

## **HRIS, Payroll, and Attendance Monitoring Process Flows**

## Process Flows Signatories

No.	Name	Position	Signature	Date
1				
2				
3				
4				
5				
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7				
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## Process Flows Signatories

No.	Name	Position	Signature	Date
21				
22				
23				
24				
25				
26				
27				
28				
29				
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31				
32				
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## Shapes and Definitions



Oval (Start): Represents the beginning a process.



Oval (End): Represents the end of a process.



Diamond (Decision): Represents a decision point.



Document: Represents a document or report generated during the process.



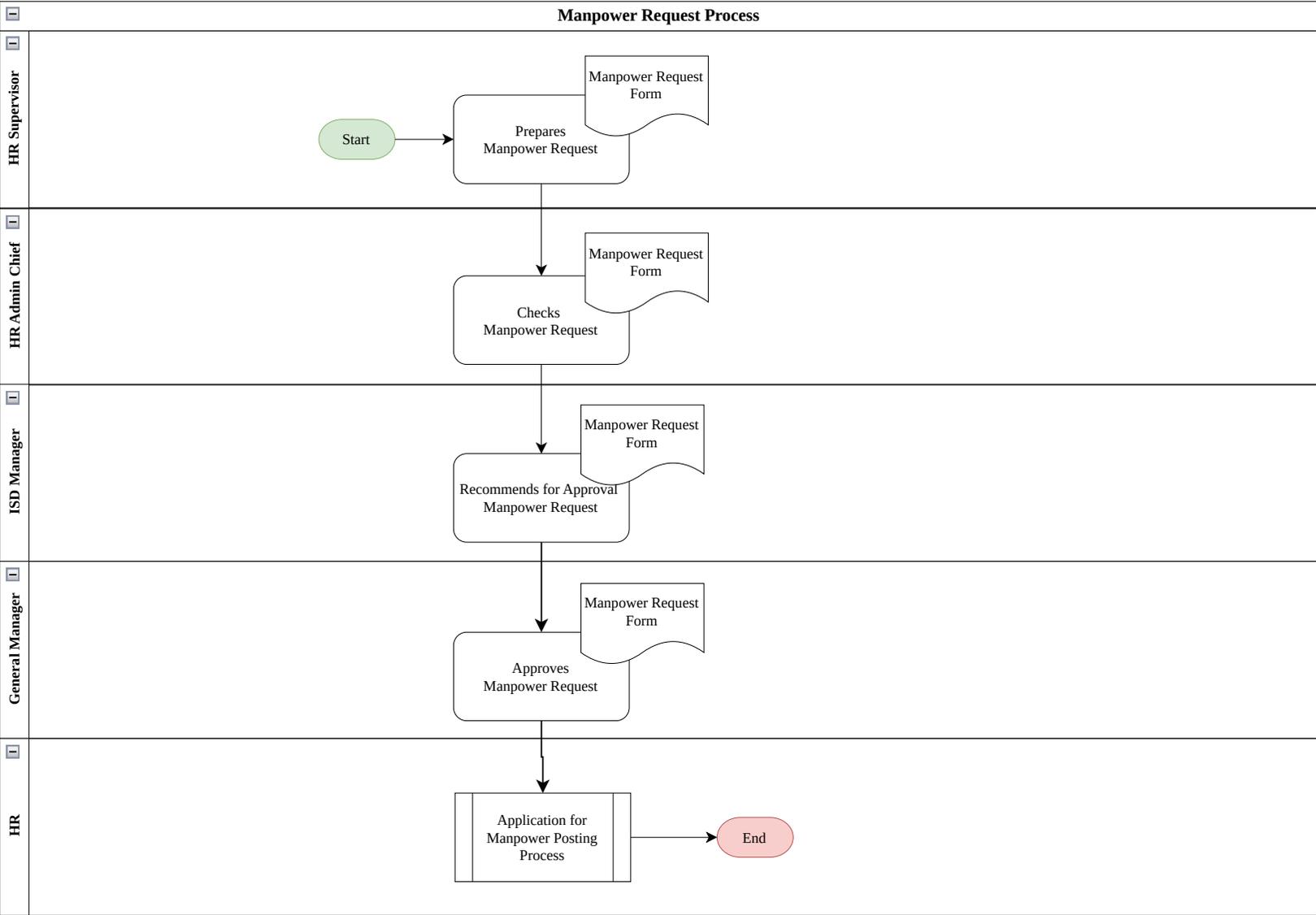
Trapezoid (Manual Operation): Represents a step performed manually by a person, not by the system.

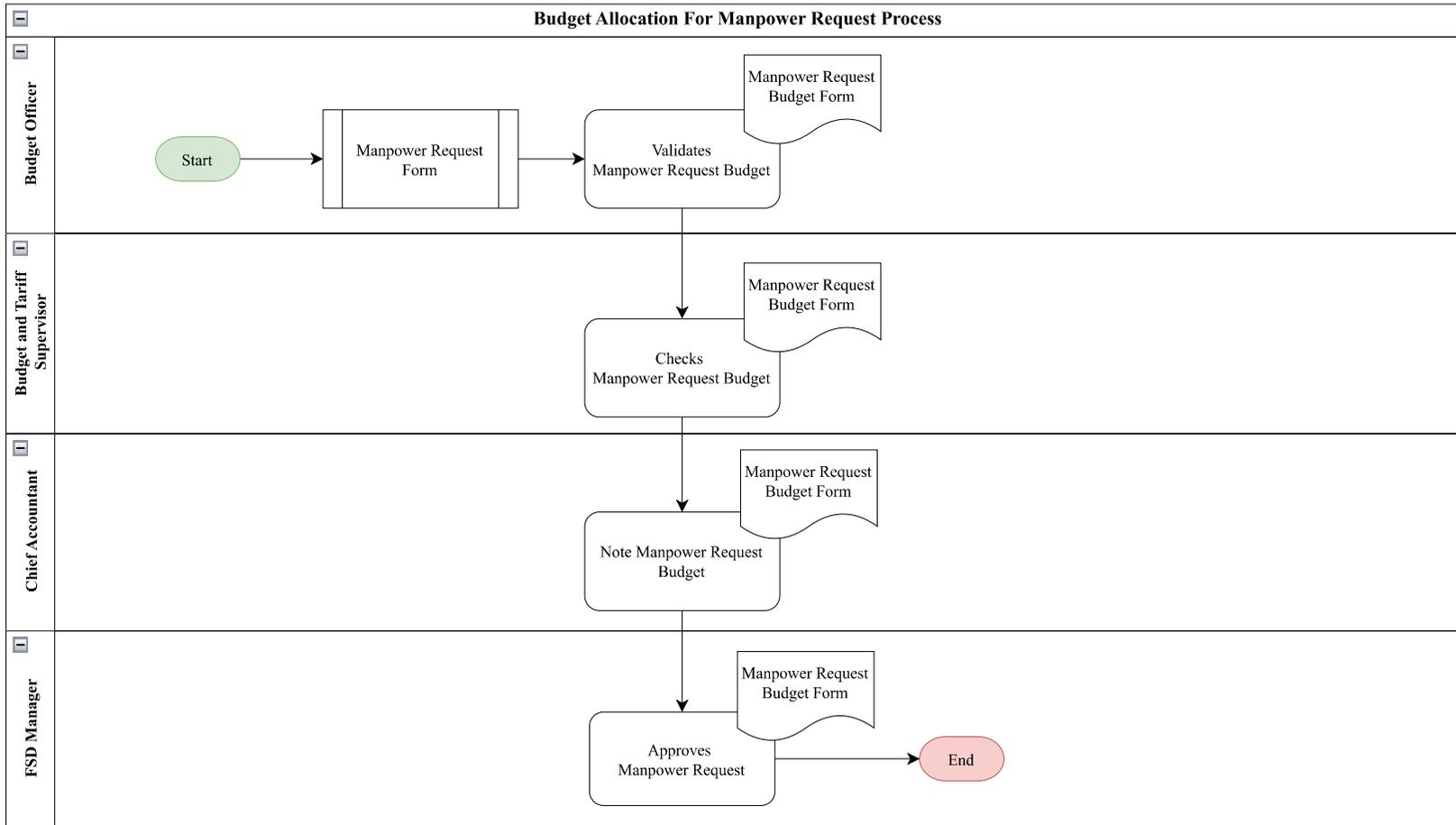


Predefined Process (Subprocess): Represents a process that is detailed in a separate flowchart process.



