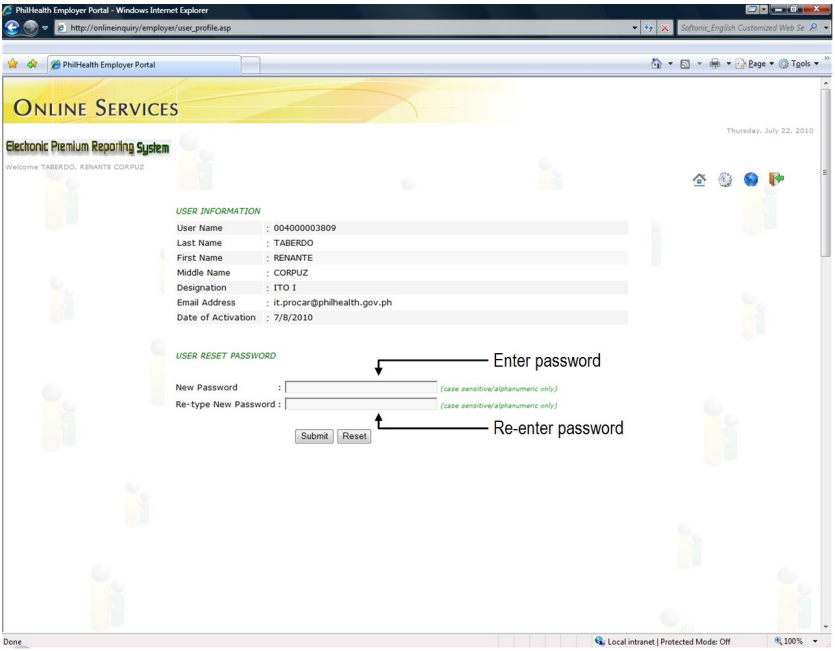


Figure 6 – Change/Reset Password module

NOTIFICATIONS

PROCEDURE

1. To access Notifications module, click Notification icon/button (refer to Figure 7).

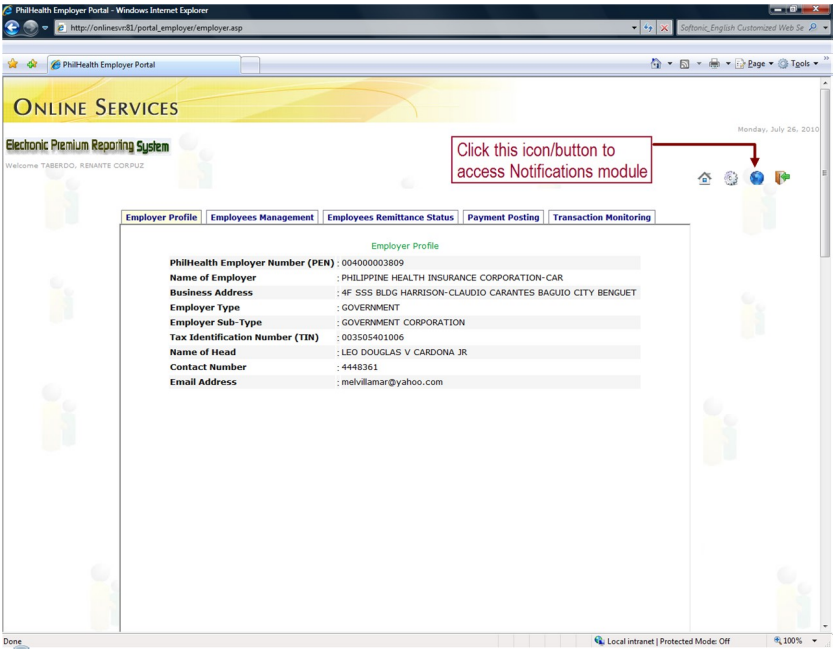


Figure 7 - Notifications icon/button

2. To expand the list of Notifications, click the "**View Notification History**" link (please see Figure 8).

The Notifications module is accessible from anywhere within the EPRS where important announcements, reminders, and result of member's validation can be found and can be checked from time to time.

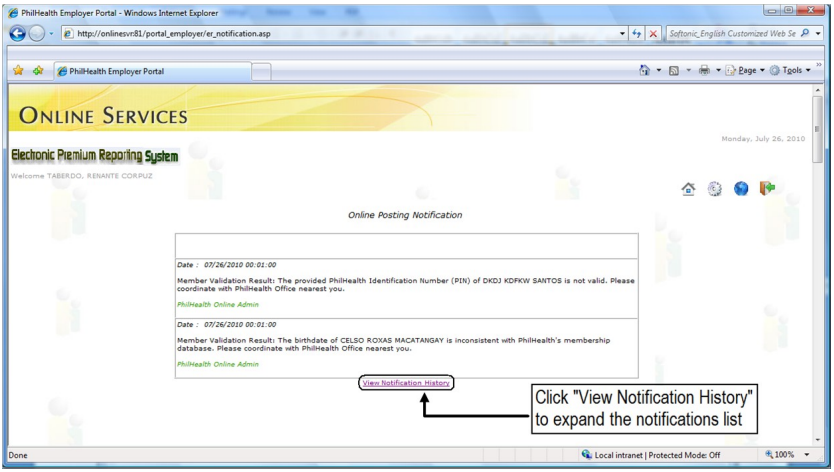


Figure 8 - Notifications page

The default list of Notifications is compressed. Click View Notification History to display all notifications sent by PhilHealth.

LOG OFF

Upon clicking the Log Off icon/button (), you shall be logged off from EPRS – clearing transaction trails in the process.

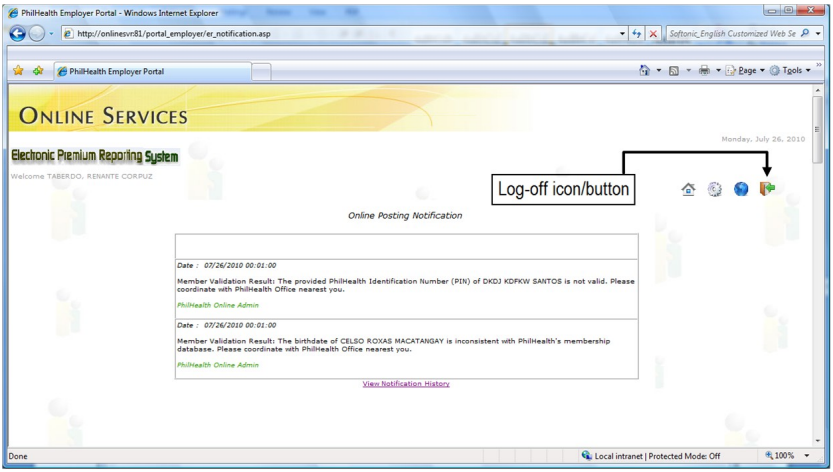


Figure 9 - Notifications icon/button

A dialog box pops up when the Log-off icon/button is clicked, asking for confirmation of the log-off action. Click OK button to continue log off process.

After logging off from the system, you will be brought back to the EPRS login page. Please see figure 2.

TAB PAGES/MODULES

The different modules of the Electronic Premium Reporting system are accessible through its five (5) tab pages, which you can navigate on, to accomplish different tasks such as viewing the employer profile, employee management, employee remittance status, payment posting and transaction monitoring.

The EPRS tab pages defaults to the "**Employer Profile**" tab upon logging-in into the system. Likewise, it also appears when the Home icon/button () is clicked.

The succeeding sections and images describe the sub-modules which are available from each module represented by the different tab pages. This manual divides these five (5) tab pages accordingly.

EMPLOYER PROFILE

Employer Profile **Employer Profile tab page**

This is the default tab page when you log-in to EPRS. No other sub-module is accessible from this tab page. This page contains information such as:

- PhilHealth Employer Number (PEN)
- Name of Employer
- Business Address
- Employer Type
- Employer Sub-Type
- Tax Identification Number (TIN)
- Name of Head
- Contact Number
- Email Address

Click on the **Employer Profile** tab page to access the module (refer to Figure 10).

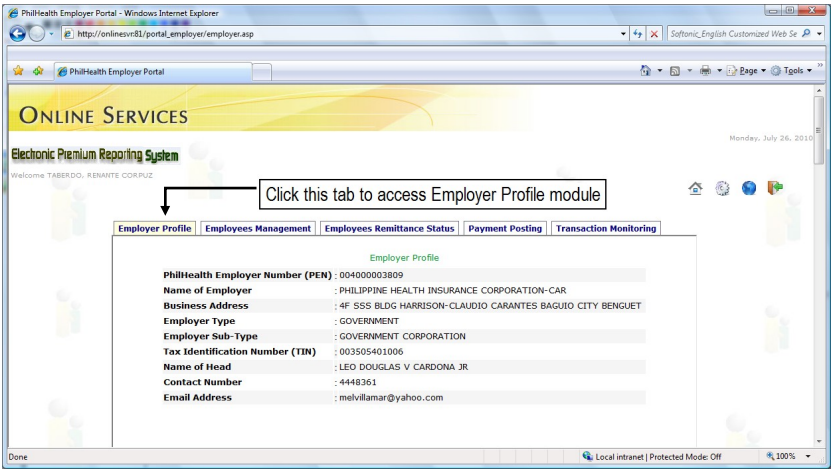


Figure 10 - Employer Profile tab page

EMPLOYEES MANAGEMENT

Employees Management **Employees Management tab page**

This section is for **Employees Management** module/tab page (refer to Figure 11).

