

RE: Details to access the online system

From: Olfa BAKOUCH olfa.bakouch@wfp.org

To: Isaiah AKELLO isaiah.akello@wfp.org

Cc: Habtamu BIRU habtamu.biru@wfp.org

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.

Employees 2023-02-28 14:19:58
Home > Employees > Employees List

Select month & year: Filter Refresh

Payroll Batch February, 2023

Copy Excel PDF Column visibility

| CTS Number | Name | Total Salary | DSA T.Amount | Daily Rate | Days Worked | Inland |
|--------------|---------------------------|--------------|--------------|------------|-------------|--------|
| CTGETH 17364 | Idris Yusuf Ahmed | \$ 44.58 | \$ 44.58 | 0.00 | 2 | 2 |
| CTGETH 19039 | Abadi Tewelde Gebemichael | \$ 512.67 | \$ 512.67 | 0.00 | 25 | 23 |

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.

Update Daily Attendance

Employee Name:

Select Date:

Time In:

Time Out:

Mission Inland:

Mission Overland:

Close Save

Working days:

The outsourced staff has monthly standard rate-check 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.

| | Position | 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:

beamlaksintayehu3@gmail.com,

_mulugodifey126@gmail.com. To give me their passwords please.

Regards

Olfa Bakouch

Logistics Officer (Fleet) Supply Chain Unit | WFP

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Email: Olfa.bakouch@wfp.org



World Food
Programme



From: Olfa BAKOUCHE

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

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Mobile: [+251 907985743](tel:+251907985743)

Email: Olfa.bakouch@wfp.org



From: Olfa BAKOUCHE

Sent: 15 February 2023 15:22

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

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:
beamlaksintayehu3@gmail.com,
mulugodifey126@gmail.com.

Regards

Olfa Bakouch

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From: Olfa BAKOUCH

Sent: 14 February 2023 18:30

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

Subject: RE: Details to access the online system

Thanks a lot 😊

Olfa Bakouch

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Email: Olfa.bakouch@wfp.org



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

Sent: 14 February 2023 18:26

To: Olfa BAKOUCH <olfa.bakouch@wfp.org>

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: Isaiah.akello@wfp.org

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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

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World Food
Programme



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

WELCOME!

Sign in to Fleet Time Attendance Tracker

F

Email Address

getachewgedam@gmail.com



These credentials do not match our records.

Password

☐ Remember Me

Log In

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