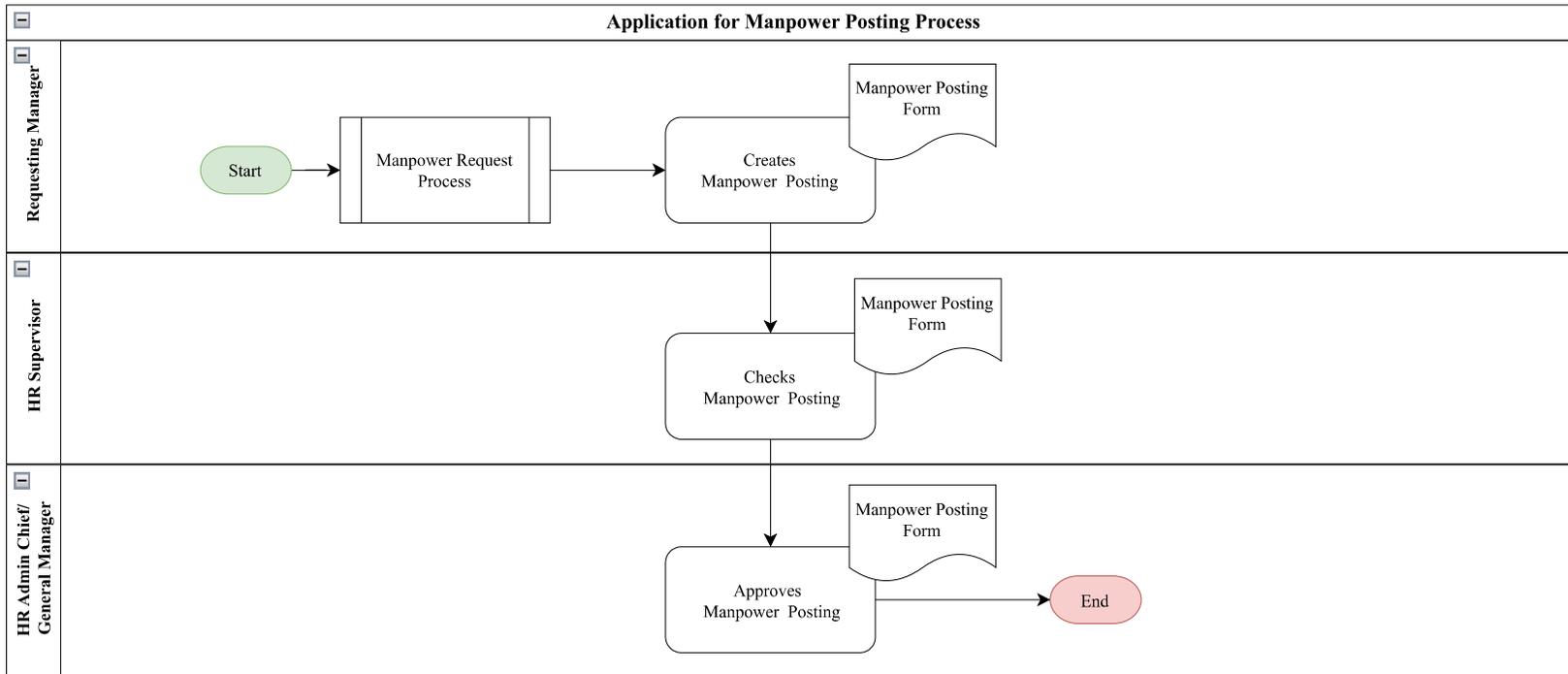
Rectangle (Process): Represents a step executed within the system.

