

MEMORANDUM

To : All Concerned Departments
From : Janneth Lajom, PBC Head
Subject : **SCO-MEY Timekeeping Validation Process Flow**
Date : 08-Sep-2025

In line with ensuring accuracy, efficiency, and accountability in our timekeeping and billing process, the following **SCO-MEY Timekeeping Validation Process Flow** shall be strictly implemented and observed:

Step 1: Generate Attendance Sheet

- To be completed 2 days after cut-off, generated from WMS.

Step 2: Timekeeping Process

- To be performed within 2–3 days after attendance sheet generation.

Step 3: Forward TK to Billing/Payroll Associate

- For verification of holidays, rest days (RD), and night differential (ND) plotting.

Step 4: Prepare Proforma Billing

- To be sent via email to the validator, together with the manhour and attendance sheet.

Step 5: Validator Review (3–5 working days)

- Validators may proceed with approval or request revision.

Step 6: Invoice Preparation & Submission

- To be submitted through the approval email trail and endorsed to Department Heads.



Step 7: Monitoring & Tracking

- Update to be reflected in the Expedise Billing Tracker for proper monitoring.

All personnel involved are expected to comply with the above process flow to maintain consistency and accuracy in our payroll and billing operations.

For strict implementation.

A handwritten signature in black ink, appearing to read "JLajom", is positioned above the printed name.

Janneth Lajom
PBC Head