

CITY HUMAN RESOURCE MANAGEMENT OFFICE - Welfare & Benefits Division

Iligan Bus/Jeepney Terminal- Northbound, Tambo, 9200 Iligan City

Tel.: (063) 223-9680; 223-9395; 223-1533; 221-4347, email: chrmo@iligan.gov.ph

Frontline Service : PROCESSING OF PAYROLLS FOR REGULAR EMPLOYEES

Schedule of Availability of Service :

8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.

On Mondays provision of services starts after flag raising

Who May Avail of the Service:

Liaison officers from various departments of the City Government;
Permanent employees of ICG

What are the Requirements :

OBR
Daily Time Record

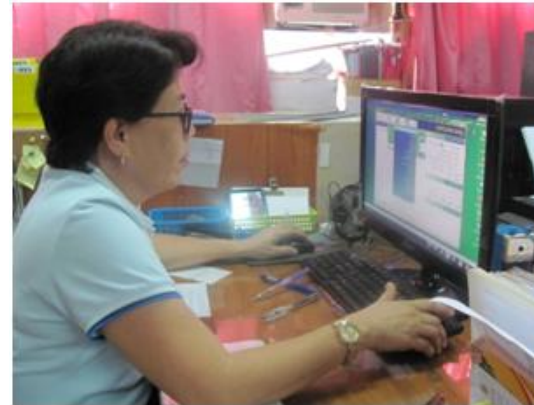
Welfare & Benefits Division

Other requirements:

1. Approved Leave Application (for absences incurred), to be submitted with the following:

- Medical Certificate for sick leave
- Approved Government Clearance for leave applications with 22 or more working days

2. Approved Travel Order and Certificate of Appearance (for travel/s attended on official business and/or official time)



**Duration : 55 minutes for small department
3 hrs & 25 mins for big departments**

How to Avail the Service:

PROCESSING OF PAYROLLS FOR REGULAR EMPLOYEES

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person In- Charge	Fees	Form/s
1	Submit payroll with requirements to the payroll in-charge	Receive payroll and check supporting documents and advice client when to come back for its release	2 mins	Payroll In-charge of respective department	None	None
2		Check completeness of entries in daily time record (DTR) and attachments	30 mins (small depts.) 2 hours (big depts..)	Payroll In-charge of respective department	\ None	None
3		<ul style="list-style-type: none"> ➤ If complete, mark and sign each daily time record and other supporting documents attached for approval ➤ If with lacking documents, inform client of deficiencies 	5 mins (small depts.) 30 mins (big depts.)	Payroll In-charge of respective department	None	None
4		Retain HR file copy of daily time record and supporting documents	1 min	Payroll In-charge of respective department	None	None
5		Record payroll for release	1 min	Payroll In-charge of respective department	None	None
6		Update leave balances and reflect under time and tardiness incurred	15 mins (small depts.) 45 mins (big depts.)	Payroll In-charge of respective department	None	None
7	Receive payroll	Record and release payroll to client	1 min	Payroll In-charge of respective department	None	None
END OF TRANSACTION						