



Human Resources & Payroll Process Flowchart

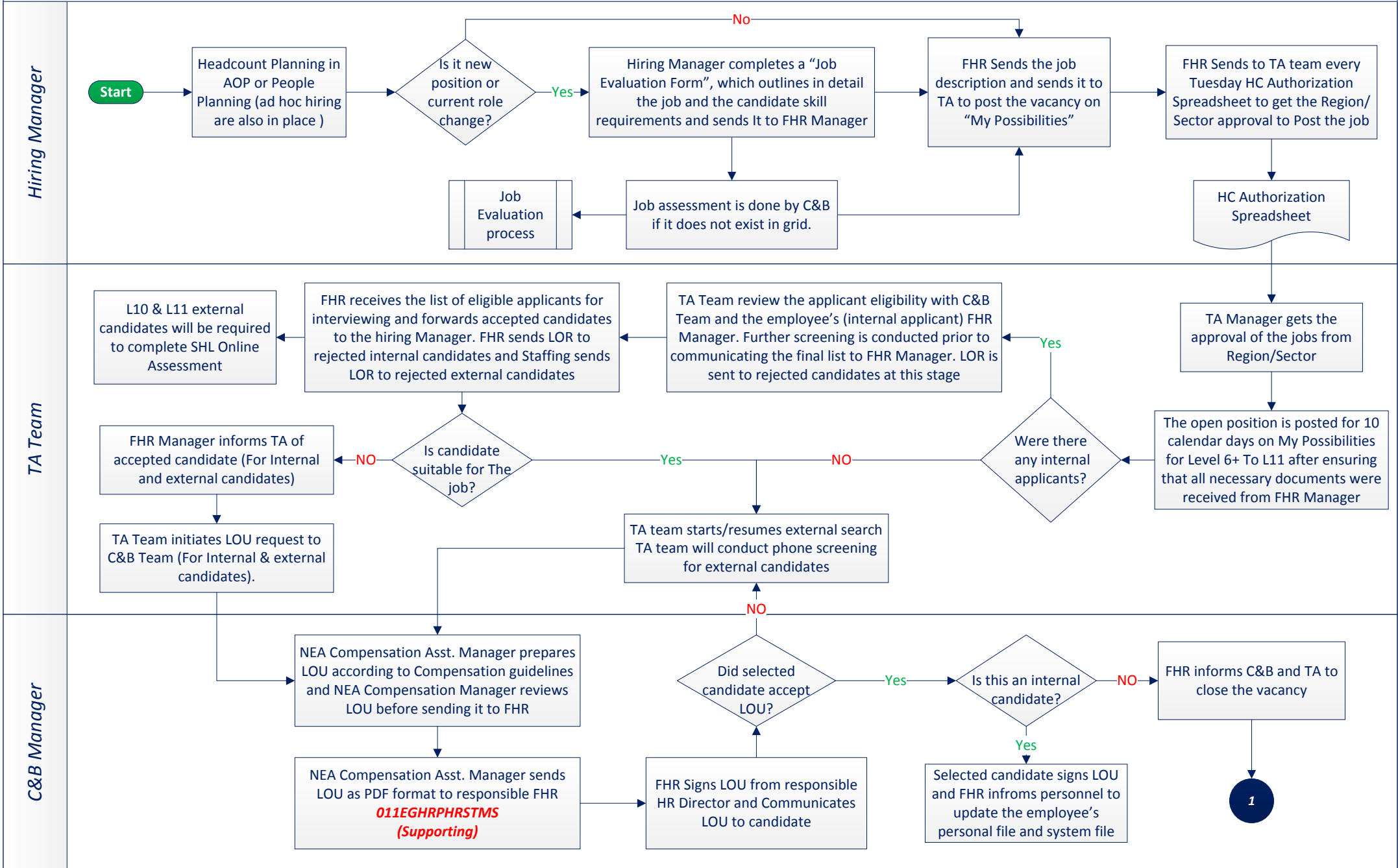


Human Resources & Payroll *Process Flowchart*

1. HR & Payroll – Staffing L6 to L11
2. HR & Payroll – Hire Personnel
3. HR & Payroll – Terminate Employees
4. HR & Payroll – Time Recording
5. Performance Management
6. PMP – Salary Increase
7. PMP – Bonus
8. C&B Process – Job Evaluations (JE)
9. Vacation Processing
10. HR & Payroll – Payroll Data Maintenance
11. HR & Payroll – Payroll and Payment
12. Accounting and General Ledger

