

Company Profile

Business Name:

Rancho Palos Verdes Golf & Country Club

Mission:

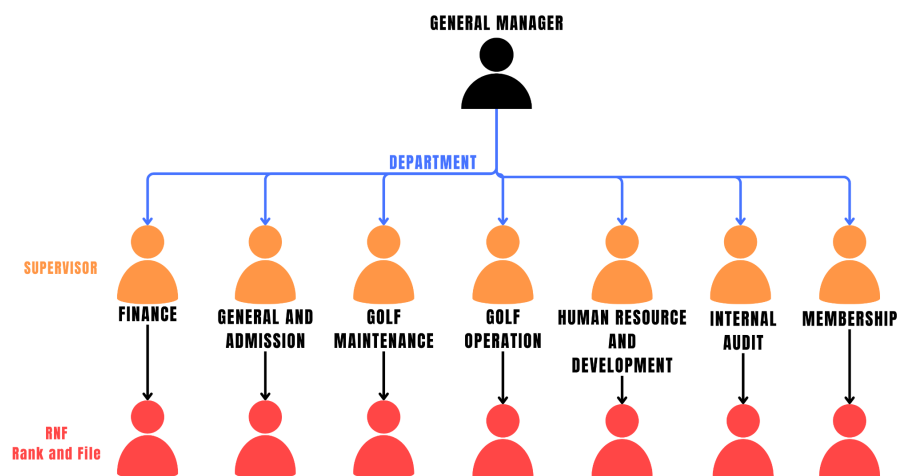
Our Mission is to empower the organization at all levels to work for the highest quality of service consistent with the expectations of the customers and the interests of the stakeholders.

Vision:

RANCHO PALOS VERDES GOLF & COUNTRY CLUB envisions to be the premier Golf and Sports destination in Mindanao through its excellent service, promotion of health, wellness, and family oriented recreation as well as with its commitment to the protection of the environment and the generation of employment in the local community.

Goals and Objectives:

1. To establish Rancho Palos Verdes as an economically viable and self sustaining organization.
2. To develop quality products and offer quality service at a reasonable price.
3. To operate and maintain an environmentally friendly Golf Course and facilities.
4. To promote and advertise Rancho Palos Verdes Golf & Country Club through the use of state of the art technology.
5. To develop motivated and competent employees to render prompt, efficient, and courteous customer service.



Business Environment

Product:

Recreational service (Golf)

Processes

Manual tracking of audit and payroll.

Cliente:

Foreigners

Competitors:

Apo Golf and South Pacific

Description of the Existing System

Although they have other systems such as accounting and maintenance, the primary problem they asked the researchers to solve is the payroll, which consists of multiple processes that are all manually calculated and indexed in paper and Microsoft Excel.

Key Transactions

- Processing total work hours of employees

The Supervisor gets the DTR of the employees through a biometric system and a logbook, in which they calculate the total basic salary of the employee in microsoft excel, the Human Resources employees themselves are the ones who compute and input the hours and salary. Once they get the printout, they send it to be validated to the audit.

