

**SALARY PAYMENT PROCEDURE AT BANK PD.  
BPR BKK JEPARA MAYONG UNIT**

**A PAPER**

**Presented in Partial Fulfillment of the Requirements  
for the Completion of Diploma III Program  
of the English Department  
specialized in Office Management**



**by:**

**Slamet Mulyono  
C21. 2003. 00492**

**FACULTY OF LANGUAGES AND LETTERS  
DIAN NUSWANTORO UNIVERSITY  
SEMARANG  
2006**

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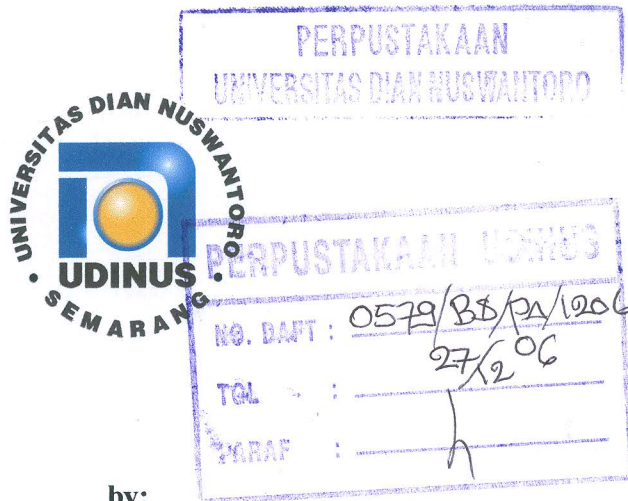
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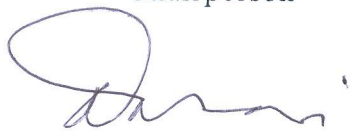
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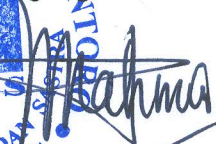
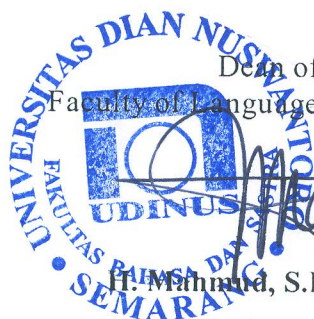
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## ABSTRACT

This paper entitled "Salary Payment Procedure at Bank PD. BPR BKK Jepara Mayong Unit" is the result of the field study conducted for 4 weeks (February 1<sup>st</sup> to February 25<sup>th</sup>, 2006) at Bank PD. BPR BKK Jepara Mayong Unit. This study aimed at describing salary payment procedure at Bank PD. BPR BKK Jepara Mayong Unit.

The data of this study were collected by using observation, interview and library research. The observation method is aimed at understanding salary payment procedure at Bank PD. BPR BKK Jepara Mayong Unit. The interview method was conducted to get information about salary payment procedure in the bank. The result of the library research is used as reference for the writer.

From the data obtained, it can be concluded that salary payment procedure at Bank PD. BPR BKK Jepara Mayong Unit is as follows:

1. Four parts involved in salary payments at Bank PD. BPR BKK Jepara Mayong Unit that is personnel and secretariat section manager, cashier, administration section and the employees themselves
2. Salary payment procedure at Bank PD. BPR BKK Jepara is as follows:
  - a. Personnel and secretariat section manager counts the employee's working time, how long the employees work everyday in a month.
  - b. Personnel and secretariat section manager checks the employee's attendance card that must be suitable with the employee's working time card.
  - c. Personnel and secretariat section manager counts the employee's salary, all of components of salary are counted as follows basic salary, overtime, incentive, allowance and welfare fund.
  - d. Personnel and secretariat section manager makes salary list and issues it in two sheets.
  - e. Personnel and Secretariat Section manager gives the data above to the cashier.
  - f. Cashier checks the salary form, employee's salary list, salary list recapitulation.
  - g. Cashier recounts the salary form, employee's salary list, salary list recapitulation.
  - h. Cashier legalizes the salary form, employee's salary list, salary list recapitulation and asks signature from the director.
  - i. Cashier pays the employee's salary with the form of salary list, there are two sheets of the salary form which one is given to the employees and the other one is given to head of administration.
  - j. Head of administration section notes it into expenditure's journal followed by posting it into administration book.
  - k. Finally, head of administration section keeps salary form, employee's salary list, salary list recapitulation and controlling card of main salary cost post in the journal.



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