



## 2. Certificate of Net Pay

Certificate of Net Pay is a document that contains an employee's monthly total earnings, breakdown and total of monthly deductions and summary of net salary received during the month.

<b>Office or Division:</b>	Santa Rosa (NE) Water District / Administrative Services - HR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	SRWD's Employee with Plantilla Position			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
❖ One (1) original copy of Request Form		Administrative Services – HR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID***</b>	<b>PROCESSING TIME*</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to HR and submit request form	1. Receive the request form.	None	5 minutes	Administration Services Assistant / Administrative Services Division
2. Wait for the issuance of Certificate of Net Pay.	2. Prepare and sign the Certificate of Net Pay.	None	4 hours	Division Manager / Administrative Services
3. Receive Certificate of Net Pay.	3. Issuance of Certificate of Net Pay to requesting employee.	None	5 minutes	Administration Services Assistant / Administrative Services Division
3.1 End of transaction.	3.1 File received copy of Certificate of Net Pay.	None	5 minutes	Administration Services Assistant / Administrative Services Division
<b>TOTAL:</b>		<b>None</b>	<b>4 hours 15 minutes</b>	
<b>END OF TRANSACTION</b>				