GOVERNMENT OF LESOTHO
MINISTRY OF THE PUBLIC SERVICE

Human Resources Management Information System Operations Manual

December 2021

ACRONYMS AND ABBREVIATIONS

BI	Business Intelligence
CDAS	Central Deduction Administration System
CS	Civil Service
EBS	Oracle Business Suite
HR	Human Resource
HRMIS	Human Resource Management Information System
IFMIS	Integrated Financial Management Information System
ISD	Information Systems Department
LCS	Lesotho Correctional Service
LGS	Local Government Service
LMS	Learning Management System
LMPS	Lesotho Mounted Police
MDAs	Ministry Department and Agencies
MP	Member of Parliament
NSS	National Security Service
OLM	Oracle Learning Management
PSC	Public Service Commission
SSHR	Self Service Human Resources
TSC	Teaching Service Commission
TSD	Teaching Service Department

Table of Contents

ACRONYMS AND ABBREVIATIONS 2
1 Introduction 5
2 Purpose of the Manual 5
3 HRMIS - Oracle EBS Modules 5
3.1 Core Human Resource Module 6
3.2 Payroll Module 6
3.2.1 Payroll Processing Cycle 7
3.3 Self Service Module 7
3.4 IRecruitment 8
3.5 Performance Management 8
3.6 Learning Management 8
3.7 Task Management Module 8
3.8 Document Management 9
3.9 Splash BI 9
3.10 Help Master 10
Priority Levels 2nd level 14
Priority Levels 3rd level 16
Priority Levels CHC Product level 17
4 Service Standards and scope of work 18
5 Management Information 18
6 Roles and Responsibilities of System Users 19
6.1 Users of the application and their roles 19
7 Dependencies of the HR Application 22
7.1 Dependencies of HR Application 22
7.2 Dependencies of Payroll Application 23
7.3 Dependencies of other Modules 23
8 Operationalization of HRMIS Oracle EBS Modules 23
8.1 Employee Self-Service Module 23

8.2 Task Management Module 24
8.3 Document Management Module 25
8.4 IRecruitment Module 25
8.5 Performance Management Module 26
8.6 Learning Management Module 26
9 HRMIS Software 27
9.1 Use of HRMIS Software 27
9.2 Other Utility Software 28
10 HRMIS Hardware 28
10.1 Use of HRMIS Hardware 28
10.2 Security of Hardware 28
11 Government Email 29
12 Human Resources and Payroll Data 29
13 Appendices 29
13.1 Appendix 1 Statutory Pay Elements 29
13.2 Appendix 2 Grade Structure 33
13.3 Appendix 3 Oracle System Request Form 40
13.4 Appendix 4 System Generated Reports 42

1 Introduction

The Ministry of the Public Service has implemented the new Human Resources Management Information System (HRMIS) which is intended to be utilized across all services to discharge the human resources functions including payroll processing. The HRMIS Operations Manual provides procedures for operations, administration and utilization of all HRMIS modules implemented under the Oracle Business Suite (EBS).

The manual will be used by all categories of system users which includes HR operators, Payroll operators, HR reviewers, HR approvers, System administrators and all other self-service users across the Government Service.

Ministries, Departments and Agencies (MDAs)will be required to follow and comply with the provisions of this manual when discharging their daily duties.

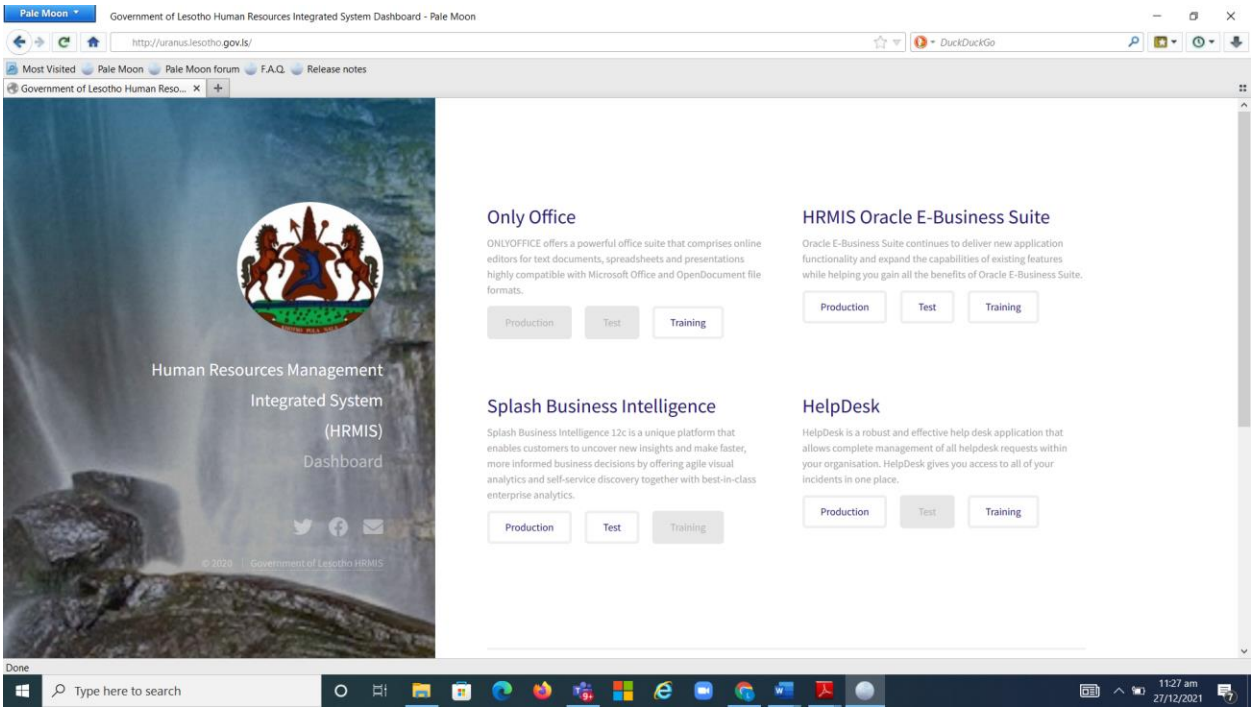
2 Purpose of the Manual

The manual will give guidance to all system users on how to effectively utilize the various modules of the system. It will provide roles and responsibilities of all users, outline the importance of each modules and its requirements. In addition, the manual will provide standard codes and generic data that is needed during system usage.
The manual will cover the Information Technology policy guidelines that will ensure that the system is secure from external threats and misuse.

3 HRMIS - Oracle EBS Modules

The system has 10 modules comprising Core Human Resources, Payroll, Self-Service, IRecruitment, Performance Management, Learning Management, Task Management, Document Management, Splash BI and Helpdesk Master.

The modules are accessible through the Government of Lesotho Human Resources Integrated Dashboard. The dashboard has provision for HRMIS Oracle EBS for Live Production, Test and Training. It also has Only Office provision for Task Management and Document Management modules. The dashboard further displays the Splash BI and Help Desk Modules.



3.1 Core Human Resource Module

The module provides the backbone of the system as it covers the system structures which include organizational structures, salary structures, establishment data and chart of accounts. The module provides for HR biographical data, employment data, employment history data, qualification data and other specific data. For the system to be effective, all these data sets should be provided by HR officers for all employees within their respective services.

The module is accessible to HR operators during open time to capture monthly changes comprising of new records and update to existing records. All operators must have the user credentials consisting of username and password. The convention for username is firstname.surname and all new users are given a default password which they will be required to change upon log in.

