

Diocese of Buea Personnel Management Software

Name of Software: **Catholic Education Secretariat Personnel Management**

Copyright: **PEFSCOM & ICS Consultancy LTD**

Version : 1.0

Prepared by: ICS Consultancy LTD

Software Functions (S = School, G = Global)

01. Salaries (S/G)
02. Tax (S/G)
03. Personnel Data (S/G)
04. Personnel Documents (S/G)
05. Absence Management (S/G)
06. Performance Evaluation (S/G)
07. Requisitions (S/G)
08. Real-time data / Summary (S/G)
09. Configuration Page

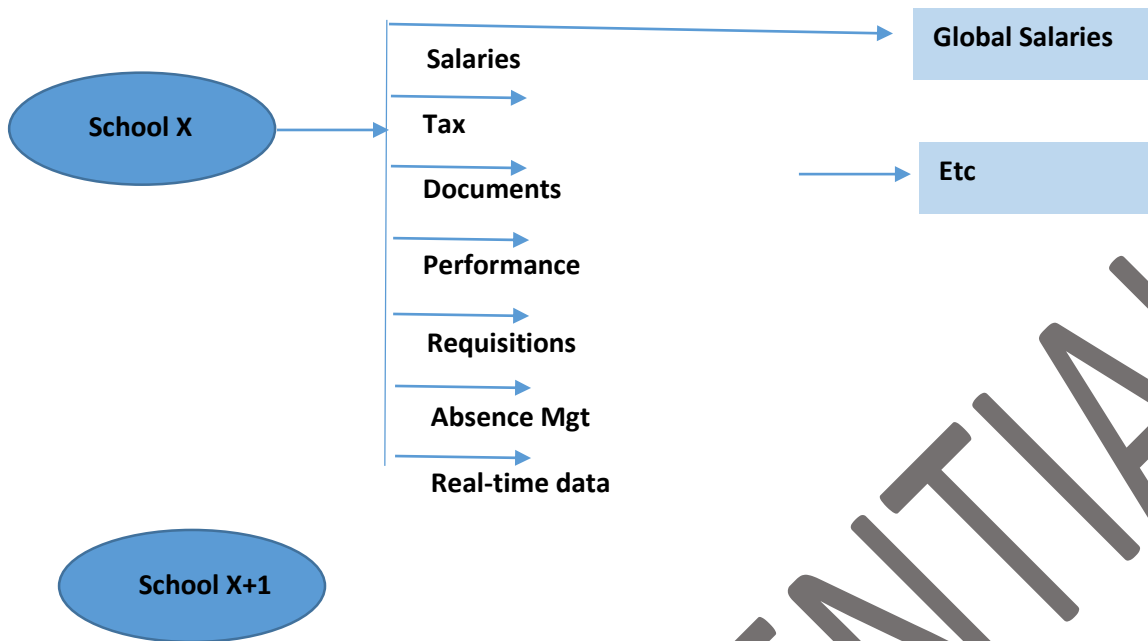
User Levels

- A. Personnel Administrator
- B. School Accountant
- C. School Principal
- D. Finance Controller
- E. Education Secretary / Bishop

User Access levels

USER	ACCESS LEVELS
Personnel Admin	03(G), 04(G), 05(G), 06(G), 08(G)
School Accountant	01(S), 02(S), 07(S)
School Principal	08(S)
Finance Controller	01(G), 02(G), 07(G)
Education Secretary / Bishop	08(G)
IT management	09

Software Architecture



Configuration page

1. Matricule

Formula: **CES-XX-PYYYY**

CES : Constant

XX: Last two digits of year of entry

P: Constant

YYYY: Rang

2. School Identification

Create School

Name of School	<input type="text"/>	Address of School	<input type="text"/>
School Logo	<input type="text"/>	School Email	<input type="text"/>
School Telephone	<input type="text"/>	School Website	<input type="text"/>

3. Requisition expenditure heads

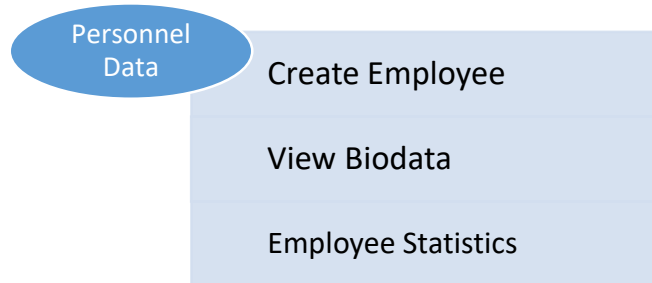
Add Requisition head

Chart No.

