	<h1>Preparation of Payroll</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-GL-03.06
	Department: Global - Finance	Effective Date: October 17, 2018	Revision No 2

Scope

This document covers the policies and procedures in the checking the daily time record and payroll file in preparation of payroll, processing of payroll and sending of pay slip.

Ownership

The AVP-Finance/ Finance Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Policies

1. Payroll shall be credited every 15th and 30th or 31st of the month, if it falls on non-working day this shall be credited a day before.
2. Cut-off for overtime report, attendance report and adjustments shall be every 10th and 24th of the month.
3. All required reports shall be forwarded to Outsourced Payroll Service every 11th and 25th of the month.
4. Pay slip shall be distributed and posted upon confirmation by the finance manager to close the payroll.
5. AVP-Finance/ Finance Manager and Human Resources Manager shall check and ensure the correctness and completeness the following in the Daily Time Records

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(DTR) and/or Payroll File.

- Attendance Records
- Overtime
- Filing of Vacation or Sick Leave

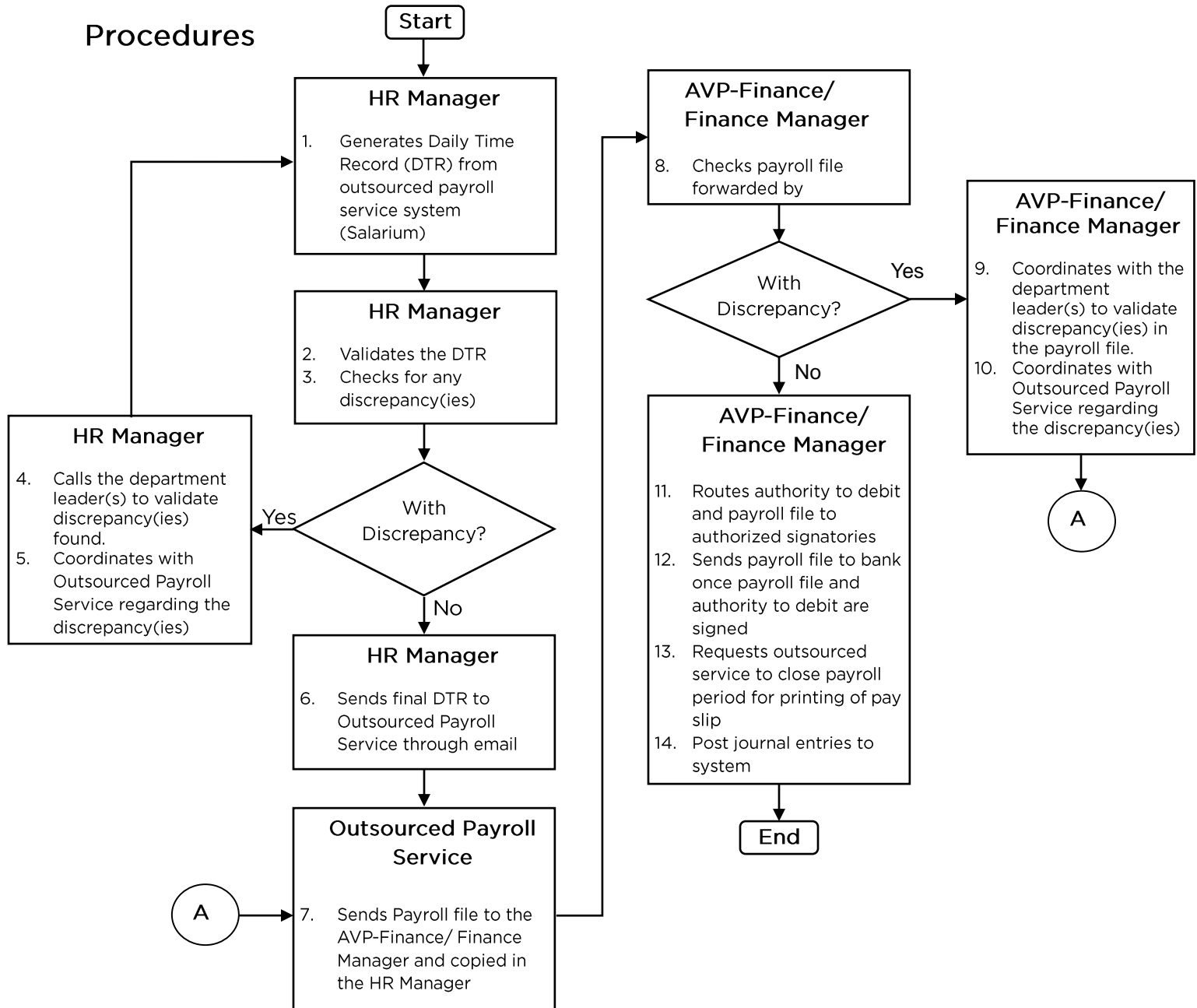
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Procedures



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