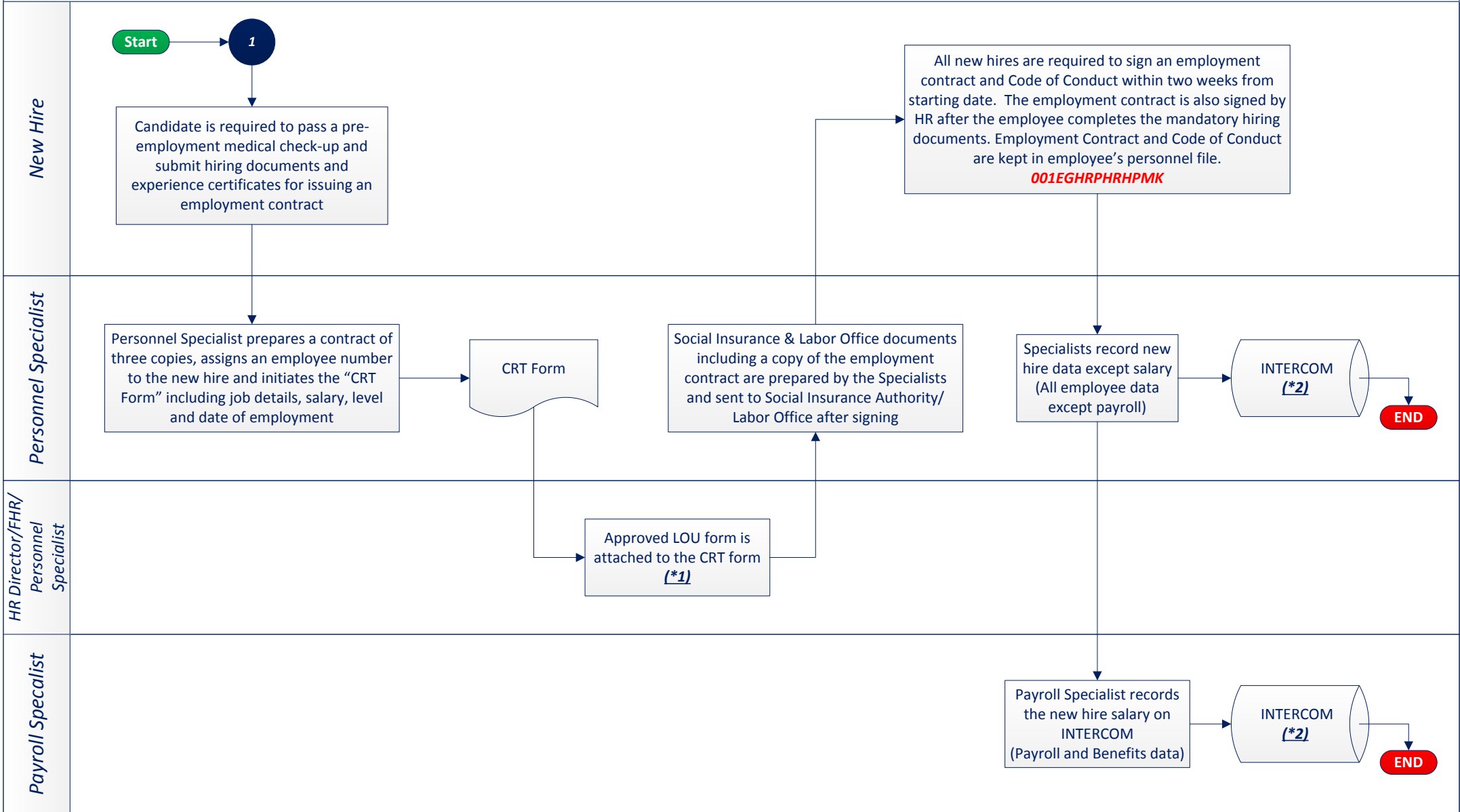
1 – HR & Payroll – Staffing L6 to L11 Process Flowchart

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2 – HR & Payroll – Hire Personnel Process Flowchart

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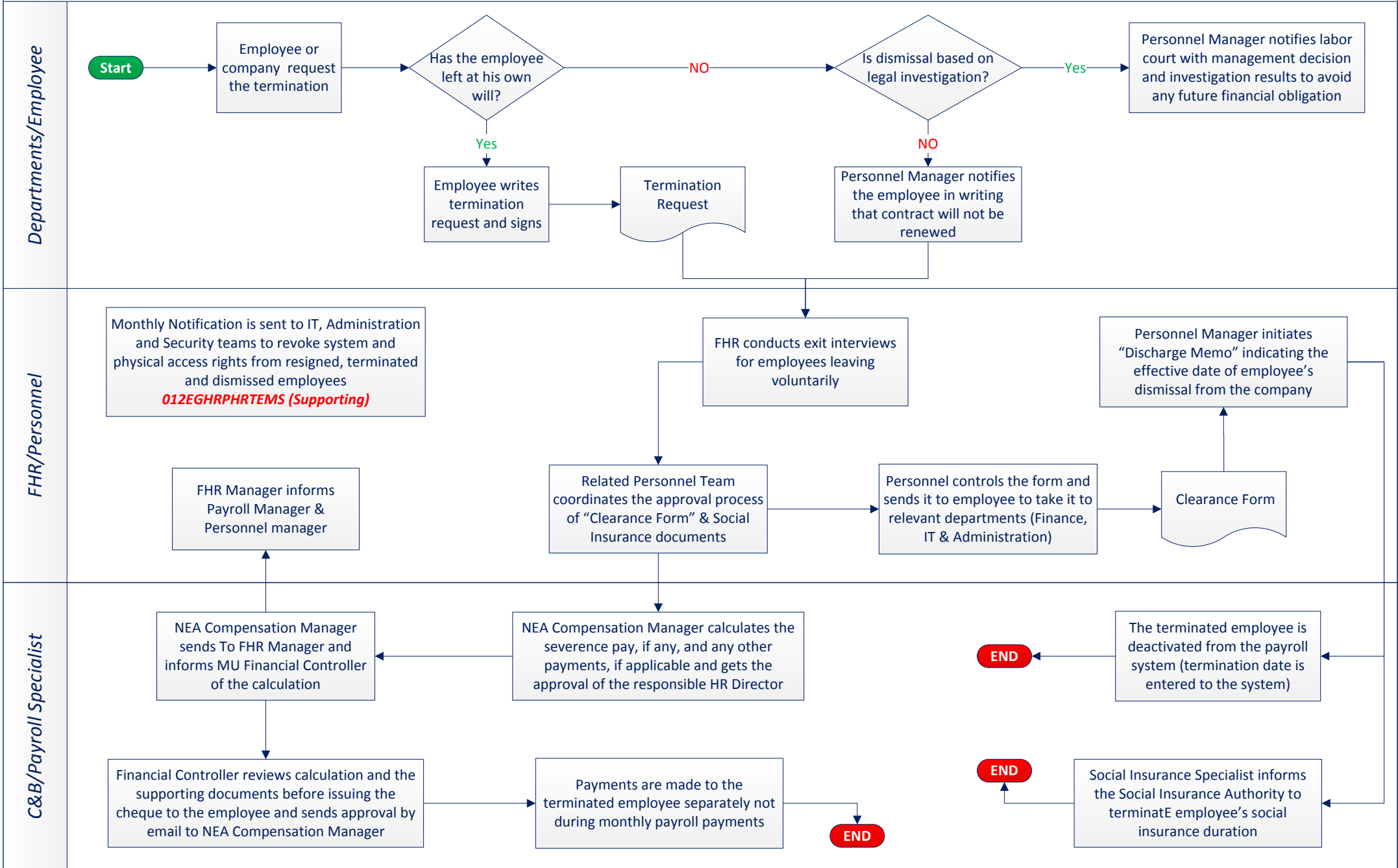


