HRMIS Training Manual

ADDENDUM V 1.4

Document Control

Date	Author	Version	Change Reference
07 March 2018	HRMIS UNIT	1.0	Creation
10 March 2018	HRMIS UNIT	1.1	Update
13 March 2018	HRMIS UNIT	1.2	Review
21 August 2018	HRMIS UNIT	1.3	Update
29 August 2018	HRMIS UNIT	1.4	Review

Section 3.3.2, Page 35

Change Address

1. Set effective date to date of change of address (Example: 23 Mar 2018 in our scenario)
2. In "Date To" field, input the end date one day before the change of address (22 Mar 2018)
3. Click on 'New' icon or arrow down (keyboard) to fill in the new address in the blank form
4. Save

Section 3.6.9.10, Page 57

HPC/ALLOWANCE BY EMPLOYEE

An additional field, *Taxable*, has been added.

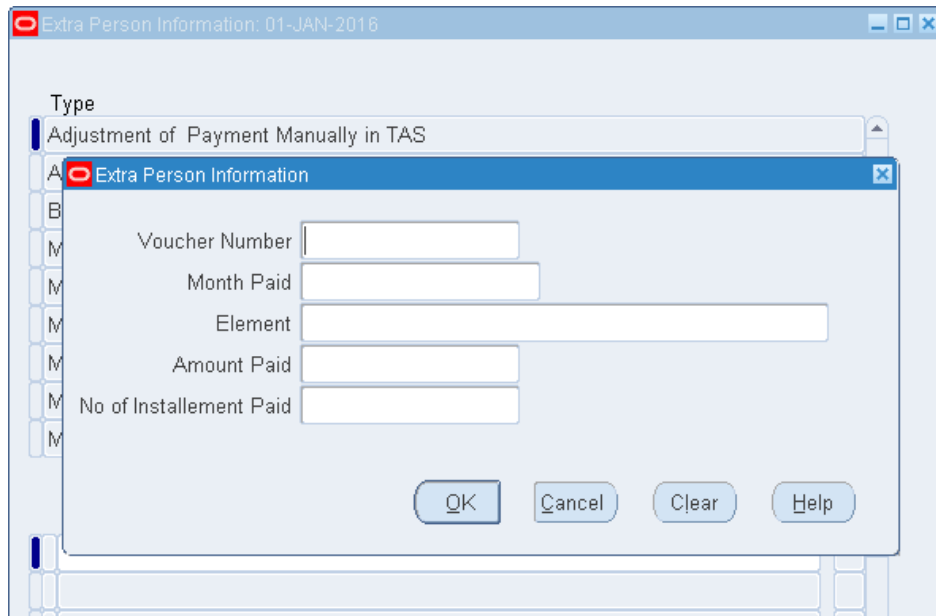## Section 3.6.9.38, Page 66

To add above section

Duties of Chief of Protocol

The above EIT needs to be recorded in order to compute correct Petrol Allowance for employee who is assigned duties of Chief of Protocol and for the payment of Entertainment Allowance to the latter.

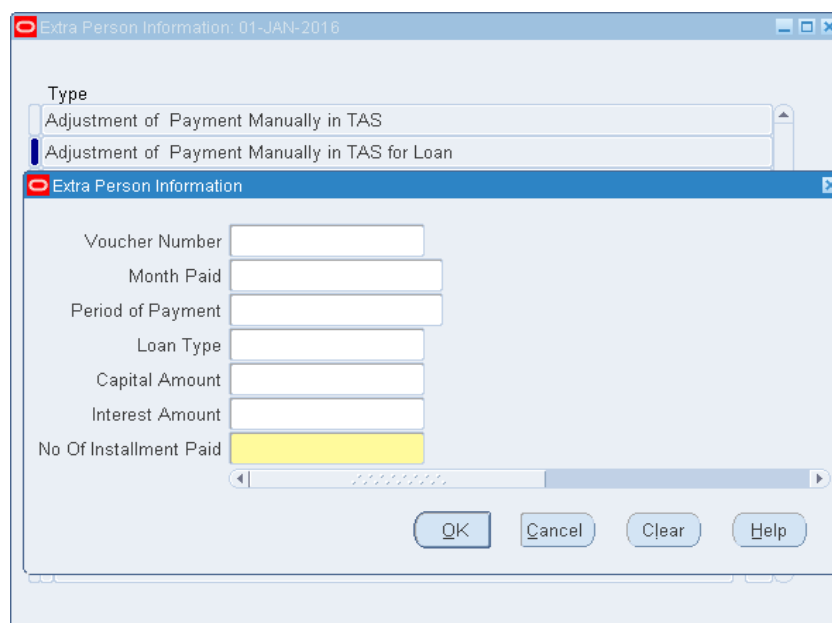## Section 3.6.9.39, Page 66

To add above section

Adjustment of Payment Manually in TAS

The above EIT has to be filled in cases when an employee is on Leave Without Pay but a payment (excluding Loan) has to be made to TAS. (For instance, employee has an outstanding expenditure credit)

Section 3.6.9.40, Page 66; Section 11.14, Page 165

Adjustment of Payment Manually in TAS for Loan

Scenario:

When an employee is under Leave Without Pay, deductions with respect to Vehicle Loan contracted may be paid manually in TAS. If such is the case, the above EIT should be filled to that end.

