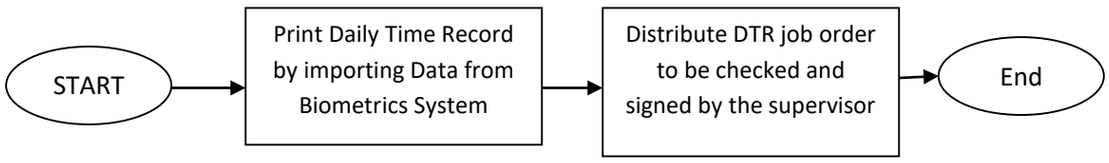
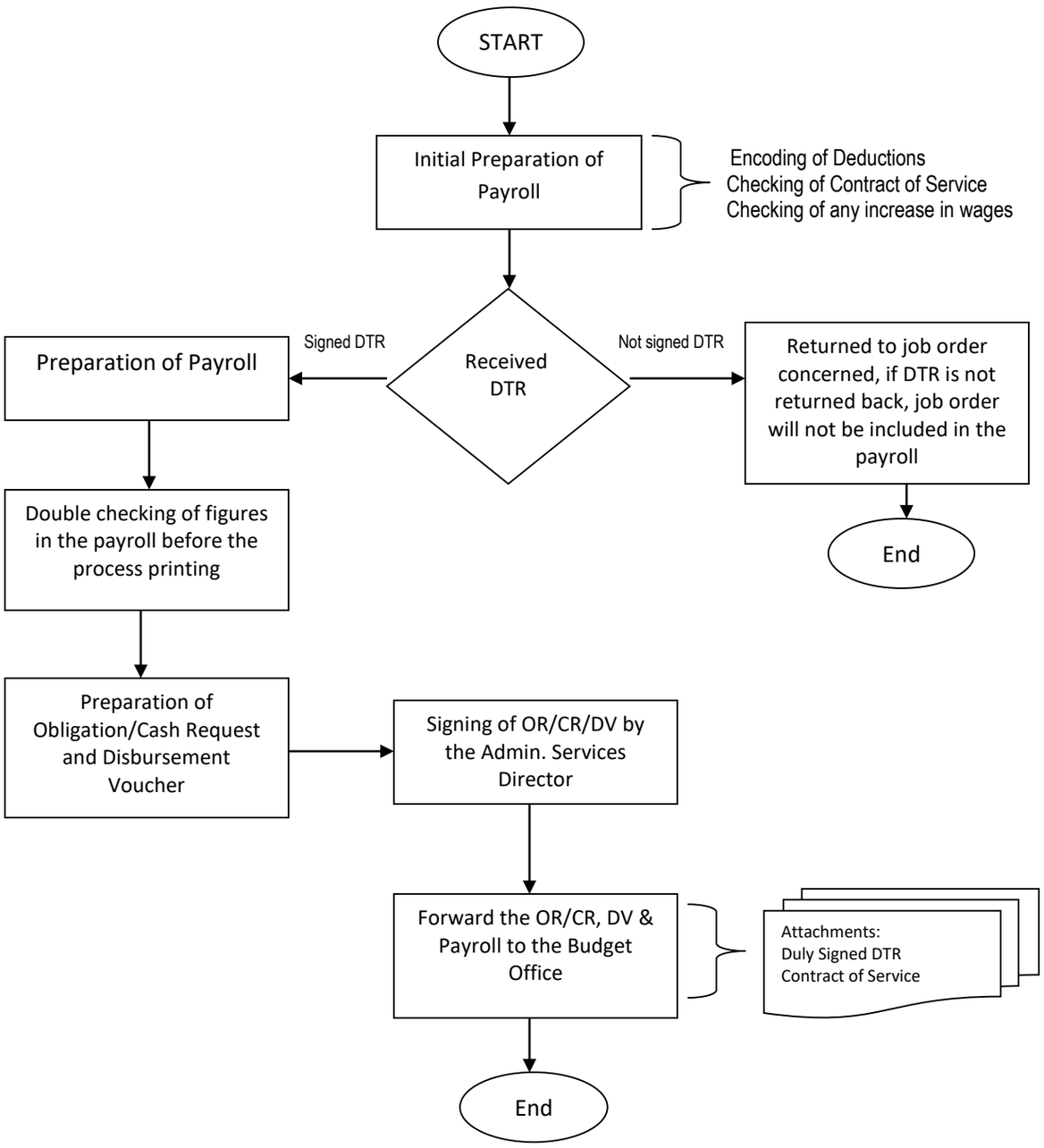
FLOWCHART OF PAYROLL PREPARATION FOR JOB ORDERS

