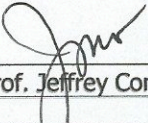


Procedure No:	ADM-PROC-0014
Procedure Title:	Payroll Computation Procedure
Related Policies:	ADM-POL-0019 Employee Remuneration Policy ADM-POL- 0021 Faculty Member's Salary ADM-POL- 0022 Academic Non-Teaching and Non-Academic Non-Teaching Personnel's Salary
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure enumerates one of the processes involved in the computation of the employee's salaries.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The Human Resources Department prints and distributes the timekeeping reports of all the employees.</p> <p>Step 2. The employees are given a certain number of days to review their timekeeping entries.</p> <p>Step 3. Timekeeping report with corrections should be returned to the HRD with the signature of the employee and his superior, on or before the prescribed deadline. Unreturned timekeeping reports are considered as correct and will be forwarded to the Payroll Section.</p> <p>Step 4. The Payroll Master receives the timekeeping data from all the employees and will now be used as inputs in computing the salaries of the employees. Other adjustments in the salaries of the employees, such as loans, overtime and honoraria, shall also be imputed by the Payroll Master in the computation of the employees' salaries.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval:	

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