



CUSTOMER HANDBOOK · BASEUP LABS

Everything BaseUp HR does, in the order you will use it

BaseUp HR is a Philippine payroll and human resources suite for Odoo 18. It takes an employee from hiring paperwork through daily time capture, premium pay, statutory deductions and a posted journal entry — *without a spreadsheet in the middle*. This handbook is the complete feature list, grouped the way the work actually flows.

VERSION	PLATFORM	LOCALISATION
18.0.0.6	Odoo 18 Enterprise	Philippines
DATA MODELS	LICENSE	PUBLISHER
80+	OPL-1	BaseUp Labs

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A **PH** tick means the feature implements a specific Philippine statutory rule — a contribution table, a premium rate, or a BIR form.

I What you have bought

One installed application, sixteen working areas. Everything below ships in the same module — there is nothing further to buy, and no separate connector to configure.

Employee records

Full 201 file, family and emergency contacts, government IDs, badges, expiry alerts.

Work schedules

Split shifts, grace periods, rest-day calendars, night-shift flags.

Biometrics

ZKTeco device sync, fingerprint user enrolment, scheduled punch download.

Night differential

Per-shift ND detection with its own configurable rate table.

Leave

Allocations by fiscal year, accrual, conversion to cash, half-paid types.

Employee portal

Attendance and leave dashboard, pass slips and HR cases for each employee.

Statutory tables

SSS, PhilHealth and Pag-IBIG versioned by circular; BIR withholding and annual tax tables.

Accounting

Journal entries per register, default GL account mapping, bank file export.

Contracts

Daily, monthly and hourly pay bases, wage rates, premium settings, renewals.

Attendance

Kiosk, geofenced check-in, branch kiosks, bulk entry, late and undertime, DTR generation.

Overtime

Fifteen OT categories across rest days and three holiday classes.

Holidays

Regular, special and double holiday pay, scoped by company, with per-employee exemptions.

HR cases

Inquiries, complaints and disciplinary cases, with notice, explanation, decision and suspension.

Payroll

Payroll periods, registers, payslips, 13th month, final pay with tax adjustment, refunds.

Loans & canteen

Amortised loans, salary advances, canteen charges, recurring adjustments.

Reports

Payslips, DTR, payroll registers, BIR 2316, certificates, badges, HR cases, dashboard.

II People & employment

The employee record is the spine of the system. Everything downstream — a schedule, a payslip, a BIR form — reads from it and from the employment contract attached to it.

Employees ▶ Employees · Contracts · HR Management

The employee file

Philippine name handling

Last, first, middle and extension name held as separate fields, assembled into a display name by a configurable **name format** and **letter case** — so `DELA CRUZ, Juan P.` renders consistently on every payslip, DTR and certificate.

Government identifiers

SSS, PhilHealth, Pag-IBIG and TIN captured on the employee, with an RDO code and registered, local and foreign addresses for BIR reporting. PH

Family & dependents

A dedicated family-members table and a separate emergency-contact table, rather than free text in a note.

Service milestones

Joining date, retirement date, age and years-in-service maintained nightly by scheduled jobs, so tenure reports never go stale.

Document expiry alerts

An **HR Employee Data Expiration** job emails the employee ahead of their company ID (14 days) or passport (180 days) expiring; contract and work-permit expiration notice periods are set in configuration.

Bank & disbursement

Salary-through-ATM flag plus employee bank accounts whose holder name is filled from the formatted employee name.

Training record

Training history kept against the employee, alongside Odoo's own skills and org-chart features.

User provisioning

Create an Odoo login straight from the employee form; a **New User Invite** mail template goes out with it.

Employment contracts

Contracts carry the pay basis and every switch that governs how that employee's payroll computes. Duplicating a contract is deliberately blocked — you renew instead, with a **Create New Contract** button that opens a fresh contract with the previous terms, running pay structures and work schedules carried forward, and expires the old one.

