PulsePayslip User Manual (English Edition v1.0)

Free 100% Client-Side Thailand Payroll & Payslip Studio | SSO M.33 2569 (17,500 / 875 THB) | PND.1 Marginal Bonus Tax | AES-256 Password PDF & 5-Sheet .xlsx Backup

Chapter 1: Quick Start — Issue Your First Compliant Payslip in 60 Seconds

- PulsePayslip is engineered by NOVA PULSE AI CO., LTD. (Tax ID: 0125569038981) as a 100% free, zero-login client-side Thai and bilingual payslip generator. All salary figures, national IDs, PDF encryption, and IndexedDB storage remain strictly inside your browser (Zero Server Storage / PDPA compliant).

- Step 1: Select or configure a company workspace (or load 1 of 3 fictional starter presets: SME Office 5 staff, Factory OT 10 staff, Bilingual Agency 5 staff) and set wageYear (for SSO ceiling) plus taxYear (for PND.1 Cash Basis).

- Step 2: Fill Single Employee Form or paste up to 500 employees from Excel/CSV (Ctrl+V) into the Batch Grid with integer satang precision.

- Step 3: Export encrypted single/batch ZIP PDFs or print directly, then save a 5-sheet .xlsx Workspace Backup locally.

Chapter 2: Multi-Company Workspaces, Logos, Stamps & 3 Document Languages

- Accounting firms and HR teams can manage multiple companies cleanly isolated by companyId inside IndexedDB without mixing employee rosters.

- Logo, Signature & Stamp Import: Supports PNG, JPG, and WebP only (Magic Bytes verified, .svg blocked 100% for XSS safety and PDF reliability).

- Choose Classic Corporate, Modern Clean, or Compact Payroll templates, toggle Ink-Saver modes, and output payslips in Thai (TH), Bilingual (TH+EN), or English (EN) independently of the UI language.

Chapter 3: Thailand Statutory Payroll Rules (2568-2575 Stepped SSO, OT & PND.1)

- Social Security Section 33 (wageYear, 1,650 THB floor = 83 THB min, official >= 0.50 Baht rounding, OT excluded from SSO base by default):

  * 2568 (2025): 15,000 THB ceiling -> 750 THB/mo max (9,000 THB annual tax cap).

  * 2569-2571 (2026-2028): 17,500 THB ceiling -> 875 THB/mo max (employer matches 875 THB; 10,500 THB annual tax cap).

  * 2572-2574 (2029-2031): 20,000 THB ceiling -> 1,000 THB/mo max | 2575+: 23,000 THB ceiling -> 1,150 THB/mo max.

- Overtime & Daily/Pro-Rata: Monthly hourly base = baseSalary / 240; daily hourly base = dailyRate / 8; supports 1.5x / 2.0x / 3.0x OT and worked-day Pro-Rata.

- PND.1 Withholding Tax (Cash Basis taxYear): Deducts 50% expenses (max 100,000 THB), 60,000 THB personal allowance, actual annual SSO deduction, PVD (up to 500,000 THB), and extra annual allowances across 0%-35% progressive brackets. One-time bonuses use the Revenue Department Marginal Difference Method to avoid over-withholding.

Chapter 4: Batch 500 Grid, Next-Month Rollover & Monthly Accounting Report

- Paste employee tables via Ctrl+V or import .xlsx/.csv up to 500 rows with Zod validation and formula-injection sanitization.

- One-click Next-Month Rollover clones active staff and base salaries, resets one-time OT/bonuses, and rolls prior periods into Year-To-Date (YTD) totals.

- Export clean 3-sheet Monthly Accounting Reports (Payroll_Data, SSO_PND1_Summary with Employee + Employer 5% match, and Bank_Transfer_Checklist).

Chapter 5: 3 Paper Layouts & Client-Side AES-256 Password-Protected PDFs

- Choose A4 Full (with optional 3-Fold Self-Mailer guides), A4 Half 2-Up (A5x2 saving 50% paper & toner), or A5 Landscape Mobile e-Slip for LINE viewing.

- Encrypt up to 500 individual PDFs in a Web Worker Batch ZIP using per-employee DOB (DDMMYYYY), Last 4 ID digits, Employee Code, or Custom Excel password column via AES-256 (default) or AES-128 Compatibility mode.

Chapter 6: PDPA Zero-Server Security, IndexedDB, F9 Privacy Blur & YTD

- Uses scoped browser IndexedDB (pulse_payslip_db) for multi-gigabyte storage isolated from the shared 5 MB domain localStorage quota; rendered PDF blobs are never stored in DB. Includes F9 keyboard Privacy Blur, PDPA ID/Account Masking, and Public-PC Zero-Trace RAM mode.

Chapter 7: Multi-Company 5-Sheet .xlsx / .zip Backup & Year-End 50 Tawi Bridge

- 5-Sheet Workspace Backup (.xlsx): 1_Company_Settings, 2_Employees_Master, 3_Payroll_History, 4_SSO_PND1_Summary (read-only), and hidden _PulsePayslip_Meta (20,000-char chunked logos/stamps). Enforces numFmt="@" on all IDs/accounts/DOBs so editing and saving in Microsoft Excel never drops leading zeros or breaks logos.

- Supports All-Companies .zip Bundle backup, atomic Restore (Replace This Company Only / Merge / Add New), File System Access saveFilePicker, and Year-End 50 Tawi export for Pulse50Tawi (https://nova-pulse-ai.com/tools/pulse50tawi).

Chapter 8: Offline PWA, Keyboard Shortcuts & Troubleshooting FAQs

- Install PulsePayslip as a Desktop/Mobile PWA in Chrome or Edge to cache the full app and Thai Tahoma font offline. Shortcuts: F9 (Privacy Blur), Ctrl+Z / Ctrl+Shift+Z (25-step RAM Undo/Redo).

- LINE iOS PDF Viewer workaround: If a password-protected PDF shows blank inside LINE In-App Viewer on older iOS, tap Share -> Save to Files / open in Safari / Google Drive, or switch encryption to AES-128 Compatibility.

- Dec-2025 payroll paid in Jan-2026: Set wageYear = 2568 (15,000 / 750 THB cap) and taxYear = 2569 (Cash Basis by payDate).

Chapter 9: Legal Notice, Custom Payroll Ownership (/services) & Partners

- Anti-Forgery Notice: PulsePayslip is designed strictly for authorized employers, HR teams, and accountants. Fabricating payslips for loans or fraud is unlawful.

- Enterprise 30-500+ Staff (100%-Owned Custom Payroll/ERP): Integrate biometric attendance, K-Cash/SCB bank files, RD Prep / SSO e-Service files, and LINE OA automated e-slips with zero per-seat fees at https://nova-pulse-ai.com/services

- Accounting Firm Partners (10-20% Referral / White-Label NDA): https://nova-pulse-ai.com/partners | LINE OA: @novapulseai | Tel: +66-80-846-4657 | Full Guide: https://nova-pulse-ai.com/guides/thai-payroll-2569-sso-17500-ot-pnd1-pdpa-payslip-guide