

2. Processing of Contract of Service Worker (COSW) Bi-monthly Payroll

Office or Division:	Finance and Administrative Service
Classification:	High Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	PSA Central Office regular officials and employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplishment Report	Concerned Division of COSW
Alternative Logbook of Attendance (ALBA)	Concerned Division of COSW
Authority to Transact Business (ATRB)	Concerned Division of COSW
Special Order (SO)	Concerned Division who initiated the training
Certificate of Appearance	Concerned Division who initiated the training
Attendance Sheet	Concerned Division who initiated the training

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Daily Time Records (DTRs)	1.1 Extract DTR data from biometric machine of Central Office (including travel time)	None	4 hours	Administrative Assistant V Administrative Aide VI (Human Resources Division)
	1.2 Email DTR to respective COSW Payroll Focal Person	None	4 hours	Administrative Assistant V (Human Resources Division)
2. Print the received DTR and prepare duly signed necessary attachments such as: - Accomplishment Report - Alternative Logbook of Attendance (ALBA) - Authority to transact Business (ATRB) - Special Order(SO) /Travel Order - Certificate of appearance/ Attendance Sheet		None	1 day	COSW Payroll Focal Person

- Work from Home Form (Annex A, B, E), if applicable				
2. Collate and check for completeness of payroll attachment for signature of Immediate Supervisor and Division Chief: - Obligation Request and Status (ORS) for COSW Payroll - COSW payroll		None	2 days	COSW Payroll Focal Person
4. Transmit payroll with necessary attachments to the Budget Division	4.1 Encode received payroll from COSW for monitoring purposes	None	4 hours	Receipt and Control (Budget Division)
	4.2 Process the following: - Obligation Request and Status (ORS) for COSW Payroll - COSW payroll	None		Administrative Assistant (Budget Division)
	4.3 Process COSW Payroll with corresponding Obligation Request and Status (ORS)	None		Chief Administrative Officer/Officer-in-Charge (Budget Division)
	4.4 Review and sign COSW payroll and ORS	None		Chief Administrative Officer/Officer-in-Charge (Budget Division)
	4.5 Encode outgoing COSW payroll for monitoring purposes and forward to the Accounting Division (AD)	None		Receipt and Control (Budget Division)

4.6 Encode received payroll from BD for monitoring purposes	None	1 day	Receipt and Control (Accounting Division)
4.7 Check the documentary requirements as to the following: - COSW Daily Rate according to contract - Computation of daily amount based on Daily Time Record and Accomplishment Report - Other necessary attachments	None		Accounting Division's Payroll processors
4.8 Review and sign COSW payroll	None		Accountant/Officer-in-Charge (Accounting Division)
4.9 Encode outgoing COSW payroll for monitoring purposes and forward to Cashier Section	None		Receipt and Control (Accounting Division)
4.10 Receive and encode COSW payroll and signed ORS from Accounting Division for monitoring purposes	None		Receipt and Control (Cashier Section)
4.11 Prepare Advice to Debit Account (ADA) and route to AD for signature	None		1 day 1 day
4.12 Review and sign ADA and forward to FAS-OANS	None	Chief Administrative Officer (Accounting Division)	

	4.13 Sign ADA and forward to Cashier Section for transmittal to Landbank	None	Assistant National Statistician for FAS
	4.14 Receive signed ADA and transmit to Landbank for crediting	None	
	4.15 Clear credited ADA to COSW bank account	None	
TOTAL		None	7 days and 4 hours