



Fixed Tenure Step-by-Step Process:

Step 1: Attendance Finalization

- Ensure all **employee attendance is marked** in the system for the payroll month.
- In cases of **Attendance Regularization** or **On-Duty (OD)**:
 - The **Reporting Manager (RM)** must review and **approve** these entries in the system.
- Only after all approvals and corrections, attendance is considered final.

Step 2: Attendance Freeze

- Once attendance is fully updated and approved:
 - **Freeze the attendance** in the system to prevent further modifications.
 - This should be done on the **same day** as the payroll processing.

Step 3: Payroll Process

- Follow **Payroll Process Flowchart** to execute payroll operations.

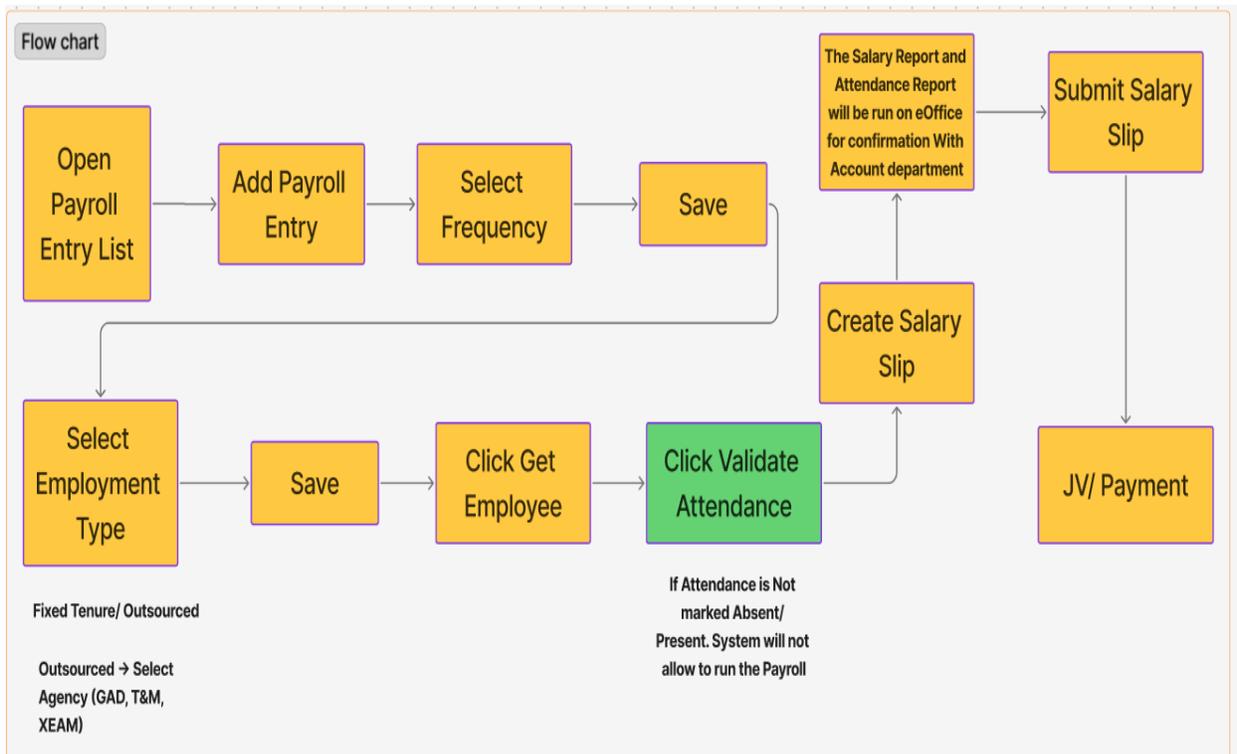
Step 4: Report Generation & File Movement

- After salary is generated:
 - Download the **Salary Register Report**.
 - Download the **Attendance Summary Report**.
- Compile both reports and move the file to **EOffice for approval** from Account Department.

Step 5: Final Approval and Disbursement

- Once the salary file is approved in EOffice:
 - **Submit the salary slips** for all employees in the system.
 - **Create a Bank Entry** for salary disbursement using the approved amount.

FLOW CHART





Outsourced Step-by-Step Process:

Step 1: Attendance Finalization

- Ensure all **employee attendance is marked** in the system for the payroll month.
- In cases of **Attendance Regularization** or **On-Duty (OD)**:
 - The **Reporting Manager (RM)** must review and **approve** these entries in the system.
- Only after all approvals and corrections, attendance is considered final.

Step 2: Attendance Freeze

- Once attendance is fully updated and approved:
 - **Freeze the attendance** in the system to prevent further modifications.
 - This should be done on the **same day** as the payroll processing.

Step 3: Payroll Process

- Follow **Payroll Process Flowchart** to execute payroll operations.

Step 4: Report Generation & File Movement

- After salary is generated:
 - The agency will share the report, which should be matched with the system-generated report. After verification, submit the salary slips

Step 5: Final Approval and Disbursement

- **Submit the salary slips** for all employees in the system.
- **Create the Purchase Invoice**

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