



<b>Title:</b>	FACULTY MANUAL	<b>Reference No.</b>	OPR-1803-0-14-001
		<b>DEPARTMENT</b>	HUMAN RESOURCES
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# FACULTY MANUAL

<b>Date of Effectivity</b>	1 August 2023	<b>Control Mark</b>	
<b>Supersedes</b>	1 December 2019	QMO Reviewed	Page 1 of 147

## SECTION 11: PAYROLL COMPLAINT PROCESS

For those who may have payroll adjustment requests, the following must be observed:

- a. Accomplish a Payroll Dispute Form;
- b. Indicate the date of payroll and the amount of deductions;
- c. Attach the pay slip and other pertinent documents/records, e.g., OB, Leave form, certifications, etc;
- d. Submit all documents to the HR;
- e. HR and Payroll Office shall review the claim, and should the complaint be valid, additions and/or deductions shall be made in the pay computation and released on the next pay day.

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