



Document Code:	PBC-DP-001	Revision No.:	
Document Title:	DTR Plotting to Billing Process (ATP-MEX)	Creation Date:	01-Dec-2025
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Document History Log

Status	Effective Date	Description of Change(s)	Initiated by

Prepared by:	Reviewed by:	Approved by:
 Arianne Mongoc	 Janneth Lajom	 Marites Olaso



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
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Document Code:	PBC-DP-001	Revision No.:	
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1. PURPOSE

To define a standardized process for collecting attendance data, computing time records, validating manhours, and completing payroll billing to ensure accuracy, accountability, and timely submission to the client and payroll team.

2. SCOPE

This SOP applies to all activities related to attendance monitoring, timekeeping processing, payroll validation, and billing from biometric data collection up to issuance of sales invoices.

3. ROLES and RESPONSIBILITIES

3.1 Customer Concierge

- 3.1.1 Collect and process attendance data
- 3.1.2 Compute man hour and validate DTR of customers
- 3.1.3 Prepare DTR plotting and man hour summaries
- 3.1.4 Ensure DTR plotting is accurately tallied against the WAS (warehouse attendance Slip) report.
- 3.1.5 Submit documents to Payroll and Client Validator

3.2 On-Floor Supervisor

- 3.2.1 Monitor attendance through WAS (Warehouse Attendance Slip)

3.3 Team Leader

- 3.3.1 Ensure accuracy of on-floor attendance records MPP

3.4 Payroll / Billing Team

- 3.4.1 Complete payroll processing



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3.4.2 Prepare billing and issue sales invoices

4. PROCEDURE

4.1 Attendance Data Collection and Monitoring

4.1.1 Attendance Data Sources

4.1.1.1 Attendance data shall be collected from the following:

- Biometric logs
- Daily Time Records (DTR) and
- Warehouse Attendance Slip (WAS)
- MPP

4.1.1.2 Biometric Log Export

- Biometric logs shall be exported on the 1st and 16th of each month.

4.1.1.3 WAS Monitoring

- WAS monitoring is an on-floor responsibility.
- Attendance monitoring is integrated into the WAS and validated daily.

4.1.1.4 WAS Approval

- WAS shall be reviewed and signed daily by the DC Manager of ATP not later than 10:00 AM.

4.1.1.4 Final Checking

- The Customer Concierge performs the final checking of attendance data prior to processing.



Document Code:	PBC-DP-001	Revision No.:	
Document Title:	DTR Plotting to Billing Process (ATP-MEX)	Creation Date:	01-Dec-2025

4.2 Plotting Processing

4.2.1 Upload of Biometric Data

- Approved biometric logs shall be uploaded to the DTR Processor.

4.3 Encoding of DTR

4.3.1 The customer concierge computes attendance records, including:

- Rendered days
- Overtime (OT)
- Late / Undertime
- Night Differential (ND)
- Other applicable attendance data
- No Rest Day Pay

4.4 Transfer to Timekeeping template

4.4.1 Attendance logs shall be transferred to the Timekeeping Template within 1 working day.

4.5 Encoding of Attendance Details

4.5.1 Encoding of rendered days, OT, ND, and other details shall be completed within 1 working day.

4.6 Preparation of Timekeeping Reports

4.6.1 Create DTR Summary (ATP).

4.6.2 Transfer validated data to the Timekeeping Template (Expedise Template).



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4.7 Submission to Payroll

4.7.1 Finalized timekeeping documents shall be emailed to the Payroll Team.

4.7.2 Payroll Completion

4.8 Submission to Client Validator

4.10.1 The Customer Concierge shall:

4.10.1.1 Email the Timekeeping to the **Client Validator (ATP)** for validation

4.10.1.2 Submit all required hard copy attachments on the same day as email submission

4.9 Client Validator

4.9.1 Upon completion of initial validation, Client HR to prepare HR Manhour Summary.

4.9.2 The HR Manhour Summary shall be based on:

- Payroll Register
- MPP vs. WAS monitoring, coordinated with **Customer Concierge**

4.10 Viber Group Notification

4.11.1 After submission, send a notification message in the designated Viber group confirming that timekeeping summary documents have been sent.

4.11 Continuous Follow-Up

4.12.1 Conduct continuous follow-ups with the Client Validator via email and Viber until validation is completed.

4.12 Post-Validation, Billing, and Invoicing

4.13.1 Review After First Validation

4.13.1.1 Once First Validation is completed:

- Review all corrections and noted variances





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- Confirm accuracy and alignment of data

4.13 Client HR Summary Creation

4.14.1 If all data is accurate and confirmed by Expedise Billing & Payroll team, the Client shall proceed with the creation of FINAL HR Summary.

4.14 Billing and Sales Invoice Issuance

4.15.1 After the client's HR Summary is signed and approved:

4.15.1.1 Payroll/Billing prepares the billing documents

4.15.1.2 Issue the corresponding Sales Invoice

5. TURNAROUND TIME REFERENCE

5.1 Biometric Export: 1st and 16th of the month

5.2 WAS Sign-off: Daily (by 10:00 AM)

5.3 Encoding & Processing: Within 2 working days

5.4 HR Manhour Summary Submission: Immediately after payroll completion

5.5 Client Validation (10 days)

6. COMPLIANCE

All personnel involved must strictly adhere to this SOP. Any deviations, discrepancies, or delays must be documented and escalated to management for review and resolution.