Element:

Software Functions

03. Personnel Data



Create Employee

- General Data

- Name
- Sex
- Telephone
- Email
- Date of employment
- Nationality
- Matricule (**Auto**)
- Title (Mr. Mrs. Sr. Fr. Br. Miss. Dr.)

- Personal Information

- Date of Birth
- Place of Birth
- ID Card Number
- Date of Issue
- Expiry Date
- Issued at

- Sacramental Status

- Sacraments (Baptised, Communion, Confirmation)
- Marital Status (Married, Single, Widowed)
- Status (Clergy & Religious, Non Clergy)

- Family Status

- Number of Children
- Number of dependents

- In case of emergency

- Person to contact:
- Relationship:
- Tel. Number 1 Tel. Number 2

- **School Information**

- Function
- Area of Competence
- Temporal residence (On campus / Off campus)
- Medals Received (Bronze, Silver, Gold)

- **Education**

- Highest Diploma (Phd. , Masters, Degree, HND, A/L, O/L, FSLC, NAP)
- Schools attended (Name of school, Certificate obtained, Year of obtained)

- **Work Experience**

- Name of institution, Function , Year started, Year Ended

- **Documents (04)**

ID Front	<input type="text"/>	ID card Back	<input type="text"/>	Birth Certificate	<input type="text"/>
Diploma I	<input type="text"/>	Diploma II	<input type="text"/>	Diploma III	<input type="text"/>
Marriage Cert	<input type="text"/>	Baptism Card	<input type="text"/>	Picture	<input type="text"/>

View Biodata

 (Select with name)

 (Select with Matricule)

Employee Biodata Sheet

Name: _____

Current School: _____ Function: _____

Matricule: _____ Age: _____ Highest Diploma: _____



General Data

Sex		Telephone 1		Email	
Date of Employment		Telephone 2		Title	
Title		Baptism Card		Picture	

Personal Information

Date of birth		ID Card No.		Issued At:	
Place of Birth		Issue date:		Expiry Date:	

Sacramental Status

Sacrament		Marital Status		Status	
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Family Status

No. Children		No. Dependents	
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School Information

Area of Competence		Residence		Medals	
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Education

School	Start	End	Diploma
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Work Experience

Institution	Function	Year started	Year Ended
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• List of Documents Attached

ID Front		ID card Back		Birth Certificate	
Diploma I		Diploma II		Diploma III	
Marriage Cert		Baptism Card		Picture	

Employee Statistics

Total Number of Employee		Staff Absent	
Male		Admin & Teaching	
Female		Aux & Temporal	
		Clergy & Religious	
		New	

(Staff less than 2yrs)

01. Salaries

- Each school would be able to configure salaries per staff
- This configuration will take into account any changes in the monthly salaries to be inputted manually.
- All deductions on salary would be auto calculated

Salaries

Create Salary

View Salaries

Salary History

Create Salary

Employee	<input type="text"/>	Matricule	<input type="text"/>	Function	<input type="text"/>
Basic Salary	<input type="text"/>	Net Pay	<input type="text"/>		

National Employment Fund)

CNPS (Worker)	<input type="text"/>	CNPS (Employer)	<input type="text"/>
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Fiscal Deductions

CFC	<input type="text"/>	NEF	<input type="text"/>	RAV	<input type="text"/>
PIT	<input type="text"/>	TC	<input type="text"/>	OTHER	<input type="text"/>

Total Fiscal Deductions: (Sum of all below)

Allowances

Admin.	<input type="text"/>	Telephone	<input type="text"/>	Fuel	<input type="text"/>
Housing	<input type="text"/>	Duty Post	<input type="text"/>	OTHER	<input type="text"/>

Total Allowances: (Sum of all below)