Once the employee's status is changed back to '*In Post*', the finance user has to add two deduction elements for the adjustment of loan balances, namely, **Motor Car Loan Capital Adjustment** and **Motor Car Loan Interest Adjustment.**

The two required input values are '*Instalment' (should be numeric) and 'Loan Reference'*

Section 3.7, Page 67

In case an ex-employee (previously under Ministry A) is rehired as Employee/Contract by Ministry B, HR of Ministry B have to send Ministry A a written request to rehire the person, specifying the date the person to be rehired.
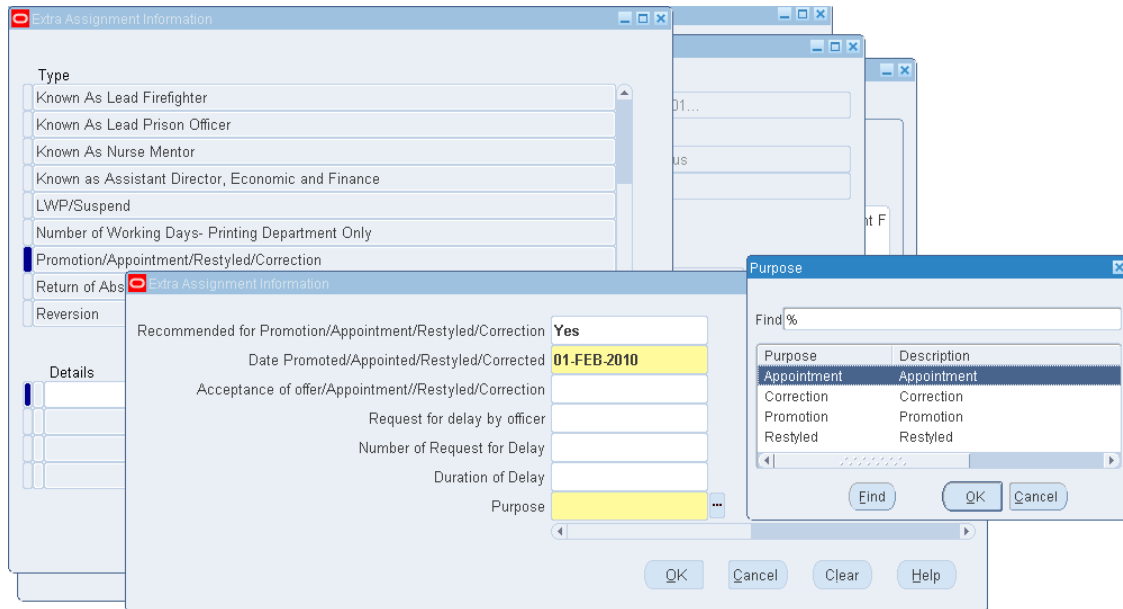
Once Ministry A has rehired the person, the latter has to effect the transfer to Ministry B on the same date rehired. Upon saving, click on '*Correction*'.

Section 4.5, Page 87

Promoting an Employee

Path should read as "HRMIS HRSUPERVISOR ➔ ASSIGNMENT EXTRA INFORMATION"

The screen to capture Promotion has been amended as below:

Note: Apart from '*Promotion*', this screen can also be used for '*Appointment*', '*Correction*' & '*Restyled*'

Section 6.1.2, Page 98

Note:

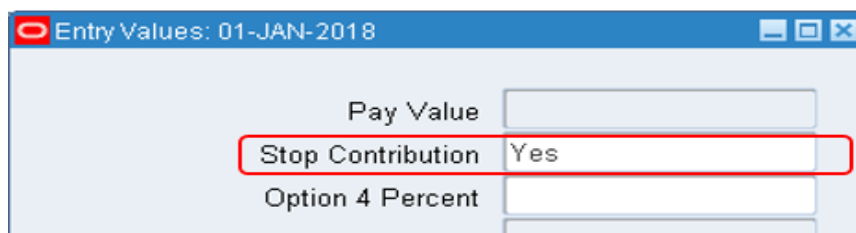- Element: Civil Service Family Protection Scheme

  For any Employee who joined service prior to PRB 2013, select:
  - *Civil Service Family Protection Scheme*

  Else:
  - *Employee Monthly CSFPS Contribution PRB 2013*

- For employee having reached their 60th birthday, who opts to stop contribution, the field "Stop Contribution" should be set to 'Yes'

Section 8.2, Page 116

Note: (ii) Report '*MCS List of Employees with Negative Pay*' needs to be run after the processing of '*Payroll Run by Organisation*' at Min/Dept level.

In cases where there is Negative Pay for some employees, the payroll needs to be rollback (*Refer to Section 8.2.1*). The appropriate changes should be made with respect to the different Deductions Elements of the employees.

Payroll at Min/Dept level and the above report would need to be re-run, ensuring that there is no cases of Negative Pay, prior to Central Processing of Payroll.