(*1) - On-boarding schedule is prepared and HR policies are accessible to all relevant employees.

(*2) - Access to the payroll master file is restricted And only authorized users have access to Payroll master file based on on management authorization with proper SOD (002EGHRPHRHPMK)

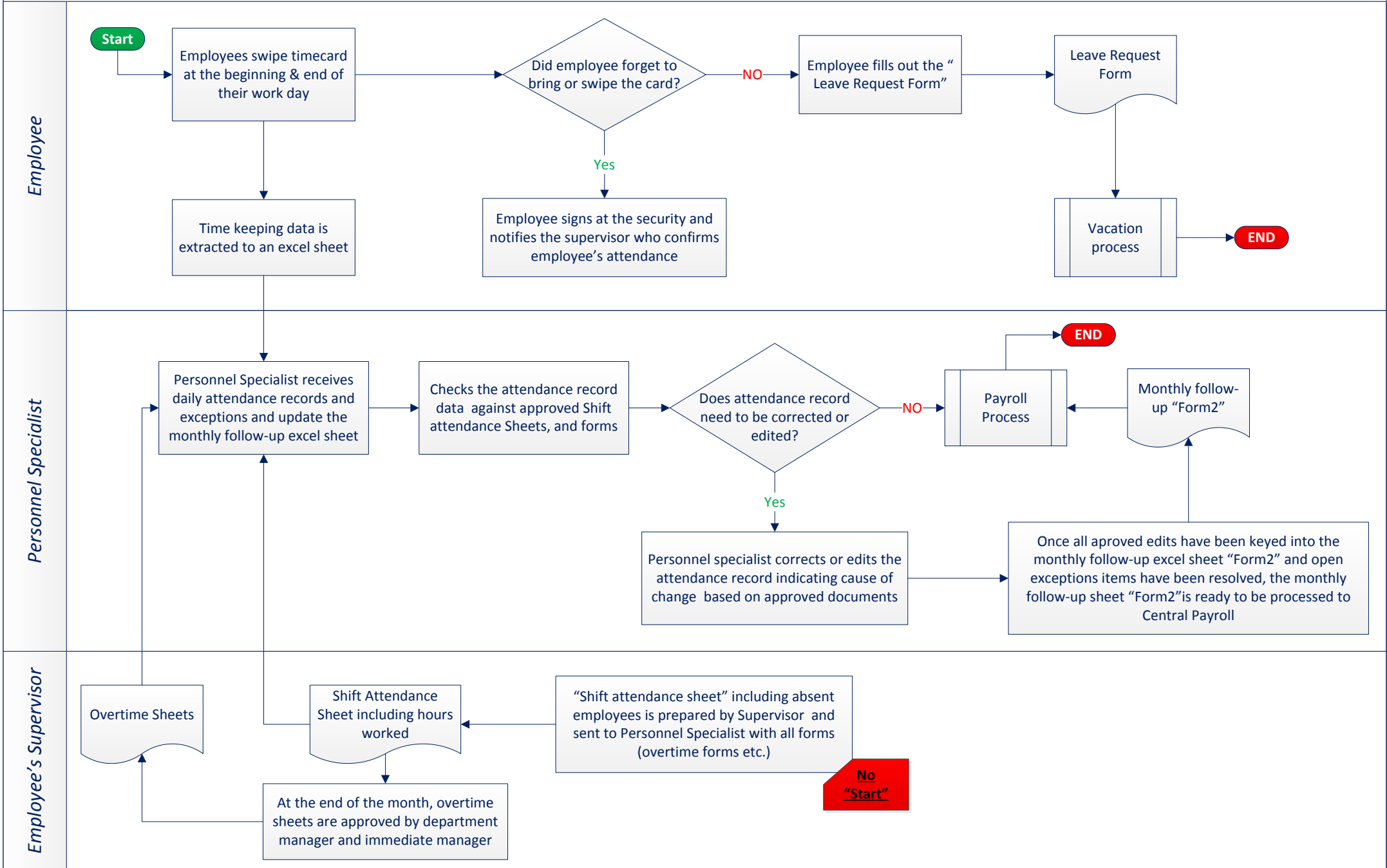
3 – HR & Payroll – Terminate Employees Process Flowchart