The following sub-modules are available:

- Employee Search
- Add New Employee
- Employees for Approval
- View Employee Profile
- Edit Employee Profile
- Delete Employee Profile

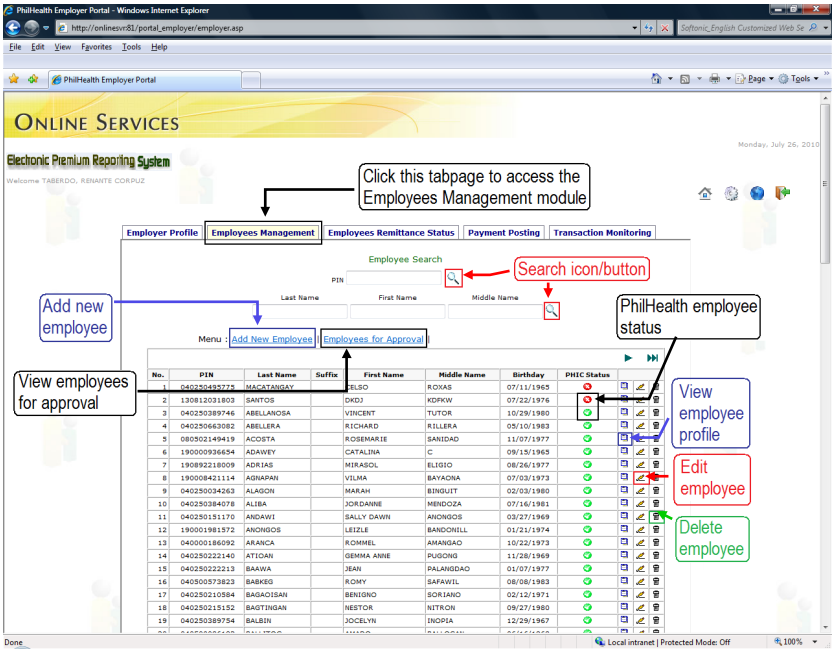


Figure 11 – Employees Management tab page

Upon clicking the Employees Management tab page, the list of employees and available sub-modules are presented.

Employee Search sub-module

Employee Search can be done in two ways – either by Employee's PIN or Employee's Name.

- **Search by PIN**:

1. Enter the PIN on the space provided
2. Click the search icon/button (please see figure below)

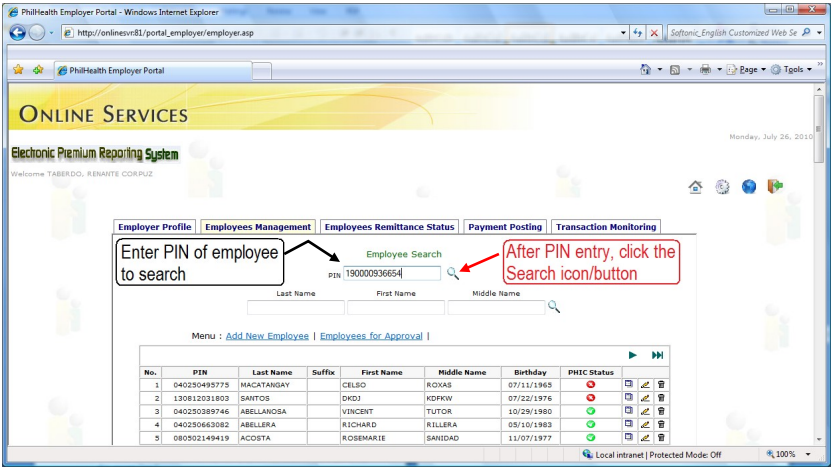


Figure 12 – Employee Search – by PIN

■ **Search by Employee Name:**

1. Enter the last name, first name and middle name of the employee.
2. Click the search icon/button (please see Figure 13).

All the fields are required for the name-search to work. A wildcard character (which is the percent symbol [%]) can be used. Using this character shall execute a search that matches the alphabetic characters to the left of the wildcard character, plus any combination of characters from the position of the wildcard on the search string. To illustrate, consider the following:

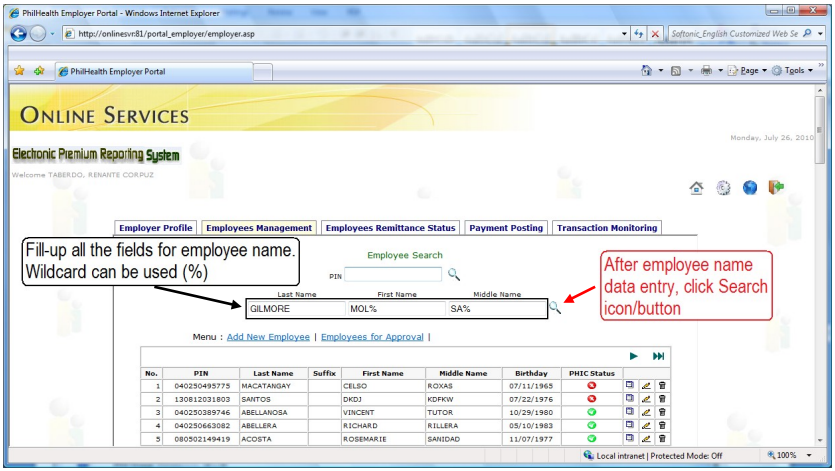


Figure 13 – Employee Search – by Employee Name

1. The search will execute on employees with last name "***GILMORE***", plus
2. Any employee whose first name begins with "***MOL***" plus any combination of characters to the right of the wildcard, plus
3. Any employee whose middle name starts with "***SA***", plus any alphabetic characters to the right of the wildcard.

The number of matching records found will be displayed at the bottom of the page. Please refer to Figure 14.

The search is NOT case-sensitive; "***mol***" works the same as "***MOL***"

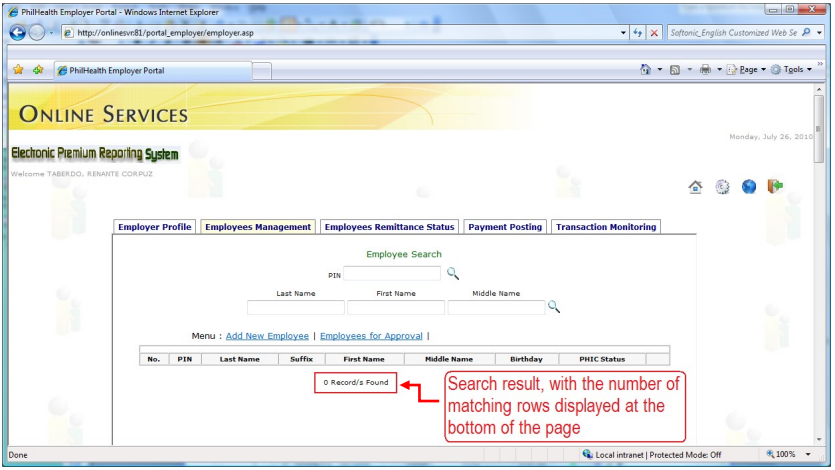


Figure 14 – Example 1, Employee Search result by Employee Name

The wildcard will not work for searches on PIN.

Another example of a search using wildcard character (%)

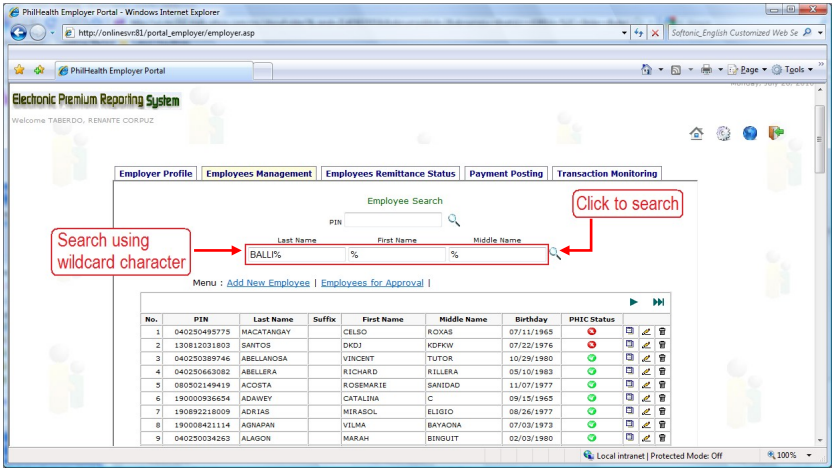


Figure 15 – Another example of employee Search

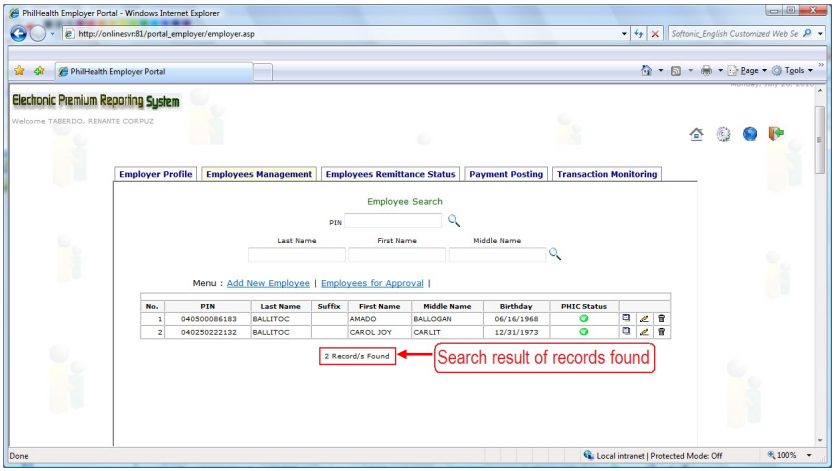


Figure 16 – Example 2, Employee Search result

Figure 16 with a display of the matching rows from the search using wildcard characters on the First Name and Middle Name fields.

Add New Employee

Click on the link (refer to *Figure 11- Employees Management tab page*) to display the form for adding a new employee. The screenshot below displays the form for adding a new employee.

The fields marked with asterisk (*) are required, and must be filled in to be able to save the new employee information.