The screenshot below shows the parameters to be entered and the output of same:
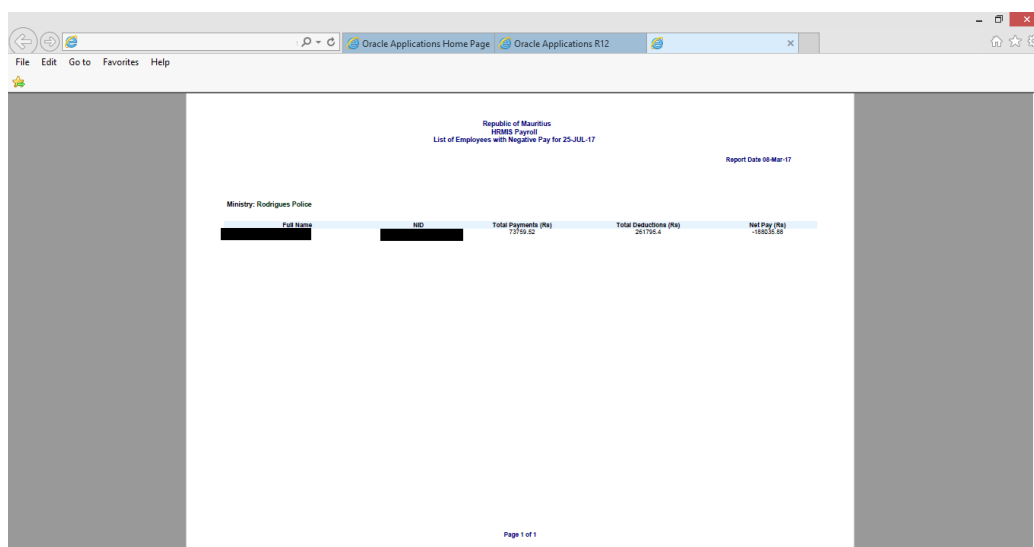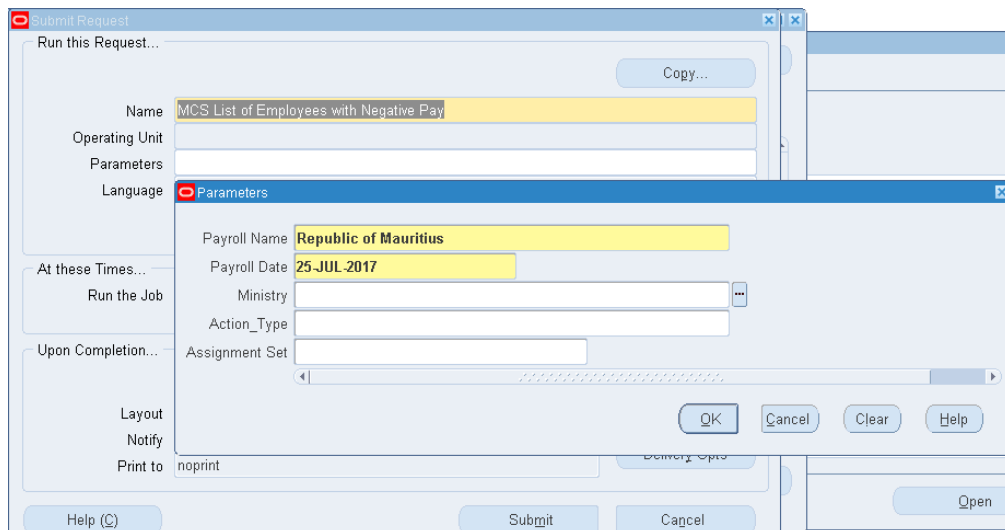
Section 9.1, Page 118

Actual Date

Should read as "Employee's last day of work (could be different from Projected Date)" instead of 'Date the employee left really (could be different from Projected date)'

Section 11.7, Page 143

For *Responsibility/Acting Allowance*, the element should be end dated on the Element Entries Screen once payment has already been effected. Refer to Section 6.1.2.2 End-Dating Element.

Section 11.8, Page 144

Note

Should read as:

- "If Interdiction with pay is at the start of the month, any earnings will be **zero**, except the elements: **Basic Salary**, **Compensation**, **Rent Allowance, Housing Allowance** & **Monetary Value of Private use of Official Car**, which will be paid in full"

- "If Interdiction with pay is after the start of the month (10th of the month), payments will be made in full to elements: **Basic Salary**, **Compensation, Housing Allowance** & **Rent Allowance**." If an employee is eligible for chauffeur-driven car, he will be eligible for "**Monetary Value of Private use of Official Car**".

In case the employee is Under Interdiction With Pay/ Under Interdiction Without Pay, only the Elements (Payments) affected by the Status of the officer should be end dated on Element Entries Screen. Refer to Section 6.1.2.2 End-Dating Element.

Section 11.17, Page 172

Add Section 11.17 Minister's Elements

Refer to Section 6.0 Element Entry

For Minister

List of Payment Elements:

1. National Pension Scheme 9 Drivers Allowance

2. National Pension Scheme 9 Constituency Clerk

3. National Savings Fund 3_5 Constituency Clerk

4. National Savings Fund 3_5 Drivers Allowance

5. Training Levy Fees 1_5

List of Deduction Elements:

1. Contribution National Pension Scheme 3 Constituency Clerk

2. Contribution National Pension Scheme 3 Drivers Allowance

3. Contribution National Pension Scheme 6 Constituency Clerk

4. Contribution National Pension Scheme 6 Drivers Allowance

5. Contribution National Savings Fund 1 Constituency Clerk

6. Contribution National Savings Fund 2_5 Constituency Clerk

7. Contribution National Savings Fund 1 Drivers Allowance

8. Contribution National Savings Fund 2_5 Drivers Allowance

9. Contribution Training Levy 1_5

Section 11.18, Page 172

Add Section 11.18 Payroll Reversal for a particular employee

Responsibility: Finance Supervisor

Step 1: Identify the Employee in a payroll Run

Path: View → Payroll Process Results → Find → Identify the Payroll Run and Search for the Employee

Step 2: Query the Employee

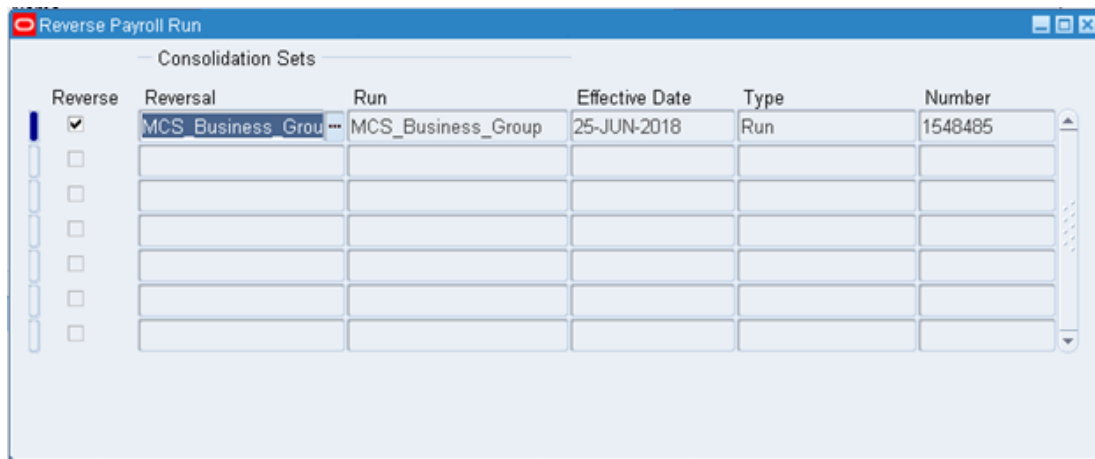**Path:** People → Enter and Maintain → Query Employee