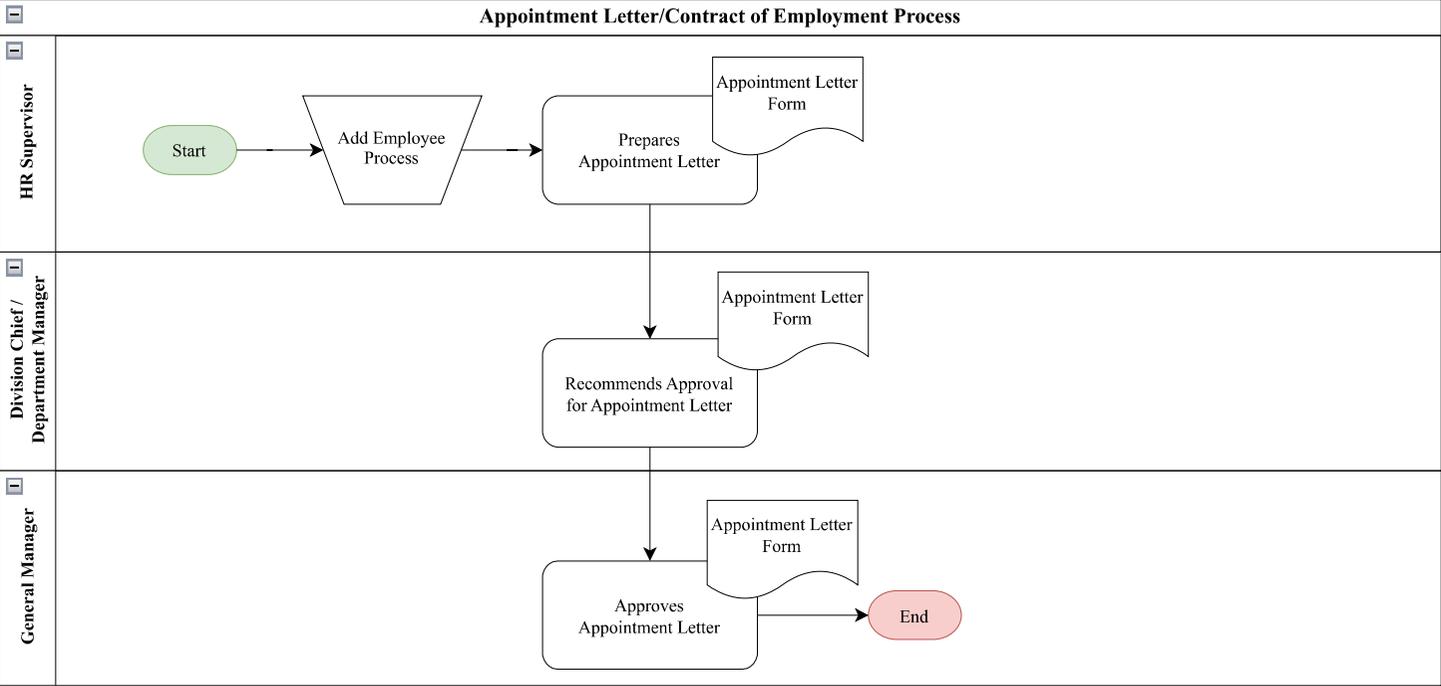


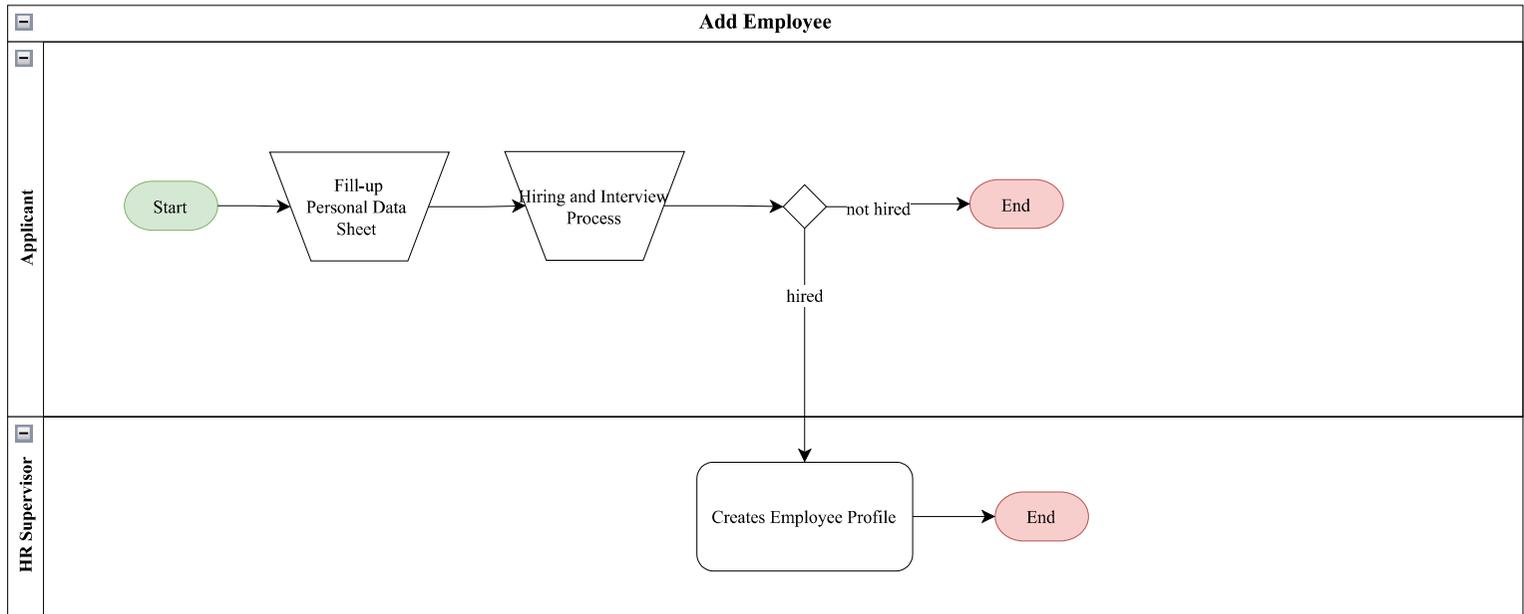


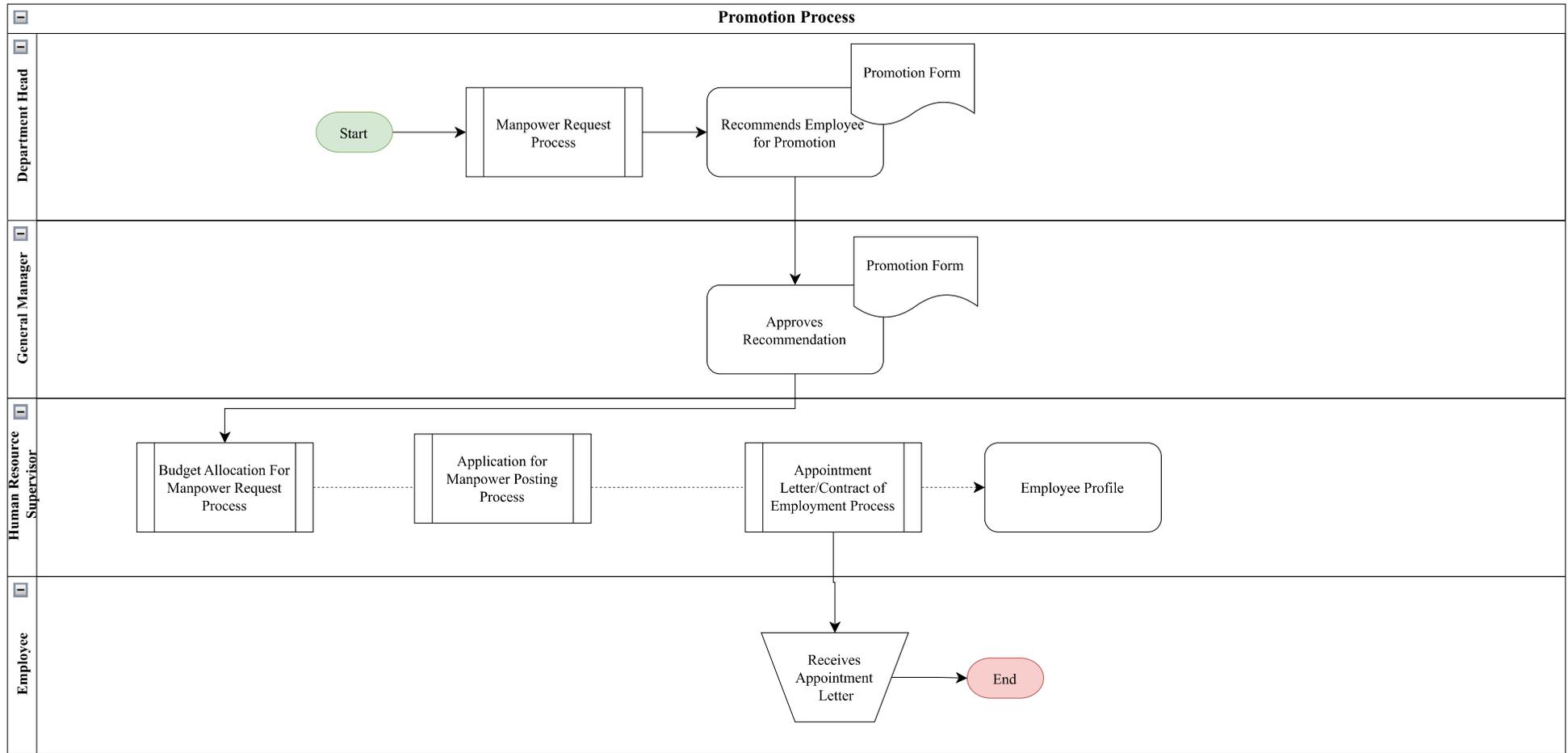
**Acronyms and Abbreviations**

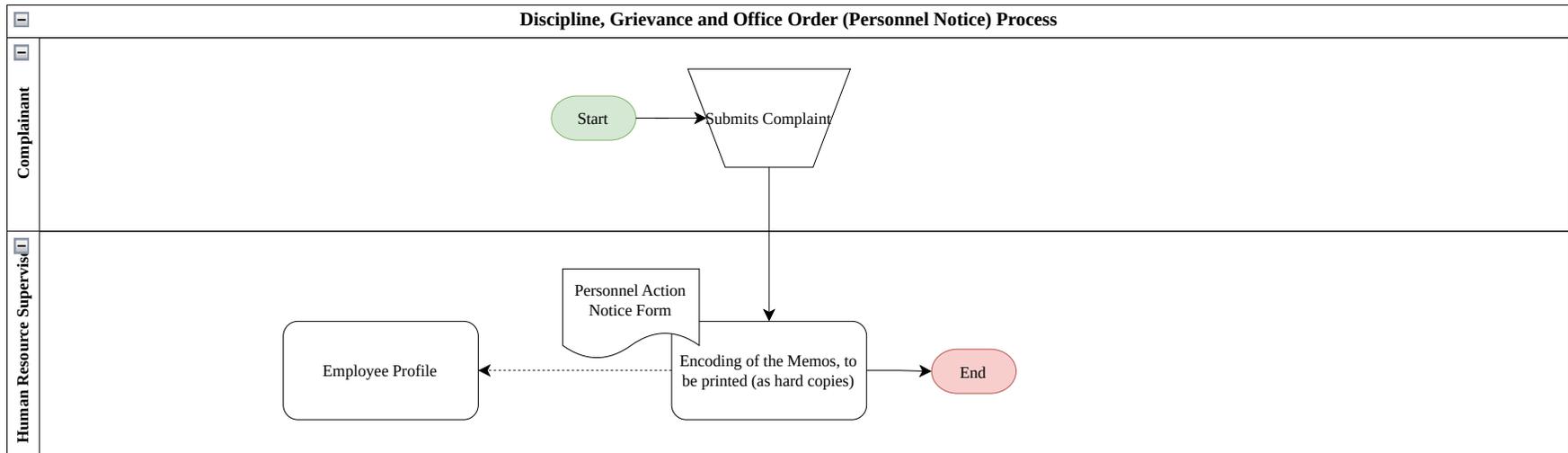
- FSD - Finance Services Division







