

**PAYMENT SYSTEM AND PROCEDURE AND GIVING INCENTIVES TO  
EMPLOYEES OF PT. BINA PRATAMA SAKATO JAYA**

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***ABSTRACT***

*This study aims to find out how the payroll systems and procedures and incentives for employees of PT. Bina Pratama Sakato Jaya is it in accordance with the standard operating procedure. This study uses a qualitative descriptive analysis method because the data regarding accounting and other data support this research. Based on the results of this study that PT. Bina Pratama Sakato Jaya in terms of payroll procedures and incentives has been going well, there is already a separation of duties and responsibilities in the organizational structure. However, it has not been maximized because there are still obstacles to the system of payroll procedures and incentives. The company still uses a manual payroll system so that it still takes time in the payroll process. To overcome the problems encountered in manual payroll management, the company can switch to the Payroll Management System.*

*Keywords: Systems, Procedures, Payroll, Incentives, Employee*