

To: All Companies
Re: Implementation of Final Extraction for Payroll
Date: September 13, 2023

Greetings!

To ensure complete, accurate and timely processing of payroll for everyone, the final extraction will be done on the **next working day after cut-off at 5pm**. Thus, any changes made after the extraction will be included in the succeeding payroll. Please refer to the examples below:

Example:

September 11, 2023- September 25, 2023 Cutoff

1. Last extraction will be on **September 26 at 5pm**.
2. Approved gatepasses, leaves, travel, DRD, DHD, fixed missing logs, and other changes in DTR that are filed **before 5pm** will be included in the extraction and the release of payroll on **September 29**.
3. Anything filed and approved in DTR **after 5pm** will be applied retroactively in the next releasing of payroll on **October 15, 2023**.

October 26, 2023– November 10, 2023 Cutoff

1. Since November 11 falls on a weekend, last extraction will be on **November 13 at 5pm**.
2. Approved gatepasses, leaves, travel, DRD, DHD, fixed missing logs, and other changes in DTR that are filed **before 5pm** will be included in the extraction and the current release of payroll on **November 15**.
3. Anything filed and approved in DTR **after 5pm** will be applied retroactively in the next releasing of payroll on **November 29**.

This is effective starting **September 25, 2023 cutoff**. Please be guided accordingly.

Signed,



Angelo Miguell T. Natividad

Finance Director