

Annex 2

Human Resource Management Information System

Requirements Document

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1.0 INTRODUCTION

Established in 2008, Marie Stopes International Uganda (MSIU) is an international branch office of Mariestopes International. In 2015, MSI Uganda assumed leadership of the USAID Long Term Family Planning Methods (LTFP) Programme. The LTFP Programme expands affordable services and choice of the full range of contraceptive choice to rural and underserved communities through a dynamic mix of mobile clinical outreach, social franchising and community based distribution. In partnership with the Ministry of Health, this programme supports the long term capacity of public and private sector providers to deliver high quality FP counselling and services.

This Human Resources Systems is intended for human resources and payroll financial systems personnel, accountants and others who operate and support human resource and financial transactions for MSIU.

2.0 SYSTEM OVERVIEW

The complexity, diversity, and size of the employee population in MSIU place unique demands on managers of human resources and payroll operations. The constantly changing requirements of human resource management has led management to look not only at the functional capabilities of human resources and payroll systems, but also the managerial environments in which these systems are supported and/or operated.

All human resources and payroll systems that are being designed and implemented, or are in use, must operate in accordance with laws, regulations, and judicial decisions. It is the responsibility of each MSIU function to be knowledgeable of the legal requirements governing its human resources and payroll operations.

All human resources and payroll systems must provide, as a minimum, the following qualities:

- Complete, accurate, and prompt payment of pay and deductions;
- Complete, accurate, and prompt generation and maintenance of human resources and payroll records and transactions;
- Timely access to complete and accurate information, without extraneous material, to those internal and external to the MSIU function who require the information;
- Timely and proper interaction of human resources and payroll systems with Core financial systems; and
- Adequate internal controls to ensure that human resources and payroll systems are operating as intended.

Human resources and payroll management functional requirements presented are those required to initiate and maintain the compensation of employees. The full spectrum of human resources and payroll management functions would include planning, policy, programming, budgeting, accounting, operations, and controls.

Human resources management activities include:

- Position management and classification;
- Recruitment and staffing;
- Personnel action administration;
- Benefits and Advance Administration;
- Labor, management and employee relations; and
- Work force development.

Payroll management activities include:

- Time and attendance processing;
- Leave processing; and
- Pay processing.

Other management activities include:

- Labor cost distribution;
- Asset management;
- Reporting, reconciliation, and records retention; and
- General systems requirements.

The following discussion illustrates the relationship between human resources and payroll activities. When an individual is hired, human resources establishes salary, grade, entitlements, etc. This information is then passed to payroll to affect leave and pay processing. Any changes to the basic authorizations and entitlements must be made by the human resources activity before being reflected in the payroll system.

Functional requirements of the MSIU's human resources and payroll systems can be segregated into two general categories, mandatory and value added. Following are definitions for these two categories of requirements:

Mandatory - Mandatory requirements describe what the system must do and consists of the minimum acceptable functionality, necessary to establish a system, or are based on laws and regulations. Mandatory requirements are those against which MSIU function heads evaluate their systems to determine substantial compliance with systems requirement. These requirements apply to existing systems in operation and new systems planned or under development.

Value-added - Value added requirements describe features or characteristics and may consist of any combination of the following:

(1) Using state of the art technology,

(2) Employing the preferred or best business practices, or

(3) Meeting the special management needs of an individual MSIU function. Value-added, optional, and other similar terminology may be used to describe this category of requirements. MSIU should consider value added features when judging systems options. The need for these value-added features in MSIU function systems is left to the discretion of each MSIU function head.

Human resources requirements in this document are grouped by the functional areas commonly found as separate work units in human resources offices. These functional areas are further categorized under the headings:

1. Primary Use or User (Manager Self-Service, Personnel Action Processing, Personnel Action Tracking, Official Personnel Folder, Employee Self-Service, and Case Management and Administration);

2. Regulatory Compliance and Administration; and

3. Functional Requirements. Under the category Primary Use or User, the use of the word “must” denotes that item described is mandatory. Whereas, the word “should” indicates that the system would have increased “value added” functionality if these items were part of the system. Requirements that are found under Regulatory Compliance and Administration all include the direction of “must” and are therefore required in any information system. Functional Requirements outline the subparts of the functional area with a description of what that subpart entails. This description is given to further enhance the reader’s understanding of the complexity of the system. These functional requirements must be present in human resources systems. However, the statutory and regulatory environment governing the human resource system supports increasingly flexible and variable management practices under broad guidelines.

