



The screenshot shows a table of payroll periods:

Period	Lock	Start	End	Calculate	Payment	Process	Process Date	Status	Duration	Close	Close Date	C
202504	Q											
202503	Q	01-03-2025	31-03-2025	31-03-2025	31-03-2025							Y
202502	Q	01-02-2025	28-02-2025	20-02-2025	25-02-2025							Y
202501	Q	01-01-2025	31-01-2025	20-01-2025	24-01-2025							Y
202412	Q	01-12-2024	31-12-2024	31-12-2024	31-12-2024	FINDO	05-06-2025 12:45:53	a	376:10			
202411	Q											

Klik pada nomor Period, maka akan masuk ke halaman berikut

The screenshot shows a table for period 202105:

Period	Lock	Start	End	Calculate	Payment	Process	Process Date	Status	Duration	Close	Close Date	C
202105	Q											
202104	Q				TEST		14-06-2021 10:04:01	3		TEST	14-06-2021 10:04:01	

1 rows selected

Salary and Tax Calculation

1. Akses Menu Calculation

Dari menu utama, pilih Payroll Process → Calculation.

2. Tampilan Menu Calculation

Di halaman ini, kamu akan diminta memilih:

- Batch → kelompok karyawan
- Payroll Period → periode gaji yang dihitung
- (opsional) Filter tambahan jika ingin menghitung sebagian

3. Klik salah satu button Proses sesuai kebutuhan proses penggajian

Sistem akan menghitung:

- Total Gaji Bruto
- Potongan seperti BPJS, pajak PPh 21
- Gaji bersih (Take Home Pay)
- Hasil Perhitungan

4. Setelah proses selesai, akan muncul hasil per karyawan, termasuk nilai pajak, tunjangan, dan potongan lainnya.

Berikut penjelasan untuk setiap kolom:

Period : Periode penggajian

Lock : Untuk keperluan mengunci komponen gaji

Start : Tanggal mulai cut off penggajian

End : Tanggal berakhir cut off penggajian

Calculate : Tanggal Calculate

Payment : Tanggal Payment untuk penggajian

Process : Akun siapa yang memproses

Process Date : Tanggal memproses penggajian

Duration : waktu untuk proses

Close Date : Tanggal penutupan penggajian

C : Simbol penggajian bulanan berjalan sudah ditutup atau belum kalau sudah ada simbol Y



Salary and Tax Calculation

The screenshot shows the MYQUANTUMHR Payroll Calculation interface. At the top, there's a navigation bar with links like Payroll Process, Admin Data, ESS Data, Adjustment, Finance, Report, Help, and FINDO. Below the navigation is a breadcrumb trail: Home \ Payroll Calculation : ALL-Level - 202412 \ Backup. On the right side of the screen, there are several input fields: Backup Date, Backup User, Note, Update User, and Update Date. A note below these fields states: "Restore is possible when backup data and current data have same closing status. Manual backup will be kept for the last 16 months. Automatic backup will be kept for the last 2 months." To the left of these fields is a table header with columns: Periode, Backup Date, Note, Porcess Date, Duration, Close Date, C, and User. Below the header, there's a single row of data: 202412, 23-06-2025 19:00:46, deh, 05-06-2025 12:45:53, 376:10, (empty), FINDO. At the bottom of the table, it says "1 - 1 of 1".

Jika ingin membuka periode yang sudah di close jangan lupa di backup terlebih dahulu dengan cara klik button backup
Isikan note pada kolom note lalu create, baru periode yang ingin di cancel close bisa di lakukan.

This screenshot shows the same MYQUANTUMHR Payroll Calculation interface as the previous one, but with a new backup entry in the table. The table now has two rows: the first row from the previous screenshot and a second row with the following data: 202412, 23-06-2025 19:00:46, deh, 05-06-2025 12:45:53, 376:10, (empty), FINDO. The note field in the second row contains the text "deh". The rest of the interface remains the same, including the backup fields on the right and the note about restore and backup retention.

🔄 Restore Perhitungan Sebelumnya

- Klik **Backup List**, pilih periode yang ingin di-restore.
- Klik tombol **Restore** untuk mengembalikan perhitungan ke kondisi awal.

🗑️ Hapus Data Backup

- Masih di **Backup List**, pilih data backup yang ingin dihapus.
- Klik **Delete** untuk menghapus backup tersebut.