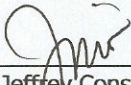
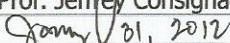


Procedure No:	ADM-PROC-0031
Procedure Title:	Correction of Timekeeping Reports
Related Policy:	ADM-POL- 0018 Policies on Timekeeping
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department (HRD)
"Supersedes" Notification:	
Procedure Description:	This explains the requirements and process in correcting timekeeping entries.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The employee makes the necessary revisions in her timekeeping report.</p> <p>Step 2. The employee secures the signature of approval of his superior. In cases his immediate superior is not available, the employee may seek the approval of his division head.</p> <p>Step 3. The employee submits the corrected timekeeping report to the HRD.</p> <p>Step 4. The Timekeeper incorporates the timekeeping corrections.</p> <p>Step 5. The HRD returns all corrected timekeeping reports to the employees.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Employee Manual 2009
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval:	 January 21, 2012

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.