Payroll requirements in this document are mandatory system requirements. They are identified with bold headings,

Functional Requirements and Regulatory Compliance and Administration. While there are many potential value added features for Payroll systems, they are not presented in this document.

The burden of demonstrating that value added features are cost effective and clearly in the interest of MSIU rests with MSIU function heads. Further, each MSIU function must develop an efficient, effective, and economical strategy for interfacing or logically integrating its human resources and payroll systems (or subsystems) with each other and with other systems (or subsystems) that provide information to, or utilize information from, standard human resources and payroll systems.

Human resources and payroll activities can be further categorized based on types of activities. The remainder of this document provides functional requirements based on these categories as follows:

Position Management and Classification:

Provides for position management and classification including the collection and editing of data.

Recruitment and Staffing:

Provides for recruitment and staffing.

Personnel Action Administration:

Provides for personnel action administration.

Benefits and Advance Administration:

Provides for benefits and advance administration.

Labor-Management and Employee Relations:

Provides for labor management and employee relations matters. Work Force Development: Provides for work force development.

Time and Attendance Processing:

Collects time and attendance and labor distribution data to be used with entitlement data on a pay period basis, as required.

Leave Processing:

Processes and controls leave advances, accruals, conversions, transfers, usages, and forfeitures for each employee.

Pay Processing:

Calculates gross pay and allowances, deductions, employer contributions, and net pay for each employee.

Labor Cost and Distribution:

Provides for the collection, maintenance, and management of labor costs based on classifications and coding structures specified by the MSIU function, for the purpose of reporting data to other systems, e.g., cost accounting systems.

Asset management:

Provides for integration of all MSIU asset management to provide information relating to assets allocated to the human resource and usage in MSIU

Reporting, Reconciliation, and Records Retention:

Accesses, manipulates, and formats data as required to satisfy internal, external, and management requirements, e.g., payroll system data for comparison and reconciliation with disbursing and accounting systems to ensure accuracy and completeness. Maintains current and historical personnel; pay; leave;

time and attendance; and retirement data for each employee. Supports both payroll-related data and human resources-related data in logically integrated databases and/or interfaced systems.

General Systems Requirements: Includes a variety of general data stewardship, interface requirements, and other hardware and software related requirements.

The following sections define uniform core functional requirements and creates a framework for designing effective and efficient human resources and payroll systems based on the foregoing categories of human resources and payroll activities.

The identified standard core requirements, when integrated with MSIU function unique requirements, will move the MSIU towards a higher degree of uniformity in the design and capabilities of human resources and payroll systems while, at the same time, support the special information management needs of individual MSIU.

3.0 INTRODUCTION TO FUNCTIONAL REQUIREMENTS

The following core functional requirements have been identified by key human resource and payroll functional areas and are expected to be integrated with MSIU function unique requirements in a manner that best supports the MSIU function's programs, operations, technical environment, and management philosophy. The requirements listed for each functional area are not intended to be exhaustive, but are aimed at providing a high-level description of the major information and processing capabilities needed to have modern human resources and payroll systems.

4.0 POSITION MANAGEMENT AND CLASSIFICATION

Primary Use or User: Manager Self-Service:

- The system should facilitate full manager empowerment of delegated position classification authority.
- The system should allow managers to structure organizations under their control and quickly develop classification documents through the use of standard position descriptions or generation of new classification determinations through the use of expert or decision support systems as appropriate to their requirement.
- The system must also provide the capability to produce pertinent information in response to classification appeals.
- An important aspect which the system should support is full identification of position requirements. For example, managers should be able to annotate a position's unique requirements such as mobilization responsibilities, drug testing requirements, position sensitivity, and financial disclosure obligations, position-based skill and competency requirements, and a wide variety of other position-based requirements that emerge and change over time.
- The system should also automatically generate documents which facilitate related human resources management activities (e.g., recruitment, performance management, and training and development).

- A related functionality that must be provided is organizational decision support for managers that will simplify their organization and position design decisions (e.g., budget and Full Time Equivalent (FTE) management, activity based costing, work effort as related to performance measures and indicators).
- Further, the system should provide sufficient flexibility to enable management to account for total work force utilization that can encompass the efforts and associated costs of other contracted temporary staff.

Regulatory Compliance and Administration:

The system must be designed to comply with statutory and regulatory requirements when processing transactions and providing decision support capabilities for position management and classification activities. This includes documenting regulatory determinations that are derived from the position and applying appropriate classification standards. For example, competitive level, bargaining unit status, and applicable classification determinations (title, series, and grade).

