**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)**

1. Salaries (S/G)
2. Tax (S/G)
3. Personnel Data (S/G)
4. Personnel Documents (S/G)
5. Absence Management (S/G)
6. Performance Evaluation (S/G)
7. Requisitions (S/G)
8. Real-time data / Summary (S/G)
9. Configuration Page

**User Levels**

1. Personnel Administrator
2. School Accountant
3. School Principal
4. Finance Controller
5. Education Secretary / Bishop

**User Access levels**

|  |  |
| --- | --- |
| **USER** | **ACESS 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**

**Global Salaries**

**Salaries**

**Tax**

**School X**

**Etc**

**Documents**

**Performance**

**Requisitions**

**Absence Mgt**

**Real-time data**

**School X+1**

**Configuration page**

1. **Matricule**

Formula: **CES-XX-PYYYY**

**CES :** Constant

**XX:** Last two digits of year of entry

**P:** Constant

**YYYY:** Rang

1. **School Identification**

**Create School**

Address of School

Name of School

School Logo

School Email

School Telephone

School Website

1. **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 card Back

Birth Certificate

Diploma II

ID Front

Diploma I

Diploma III

Baptism Card

Marriage Cert

Picture

**View Biodata**

(Select with name)

(Select with Matricule)

**Employee Biodata Sheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current School:\_\_\_\_\_\_\_\_\_\_\_

Highest Diploma:\_\_\_\_\_\_\_\_\_

Age:\_\_\_\_\_\_\_\_\_

Matricule: \_\_\_\_\_\_

General Data

Picture

Email

Telephone 1

Sex

Date of Employment

Telephone 2

Baptism Card

Title

Title

Personal Information

Expiry Date:

Issued At:

Date of birth

ID Card No.

Place of Birth

Issue date:

Sacramental Status

Marital Status

Status

Sacrament

Family Status

No. Dependents

No. Children

School Information

Medals

Residence

Area of Competence

Education

|  |  |  |  |
| --- | --- | --- | --- |
| School | Start | End | Diploma |

**Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Function | Year started | Year Ended |

* List of Documents Attached

ID Front

ID card Back

Birth Certificate

Diploma II

Diploma I

Diploma III

Picture

Baptism Card

Marriage Cert

**Employee Statistics**

Staff Absent

Total Number of Employee

Clergy & Religious

Admin & Teaching

Male

Female

New

Aux & Temporal

**(Staff less than 2yrs)**

1. **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

**Create Salary**

Function

Matricule

Employee

Net Pay

Basic Salary

**National Employment Fund)**

CNPS (Employer)

CNPS (Worker)

**Total Fiscal Deductions: (Sum of all below)**

**Fiscal Deductions**

TC

RAV

CFC

NEF

PIT

OTHER

**Total Allowances: (Sum of all below)**

**Allowances**

Telephone

OTHER

Housing

Admin.

Fuel

Duty Post

**Total other Ded.: (Sum of all below)**

**Other Deductions**

Water Bill

Loan

Penalty

CC

Electricity

Other

**Update Sheet**

**Print Salary Sheet**

**(update to save changes)**

**Defining Elements on Create salary Page**

1. **Employee** ( Drop down from data base of names of school, Name selected)
2. **Matricule** ( Auto)
3. **Function** (Auto)
4. **Basic Salary** (Inputted)
5. **CNPS** (National Employment Fund)

* Employee Share (Auto) (4.2% \* Basic salary)
* Employer Share (Auto)

1. **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)

1. **Church Contribution** (inputted)
2. **Administrative Allowances** (inputted)

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

**View Salaries**

**Print Salaries**

(Select with name)

Global salaries

Individual Payslip

(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)

Individual Payslip

**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:**

Function

End date

Start Date

Name

Back Up

No. Days

**Validate Absence**

Type of Absence

**Absence Report**

**Lock**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.

1. **Performance Evaluation (S/G)**

Rule:

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

**Performance Evaluation Form**

Name of School

Evaluation Period

Total Mark

Name of Employee

**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

1. **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

Month:

Authoriser:

Inputter:

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | PROVSION 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