Other Deductions

CC	<input type="text"/>	Water Bill	<input type="text"/>	Electricity	<input type="text"/>
Penalty	<input type="text"/>	Loan	<input type="text"/>	Other	<input type="text"/>

Total other Ded.: (Sum of all below)

Print Salary Sheet

Update Sheet

(update to save changes)

Defining Elements on Create salary Page

- a. **Employee** (Drop down from data base of names of school, Name selected)
- b. **Matricule** (Auto)
- c. **Function** (Auto)
- d. **Basic Salary** (Inputted)
- e. **CNPS** (National Employment Fund)
 - Employee Share (Auto) (4.2% * Basic salary)
 - Employer Share (Auto)
- f. **Fiscal Deductions** (Auto)
 - CFC (Housing Loan Fund) (1% * Gross Wage)
 - NEF (National Employment Fund) (1% * Gross Wage)
 - RAV (Audio visual Tax) (bareme)
 - PIT (Personal Income Tax) (Bareme)
 - TC (communal Tax)
- g. **Church Contribution** (inputted)
- h. **Administrative Allowances** (inputted)

Net to pay = ((Basic Salary – CNPS Employee share – CC) – Deductions) + Allowances

View Salaries

Print Salaries

Individual Payslip

(Select with name)

Global salaries

(Select with Month)

School Name			Address				Logo Of School	
1	Name	Matricule	Basic Salary	CNPS (worker)	Fiscal Deductions	Other deductions	Allowance	Net Salary
	Total							

Rules

- Payslip can be selected and printed **per month** and **per employee**
- Global salaries can be selected and printed **per month** and **per employee**
- The Last Salaries should display on a table

Salary History

View Past Salaries

(Select Per Month)

Rule:

- This function shows the updated list of salaries per month **as per the validated salaries by financial controller.**
- This function permits to view the final salaries that were considered for the month and effectively paid.

05. Absence Management

Absence Management

Create Absence:

Name	<input type="text"/>	Function	<input type="text"/>	Back Up	<input type="text"/>
Start Date	<input type="text"/>	End date	<input type="text"/>	No. Days	<input type="text"/>
Type of Absence	<input type="text"/>	<input type="button" value="Validate Absence"/>			

Absence Report

Date Inputted	Name	Function	Back Up	Type of Absence - Annual leave - Permission - Sick Leave	Duration	Start Date	End date	Remark - Late - Ok	Status - Absent - Returned - Red Flag

Rule:

- Once leave and validated is created it should appear on table.
- Last two columns of leave have drop down menu.
- Type of leave is selected from drop down list when absence is being created.
- Once the lock button is clicked the line cannot be modified again.

10. Performance Evaluation (S/G)**Rule:**

- When this page opens the evaluation table displays below the evaluation form

CONFIDENTIAL

Performance Evaluation Form

Name of School

Name of Employee Evaluation Period Total Mark

Key Performance indicators

Punctuality

Total: XXX

KPI	0	1	2	3	4	5
Starting and ending lessons on time (Teachers only)						
Respecting working time						
Respecting meeting time						
Submission of marks and exams on time (Teachers only)						

Pedagogy (Teachers only)

Total: XXX

KPI	0	1	2	3	4	5
Preparing lesson notes and visual aids						
Prepares and submits schemes of work						
Creates cordial relationship with students						
Prepares teaching materials that clearly match objectives and scheme						
Engages students in activities that are appropriate						
Demonstrates good grasp of subject matter						
Uses appropriate teaching techniques						

Team Spirit

Total: XXX

KPI	0	1	2	3	4	5
Collaboration with colleagues						
Participation in staff activities						
Performing extra duties as requested						
Contribution of ideas to better school affairs						

Respect of Hierarchy

Total: XXX

KPI	0	1	2	3	4	5
Recognise and respect hierarchy						
Perform duties as assigned						

Job Focus Skills**Total: XXX**

KPI	0	1	2	3	4	5
Reports for work regularly						
Expresses himself/herself clearly and is easily understood						
Ability to network with staff and stakeholders						
Duty consciousness						
Is trustworthy						
Demonstrates sound judgement in decision making						
Adheres to the code of ethics and rules of the school						