Step 3: Path for Reverse Run

Path: People → Enter and Maintain → Assignment → Others → Reverse Run
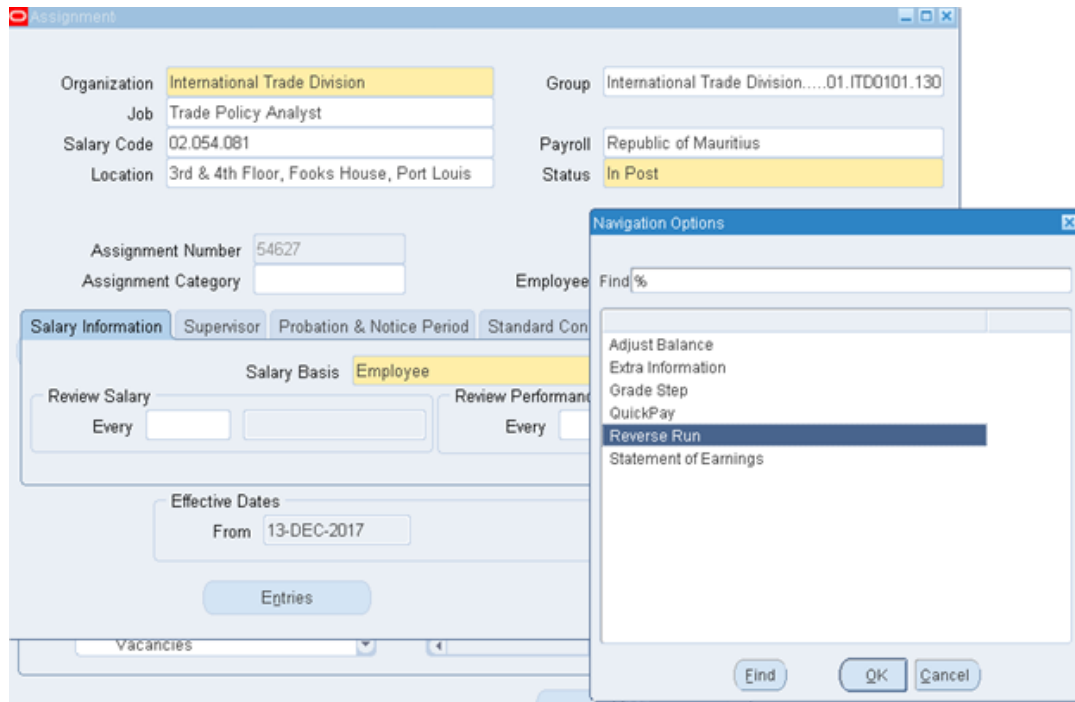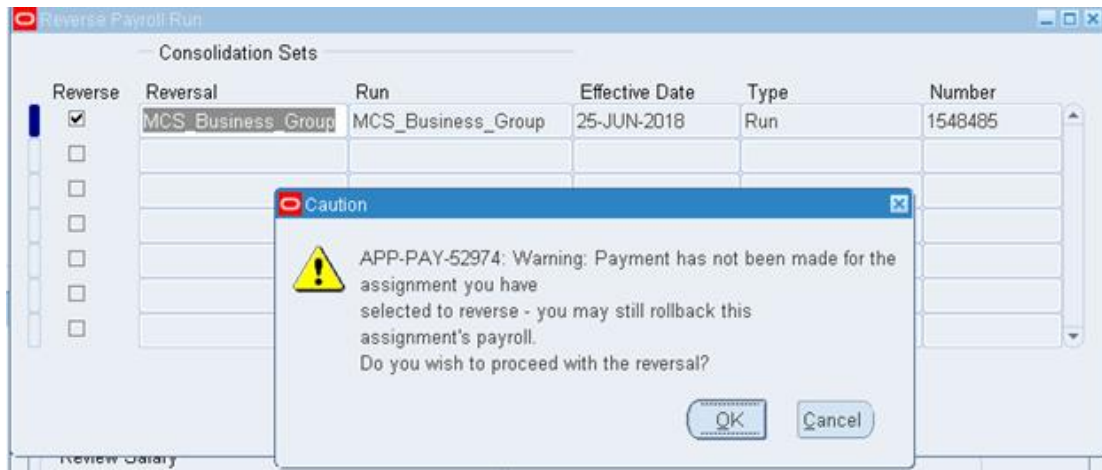
Step 4: Reverse of Payroll of an employee