SETTING	OPTIONS	WHAT IT DRIVES
Wage type	Daily · Monthly · Hourly	Which formula computes basic pay, and whether daily pay is derived from the monthly wage.
Factor days	26.0833 default	Divisor converting a monthly wage to a daily rate.
Payroll schedule	Weekly · Semi-monthly · Monthly	Which payroll periods the employee appears in, and the withholding-tax bracket set used.
Premium divisor	1 · 2 · 4 ×/month	How often SSS, PhilHealth and Pag-IBIG are deducted; auto-set from the payroll schedule.
Working days a year	261 · 313 · 395	The paid-days basis — five-day week, six-day week, or every day including rest days and holidays.
Classification	Rank & file · Supervisory · Managerial	Reporting segmentation and premium-pay eligibility.
Computation switches	Late · Undertime · OT · W-Tax · ND · Holiday	Each can be turned off per contract, so a manager on fixed pay is not docked for a late punch.

SETTING	OPTIONS	WHAT IT DRIVES
Variable work schedule	On / off	Flexible staff are paid on total worked hours instead of scheduled in and out times.
Guaranteed wage & commission	Off by default	Both switched on in configuration. A contract can carry a guaranteed monthly wage and a commission percentage; commission is computed from confirmed sales orders that name the employee as salesman, and when the period's guarantee plus commission exceeds basic pay, the difference is paid as an earning.

Contracts move through New → Running → To Renew → Expired, with a bulk state-change wizard for year-end renewals.

Regional wage rates

A **wage rate** table holds the regional minimum wage by region, sector, establishment type, employment size and area, with basic wage and COLA held separately and the statutory minimum computed from the two. PH Attaching a wage rate to a contract fills the daily pay and COLA, which keeps minimum-wage compliance auditable rather than remembered. The seventeen regions ship loaded.

III Schedules & rest days

Philippine shift patterns rarely fit one calendar. BaseUp HR models the shift itself, its segments, and the rest days around it — because all three change what an hour is worth.

Employees ▶ HR Management ▶ Work Schedules · Employee Work Schedules

Split shifts

A schedule can carry morning and afternoon segments as separate lines, each with its own start and end, so a broken shift is one schedule; the gap between the two segments is the break.

Grace period

Minutes of tolerance before a late punch becomes a deduction, set per schedule.

Night-shift flag

Each schedule line declares whether it has night differential, so ND is computed only for shifts that genuinely cross the night window.

Rest days

A schedule line can be flagged as a day-off while still carrying hours — the hours an employee would work if called in — so work on that day is recognised as rest-day work.

Day-off calendar

Named rest days per employee, plus a bulk **day-off scheduling** wizard to apply a pattern across a group and a period.

Day-off ceiling

A per-contract limit on how many day-offs are allowed inside a payroll period — two by default — checked when day-offs are added to the calendar.

Employee work schedules

Assign a calendar to a set of employees for a validity window, with draft, running and closed states, so a seasonal roster change has a paper trail.

Timezone-aware

Schedules default to `Asia/Manila` and every computation localises before it counts a day.

IV Attendance & time capture

Four ways in — kiosk, geofenced device, biometric terminal, or bulk entry by HR — all landing on one attendance record that computes late, undertime, overtime and night differential against the employee's schedule for that day.

Attendances ▶ Attendances · Employee DTR · Pass Slips · Biometric

Capture

Kiosk mode

A token-addressed kiosk page with manual employee selection and badge scanning, patched to show the employee information this module tracks.

Geofenced check-in

Turn on geolocation and a work address becomes a fence: the address is reverse-geocoded into road, village, suburb, city and region fields, and you choose which of those must match — or a straight distance radius in metres.

Branch kiosks

A work address can name its own kiosk user. A shared terminal signed in as that user, with **Kiosk Mode Only** access, lists only the departments and employees of that branch.

Bulk attendance

A **multiple attendance** wizard writes attendances for selected employees across a date range or a whole payroll period, with per-weekday toggles and an hour-from/hour-to default.

Pass slips

Official and personal time-out records with destination, duration and remarks, routed through their own draft → confirm → approve flow and picked up by payroll.

What each attendance computes

Late & undertime

Measured against scheduled in and out, after the grace period, with an optional **late deduction table** that maps a band of minutes to the minutes actually charged.

Worked hours

Check-in to check-out, with the morning and afternoon segments of a split shift recorded as separate attendances.

Night differential

ND hours broken out per date against the ND pay-rate table. PH

Holiday detection

Each attendance links the holidays it falls on, with holiday hours, holiday rate and holiday ND hours stored on the line — including double holidays. PH

Rest-day handling

Work on a declared day-off is recognised as such, so every hour routes to the rest-day premium instead of regular pay.

