RE: Details to access the online system

From: Olfa BAKOUCH olfa.bakouch@wfp.org

To: Isaiah AKELLO <u>isaiah.akello@wfp.org</u> **Cc:** Habtamu BIRU <u>habtamu.biru@wfp.org</u>

Sent: Thursday, 16 February, 17:30

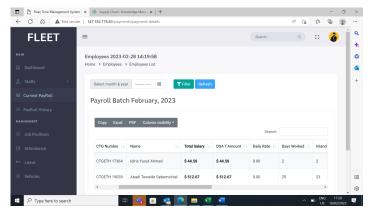
Dear Isaiah,

As discussed and agreed, below are the points to be included in the online system:

Working days and Missions:

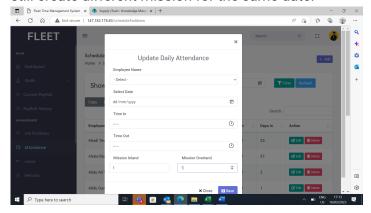
- -We need to separate the working days from the mission days. Working days are from Monday to Saturday. Mission (inland or overland) is from Monday to Sunday.
- -Sundays Should be 0 as working days for all the outsourced staff. The system should automatically set Sunday as 0 so no calculation should be done under the working days.
- -Missions can include the Sundays if the outsourced staff is on mission. So missions over or in land should be included as following: in land= 1 and overland is automatically 0 and vis versa. The table should present the number of inland and over land per staff. -Same rate of in land (22.29 USD/ daily) applied for outsourced staff whenever they are on inland mission. Same rate of overland (36.22 USD/ daily) applied for outsourced staff whenever they are on overland mission.
- -The only concern is that the mission should be calculated separately than the working days.
- -I have noticed that the Daily attendance (below) capture only the mission and not the working days. I believe that the working day needs to be separate in order to be captured in the table and payroll.

As you can see below the final calculation shows only the calculation of the number of inland days while it should include the mission amount, the working days amount and then the total.



1-Missions:

If the staff is on over land mission that day, then inland mission should automatically be 0. Once one of the mission is 1 the other one should be 0. The error remain – check the below screen shot: data clerk can still create different mission for the same date.



Working days:

The outsourced staff has monthly standard ratecheck please the below table. As per the agreement the daily rate is as per the below calculation: Monthly salary divided on 26 days= Daily working day rate.

-In case the outsourced staff has 27 days, the monthly salary remains standard and we will not add additional cost.

For example, the truck driver has monthly gross salary as 310.5 USD

If he work full month - 26 days or more, then he /she will get 310.5 USD (standard monthly rate).

If the truck driver worked less days -20 days only , then we need to do the follow calculation: (310.5/26)*20=238.85 USD.

	<u>Position</u>	Monthly Rate
1	Truck Driver level 5	USD 310.50
2	Fleet Manager	USD 593.05
3	Convoy Coordinator	USD 785.43
4	Convoy Leader	USD 593.73
5	Stationary Convoy Focal Person	USD 516.01
6	Local Liaison Assistant	USD 481.27
7	Traffic Assistant	USD 515.84
8	Workshop Supervisor	USD 523.67
9	Senior Mechanic	USD 459.54
10	Mechanic	USD 356.51
11	Junior Mechanic	USD 251.89
12	Welder/ Panel Beater	USD 400.14
13	Welder/ Panel Beater Assistant	USD 284.68
14	Electrician	USD 263.71
15	Tyre Man	USD 213.38
16	Cleaner	USD 137.61
17	Cleaner / Helper (Automobile)	USD 195.90
18	Storekeeper	USD 361.28
19	Storekeeper Assistant	USD 234.62
20	Data Clerk	USD 476.78
21	Truck Driver (Grade 4 Driving licence)	USD 297.38
22	Light Vehicle Driver (Grade 3 Driving Licence)	USD 500.45
23	Lead Driver (Grade 5 Driving licence0	USD 593.25
24	Lead Driver (Grade 4 Driving licence0	USD 565.99
25	Senior Driver (Grade 5 Driving licence)	USD 499.87
26	Painter	USD 500.12
27	Data Analyst	USD 619.02

Sick / Annual Leave:

Can you please assure whenever we create a sick leave or Annual leave for an outsourced staff, the system should reject the attendance of that day(s). The rate of either sick or annual leave is same as daily working day rate. Please ensure that the calculation is included in the payroll.

Data Entry Concerns:

To extend the time of entering the data on the system to be until mid of the next day.

let's give the access to the data clerk to enter the data for the previous days starting 24th January as Lidiya is going back to her unit. At least for this month and starting 1st March, they will have only 1 day access which ends on mid of the next day.

Duty Station to be added to the table . We cannot see the duty station on the table for each of the outsourced staff.

The admin accounts to be able to add the previous attendances days (this to be open for good so in case the Field offices failed to entered the data on time).

As discussed, we need to upload the documents related to the attendance on the system on a weekly and monthly basis. Can you please upgrade the system?

Dire Dawa Data Clerk:

<u>beamlaksintayehu3@gmail.com</u>, <u>mulugodifey126@gmail.com</u>. To give me their passwords please.