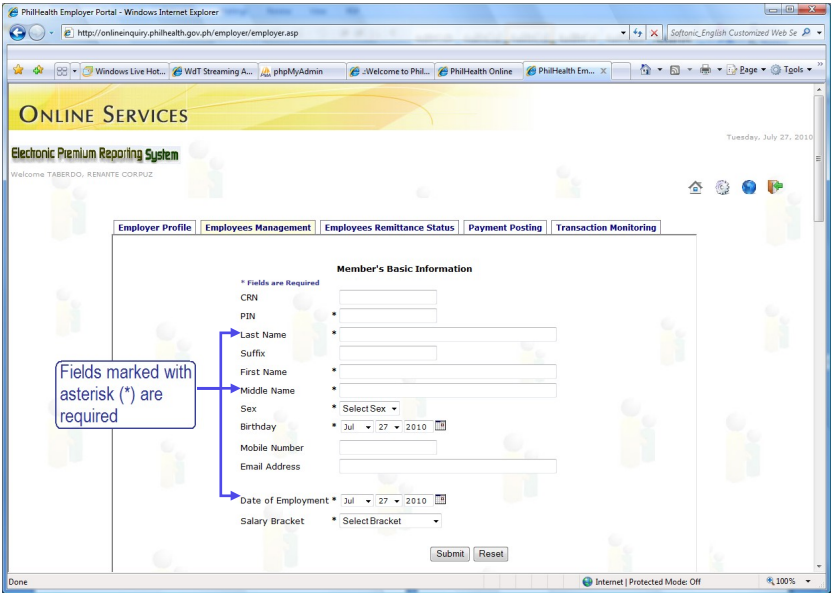


Figure 17 - Add New Employee

PROCEDURE

1. On the Add New Employee module (see Figure 17), enter the values for the following:
   - CRN (if any)
   - PIN
   - Employee Name

- Last Name
- Suffix (if any)
- First Name
- Middle Name

- Sex
- Birthday
- Mobile Number (if any)
- Email Address (if any)
- Date of Employment
- Salary Bracket

2. After inputting the information mentioned on Step 1, click Submit button.

Click Reset button to reset all fields at once.

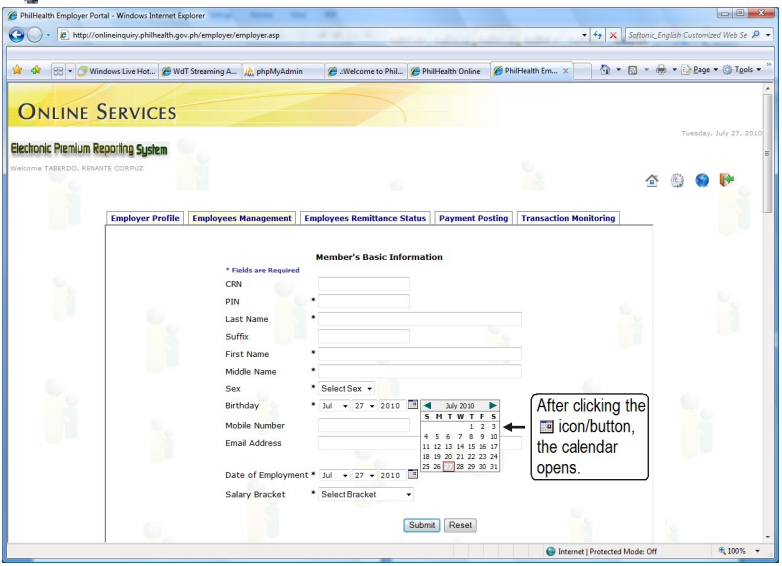


Figure 18 – Calendar is activated after clicking the date picker icon/button

The date picker ( ) allows you to easily select the date from the display calendar.

Future dates for Birthday and Date of Employment are not acceptable, hence, this will be rejected by the system.

Employees for Approval

This module lists employees that have pending approval from PhilHealth.

PROCEDURE

1. Click the **Employees for Approval** link (refer to Figure 11) to show the list of employees with pending PhilHealth approval. Figure 19 shows the form with the list of employees for approval.

Employees marked by an  are for approval by PhilHealth – their profiles can still be edited or deleted.

2. Available actions for each employee are the following:
   - View Employee Profile 
   - Edit Employee Profile 
   - Delete Employee Profile 

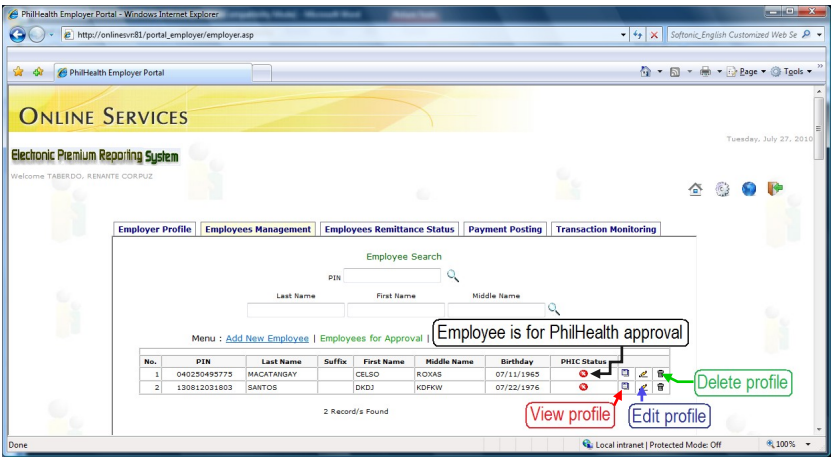


Figure 19 - Employees for Approval

The icons/buttons are across each name of employee (refer to Figure 19).

If the status is “approved” (), the profile can no longer be edited or deleted – otherwise, an error message will be displayed.

View Employee Profile

Viewing of employee profile with a status of either Approved () or Pending for Approval () are allowed. Please refer to Figure 20.

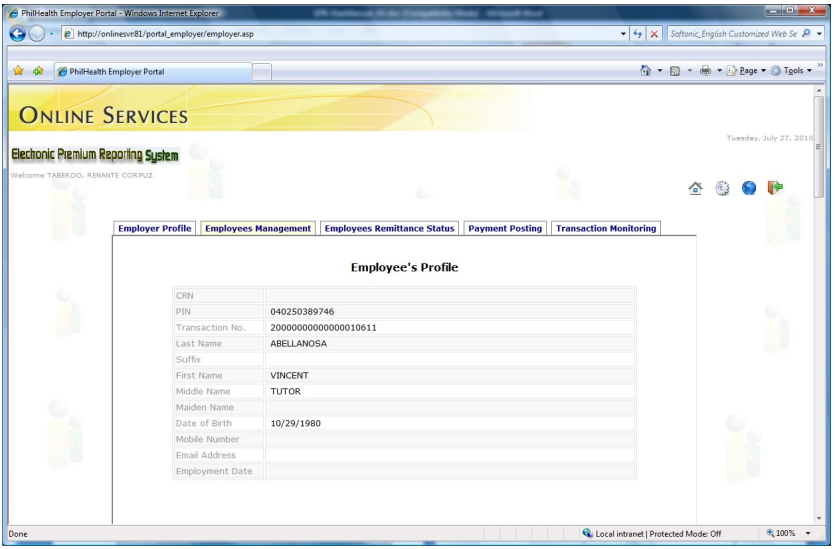


Figure 20 - Employee Profile

Edit Employee Profile

The page divides employee information between ***Static Information*** and ***Other Information*** (please see Figure 21). The following fields can be edited under Static Information:

- PIN
- Employee Name
  - Last Name
  - First Name
  - Middle Name
- Sex
- Birthday

While on the Other Information, the following are editable:

- CRN

- Suffix (if any)
- Mobile Number
- Email Address
- Date of Employment

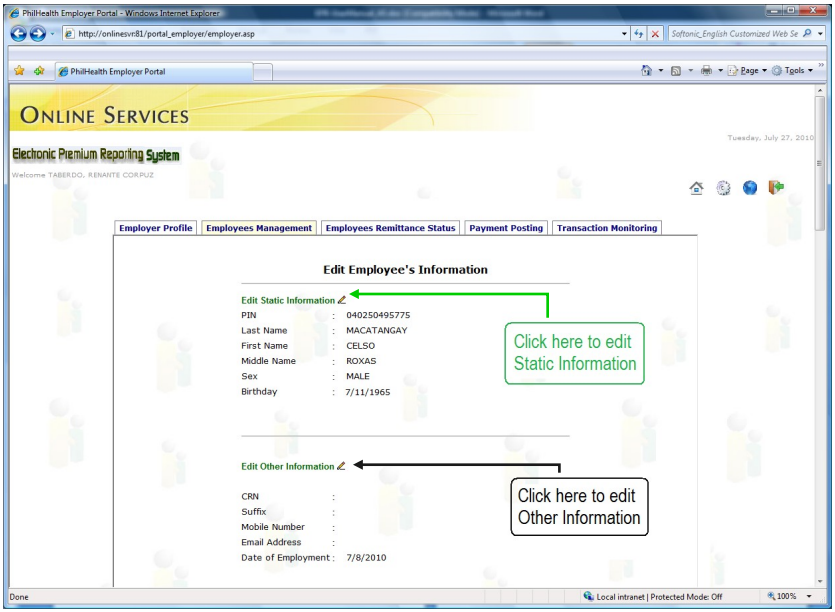


Figure 21 - Edit Employee Information

The following steps ONLY apply to employees whose status is pending-for-approval since those who are already approved by PhilHealth can no longer be edited.

An error message will be displayed when an attempt to edit a confirmed (PHIC-Member-Status-Okay) employee is executed.

To access either of the two sub-modules (***Static Information*** and/or ***Other Information***) please click on the icon/button beside the text denoting the sub-module itself (Please see Figure 21 – Edit Employee Information) for further reference.

❖ ***Edit Employee Static Information***

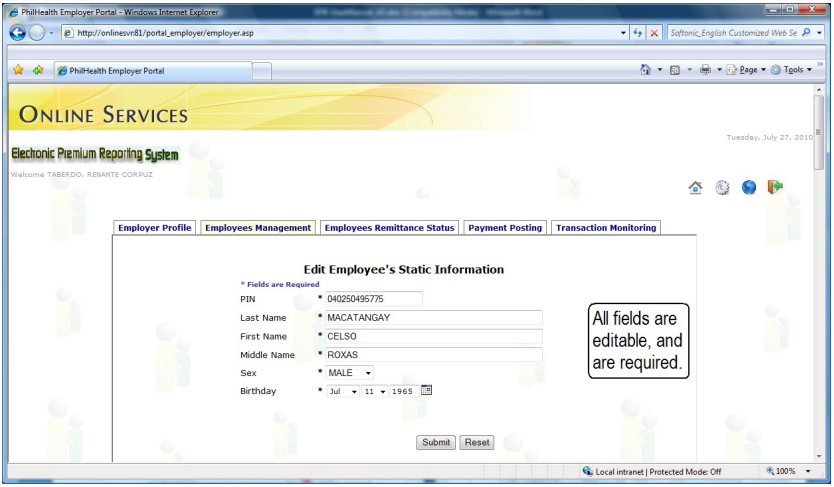


Figure 22 - Edit Employee Static Information

PROCEDURE

1. Click the icon/button beside the ***Edit Static Information*** text (refer to Figure 21).
2. The form opens and displays the static information of the employee (refer to Figure 22).
3. Edit the fields that need editing.
4. Click the Submit button to save the changes.