Payroll period

Stamped automatically, which is what lets a payroll run pull attendance without a date filter.

Suspension block

An attendance cannot be recorded — by hand, at the kiosk or from a biometric import — for a date inside a suspension set on an HR case.

Daily Time Record

The DTR is generated per employee per payroll period and holds one line a day: scheduled in and out, actual time in and out, late, undertime, half-day, absent, ND hours, sick and vacation leave flags, and rest-day flag — plus a second table of the overtime approved for that period. A **multiple DTR** wizard builds them for a whole group at once, and the DTR prints as a landscape PDF for signature.

Biometric devices

ZKTeco-protocol terminals are supported directly — the device protocol ships inside the module, so there is no external library to install on the server.

Device registry

Machines by IP, port and location, with a **try connection** button that reports the users it can see, plus synchronise, restart and clear-attendance actions on the device record.

Employee enrolment

Push selected employees onto a device from a wizard; each employee holds their ZK number per machine, so one person can be enrolled on several terminals.

Punch download

Raw punches land in a machine-attendance log with punch type and time, then convert into attendances — on demand, or on the **Auto Import Biometric Attendance** and **Download Attendance** schedules.

Review before import

An import wizard lets you see and select which downloaded punches become attendance records.

Field punches

Field Out and Field In punches on the terminal open and close a pass slip for the employee, instead of an attendance.

v Overtime, night differential & holidays

This is where a Philippine payroll is won or lost. The module treats premium pay as a rate table you can read and audit, not as formulas buried in code.

Overtime ▶ Overtime Requests · Day-Off OT · Holiday OT · Pay Rate

The premium-rate table

Overtime is classified into fifteen types across five groupings, and each type has a row in the **Pay Rates Computation** table holding a rate percentage, a divisor or multiplier, and the GL debit account to charge. Twenty-three rate rows ship configured, including the night-differential variant of every category. PH

GROUPING	TYPES COVERED
Regular	Regular OT · Regular ND OT
Rest day	Day-off · Day-off OT · Day-off ND OT
Special holiday	Special holiday · its OT · on a rest day · rest-day OT · rest-day ND OT
Regular holiday	Regular holiday · its OT · on a rest day · rest-day OT · rest-day ND OT
Double holiday	Double holiday · its OT · on a rest day · rest-day OT · rest-day ND OT

Each row also accepts a **custom rate**, for a CBA or company policy more generous than the statutory minimum.

Overtime requests

Draft → Submitted → Approved

Automatic classification

From the request's own dates the system resolves the day of week, the employee's scheduled out time, whether the date is a rest day, and which holidays it touches — then splits the hours across the matching rate rows.

Night-diff split

Hours falling in the night window are broken out and charged at the ND variant of the same category.

Break handling

A **with break** flag deducts a one-hour break from the overtime. It is set automatically when overtime is raised from a rest-day or holiday attendance of nine hours or more.

Minimum OT

A configurable minimum OT threshold, below which a request does not compute.

Raise from attendance

Select attendances and open OT requests for them in bulk; overtime hours flow back onto the DTR and the payslip.

Audit trail

Requests are chatter-tracked, with a bulk state-change wizard, and only draft requests can be deleted.

Night differential

A separate **ND pay rate** table carries the ND percentage — and a custom rate override — applied to the ND hours the attendance engine detects. ND is summarised per payslip with the hours, the computation used and the resulting rate visible on each line.

Holidays

Three holiday classes

Regular (legal), special, and double holidays, each with its own rate row and its own OT and rest-day variants. PH

Company scoping

Holidays carry the companies they apply to, so a plant-level local holiday does not pay out nationwide.

Exempted employees

A holiday can list exempted employees, who are left out of the paid regular holiday for that date.

Holiday calendar

Holidays are maintained by HR as dated records, each with its type, a double-holiday flag and a note.

Paid regular holiday

A per-contract switch for whether an unworked regular holiday is paid. PH

Leave is allocated against a fiscal year, drawn down per date, and either paid, half-paid, unpaid or converted to cash at year end.

Leaves ▶ Leave Requests · Leave Allocations · Configuration

Allocations

Paid, unpaid, half-paid

Every leave type declares which it is, plus whether it counts as a leave of absence. Sick Leave, Vacation Leave, Birthday Leave and Leave of Absence ship ready to use.