Functional Requirements:

Analyze Organization Structure. Provide the analysis, recommendations, and maintenance of position structures supporting an assigned task.

Evaluate Duties and Responsibilities. Describe the work of a position and apply standards, policies, and guidelines to determine the type and level of work, to include identification of knowledge, skills, abilities, and competencies.

Classify Positions. Classify positions according to the official organogram standards.

Process Associated Human Resources Data. Update position and manpower information in the appropriate personnel files and produce the necessary documentation.

5.0 **RECRUITMENT AND STAFFING.**

Primary Use or User: Manager Self-Service:

- The system should enable managers to electronically initiate the full range of recruitment-based actions (e.g., internal and external recruitment actions, reassignment actions, details) and flow these actions to the appropriate individuals and offices for approvals and processing.
- Using position-based requirements, the system should provide expert or decision support capabilities to generate documentation needed to complete the recruitment process. This includes preparation of vacancy announcements which contain specific selection criteria (e.g., knowledges, skills and abilities (KSAs) and competencies, and conditions of employment).
- The system should also have the flexibility to allow managers to electronically receive and act upon referral lists, resumes that contain appropriate candidate qualification information, and fully take into account regulatory requirements.
- The system should also provide a means for applicants and employees to apply as either external or internal candidates for vacant positions.
- The system should also provide the capability to process reduction in force actions including the determination of retention rights, issuance of notices, and generation of required documentation.

Regulatory Compliance and Administration:

The system must be designed to comply with statutory and regulatory requirements when processing transactions and providing decision support capabilities in accomplishing recruitment, staffing, and reduction in activities. This includes, for example, priority placement entitlements, time-in-grade restrictions, and minimum qualification criteria for processing recruitment and staffing actions, type of appointment, length of service, and performance data for processing deductions.

Functional Requirements:

Prepare Staffing Plans. In conjunction with managers, process historical information to identify both short and long term staffing needs.

Recruit Applicants. Includes all activities involved in acquiring applicants and recording them in an automated system. Major tasks include job analysis, soliciting applications, evaluating candidates, and notifying applicants of status.

Assign Employees. Includes those actions necessary to process requests by management or the employee that affect employees during employment. This involves actions that promote, reassign, detail, and voluntarily separate employees.

Issue Referrals. This involves referring candidates to the selecting official, monitoring the status of the issued referrals, and documenting the entire process.

Apply Recommended Pay Scales. Determine and apply the appropriate pay scale for the employee.

Document Recruitment and Staffing Actions. Maintain historical files documenting the recruitment and staffing process, including delegated examining authority, in a manner that provides a complete audit trail of all actions. This is particularly important in responding to data calls associated with grievances, appeals, and equal employment opportunity complaints.

6.0 PERSONNEL ACTION ADMINISTRATION

Primary Use or User: Personnel Action Processing:

- The system must preclude duplicate data entry by automatically accessing position and employee information already residing within the system.
- The system must process (with both current and future effective dates) the full range of individual and mass personnel actions such as appointments, reinstatements, transfers, promotions, separations, retirements, terminations, change to lower grades, reassignments, pay changes (including locality and national adjustments, allowances, differentials, premium pay, movement between pay plans or schedules, and pay and grade retention), and details.
- The system must fully document the associated personnel action with all regulatory required information such as legal authority and nature of action citations.
- Incumbent-related information such as date of hire, service computation date, retirement service date, severance pay date, Employees Retirement System, Employees Group Life Insurance and employee Health Benefits enrollment date, etc.. There is also a need for the capability to correct or cancel these actions, and provide the necessary audit trail.

Personnel Action Tracking:

- The system must enable managers and human resources staffs to track past, current, and pending personnel actions.
- It must also automatically generate personnel action reminders that will prompt management decisions on such actions as within-grade-increases, completion of probationary period and temporary appointments, and any similar time-sensitive actions.
- The system should enable on-line approval or disapproval of such recurring actions.

Official Personnel Folder:

- The system should support the conversion of the paper Official Personnel Folder (OPF) to an electronic medium.
- An electronic OPF system would help MSIU reduce the significant operational burden of maintaining paper OPFs while affording human resources professionals, managers and employees easier access to historical employment information.