Fields marked with asterisk (*) are required, and therefore should not be left blank.

5. After saving the changes, click the tab page link, or you may hit the Back button from your browser.

❖ ***Edit Other Information***

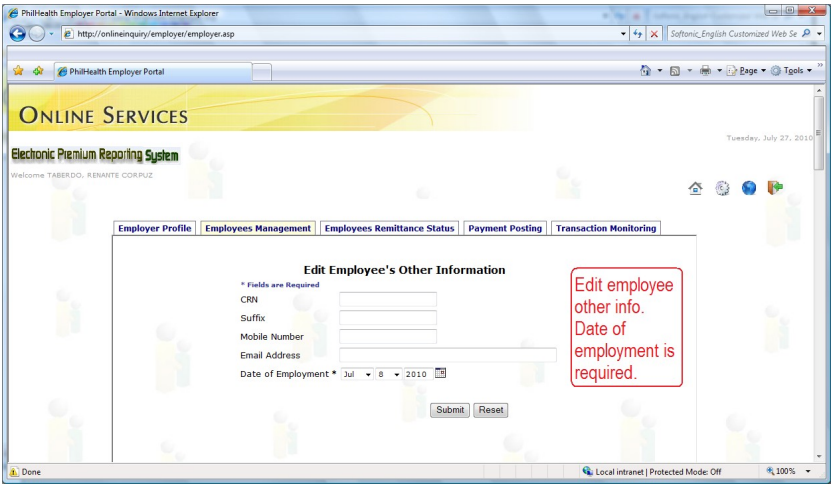


Figure 23 - Edit Employee Other Information

PROCEDURE

1. Click the icon/button beside the ***Edit Other Information*** text (refer to Figure 21).
2. The form opens and displays information for the employee (refer to Figure 23).
3. Edit the fields that need editing.
4. Click the Submit button to save the changes.

Date of Employment is required, and therefore should not be left blank.

5. After saving the changes, click the tab page link, or you may hit the Back button from your browser.

Delete Employee Profile

To delete an employee profile, click the icon/button across the name of the selected employee.

PROCEDURE

1. Click the icon/button for to delete the employee profile (refer to Figure 24).

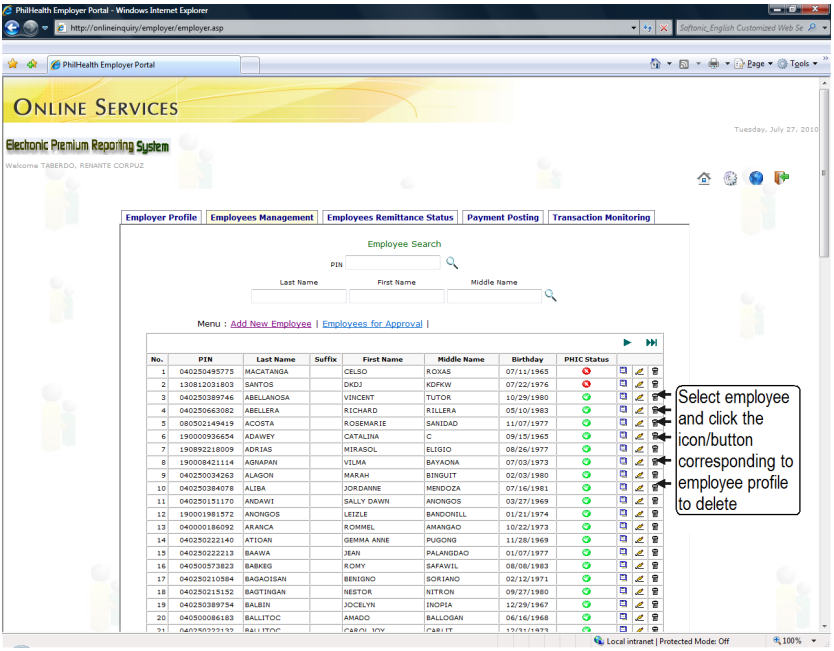


Figure 24 – Select employee profile to delete and click the icon/button

You will be prompted with a confirmation message. Click OK button to confirm deletion of the employee profile, else, click Cancel. The deletion process proceeds immediately once the OK button is clicked.

EMPLOYEES REMITTANCE STATUS

Employees Remittance Status **Employees Remittance Status tab page**

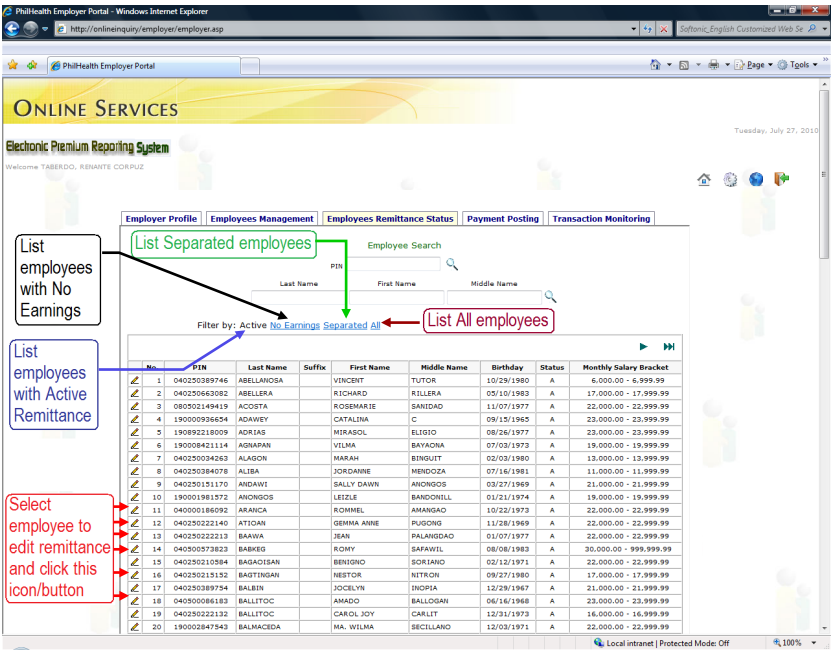


Figure 25 - Employees Remittance Status tab page

The sub-modules available on the **Employees Remittance Status** tab page are the following:

- Employee Search (by PIN, or Employee Name)
- Edit Employee Status

For the listing filtered by criteria, the following are available:

- View Active Employees
- View Employees with No Earnings
- View Separated Employees
- View All Employees

Employee Search

Employee Search sub-module is the same as discussed in **Employees Management** tab page. Please refer to pages 28-31, ***Employee Search sub-module***.

Edit Employee Status

Edit Employee Status sub-module allows editing of employee's employment status, salary bracket, date separated (if applicable) and date when the member has no earnings. It can be invoked by clicking on the icon/button beside the name of employee (refer to Figure 26).

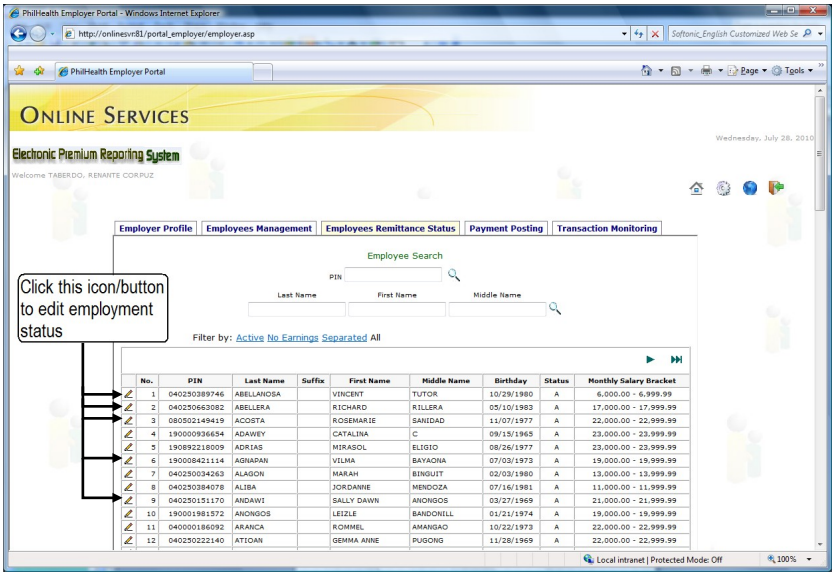


Figure 26 – Click the icon to edit employment status

After clicking the icon/button beside the name of employee, the edit form opens. From here, you can set the changes to be done to the employee, pertaining to his employment status (see Figure 31).

Regardless of the listing you are in (e.g. ***Active***, ***No Earnings***, ***Separated*** or ***All***), when you click the icon/button beside the name of employee, the form for editing the employment status will be available (see Figure 27).