Fiscal-year allocations

Days allocated per employee per leave type with a validity window, tracking days taken and remaining balance as requests are approved.

Accumulated leave

Optional carry-forward of unused annual leave into the next allocation, switched on in configuration.

Convertible leave

Switched on in configuration, a portion of each allocation can be marked convertible; payroll then converts it to cash on a payslip and records the conversion against the allocation.

Bulk allocation

A wizard allocates several leave types to many employees for a fiscal year in one pass — the annual reset in a single screen.

Validity monitoring

A **Leave Allocation: Check Validity** job expires allocations past their window.

Leave requests



A request expands into one row per leave date, each stamped with its payroll period and marked as it is approved — so a leave spanning a cut-off splits correctly across two payslips instead of landing entirely in one. Requests draw against a named

allocation, and the remaining balance is shown as the employee files.

Employee inquiries, complaints and disciplinary matters are kept as numbered cases, from intake to closure. For a disciplinary case, each due-process step — notice, written explanation, decision and acknowledgment — is recorded on the case with its date.

Employees ▶ Case Management ▶ All Cases · Configuration ▶ Case Ty

Case types & intake

Thirteen case types

Employee inquiry, complaint or grievance, leave accommodation, onboarding and offboarding tasks, performance issue, workplace incident, policy violation, harassment or discrimination, tardiness, snack break, meal break and disciplinary action ship ready to use — each with a default priority, an SLA in days, and whether it requires investigation.

Three ways in

A case is opened by HR, referred by a manager, or filed by the employee from the portal; the source is recorded on the case.

SLA & overdue

The due date is set from the case type's SLA, and an open case past its due date is flagged overdue.

Assignment

A case is assigned to an HR specialist before work starts, and the employee's manager is filled in as the reviewing head.

Investigation notes

Notes are typed — investigation, interview, document review, decision, follow-up or general — and kept against the case with their author and date.

Disciplinary due process



Notice & acknowledgment

HR gives notice; the employee acknowledges it with a signature, then submits a written explanation.

Manager decision

The manager decides to waive or to proceed with disciplinary action, with notes explaining the decision, and the employee acknowledges the final decision.

Hand-offs

Each step schedules a to-do activity for the next person — the employee, the manager or the assigned HR specialist — so no one has to chase the case.

Resolution

A case is resolved with notes and a resolution type — resolved, not actionable, duplicate, or withdrawn by the employee. Closed cases can be reopened.

Suspension

A resolved case that was not waived requires a suspension type — disciplinary, preventive or investigative — with or without pay, and start and end dates; the days are counted for you.

Suspension on the employee

While a suspension runs, the employee form shows a suspension banner and the employee list a suspended badge, and no attendance can be recorded for those dates.

Printable case

A **Print Case** PDF produces the case record for the file.

Who sees what

Employees see only their own cases and the notes on them — from **My HR Cases** in the Employees app or from the portal. HR officers and HR managers see every case in their companies, and the case-type configuration menu is reserved for HR managers. Cases cannot be duplicated, and only draft cases can be deleted.

Payroll runs against a **payroll period**, not a pair of dates typed in by hand. Generate the year's periods once and every attendance, overtime request, leave date and loan instalment files itself into the right one.

Payroll ► Payroll Periods · Payroll Registers · Payslips · Payroll

Payroll periods

Generated in bulk

A wizard generates weekly or semi-monthly periods for the selected companies in one action — a year's worth by default, 52 weekly or 24 semi-monthly, from the start date you give.

Semi-monthly variants

Choose true 15th-and-end-of-month periods, or nominate two specific cut-off start dates each month.

Per-date settings

Each date inside a period can independently allow or disallow late and undertime charges, with a memo — the mechanism for a company-declared suspension of work.

Quarter awareness

Periods carry a quarter, which the contribution configuration uses to place deductions in the right pay run.

The run

- 01 Create a **payroll register** for a company, fiscal year, payroll schedule and period; the salary journal and cash-in-bank account default in.
- 02 **Generate payslips** for the employees in scope — by explicit selection, narrowed if you like to managers only, or to employees paid through ATM or not.
- 03 **Compute**. Each payslip pulls its attendance, DTR, overtime, night differential, pass slips, leave dates, holidays, loans, canteen charges and recurring adjustments for the period.