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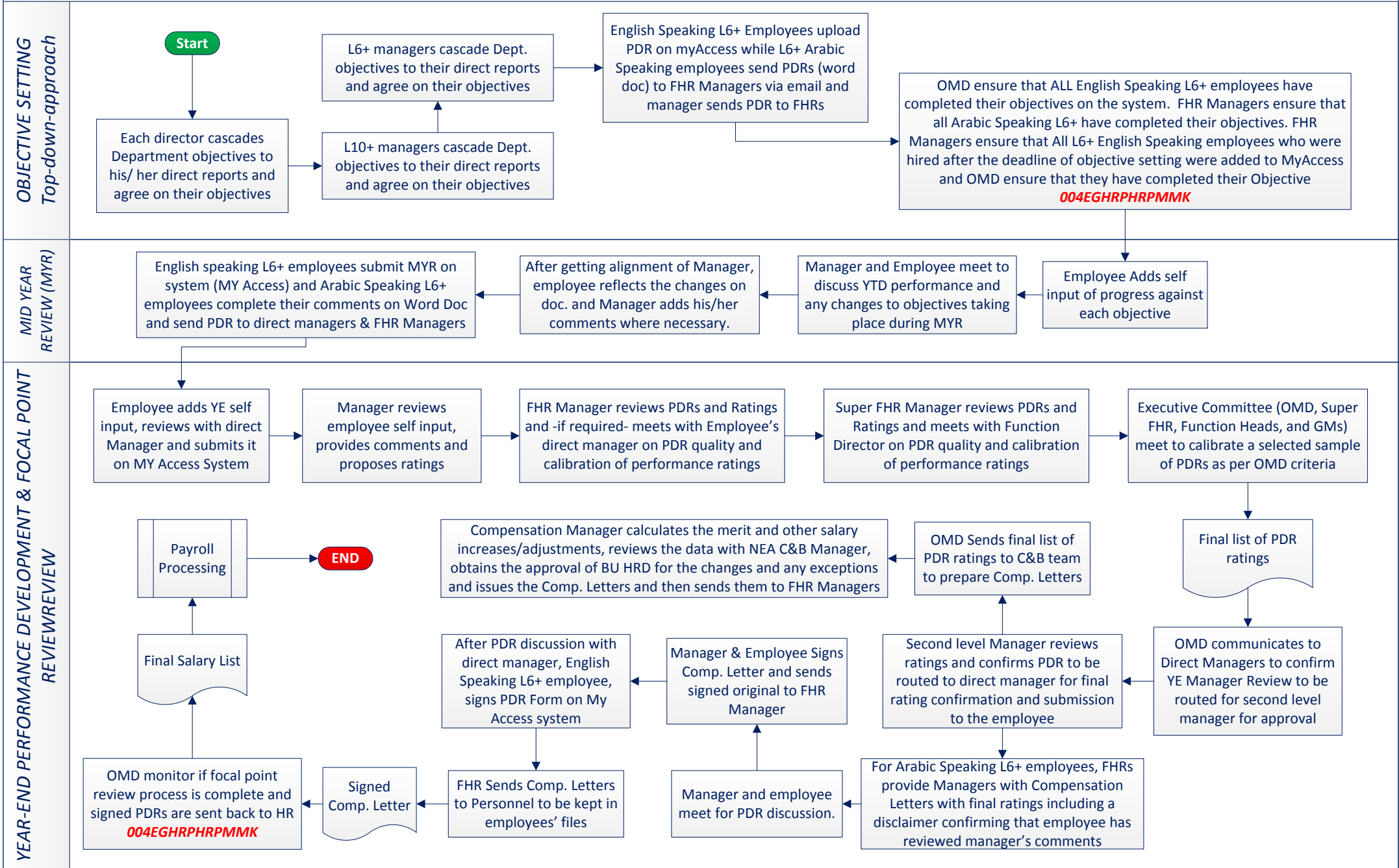
4 – HR & Payroll – Time Recording Process Flowchart