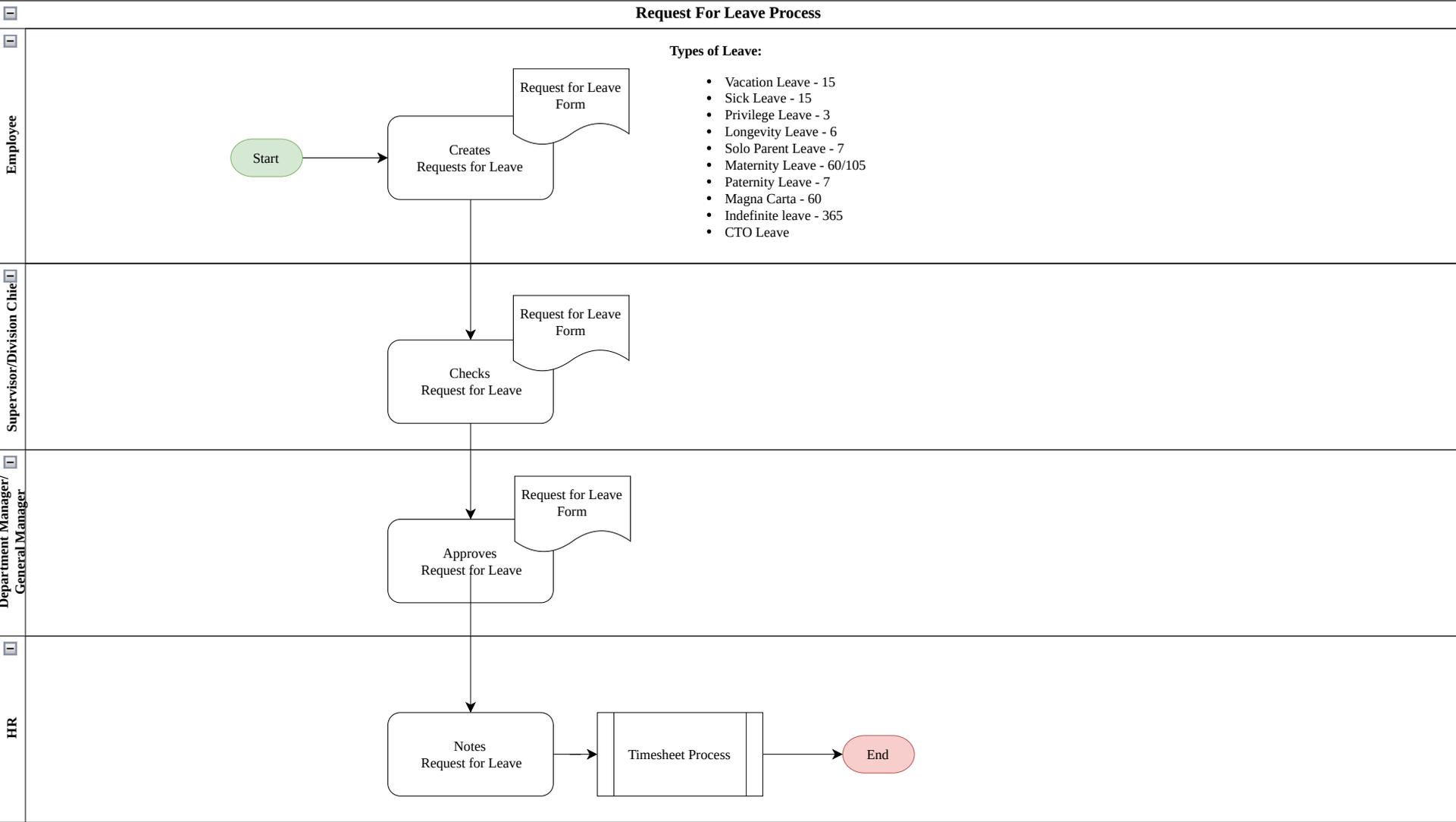


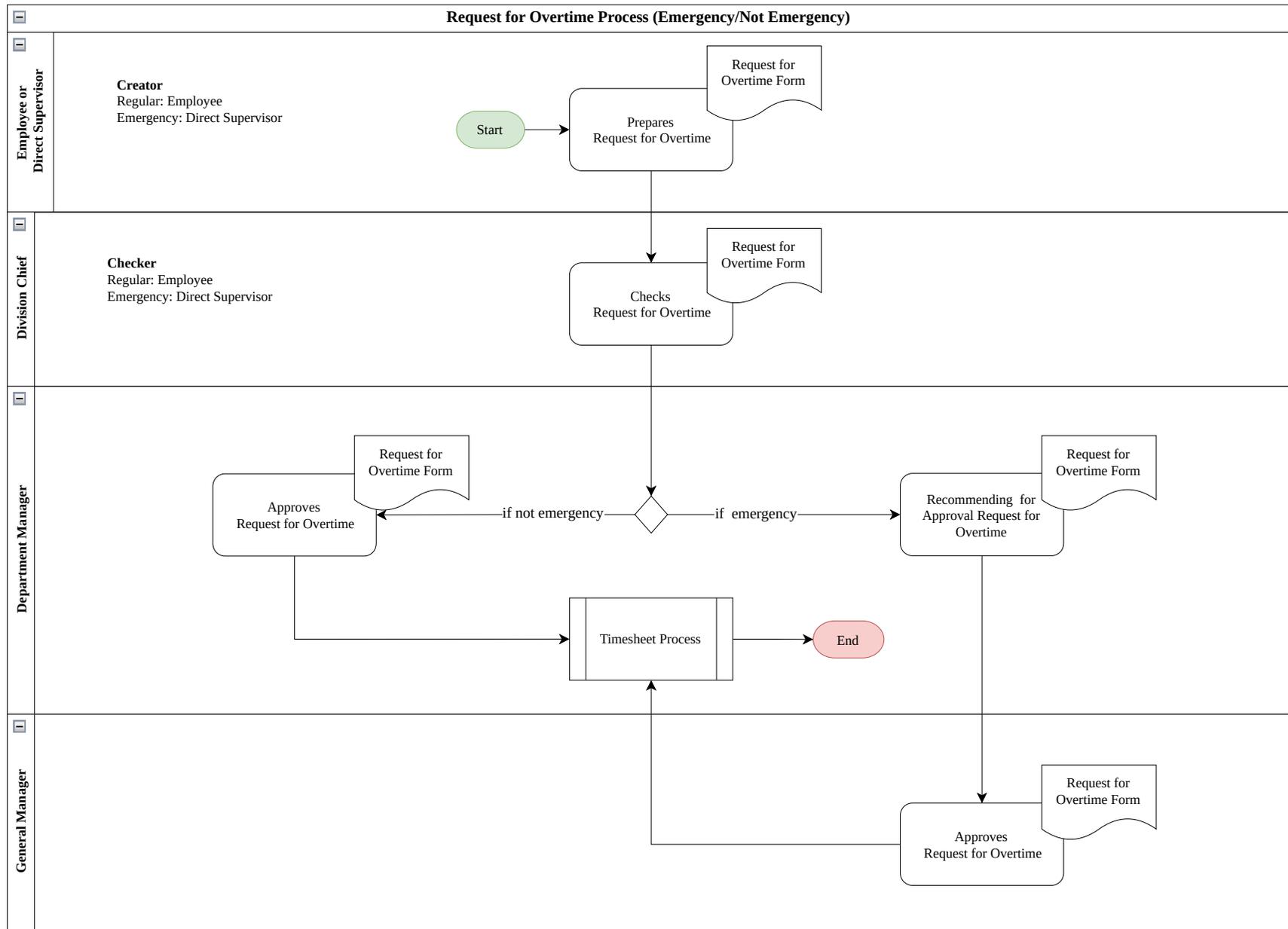


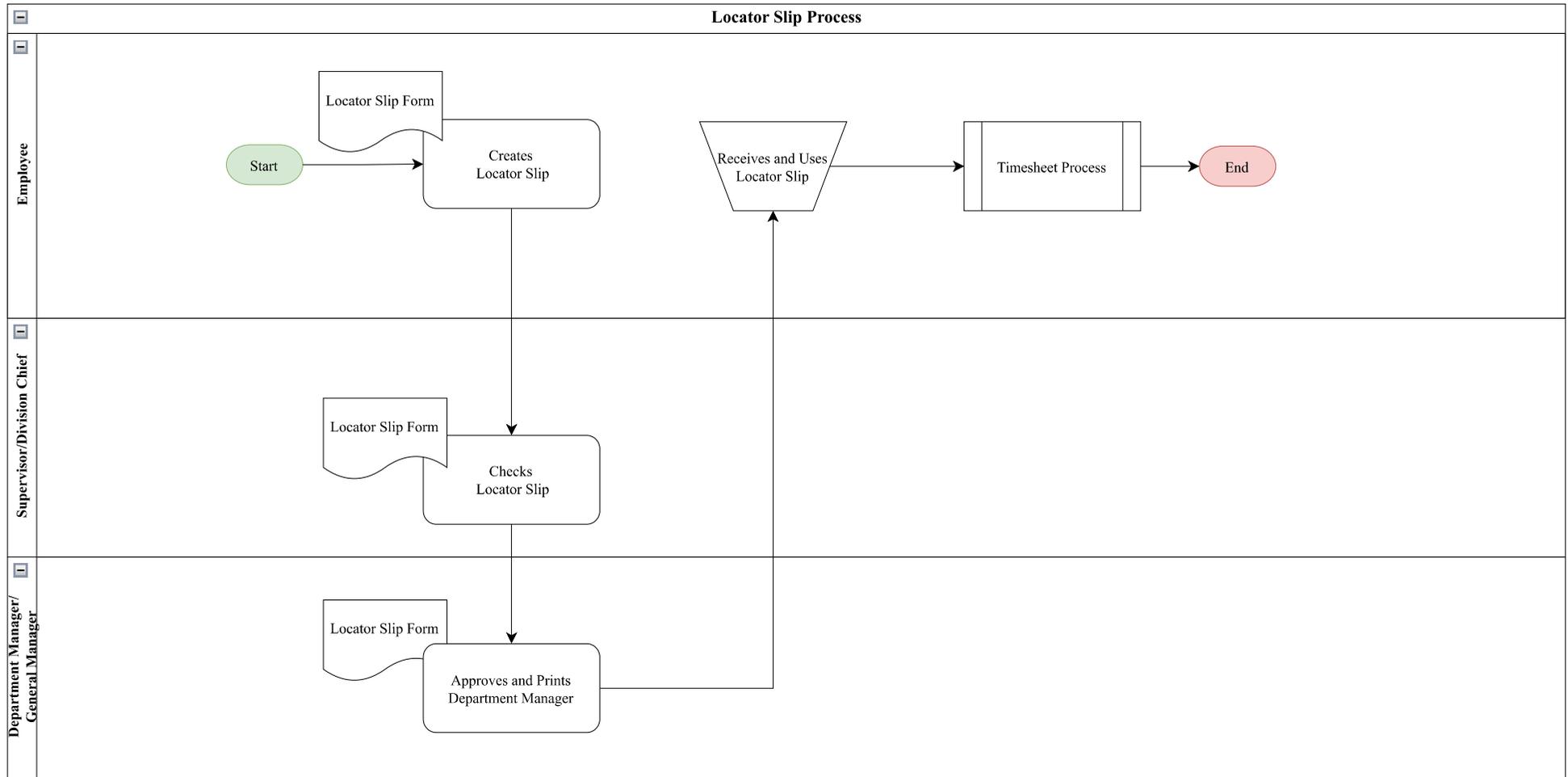
**Request For Leave Process**

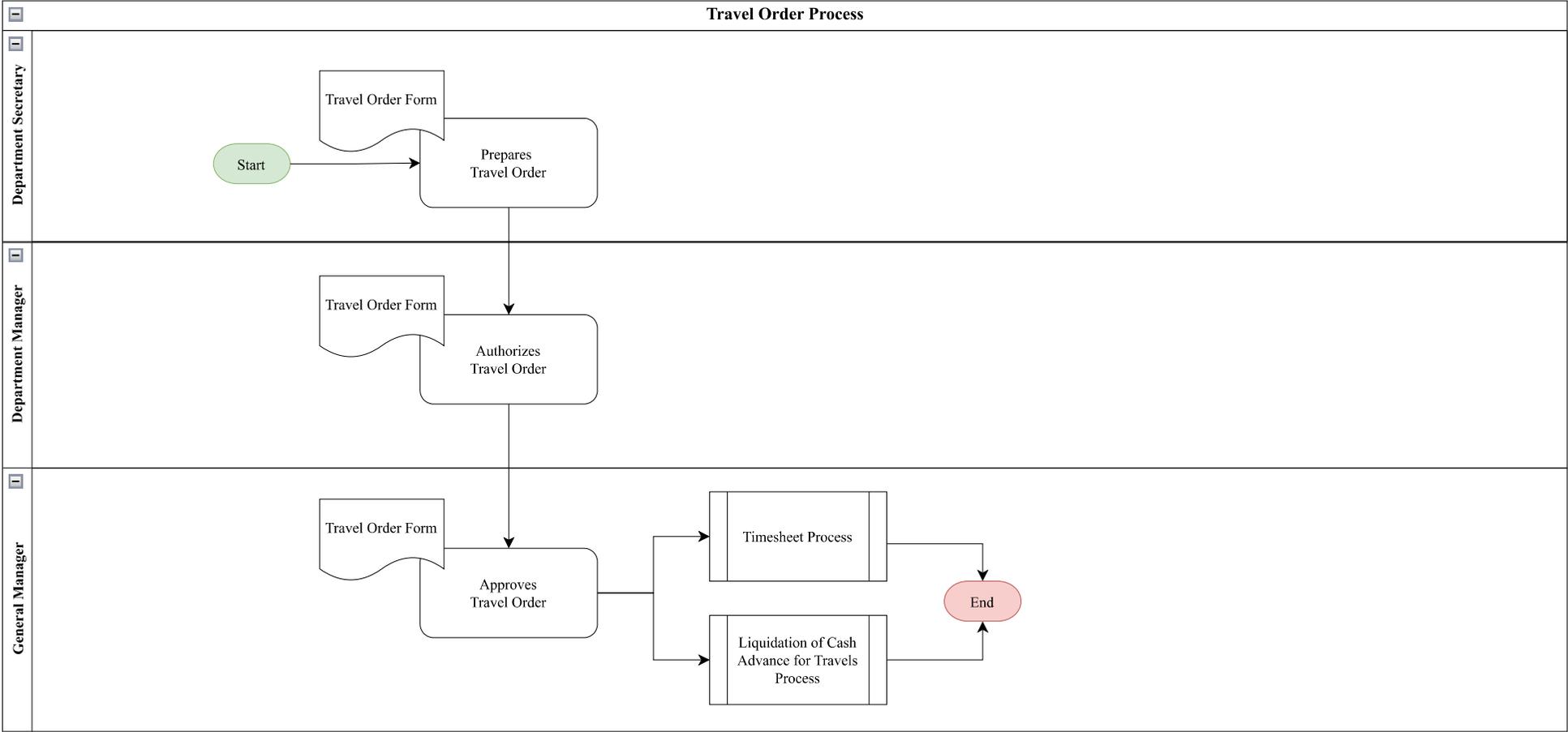
**Types of Leave:**

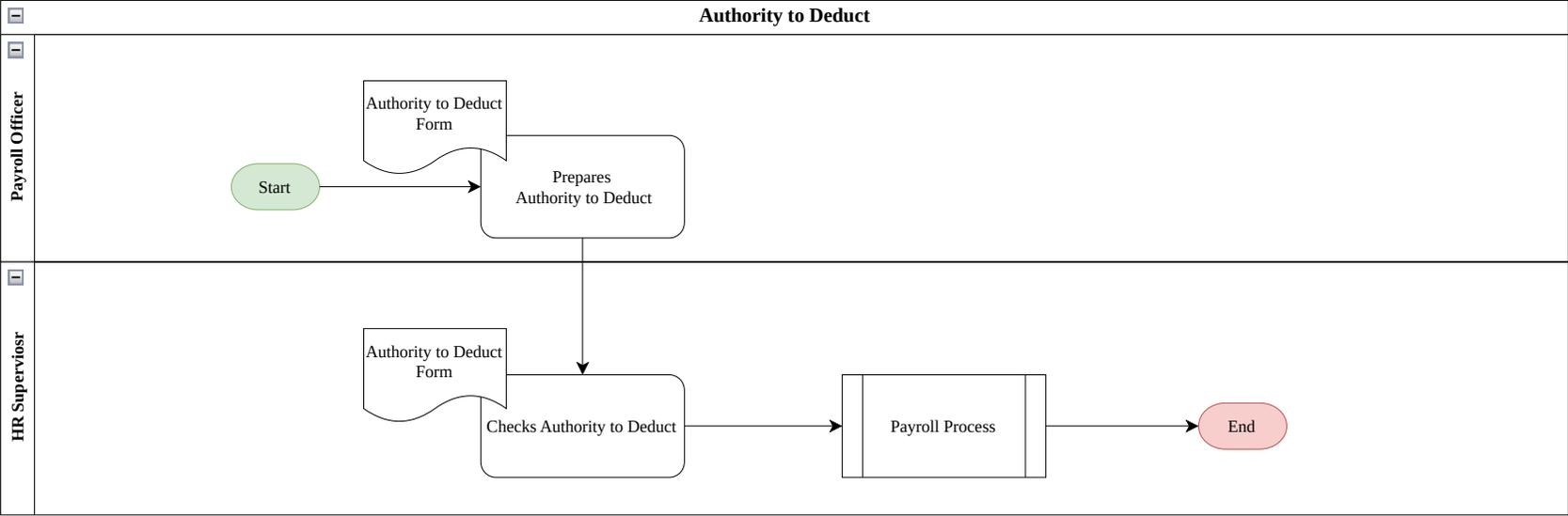
- Vacation Leave - 15
- Sick Leave - 15
- Privilege Leave - 3
- Longevity Leave - 6
- Solo Parent Leave - 7
- Maternity Leave - 60/105
- Paternity Leave - 7
- Magna Carta - 60
- Indefinite leave - 365
- CTO Leave