-
- 04 **Review** against the register's own roll-up: total late, undertime, overtime, night differential, premiums, withholding tax, other earnings, other deductions, gross taxable and net.
-
- 05 **Confirm**, optionally without recomputing, so reviewed figures cannot silently change under you.
-
- 06 **Validate** the register — posting the journal entry to the salary journal when posting is switched on — which closes it.
-
- 07 **Generate the bank document** — the disbursement file — from the closed register.
-
- 08 **Send payslips** by email, as payslip only or payslip with DTR attached.
-



What a payslip shows

BLOCK	LINES
Worked time	Regular worked days · paid leave · vacation and sick leave with amounts · unpaid leave and absences · half-days
Time charges	Late · undertime · each with hours and amount
Premium pay	Overtime hours and amount, itemised by rate category · night differential hours and amount, itemised per date
Earnings	Basic pay · COLA · other taxable · other non-taxable earnings · 13th month · leave conversions
Statutory	SSS employee and employer · SSS MPF employee and employer · PhilHealth both shares · Pag-IBIG both shares · withholding tax PH
Other deductions	Loan instalments · canteen charges · recurring and one-off adjustments
Totals	Total employee premiums · gross taxable · net pay

Payslips carry a generated barcode, an overtime summary table, a leave summary table and a night-differential summary table, all of which print on the payslip PDF.

Special runs

13th month pay

Flag the register as a 13th month release and nominate exactly which payroll periods form the computation base. **PH**

Final pay

A final-pay flag on the payslip for separating employees, which changes how the period's entitlements are settled.

Year-end tax adjustment on final pay

A final-pay payslip adds up the taxable income and tax withheld from the start of the fiscal year to the contract end date, computes the tax due from the BIR annual tax table, and shows the difference as a **tax refund** or **tax payable**. **PH**

Leave conversion run

Mark the register convertible and the convertible portion of each allocation is paid out and recorded against the allocation.

Refunds

Refund a register or a single payslip and the system produces credit-note payslips, excluded from every total so the originals still reconcile.

Payroll archives

Historic payroll retained in an archive model, kept out of the live register list.

Controls you can set

- **Confirm without recomputing** — default on, so confirmation is not a silent recalculation.
- **Allow cancelling confirmed payslips** — off by default; turn it on only if your process needs it.
- **Allow editing payslip lines** — off by default, for sites that want computed figures to stay computed.
- **Taxable overtime** — whether OT enters gross taxable. **PH**
- **Pag-IBIG maximum limit** — the contribution cap applied at computation. **PH**
- **Leaves with positive values** — how leave days and hours are signed in worked-days reporting.
- **Exclude premiums from gross taxable** — set per contract. **PH**

- **Include empty payroll variables** and **include "Received by"** — payslip print options, set per company.

SSS, PhilHealth and Pag-IBIG tables are held as circulars — each a versioned record with an effectivity date and a draft, activated or expired state. When an agency issues a new circular you add it, date it and activate it, and the previous one expires — you do not wait for a software release. Withholding tax and the annual tax table are kept as bracket tables you can edit. PH

Payroll ▶ Configuration ▶ Premiums and Tax Tables ▶ SSS · PHIC ·

TABLE	BRACKETED BY	HOLDS
SSS	Monthly salary range	Regular SS employee and employer rates, EC employer share, MPF employee and employer rates, with all totals computed. Ships with the Circular 2024-006 schedule loaded.
PhilHealth	Monthly salary range	Premium rate percentage and the resulting monthly premium, split equally between employee and employer. Ships with Circular 2019-0009 loaded.
Pag-IBIG	Monthly salary range	Employee and employer rate, as a percentage or a fixed amount, with a configurable maximum limit. Ships with Circular No. 460 loaded.
Withholding tax	Payroll schedule × compensation range	Prescribed withholding tax and tax-on-excess percentage, with separate bracket sets for daily, weekly, semi-monthly and monthly payroll. Twenty-four bracket rows ship loaded.
Annual tax	Annual taxable income	Prescribed tax and rate on the excess, per the TRAIN Law (RA 10963). Six brackets ship loaded; used for the year-end tax adjustment on final pay.