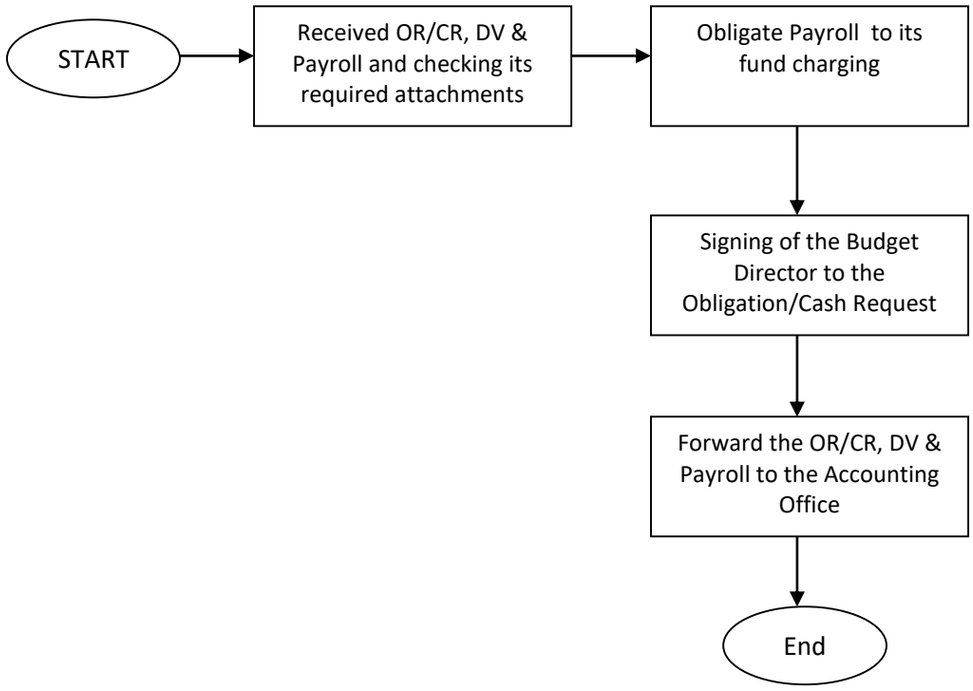
Step 1. MISO OFFICE



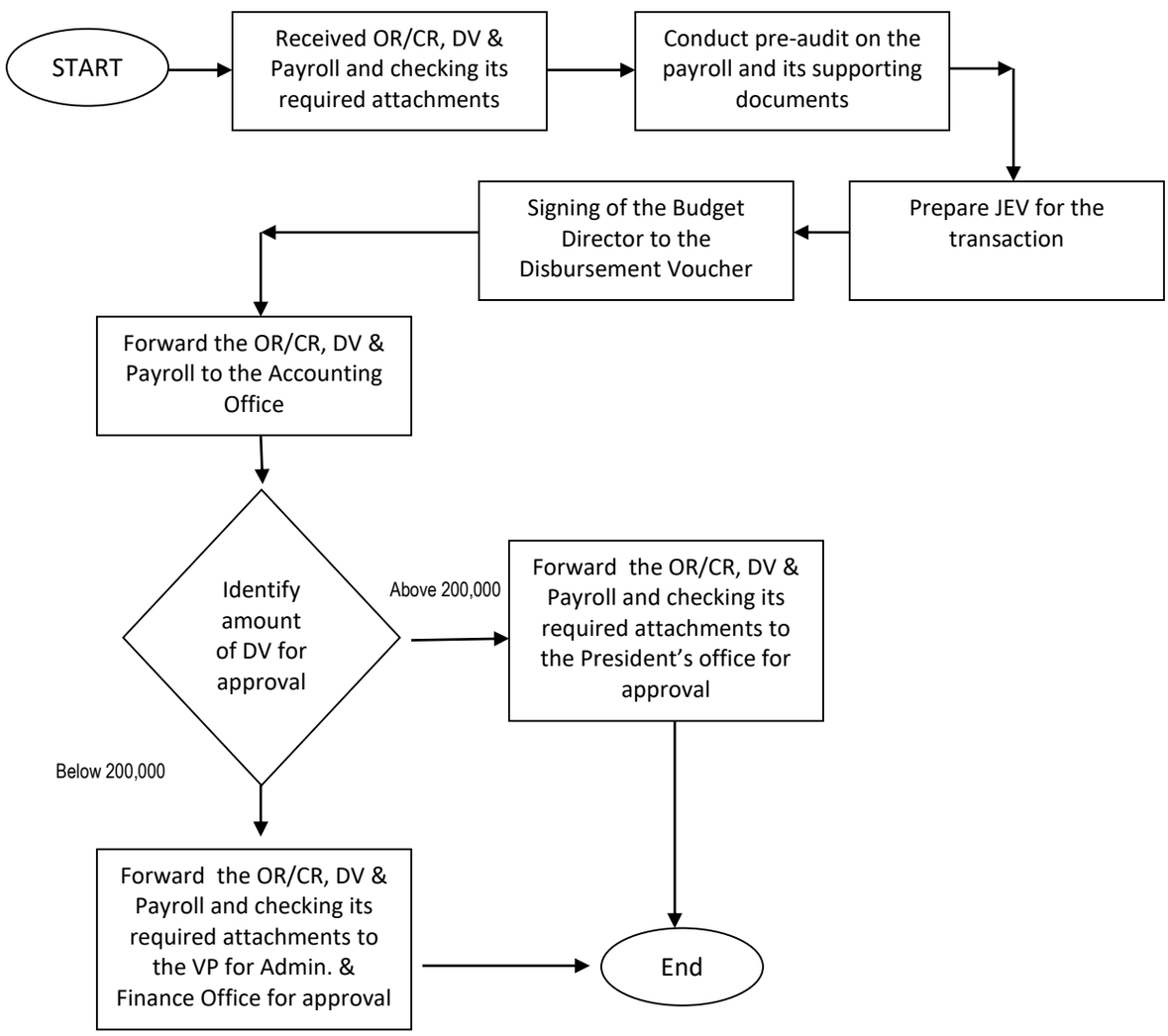
Step 2. ADMINISTRATIVE SERVICES OFFICE



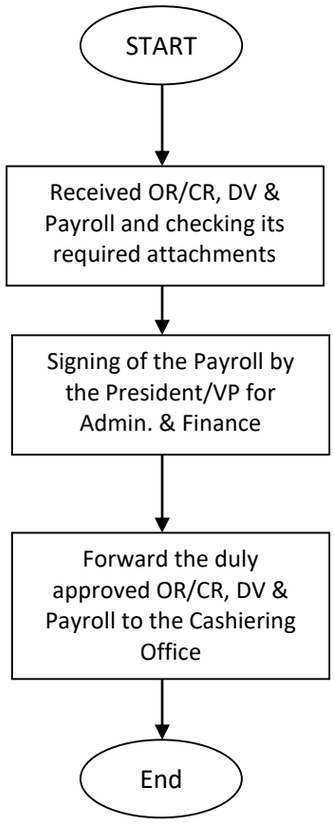
Step 3. BUDGET OFFICE



