

JADUAL PROSESAN GL/GAJI TAHUN 2015

| AKTIVITI | HARI / BULAN | | | | | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|
| | JAN | FEB | MAC | APR | MEI | JUN | JUL | OGO | SEP | OKT | NOV | DIS | Jan 16 |
| LEJAR AM (GL) | | | | | | | | | | | | | |
| (1) TARIKH PROSES PENUTUPAN BULANAN | 29 (Khamis) | 26 (Khamis) | 31 (Selasa) | 30 (Khamis) | 31 (Ahad) | 30 (Selasa) | 30 (Khamis) | 30 (Ahad) | 30 (Rabu) | 29 (Khamis) | 30 (Isnin) | 31 (Khamis) | |
| (2) TARIKH JANA LAPORAN BULANAN BN DAN LAPORAN BULANAN PTJ | | 1 (utk Jan) | 1 (utk Feb) | 1 (utk mac) | 4 (utk Apr) | 1 (utk Mei) | 1 (utk Jun) | 2 (utk Jul) | 1 (utk Ogos) | 1 (utk Sep) | 1 (utk Okt) | 1 (utk Nov) | 3 (utk Dis) |
| (3) TARIKH MENCETAK LAPORAN UNTUK BN | | 2 (utk Jan) | 2 (utk Feb) | 2 (utk Mac) | 5 (utk Apr) | 2 (utk Mei) | 2 (utk Jun) | 3 (utk Jul) | 2 (utk Ogos) | 4 (utk Sep) | 2 (utk Okt) | 2 (utk Nov) | 4 (utk Dis) |
| GAJI (PAYROLL) | | | | | | | | | | | | | |
| (1) TARIKH AKHIR PENERIMAAN DOKUMEN DARI PTJ | 8 | 1 | 8 | 7 | 7 | 8 | 28 / 6 | 9 | 3 | 7 | 9 | 3 | |
| (2) TARIKH SEMAK LULUS & PROSES GAJI DI BN | 11 - 18 | 1 - 8 | 9 - 18 | 8 - 16 | 10 - 19 | 9 - 17 | 29/6-2/7 | 10 - 18 | 6 - 10 | 8 - 15 | 10 - 18 | 6 - 10 | |
| (3) TARIKH JANA LAPORAN GAJI | 19 | 9 | 19 | 19 | 20 | 18 | 5 | 19 | 13 | 18 | 19 | 13 | |
| (4) TARIKH MENCETAK LAPORAN | 19 | 10 | 19 | 19 | 20 | 18 | 6 | 20 | 14 | 19 | 22 | 14 | |
| (5) TARIKH BAYARAN GAJI | 22 | 12 | 25 | 23 | 25 | 25 | 9 | 25 | 17 | 22 | 25 | 17 | |
| (6) TARIKH PROSES PENUTUPAN BULANAN | 22 | 15 | 23 | 22 | 24 | 21 | 22 | 23 | 21 | 22 | 23 | 21 | |

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