

TO : All Team Members

FROM : Accounting - Payroll

RE : Early Payroll Cut-Off for February 11-25, 2020

DATE : February 20, 2020

Please be informed that we shall be scheduling an early cut-off for the period of February 11-25, 2020 due to two consecutive special holidays which falls on February 25-26, 2020. This is to make sure the timely releasing of salary which will be on February 28, 2020.

Tardiness, absences, undertime and overtime from February 21-25, 2020 will be computed and applied in the next cut-off.

With this, please encode in the eDTR system and submit to Accounting all attendance transaction documents for the mentioned payroll period **before 12:00 noon on February 21, 2020.**

Please be guided.

Thank you.



Angela Monette T. Natividad
Finance Director