Scope: Non-sales Staff



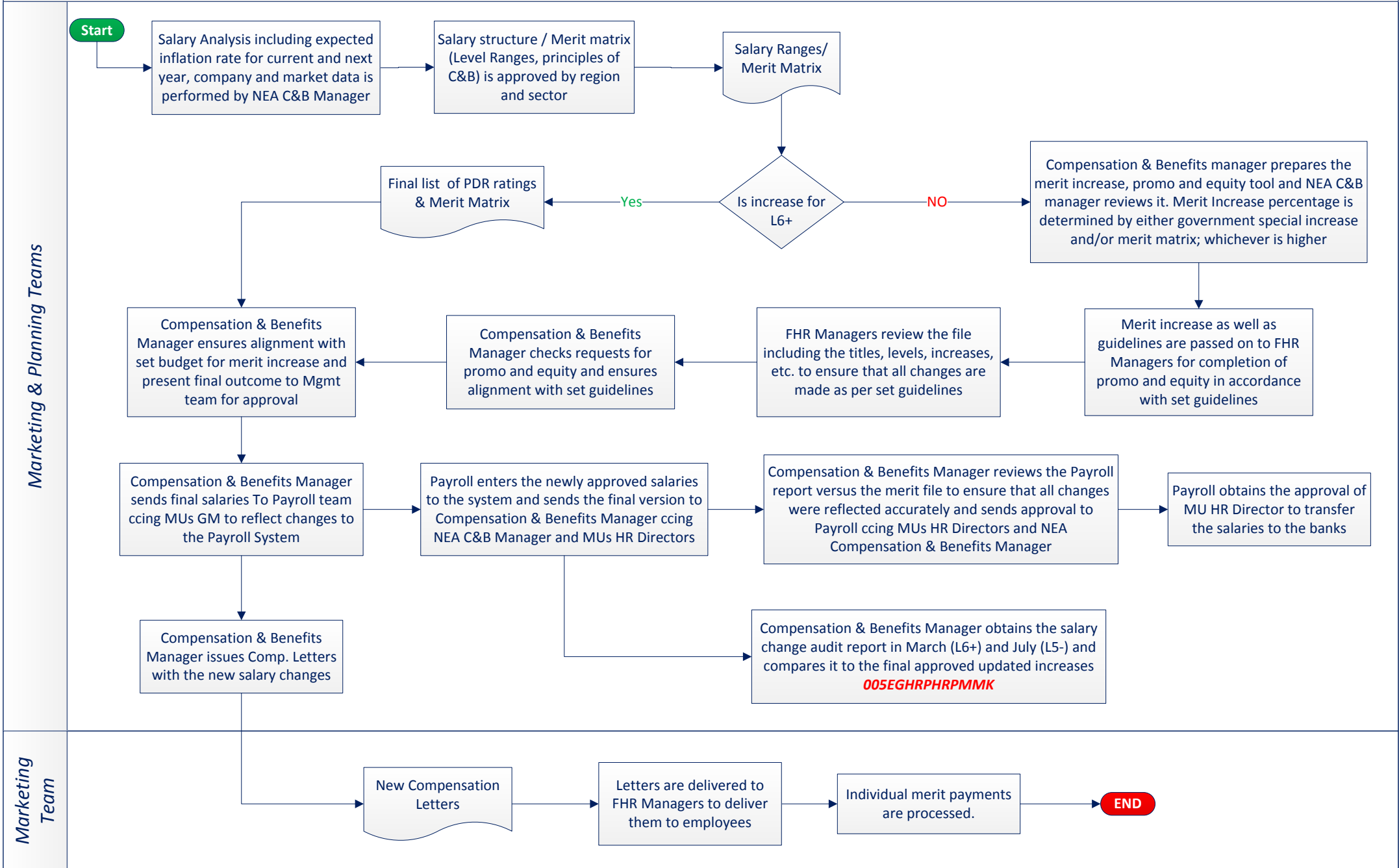
5 – Performance Management Process Flowchart

Employee / Employee's manager / FHRs



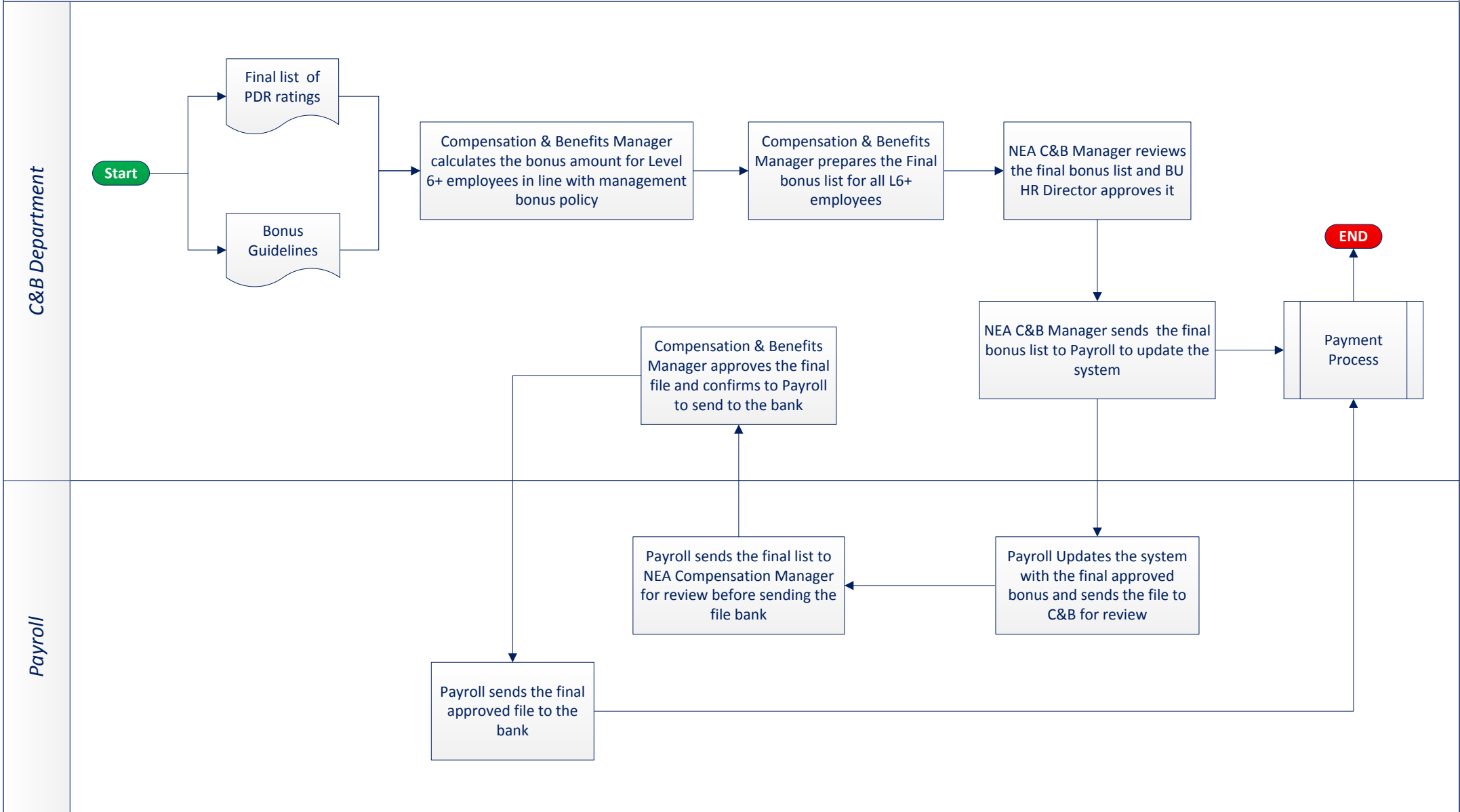
6 – PMP – Salary Increase Process Flowchart