Deduction scheduling

A **premiums and tax configuration** record decides, per payroll schedule, when each contribution is actually deducted — first half, second half, both halves, or nominated quarters of a weekly cycle — and whether the premium is computed on the basic wage or on basic pay. Contracts can override the computation basis per employee, and each of SSS, PhilHealth and Pag-IBIG can be switched off or set to a fixed amount on an individual contract.

BIR Form 2316

Annual certificates of compensation payment and tax withheld are generated per employee for a nominated year and period. PH

Printing: Employees ▶ Employees ▶ open an employee ▶ ⚙ Print ▶ BI

The report is bound to the employee model, so it appears in the Print dropdown on both the employee form and the employee list view. Select several employees in the list and it produces one PDF per employee in a single run, named

BIR_Form_2316_<employee>_<year>.pdf . There is no menu item for the form — the Print binding is the only route.

Data entry: Employee form ▶ BIR Form 2316 tab

ADMINISTRATOR ACCESS

The BIR Form 2316 tab is available to users with Settings / Administrator access. Other profiles, including HR Manager, can print a completed form but do not fill the tab itself. If your payroll officer needs to prepare 2316s directly, your BaseUp implementer can extend that access.

The output is not a rendered layout — the module fills the **official BIR PDF form fields** and flattens the result so it is non-editable. The blank government form ships with the module as a template attachment. Most figures are computed from the employee's payslips for the period rather than typed by hand. The form carries the full statutory breakdown the BIR asks for:

- **Employer details** — employer type, RDO code, registered and local addresses, signatory name and signature image.
- **Non-taxable** — basic salary of a minimum-wage earner, holiday pay, overtime, night-shift differential, hazard pay, 13th month and other benefits, de minimis benefits, employee government contributions.
- **Taxable** — basic salary, other compensation, gross taxable compensation, tax due, tax withheld.
- **Previous employer** — TIN, name, address, taxable compensation and tax withheld, for mid-year hires.
- **Credits** — PERA contributions, the five-percent tax credit, and tax withheld net of credit.
- **Status flags** — minimum-wage earner and overseas Filipino worker.

x Loans, benefits & adjustments

Anything that recurs on a payslip and is not a statutory deduction lives here — company loans, agency loans, canteen charges, allowances and one-off corrections.

Employees ▶ Salary Loans ▶ Loan Requests · Canteen Charges

Employee loans

Draft → Submitted → **Approved** · Cancelled

Amortisation schedule

Enter the loan amount, the term in months and the payment per payroll, and the instalment lines are laid out across the payment window. Each line is marked paid as the payslip that took it is processed.

Agency loans

A beginning loan amount and reference number carry balances brought over from SSS or Pag-IBIG loans already in progress. **PH**

Loan ceiling

An optional maximum loanable amount on the employee; a request that would take approved loans past it cannot be submitted.

Running balance

Total paid and remaining balance computed from the instalment lines, visible on the loan and countable per employee from the employee form.

Deduction mapping

Each loan points at the payroll adjustment it deducts through, plus its other-assets and liability accounts, so the payslip line and the journal entry agree.

Chatter-tracked

Loan amount, terms, payment and approval dates are all tracked; duplicating a loan request is blocked outright.

Canteen charges

Numbered meal and store charges per employee per date, confirmed and then recovered on the next payslip, with their own liability and other-assets accounts and an optional journal entry on confirmation.

Payroll adjustments & structures

Adjustment catalogue

Named earnings and deductions, each with its own GL accounts, that become payslip lines. Defaults for payroll, other-assets and liability accounts can be set once in configuration and pushed onto every existing adjustment with one button.

Recurring structures

Per-employee structure lines attach an adjustment to a contract so it appears on every payslip until it is marked done — the mechanism for allowances, uniform deductions and staggered recoveries. Lines can be opened, closed and bulk state-changed.

One-off compensation

A **compensation adjustment** records a single earning or deduction on a date against a contract, consumed by the payslip covering that date.

Rice allowance

A dedicated computation for the rice-subsidy benefit. PH

Payroll posts to the general ledger from the same screen that computed it, using account mappings you set once.

Payroll ► Configuration ► Settings · Bank Accounts

Salary journal

Resolved per company by name or code, with a guided prompt to create it if it is missing rather than a raw error.

