Regus Meeting:

July 4, 2017

10:20am

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue** | **Details** | **Solution** | **In-charged** | **Deadline** | **Priority** |
| **Payroll** |  |  |  |  |  |
| 1. JV Voucher | For sending to Ms. Jo for initial checking. | Need to be on site for support tomorrow | John | July 5, 2017 | 1 |
| 1. Payslip | Raised by Ms. Eden | For verification | Ryan | July 5, 2017 | 1 |
| 1. Remittances | Error encountered during uploading | Sample data will be provided by Ms. Jo and to follow up by Tirso. Need to complete today – July 4, 2017 and support tomorrow | Tirso | July 5, 2017 | 1  Done |
| 1. Final Pay | Need a template to upload previous records from January to May | Provide template under google shared - today, July 4, 2017 | John | July 4, 2017 | 2 |
| 1. Payroll register per department with name | For verification | For verification | Joel | July 5, 2017 |  |
| **Time keeping** |  |  |  |  |  |
| 1. 12am – 8am shift |  |  | Tirso/John/Rommel | July 7-9, 2017 | 3 |
| 1. Perfect attendance report |  |  | Tirso | July 6, 2017 | 1  Done |
| 1. Tardiness Report |  |  | Tirso | July 5, 2017 | 2  Done |
| 1. Approver remarks not viewable by the applicant on all form application\* |  |  |  | July 13-14, 2017 | 5 |
| 1. Leave conversion   (LIP, Home, and forfeiture) |  |  |  |  |  |
| 1. Leave balance admin UI for leave credit accrual |  |  | Tirso | July 11-12, 2017 | 4  Done |
| **Employee Management** |  |  |  |  |  |
| 1. Dashboard – comments not working |  |  | Tirso | July 10, 2017 | 1  Done |
| 1. 201 – Dependent 22 years old should be tag as not dependent |  |  | John | July 10, 2017 | 1 |
| 1. Employee directory\* |  |  |  |  |  |
| 1. Employment Certificate (with salary and tenure) |  |  | Tirso | July 11, 2017 | 2  Done |
| 1. Employee Movement and clearance\* |  |  |  | July 10 - |  |