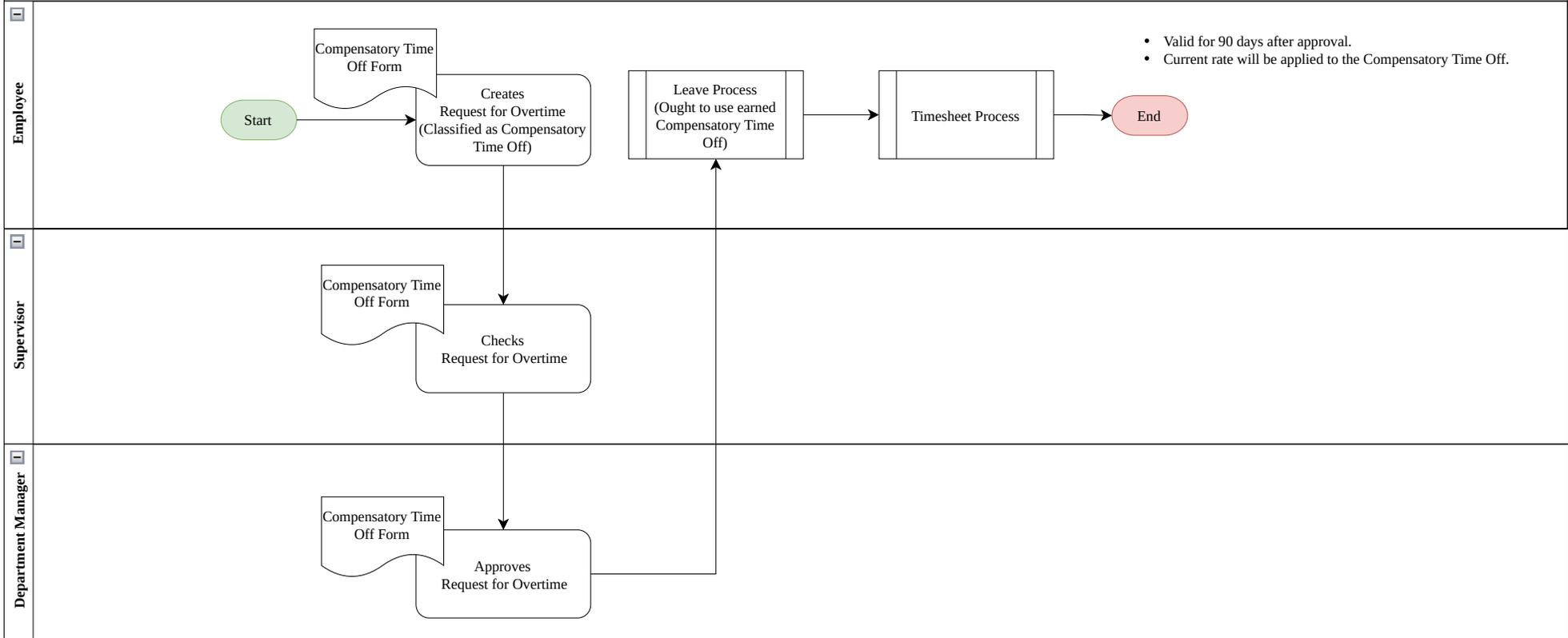


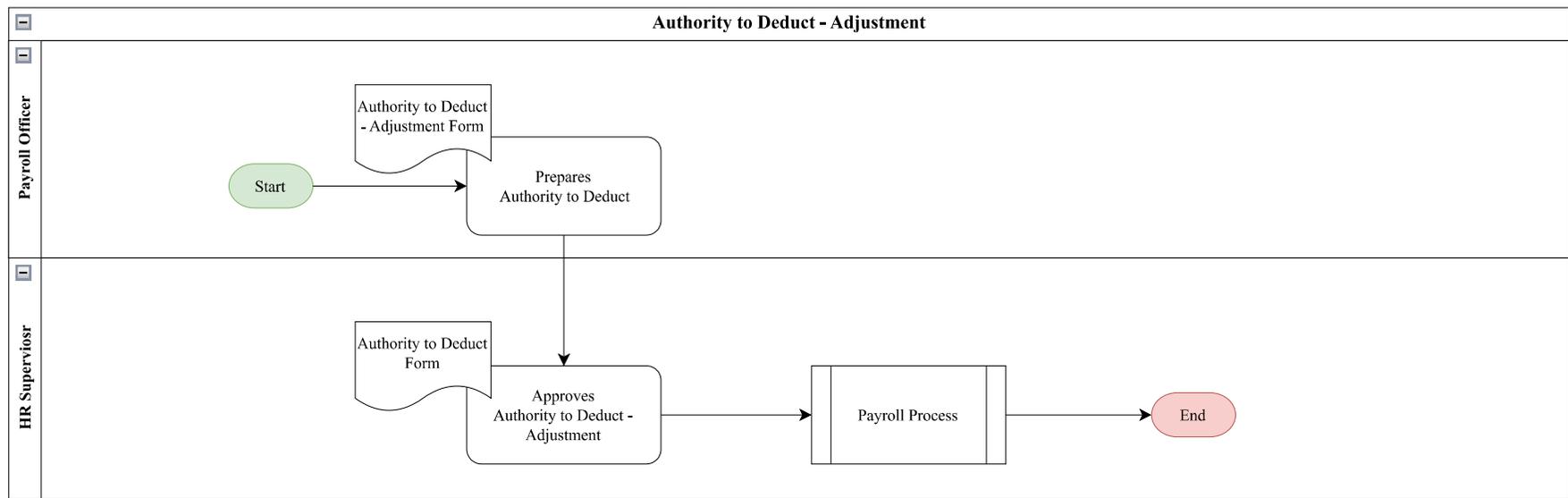


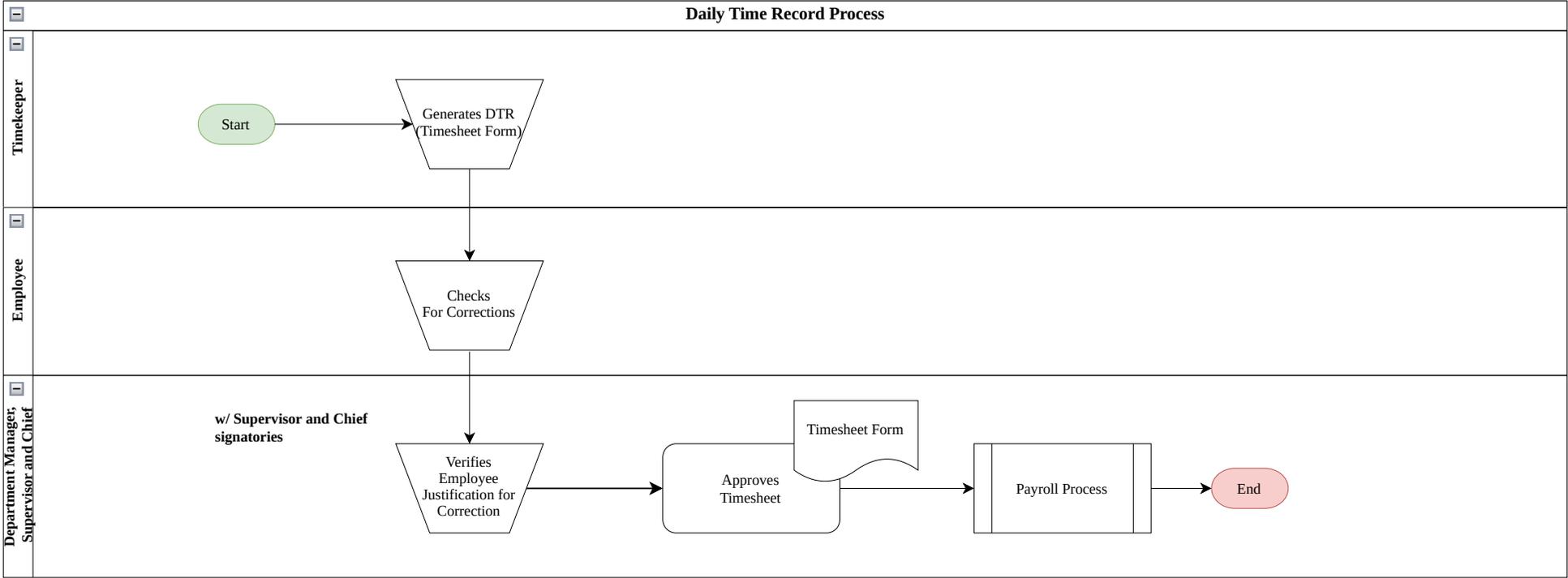




### Compensatory Time Off (Accumulated Unpaid Overtime) Process



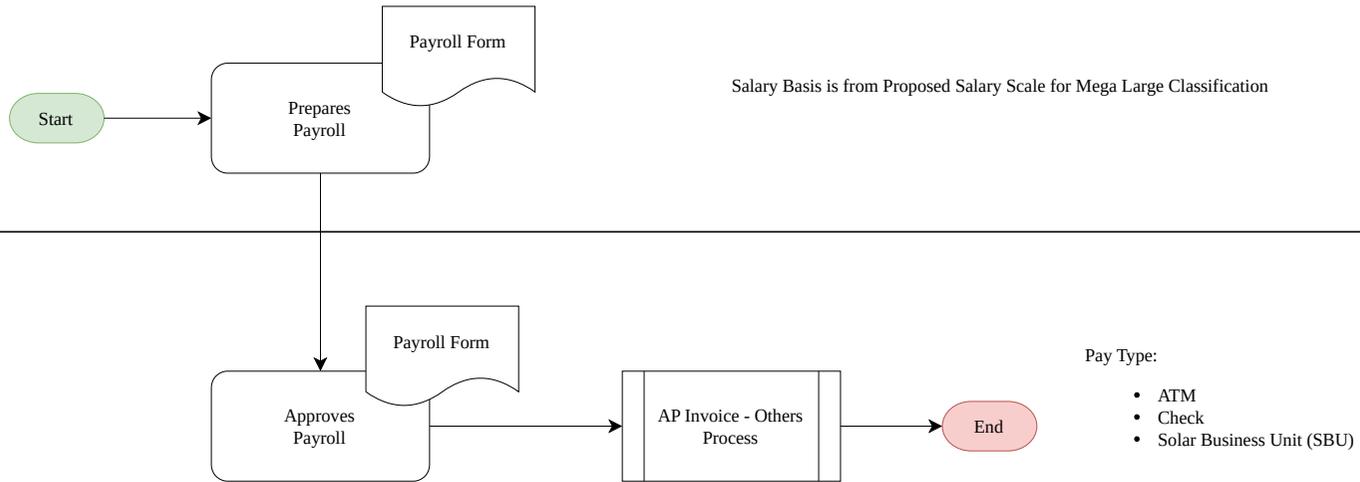