Default account mapping

Cash-in-bank and salaries-and-wages accounts set globally; employees may carry their own salaries-and-wages account where cost centres differ.

Contribution accounts

Employee-credit, employer-debit and employer-credit accounts per contribution — with a separate set for SSS MPF — settable as defaults and applied to every contribution configuration in one action.

Overtime accounts

A debit account per overtime rate category, so premium pay can be tracked separately from base salary, with a one-click default across all categories.

Posting control

Journal entries for payroll registers, loans and canteen charges are each switchable, so you can run payroll before the accounting side is configured.

Bank disbursement file

Generate a fixed-width bank credit file from a register — header with the company account, one line per employee net pay, and a trailer with count and total — attached to the register for upload.

Fiscal years

Payroll registers, payslips and leave allocations are all anchored to an accounting fiscal year.

XII Reports & documents

Everything a Philippine HR office is asked to produce, printable from the record it belongs to.

DOCUMENT	FORMAT	PRINTED FROM
Payslip	PDF	Payslip or register; emailable, with or without the DTR attached
Daily Time Record	PDF , landscape	Employee DTR for a payroll period
Payroll Register	PDF , landscape	Payroll register — the full per-employee roll-up
Payroll Register Summary	MS Excel	Payroll register, for finance hand-off
BIR Form 2316	PDF	Employee, for a nominated year and period PH
Certificate of Employment	PDF	Employee or contract
Employee Badge	PDF	Employee — company ID with barcode
Work Schedule	PDF	A payroll period, filtered by department or employee
HR Case	PDF	HR case — the case record, for the employee file

Analytical views

- **Payslip report** and **detailed payslip report** — SQL-backed pivot views for slicing payroll across periods, departments and adjustments without exporting.
- **Attendance analysis** and **work schedule report** — grouped attendance and roster views for a period.
- **Overtime, leave and night-differential summaries** — held per payslip, so a figure on a payslip can always be traced back to the hours behind it.

An HR manager's opening screen: headcount at a glance, then the shape of the workforce behind it.

Employees ▶ Dashboard

Headline counts

Active employees, running contracts and departments, scoped to the companies currently selected.

Headcount by department

Distribution across the organisation, drawn as a chart.

Sex and age profile

Demographic breakdown by sex across age bands.

Civil status

Marital-status distribution.

Employment type

Regular, probationary, project-based and the rest, by count.

Length of service

Tenure bands, computed from the nightly years-in-service job.

Print & theme

The dashboard prints, and follows the light or dark theme of the session.

The organisation chart and Odoo's gamification badges, challenges and goals sit alongside the dashboard in the same app.

XIV Access profiles & security

Access is set per user from Odoo's own HR, Time Off, Attendance, Contracts and Recruitment rights, plus BaseUp's groups: **Employee Own Data** and **Kiosk Mode Only** under BaseupPH, and **Officer** and **Manager** under Payroll.

Settings ▶ Users & Companies ▶ Users ▶ BaseupPH · Payroll

ACCESS	SEES	CAN DO
Employee Own Data	Own leave, overtime, loans, attendance, payslips and HR cases	File leave, overtime and loan requests; read own attendance and payslips; open and follow own HR cases.
Kiosk Mode Only	The kiosk page	Nothing else — the access for a shared terminal login, optionally tied to one branch's work address.
Payroll: Officer	Employees and contracts	Implies HR officer and contract manager rights.
Payroll: Manager	Payroll and its configuration	Everything an officer can, plus BaseUp's payroll data — payroll periods, holidays, adjustments and pay structures, premiums and tax tables, payslip analysis and the Excel register export. Payslips and registers themselves follow Odoo Payroll's own access rights.

Creating an Odoo login from the employee form sets access for you: an ordinary employee gets Employee Own Data; an employee flagged **HR Manager** or **Payroll Master** gets HR, Time Off, Contracts, Recruitment and Attendance manager rights and Payroll Manager. Menus are permissioned in a final pass after every menu exists.

Self-service

Employees reach their own data in two places. Inside Odoo, Employee Own Data limits leave, overtime, loans, attendance and payslips to the user's own records. On the portal, an **Employee** entry on the user's home page opens a dashboard with this month's attendance count, pending and approved leave, and the latest attendance and leave records; from there the employee files and confirms pass slips, and under **My HR Cases** opens a case, acknowledges a notice, submits an explanation and acknowledges the final decision.