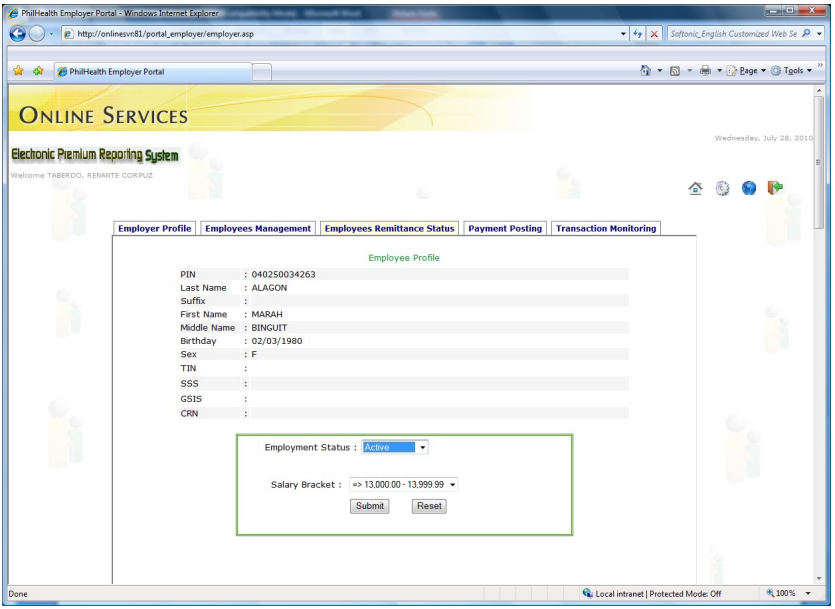


Figure 27 – The edit employment status page

The following changes concerning an employee's employment status can be done:

- Change Salary Bracket
- Change Employment Status

❖ ***Change Salary Bracket***

PROCEDURE

1. Select the employee to change salary bracket and click the beside employee's name (see Figure 25).
2. After the edit employment status page opens (see Figure 27), click on the Salary Bracket listbox and select the new salary bracket for employee (see Figure 28)
3. Click Submit to save changes.
4. The change will take effect immediately, and returns back to the listing of employees.

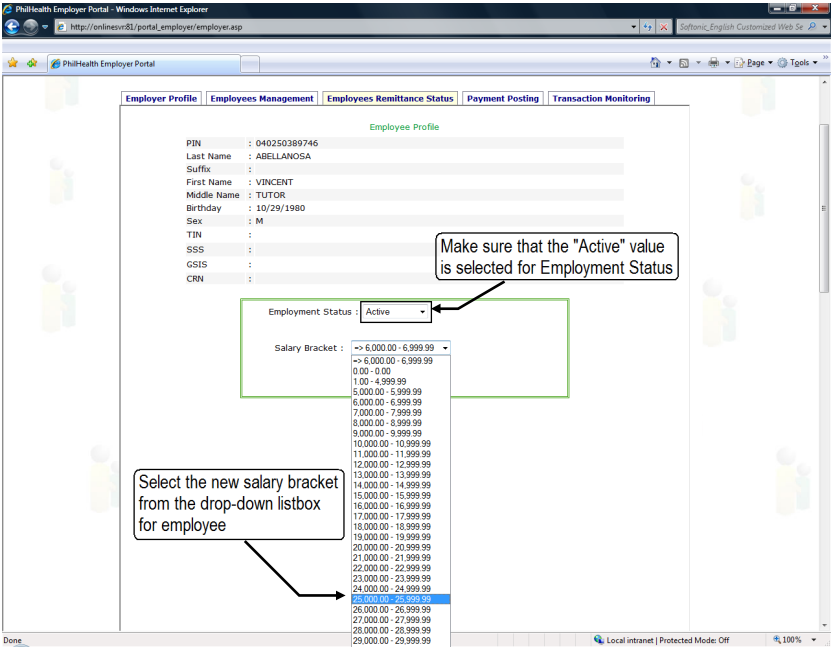


Figure 28 – Select the values for Employment Status and Salary Bracket

❖ ***Change Employment Status***

PROCEDURE

1. Select the employee to change employment status and click the ✎ beside employee's name (see Figure 25).
2. Click on the Employment Status listbox and select the new status for the employee (see Figure 29).

If employment status changes from "**Active**" to "**No Earnings**" or "**Separated**", the Salary Bracket drop-down list box will be substituted by "*Effectivity Date*".

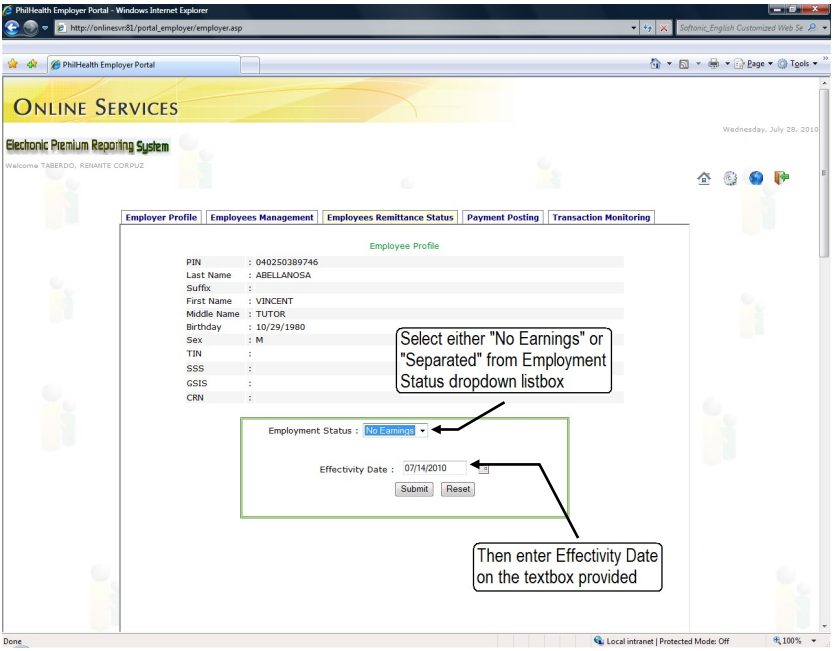
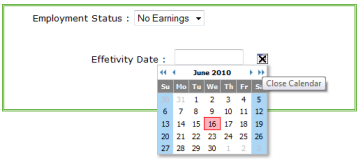


Figure 29 – Select the values for Employment Status and Salary Bracket

When date picker icon is clicked (on this screenshot), the calendar gets activated. It is an alternative way of supplying date on the textbox.



The Effectivity Date textbox (together with the date picker icon) only gets activated if the employee's Employment Status is changed from "***Active***" to either "***No Earnings***" or "***Separated***". Please refer to figures 30 and 31.

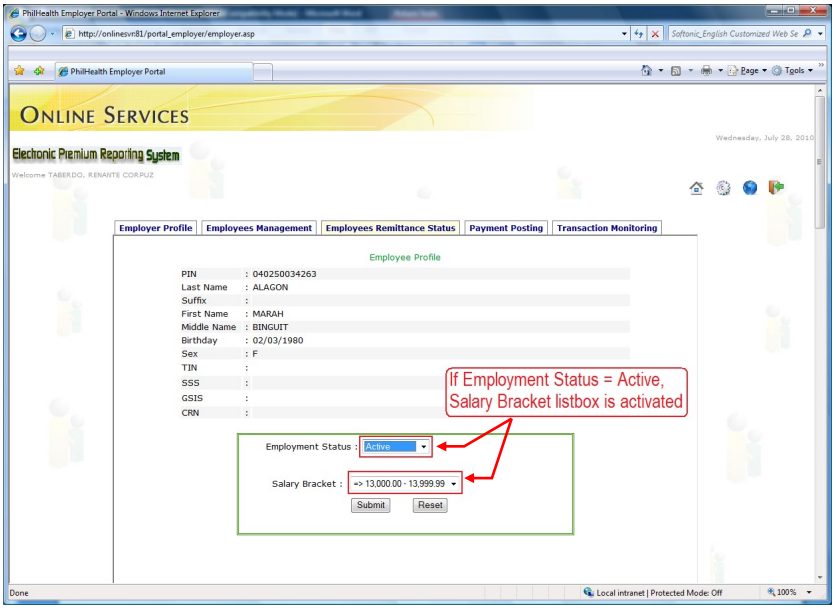


Figure 30 – Effectivity Date not active, since Employment Status is "Active"

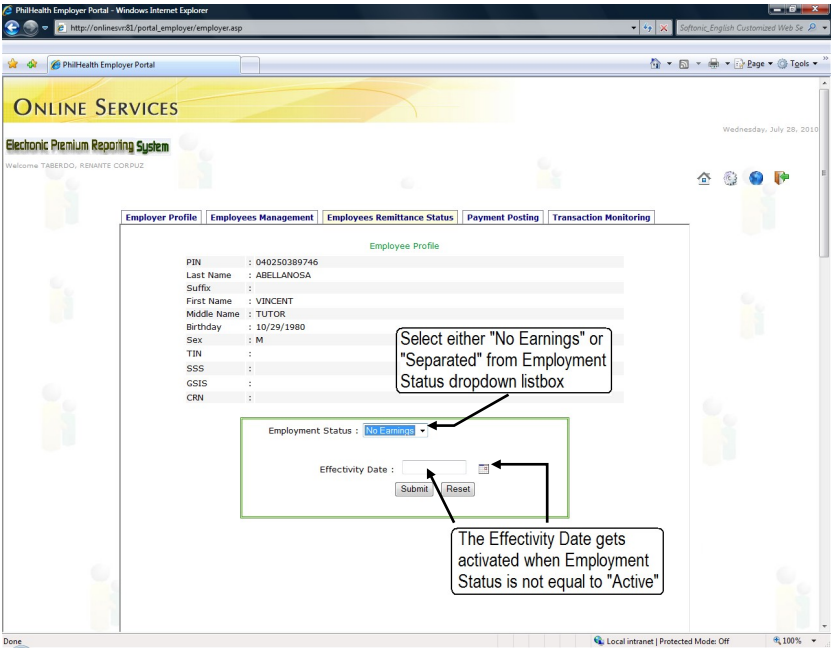


Figure 31 – Effectivity Date active - "No Earnings" was selected for Employment Status

An error message will be displayed if a future date will be entered as "*Effectivity Date*".

To cancel the changes or to restore the original values on the textboxes, click the Reset button. Note however that if the Submit button was clicked, the value is already saved, and old values must be re-encoded to revert back the original values.