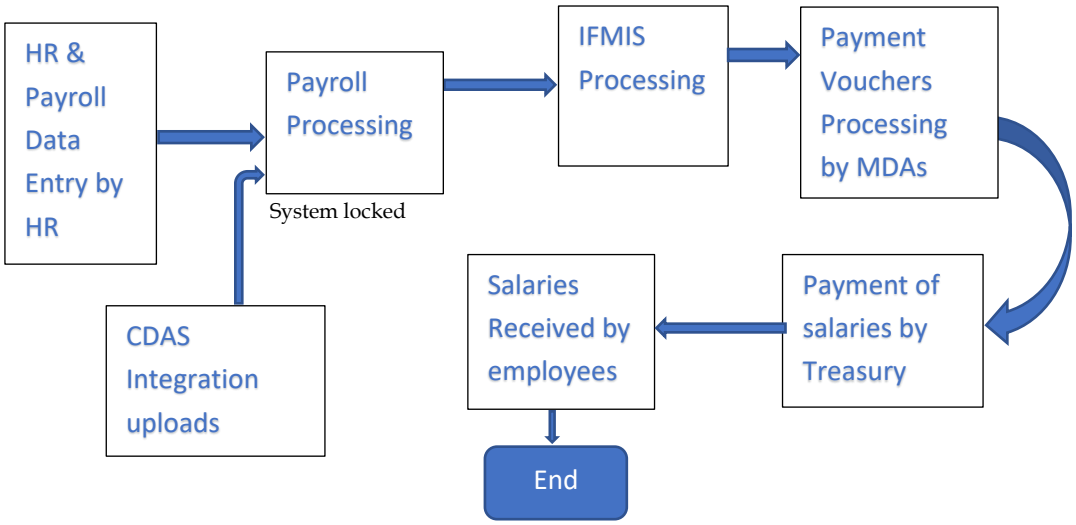
HRMIS integrates on monthly basis with National Identity and Civil Register system to update the biographic data and to identify Deceased Officers and Civil Pensioners to facilitate termination.

3.2 Payroll Module

The payroll module facilitates for monthly processing of earnings and deductions due to all employees and civil pensioners. The payroll cycle consists of data entry by HR operators and 3rd party system that loads new earning and deduction data on monthly basis. The process is followed by the actual payroll processing which yields the output schedules that are used for payment of personnel emoluments in IFMIS system.

HR operators capture statutory earnings and deductions whose pay elements codes are provided as appendix 1 to this manual. Other 3rd party deductions are processed through CDAS. Payroll issues monthly schedule that details out the process dates that being dates for data entry, processing and pay. Please note that the dates vary per the calendar month.

3.2.1 Payroll Processing Cycle

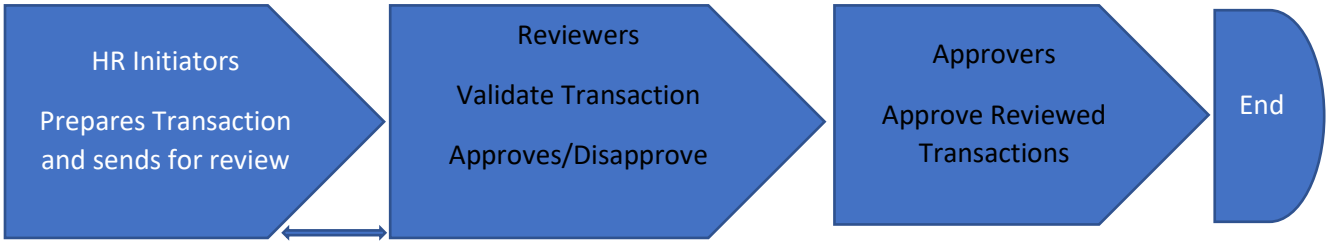


3.3 Self Service Module

Oracle Self-Service Human Resources (SSHR) extends the functionality of standard Oracle HRMS by enabling both employees and managers to participate in Human Resources management via a web browser. SSHR offers secure self-service business transactions and easy-to-use functionality driven by Oracle's proven web and workflow technologies. These technologies enable the data, views, stored procedures, validation routines, and Application Programme Interfaces (APIs) used in the standard Oracle Applications to be shared, thus providing seamless integration between Oracle HRMIS and Self-Service HRMS. Two main responsibilities contain all the Human Resource Self-Service functions.

a) Employee Self-Service – allows employees to initiate transactions and to view their personal record. Employees use the Self-Service functions such as leave application , viewing payslip, updating personal details, performance reviews etc.
b) Manager Self Service – allows HR operators to create and update personal records for employees under the respective ministry or agency. HR operators can access all HR and payroll functions using the Self-Service functions. Transaction can be reviewed and approved under the same module.

Approval Process Workflow Manager Self Service



3.4 IRecruitment

This module facilitates for recruitment of potential candidates through online web-based application. This module provides for online vacancy publishing, online application, processing of application, short listing, interviews and final engagement of potential candidates.

3.5 Performance Management

This module facilitates for online performance planning, reviews and evaluations which will be done through the self-service modules. The module provides for performance assessments for both supervisors and supervisees in accordance with the set structures and reporting lines.

3.6 Learning Management

Oracle Learning Management (OLM) is a Learning Management System (LMS) that allow Government of Lesotho (GoL) to manage, deliver, and track employee training participation. Learners can find the learning they need, enrol and take the learning. Managers can monitor their team's learning and development. Instructors in case of internal employee or trainers can also manage their own schedules and classes. Learning Administrators can efficiently manage all the catalogue objects, learners, and related resources from a centralized system. Oracle Learning Management is part of the Oracle Human Resources family of applications, and integrates seamlessly with Oracle E-Business Suite and other Human Resources applications, including Human Resources (core) and Self-Service HR.

3.7 Task Management Module

This module is a management tool built under the ONLYOFFICE Workspace to enable assignment tracking, management and storage of tasks. The module allows users to work online on assigned tasks. These tasks can be shared, stored or reassigned to other officers.

It further allows for creation of tasks, setting of milestones and sharing of data among colleagues.

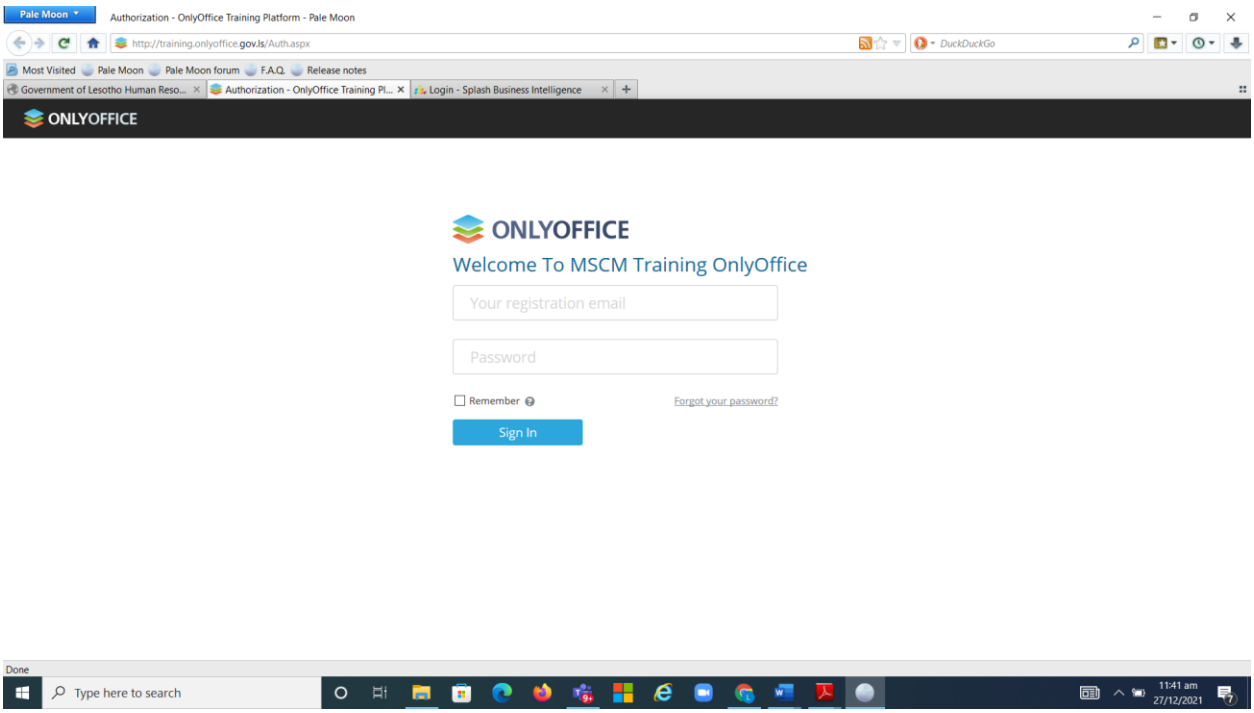
Both Task Management and Document Management modules are accessible through the individual ministerial onlyoffice portal. In order to access these modules, users should have the government domain emails. The username will be the gov email name.surname@gov.ls

3.8 Document Management

This module is a management tool built under the ONLYOFFICE Workspace to enable document sharing among officers. The module allows sharing of files, folders and can be accessed online.