- Calculating Deductions and Compensations

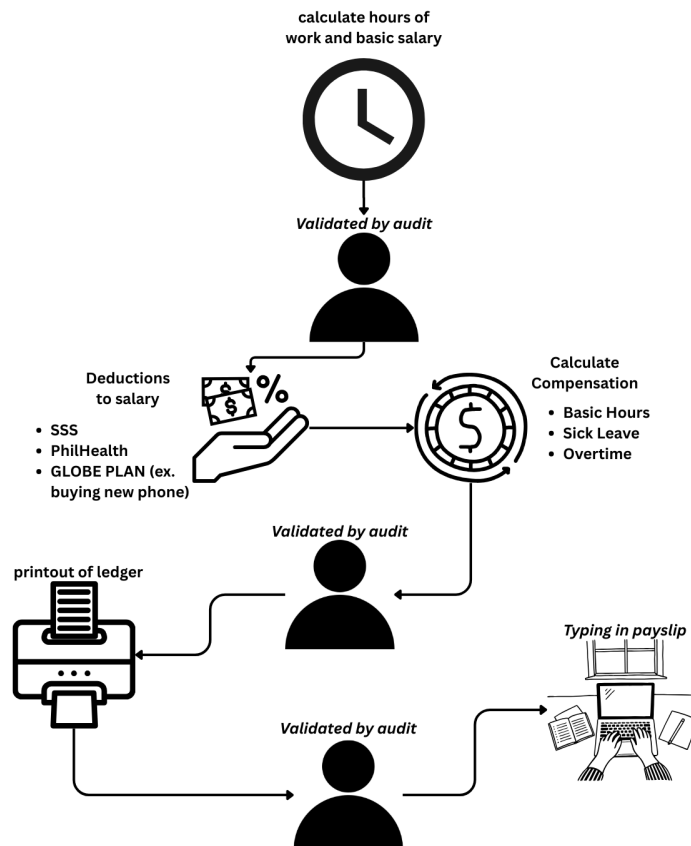
The employees calculate the deductions, loans, absents, and other miscellaneous things as well as the compensations and adjustments that did not make it to the last cutoff.

- Printing and handout to Audit (Supervisor) for verification

After every process besides the making of payslip, the employees will have to print out a copy if it's in excel (deductions, compensations, and summary ledger) or hand in a papercopy (DTR), to the audit for verification.

- Scenario:

When Cutoff arrives, the department of Human Resources calculates the amount of hours an employee deducts and adds it accordingly depending on that specific employee's activity, then hands out a summary, after which the department makes the payslip. This, of course, must be verified by the supervisor of the audit in every process.



Summary of Company Interview

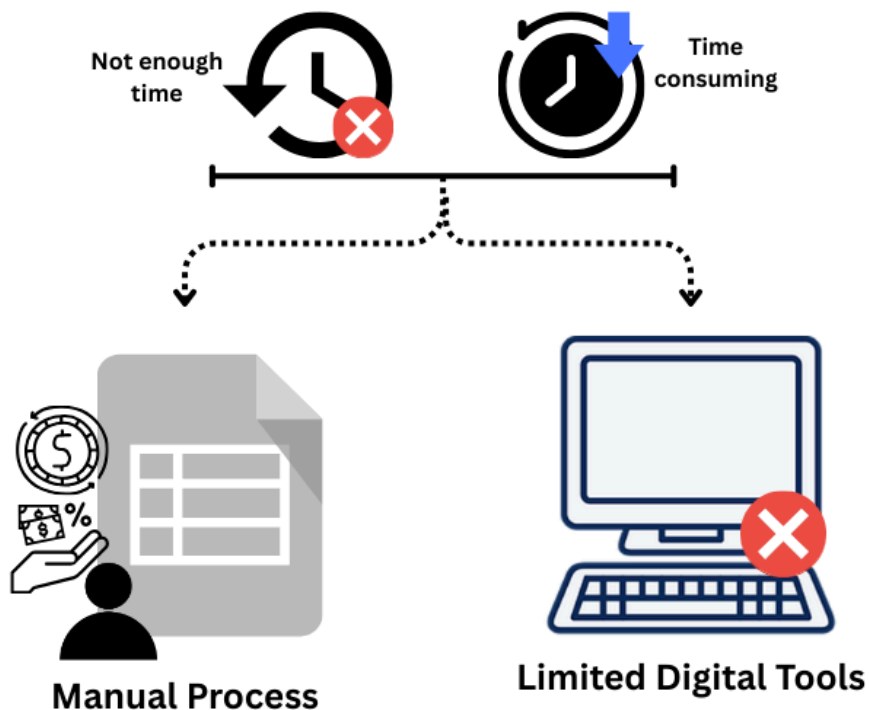
From the interview with the Human Resources department employee.