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7. ATTACHMENTS

DIV	DEPT & POS	MPP	January 1, 2026				January 2, 2026				January 3, 2026				January 4, 2026								
			DAILY		OPENING	MID	CLOSING	GY	OPENING	MID	CLOSING	GY	OPENING	MID	CLOSING	GY	OPENING	MID	CLOSING	GY			
			FSC TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
EXPEDISE	SUPERVISOR	91	91	0	0	0	0	0	44	0	39	0	83	49	0	44	0	93	49	0	40	0	89
	TEAM LEADER	2	2					0	1		1	2	1	1	1	2	1	1	1	1	3		
	COORDINATOR	5	5	2				2	2	1	1	1	5	2	1	1	1	5	2	1	1	1	5
	SAFETY OFFICER	-	-					0			0		0		0		0		0		0		0
	ADMIN	-	-					0			0		0		0		0		0		0		0
	RTV HELPER	-	-					0			0		0		0		0		0		0		0
	PICKER	-	-					0			0		0		0		0		0		0		0
	COURIER	-	-					0			0		0		0		0		0		0		0
	RECEIVING HELPER	6	6					0	3	3	6	3	3	6	3	3	6	3	3	6	3	6	6
	ISSUING HELPER	62	62	4				4	11	25	26	62	11	25	26	62	11	25	26	62	11	25	26
	PROGRESS HELPER	-	-					0			0		0		0		0		0		0		0
	PROGRESS RT OPERATOR	-	-					0			0		0		0		0		0		0		0
	BUNDLER	-	-					0			0		0		0		0		0		0		0
	SAMPLER	10	10					0	5	5	10	5	5	10	5	5	10	5	5	10	5	10	10
	SEASONAL/SWIFT TRAINING	-	-					0			0		0		0		0		0		0		0
		85	85	6	0	0	0	6	17	31	30	7	85	22	25	9	26	85	20	32	4	27	85

EXPEDISE

WORKFORCE | LOGISTICS

ACCOUNT: ATP-MEX
 LOCATION : Mexico, Pampanga
 CUT OFF PERIOD : December 16-30, 2025
 PAYROLL PERIOD: January 10, 2026

ATP DC MEXICO WAREHOUSE

HEADCOUNT	DEPARTMENT	LATE/ UNDERTIME	LATE/ UNDERTIME	DAYS RENDERED	BASIC DUTY HRS	WORKED HOURS	REGULAR OVERTIME	REGULAR NIGHT DIFFERENTIAL	SHOT	REMARKS
3	Supervisor	-	-	-	-	-	-	-	-	
7	Team Leader	-	-	-	-	-	-	-	-	
103	Issuing	-	-	-	-	-	-	-	-	
18	Receiving	-	-	-	-	-	-	-	-	
14	Sampling	-	-	-	-	-	-	-	-	
145		-	-	-	-	-	-	-	-	

Prepared by:


 Bernard P. Dimaano
 Billing Specialist

Approved by:

JOEY TAN
 ATP-DCM

Noted by:

EBEL ANN BEATO
 BU-PAN HEAD



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Period Covered : December 16 - 31, 2025

EXPEDISE
SUPPLY CHAIN AND LOGISTICS

No. of Personnel	-
No. of Worked Hrs	-
Regular Hrs	-
Tardiness/Undertime (hrs)	-
Overtime (hrs)	-
Night Differential (hrs)	-
Night Differential OT (hrs)	-
Work on Rest Day (days)	-
Work on Rest Day ND (hrs)	-
Work on Rest Day OT (hrs)	-
Work on Rest Day NDOT (hrs)	-
Legal Holiday (hrs)	-
Legal Holiday Non Working (days)	-
Legal Holidays OT (hrs)	-
Legal Holiday ND (hrs)	-
Legal Holiday NDOT(hrs)	-
Special Holiday (hrs)	-
Special Holiday OT (hrs)	-
Special Holiday Night Diff (hrs)	-
Special Holiday NDOT(hrs)	-
Rest Day Special Holiday (hrs)	-
Rest Day Special Holiday ND (hrs)	-

DC: _____ Date: _____ **Alfamart**

AGENCY	OPENING		MID		CLOSING	
	MPP	Actual	Excess	Comment	GY	
Manager						
Supervisor						
Coordinator						
Team Leader						
Admin						
Picker						
Progress						
RT Operator						
Issuing						
Courier						
Sampler						
Receiving						
RTV						
Marketing						
Bundling						
Others						
Total						

FINAL _____

ACKNOWLEDGED BY: (NAME & SIGNATURE)

AGENCY _____
DCM _____
DDCM _____
HR BRANCH _____

Scanned with CamScanner

Prepared by:

RC G. TAMAYO
HRA SCO

Noted By:

JD PEREZ
HR SCO Supervisor



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
 Expedise.ph