

To : All Team Members Exiting the STI Building

From : Atty. Angelique Margret T. Natividad
HR Director

RE : Forgetting to Log Out of the Biometric System

Date : July 27, 2020

HR has received repeated inquiries about people forgetting to log out of the biometric system when leaving the building. Because people forget, our timekeeper finds it difficult to complete the working hours for payroll and the entire payroll process is delayed.

Under our entry and exit policy, incomplete logs will be considered as undertime. However, because of the pandemic and the limited work hours in the building because of early closure, please be guided that should you forget to log out the following consequences will be observed:

Failure to Log Out	Treatment
First Time	MIS will check the CCTVs for your actual exit time; Your department head will call your attention.
Second Time Onwards	This will be considered undertime. The time recorded will be a maximum of three (4) hours only. All hours actually unworked will not be paid.

This implementation is for the period of skeletal workforce only.

Should you have any questions please call HR's Ma'am Ira Gregorio.

Thank you.