

Processing of Student Assistants voucher for payment of salary

Schedule of Availability of Service : Monday to Friday (8:00AM – 5:00PM)
except non-working holidays

Who May Avail of the Service : UP Manila Student Assistants

What are the Requirements : accomplished and signed Daily Time Record
photocopy of approved appointment

Duration : Two (2) weeks

How to Avail of the Service:

Step	Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Student Assistant submits to OSA accomplished and signed Daily Time Record for the previous month	Receives and checks the completeness of the Daily Time Record		Scholarship Affairs Officer I	-	Daily Time Record
2		Computes service/time rendered of the Student Assistant		Scholarship Affairs Officer I	-	Daily Time Record
3		Prepares payroll		Scholarship Affairs Officer I	-	Payroll and Daily Time Record
4		Prepares Disbursement Voucher and Obligation Request		Scholarship Affairs Officer I	-	Disbursement Voucher and Obligation Request
5		Signs the payroll, disbursement		OSA Director	-	Payroll, Disbursement

		voucher and obligation request				Voucher and Obligation Request
6		Submits the payroll, disbursement voucher, obligation request, daily time record and appointment to the Accounting Office		Student Assistant	-	Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
7		Conducts pre-audit		Accounting Staff		Payroll, daily time record and appointment
8		Submits to the Office of Vice Chancellor for Academic Affairs		CPC Staff		Payroll, daily time record and appointment
9		Signs the payroll		Vice Chancellor for Academic Affairs		Payroll, daily time record and appointment
10		Forwards the payroll, disbursement voucher, obligation request, daily time record and appointment to the Budget Office		CPC Staff	-	Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
11		Provides budget clearance and signs the obligation request		Budget Officer		Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
12		Returns to the Accounting Office		CPC	-	Payroll, Disbursement Voucher, Obligation Request, daily time

						record and appointment
13		Journalizes entries		Accounting Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
14		Signs the disbursement voucher		Chief Accountant		Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
15		Forwards the payroll, disbursement voucher, obligation request, daily time record and appointment to the Office of the Vice Chancellor for Administration		CPC Staff	-	Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
16		Signs the disbursement voucher		Vice Chancellor for Administration		Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
17		Forwards the payroll, disbursement voucher, obligation request, daily time record and appointment to the Cash Office		CPC Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record and appointment
18		Prepares check		Cash Office Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment

						and check
19		Initials the check		Chief Cashier		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
20		Forwards the payroll, disbursement voucher, obligation request, daily time record and appointment together with the check to the Budget Office		CPC Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
21		Signs the check		Chief Budget Office		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
22		Forwards the payroll, disbursement voucher, obligation request, daily time record and appointment together with the check to the Office of the Vice Chancellor for Administration		CPC Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
23		Co-signs the check		Vice Chancellor for Administration	-	Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
24		Returns the payroll, disbursement voucher, obligation request, daily time record, appointment and check to the Cash Office		CPC Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check

25		Receives the payroll, disbursement voucher, obligation request, daily time record, appointment and check. Records the check to the Cash Book		Cash Office Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
26		Detach disbursement voucher, obligation request, daily time records and appointments and endorses to the check and payroll to the cashier		Cash Office Staff		Payroll, Disbursement Voucher, Obligation Request, daily time record, appointment and check
27		Encash the check from the bank		Cashier	-	Check
28		Releases salary to student assistant		Cashier	-	Payroll
29	Presents validated Identification Card ; Receives the salary and signs the payroll					
END OF TRANSACTION						