Training needed:**Justification for Trainings needed:****Exceptional work performed or notification of excellence:****General Remarks / Comments:****Rule:**

- The total mark is created by sum of totals of each section
- Inputter only selects the cell corresponding to the mark

Evaluation Table

	Mid-term Evaluation					End of Year Evaluation					Final Mark
Name	Punctuality	Pedagogy	Team spirit	Respect of hierarchy	Team spirit	Punctuality	Pedagogy	Team spirit	Respect of hierarchy	Team spirit	

Rule:

- The values on the table are the totals per sector
- A Blank table with all the employee for the school automatically appears
- The final mark automatically appears
- Table displays only data of the academic year
- There should be possibility to print evaluation table

06. Requisitions (S/G)**Rule:**

- Table appears to create and send requisition.
- Requisition validated is saved and consolidated for global view.
- Possibility to update requisition

Requisition Form

Name of School

Inputter: Authoriser: Month:

Codes	EXPENDITURE	AMOUNT	JUSTIFICATION
60	PURCHASES OF MATERIALS		
6021000	PESTICIDES AND WEEDICIDES		
6032000	FIREWOOD		
6032100	COOKING GAZ		
6032200	LABORATORY GAZ		
6032300	PETROL AND LUBRICANT		
6032600	SPARE PARTS		
6032700	STATIONERY		
6052200	ELECTRICITY		
6052300	WATER AND SANITATION		

6056000	EQUIPMENT		
6056100	KITCHEN EQUIPMENT		
6056200	DINNING ROOM NEEDS		
6057200	ENTERTAINMENT AND OUT OF STATION		
6057300	FATHERS HOUSE EXPENSES		
6057400	COMPOUND CARE		
6057500	FARM / MANUAL WORK		
6057600	SPORTS EXPENSES		
6057700	FENASCO		
6057800	LIBRARY EXPENSES		
6057900	RESOURCE FOR TEACHERS		
6058100	FOOD AND NUTRITION		
6059000	SICK BAY MAINTENANCE		
6060000	SCHOLARSHIP		
6064100	WRITE OFF		
	TOTAL		
61	TRANSPORT COST		
6110000	TRANSPORT		
6120000	TRANSPORT BY WATER		
6130000	TRANSPORT BY AIR		
6141000	LEAVE TRANSPORT		
6142000	TRANSPORT ON TRANSFER		
	TOTAL		
62	EXTERNAL SERVICES A		
6222000	RENTS OF NON RESIDENTIAL BUILDINGS		
6223000	RENTS OF RESIDENTIAL BUILDING		
6224000	RENTS OF EQUIPMENT		
6225000	BUILDING REPAIRS AND MAINT / ADMIN		
6225100	BUILDING REPAIRS AND MAINT / DORM		
6226000	FURNITURE REPAIRS AND MAINT/ ADMIN		
6226100	FURNITURE REPAIRS AND MAINT/ DORM		
6227000	INSUANCE PREMIUMS / STUDENTS (BEPHA)		
6228000	VEHICLE REPAIRS AND MAINTENANCE		
6229000	VEHICLE INSURANCE PREMIUMS		
6229500	POSTAGE AND TELEPHONE		
	TOTAL		
63	EXTERNAL SERVICES B		