Both Task Management and Document Management modules are accessible through the individual ministerial onlyoffice portal. In order to access these modules, users should have the government domain emails. The username will be the gov email name.surname@gov.ls

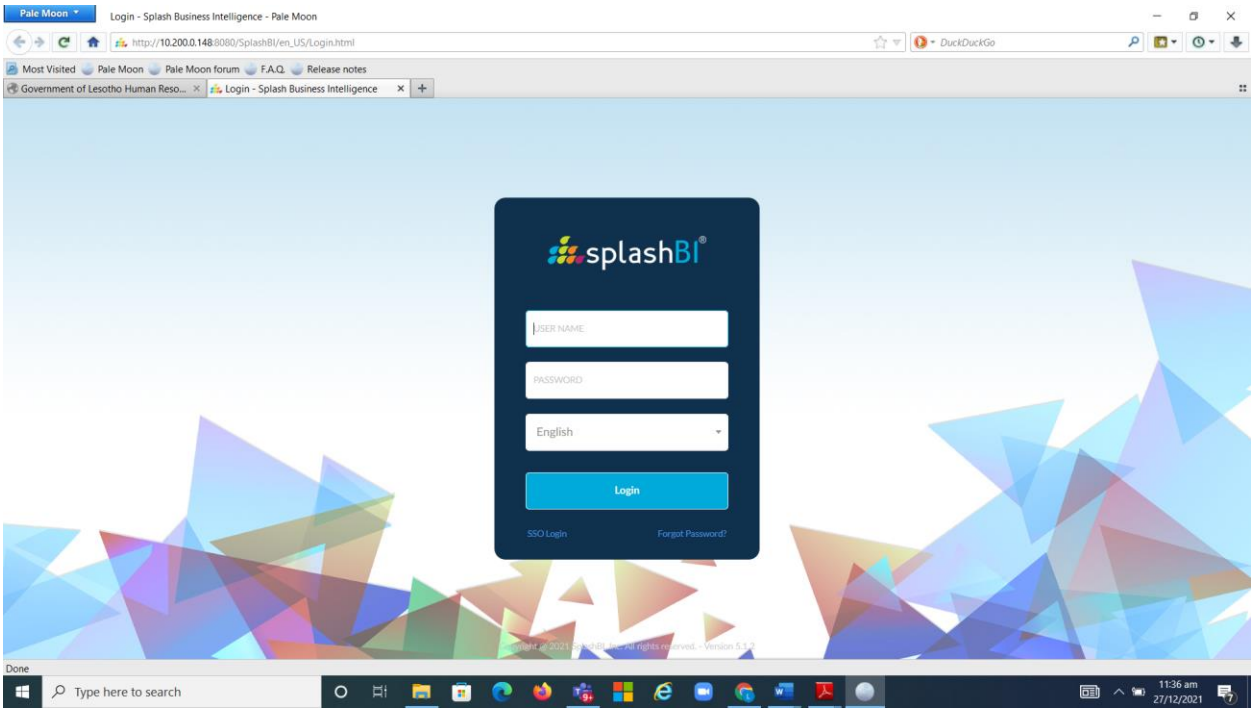
Sample of onlyoffice interface is shown below



3.9 Splash BI

Splash Business Intelligence is an application that generates system reports from the entire HRMIS database. The application is limited to few services that can extract already

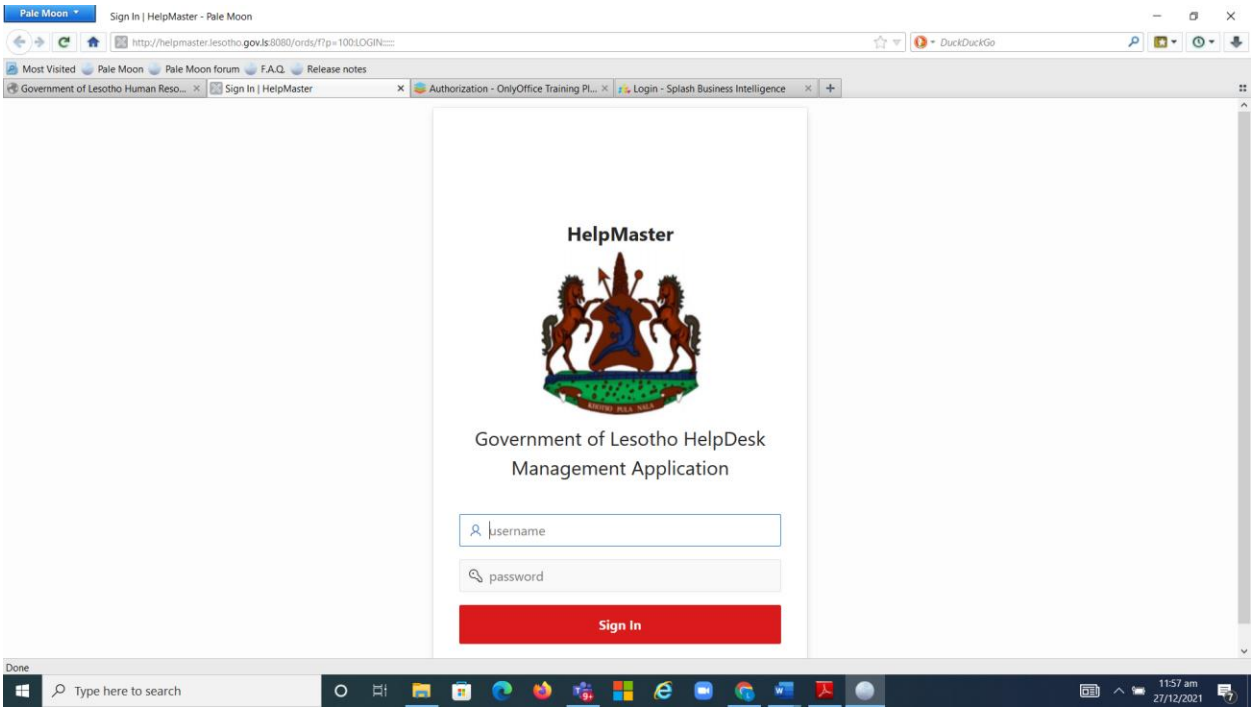
build reports from the system. The application provides payroll reports, HR reports and system administration reports as well as audits. Below is the splash interface. The login credentials for splash are similar to the self-service or core HR modules.



3.10 Help Master

This module is an incidence management application that provides for users to register issues and challenges they encounter while using the system. The registered issues are tracked and resolve at different levels depending on the complexity of issues registered. It is important that all issues should be registered, and tickets opened for them in the system. The module will be used by system administrators and keyusers who are assigned roles of agents and contributors. The users have different credentials that use initial.surname

Below is the HelpMaster interface that will be used by key users and system administrators to register issues from endusers.