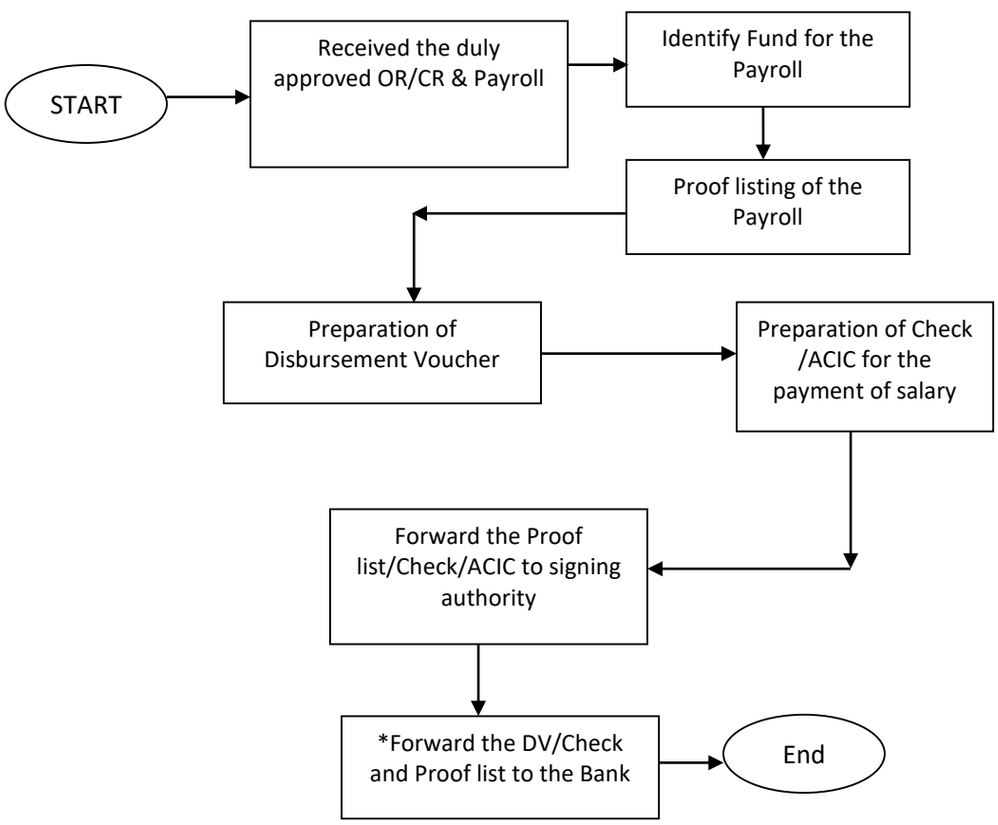
Step 4. ACCOUNTING OFFICE



Step 5. PRESIDENT'S OFFICE/VP FOR ADMIN. & FINANCE OFFICE



Step 6. CASHIERING OFFICE



* If MDS – 24 hours clearing
If non MDS – same day