



## MEMORANDUM

**TO:** PLX Timekeeper and Customer Concierge

**FROM:** Payroll, Billing and Collection

**DATE:** 28-Aug-2025

**SUBJECT:** Timekeeping Adjustment Report (TAR) Process

### Purpose

The Timekeeping Adjustment Report (TAR) process ensures accuracy and transparency in payroll and attendance tracking. It is designed to address errors or changes in recorded work hours, including unpaid days, overtime, night differential, and related adjustments.

### Process Flow

#### 1. Adjustment Filing

- Employees must review their timekeeping records for the cutoff period.
- Adjustment requests must be supported with the necessary documents.

#### 2. Locking of Timesheet *(May 17, 2025)*

- Check for credited basic pay and credited overtime.
- Locked timesheets will serve as the basis for adjustments.

#### 3. Submission of Timekeeping (TK) Documents *(May 21, 2025)*

- Coordinators will accept TK documents subject to adjustment.
- Required documents may include DTR, timesheets, and overtime forms.

#### 4. Creation of TAR *(May 22–24, 2025)*

- Coordinators will consolidate and validate TK documents.
- The basis for adjustment includes timesheets, changes of work shift, explanation letters, and overtime forms.

5. **Submission to HR (S&R)** *(May 25, 2025)*

- Coordinators will submit the finalized TAR to HR.
- HR will conduct an audit and process the approved adjustments.

**Basis for Adjustment**

- Timesheet errors
- Change in work schedule/shift
- Missing time logs due to system error
- Unpaid overtime or regular day discrepancies

**Documents to be Submitted**

- Employee timesheet/DTR
- Change shift request form
- Explanation letter (if applicable)
- Overtime form

**Valid Reasons for Adjustment**

- System error
- Employee error
- Wrong or late filing
- Approver's issue

**Reminder**

All employees are advised to strictly follow the TAR process and submit complete and accurate documents to avoid payroll discrepancies. Late or incomplete submissions may result in non-processing of adjustments for the given cutoff.



**Janneth Lajom**  
**Payroll, Billing and Collection Head**