Regulatory Compliance and Administration:

The system must ensure that statutory and regulatory authorities that authorize the processing of the action is correctly cited and documented. This includes, for example, entering the prescribed remarks, retained grade expiration date, career -conditional conversion date, probationary period expiration date, and leave accrual category.

Functional Requirements:

Finalize Personnel Actions. This involves the consummation of management and employee requested personnel actions such as requesting security investigations, arranging physical examinations and identifying drug testing requirements, and the administration of the in-processing activities.

Records Upkeep. All activities associated with establishing, updating, purging, storing and disposing of a variety of human resources documents and records. This also includes miscellaneous record maintenance activities such as corrections, employee record validation, and record keeping personnel action processing.

7.0 HUMAN RESOURCE WORKFLOWS

Primary Use or User: Employee Self-Service:

- The system should have the capability to enable maximum employee access to self-service to complete and process workflows e.g. Fieldwork advance request processing, fieldwork accountabilities processing, procurement requests processing, etc. The intent of this requirement is to allow employees to easily execute routine human resource workflows and processes with no or minimum exchange of forms or other paper documents.
- The system coverage should, for example, include:
 - Employee advance request processing and approvals.
 - Employees procurement request processing and approvals.
 - Employee field activity reporting and accountability processing and approvals.
 - Timesheet processing and approvals..
 - Miscellaneous workflows.

Regulatory Compliance and Administration:

The system must ensure that employee initiated transactions are authorized by MSIU functions policies and standard operating procedures, are accurately effected and documented, and are confirmed in a timely manner to the employee.

Functional Requirements:

Flow of initiated paperless processes. Any new process should have the capability to allow for the paper less flow of initiated request directly from the system to appropriate stake holders who will take action on the request in the system until the cycle is completed.

8.0 LABOR-MANAGEMENT AND EMPLOYEE RELATIONS

Primary Use or User: Manager Self-Service:

- The system must preclude duplicate data entry by electronically producing position-embedded performance criteria necessary to generate individual performance appraisal plans.
- The system should be sufficiently flexible to allow for multiple performance rating configurations and evaluation methods.
- The system should provide for electronic routing, completion, approval and recording of the performance plan and resulting rating from management to the human resources office.
- The system should also provide for support capabilities to electronically generate, approve and process the full range of monetary and honorary awards for employees, and be flexible enough to tailor to individual MSIU function needs.
- The system should have the capability to create, monitor and maintain performance improvement plans.

Case Management and Administration:

- The system must provide the capability to track and record the full range of employee, management, or third-party generated appeals and grievances. This includes events such as performance and conduct cases, Unfair Labor Practices, and labor contract administration.
- The tracking functionality must include such information as case nature, case date, case steps and resolution.

Regulatory Compliance and Administration:

The system must comply with the labor laws of the constitution of Uganda and provide records to any grievances of MSIU staff.

Functional Requirements:

Administer Incentive Programs. Assure eligibility edits, obtain necessary approvals, and process necessary documentation for incentive awards.

Conduct Employee Relations. Includes the ability to track employee relations actions from initiation through completion.

Administer Performance Management. Includes all tasks involved in administering a system for evaluating employee performance and probationary periods.

Administer Labor Relations. Gather and store data in support of negotiations or other labor-management discussions, contract administration and to resolve disputes.

Automate paper based processes. The system should be fully able to initiate processes and notify the necessary party responsible for auctioning on a process by email notification.

9.0 WORK FORCE DEVELOPMENT

Primary Use or User: Manager and Employee Self-Service:

The system must provide the capability to use position and personal data already residing within the system to facilitate on-line initiation of the full range of work force development activities. These activities include nomination, approval, enrollment, evaluation, and personnel record documentation.

The system must also record essential data relative to the cost and source of developmental activities and enable analysis of such activities to determine future budget needs and return on investment.

Regulatory Compliance and Administration:

The work force development functional activities and processes performed by the system must comply with statutory and regulatory requirements of the constitution of Uganda.

Functional Requirements:

Administer Employee Development Program. Support the planning, development and delivery of training and career development programs to meet MSIU function and employee needs. Track completion of training by employees.

Develop Training Budget. Support the preparation of financial projections and implementation of controls which maximize the utilization of training funds.

Evaluate Development and Training Activities. Support the evaluation of the effectiveness and quality of course design, program content, delivery methodology and instructional value.

10.0 TIME AND ATTENDANCE PROCESSING

The system must capture time and attendance information on work schedule hours worked, units of pay, and leave taken which are necessary. For computing pay, leave, and allowances the principal input is the time and attendance record, accounting for time in a pay or non-pay status.