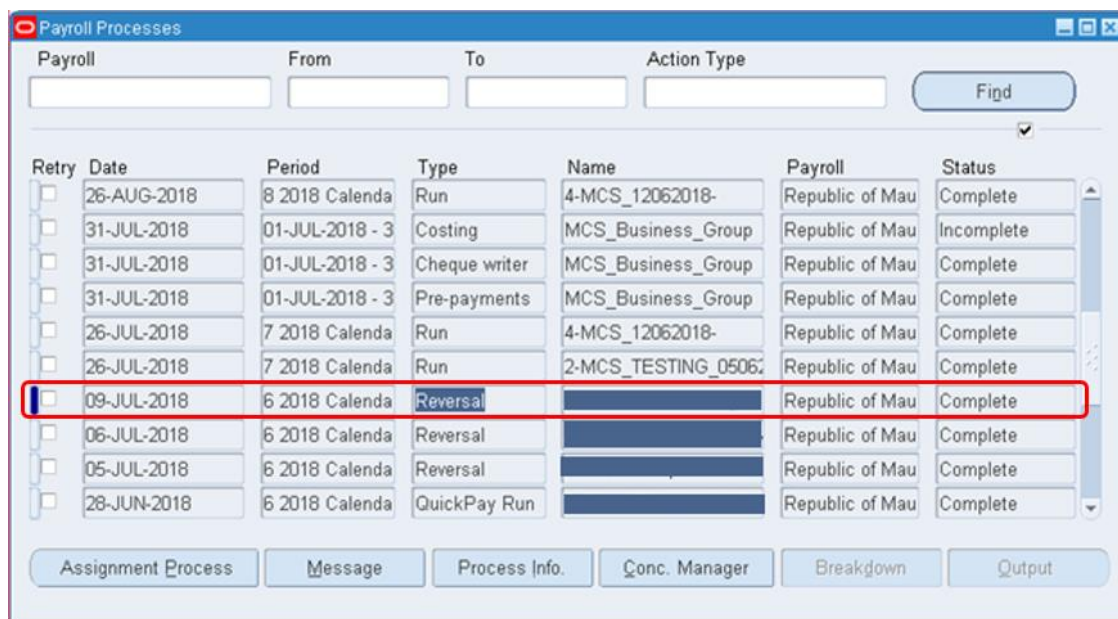- Select **MCS_Business_Group** for field Reversal and Save.
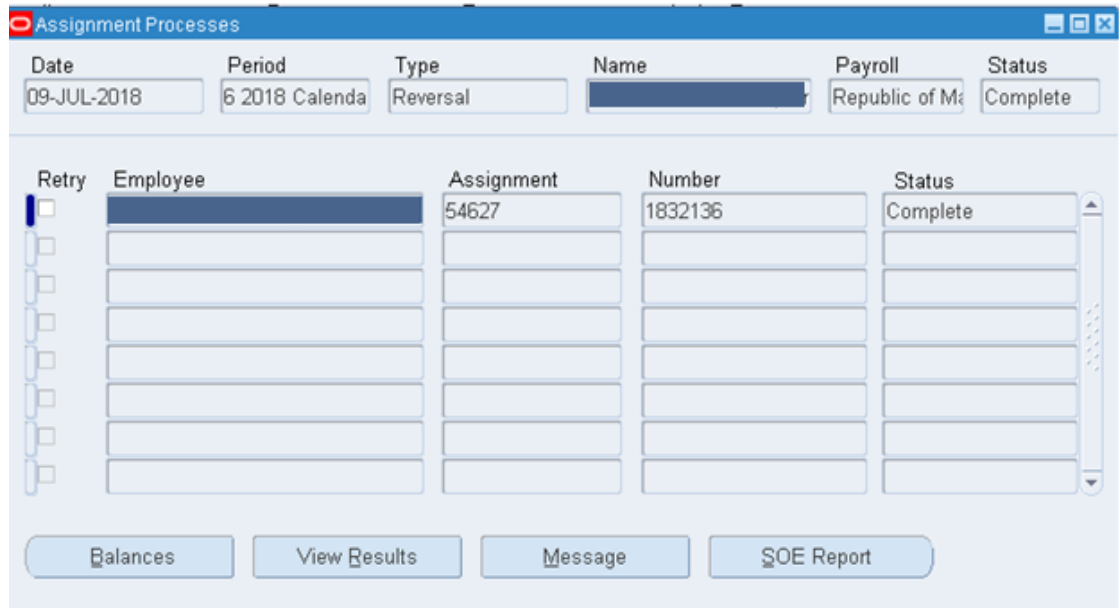