- Payroll is handled **manually**, mainly using **Excel spreadsheets**
- Calculations include **hours worked, deductions, and compensation**, which **change monthly per employee**

- Process requires **repeated manual data entry** for both calculations and employee information
- Interviewee is responsible for **all departments**, causing **significant workload and frustration**
- Researchers observed **very limited digital tools** in the workspace aside from individual computers
- A previous system exists but is now **partially unusable**
 - Currently used only for **new hire records** and **salary increase action memos**
 - Previously used for **tracking absences and tardiness**
- **Lack of automation** leads to:
 - Increased processing time
 - **Human errors** (incorrect computations, missed quotas)
 - **Salary adjustments** being carried over to the next payroll cutoff

RANCHO PALOS VERDES

PAYROLL PROCESS



Document Analysis

The researchers have gathered the relevant data from their Excel files and printed records, all with consent from the client that is documented via recording. The following research documents are as shown:

Files and Documents:

- Deduction

Summary calculated deductions from employee salary.

RANCHO PALOS VERDES GOLF AND COUNTRY CLUB DEDUCTION SUMMARY SUPERVISOR PAYROLL PER Nov. 24 to Dec. 08, 2025															
EMPLOYEE NAME															
	SSS Loan	Calamity Loan	Pag-Ibig Loan	Emp.loan Regular	Cash Advance	Emerg. Loan	Emp. Savings	Rice Coop	FNB Mandug Maa-ATD	ATD ag/umbrell GC	RAFFLE TICKET	GLOBE PLAN	Alsons Insurance	OTHER CHARGES alcohol	Total
FINANCE DEPARTMENT															
1	1,385.00		1,345.91	1,700.00	1,000.00		1,000.00	775.00			125.00	821.82			8,152.73
2				2,700.00	1,000.00		2,500.00	1,250.00	1,295.00		125.00	1,068.98		102.68	10,041.66
SUB TOTAL >> 1,385.00 - 1,345.91 4,400.00 2,000.00 - 3,500.00 2,025.00 1,295.00 - 250.00 1,890.80 - 102.68 18,194.35															
GENERAL AND ADMINISTRATION															
1	1,500.00		864.56	2,750.00	1,000.00		2,000.00		247.50		125.00				8,487.06
SUB TOTAL >> 1,500.00 - 864.56 2,750.00 1,000.00 - 2,000.00 - 247.50 - 125.00 - - - 8,487.06															
GOLF MAINTENANCE															
1				2,548.00	550.00		2,500.00	125.00			125.00	1,206.02			7,054.02
2				1,150.00	550.00		1,200.00				125.00	390.73			3,415.73

