## 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 3 <sup>rd</sup> of each month: 1. Checking-in of last month; 2. Employees' performance assessment results from department heads. Sales Manager: Detail list of monthly sales commission	Admin staff: 1. Monthly attendance sheet; 2. Summary sheet of monthly performance assessment; 3. Details of newest employees; 4. Details of monthly housing fund. Assessment	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