Multi-company

- Payroll registers, payslips, contracts, leave, loans, canteen charges and adjustments are all company-scoped, and selection lists respect the companies active in the session.
- Payroll periods and holidays can be shared across several companies at once.
- The dashboard, contribution configuration and journal resolution all follow the company selector.

Automation

SCHEDULED JOB	DOES
Auto Import Biometric Attendance	Converts downloaded device punches into attendance records
Download Attendance	Pulls new punches from registered ZKTeco terminals
Leave Allocation: Check Validity	Expires allocations past their validity window
Employee: Years in Service	Recomputes tenure
Employee: Compute Age	Recomputes age
HR Employee Data Expiration	Emails notices for expiring employee IDs and passports

Branding & presentation

- Page titles and browser tabs show a **system name** — Baseup HR by default — in place of the product name.
- A backend theme stylesheet ships with the module.
- An **SMTPFrom** setting fixes the sender address used for outgoing payslips and notices.
- Company signatory name and signature image are held for certificates and BIR forms.

BaseUp Connect & employee app

Connect to BaseUp

One button links the database to BaseUp and returns a **company code**, which employees type when they sign in to the BaseUp employee app. Your Odoo must be reachable at a public HTTPS address.

Enable Employee App

Hands BaseUp a service account to work through — either a dedicated user with HR, Time Off, Attendance and Payroll officer rights, which a Settings administrator creates, or an existing internal user.

AI assistant

Once the app is enabled, an assistant for employees can run on Claude, ChatGPT or Gemini using your company's own API key. The key is passed to BaseUp when saved and is not kept in Odoo.

Reconnect

A **Reconnect / rotate key** action re-links the database and issues a new key — for a reinstall or a copied database.

Guided tours & quality

Twelve in-app guided tours walk a new administrator through employee creation, payroll configuration, payroll period generation, payslip computation (two tours), the payroll register, DTR, leave allocation (single and bulk), overtime configuration, multiple attendance and the chart of accounts. Behind them sits an extensive automated test suite, exercised against every release.

XVI Requirements & licensing

ITEM	REQUIREMENT
Odoo	18.0 Enterprise
Odoo apps required	Employees, Contracts, Payroll, Payroll Accounting, Time Off, Attendances, Recruitment, Skills, Expenses with digitisation, Accounting, Sign, Sales, Contacts, Portal, Philippine localisation
Python packages	<code>requests</code> · <code>sentry-sdk</code> · <code>pypdf</code> <i>or</i> <code>PyPDF2</code>
Biometric library	None — the ZKTeco protocol ships inside the module
Charting	<code>Chart.js</code> , loaded from CDN for the dashboard
Outbound connections	HTTPS to the BaseUp license service; to the BaseUp gateway, if BaseUp Connect is used
Error reporting	Server errors are reported to BaseUp Labs for support
Default timezone	Asia/Manila
License	OPL-1 (Odoo Proprietary License v1.0)

ENTERPRISE EDITION REQUIRED

BaseUp HR extends Odoo Enterprise HR applications — payroll, org chart, expense extraction, e-signature and full accounting among them. It will not install on Odoo Community.

PREREQUISITE · PYTHON LIBRARIES

Either `pypdf` or `PyPDF2` needs to be installed on the server — it is what fills the official BIR Form 2316 — and so does `sentry-sdk`, which the module loads when it starts. Please confirm both with your hosting provider as part of go-live preparation.

License activation

Your license key is validated against the BaseUp license service in two places: once when the module is installed, and then during use. During use a valid result is remembered for 24 hours, and if the license service cannot be reached, a recent valid check keeps the system running for up to 48 hours. The key, and the fingerprint, module name and hostname that come with it, are entered as system parameters before installation. Keep them — they are what every check uses.

Support

BaseUp Labs provides technical support and customisation for this module. For licensing questions, upgrades, or an implementation review, contact your BaseUp Labs account manager.

BaseUp HR · Comprehensive HR Management Suite for Philippine Businesses
Module **baseup_human_resources** · version **18.0.0.6** · Odoo 18 Enterprise · license **OPL-1**
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