

Dear All,

This is to remind everyone of the reiteration the following internal rules on time-keeping system usage as stated below.

PSHS RULES AND POLICIES ON TIME-KEEPING SYSTEM USAGE

- 1. IDs shall be issued to all permanent and job order personnel of the agency. Such ID shall be used for identification and timekeeping purposes.**
- 2. The issued ID and the registered finger scan shall be used for every transaction, time-in and time-out.**
- 3. Manual entries of PIN code shall not be allowed.**
- 4. Employees who fail to bring their IDs for *valid reasons* shall fill up Time-in & Time-out Request Form to be approved by the Division Chief concerned. This shall only be allowed for a maximum of 3 times a month.**
- 5. Employees who fail to time-in and time-out brought about by the machine's technical problems such as inability to verify quickly ID and finger prints should be reported to the HRM Unit within the day.**
- 6. In the event of lost of ID, the employee shall report immediately in writing to the HR Office. The report shall be noted by the Unit Head and Division Chief concerned.**
- 7. The replacement of lost ID shall be shouldered by the employee concerned. Likewise, same employee shall time-in and time-out at the HRM Unit during the whole duration of request until such time the new ID is ready.**
- 8. Employees who are on official business should submit S.O.# and certificate of appearance / seminars attended for proper recording purposes.**
- 9. Should there be any change in the official time, the employee concerned should inform the HRM Office 3 days before the implementation of the new official time.**
- 10. At the end of each month, the HRM Office shall generate print copies of DTRs of all employees. Within 5 working days the following month, the employee and his/her immediate supervisor should check and sign the DTRs.**
- 11. To be able to meet the cut-off date, within two (2) days before payroll credit date which is every 10th and 25th of the month, and in order not to delay the general flow of the preparation of salaries, benefits and other forms of remuneration, only duly accomplished DTRs shall be included in the 10th of the month payroll. DTRs checked, signed and submitted after the 3rd working day the following month shall be included in the 25th of the month payroll.**

For our strict compliance.

Thank you.

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