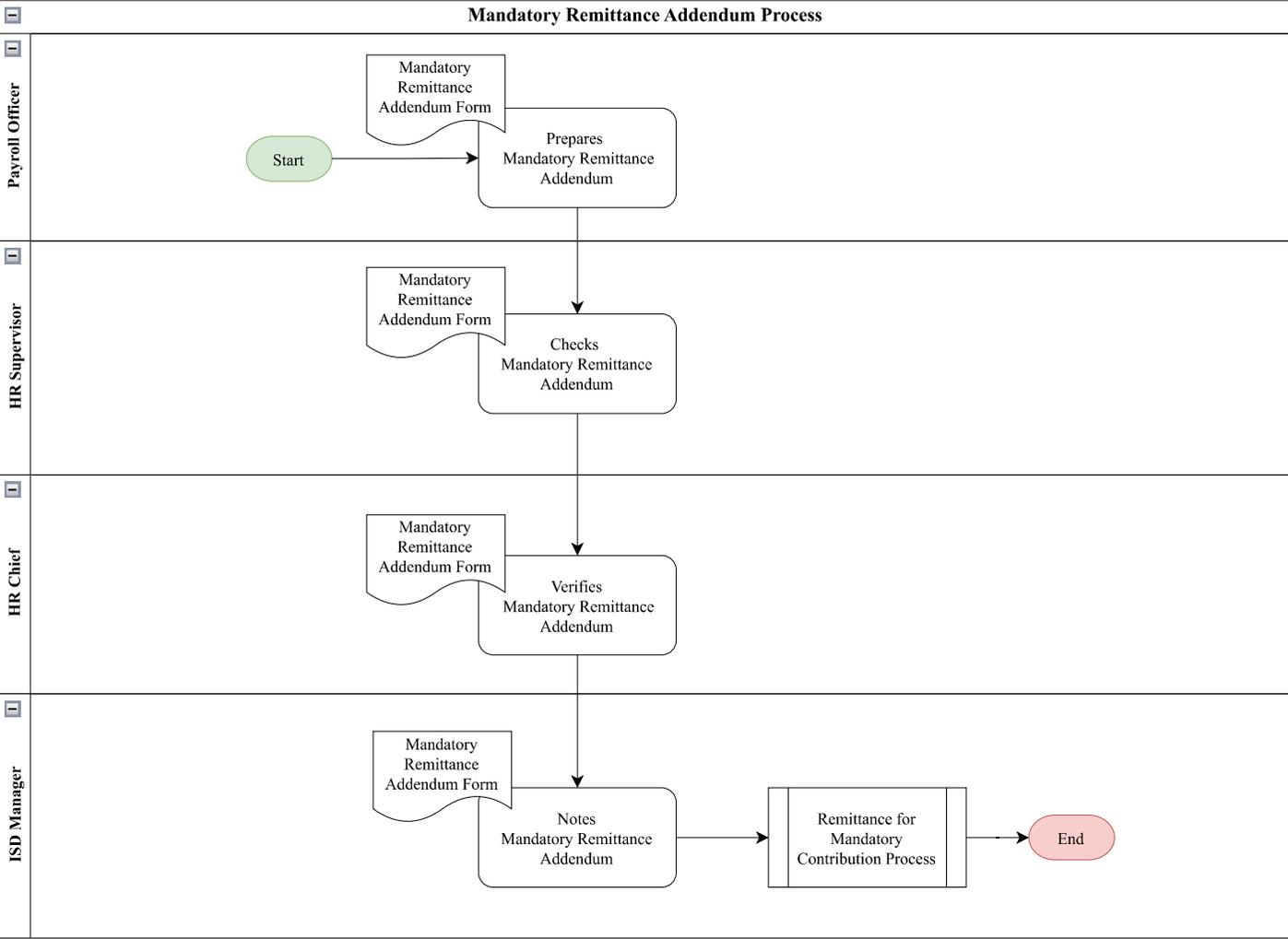


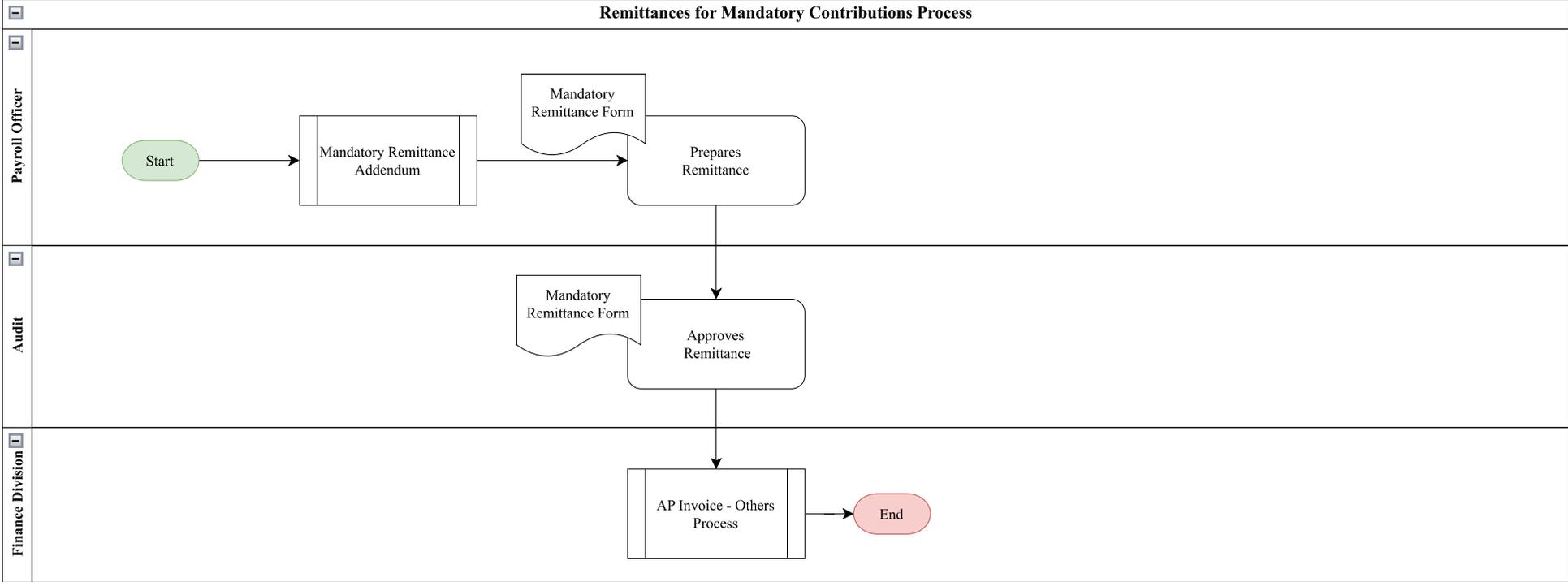
### Payroll Process

Payroll Officer

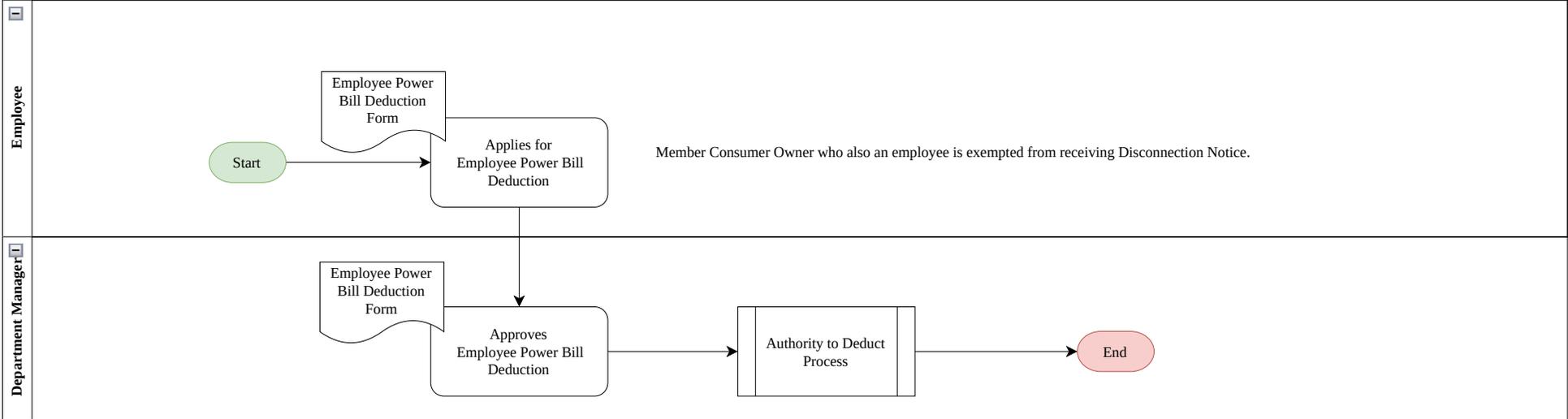
HR Supervisor, HR Admin Chief and ISD Manager