Issues Escalation Procedure

Process	Actions	Responsibility
1. Reporting an issue or incidents through Helpdesk • Enduser thoroughly document the issue in accordance with the following guide: - o Issue description o Module where problem is encountered o Screen shot if possible Enduser send documented issue to MDA System administrator or keyuser	Send Email to system administrator or keyuser copy to Head of HR Or Send Email to the helpdesk (support.hrmis@gov.ls)	System Users
2. Open ticket in HelpMaster The System Administrator/Key user or Agent (first level) logs in to HelpMaster and registers the information provided by the user in HelpMaster comprehensively and assigns to the correct queue. A ticket number is generated.	Logs in HelpDesk Register issue Assign to correct queue Monitor feedback	System Administrator or HR keyusers 1st level support

If the information was provided via email, the agent accesses the email account to extract the information and register's this in HelpMaster 1st level support revolves issue	Ticket is closed when issue resolved	
3. Escalation of unresolved issues The GoL Queue Lead for each respective queue assigns the incidents to the superusers in the queue by changing the owner in HelpMaster, then reviews and assigns the correct ticket priority. The new owner receives a notification via email of the issue(s) assigned to them. Upon successful resolution of the issue by the superuser, the ticket is then closed, and an automatic email is sent to the user and the process ends. All the steps and actions taken in the incident resolution process must be recorded in the ticket. This will serve as knowledge repository for the resolution of similar incidents and to be able to track changes made. GoL Queue Lead for each respective queue must check pending tickets and the ticket age (No of days not resolved). If the issue is not resolved in the defined number of days based on Priority Levels 2nd level below, GoL Queue Lead must manually escalate to third level support (CHC Consultant) in HelpMaster by assigning to the correct escalation queue (3rd level Priority Queues). **NB:** To control the tickets not resolved within the indicated resolution time, an automatic email is sent from the HelpMaster system, the two types of emails are configured at the queue level this include: a. Send a warning escalation time email, after 24 hours. b. Send an escalation time email, after 72 hours.	Send email notification Ticket closed Register actions taken to resolve the issue Monitor and reassign pending tickets Email notification	GoL Super User Queue Lead 2nd level support

4. Issue Re-assigned to CHC support level CHC Consultants will receive a notification of an issue assigned to them. Upon analysis, they will resolve the issue and close the ticket in HelpMaster and an automatic email is sent to the user and the process ends. All the steps and actions taken in the incident resolution process must be recorded in the ticket. This will serve as knowledge repository for the resolution of similar incidents and to be able to track changes made If the issue requires further analysis or is not resolved in the defined number of days based on (Priority Levels 3rd level), an issue is created in Oracle Support through SR or Product OEM Support Portal as applicable.	Email notification	CHC Consultants 3rd level support
5. Issue Escalation to CHC Product Team CHC product team will analyse the issue and resolve it. They will then update in SR their solution and inform the CHC Consultants 3rd level support. The expected CHC product resolution/response time for the incidents that reach the CHC Product level are defined in Priority Levels 3rd level. The CHC Consultants 3rd level support will close the ticket in HelpMaster and an automatic email is sent to the user then process ends All the steps and actions taken in the incident resolution process must be recorded in the ticket. This will serve as knowledge repository for the resolution of similar incidents and to be able to track changes made	.	CHC Product
Tracking of Incidence Status by the User	The user will receive an email whenever: 1. The status of the reported issue has change 2. The reported issue is reassigned or escalated.	System

Priority Levels 2nd level

Priority	Description	Response Time	Resolution Time
1 very low	• Improvements in usability, appearance, look & feel.	4 working days	Acceptable bypass within 10 working days. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.
2 low	• Translation, usability. No influence in daily operations. • Doubts & Request information.	3 working days	Acceptable bypass within 7 working days. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.
3 normal	• Possible work around. • User maintenance • Dashboard & Report issues.	3 working days	Acceptable bypass within 5 working days. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.
4 high	• System is not working as expected for a key business process, the result is not correct though it is possible to finish the transaction or operation. For instance, error in billing algorithm. • Intermittent Error in the production installation with no Bypass. • GoL's operators are unable to use large portions of the system, which are not affecting key business functions, and there is no Bypass. • More than 5% of GoL users are affected by a systematic error.	12 hours	Acceptable bypass within 4 working days. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.
5 very high	• GoL's operators are unable to use a Software function or module that is affecting GoL's ability to operate a key business function and there is no Bypass or work around.	8 hours if the incident is reported on a working day, within 24	Acceptable bypass within 1 working day. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.

	• Production installation is up but GoL users are unable to operate it. • Production installation is down and GoL is unable to bring it up. • Software in a production installation is not able to communicate with external system, processing is halted and there is no Bypass. • GoL's operators are unable to use a Software function or module that is affecting GoL's ability to operate a key business function and there is no Bypass. • Corruption of data in a production installation causing business to stop and there is no Bypass in place.	hours if non-working day.	

Priority Levels 3rd level

Priority	Resolution methods/options	Response Time	Resolution Time
1 very low	Physical presence in Lesotho/Remote access.	4 working days	Fixes will be delivered in form of Maintenance Releases
2 low	Physical presence in Lesotho/ Remote access.	3 working days	Fixes will be delivered in form of Maintenance Releases
3 normal	Physical presence in Lesotho/ Remote access.	3 working days	Fixes will be delivered in form of Maintenance Releases
4 high	Physical presence in Lesotho/ Remote access.	12 hours	Acceptable bypass within 4 working day. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.
5 very high	Physical presence in Lesotho/ Remote access.	8 hours if the incident is reported in working day, within 24 hours if non-working day.	Acceptable bypass within 1 working day. If it is necessary to modify the software or it cannot be solved at this level, it should be escalated.

Priority Levels CHC Product level

Priority	Resolution methods/options	Response Time	Resolution Time
1 very low	Phone call, remote access	4 working days	Fixes will be delivered in form of Maintenance Releases
2 low	Phone call, remote access	3 working days	Fixes will be delivered in form of Maintenance Releases
3 normal	Phone call, remote access	3 working days	Fixes will be delivered in form of Maintenance Releases
4 high	Phone call, remote access	12 hours	Acceptable bypass within 4 working day. Permanent Fix within 45 working days
5 very high	Phone call, remote access	8 hours if the incident is reported in working day, within 24 hours if non-working day.	Acceptable bypass within 1 working day. Permanent Fix within 30 working days.

4 Service Standards and scope of work

This section defines the expected minimum standards for the service the application offers and the scope of work to achieve each standard.

i. Only authorized users can use the application. These are HR officers that have been created in the system and have username and password
ii. HR Operators initiate the processes and submit the transaction to HR Managers or designated officers
iii. HR Managers or designated officers review the submission and approve or disapprove
iv. HR Director or designated officer will do final approve if the transaction is correction and legitimate.
v. Each MDA views only employee details for their respective MDA
vi. All new employees are required to have a national identity number which should be captured during data entry
vii. HR Operators are allowed to capture statutory pay elements only in the system for earnings and deductions
viii. Third party deductions will be processed through integration with CDAS
ix. All positions variations are processed in the system by the OD department and designated users in other services
x. MDAs are required to submit requests for position variation to OD department
xi. Vacant positions will be filled by the HR departments of the respective MDA upon approval and processing by OD department.
xii. HR operators will assign the correct salary grade, notch and point during data entry or updates
xiii. Only the payroll team of MPS is authorized to use payroll application
xiv. Inter-ministerial transfers will be processed upon request by HR MPS

5 Management Information

This section highlights the critical Success factors for the Application and indicates the Key Performance Indicators.

a. An accurate government establishment
b. Accurate position names
c. An accurate OD structure for all MDAs
d. Accurate and complete data- current data, historical data, qualifications etc.
e. Accuracy in employee placement
f. Accuracy in the reporting/approval hierarchy
g. Accuracy of pay elements
h. Generation of the required reports in the system
i. Availability of network
j. System uptime of at least 99.9%

k. All databases healthy and replicating
l. Disaster recovery arrangements in place and operational
m. System security arrangements in place and operational
n. Logs of work done in a given period available and accurate
o. All ICT related Helpdesk issues addressed and feedback given
p. All datacenter related issues addressed
q. All government employees are paid on time
r. All pay elements are in order as received from the CDAS system

6 Roles and Responsibilities of System Users

The HRMIS has various users with varying roles and responsibilities as outlined below. This section presents who is responsible for the application and any other parties that may use the application directly or indirectly.