The system must capture information on time, or units of measurement worked, to determine gross pay.

The system must be flexible enough to capture multiple types of work units and all types of leave earned and used.

Regulatory Compliance and Administration:

The system must be designed to comply with statutory and regulatory requirements when processing transactions and providing decision support capabilities in accomplishing activities associated with the time and attendance function.

Functional Requirements:

- Collect Time and Attendance (T&A) Data.
- Collect work and leave hours on an established tour of duty, including alternative work schedule and flextime hours' information. This requires pre-approved or positive acknowledgement from the approving official that the employee worked the established tour and that time and attendance data is approved.
- Collect actual hours or days worked, and other pay-related data.
- Collect T&A data on a pay period basis, e.g., daily, weekly, biweekly, semimonthly, and/or monthly basis. Capture T&A data in days, fractions of hours, or other units of measure as required.
- Collect T&A data on employees who work temporarily in other or multiple pay classifications. Accept T&A data through various processing modes, e.g., automated time entry or internet.
- Calculate and adjust weekly, biweekly, or pay period hours.
- Determine premium pay entitlements based on scheduled tour, actual hours worked, and leave data. Report and Release T&A Data.
- Accept electronic, or other appropriately documented, approvals from authorized approving officials. Release T&A data for further system processing.
- Generate reports to monitor T&A data. Edit and Correct T&A Data.
- Edit T&A data at the earliest time to ensure that the data are complete, accurate, and in accordance with legal requirements.
- Support the correction of current-pay period and prior-pay period T&A records.

11.0 LEAVE PROCESSING

Leave Processing:

The system must provide for the performance of all activities associated with determination of proper leave balances for all types of leave, leave advances, accruals, usages, forfeitures, limitations, and transfers.

The system must apply current period leave accruals and leave charges to each employee's available leave balances, leave transfers, etc.

The system must process leave forfeitures and carryovers for each employee.

Regulatory Compliance and Administration:

The system must be designed to comply with statutory and regulatory requirements when processing transactions and providing decision support capabilities in accomplishing leave transactions.

Functional Requirements:

Accrue Leave.

- Accrue each type of leave to which an employee is entitled, including partial accruals and carryovers. Special accrual rules for employees using donated leave, etc., must be accommodated.
- Accrue leave for part-time employees. Leave accruals for part-time employees are based on actual applicable hours in a pay status.
- Process leave accruals and units for special category employees, e.g., office assistants.
- Process leave for each reported leave type at the end of each effective pay period. Process advances, accruals, and restored leave before usages are applied to the appropriate available balance.
- Offset advanced sick leave balances against subsequent pay period accruals of sick leave. Process current period and prior-period leave transactions on an effective pay period basis.
- Determine compensatory time or credit hours to be forfeited or paid as appropriate based on predetermined elapsed time limits; maximum carry over limits; and maximum earning ceilings.
- Maintain detailed audit trail and control data to ensure that all reported leave hours have been processed accurately and that the hours used in pay calculation are correct.
- Provide for fiscal-year-end, leave-year-end and calendar-year -end processing and forfeitures in accordance with established MSIU wide and MSIU function specific guidelines.
- Ensure leave without pay (LWOP) or furloughs for retirement, education, etc.

Adjust Leave.

- Modify leave accruals, limits and/or balances for employees who change either leave systems or work schedules (i.e., full-time to part-time, etc.).
- Automatically convert leave taken in excess of available balance, based upon an established leave priority policy. When appropriate, provide for management review (e.g., to determine advance leave, leave without pay, or absence without leave).

- Recompute leave balances due to prior-period hour adjustments or retroactive entitlement changes for each period subsequent to the effective period of the change (leave, benefits and payments) in the following order: (1) retroactive entitlement changes and then (2) prior-period hour adjustments.

12.0 PAY PROCESSING

Primary Use or User: Manager and Employee Self-Service:

- The system must calculate gross pay, deductions, net pay, employee, and employer tax and social security contributions for each employee on an effective pay period basis.
- The system must compute gross pay as the sum of each rate of pay times the number of units related to it, minus retirement annuity offsets, if applicable, plus all appropriate allowances and/or other gross pay components, classify and total deductions, subtract total deductions from gross pay, and apply formulas or utilize tables to determine employer contributions required for certain payroll taxes and benefits.