- Click on **'OK'**

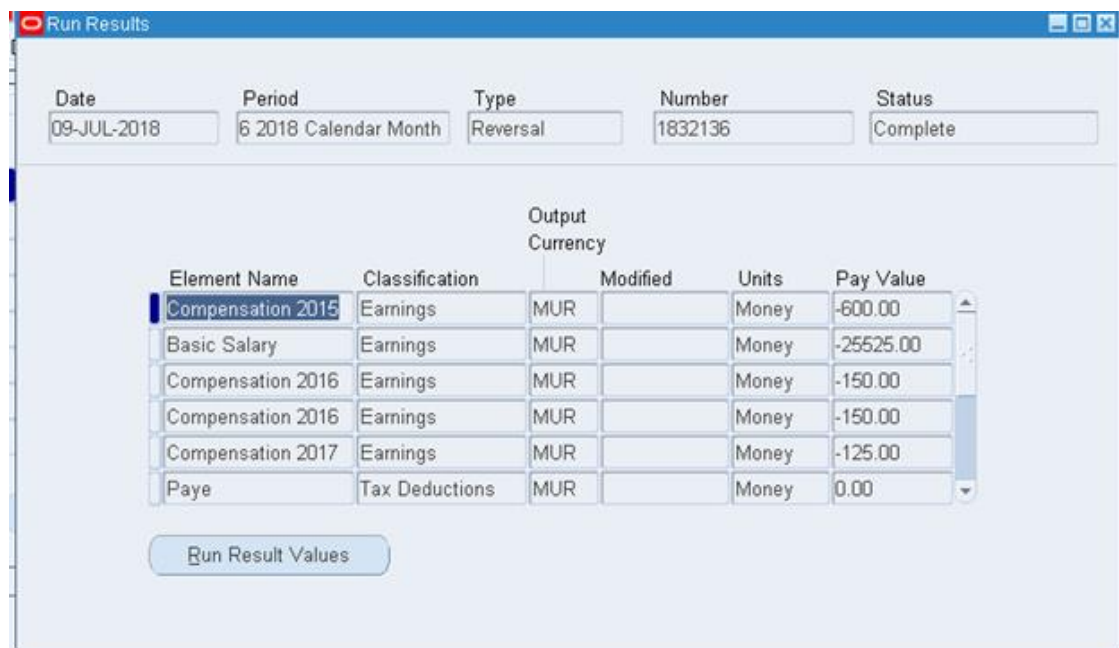**Step 5: Verify that the payroll has been reversed for this employee**
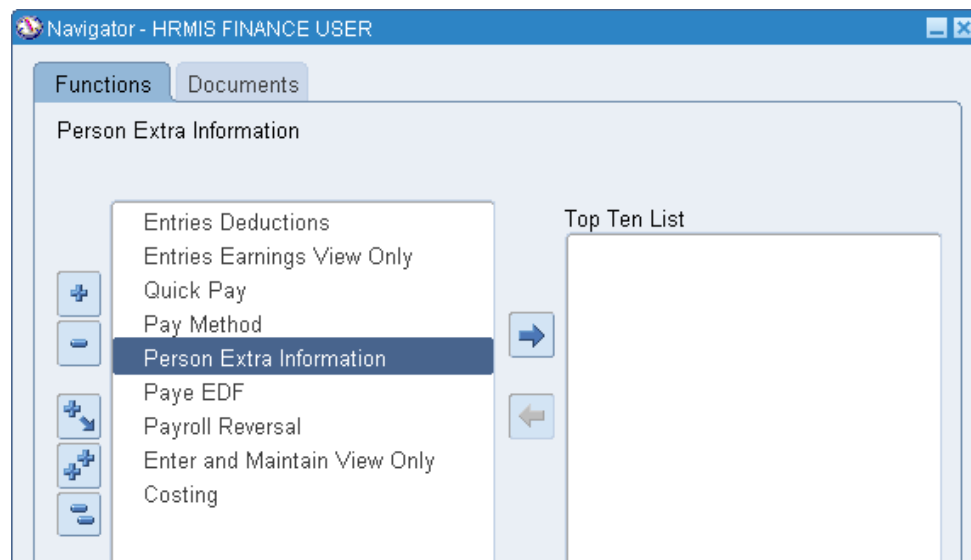
Path: View → Payroll Processes Results → Find
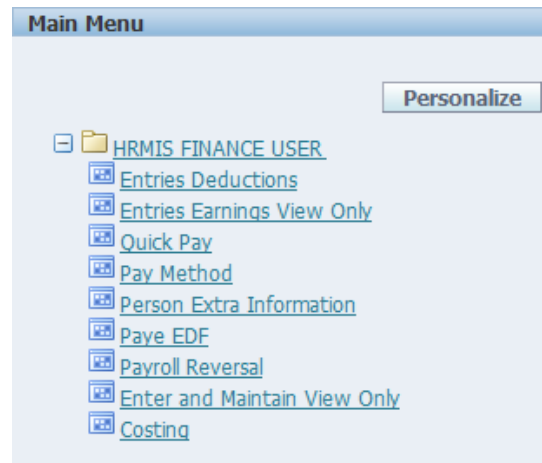

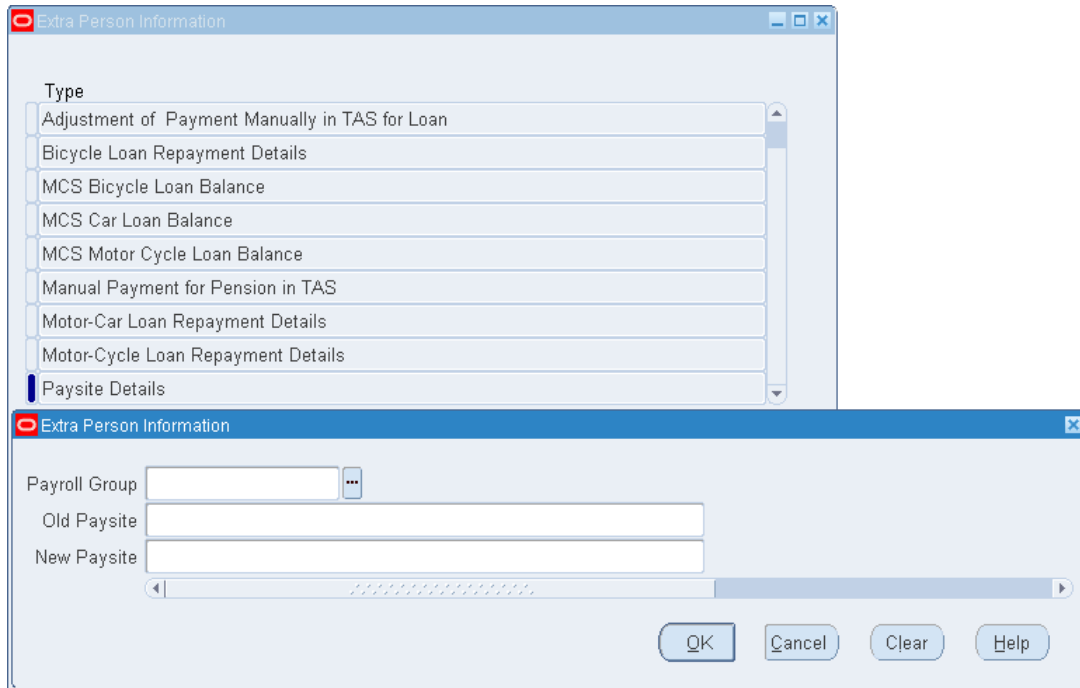- Click on the button '**Assignment Process**'

- Click on the button '**View Results**'

