



Minutes of Meeting

Company Name	Alaska Milk Corporation		
Subject	Automated Adjustment Processing Validation		
Date	December 9, 2024	Address	Offsite
Time	1:30 PM – 3:00PM		
Agenda / Objective	Automated Adjustment Processing Validation of Overtime		

Attendees:

Name	Designation	Name	Dept. / Designation
Mr. Nathaniel Bobadilla	Technical Consultant - DBTI	Mr. Michael Buctuan	Project Manager - AMC
Mr. Joey Bryan Dante	Software Developer - DBTI	Ms. Kyra Carlos	P & C Services Assoc. Manager - AMC
		Mr. Kim Limmuel Taneca	P & C Services Specialist - AMC



Items Discussed	Action Items	Remarks
Employee Overtime Validation Discrepancies	<ul style="list-style-type: none"> ○ Regular Shift to RD ○ Don't get adjustment if wrong DTRP filing (applied before the previous actual out) ○ DTRP before OT 	<ul style="list-style-type: none"> ○ Logical Conditions need to consider ○ PIC: Direc ○ Status: Ongoing Validation
Manual Adjustment Processing	<ul style="list-style-type: none"> ○ Last Cutoff Date of Manual Aligned to System Last Cutoff Date 	
	<ul style="list-style-type: none"> ○ Automated Validation Copy of Overtime 	<ul style="list-style-type: none"> ○ PIC: Direc Status: To Follow
	<ul style="list-style-type: none"> ○ Requesting the Finalized Manual Adjustment for the Period Starting from October 26 to November 10 and Continuing Until the Latest Cutoff 	<ul style="list-style-type: none"> ○ PIC: AMC Status: To Follow
Payroll Period	<ul style="list-style-type: none"> ○ Setup of Payroll Period for 2025 	<ul style="list-style-type: none"> ○ PIC: Direc
Leave Application	<ul style="list-style-type: none"> ○ Leave Application Deadline of Approval for 2024 Set at December 20 	<ul style="list-style-type: none"> ○ PIC: Direc Status: Ongoing

Nathaniel Bobadilla DBTI Representative	Michael Buctuan Client Representative
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