

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:	<input checked="" type="checkbox"/> Enhancement		<input type="checkbox"/> Defect
Area of Change:	<input type="checkbox"/> Policy	<input checked="" type="checkbox"/> Process	<input type="checkbox"/> Others
	<input type="checkbox"/> Employee 201		<input type="checkbox"/> Recruitment
	<input type="checkbox"/> Attendance Management		<input type="checkbox"/> Appraisal
	<input checked="" type="checkbox"/> Payroll		<input type="checkbox"/> Learning and Development
	<input type="checkbox"/> Reports		<input type="checkbox"/> Others
Priority:	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High <input checked="" type="checkbox"/> URGENT
Date Required:			
Brief Description of Request (In detailed specification):			
<p>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.</p> <p>Scenario:</p> <p>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.</p>			

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Gerodias, Cecille Almeida Approved OT00163570 Menu Actions

CARLO CHRIS HERESA edited this 7 days ago

CECILLE GERODIAS created this 9 days ago

From Date: 05-26-2022 From Time: 2:00:00

To Date: 05-26-2022 To Time: 6:05:00

Total Hours: 4.083 Break Hours: 0

Reason: As per schedule

Actual In: 05-25-2022, 6:14 pm +08

Actual Out: 05-26-2022, 6:05 am +08

Approved On: 06-17-2022

Approved By: CarloChris.Heresa@frieslandcampina.com

Is Blanket: ☐

Owner:

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

Baldwin Prado
Signature above Printed Name

Requested by

Baldwin Prado
Signature above Printed Name

Approved by

Signature above Printed Name