sup

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Sheet1

Sheet2

SSS Bracket

SSS CONTRIBUTION TABLE 2025 - HK COPY

Monthly Salary (Base)	Monthly Salary (Total)	SSS Contribution (Mandatory)	SSS Contribution (Voluntary)	SSS Contribution (Total)
1,000.00	1,000.00	100.00	0.00	100.00
1,000.01	1,000.01	100.00	0.00	100.00
1,000.02	1,000.02	100.00	0.00	100.00
1,000.03	1,000.03	100.00	0.00	100.00
1,000.04	1,000.04	100.00	0.00	100.00
1,000.05	1,000.05	100.00	0.00	100.00
1,000.06	1,000.06	100.00	0.00	100.00
1,000.07	1,000.07	100.00	0.00	100.00
1,000.08	1,000.08	100.00	0.00	100.00
1,000.09	1,000.09	100.00	0.00	100.00
1,000.10	1,000.10	100.00	0.00	100.00
1,000.11	1,000.11	100.00	0.00	100.00
1,000.12	1,000.12	100.00	0.00	100.00
1,000.13	1,000.13	100.00	0.00	100.00
1,000.14	1,000.14	100.00	0.00	100.00
1,000.15	1,000.15	100.00	0.00	100.00
1,000.16	1,000.16	100.00	0.00	100.00
1,000.17	1,000.17	100.00	0.00	100.00
1,000.18	1,000.18	100.00	0.00	100.00
1,000.19	1,000.19	100.00	0.00	100.00
1,000.20	1,000.20	100.00	0.00	100.00
1,000.21	1,000.21	100.00	0.00	100.00
1,000.22	1,000.22	100.00	0.00	100.00
1,000.23	1,000.23	100.00	0.00	100.00
1,000.24	1,000.24	100.00	0.00	100.00
1,000.25	1,000.25	100.00	0.00	100.00
1,000.26	1,000.26	100.00	0.00	100.00
1,000.27	1,000.27	100.00	0.00	100.00
1,000.28	1,000.28	100.00	0.00	100.00
1,000.29	1,000.29	100.00	0.00	100.00
1,000.30	1,000.30	100.00	0.00	100.00
1,000.31	1,000.31	100.00	0.00	100.00
1,000.32	1,000.32	100.00	0.00	100.00
1,000.33	1,000.33	100.00	0.00	100.00
1,000.34	1,000.34	100.00	0.00	100.00
1,000.35	1,000.35	100.00	0.00	100.00
1,000.36	1,000.36	100.00	0.00	100.00
1,000.37	1,000.37	100.00	0.00	100.00
1,000.38	1,000.38	100.00	0.00	100.00
1,000.39	1,000.39	100.00	0.00	100.00
1,000.40	1,000.40	100.00	0.00	100.00
1,000.41	1,000.41	100.00	0.00	100.00
1,000.42	1,000.42	100.00	0.00	100.00
1,000.43	1,000.43	100.00	0.00	100.00
1,000.44	1,000.44	100.00	0.00	100.00
1,000.45	1,000.45	100.00	0.00	100.00
1,000.46	1,000.46	100.00	0.00	100.00
1,000.47	1,000.47	100.00	0.00	100.00
1,000.48	1,000.48	100.00	0.00	100.00
1,000.49	1,000.49	100.00	0.00	100.00
1,000.50	1,000.50	100.00	0.00	100.00
1,000.51	1,000.51	100.00	0.00	100.00
1,000.52	1,000.52	100.00	0.00	100.00
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1,000.54	1,000.54	100.00	0.00	100.00
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1,000.56	1,000.56	100.00	0.00	100.00
1,000.57	1,000.57	100.00	0.00	100.00
1,000.58	1,000.58	100.00	0.00	100.00
1,000.59	1,000.59	100.00	0.00	100.00
1,000.60	1,000.60	100.00	0.00	100.00
1,000.61	1,000.61	100.00	0.00	100.00
1,000.62	1,000.62	100.00	0.00	100.00
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1,000.64	1,000.64	100.00	0.00	100.00
1,000.65	1,000.65	100.00	0.00	100.00
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1,000.67	1,000.67	100.00	0.00	100.00
1,000.68	1,000.68	100.00	0.00	100.00
1,000.69	1,000.69	100.00	0.00	100.00
1,000.70	1,000.70	100.00	0.00	100.00
1,000.71	1,000.71	100.00	0.00	100.00
1,000.72	1,000.72	100.00	0.00	100.00
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1,000.74	1,000.74	100.00	0.00	100.00
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1,000.82	1,000.82	100.00	0.00	100.00
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1,000.85	1,000.85	100.00	0.00	100.00
1,000.86	1,000.86	100.00	0.00	100.00
1,000.87	1,000.87	100.00	0.00	100.00
1,000.88	1,000.88	100.00	0.00	100.00
1,000.89	1,000.89	100.00	0.00	100.00
1,000.90	1,000.90	100.00	0.00	100.00
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1,000.92	1,000.92	100.00	0.00	100.00
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1,000.97	1,000.97	100.00	0.00	100.00
1,000.98	1,000.98	100.00	0.00	100.00
1,000.99	1,000.99	100.00	0.00	100.00
1,001.00	1,001.00	100.00	0.00	100.00

- Compensation

Calculated Compensation
of employee-employer.

