

To : All TNGC Team Members

From : Atty. Angelique Margret T. Natividad
HR Director

RE : HRIS WFH DTR

Date : September 11, 2020

In the past months all of our work from home logs were inputted in our DTR google sheets and these Google sheets were used for validating and extraction for timekeeping and payroll reference. Meanwhile, the MIS team has developed an HRIS EDTR system that is custom made for our needs and easier to use than the Google sheet. In the last few weeks several departments have shifted to the HRIS EDTR and computing time has become much easier.

Effective September 11, 2020, all work from home logs must be inputted and validated in the WFH DTR on HRIS. Data for timekeeping will be extracted from the HRIS for payroll reference. Incomplete logs or unvalidated work from home logs will not be processed for timekeeping and payroll.

This implementation is for Work From Home Arrangements and is in connection with the memo that HR released last June 2, 2020

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

Thank you.