



## 5. Payroll

Payroll is the list of employees that are entitled to receive pay and the amounts that each should receive. Along with the amounts that each employee should receive for time worked or tasked performed, payroll can also refer to a company's records of payments that were previously made to employees, including salaries and wages, bonuses, and withheld taxes, or the company's department that calculates and pays out these amounts.

<b>Office or Division:</b>	Santa Rosa (NE) Water District / Administrative Services - HR			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	SRWD's Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
❖ One (1) original copy of Daily Time Record (DTR)		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.	1. Download Daily Time Record (DTR).	None	1 hour	Data Encoder/ Administrative Services Division
	1.2 Encode, check and print Daily Time Record (DTR).	None	3 days	Administrative Services Assistant/ Administrative Services Division
2. Sign Daily Time Record (DTR).	2. Collect signed Daily Time Record (DTR).	None	1 day	Administration Services Assistant/ Administrative Services Division
	2.1 Approval by HR.	None	1 hour	Division Manager / Administrative Services Division
3.	3. Prepare General Payroll.	None	2 hours	Division Manager / Administrative Services Division
4.	4. Prepare Disbursement Voucher (DV), Budget Utilization Request (BUR) and other supporting documents.	None	1 hour	Accounting Processor / Finance Division
	4.1 Process Disbursement Voucher (DV).	None	1 hour	Senior Accounting Processor / Finance Division
5.	5. Sign Disbursement Voucher (DV).	None	2 hours	Division Manager / Administrative Services Division & Finance Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID***	PROCESSING TIME*	PERSON RESPONSIBLE
6.	6. Approval of Disbursement Voucher (DV) and other supporting documents by the General Manager.	None	4 hours	General Manager
7.	7. Preparation of check.	None	1 hour	Cashier/ Administrative Services Division
8.	8. Signing of check.	None	4 hours	Cashier/ Administrative Services Division & General Manager
9. Receive salaries.	9. Disbursement of salaries.	None	4 hours	Cashier/ Administrative Services Division
<b>TOTAL:</b>		<b>None</b>	<b>6 days and 5 hours</b>	
<b>END OF TRANSACTION</b>				