

Processing of Compensation/ Salary Wages

The Compensation/ Salary Wages defined as the monetary payment to government employee whether permanent, temporary, casual or contractual for services rendered given every 12th and 27th day of each month.

Office or Division:	Personnel Administrative Section			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All Division/Unit/Section/Center/Residential Care Facilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DTR (2 originally signed copies)		Personnel Administration Section and respective concerned D/U/S/C/RCFs		
1 Original copy of Certificate of Appearance (if applicable)		Concerned D/U/S/C/RCFs and Training/ Seminar/ Workshop attended		
1 photocopy of approved RAO/ RSO (for Compensatory Day-Off)		Concerned D/U/S/C/RCFs staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Daily Time Record (DTR) with complete attachments to PAS *Make sure to provide complete attachments of documents and duly signed by the respective signatories	1.Printing of Daily Time Record (DTR) of regular/ contractual/ casual from the biometric system	None	1 day	<i>Admin Aide IV</i> PAS
	1.1 Tracking of DTRs for dissemination to respective units/ sections/ divisions		2 minutes	<i>Admin Aide IV</i> PAS
	1.2 Distribute DTRs to respective units/ sections/ divisions for signature of		1 day	<i>Admin Aide IV</i> PAS

	<p>staff and immediate supervisors</p> <p>1.3 Received monthly DTR of regular/Contractual/ casual staff</p> <p>1.4 Forward monthly DTR to concerned personnel staff for checking of lates and undertimes</p> <p>1.5 Review and check DTR as to completeness (attachments such as travel request and certificate of appearance)</p> <p>1.6 If complete, compute dtr for deductions of lates/ undertime/ lwop/ unfiled leave</p> <p>1.7 Submit deductions (lwop/ unfiled leave/ lates) to admin asst. II</p> <p>1.8 Prepare payroll (First week of the month) for</p>		<p>1 minute</p> <p>1 minute</p> <p>2 minutes</p> <p>1 minute</p> <p>1 minute</p> <p>2 minutes</p>	<p><i>Admin Aide IV</i> PAS</p> <p><i>Admin Aide IV</i> PAS</p> <p><i>Admin Aide IV/ Admin Assistant II et al.</i> PAS</p> <p><i>Admin Aide IV/ Admin Assistant II et al.</i> PAS</p> <p><i>Admin Aide IV/ Admin Assistant II</i> PAS</p> <p><i>Admin Asst. II</i> PAS</p>
--	---	--	---	--

	updating and printing			
	1.9 Forward payroll for signature and approval of OIC-head of PAS		1 minute	<i>Admin Asst. II, AA IV</i> PAS
	1.10 Affix signature to payroll		1 minute	<i>Admin Officer IV</i> PAS
	1.11 Forward payroll to Admin Aide IV for tracking		1 minute	<i>Admin Officer IV</i> PAS
	1.12 Forward payroll to Finance Unit for budgeting/funding		1 minute	<i>Admin Aide IV</i> PAS
	1.13 Received payroll from Finance Unit for Listing		1 minute	<i>Admin Aide IV</i> PAS
	1.14 Preparation of listing, proof reading and checking of account number		2 minutes	<i>Admin Asst. II, AA IV</i> PAS
	1.15 Endorsement of listed payroll to cash section for onward		1 minute	<i>Admin Aide IV</i> PAS

	submission to landbank of the Phils.(LBP)			
	TOTAL:	None	2 days and 18 minutes	