6.1 Users of the application and their roles

The following are the authorized users of the Core HR application and their expected roles on the system.

a. Director HR or designated position

The Director HR is expected to perform the following roles

- Transaction Approvals
- Review system generated reports both Payroll and HR
- Ensure that all monthly changes have been captured and approved
- Perform self service functions- leave management, record update
- Ensure that payroll reconciliation is done on monthly basis
- Liaise with Finance Section within respective MDAs to ensure that salaries paid for the month are accurate
- Facilitate for position creation and filling approvals

b. HR Manager or designated position

An HR Manager is expected to perform the following roles

- Review the transaction performed by officers
- Review system generated reports
- Conduct payroll reconciliation
- Perform self service functions- leave management, record update
- Ensure that there are no duplicated records in the system

c. AHRO and HRO

The HRO is expected to perform the following roles

- Create new records in the system
- Update existing records

- Capture payroll data- banking details, statutory earnings and deductions
- Perform self service functions- leave management, record update
- Review system generated reports

d. Director OD or designated position
The Director OD is expected to perform the following roles
- Approval of creations, fillings, termination and any other variances to the establishment
- Manage opening vacancies
- Ensure that all positions are written correctly in the system
- Request value sets for new positions that do not exist in the system from ISD
- Control creation of temporary positions
- Ensure that temporary positions have end dates that will terminate them upon expiry of the appointment
- Review system generated OD reports
- Perform self service functions- leave management, record update
- Ensure that MDAs requests for variations are processed timeously

e. OD Manager
- Review the transactions performed by OD officers
- Review system generated reports
- Conduct position variation reconciliation and establishment review
- Perform self service functions- leave management, record update

f. The AOD and ODO are expected to perform the following roles
- Create new positions in the system
- Perform establishment variations in the system
- Attend to MDAs request timeously
- Perform self service functions- leave management, record update
- Review system generated reports

g. MDAs System Administrators and ICT Officers are expected to perform the following roles
- Create new HR user profiles in the system
- Reset passwords for endusers
- Provide 1st level support on issues raised by endusers
- Register reported issues from endusers in HelpMaster application
- Escalate unresolved issues to ISD MPS
- Ensure that endusers are able to access the government network

- Ensure that endusers have operational government emails
- Ensure that endusers have the required resources. Browsers, Java installation, domain settings etc.

h. The Public Service Information Systems Department is expected to perform the following roles
    - Provide the 2nd level support on all modules
    - Register issues from endusers
    - Resolve issues registered in the Help Master
    - Escalate unresolved issues to CHC
    - Provide support to MDAs where need arise
    - Track issues registered in the help master daily
    - Extract and share system generated reports with MDAs
    - Provide Global assistance where need arise with hierarchy request, vacation rule etc.
    - Keep track of frequent registered issues
    - Monitor the usage of the system
    - Responsible for datacenter HRMIS Hardware
    - Liaise with MCST to ensure network availability
    - Ensures all HRMIS services are up and running
    - Ensures systems and network security

i. The Payroll Department is expected to perform the following roles
    - Monthly payroll processing activities
    - Calculating employee remuneration
    - Create earnings and deductions codes
    - Ensure that all pay elements are processed in accordance with the priority
    - Load the salary structure accurately
    - Ensure that tax formulas are accurate

j. Remuneration and Benefits department Public Service is expected to perform the following roles
    - Preparation of salary structure for all services
    - Liaise with Payroll in loading the structure in the system
    - Ensure that all allowances have pay element codes
    - Capture government house details and rent for officers allocated houses

- Stop rent pay element for officers vacating government houses

k. Training and Development department Public Service is expected to perform the following roles
    - Identify human resources officers not yet trained on system modules
    - Facilitate training for new HR officers and refresher training for existing officers
    - Compile HRMIS training needs and submit to LIPAM to conduct training

l. LIPAM is expected to perform the following roles
    - Conduct HRMIS modules training for new officers
    - Conduct HRMIS modules refresher training for identified officers
    - Conduct Employee Self-Service training for other officers not in HR cadre

m. Human Resources Department Public Service is expected to perform the following roles
    - Process inter-ministerial transfers in liaison with OD department
    - Provide guidance to other MDAs on issues related to HRMIS functions
    - Corrections to mandatory fields in the system e.g. Date of Birth, Date of first appointment
    - Extraction of HR Reports in the system
    - Sharing of system generated reports with other MDAs

7 Dependencies of the HR Application

7.1 Dependencies of HR Application

The Core HR application depends on these other applications and stakeholders

- The Application depends on bio data from the NICR system
- The application depends on employee data input by the HR officers
- The application depends on changes made by the OD department on the establishment
- The Core HR application depends on data from the Irecruitment application

7.2 Dependencies of Payroll Application

The Payroll application depends on these other applications and stakeholders

- The application depends on data from the Core HR system
- The application integrates and share data with Central Deduction Administration System (CDAS)
- The application depends on employee remuneration data input from the HR officers
- The application pushes data to the Epicor IFMIS system

7.3 Dependencies of other Modules

- The applications run on the government network and availability of network is critical
- Functionality of the required web-based browsers and Java platform
- All MDAs are required to have dedicated OnlyOffice platform

8 Operationalization of HRMIS Oracle EBS Modules

The HRMIS Core Human Resource, Payroll and Self-Service HR(SSHR) Modules are already operational in the production environment since go live in September 2021. These modules should be used exclusively by HR officers and Payroll officers to undertake transactions for new and existing employees.

With respect to other modules, the operationalization process will be conducted using the following governance structure.

- Each module will be allocated a team leader who will work closely with representatives from all MDAs. The team leaders will be drawn from Public Service as follows:-
    - Employee Self-Service – Director IS – Lerato Monyane
    - Task Management - Director T&D – Mapoulo Maseela
    - Document Management - Director R&B – Matheakuena Lekhoaba
    - IRecruitment - Director -HR - Matlotliso Seleteng
    - Performance Management – Manager -PMD Malintle Lekhanya
    - Learning Management – Head Consultant LIPAM – Masechaba Thamae
- The teams should report progress during the weekly meetings which will continue to be on Tuesdays at 2:00pm

8.1 Employee Self-Service Module

Module Description

This module will initially be used by selected employees who will be able to utilize it due to limited licences. The licences will be increased based on the usage by the

initial cohort. Employees are expected to apply for leave, initiate update on their records, view payslips using the module. In addition, the module will be used in recruitment, learning management and performance management by serving officers.

Requirements for operationalization

- All MDAs should assign an officer that will be responsible for operationalization of this module in respective MDAs
- Module team leader will convene meetings, assign roles and clarify module requirement to MDAs representatives
- MDAs should provide profile data for employees that will use this module. Initial quota is employees from grade F and above who will be able to use the application effectively.
- Setting up of user accounts for selected officers will be done by ISD MPS based on MDAs submissions.
- This module is accessible on government network only
- HR Heads should ensure that all selected officers undergo training on the module at LIPAM
- HR Heads should ensure that selected users are effectively using the module by monitoring the usage.
- HR Heads should ensure that self-service employees utilize leave management module
- HR officers to capture leave applications for other employees not utilizing the self-service module
- HR Heads should report progress in operationalization of this module during the weekly meetings

8.2 Task Management Module

Module Description

This module facilitates for creation of projects, assignments and tasks that can be tracked and monitored in the system. The tasks allocated can be assigned timelines and milestones to ensure that implementers are aware of the deadline and expectations of the assignment. The module can be used to assign both routine activities and special projects and assignments.

Requirements for operationalization

- All MDAs should assign an officer that will be responsible for operationalization of this module in respective MDAs
- Module team leader will convene meetings, assign roles and clarify module requirement to MDAs representatives
- Setting up of user accounts for selected officers will be done by System Administrators in respective MDAs

- This module is accessible on government network only
- HR Heads should ensure that officers that will use this module undergo training at LIPAM
- HR Heads should monitor usage of this module
- This module will complement the performance management module workplan
- HR Heads should report progress in operationalization of this module during the weekly meetings

8.3 Document Management Module

This module provides for files, folders and document storage, sharing, editing and publishing within or across MDAs. The module will be used to share circulars, policies, guidelines and other operational documents such as salary structures. The shared documents will be easily retrieved from the system to accelerate the operations. The module is also earmarked for registry to alleviate the cumbersome paper trail.

Requirements for operationalization

- All MDAs should assign an officer that will be responsible for operationalization of this module in respective MDAs
- Module team leader will convene meetings, assign roles and clarify module requirement to MDAs representatives
- Setting up of user accounts for selected officers will be done by System Administrators in respective MDAs
- This module is accessible on government network only
- HR Heads should ensure that officers that will use this module undergo training at LIPAM
- HR Heads should monitor usage of this module
- HR Heads should avail circulars and other operational documents that should be shared among MDAs
- HR Heads should report progress in operationalization of this module during the weekly meetings

8.4 IRecruitment Module

This is a critical module that will enable online recruitment of new employees. The module will be accessible outside the Government Network to enable applicants to apply for advertised jobs in the government service. The module will also be accessible to serving officers through employee self-service.

