Salary Management Flow - Creation of Salary Statement and Payoff

Departments	Admin Staff	Manager of Comprehensive Department	Deputy Manager	General Manager	Cashier

Materials should be submitted before the 3rd of each month:
1. Cheking-in of last month
2. Employees' performance assessment result from department heads

Admin staff:
1. Monthly attendance sheet
2. Summary sheet of monthly performance assessment
3. Details of newest employees
4. Details of monthly housing fund.

Check the salary before the 10th of the month. provide the statements of monthly salary.

Review: Ensure the accuracy of salary payment

Endorsement: confirm the salary amount

Pay salary

Sales Manager: Detail list of monthly sales commission

Assessment

Hand out the salary sheet