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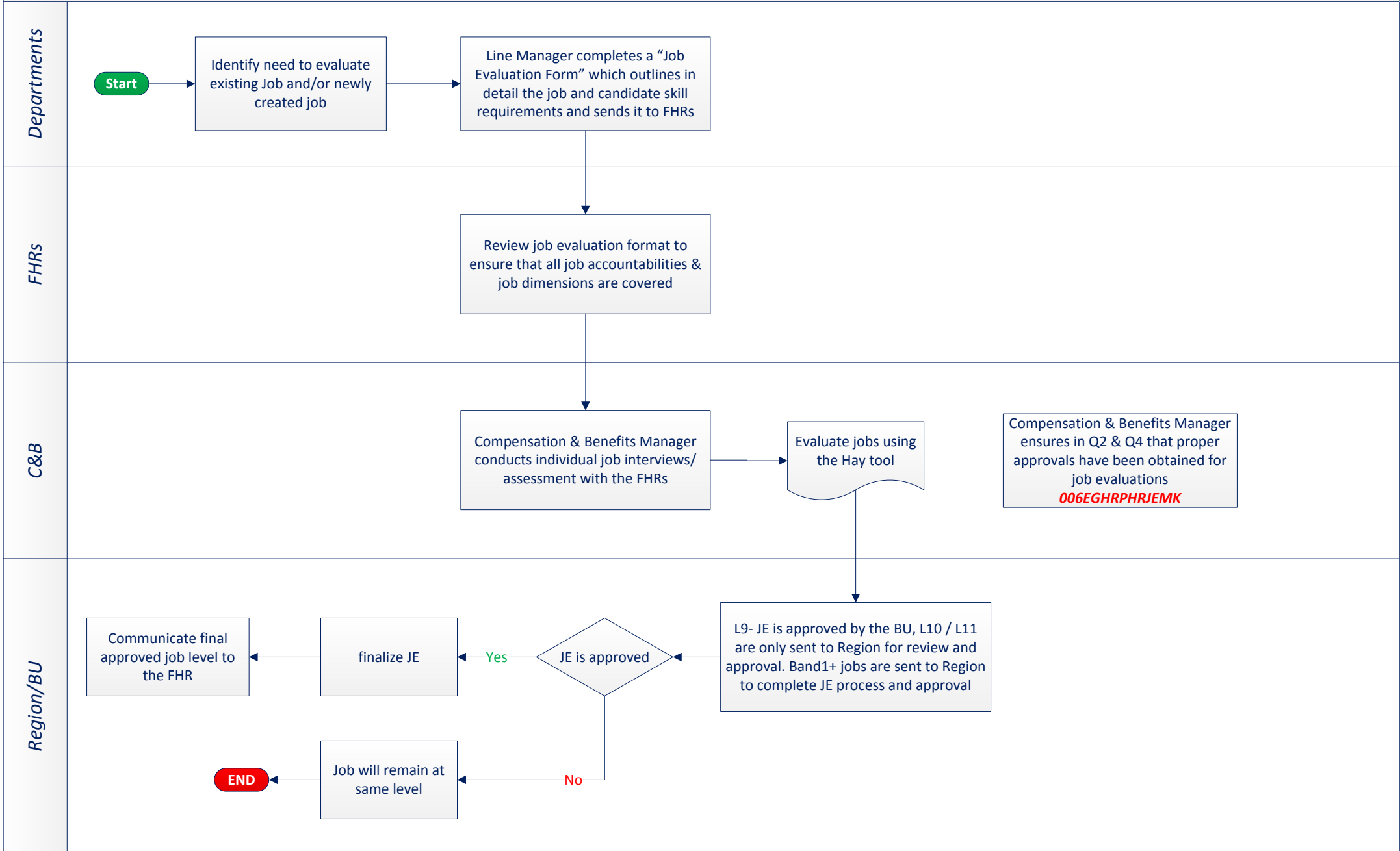
7 – PMP – Bonus Process Flowchart