Requirements for operationalization

- All MDAs should assign an officer that will be responsible for operationalization of this module in respective MDAs

- Module team leader will convene meetings, assign roles and clarify module requirement to MDAs representatives
- Applicants will set up user accounts in accordance with the guidance provided on the portal.
- Serving officers registered for employee self-service will use their existing accounts to log in.
- This module is accessible on both public and government network
- HR Heads should monitor usage of this module
- HR Heads should report progress in operationalization of this module during the weekly meetings

8.5 Performance Management Module

The module is intended to implement the performance management policy. However, the current set up caters for performance planning based on job competencies required. It provides for performance reviews and appraisals. More improvements will be done in due course when the policy is concluded.

Requirements for operationalization

- All MDAs should assign an officer that will be responsible for operationalization of this module in respective MDAs
- Module team leader will convene meetings, assign roles and clarify module requirement to MDAs representatives
- This module is accessible on government network only
- HR Heads should monitor usage of this module
- The module can be complemented by assignments and tasks from Task Management Module
- HR Heads should report progress in operationalization of this module during the weekly meetings
- HR Heads should ensure that officers that will use this module undergo training at LIPAM
- Serving officers registered for employee self-service will use their existing accounts to log in.

8.6 Learning Management Module

This module facilitates for planning and execution of training. It can be used by both LIPAM and individual MDAs to execute in house training, inductions as well as advertised training. Officers using employee self-service can register for upcoming training using the module.

Requirements for operationalization

- All MDAs should assign an officer that will be responsible for operationalization of this module in respective MDAs
- Module team leader will convene meetings, assign roles and clarify module requirement t MDAs representatives
- This module is accessible on government network
- HR Heads should monitor usage of this module
- HR Heads should report progress in operationalization of this module during the weekly meetings
- Serving officers registered for employee self-service will use their existing accounts to log in.
- HR Heads should ensure that officers that will use this module undergo training at LIPAM

9 HRMIS Software

9.1 Use of HRMIS Software

HRMIS software comprises of the following listed Oracle server software which users will access through the web-based platforms. The software is licensed under the Oracle terms and conditions.

Item Description	Category
Database Enterprise Edition	Database
Real Application Clusters	Database
Database Vault	Database
Weblogic Server Enterprise Edition (Named User)	Middleware
Weblogic Server Enterprise Edition (Processor Perpetual)	Middleware
Database Lifecycle Management Pack	Database
Audit Vault and Firewall	Database
Oracle Linux/Oracle VM	Operating System
Microsoft Windows Server	Operating System.

The configuration, upgrades, enhancement and any other modification to the server software will be done by the system supplier or designated IS personnel.

9.2 Other Utility Software

In addition, system users will be required to utilize general purpose software that will enable them to operate effectively. The software includes

- Web browsers such as Palemoon, MS Edge, Internet Explorer, Mozzila Firefox
- Microsoft office 365 package
- Windows 10,
- Acrobat reader,
- Antivirus and network protection
- Java recommended version

Users' Responsibilities

- Users shall be responsible for proper use of the system software and shall not download any other software besides those listed above including music, video etc.
- Users shall liaise with system administrators to ensure that the antivirus is up to date.
- Users are encouraged to scan their computers frequently to ensure that they are not exposed
- Users are encouraged to use personal emails carefully to prevent any attacks that maybe be channeled through emails.

10 HRMIS Hardware

10.1 Use of HRMIS Hardware

HRMIS uses servers stationed at the datacenters that enable users to access applications and stored data. The servers are accessible to users through the web-based applications.

Endusers require desktop computers or laptops that are connected to the network to access the system. All MDAs will be provided with hardware devices that will be used solely for HRMIS operations.

All desktop computers and laptops will be configured and registered on the government network.

10.2 Security of Hardware

All security and safety of all portable technology desktop computers and laptops shall be the responsibility of the employee who has been issued with the device. Each employee

is required to use his/her own credentials that is username and password and ensure that the device is always kept safely and secure.

In the event of loss or damage the responsible officer should report it in accordance with prevailing stores regulations, which is filling of the loss report.

11 Government Email

All HRMIS HR users are required to have and use government domain email account. The email account can be created with assistance from Ministry of Communications, Science and Technology.

The OnlyOffice modules which are task management and document management are accessible through a government email.

12 Human Resources and Payroll Data

All human resources officers shall ensure safety and confidentiality of all employees' data at their disposal. The data include both manual and electronic data stored in HRMIS system and manual files.

In addition, human resources officers shall comply with the provisions of Data Protection Act 2011 when handling and processing personal detail data of employees. They shall further comply with other related legislations when executing their daily duties that involves employee data such as Treasury Regulations 2014, Part VIII which provides for salaries.

13 Appendices

13.1 Appendix 1 Statutory Pay Elements

ELEMENT_NAME	ELEMENT_INFORMATION_CATEGORY	Pay Element Code
Personal Income Tax	LS_INVOLUNTARY DEDUCTIONS	0533
PAYE	LS_INVOLUNTARY DEDUCTIONS	0533
LCS Monthly Basic Salary	LS_EARNINGS	1011
LGS Monthly Basic Salary	LS_EARNINGS	1011

LMPS Monthly Basic Salary	LS_EARNINGS	1011
MP Basic Salary	LS_EARNINGS	1011
CS Basic Salary	LS_EARNINGS	1011
ST Basic Salary	LS_EARNINGS	1011
Chief Allowance	LS_EARNINGS	1011
NSS Monthly Basic Salary	LS_EARNINGS	1011
TSC Monthly Basic Salary	LS_EARNINGS	1011
LDF Monthly Basic Salary	LS_EARNINGS	1011
Civil Pensioners - Pension	LS_EARNINGS	1010
Temporary - Wages	LS_EARNINGS	1010
CS Salary Arrears	LS_EARNINGS	1015
TSC Salary Arrears	LS_EARNINGS	1015
LDF Salary Arrears	LS_EARNINGS	1015
LCS Acting Allowance	LS_EARNINGS	1070
LGS Acting Allowance	LS_EARNINGS	1070
LMPS Acting Allowance	LS_EARNINGS	1070
CS Acting Allowance	LS_EARNINGS	1070
NSS Acting Allowance	LS_EARNINGS	1070
TSC Acting Allowance	LS_EARNINGS	1070
LDF Acting Allowance	LS_EARNINGS	1070
LCS Hardship Allowance	LS_EARNINGS	1076
LGS Hardship Allowance	LS_EARNINGS	1076
LMPS Hardship Allowance	LS_EARNINGS	1076
CS Hardship Allowance	LS_EARNINGS	1076
NSS Hardship Allowance	LS_EARNINGS	1076
TSC Hardship Allowance	LS_EARNINGS	1076
LCS Band Allowance	LS_EARNINGS	1084
LMPS Band Allowance	LS_EARNINGS	1084
LDF Band Allowance	LS_EARNINGS	1084
LCS Retention Allowance	LS_EARNINGS	1085
LGS Retention Allowance	LS_EARNINGS	1085
LMPS Retention Allowance	LS_EARNINGS	1085
CS Retention Allowance	LS_EARNINGS	1085
LDF Retention Allowance	LS_EARNINGS	1085
LCS Drivers Allowance	LS_EARNINGS	1092

