**Minutes of Meeting**

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| **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:**

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| **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** |
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| **Employee Overtime Validation Discrepancies** | * **Regular Shift to RD** * **Don't get adjustment if wrong DTRP filing** (applied before the previous actual out) * **DTRP before OT** | * **Logical Conditions need to consider** * **PIC: Direc** * **Status: Ongoing Validation** |
| **Manual Adjustment Processing** | * **Last Cutoff Date of Manual Aligned to System Last Cutoff Date** |  |
|  | * **Automated Validation Copy of Overtime** | * **PIC: Direc Status: To Follow** |
|  | * **Requesting the Finalized Manual Adjustment for the Period Starting from October 26 to November 10 and Continuing Until the Latest Cutoff** | * **PIC: AMC Status: To Follow** |
| **Payroll Period** | * **Setup of Payroll Period for 2025** | * **PIC: Direc** |
| **Leave Application** | * **Leave Application Deadline of Approval for 2024 Set at December 20** | * **PIC: Direc Status: Ongoing** |

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| **Nathaniel Bobadilla** | **Michael Buctuan** |
| **DBTI Representative** | **Client Representative** |