View "Active" Employees

The default page for Employees Remittance Status is the list showing employees with Active status denoted by an "A" on the Status column (refer to Figure 25 for the link to click). Other information available are:

- PIN
- Employee Name
  - Last Name
  - Suffix (if any)
  - First Name
  - Middle Name
- Birthday
- Status (A)
- Monthly Salary Bracket

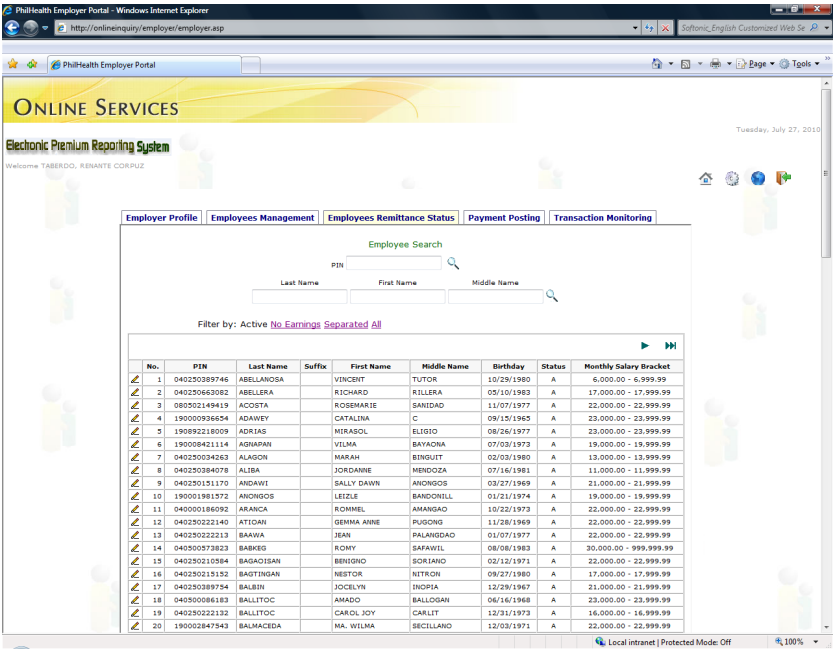


Figure 32 - Active employees list

View "No Earnings" Employees

Similar to the listing for ***Active*** employees is the list of employees with ***No Earnings*** (refer to Figure 33 for the sample list). The difference is that instead of monthly salary bracket, ***Effectivity Date*** is shown on the list. Details include:

- PIN
- Employee Name
  - Last Name
  - Suffix (if any)
  - First Name
  - Middle Name
- Birthday
- Status (NE)
- Effectivity Date

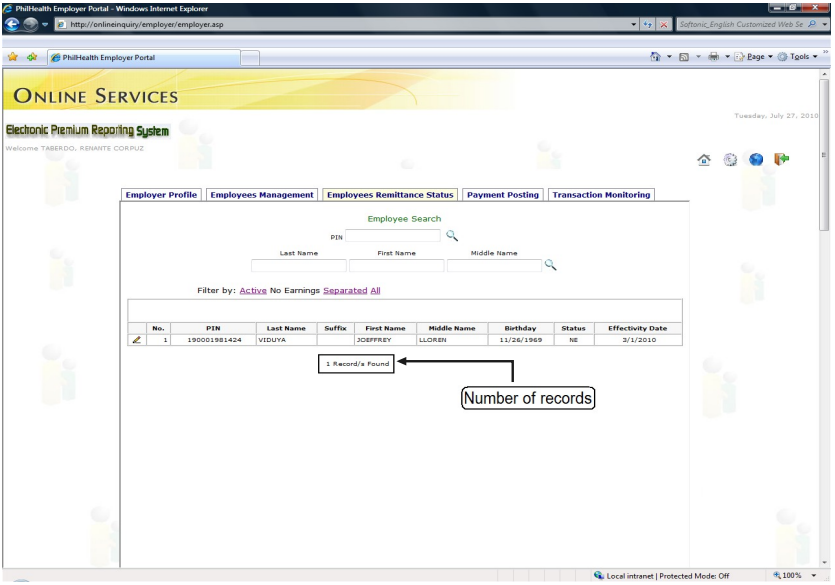


Figure 33 - No Earnings list of employees

View "Separated" Employees

Similar to the listing for ***No Earnings*** employees is the list of ***Separated*** employees (refer to Figure 34 for the sample list). The difference is that instead of effectivity date, ***Date Separated*** is shown on the list. Details include:

- PIN
- Employee Name
  - Last Name
  - Suffix (if any)
  - First Name
  - Middle Name
- Birthday
- Date Separated

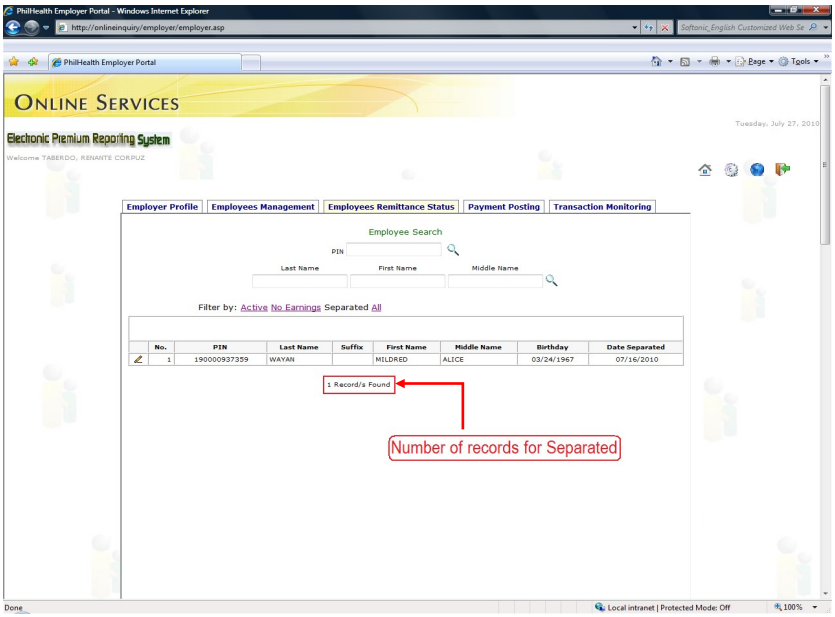


Figure 34 – Separated list of employees

View "All" Employees

The ***All*** listing of employees displays the following information:

- PIN
- Employee Name
  - Last Name
  - Suffix (if any)
  - First Name
  - Middle Name
- Birthday
- Status (A, S, NE)
- Monthly Salary Bracket

Please refer to figure below for the sample listing of ***All*** employees.

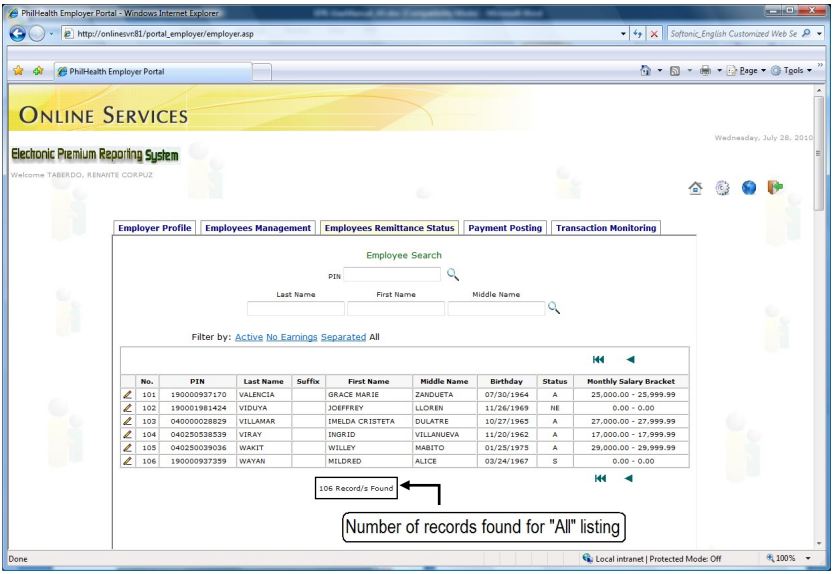


Figure 35 – All list of employees

PAYMENT POSTING

Payment Posting tab page

This section is for **Payment Posting** module/tab page (refer to Figure 36).

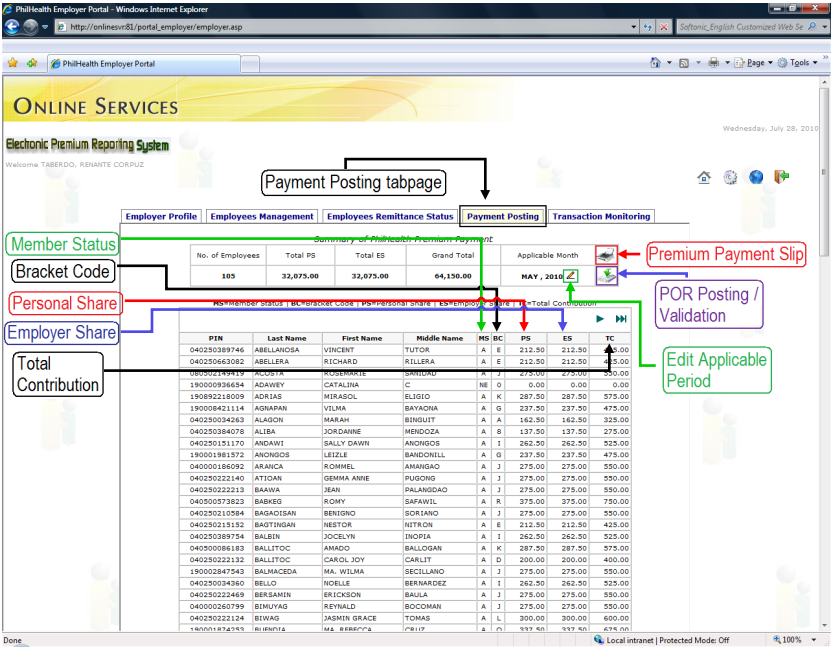


Figure 36 - Premium Payment Slip

The following are the available sub-modules:

- Editing of Applicable Period
- Generation of PhilHealth Premium Payment Slip
- POR Posting and Validation

Edit Applicable Period

This module allows to set the Applicable Period (Applicable Month and Year) of the remittance report.