LMPS Drivers Allowance	LS_EARNINGS	1092
LDF Drivers Allowance	LS_EARNINGS	1092
NSS Drivers Allowance	LS_EARNINGS	1092
LCS Dependence Allowance	LS_EARNINGS	1094
LGS Dependence Allowance	LS_EARNINGS	1094
LMPS Dependence Allowance	LS_EARNINGS	1094
CS Dependence Allowance	LS_EARNINGS	1094
NSS Dependence Allowance	LS_EARNINGS	1094
TSC Dependence Allowance	LS_EARNINGS	1094
LDF Dependence Allowance	LS_EARNINGS	1094
MP Expense Allowance	LS_EARNINGS	1096
ST Expense Allowance	LS_EARNINGS	1096
LDF Airwing Allowance	LS_EARNINGS	1101
LMPS Radio Allowance	LS_EARNINGS	1102
LDF Radio Allowance	LS_EARNINGS	1102
NSS Radio Allowance	LS_EARNINGS	1102
MP Chairperson Allowance	LS_EARNINGS	1103
MP Whip	LS_EARNINGS	1104
LDF Housing Allowance	LS_EARNINGS	1112
ST Housing Allowance	LS_EARNINGS	1112
CS Housing Allowance	LS_EARNINGS	1112
NSS Housing Allowance	LS_EARNINGS	1112
MP Constituency Allowance	LS_EARNINGS	1130
MP Housing	LS_EARNINGS	1132
LDF Responsibility Allowance	LS_EARNINGS	1138
ST Responsibility	LS_EARNINGS	1138
TSC Responsibility Allowance	LS_EARNINGS	1138
LCS Risk Allowance	LS_EARNINGS	1140
LMPS Risk Allowance	LS_EARNINGS	1140
NSS Risk Allowance	LS_EARNINGS	1140

LCS Special Duty Allowance	LS_EARNINGS	1146
LMPS Special Duty Allowance	LS_EARNINGS	1146
LDF	LS_EARNINGS	1146
NSS Special Duty Allowance	LS_EARNINGS	1146
TSC Special Duty Allowance	LS_EARNINGS	1146
LGS Utilities Allowance	LS_EARNINGS	1152
LDF Utilities Allowance	LS_EARNINGS	1152
MP Utilities	LS_EARNINGS	1152
CS Utilities Allowance	LS_EARNINGS	1152
ST Utilities Allowance	LS_EARNINGS	1152
NSS Utilities Allowance	LS_EARNINGS	1152
Petrol Allowance	LS_EARNINGS	1165
SpOfPnFnd	LS_PRE-TAX DEDUCTIONS	2000
StatPermPn	LS_PRE-TAX DEDUCTIONS	2001
PubOffPens	LS_PRE-TAX DEDUCTIONS	2010
Contribution Pension arrears	LS_PRE-TAX DEDUCTIONS	2025
Salary Overpayment	LS_INVOLUNTARY DEDUCTIONS	2031
Maintenance 1	LS_INVOLUNTARY DEDUCTIONS	2035
Maintenance 2	LS_INVOLUNTARY DEDUCTIONS	2036
PostBank	LS_INVOLUNTARY DEDUCTIONS	2037
PO Sal Adv	LS_INVOLUNTARY DEDUCTIONS	2038
Loan Bursary	LS_INVOLUNTARY DEDUCTIONS	2040
Maintenance arrears	LS_INVOLUNTARY DEDUCTIONS	2045
Surcharge	LS_INVOLUNTARY DEDUCTIONS	2055
P A Y E Arrears	LS_INVOLUNTARY DEDUCTIONS	2060
Tour imprest surcharge	LS_INVOLUNTARY DEDUCTIONS	2065
PostBankSav	LS_INVOLUNTARY DEDUCTIONS	2066
Rent	LS_INVOLUNTARY DEDUCTIONS	2670
Rent Arrears	LS_INVOLUNTARY DEDUCTIONS	2678
Sanitary and Refuse	LS_INVOLUNTARY DEDUCTIONS	2718
Salary Overpay current	LS_INVOLUNTARY DEDUCTIONS	2721

13.2 Appendix 2 Grade Structure

Civil Service		Correctional Service		NSS		LMPS		LDF	
NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH
A	1			NS1	1			NC1	1
A	2	CO1	1	NS1	2	PO1	1	NC1	2
A	3	CO1	2	NS1	3	PO1	2	NC1	3
A	4	CO1	3	NS1	4	PO1	3	NC1	4
A	5	CO1	4	NS1	5	PO1	4	NC1	5
A	6	CO1	5	NS1	6	PO1	5	NC1	6
		CO1	6			PO1	6		
B	1			NS2	1	PO1	7	NC2	1
B	2	CO2	1	NS2	2	PO1	8		
B	3	CO2	2	NS2	3	PO1	9	NC3	1
B	4	CO2	3	NS2	4	PO1	10	NC3	2
B	5	CO2	4	NS2	5	PO1	11	NC3	3
B	6	CO2	5	NS2	6	PO1	12	NC3	4
		CO2	6	NS2	7	PO1	13	NC3	5
C	1	CO2	7	NS2	8	PO1	14	NC3	6
C	2	CO2	8	NS2	9	PO1	15	NC3	7
C	3	CO2	9	NS2	10	PO1	16	NC3	8
C	4	CO2	10					NC3	9
C	5			NS3	1	PO2	1	NC3	10
C	6	CO3	1	NS3	2	PO2	2	NC3	11
		CO3	2	NS3	3	PO2	3	NC3	12
D	1	CO3	3	NS3	4	PO2	4		
D	2	CO3	4	NS3	5	PO2	5	NC4	1
D	3	CO3	5	NS3	6	PO2	6	NC4	2
D	4	CO3	6	NS3	7	PO2	7	NC4	3
D	5					PO2	8	NC4	4
D	6	CO4	1	NS4	1	PO2	9	NC4	5
		CO4	2	NS4	2	PO2	10	NC4	6
E	1	CO4	3	NS4	3			NC4	7
E	2	CO4	4	NS4	4	PO3	1	NC4	8
E	3	CO4	5	NS4	5	PO3	2		
E	4	CO4	6	NS4	6	PO3	3	NC5	1
E	5	CO4	7	NS4	7	PO3	4	NC5	2
E	6					PO3	5	NC5	3
		CO5	1	NS5	1	PO3	6	NC5	4
F	1	CO5	2	NS5	2			NC5	5

F	2	CO5	3	NS5	3	PO4	1	NC5	6
F	3	CO5	4	NS5	4	PO4	2		
F	4	CO5	5	NS5	5	PO4	3	NC6	1
F	5	CO5	6	NS5	6	PO4	4	NC6	2
F	6	CO5	7			PO4	5	NC6	3
F	7	CO5	8	NS6	1	PO4	6	NC6	4
F	8			NS6	2			NC6	5
NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH
		CO6	1	NS6	3	PO5	1	NC6	6
G	1	CO6	2	NS6	4	PO5	2		
G	2	CO6	3	NS6	5	PO5	3	NC7	1
G	3	CO6	4			PO5	4	NC7	2
G	4	CO6	5	NS7	1	PO5	5	NC7	3
G	5	CO6	6	NS7	2	PO5	6	NC7	4
G	6			NS7	3			NC7	5
G	7	CO7	1	NS7	4	PO6	1		
G	8	CO7	2	NS7	5	PO6	2	NC8	1
		CO7	3			PO6	3	NC8	2
H	1	CO7	4	NS8	1	PO6	4	NC8	3
H	2	CO7	5	NS8	2	PO6	5	NC8	4
H	3			NS8	3	PO6	6		
H	4	CO8	1	NS8	4			NC9	1
H	5	CO8	2			PO7	1	NC9	2
H	6	CO8	3	NS9	1	PO7	2	NC9	3
H	7	CO8	4	NS9	2	PO7	3	NC9	4
H	8	CO8	5	NS9	3	PO7	4		
				NS9	4	PO7	5	NC10	1
I	1	CO9	1	NS9	5			NC10	2
I	2	CO9	2			PO8	1	NC10	3
I	3	CO9	3	NS10	1	PO8	2	NC10	4
I	4	CO9	4	NS10	2	PO8	3		
I	5	CO9	5	NS10	3	PO8	4	NC11	1
I	6			NS10	4			NC11	2
I	7	CO10	1	NS10	5	PO9	1	NC11	3
I	8	CO10	2			PO9	2	NC11	4
		CO10	3	NS11	1	PO9	3		
J	1	CO10	4	NS11	2	PO9	4	NC12	1
J	2	CO10	5	NS11	3			NC12	2
J	3			NS11	4	PO10	1	NC12	3
J	4	CO11	1	NS11	5	PO10	2	NC12	4
J	5	CO11	2			PO10	3		
J	6	CO11	3	NS12	1	PO10	4	C1	1
J	7			NS12	2			C1	2
J	8	CO12	1	NS12	3	PO11	1	C1	3