6318000	BANK COMMISSION AND SERVICES		
6320000	LEGAL FEES		
6321000	BOARD OF GOVERNORS MEETING		
6322000	HOTEL EXPENSES		
6323000	AUDIT AND ACCOUNTANCY FEES		
6324000	HARVEST/VOCATION COLLECTON		
6325000	COLLEGE PRAYER BOOK		
6326000	FEES REFUNDS		
	TOTAL		
64	RATES AND TAXES		
6412000	COUNCIL TAXES		
6413000	C N P S EMPLOYER CHARGES		
6414000	BUSINESS LICENCES		
6415000	PROPORTIONAL TAX ON INCOME		
6416000	SUNDRY RATES AND TAXES / CRTV		
6416100	SUNDRY RATES AND TAXES / CHURCH CONTRI		
6417000	LAND BANK TAX		
6417100	FISCAL STAMPS		
6418000	LOCAL DEVELOPMENT TAX		
6419000	VEHICLE LICENCES		
6420000	TRANSFER TO BISHOP'S HOUSE		
	TOTAL		
66	PERSONNEL EXPENSES		
6611100	NON CLEGY TEACHING PERSONNELS SALARIES		
6611200	CLERGY PERSONNELS ALLOWANCE		
6611300	KITCHEN STAFF WAGES		
6611400	CLERKS WAGES/ NURSE		
6611500	HOUSING ALLOWANCE		
6611510	DUTY POST ALLOWANCES		
6611520	ALLOWANCES/PRINCIPAL		
6611530	ALLOWANCES/VICE PRINCIPAL		
6611540	ALLOWANCES/BURSAR		
6611550	ALLOWANCES/DEAN OF STUDIES		
6611560	ALLOWANCES/STORES ACCOUNTANT		
6611570	ALLOWANCES/DEAN OF STUDENTS LIFE		
6611580	ALLOWANCES/COLLEGE SECRETARY		
6611590	ALLOWANCE MATRON/COUNSELOR		
6611900	GENERAL LABOUR ALLOWANCE		
6612000	SOCIAL INSURANCE CONTRIBTION / STAFF		
6612100	SOCIAL INSURANCE CONTRIBTION / OTHERS		
6612200	SECURITY		
6612210	ALLOWANCE/CHAPLAIN		

6612300	SALARIES FUNDED BY SUBVENTION		
	TOTAL		
65	OTHER EXPENSES		
6510000	PROSPECTUS/ID CARDS/EXIT CARDS		
6511000	BAD DEBTS		
6511100	EXTENSION CLASSES		
6512000	GIFTS AND DONATIONS		
6513000	CASH SHORTAGES		
6514000	CHAPLAINCY		
6515000	PRIVATE EDUCATION		
6516000	SCIENCE LABORATORY		
6517000	TEACHING AIDS		
6518000	SEMINARS		
6519000	COLLEGE MAGAZINE		
6520000	ENTERTAINMENT		
6520100	STAFF ENTERTAINMENT		
6520200	ADMIN RUNING COST		
6520300	STUDENTS FOOD		
6521000	CONSUMABLES		
6522000	INFORMATION TECHNOLOGY		
6524000	INTERNET		
6525000	COMMON PROMOTION EXAMS		
6526000	CONTRIBUTION TO DEV'T FUND/DORM PROJECT		
6527000	CONTRIBUTION TO SCHOOL FUND		
6528000	SECONDARY SCHOOL TEACHER'S FUND		
6529000	OTHER EXAMS		
6530000	RELIGIOUS EXAM		
6531000	VISION 2015		
6531100	SPECIAL EDUCATION		
6532000	PTA		
6534000	GRADUATION ROBE		
6550000	GOLDEN JUBILEE		
6551000	PARENTS' LEVY ON JUBILEE		
6552000	JUBILEE T-SHIRT		
6613000	STAFF UNIFORMS		
	TOTAL		
67	FINANCIAL EXPENSES		
6712000	INTEREST ON LOCAL BORROWINGS		
6713000	BANK INTEREST		
6714000	SUNDRY INTEREST/SOFTWARE		
6715000	BANK CHARGES		
	TOTAL		
68	DEPRECIATION AND AMORTISATION		

6811000	BUILDINGS		
6811100	CAR POOL		
6812000	INTANGIBLE FIXED ASSETS		
	TOTAL		
69	PROVISIONS		
6911000	PROVISION FOR UNCOLLECTED FEES		
6912000	PROVISION FOR CONTINGENCES		
6913100	NATIONAL DAY CELEBRATIONS		
6915000	SPIRITUAL COLLECTION		
6916000	MOUNTAIN TRIP		
	TOTAL		
	OTHER EXPENDITURE		
6058200	MEDICAL SUPPLIES		
6058300	UNIFORMS		
6058400	BOOKS		
6058500	CANTEEN		
6058600	WORLD DAY OF CATH. SCH		
6058700	PHONE BOOTH		
	TOTAL		

To do (Version 1.1)

- Format of payslip
- Format of tax declaration statements
- Summary sheet Page