Section 11.19, Page 172

Add Section 11.19 Change Paysite Details

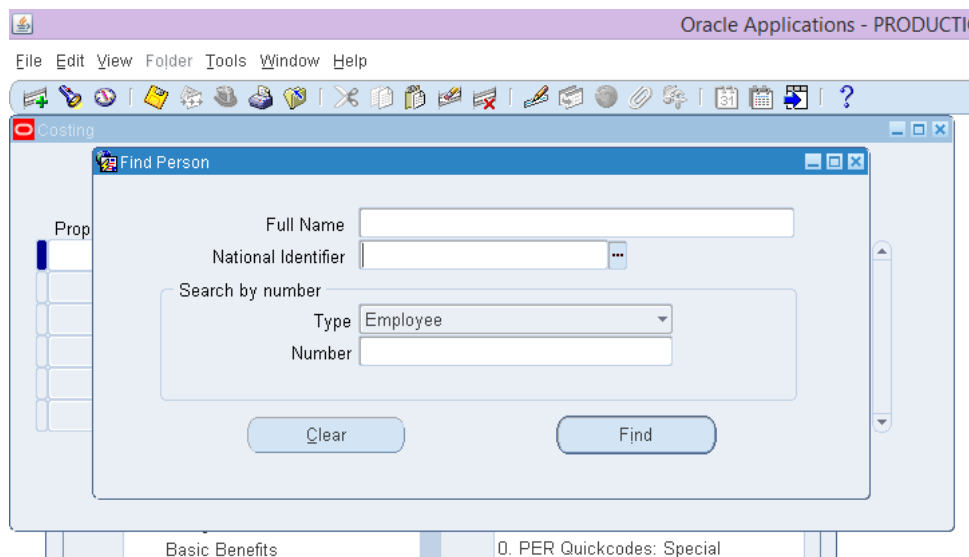1. As a Finance User / Supervisor, click on 'Person Extra information'

2. Under 'Paysite Details', either select the appropriate 'Payroll Group', 'Old Paysite' & 'New Paysite' or make the necessary amendments accordingly

Section 11.20, Page 172

Add Section 11.20 Costing

Input of missing Costing Details or correction of wrong Costing Details in HRMIS

FINANCE USER → Costing

1. Query the employee

To enter the Costing Details:

1. Set the effective date to **01-JUL-2018**

2. Click on the tab below "Cost Code"

3. Fill in the fields in the "Cost Allocation Flexfield" accordingly by selecting the correct value for each field from the drop down list.

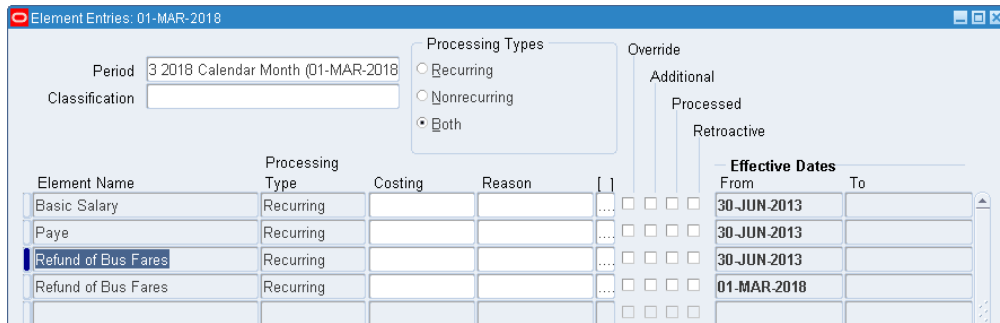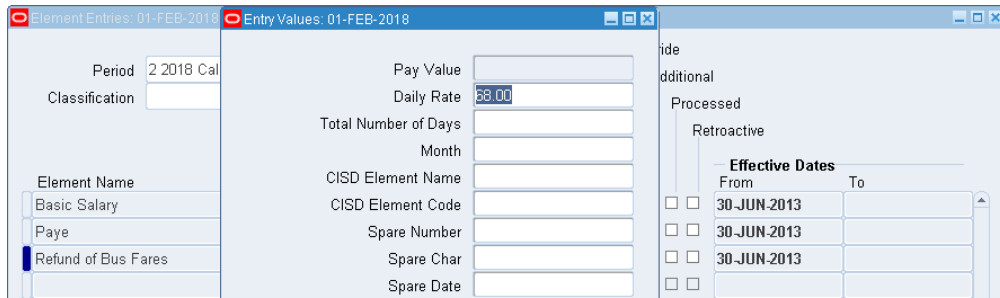4. Click "OK"