Regards

Olfa Bakouch

Logistics Officer (Fleet) Supply Chain Unit | WFP Ethiopia|Addis Ababa

Mobile: <u>+251 907985743</u> Email: <u>Olfa.bakouch@wfp.org</u>





From: Olfa BAKOUCH

Sent: 16 February 2023 10:54

To: Isaiah AKELLO < isaiah.akello@wfp.org>
Cc: Habtamu BIRU < habtamu.biru@wfp.org>
Subject: RE: Details to access the online system

Importance: High

Dear Isaiah,

As discussed, we need to separate the working days from the mission days. Working days are from Monday to Saturday.

Missions can include the Sundays if the outsourced staff is on mission. So missions over or in land should be open for all days so the data clerk can enter the working days and the missions. The table should present the number of working days, mission in land, mission over land.

If the staff is on over land mission that day, then inland mission should automatically be 0.

For this month, let's give the access to the data clerk to enter the data for the previous days starting 24th January as Lidiya is going back to her unit.

Can you please check the account of @Ibrahim KANU as he couldn't access to the account.

Regards

Olfa Bakouch

Logistics Officer (Fleet) Supply Chain Unit | WFP Ethiopia|Addis Ababa

Mobile: <u>+251 907985743</u> Email: <u>Olfa.bakouch@wfp.org</u>





From: Olfa BAKOUCH

Sent: 15 February 2023 15:22

To: Isaiah AKELLO <<u>isaiah.akello@wfp.org</u>> **Subject:** RE: Details to access the online system

Dear Isaiah,

Please find the below points:

- To extend the time of entering the data on the system to be until mid of the next day.
- Duty Station to be added to the table
- The admin accounts to be able to add the previous attendances days.
- Can you please assure whenever we create a sick leave or Annual leave for an outsourced staff, the system should reject the attendance of that day(s).
- As discussed, we need to upload the documents related to the attendance on the system on a weekly and monthly basis. Can you please upgrade the system?

Dire Dawa Data Clerk:

<u>beamlaksintayehu3@gmail.com</u>, <u>mulugodifey126@gmail.com</u>.

Regards

Olfa Bakouch

Logistics Officer (Fleet) Supply Chain Unit | WFP

Mobile: <u>+251 907985743</u> Email: <u>Olfa.bakouch@wfp.org</u>



Ethiopia|Addis Ababa



From: Olfa BAKOUCH

Sent: 14 February 2023 18:30

To: Isaiah AKELLO < <u>isaiah.akello@wfp.org</u>> **Subject:** RE: Details to access the online system

Thanks a lot 😊

Olfa Bakouch

Logistics Officer (Fleet) Supply Chain Unit | WFP

Ethiopia|Addis Ababa Mobile: +251 907985743

Email: Olfa.bakouch@wfp.org





From: Isaiah AKELLO < isaiah.akello@wfp.org>

Sent: 14 February 2023 18:26

To: Olfa BAKOUCH < <u>olfa.bakouch@wfp.org</u>> **Subject:** Re: Details to access the online system

Dear Olfa,

Kindly advise the user the issue has been resolved and the password is clerk@00.

Regards, Isaiah Akello FMIP - Solutions Architect - Technical Manager

WFP Capacity Strengthening and Service Provision Unit

Ethiopia, Addis Ababa

Email: lsaiah.akello@wfp.org

Mobile: +251948882698

From: Olfa BAKOUCH < olfa.bakouch@wfp.org>
Sent: Tuesday, February 14, 2023 5:25 PM
To: Isaiah AKELLO < isaiah.akello@wfp.org>
Subject: FW: Details to access the online system

For you advice please?

Olfa Bakouch

Logistics Officer (Fleet) Supply Chain Unit | WFP Ethiopia|Addis Ababa

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Email: Olfa.bakouch@wfp.org





From: Getachew Gedam

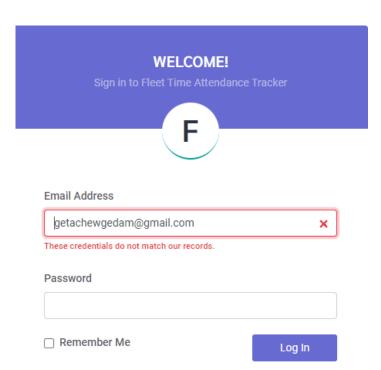
<getachewgedam@gmail.com>
Sent: 15 February 2023 08:04

To: Olfa BAKOUCH < olfa.bakouch@wfp.org>
Cc: Frezer TESFAYE < frezer.tesfaye@wfp.org>
Subject: Re: Details to access the online system

Please be careful when opening emails that originate from outside WFP

Dear Olfa

I can not log in to the Time sheet, when I fill my Email Address it says does not match as you see on the attached Notification



On Mon, Feb 13, 2023 at 8:01 PM Olfa BAKOUCH < olfa.bakouch@wfp.org> wrote:

Dear Getachew, Greetings!

Please find the below details which will allow you to access to the online system for the attendances.

Kindly, make sure to change your password immediately. The data must be entered daily.

Name of Focal point	Email	Station	Password
Getachew Gedam	getachewgedam@gmail.com	Gonder	clerk@00

Regards

Olfa Bakouch

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With Regards, Getachew Gedam