A B C D E F G H I J K L M N O P Q R S T U V W																
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Form for credited Offset



- 13th Month Summary
- Quarterly bonus issued for the employees.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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Business Rules

Scenario:

- Payroll Cutoff Periods: Payroll is computed on a 15-day cutoff basis, with Maintenance employees covered from the 21st–5th and 6th–20th, and Administrative employees covered from the 24th–8th and 9th–23rd.
- Daily Time Record (DTR): Employee attendance records include working hours, overtime hours, offset credits earned, offset credits used, and approved offset requests.
- Attendance and Basic Pay: Perfect attendance is equivalent to 104 working hours per cutoff, and total recorded working hours are used to compute basic pay.
- Overtime and Offset Policy: Work performed on rest days is classified as overtime, which may either be paid as overtime compensation or converted into offset credits; the use of

offset credits requires employees to complete and submit an offset request form for approval.

- Leave Policy: Sick leave hours are treated as basic pay and are included in 13th-month pay computation.
- Compensation Breakdown: Compensation includes basic pay, paid overtime, and other approved earnings, excluding offset-used hours which do not affect pay.
- Pag-IBIG Contribution: A minimum contribution of ₱400 is required per cutoff, shared equally by employer and employee at ₱200 each, with optional additional contributions.
- PhilHealth Contribution: PhilHealth loan deductions are computed as 5% of the employee's basic pay.
- SSS Contribution: SSS contributions are computed at 15% of the employee's Monthly Salary Credit, with 10% covered by the employer and 5% deducted from the employee.
- Other Deductions: Additional deductions such as mortuary fees and raffle tickets are recognized but not yet finalized.
- 13th-Month Pay Computation: Monthly 13th-month pay is calculated by combining both 15-day cutoff earnings and dividing the total by 12.

Business rules:

The payroll system tracks attendance through a Daily Time Record that includes working hours, overtime, and offset balances, computes employee compensation based on recorded hours up to 104 hours per cutoff with rest-day work classified as overtime, allows overtime to be converted into offset credits provided that employees submit and receive approval for an offset request form before using such credits, includes sick leave in both basic and 13th-month pay computations, applies mandatory deductions such as Pag-IBIG, PhilHealth, and SSS with SSS computed as 15% of the Monthly Salary Credit split between employer and employee, acknowledges additional deductions once finalized, and produces payroll outputs including DTR, Compensation, Deduction, and a Ledger showing gross pay, total deductions, and net pay.

Data Models

Entities:

CORE EMPLOYEE & ATTENDANCE

Employee / - Represents the individual staff members of the organization

Department - Represents the different divisions or units within an organization.

DTR / - Records the daily attendance of employees, including time-in, time-out, and breaks

Overtime - Tracks hours worked beyond standard work hours and calculates the additional compensation for those hours.

Offset Request / - Represents requests to adjust payroll amounts, such as correcting overpayments, applying advances, or reconciling previous payroll errors.

PAYROLL CALCULATION:

PayrollCutoff / - Defines the period for which employee work hours, overtime, and deductions are calculated for payroll processing.

PayrollComputation / - Represents the process and results of calculating employee salaries, deductions, contributions, and net pay for a specific payroll period.

13MonthPay

DEDUCTIONS & CONTRIBUTIONS

MandatoryDeduction / - Captures deductions that are legally required, such as taxes, social security, or government-mandated contributions.

VoluntaryDeduction / - Captures optional deductions chosen by the employee, such as health insurance premiums, retirement contributions, or loan repayments.

Loan-

ContributionTable / - Contains the rates and rules for employee and employer contributions to mandatory and voluntary schemes, such as social security, health insurance, and taxes.

