



6. Payment of payroll of regular and casual employees thru ATM

Preparing payment of payroll of regular and casual employees thru ATM.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All regular & casual employees of BLWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. General Payroll (2pcs., Original)		Senior Financial Planning Specialist		
2. Advice to Debit Agency Bank Account (3pcs., Original)		Senior Financial Planning Specialist		
3. Payroll Register (4pcs., Original)		Senior Accounting Processor A		
4. List of Employees with leave without pay (1pc., Original)		Human Resource Division		
5. Notice of change of data, salary and allowances (1pc., Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares General Payroll.	None	1 hour	Maria Gaybriel G. Datu (Senior Financial Planning Specialist)
2. None	2. Prepares and encode the Payroll Register to LGPS then print LGPR.	None	30 minutes	Francess Dianna B. Ponce (Sr. Corporate Budget Analyst)
3. None	3. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and forwards it to Admin. & Human Resource Dept. Manager	None	10 minutes	Maribelle C. Enriquez (Accounting Processor B)
4. None	4. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Aurea O. Adrados (Administrative & Human Resource Dept. Manager)
5. None	5. Checks items in the Budget Utilization Slip if included in the Budget. Certifies the BUS and forwards it to Finance Dept. Manager.	None	10 minutes	Rosario P. Legaspi (Cash Mngt. Division Manager)



6. None	6. Certifies and signs the correctness of DV and supporting documents, checks JEV and then forwards it to the Senior Financial Planning Specialist.	None	<i>3 minutes</i>	Jeanne M. Carpio (Finance Dept. Manager)
7. None	7. Approves the DV, JEV and supporting documents.	None	<i>4 minutes</i>	Engr. Charlito G. Rodriguez (General Manager)
8. None	8. Upload the payroll thru Landbank weAccess Internet Banking	None	<i>4 minutes</i>	Francess Dianna B. Ponce (Sr. Corporate Budget Analyst)
9. None	9. Authorize and submit the atm payroll transaction thru Landbank weAccess Internet Banking	None	<i>4 minutes</i>	Jeanne M. Carpio (Finance Dept. Manager)
Total:		None	2 hours and 8 minutes	