

Finance Team Data Entry & Approval Process Flow

1. Daily Data Entry

- **Task:** Finance personnel complete daily data entries.
- **Action:** Ensure all daily entries are transferred to the **Work Order Tracker (WOT)** before clocking out each day.

2. Weekly Timesheet Entry

- **Task:** Enter timesheets allocated to finance personnel.
- **Deadline:** Complete timesheet entries by **Wednesday/ Thursday each week (only exception being late submissions)**.

3. Wednesday - Meeting Setup

- **Task:** Aadarshana will set up meetings on behalf of all finance team members with their corresponding operations personnel.
- **Objective:** Coordinate with the operations team to schedule **Thursday and Friday approval meetings** for each finance personnel's group.

4. Approval Meetings on Thursday and Friday

- **Participants:** Finance team members and their assigned operations individuals.
- **Deadline for Approvals:** All approvals must be completed by **Friday, 11 AM**.

5. Approval Responsibilities

- **Damian:** Approves for Imadh, Hasheem, Rashmika, Sumran, and Jhenny.
- **Aadarshana:** Approves for Angel, Mehroze, Cecilia, and Kimmi.
- **Richard:** Approves for Reinfer.

Support Request for the Operations team:

All Coordinators are requested to assist Aadarshana with setting up meetings in advance to streamline the workflow and prevent delays.