Regulatory Compliance and Administration:

The system must be designed to comply with statutory and regulatory requirements when processing transactions and providing decision support capabilities in accomplishing activities associated with calculating and paying employees.

Functional Requirements:

Calculate Gross Pay.

- Calculate pay at the end of each pay period after properly authorized inputs have been received from the Time and Attendance Processing Function, and after personnel action processing is completed.
- Process prior period, current, and future period pay actions, based on effective dates. Process current-period and prior-period adjustments as an integral part of the payroll cycle.
- Make retroactive calculations based on prior-period hour adjustments, changes to an employee's entitlement (for earnings or deductions) or mass table changes.
- Compute various types of pay entitlements, e.g., foreign and no foreign allowances, differentials, awards, and premium pay.
- Compute pay for various types of employees' overtime, e.g., overtime for office assistants.
- Compute earnings amounts or rates for partial pay periods when entitlement dates do not coincide with pay period beginning and ending dates. Process earnings adjustments on a begin-date/end-date basis.
- Calculate overtime based on attendance data recorded as appropriate.
- Calculate differentials based on applicable hours that are certified by an approving official. Accommodate information requirements to support supplemental pay actions and recertified checks.

- Calculate allowances, premiums, and differentials as defined by law or regulation. These may be set amounts or computed as a percentage of pay, applying caps or other limitations when applicable.
- Process and compute pay and deductions for multiple positions under different appointment authorities, and different pay, leave, and benefit entitlements.
- Perform statutory limit and reasonableness tests on gross pay. Calculate and Apply Deductions.
- Calculate the following deduction types for each employee:
 1. Mandatory deductions (e.g., retirement, state, local, and taxes),
 2. voluntary deductions (e.g., state and local taxes for multiple taxing authorities, life insurance, health insurance, thrift savings deductions, allotments, bonds, and pre-tax deductions for transportation benefits), and
 3. Involuntary deductions (e.g., pending advance accountabilities).
- Provide for percentage computation of deductions that are subject to annual or regulatory limits (e.g., the current rate for taxes on supplemental payments, Thrift Savings Plan (TSP) contributions, and Social Security taxes).
- Provide the capability to process deductions that apply in various pay periods and/or have specified limitations, e.g., garnishment pay-off amount.
- Prorate insurance premium deductions for part-time, seasonal, and applicable accessions and separating employees, using the daily pro-ration rule.
- Accelerate deductions for employees paid an annual salary in less than one year (e.g., teachers).
- Determine when a bond may be issued given its type, denomination, per pay deduction, and balance from previous pay deductions.
- Deduct some items in every pay period and others in selected pay periods only, e.g., discretionary allotments. Ensure that deductions do not exceed gross pay, as established by appropriate laws and regulations.
- Compute the maximum variable deductions for levies, garnishments, and/or offsets based on appropriate limitations of each type of deduction.
- Adjust Pay Calculations.
- Electronically compare leave, benefits, and payments, for adjusted time and attendance data with prior period data and automatically compute differences.
- Support payroll adjustments and regular calculations that cross fiscal and/or calendar years, and provide needed information to the core financial and other information systems.
- Subtract deductions calculated in the order of precedence specified by OPM or other laws or regulations, while ensuring that net pay is not negative. Follow appropriate rules for taking no deductions within a priority level or partial deductions, if allowed.
- Adjust taxable gross pay by deducting untaxed items.
- Offset the amount of other receivables owed to MSIU against earnings for pay period of separation or, if applicable, lump sum payments.

Maintain Data.

- Allow employees to update personal payroll information.
 - Maintain each pay record by the pay period in which it was calculated and by the pay period to which it applies (the effective pay period).
 - Record gross pay, deductions, and net pay, generating information to update other functions and other systems, as appropriate, including the Standard General Ledger maintained in the Core financial system.
 - Capture the overtime rate in effect when compensatory time is earned for possible future payout.
 - Maintain individual retirement data, including service history and fiscal history for each employee.
 - Maintain data to support preparation of notifications of employee indebtedness, e.g., health benefits.
- Generate Output.
- Generate payment of unpaid compensation to beneficiaries.
 - Accommodate information requirements for accounting transactions for accruals of pay and benefits during the year. This process is to provide for accruing and reversing accounting information relative to pay and benefits on other than a monthly basis.
 - Provide a means for correcting accounting transactions for an employee for one or more past pay periods, and for generating adjusting accounting transactions to reverse the improper charges and record the correct ones.
 - Make information available to other functions to generate internal and external payroll reports not created directly in the Pay Processing function.
 - Use posted time, scheduled tours, and partial pay period computations for accrual processing.
 - Provide the capability to track and report pay associated with job-related injury time (continuation of pay (COP)).
 - Provide data to establish receivables or follow up on types of leave that may result in an employee indebtedness, including health and life insurance premiums for employees on approved leave without pay and certain jury duty fees while on court leave.
 - Provide information to analyze detailed pay transactions and establish each as either a disbursement or as a debt due to MSIU.