Bonus



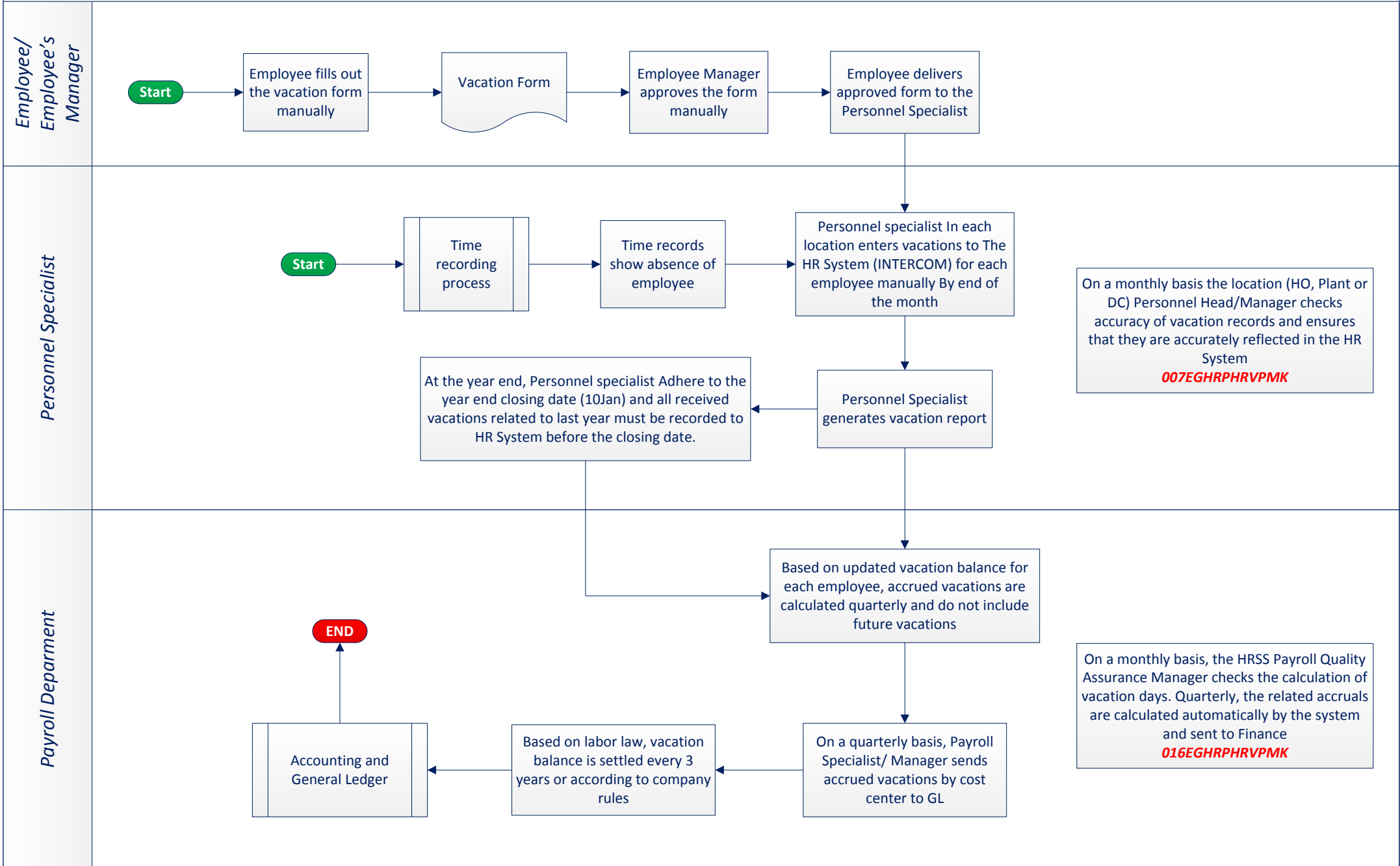
8 – C&B Process – Job Evaluations (JE) Process Flowchart

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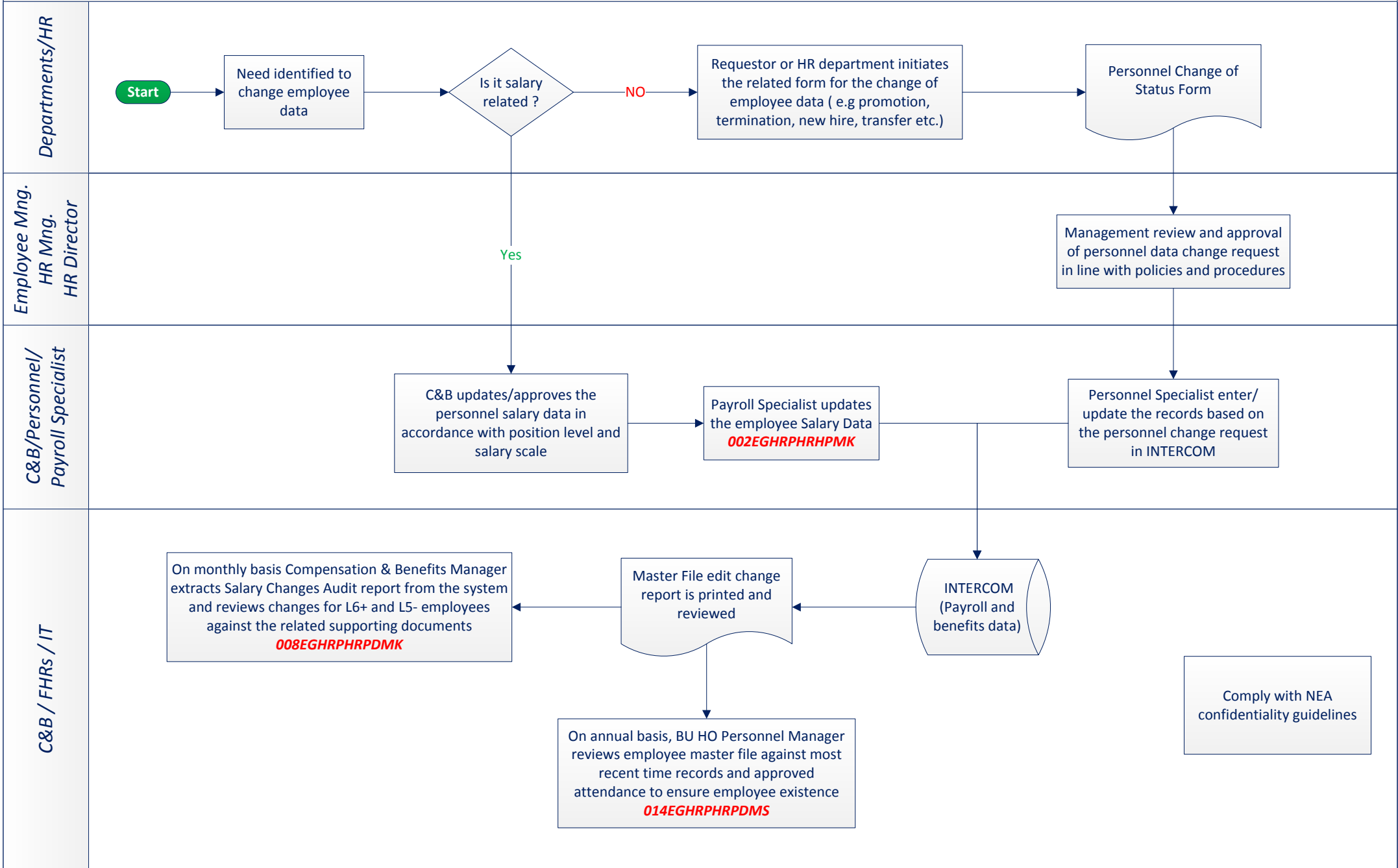
9 – Vacation Processing Flowchart

