

PEPSI: TIMEKEEPING PROCESS TO BILLING SUBMISSION

Cut-off Periods:

1st–15th and 16th–30th

1. Encoding of DTR in Zalamea Portal (5 Days)

The Account Coordinator has 5 days after each cut-off to encode the manual DTR (daily time record), including manual IN/OUT entries and overtime.

1–15 cut-off: Encoding period: 16th–20th

16–30 cut-off: Encoding period: 1st–5th

2. Zalamea Portal Locking and Re-opening

The Zalamea Portal locks 5 days after the cut-off and reopens 3 days later.

Cut-off Locked Date Re-open Date

1–15 21st 24th

16–30 6th 9th

3. Report Extraction by PEPSI HR

PEPSI HR will extract the Zalamea report on the 11th day after cut-off.

Cut-off Locked Date Zalamea Open Report Extraction

1–15 21st 25th 25th

16–30 6th 10th 10th

4. Agency Concierge's Responsibilities (5 Days)

1–15 cut-off: 26th–30th

16–30 cut-off: 11th–15th

Tasks include:

Manual adjustment of raw DTR files, including rest days and offsetting

Validation of all data (e.g., positions, cut-off bracket, other relevant details)

Generation of individual timesheets

Printing of timesheets, attaching corresponding OT forms, and securing customer signatures

5. Approval Process (1–3 Working Days)

Once signed by customers, timesheets and OT forms are forwarded to the Department Head for signature:

1–15 cut-off: 1st–3rd of the following month

16–30 cut-off: 16th–18th of the current month

6. Forwarding to Head Office

The Concierge forwards all signed attachments to the Head Office to be included in the billing submission to Alabang Accounting for counter-checking:
Submission dates: 5th and 20th

7. Accounting Process

Accounting forwards the billing to Sir Aries and Sir Felix in Parañaque for validation and PRF (Payment Request Form) preparation: (2 days: 7th & 21st)
Sir Aries and Sir Felix process the PRF within 10 working days:
8th–17th (for 1–15 cut-off)
22nd–30th (for 16–30 cut-off)

8. Payment Processing

Once the PRF is completed, the billing is transmitted to Alabang Accounting for payment processing. Payment terms commence upon receipt of the billing with PRF by the Alabang office.

9. Additional Invoice Routing

3–5 days for Mr. Vicente's signature
Forwarded to Service Center for payment processing
Finally, forwarded to Treasury for fund release



TIMELINE: 1-15 CUT-OFF

Day / Date	Activity	Responsible
16 – 20	Encode manual DTR & OT in Zalamea	Account Coordinator
21	Zalamea LOCKED	System
24	Zalamea RE-OPENS	System
25	PEPSI HR extracts Zalamea report	PEPSI HR
26 – 30	Adjust DTR, validate data, print & get signatures	Agency Coordinator
1 – 3 (next month)	Department Head signs the timesheets & OT	Dept. Head
5 (next month)	Concierge submits all signed docs to Alabang Accounting	Concierge
7 (next month)	Billing forwarded to Sir Aries & Sir Felix for PRF	Accounting
8 – 17 (next month)	PRF processing period	Sir Aries & Sir Felix
After PRF ready	Transmit to Alabang Accounting for payment	Accounting
+3 – 5 days	Mr. Vicente's signature → Service Center → Treasury	Accounting / Treasury

TIMELINE: 16-30 CUT-OFF

Day / Date	Activity	Responsible
1 – 5	Encode manual DTR & OT in Zalamea	Account Coordinator
6	Zalamea LOCKED	System
9	Zalamea RE-OPENS	System
10	PEPSI HR extracts Zalamea report	PEPSI HR
11 – 15	Adjust DTR, validate data, print & get signatures	Agency Coordinator
16 – 18 (same month)	Department Head signs the timesheets & OT	Dept. Head
20 (same month)	Concierge submits all signed docs to Alabang Accounting	Concierge
21 (same month)	Billing forwarded to Sir Aries & Sir Felix for PRF	Accounting
22 – 30 (same month)	PRF processing period	Sir Aries & Sir Felix
After PRF ready	Transmit to Alabang Accounting for payment	Accounting
+3 – 5 days	Mr. Vicente's signature → Service Center → Treasury	Accounting / Treasury

Prepared by:


Janneth Lajom
PBC Head