AUDIT & VALIDATION

Internal Audit - Tracks audits conducted within the organization to ensure compliance, accuracy, and integrity of financial and operational processes, including payroll.

Supervisor/Audit

FINAL OUTPUTS

PayrollLedger - A financial record that tracks payroll transactions, deductions, contributions, and adjustments in the organization's accounting system.

Payslip

Relationship:

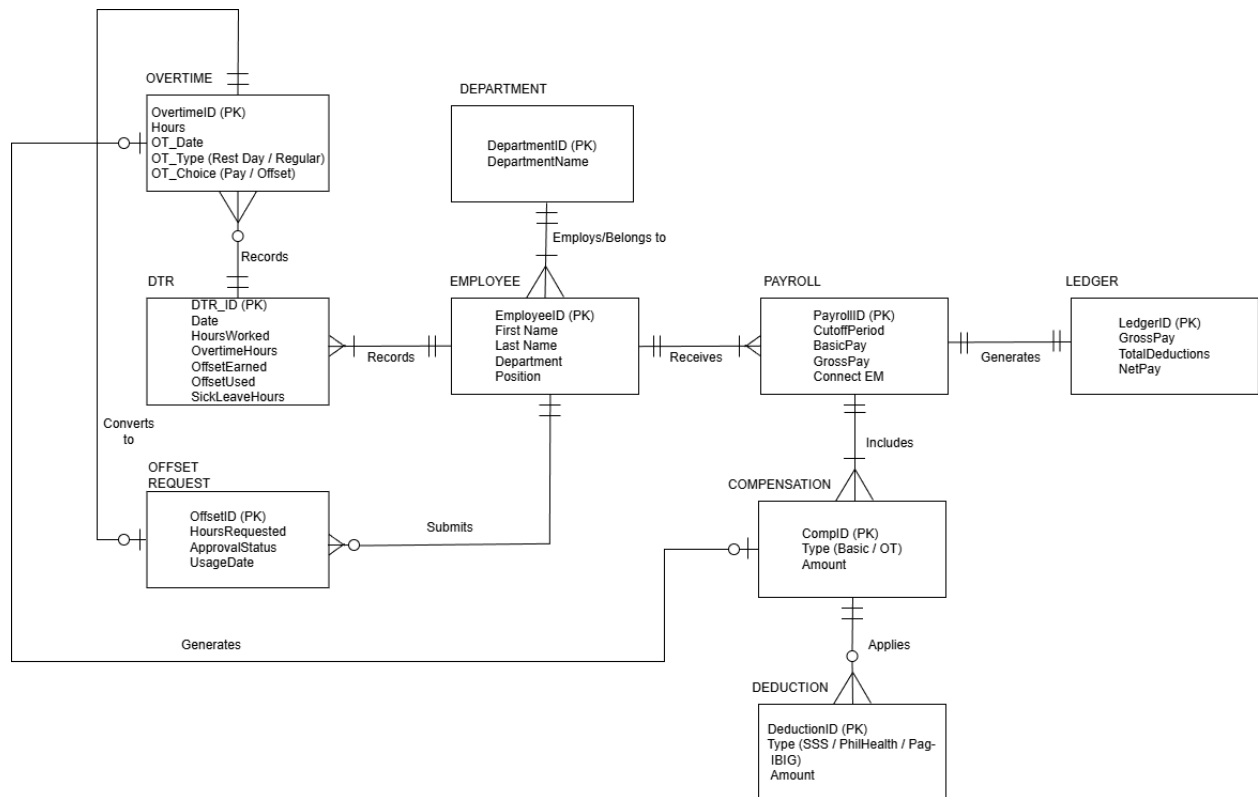
Employee:

EmployeeID (PK)

DepartmentID (FK)

Department:

DepartmentID (PK)



Data Gathering Photos



Selfie of researchers in the office