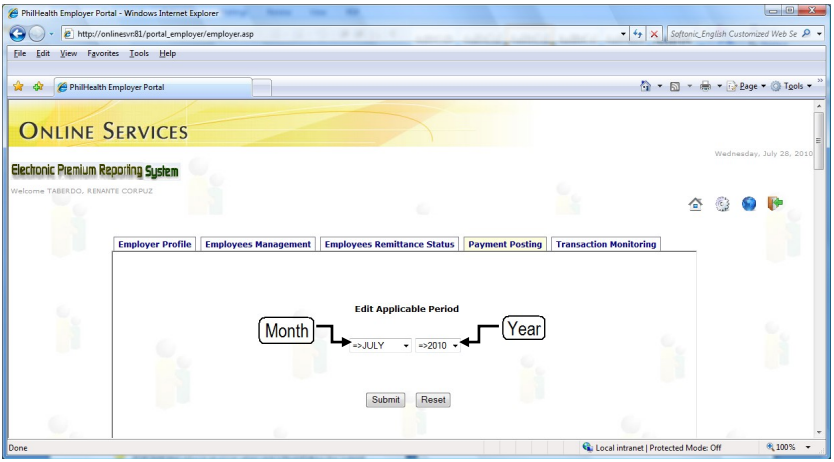


Figure 37 – Edit Applicable Period module

PROCEDURE

1. Click the icon/button to open the form for editing the **Applicable Period**.
2. Select the value for **Month** from the drop-down list box (please see Figure 38)
3. Select the value for **Year** from the drop-down list box (please see Figure 39)
4. Click Submit to save the new **Applicable Period**.

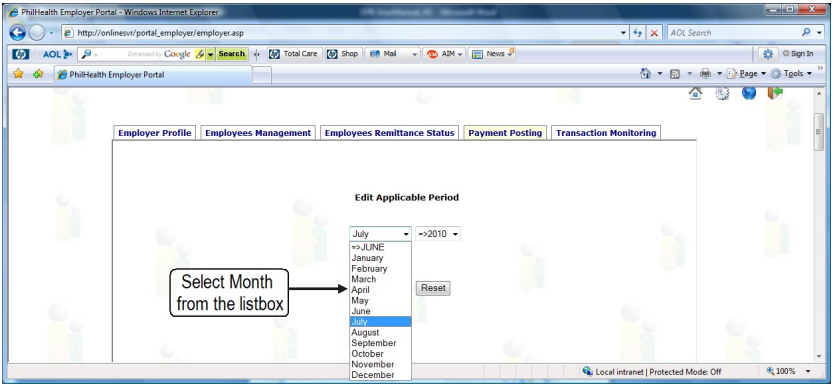


Figure 38 - Edit Applicable Period (Month)

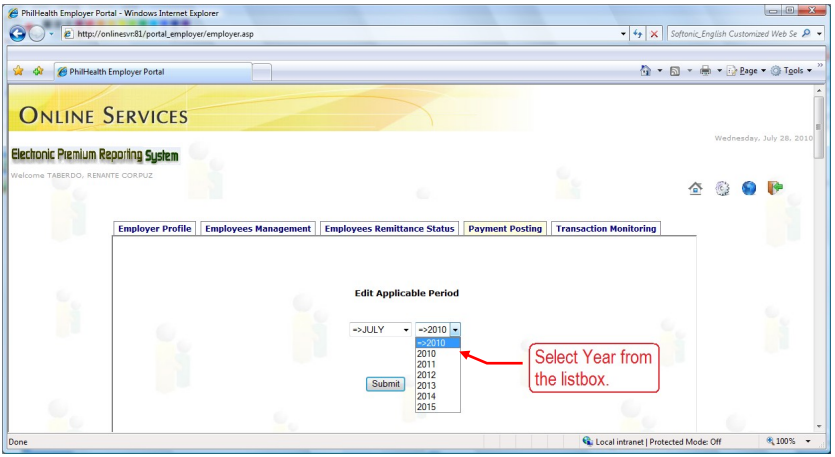


Figure 39 - Edit Applicable Period (Year)

The values that were set will be reflected in the summary of PhilHealth Premium Payment table, as well as in the POR posting form (please see Figures 40 & 41).

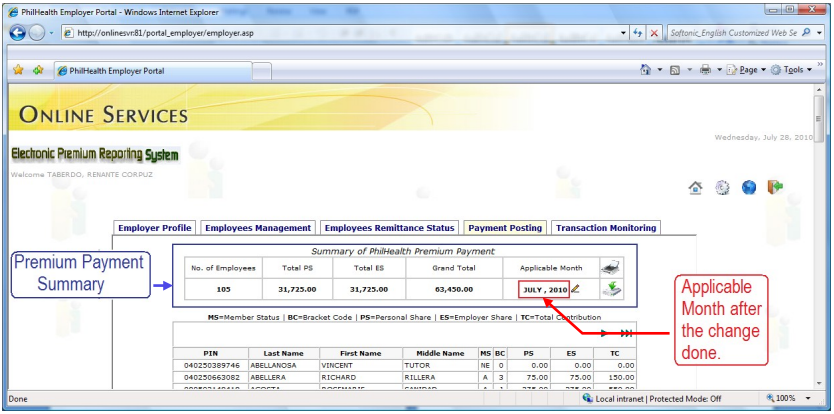


Figure 40 - Applicable Period as reflected after the change

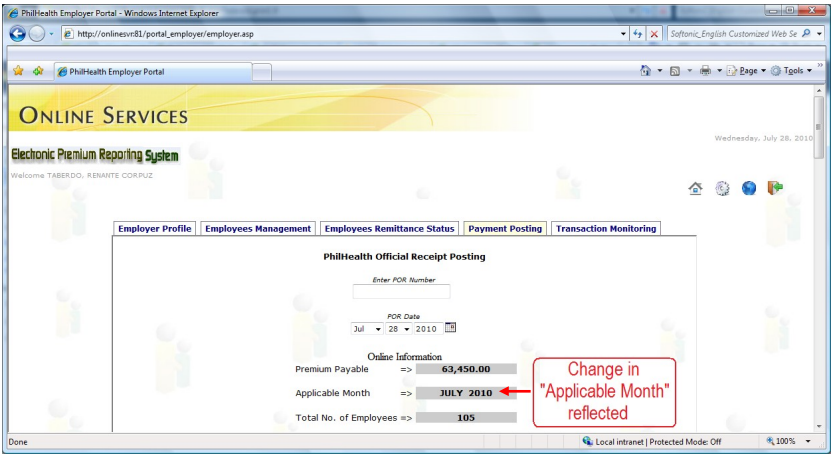


Figure 41 - Applicable Period as reflected after the change

Preview PhilHealth Premium Payment Slip

This module allows generation of PhilHealth Premium Payment Slip. The following are the information:

- Date Generated
- PEN
- Business/Agency Name
- Employer Type
- Applicable Month
- Total Personal Share
- Total Employer Share
- Total Amount Payable

To generate the PhilHealth Premium Payment Slip, click the icon/button (see Figure 36). It is available for printing or for saving to the local hard disk. Please see image below.

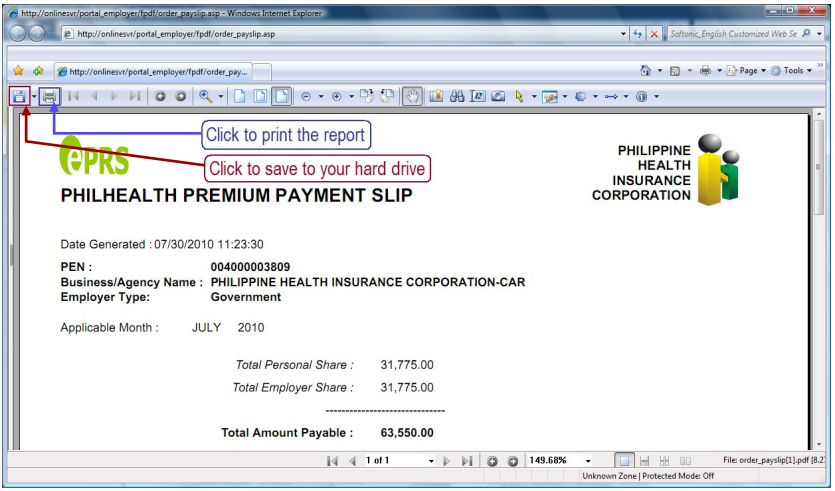
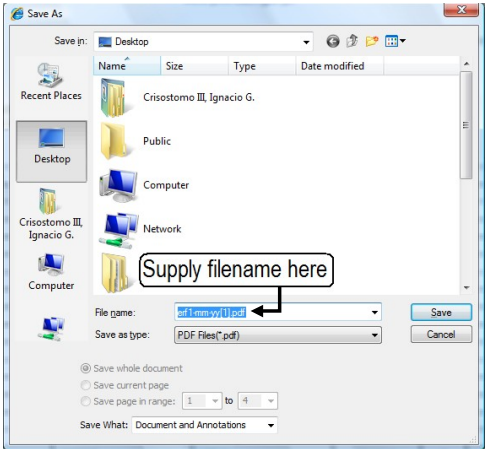


Figure 42 - Premium Payment Slip

PROCEDURE

1. From the **Payment Posting** tab page, click the icon/button (see Figure 36).
2. A new window opens, where a preview of the report is displayed. The screenshot (see Figure 42) shows the Premium Payment Slip.
3. To print the report, click on the printer icon (see Figure 42).
4. To save the report to the hard drive, click the floppy disk button (see Figure 42).

If you want to save the report, a dialogue box opens after clicking the Save button on the report (see Figure 42) – you can define a different filename for the report you are saving.



PhilHealth Official Receipt Posting

Click the icon/button to activate the PhilHealth Official Receipt Posting module (please refer to Figure 36).

