



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

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

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All regular & casual employees of BLWD			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. General Payroll (2pcs., Original)		Senior Financial Planning Specialist		
2. Payroll Register (2pcs., Original)		Senior Corporate Budget Analyst		
3. List of Employees with leave without pay (1pc., Original)		Human Resource Division		
4. Notice of change of data, salary and allowances (1pc., Original)		Human Resource Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Prepares General Payroll.	None	1 hour	<b>Maria Gaybriel G. Datu</b> (Senior Financial Planning Specialist)
2. None	2. Prepares and encode the Payroll Register to LGPS then print LGPR.	None	30 minutes	<b>Francess Dianna B. Ponce</b> (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	<b>Maribelle C. Enriquez</b> (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	<b>Aurea O. Adrados</b> (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	<b>Rosario P. Legaspi</b> (Cash Mngt. Division Manager)
6. None	6. Certifies and signs the correctness of DV	None	3 minutes	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)



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