



DOCUMENTING PROCEDURES IN THE PAYROLL SOP OF PT VISTA MEGA JAYA



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Company Overview



PT Vista Mega Jaya is a stainless steel and iron fabrication company that manufactures a wide variety of office and industrial equipment

Department of Finance

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Literature Review



Accounting Information System

A system that processes financial data to support the management and control of a company



Procedure

A standard method or approach for carrying out a specific task



Documentation

Explaining how a system works through descriptions, diagrams, and written explanations



Salaries and Wages

The most common form of compensation is a salary or wages



Payroll System

The business process that manages payments to employees



Flowchart

A symbolic diagram that illustrates the flow of data.

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Research Problem

PT Vista Mega Jaya does not yet have a well-documented payroll SOP. This situation creates a risk of inconsistencies in the payroll process, leads to recording errors, results in weak internal controls, and makes it difficult to transfer knowledge to new employees

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Solutions

Develop systematic and comprehensive payroll SOP documentation, complete with flowcharts to clarify workflows and the division of tasks, and to strengthen internal controls. Here is the QR code for the generated solution:

SCAN HERE



PT VISTA MEGA JAYA PAYROLL SOP

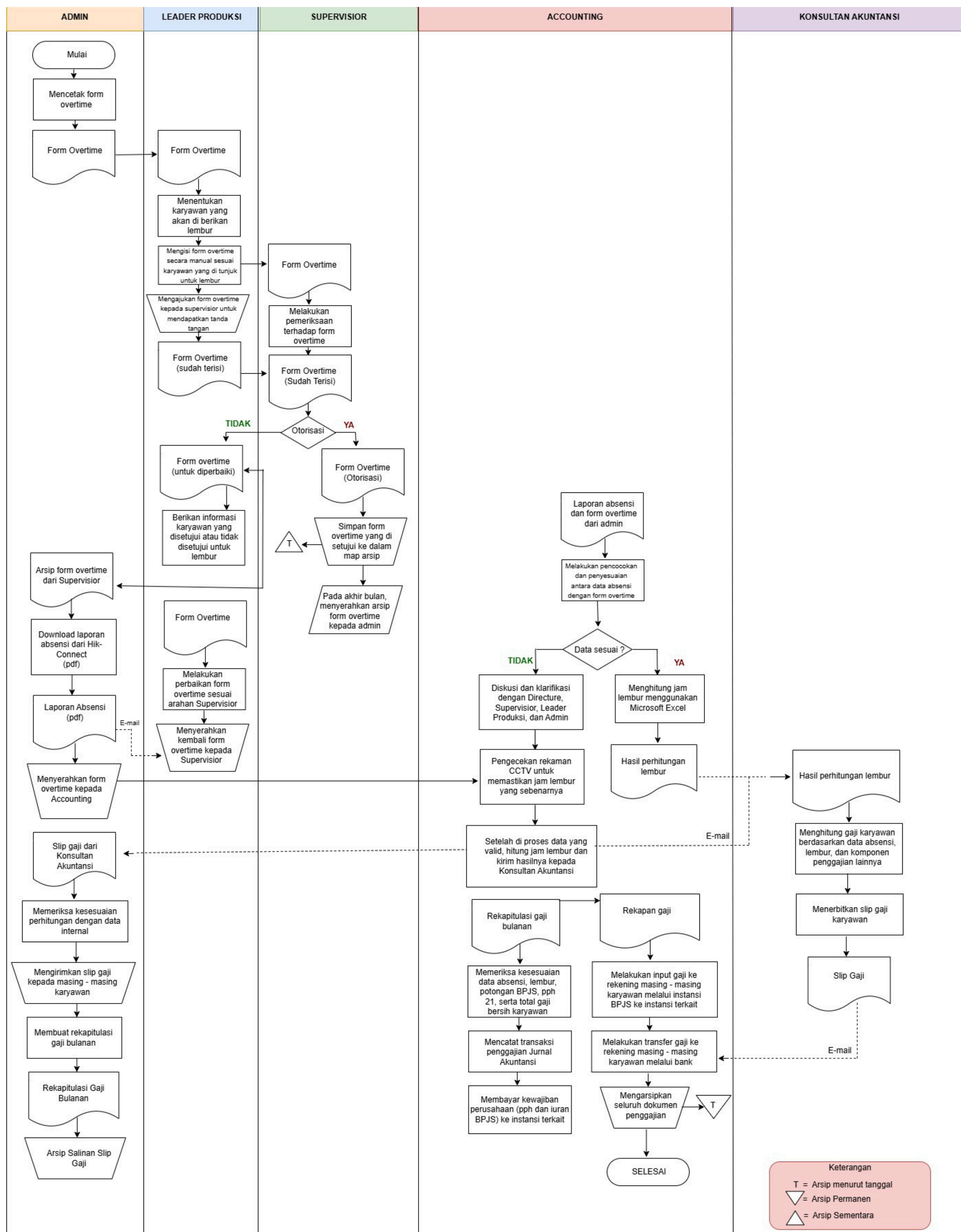
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Conclusion

PT Vista Mega Jaya does not yet have complete and systematic payroll SOP documentation. As a solution, payroll SOPs and flowcharts were developed to improve process consistency, strengthen internal controls, and support more accurate, effective, and transparent payroll management

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Payroll Process Flowchart



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Reference



MULYADI (2016)
ACCOUNTING SYSTEM



KRISMIAJI (2015)
ACCOUNTING SYSTEM INFORMATION



RACHMAWATI (2024)
PERFORMANCE MANAGEMENT & COMPENSATION



T ROMNEY & STEINBART (2021)
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SUSANTO (2017)
MANAGEMENT SYSTEMS: CONCEPTS AND INTEGRATED DEVELOPMENT