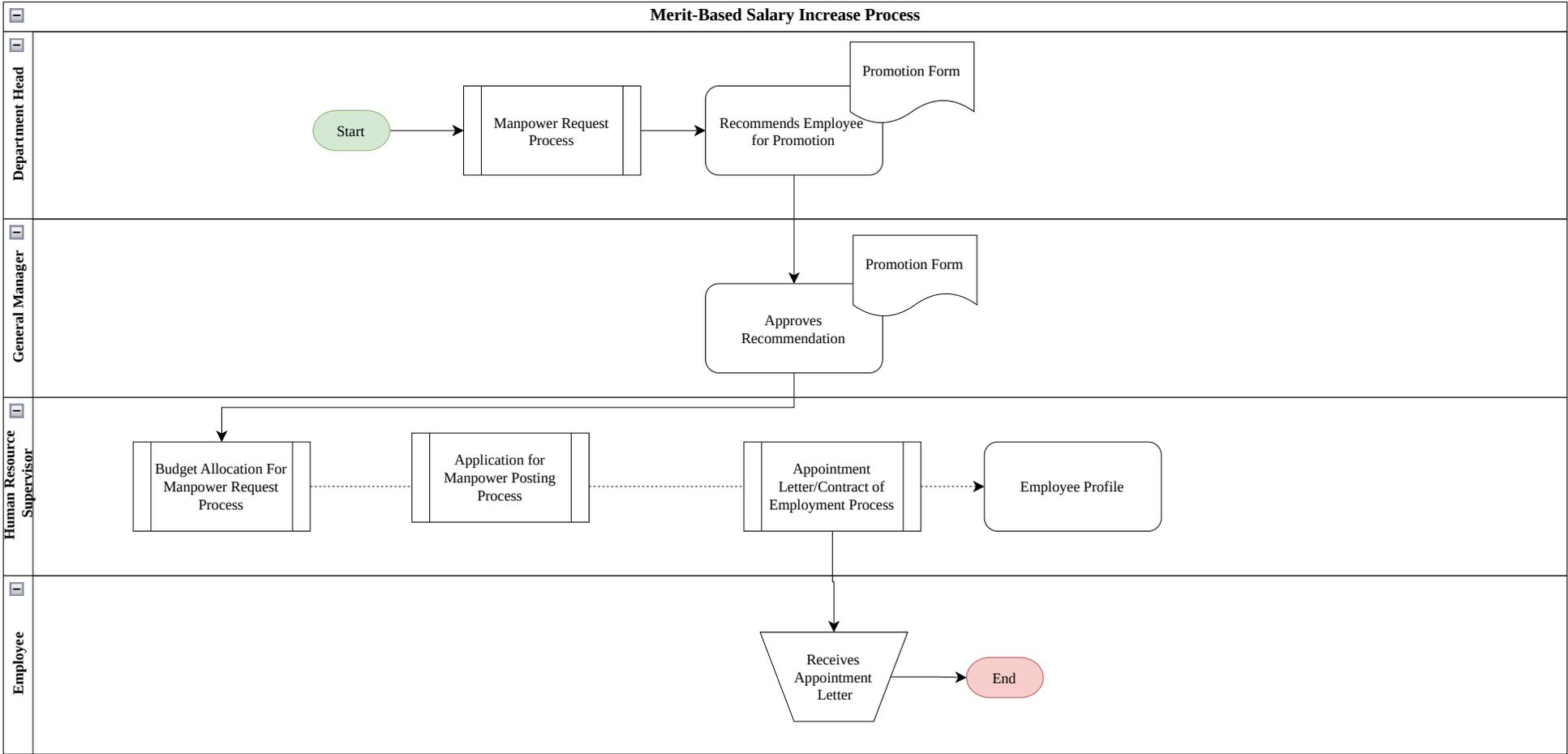






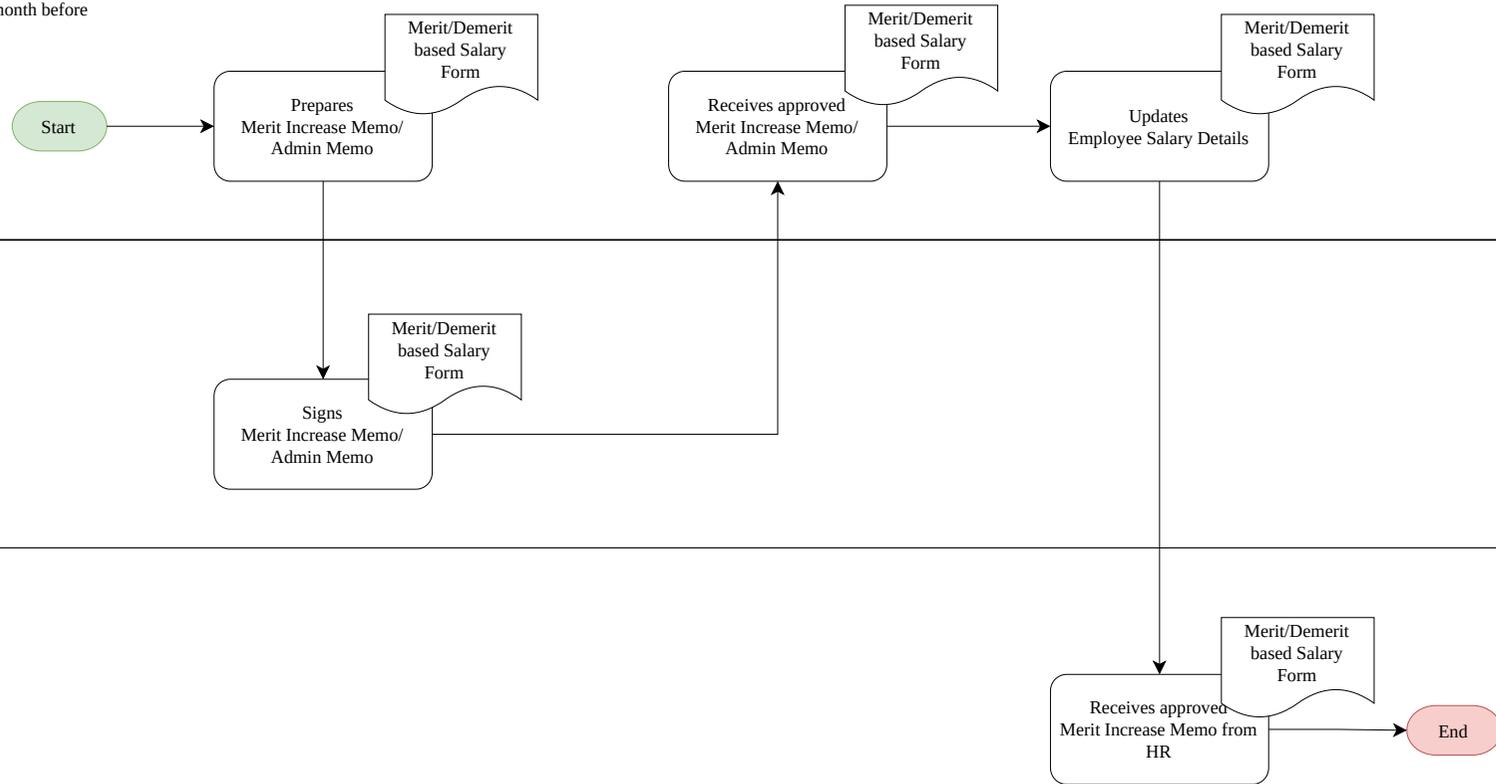
### Application of Employee Power Bill Deduction Process





### Merit/Demerit-based Salary Process

Notification must be one month before based on years of service.



# Rank-Based Salary Upgrading Process