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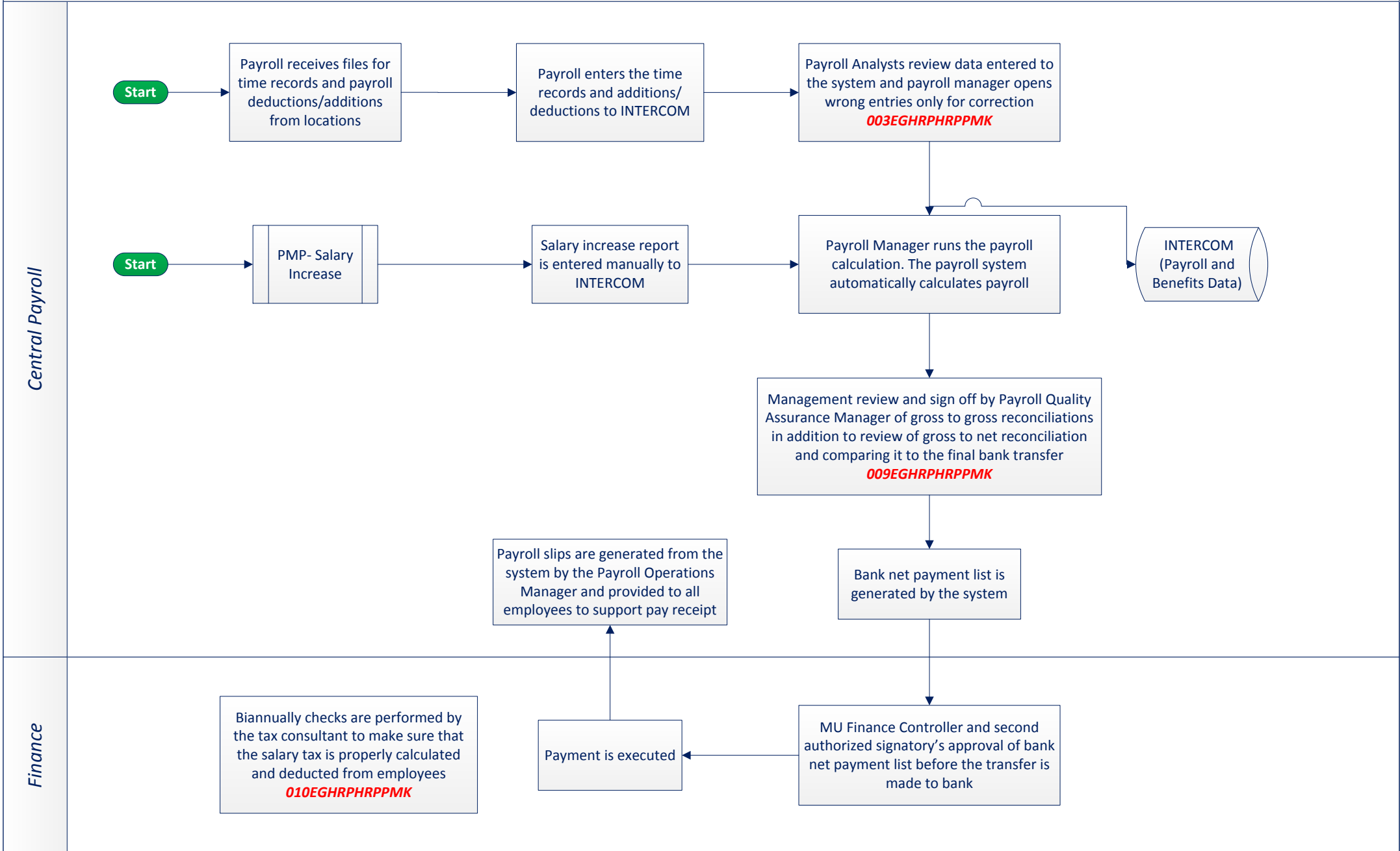
10 – HR & Payroll – Payroll Data Maintenance Process Flowchart

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11 – HR & Payroll – Payroll and Payment Process Flowchart

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12 – Accounting and General Ledger Process Flowchart