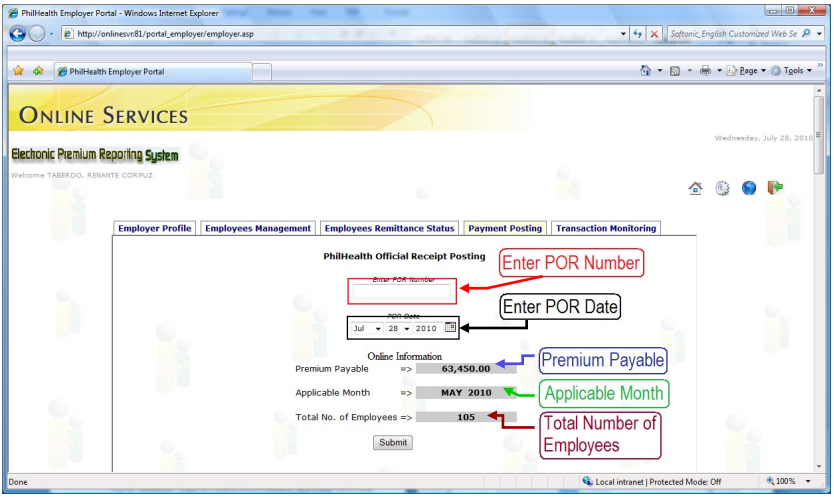


Figure 43 – PhilHealth Official Receipt Posting page

PROCEDURE

1. Enter the POR Number (please refer to the validated PhilHealth Official Receipt). Refer to Figure 43 for the screenshot.
2. Fill up POR Date (please refer to the date of transaction in the validated PhilHealth Official Receipt).
3. Check the other information available (Premium Payable, Applicable Month and Total Number of Employees) if it match with the information indicated in the validated POR.
4. Click Submit button to post the POR.

The system validates the information supplied for *POR Number* and *POR Date* and returns an error when one is found when the Submit button is clicked by the user. For error notifications, please see Annex

TRANSACTION MONITORING

Transaction Monitoring **Transaction Monitoring tab page**

Online Posting Transaction History

The Transaction Monitoring tab page can be used to monitor validated and posted PORs. All PORs posted can be viewed from this page together with the status of posting and date when it was posted. The following are viewable from the display:

- Transaction Date
- POR
- POR Date
- Month Covered
- Total Employees
- Total Amount
- Status Report
- Date Posted

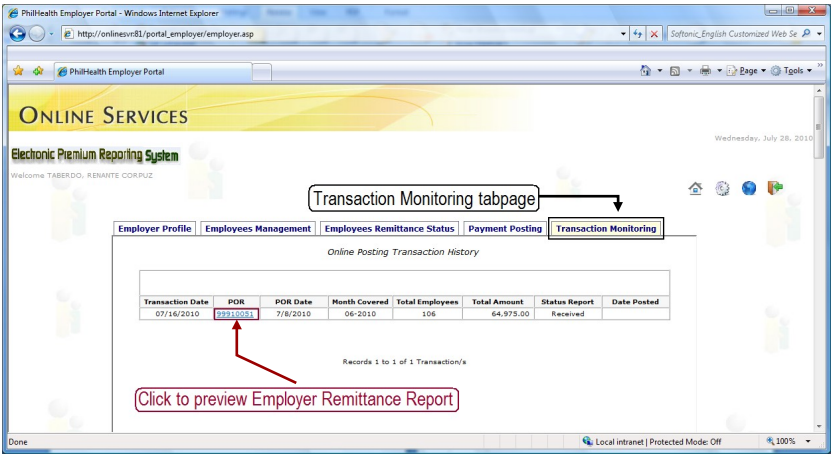


Figure 44 - Transaction Monitoring tab page

Electronic Employer Remittance Report

From the screen (see Figure 44), the user can click on a particular POR number to display the Employer's Remittance Report.

PROCEDURE

1. From the **Transaction Monitoring** tab page, click the POR number on the list to display the report (please see Figure 44).
2. A new window opens, where a preview of the report is displayed. The screenshot below shows the employer's remittance report.

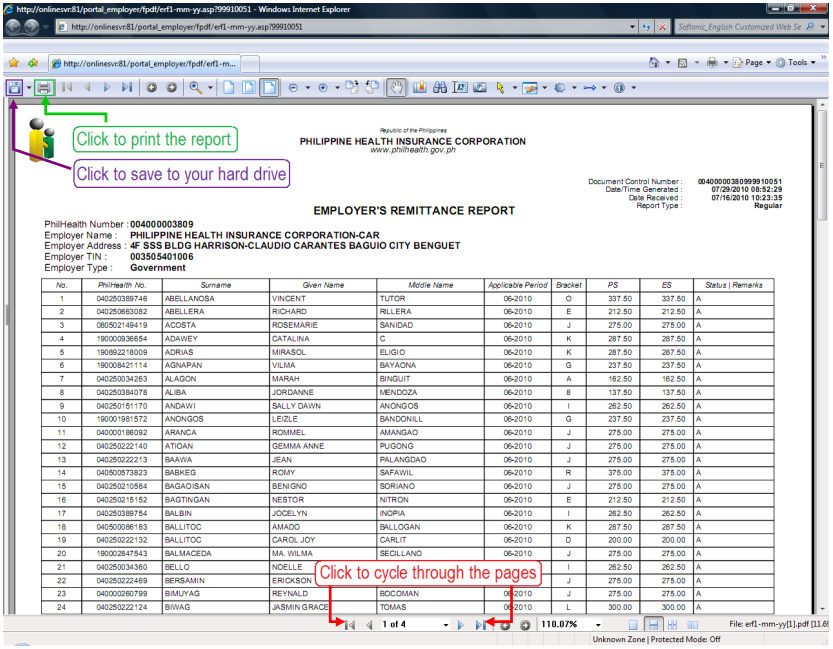
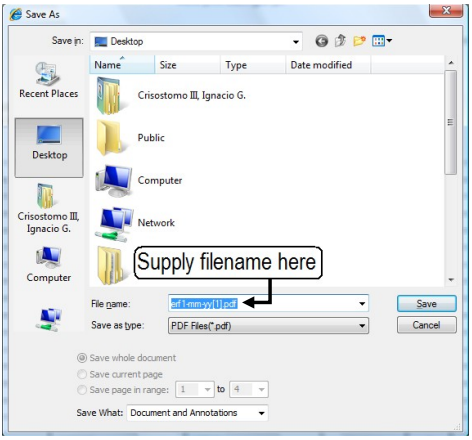


Figure 45 - Electronic Employer Remittance report

3. To print the report, click on the printer icon (see Figure 45).

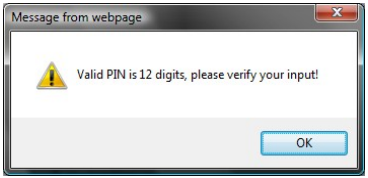
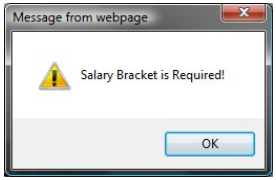
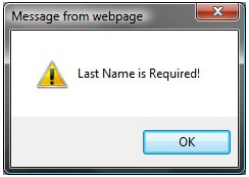
4. To save the report to your hard drive, click the button (see Figure 45).

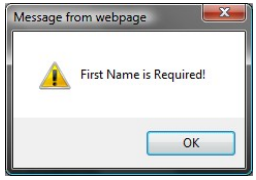
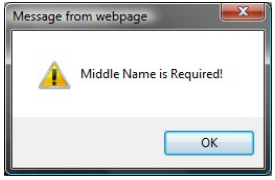
If you want to save the report, a dialogue box opens after clicking the save icon/button on the report (see Figure 45) – you can define a different filename for the report you are saving.

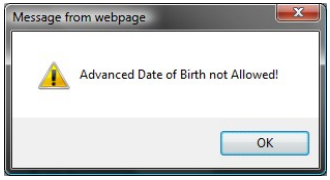
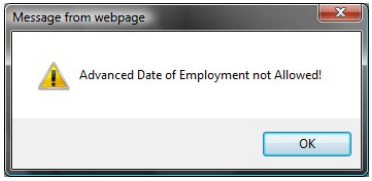
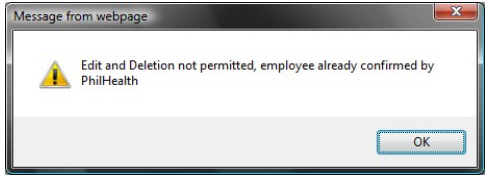


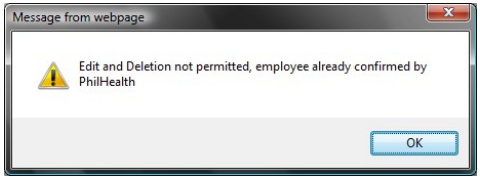
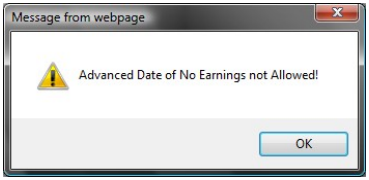
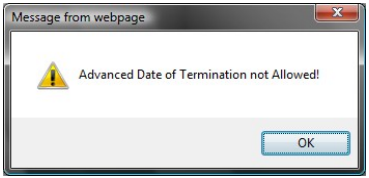
ANNEX A – ERRORS AND ACTIONS

Module	Error Notification	Reason / Possible Action
User Settings -> Reset Password		The Submit button was clicked without supplying a password. Enter values for for "***New Password***" and "***Re-Type New Password***" before clicking Submit button.
User Settings -> Reset Password		The values entered for "***New Password***" and "***Re-Type New Password***" did not match. Enter matching values for the new password.

Employee Management -> Add New Employee		The PIN should be a valid 12-character numeric input. Correct the error and resubmit.
Employee Management -> Add New Employee		Select a value from the drop-down list provided on the form then re-submit.
Employee Management -> Add New Employee		Supply last name for employee before hitting submit button.

Employee Management -> Add New Employee		Supply first name for employee before hitting submit button.
Employee Management -> Add New Employee		Supply middle name of employee before hitting submit button.
Employee Management -> Add New Employee		Select from values listed (Male/Female) before hitting submit button.

Employee Management -> Add New Employee		Make sure that the date being entered is not greater than the current date. Re-enter date and click Submit.
Employee Management -> Add New Employee		Make sure that the date being entered is not greater than the current date. Re-enter date and click Submit.
Employee Management -> Edit basic information		

Employee Management -> Delete employee information		
Employees Reporting Status -> Edit Employment Status		Effectivity Date must be within the applicable period of the report.
Employees Reporting Status -> Edit Employment Status		Effectivity Date should accept previous date, and/or date must be within the Applicable period of the report

Information System Management Division

Information Technology Management Department