



WORKFORCE | LOGISTICS

To: Workforce Operation	Date: 07-Nov-2025
From: Payroll, Billing and Collection	Memo No: Expedise 11-2025

SUBJECT: FAC Timekeeping and Validation Process

Cut-off Periods:

- 1–15
- 16–31

Process Flow:

1. **HR Biometrics Generation**

- o HR generates biometrics **weekly every Friday** and forward to **Concierge** for overtime preparation.
- o **Final biometrics** are submitted by HR to **Concierge** every **20th** and **5th** of the month.

2. **Overtime (OT) Form Preparation**

- o **2 days** allotted to **Concierge** for preparation of OT forms.
- o Concierge will forward the OT forms to the **Operations Supervisor** for signature.

3. **Timekeeping Preparation**

- o **3 days** allotted to **Concierge** for timekeeping preparation (e.g., M–W–F schedule).
- o For every cut-off, biometrics are provided to the **Concierge** on the 5th and 20th, and finalization is completed by the 10th and 25th, respectively.

4. **Validation by HR**

- o Timekeeper forwards the completed timekeeping to **FAC HR** for validation.
- o **FAC HR** has a **2–3-day validation window**.

5. **Payroll Reference**

- o **2 days before payroll**, the validated timekeeping will be sent by **FAC HR** to **Concierge** and **PBC** as reference for payroll processing.

6. **Post-Payroll and Billing**

- o **1–2 days after payroll**, **FAC Accounting** will send the reverse billing.
- o **PBC** will then issue the **invoice for countering**.


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