CHANGE REQUEST FORM

CHANGE REQUEST NO.	CRF - Adjustment Processing
COMPANY:	Alaska Milk Corporation
REQUESTED BY:	Baldwin Prado
POSITION:	HRS Project Manager
DATE SUBMITTED:	09/27/2022

TO BE FILLED OUT BY SUBMITTER:

General Information

Type of Change:	☒ Enhancement		☐ Defect
Area of Change:	☐ Policy	☒ Process	☐ Others _____
	☐ Employee 201		☐ Recruitment
	☐ Attendance Management		☐ Appraisal
	☒ Payroll		☐ Learning and Development
	☐ Reports		☐ Others _____
Priority:	☐ Low	☐ Medium	☐ High ☒ URGENT

Date Required:

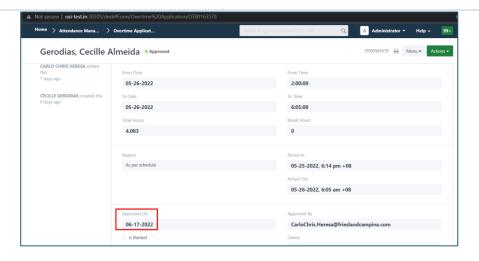**Brief Description of Request (In detailed specification):**

    I.   **All applications approved beyond the current cutoff should be considered as Late Applications which can be processed in the succeeding cutoff. Further, all Late Applications should only be included in the Adjustment Processing of the Target Period or cutoff where it is belong.**

Scenario:

1. In Target Period Jun11 Jun25 – AMC2022, employee 18-0020 Gerodias, Cecille Almeida applied for OT May 26, 2022 and was late approved on 6/17/2022. In Adjustment Processing it should be not be included in the Target Period since the approval date is late.

Other Scenarios:

	Previous Cutoff			Current Cutoff	Next Cutoff
	1st Cutoff			**2nd Cutoff**	**3rd Cutoff**
	May26 Jun10 - AMC2022			Jun11 Jun25 - AMC2022	Jun26 Jul10 - AMC2022
Approval Cutoff	**June 13, 2022**			Jun13	
	Application	**Target Date**	**Approved On/During Current Cutoff**		
Scenario 1 (Gerodias, Cecille)	Overtime Application	May 13	Jun17		**Paid**
Scenario 2	Leave Application	May 19	Jun 12	**Paid**	
Scenario 3	DTR Application	May 19	Jun 13	**Paid**	
Scenario 4	Leave Application	April 20	Jun 16		**Paid**

Reason for Change:

There should be no duplication of previously adjusted applications on the next adjustment processing from the same cutoff.

Assumptions and Notes:

Attachments or References:	☐ Yes	☒ No
	If Yes, please attach documents along with this form. *Please attach DIREC CRF to CLIENT.*	

Prepared by	Requested by	Approved by
Baldwin Prado **Signature above Printed Name**	**Baldwin Prado** **Signature above Printed Name**	**Signature above Printed Name**