**PENDING DTR AND PAYROLL CONCERNS/ REQUESTS**

**LEAVES**

* Leave Applicants can still edit and cancel his leave application when it is not yet approved
* For Continuous Leave, last date cannot be synced
* Sick Leave and Vacation Leave Credits ( total credits will be used )
* Leave Balances to be shown at the Leave Application
* Cannot apply for paid VL/ SL if no more leave credits ( insufficient leave credits )
* 2 different leaves to be encoded by the employee ( not requiring IS to file for them )
* Total leave application--- ( morning and pm –to consider total hours )

**UNDERTIME**

* Can consider 2.5 hours in the afternoon
* Paid undertime more than 2 hours
* Editing of Undertime ( if possible no more editing ) ;
* Filed UT should only be for approval purpose but actual logs as reference for undertime hours
* Capability to log for undertime in between( more than 4 logs in a day )
* Morning late/ UT if beyond 1.5 hours ( am) and 2.5 hours ( pm)— considered as leave (will vary according to company’s working hours)

**BUSINESS TRIP**

* Details of the Business Trip can be encoded ; can be printed with Request for Travel Allowance format–; no need to manually fill-out
* to include Preparation Time, Travel, Rest From Travel and Compensatory Off-- without having to transfer to encode UT at the time logs
* Home Visit Availment
  + Will apply as paid undertime; AM to approve, will be able to confirm if time allowance availed is within what is allowed ( can be encoded at PAF—as basis for home visit time privilege

**SKELETAL OFF**

* Please put legend- checked boxes, employees will be on duty
* What can be done when an employee forgets to file for leave on Saturday since he/ she will be automatically be considered as paid
* Skeletal sched to be prepared / every pay period not one month.
* Automatic plotting of 2 groups within the year ( if possible ); head of office will just update the skeletal schedule if there are requests for swapping. If there is declared holiday, skeletal sched would automatically adjust.

**OVERRIDE ENTRIES**

* Option to override the entire payroll period, in case syncing issues in a branch, no need to manually input for each day… may just click over-ride entire pay period.

|  |
| --- |
| **OVERTIME COMPUTATION** |
| * Request for Meals and Pay for OT, Restday and holiday pay * If this can be included - computation of OT, Holiday pay shall be based on policy |
| * NO approved OT Request, not considered for pay.. Approved time of OT shall be the basis or actual OT Rendered whichever is lower |

* Conditions for qualification for availment of Compensatory off ( like, only CO personnel or ISD )
  1. Suggested not to put restrictions since policies and practice regarding this may change from time to time.
* Overtime Request with compensatory off – limited to ISD not for Branch personnel
* Request for Holiday work ( if same details will be required, actual time approved ; actual time rendered --- and computation for payroll purpose….
* Overtime/ Holiday pay not applicable for Managers

**PAF**

* If we can encode special conditions/ arrangements for such appointments such as

1. Home visit allowances, Time Privileges; special allowances outside payroll,

* Learn and share to be encoded in PAF , categorized as Job Rotation

**FUTURE NEEDS TO BE CONSIDERED**

* Flexi time and possible change of work schedules – same total hours required in a week

**HRIS PRIORITIES FOR 2018**

**( Aside from current improvements )**

**1ST QUARTER**

1. Improvements of Current DTR and Payroll modules ( see attached )
2. Basic Data / Personnel Information can be loaded by the employees from the KIOSK by the employees themselves and data to be synced to HRIS Database
3. Pictures to be attached to Personal Details
4. WEB App
   1. Employees can apply leave anytime, anywhere
   2. Managers can approve leave, undertime and business trip applications
5. PAF prepared by HR can be seen and viewed at KIOSK, once viewed and printed, viewing and printing records will be recorded in HRIS Server here in Dipolog
6. Payslips can be viewed and printed thru Kiosk ( automatic log / acknowledgement in HRIS date and time of printing or viewing

**2nd QUARTER**

* **PAF Module Improvements and COMPBEN Reports**

**ORDER OF PRIORITY FOR REPORTS**

1. Leave Report for Regular and Probationary Employees
2. Undertime Report
3. DTR and Payroll Processing Report
4. Incomplete Entries Report
5. Personnel Movement Summary ( per period and per employee )
6. Payroll Adjustment
7. LPPP Report
8. Attendance Report for LPPP Purpose
9. CO Allowance Report
10. Masterlist ( can be printed based on given period, demographic profile of employees )
11. Headcount Report
12. Employee Birthdays
13. Troubled Account Management Incentive
14. Transfer and Promotion Allowance
15. Late/ Tardiness Report ( with and without 10 minutes grace period )
16. Performance Bonus
17. Perfect Attendance Report
18. Resignees
19. Leave Credits
20. Loyalty Awardees ( Quarterly and Annual )
21. Cash Gift Recipients
22. 13th Month Pay
23. Annual Performance Bonus Recipients
24. Leave Credits Balances
25. Jacket Recipients and records of issuance
26. Uniform Recipients ( with polo shirt sizes, cloth sizes )
27. AWOL report
28. Unauthorized Undertime Report

**3RD QUARTER**

1. TRAINING MODULE AND REPORTS
2. COMPENSATION REPORTS
   1. List of Employees with Salaries and allowances
   2. List of Employees with Position, Salary Grades and Steps
   3. List of Cola Recipients and Expiry
   4. List of employees with non-payroll allowances
   5. PB and Rice Incentives received per employee
3. PERFORMANCE MANAGEMENT MODULE
4. EMPLOYEE DISCIPLINE MONITOR AND REPORTS
5. HEALTH AND SAFETY REPORT ( ACCIDENTS )
6. APPLICANTS DATABASE AND RECRUITMENT REPORTS
   1. New hires
   2. Regularization Monitor
7. BENEFITS AVAILMENT REPORT
   1. SSS AVAILMENTS
   2. PAG-IBIG RECORDS AND LOANS
   3. PHIC
   4. SL AND VL REASONS AND AVAILMENTS
   5. VITA CURA ( AVAILMENTS AND PREMIUMS )
   6. BURIAL ASSISTANCE
   7. OTHERS
8. SKELETAL MONITORING
   1. Skeletal Plans for the year
   2. Total Skeletal off days in a year
9. BENEFITS CONTRIBUTIONS AND PREMIUMS ( SSS, PHIC, PAG-IBIG )
10. TAX RECORDS

**4th QUARTER – OTHER REPORTS AND POLISHING OF MODULES**