				NS12	4	PO11	2	C1	4
K	1			NS12	5	PO11	3	C1	5
K	2								
K	3			NS13	1	PO12	1	C2	1
K	4			NS13	2			C2	2
K	5			NS13	3			C2	3
K	6			NS13	4			C2	4
								C2	5
L	1			NS14	1				
NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH
L	2							C3	1
L	3							C3	2
L	4							C3	3
								C3	4
M	1							C3	5
M	2								
								C4	1
								C4	2
								C4	3
								C4	4
								C4	5
								C5	1
								C5	2
								C5	3
								C5	4
								C5	5
								C6	1
								C6	2
								C6	3
								C6	4
								C6	5
								C7	1
								C7	2
								C7	3
								C7	4
								C7	5
								C8	1
								C8	2
								C8	3
								C8	4

POSITION	NEW GRADE	NEW NOTCH
Prime Minister	MP7	1
Deputy Prime Minister	MP6	1
Minister	MP5	1
Speaker of the National Assembly	MP5	1
President of the Senate	MP4	1
Leader of Opposition	MP4	1
Deputy Minister	MP4	1
Deputy Speaker of National Assembly	MP4	1
Vice President of the Senate	MP3	1
Member of the National Assembly	MP2	1
Senator	MP1	1
Chief Justice	ST4	1
Judges of the High Court	ST3	1
Attorney General	ST3	1
Ombudsman	ST2	1
Auditor General	ST2	1
Director of Public Prosecutions	ST2	1
Chairman of the Public Service Commission	ST2	1
Chairman of the Teaching Service Commission	ST2	1
Chairman of the Independent Electoral Commission	ST2	1
Member of the Public Service Commission	ST1	1
Member of the Teaching Service Commission	ST1	1
Member of the Independent Electoral Commission	ST1	1
POSITION	NEW GRADE	NEW NOTCH
HIS MAJESTY KING	HMK	1
QUEEN REGEND	HMQ	1

Chiefs

POSITION	NEW GRADE	NEW NOTCH
Independent Chief	CA6	1
Area Chief I	CA5	1
Area Chief II	CA4	1
Chief I	CA3	1
Chief II	CA2	1
Headman	CA1	1

Teachers New		Teachers Old	
NEW GRADE	NEW NOTCH	NEW GRADE	NEW NOTCH
L3a	1	TR1A	1
L3a	2	TR1A	2
L3a	3	TR1A	3
L3a	4	TR1A	4
L3a	5	TR1A	5
L3a	6	TR1A	6
L3a	7	TR1A	7
L3a	8	TR1A	8
L3a	9	TR1A	9
L3b	1	TR1B	1
L3b	2	TR1B	2
L3b	3	TR1B	3
L3b	4	TR1B	4
L3b	5	TR1B	5
L3b	6	TR1B	6
L3b	7	TR1B	7
L3b	8	TR1B	8
L3b	9	TR1B	9
		TR1B	10
L4a	1	TR1B	11
L4a	2	TR1B	12
L4a	3	TR1B	13
L4a	4	TR1B	14
L4a	5	TR1B	15
L4a	6		
L4a	7	TR1C	1
		TR1C	2
L4b	1	TR1C	3
L4b	2	TR1C	4
L4b	3	TR1C	5
L4b	4		
L4b	5	TR1D	1
L4b	6	TR1D	2
L4b	7	TR1D	3
		TR1D	4
L5	1	TR1D	5
L5	2		
L5	3	TR2	1

L5	**4**	TR2	**2**
L5	**5**	TR2	**3**
L5	**6**	TR2	**4**
L5	**7**	TR2	**5**
L5	**8**		
NEW GRADE	**NEW NOTCH**	**NEW GRADE**	**NEW NOTCH**
		TR3	**1**
L6a	**1**	TR3	**2**
L6a	**2**	TR3	**3**
L6a	**3**	TR3	**4**
L6a	**4**	TR3	**5**
L6a	**5**	TR3	**6**
L6a	**6**	TR3	**7**
L6a	**7**	TR3	**8**
L6a	**8**	TR3	**9**
L6a	**9**	TR3	**10**
L6b	**1**	TR1E	**1**
L6b	**2**	TR1E	**2**
L6b	**3**	TR1E	**3**
L6b	**4**	TR1E	**4**
L6b	**5**	TR1E	**5**
L6b	**6**		
L6b	**7**		
L6b	**8**	TR4	**1**
L6b	**9**	TR4	**2**
		TR4	**3**
L7A	**1**	TR4	**4**
L7A	**2**	TR4	**5**
L7A	**3**		
L7A	**4**	TR5	**1**
L7A	**5**	TR5	**2**
L7A	**6**	TR5	**3**
L7A	**7**	TR5	**4**
L7A	**8**	TR5	**5**
L7A	**9**	TR5	**6**
L7B	**1**	TR6	**1**
L7B	**2**	TR6	**2**
L7B	**3**	TR6	**3**
L7B	**4**	TR6	**4**
L7B	**5**	TR6	**5**
L7B	**6**	TR6	**6**
L7B	**7**	TR6	**7**

L7B	**8**	TR6	**8**
L7B	**9**		
L7B	**10**	**TA12**	**1**
L7B	**11**		
L7B	**12**	**TA12**	**2**
L7B	**13**	**TA12**	**3**
L7B	**14**	**TA12**	**4**
NEW GRADE	**NEW NOTCH**	**NEW GRADE**	**NEW NOTCH**
L7B	**15**	**TA12**	**5**
L7B	**16**	**TA12**	**6**
L7B	**17**	**TA12**	**7**
		TA12	**8**
L8	**1**	**TA12**	**9**
L8	**2**	**TA12**	**10**
L8	**3**	**TA12**	**11**
L8	**4**		
L8	**5**		
L8	**6**		
L8	**7**		
L8	**8**		

13.3 Appendix 3 Oracle System Request Form

FROM: MINISTRY/DEPARTMENT OF_____

TO: MINISTRY OF THE PUBLIC SERVICE

APPLICATION FOR ORACLE HRMIS SUPPORT SERVICES

Instructions for completing Form

a) Part one of the form to be completed by the Applicant.
b) Part two to be completed by Applicant's Head of department.
c) Part three to be completed by Applicant's Principal Secretary /Chief Accounting Officer.
d) Part Four to be filled by System Administrator(Ministry of the Public Service).

NOTE: Applicant must bring filled form along with his/her **National Identity (ID) Card.**

PART ONE:

APPLICANT DETAILS:

First Nar ☐ **Surnan** ☐

Employment Numb ☐ **Designati** ☐

APPLYING FOR (Tick Appropriate Box):

Initiator Profil ☐ Reviewer Prof ☐ Approver Prof ☐

Password Reset ☐ Disable Accoun ☐ Emergency Vacation Rule ☐

☐ Other (Specify)……

……

User Trained: ☐ or ☐

Applicant Signature: _____ Date: _____

PART TWO:

General Remarks:

Date: _____ Signature: _____

Head of Department

PART THREE:

Principal Secretary/Chief Accounting Officer Authorisation.

Date: _____ Signature: _____

(**OFFICE STAMP**) Principal Secretary/Chief Accounting Officer

PART FOUR:

Applicant Operator Id (Username):

Applicant Security Profile:

Comments:

……

……

……

……

Administrator's Name & Surname:

Date:_____ Signature:_____

System Administrator

13.4 Appendix 4 System Generated Reports

Splash BI – Core HR Reports

- Employee profile Report
- Confirmations Report
- Compensation Claims
- Employee Tax Return
- Establishment Management Report
- Government Housing Report
- Head count Report
    - By Age
    - By Grade
    - By MDA
    - By Sex
- Leave Management Report
- Employee by Location Report
- Organisational Development Report
- Salary Bill
- Termination
- Training Report
- Vacancy Report
- Disciplinary Report
- Grievance Report
- Disputes Report

Splash BI Payroll Reports

- Costing Report
- Costing Summary
- Payslips
- Payslip History
- Deduction Schedule
- Deduction Summary
- Deposit Schedule
- Deposit Summary