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|  | RESOURCE LIBRARY – ACCOUNTING Payroll | <i>CODE:</i> 05.01.050 |
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OBJECTIVE:目的:

- To establish guidelines for paying salaries and wages to the employees in a timely and orderly manner, to ensure proper operation of the payroll system.
为及时有序地发放工资给雇员建立相关程序，确保薪酬系统的正常运转。

APPLICATION:应用:

- Attendance record period is from the 21st of last month to the 20th of this month, and the salary payment will be paid out during the first week of the following month. The payment will be postponed in case of weekends and public holidays accordingly.
考勤周期为上一个月21日至本月20日，次月第一周发放上一个月21日至本月20日的工资，如遇节假日顺延。
- Each department has to complete attendance records in the system or weekly sign in/out sheet before the 22nd of each month. After verification of the attendance records, HR will submit them together with the Leave Application Forms to Finance Department before the 24th of each month.
各部门需要在22日前在考勤系统中完成考勤确认或每周员工考勤签到/签退表，人力资源部确认后每月24日前将系统及相关休假申请表提交至财务部。
- For the new staff, HR department needs to provide the offer letters to Finance Department with the attachment of copy of ID card and bank card number information.
对于本月新入职的员工，人力资源部需将入职员工的录取通知书交至财务部，并附该员工身份证及银行卡复印件。
- For those staff whose salary has been adjusted, HR department needs to provide a summary of salary adjustment list, attached with the “Change of Salary /Status” forms which have been approved by GM.
对于本月工资有变动的员工，人力资源部需提供一份员工工资调整汇总表，并后附这些员工经总经理签字确认的“薪资/状态变更”表。
- For resigned or terminated staff, HR department needs to provide a summary of resigned or terminated employee list attached with “Change of Salary/ Status”, “Staff Check in/out List” and “Final Settlement” which have been approved by GM.
对于本月终止合同或辞职的员工，人力资源部需提供一份员工离职汇总表，并后附这些员工经总经理签字确认的“薪资/状态变更”表，“员工离职物品签收单”以及“最终结算单”。
- For payment of overtime and other allowances, HR department needs to provide a summary of overtime list to Finance Department. In the summary of overtime list, HR department should clearly state which overtime request is entitled to compensation salary and which one is to get compensation day-off later approved by GM. The attachments of it are “Overtime Request Form” and “Allowance Detail List” which have been approved by GM. Full procedure as described in the policy “Overtime Payment Procedures”.
对于本月需支付给员工的加班费及其他补助，人力资源部需提供一份加班费汇总表交至财务部。在该汇总表中，人力资源部要根据总经理的批准，明确哪些加班需要补工资，哪些加班需要日后补休，并后附相应的经总经理签字的“加班申请表”及“其他补助明细表”交至财务部。有关加班申请及补偿的流程详见人力资源部的“加班补偿流程”。

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- For deduction of employee ledger, AR needs to provide summary list to Payroll Master with the signatures of DOFC and GM before the 22nd of each month.
 对于本月需要扣款的员工挂账，财务部应收会计需在每月22日前提供一份经财务总监及总经理签字确认的员工挂账汇总表。
- Payroll Master will complete the payroll based on the attendance records in the system and all summary lists before the 28th each month.
 薪酬主管根据考勤系统及相应附件于每月28日前完成月度工资汇总并完成薪资报告。
- The payroll list will be sent to HRD for checking and signature then.
 薪酬主管完成的薪资报告需交至人力资源总监核查签字。
- The payroll list with the signature of HRD will be checked and signed by DOF and finally approved by GM.
 人力资源总监核查过的薪资报告交至财务总监核查签字后交至总经理批准。