

To : All Employees

From : Happiness Resources

RE : E-DTR logs (time in and out)

Date : May 28, 2019

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Greetings!

In recent months, we use our respective company logbook for our log in and out whenever the biometric system is down or employees cannot log in due to system error/server. Thus, timekeeper risks delays in computation of payroll because she needs to input all the incomplete logs in the system of each employee which almost doubles payroll computation time.

To facilitate easy and fast computation of payroll every cut-off and avoid delay completion of payroll, effective **June 01, 2019**, if the biometric system is down and cannot be used, instead of using logbook we will use the manual DTR that will be available with our Security Officer. Only the SO on duty is allowed to fill up the manual DTR with SO's Signature. We can only use it whenever the system is down. We will need to submit this to our respective department heads/program head /Coordinator for inputting in our E-DTR system.

Through this, we are helping our timekeeper to do the timekeeping in an easier and faster way and to avoid errors.

For your information and guidance.

Respectfully,

  
Atty. Angelique Margret T. Natividad  
HR Director