

FINANCE AND ADMINISTRATIVE SERVICE

1. Processing of Permanent/Regular Employee Monthly Payroll for Central Office

Office or Division:	Finance and Administrative Service
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	PSA Central Office regular officials and employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Remittances	Human Resources Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt and control of signed payrolls	Prepare payroll 1.1 Update Salary, Location, Membership to PSEMCO, USE, Provident Fund <ul style="list-style-type: none"> · Salary · Payroll group · Provident Fund Membership · Philippine Statistics Employees MPC (PSEMCO) Membership · Union of Statistics Employees (USE) Membership 	None	4 hours	Administrative Assistant II Administrative Officer IV
	1.2 Compute/Generate/Append appropriate Taxes, Premium Payments for GSIS, USE, Provident Fund, PhilHealth <ul style="list-style-type: none"> · Tax · PhilHealth · Pag-IBIG · GSIS · USE · Provident Fund 	None	4 hours	Administrative Assistant II Administrative Officer IV

1.3 Encode loan deductions (GSIS, Provident Fund, Pag-IBIG, Land Bank) <ul style="list-style-type: none"> · Pag-IBIG · GSIS · LandBank Loan · Other Deduction 	None	5 hours	Administrative Officer IV Administrative Assistant II
1.4 Extract net pay before PSEMCO deductions and e-mail to PSEMCO for billing	None	30 minutes	Administrative Officer IV Administrative Assistant II
1.5. Re-compute/Upload USE deductions to HRD Payroll System	None	1 hour	Administrative Officer IV Administrative Assistant II
1.6 Print the monthly payrolls	None	1 day	Administrative Officer IV Administrative Assistant II Administrative Aide VI
1.7 Print the Remittance Reports	None	2 hours	Administrative Officer IV Administrative Assistant II Administrative Aide VI
1.8 Sort and initial the monthly payrolls	None	5 hours	Administrative Officer IV Administrative Assistant II
1.9 Review and sign the payrolls	None	1 day	Chief Administrative Officer
1.10 Create Payroll Credit System Validation (PACSVL)	None	30 minutes	Administrative Officer IV Administrative Assistant II
1.11 Create/Save Offline Backup and .SNP files	None	1 hour	Administrative Officer IV Administrative Assistant II

1.12 Release to Budget Division	None	10 minutes	Receipt and Control
1.13 Receive complete set of payrolls	None	10 minutes	Receipt and Control
1.14 Assign Obligation Request Status (ORS) of complete set of payrolls and print ORS	None	1 day	Administrative Officer IV
1.15 Review and sign ORS and forward to FAS-OANS for signature	None	10 minutes	Chief Budget Office/Officer-in-Charge (Budget Division)
1.16 Receive ORS and complete set of payrolls	None	10 minutes	Receipt and Control (FAS-OANS)
1.17 Review and sign ORS	None	10 minutes	Assistant National Statistician for FAS
1.18 Forward to Accounting Division	None	10 minutes	OANS-FAS Staff
1.19 Receive complete set of payrolls	None	10 minutes	Receipt and Control (Accounting Division)
1.20 Assign payroll number	None	1 day	Receipt and Control (Accounting Division)
1.21 Verify attachments and computations in the payroll	None	3 days	Administrative Officer II
1.22 Signing of payrolls by the Chief Accountant	None	1 day	Chief Accountant
1.23 Forward to OANS-FAS for approval	None	10 minutes	Assistant National Statistician for FAS
1.24 Receive payrolls	None	10 minutes	OANS-FAS staff
1.25 Sign payrolls	None	1 day	Assistant National Statistician for FAS
1.26 Forward to Cashier Section	None	10 minutes	Administrative Officer V (Cashier Section)

1.27 Sign payrolls	None	1 day	Administrative Officer V (Cashier Section)
1.28 Prepare and sign ADA	None	4 hours	Administrative Officer V (Cashier Section)
1.29 Forward signed ADA to Accounting Division	None	10 minutes	Receipt and Control (Cashier Section)
1.30 Receive signed ADA	None	10 minutes	Receipt and Control (Accounting Division)
1.31 Sign ADA	None	10 minutes	Chief Accountant/Officer-in-Charge (Accounting Division)
1.32 Forward ADA to OANS-FAS for approval	None	10 minutes	Receipt and Control (Accounting Division)
1.33 Receive signed ADA	None	10 minutes	OANS-FAS Staff
1.34 Approve ADA	None	10 minutes	Assistant National Statistician
1.35 Forward approved ADA to Cashier Section	None	10 minutes	OANS-FAS Staff
1.36 Transmit approved ADA to Landbank	None	2 hours and 10 minutes	Administrative Officer V (Cashier Section)
1.37 Clear credited ADA to payroll account	None	1 day	Landbank
TOTAL	None	15 Days	