13.0 LABOR COST AND DISTRIBUTION

Cost Accumulation:

The system must accumulate cost information for use in budgeting and controlling costs; performance measurement; determining fees and prices for services; assessing programs; and management decision making. Labor costs are an integral part of determining the cost of doing business.

The system must accumulate work units by cost object (e.g., organization and activity), and responsibility center and be provided to other systems performing cost accounting functions.

Regulatory Compliance and Administration:

Support the collection of labor distribution hours based on the classification code structure defined in the constitution of Uganda.

Functional Requirements:

- Accumulate work units by predefined data elements.
- Provide flexibility to update data elements driving the cost accumulation process.
- Provide electronic output on distributed work units from the labor distribution process for use in other systems. Provide electronic output on undistributed employer contributions and benefits for use in other systems.

14.0 ASSET MANAGEMENT

Primary Use or User: Manager and Employee Self-Service:

The system must be able to capture information related to assets that are purchased and allocated to MSIU staff and channels and management of these assets within the said functions.

The system should have or be able to capture asset usage by employees and give periodic reports on depreciation, staff usage patterns, etc. to aid management gain visibility on the expenses incurred on assets in MSIU.

Regulatory Compliance and Administration:

The system must be designed to comply with statutory and regulatory requirements when processing transactions and providing decision support capabilities in accomplishing activities associated with fleet and asset management.

Functional Requirements:

- The system should be able to capture data related to assets purchases and allocation to the MSIU human resource.
- The system should be in position to correlate fleet performance information e.g. driving behaviors, speeding, driving licensing etc. with the human resource data base.
- The system should also be in position to track the life span of all asset purchases in order to advice on asset disposal and replacements.

15.0 REPORTING, RECONCILIATION, AND RECORDS RETENTION

Information Management Services:

- The system must provide for reporting, reconciling, and retaining records to accommodate a number of requirements.
- The report processing aspect accesses and formats data as required to satisfy regulatory, managerial, and accounting information requirements.
- This includes the generation of reports at specific time intervals or upon request, including reports that span fiscal years, calendar years, or other time periods.
- User outputs produced include all vouchers and reports necessary to recognize payroll expenses and authorize related disbursements.
- External reports include those required by the banks, NATIONAL Social Security Fund contribution, etc.
- Managerial reports include control reports used by human resources/payroll office staff members, as well as reports used by others such as supervisors.
- The purpose of reconciliation is to compare and reconcile data between systems.
- The system should be able to provide document management and filing capabilities to ensure the upload and storage of information related to the MSIU functions/ department documents e.g. contracts management, staff academic papers, department documents, field reports, etc.

Internal Reporting:

The system must provide employees and managers self-service capabilities in obtaining information pertinent to their needs. For example, employees should have access to their personal employment and earnings data, advance requests, accountabilities status and managers should have access to their organizational and subordinate work force non-personal data.

Human resources and financial personnel should be able to perform a wide range of organization and work force analyses that will facilitate the strategic needs of their serviced managers and organizations.

Regulatory Compliance and Administration:

Reporting services performed by the system must comply with statutory, regulatory and security requirements.

Functional Requirements:

Preparing and Evaluating Human Resources Program Plans. Support reviewing and issuing statistical and narrative human resources program plans based on goals and management objectives. Inquiries are normally complex and cover all activities during periods of up to one year or longer when doing comparisons.

Historical data.

The system should maintain the following information in accordance with the statute of limitations:

- An employment history of the employee with information comparable to that in the employee's OPF.

- A pay history showing gross pay by type, deductions by type, and net pay for each pay period;
- A time and attendance history showing hours or days worked by type of pay for each pay period; and
- A leave history showing beginning balances, leave accruals, leave usages, and ending balance, by type for each period.

Reporting Requirements.