5. Save

Section 11.21, Page 172

Add Section 11.21 Update an Element

Updating recurring elements having entry values, which needs to be changed for a different month.
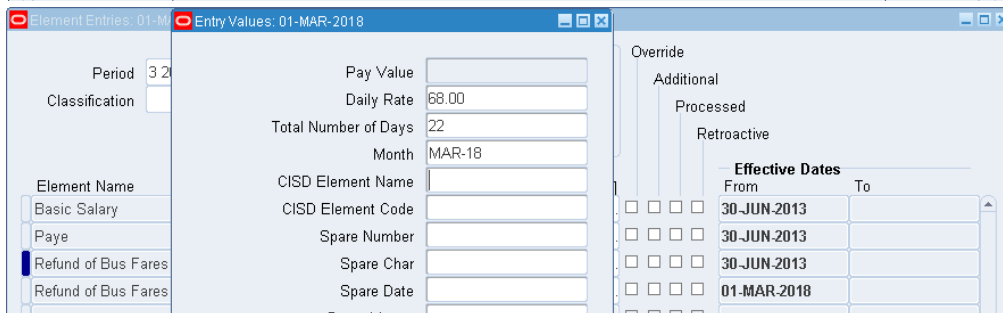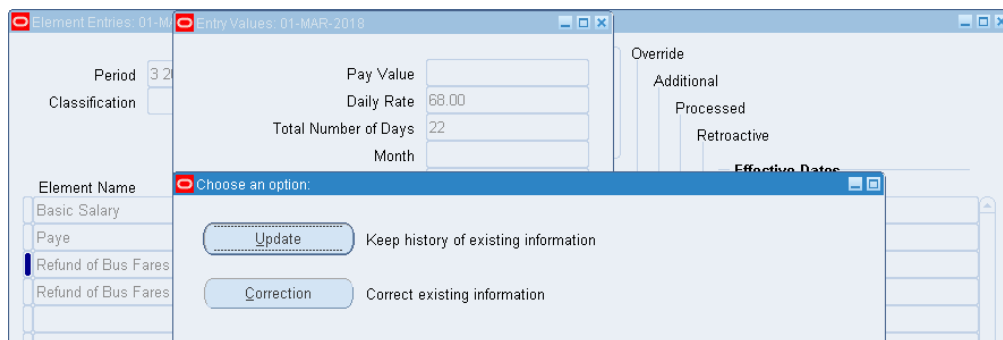
Scenario: A change of address with effect from 23 Mar 2018
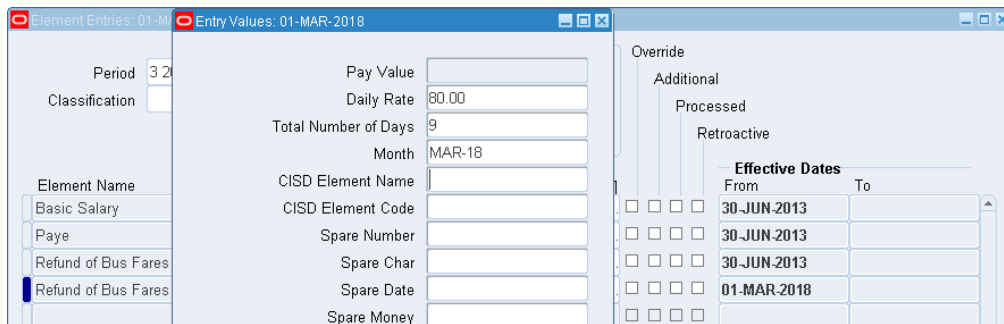
How to update element "Refund of Bus Fares"

In this scenario, the Daily Rate before the change of address for this particular employee was "*68.00*"

1. Go to the Element Entries Screen
2. Set the date to '1 Mar 2018'
3. Add a second element "Refund of Bus Fares" as shown above

4. Click on the first element "Refund of Bus Fares"
5. Click on "Entry Values"
6. Input the "Total Number of Days" (i.e. '22' in our scenario)
7. Click on '*Update*'
8. Then input the "Month" (i.e. 'MAR-18' in our scenario)
9. Save

10. Click on the second element "Refund of Bus Fares"

11. Click on "Entry Values"

12. Input the new "Daily Rate" ('80.00' in our scenario)

13. Input the "Total Number of Days" ('9' in our scenario)

14. Input the "Month" ('MAR-18' in our scenario)

15. Save

16. The first element "Refund of Bus Fares" should be end dated (Elements should be end-dated on the last day of the month in question)
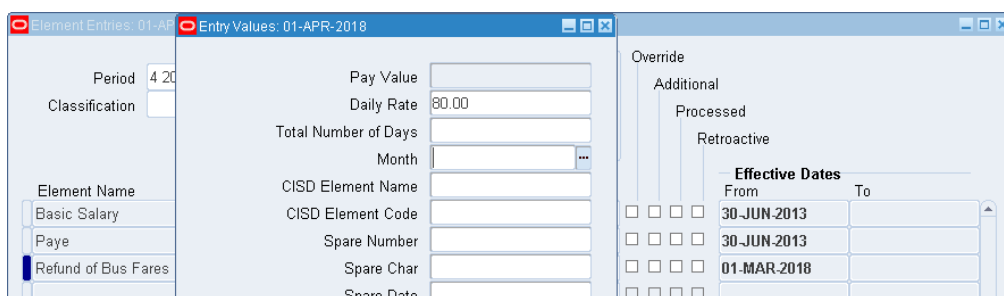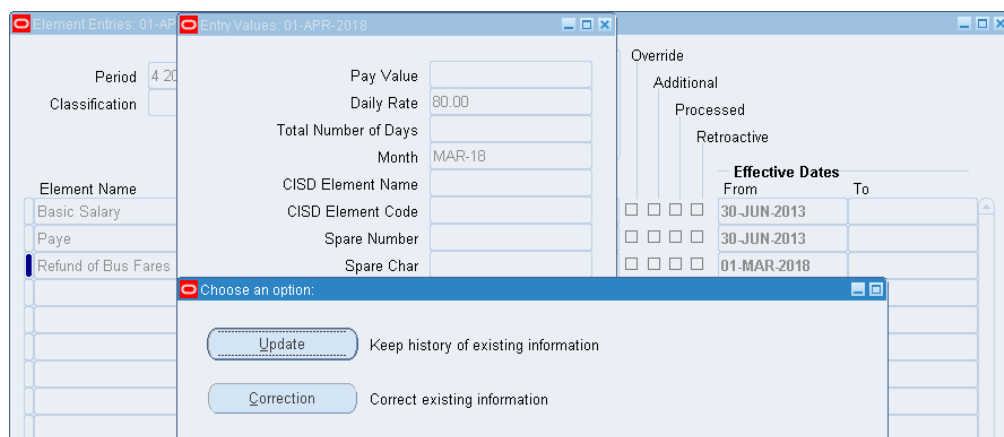
17. Set effective date to the next month (i.e. 1 APR 2018 in our scenario)

18. Click on the new element "Refund of Bus Fares"

19. Click on "Entry Values"

20. The "Daily Rate" stays the same

21. Delete all the details in the "Total Number of days" and "Month" fields

Then click on '*Update*'