

To : All Employees

From : Happiness Resources

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

Date : April 15, 2019

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Greetings!

In recent months, HR department has noticed that many of our employees do not have complete logs of time in and out in the Electronic Daily Time Record (E-DTR). These reflect as absences and under time of each employee. Thus, HR risks delays in computation of payroll because it verifies the absences 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 **April 26, 2019, all employees should ensure their individual DTR is with complete time logs, and otherwise, incomplete dates will be considered as absences.** This includes your logs of time in and out from the logbook. This will help in the accuracy of counting everyone's days of work and compensation. **Also effective April 26, 2019, MIS will no longer assist those who have incomplete time logs.**


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

Alone we can do so little, together we can do so much. Let us work together!

For your information and guidance.

Thank you.

Respectfully,

  
Atty. Angelique Margret T. Natividad  
HR Director