- Provide the capability to generate routine human resources and payroll reports that are prescribed by the functional users. The system must contain ad hoc reporting, and should also include data browsing tools with rapid-response, graphically-oriented, and user-friendly access to the system database.
- Produce employee earnings statements detailing the composition of gross pay, deductions, and net pay for the pay period and year to date (electronic and paper copies).
- Produce managerial reports to facilitate monitoring of human resources costs, leave authorization, and personnel actions by human resources/payroll staff members and by operational supervisors or managers.
- Produce all reports and vouchers necessary to recognize payroll expenses, establish related receivables, and disburse all related payments. Produce supporting detail registers or subsidiary ledgers.
- Provide an output matrix of reports that describes report by title, purpose, frequency, distribution level, and the media used to distribute.

External Reporting:

- The system must provide for customized reporting for external institutions like the National Social Security Fund and institutional funds.

Regulatory Compliance and Administration:

The external reports fulfill statutory and regulatory mandates, as well as management reporting requirements of Executive Branch and Administration leadership. Although MSIU retain the ability to design systems and data structures to conform to their individual business strategies, information sharing and data transfer among MSIU is essential to the modernization and efficiency of the human resources and payroll data collection processes.

Reporting Requirements.

Reconciliation:

MSIU HRM system must provide for the reconciliation of human resources and payroll data within the systems, for comparison and reconciliation with that of disbursing, accounting, and other administrative systems/subsystems/modules to ensure accuracy, completeness, and data integrity.

Regulatory Compliance and Administration:

The systems must be designed to comply with all statutes, regulations, and guidelines that apply to hardware, software, telecommunications, and internal controls. Appendix A contains a listing of relevant statutory and regulatory references.

Functional Requirements:

- Disbursing data are reconciled with payroll data to provide assurance that all disbursements authorized for payment by the payroll certifying officer were disbursed completely and accurately.
- Human resource data are reconciled to provide assurance that all employees on the payroll are bona fide and that all earnings, entitlements, and benefits are being computed as authorized and recognized in the human resources system.
- Health insurance enrollment data are made available to carriers so that payroll and carrier records can be verified.
- Maintain data that is reconciled to pass to the Core financial system and cost accounting modules to update fund balances with Treasury and other assets, expense and liability accounts, appropriations and other cost centers for the payroll, including employer contributions.
- Provide for tax deduction reporting, reconciling, and correction processing for each taxing authority.
- Derive summary totals of earnings, deductions, contributions, and paid hours for control purposes and to facilitate reconciliation.
- Provide for transfers for separating or transferring employees with the next regular payroll.
- Generate Monthly Employee Report.
- Generate reports of pay and benefit transactions required by the MSIU function Core financial system.
- Notify MSIU function human resources and payroll office staff of incorrect or missing data. Compile employee data related to health insurance enrollment for validation purposes. Store audit trail data in the standard human resources/payroll data files.
- Generate detail registers or subsidiary ledgers which support all vouchers, accounting entries, and disbursements authorized by the payroll office.
- Provide a report for health benefits deductions not taken (e.g., for an employee on leave without pay).
- Provide a report of employee debt, caused by prior-period adjustments or current-period computation, to be used in administrative collection.

Records Retention:

- MSIU function systems must maintain, store, and permit ready retrieval of employment and payroll data. The time frames for varying pieces of this requirement differ depending on the subject matter and the system must be sufficiently flexible to retain and purge data consistent with the varying record keeping requirements.
- Destruction of records created within the MSIU must be approved by Mariestopes headquarters in London.

16.0 GENERAL SYSTEMS REQUIREMENTS

System Interfaces:

The human resources-payroll system, at the standard and/or MSIU function-level, must be able to accept, process, and report on transactions with other internal and external systems. The system must record and track such transactions and related information in order to provide the basis for central control. This may require a custom interface to properly identify and format the transactions. The system must:

- Provide system flexibility in accepting data input from multiple media that recognizes the unique data input requirements of interface systems.
- Subject all transactions from interfacing systems to the standard human resources-payroll system edits, validations, and error-correction procedures.
- Provide system capability to customize data input, processing rules, and edit criteria. Provide flexibility in defining internal operational procedures and in supporting MSIU function requirements.
- Provide the capability to identify and process transactions from other systems that enter and update the standard human resources-payroll system.
- Provide system capability to allow users to customize output for reporting and providing interfaces to other systems necessary to meet MSIU function requirements for external processing (e.g., retirement processing, general ledger posting, budget formulation, budget reconciliation, and budget execution).
- Provide scalability to support future MSIU enhancements and optimizations.