

Date: 13/07/2017

## CARE Bangladesh

**Subject: Required development tasks (attached ToR) for automation in the Payroll software (ASPIRE).**

Payroll software (Aspire) helps CARE to manage staff related information as well as payroll system. ASPIRE had been developed by BASE Ltd. in 2011 and most of the HR/Financial policy clauses have been reflected there to run the system as per CARE's requirements. Since 2011, number of policies have been changed and we have adjusted those in ASPIRE taking help from the vendor (BASE Ltd.). Finance and HR Department team have reviewed all the payroll process and find out module/components of required task for Terms of reference (ToR) for ASPIRE requirements to automation through (BASE Ltd.). However, still we need to adjust some structural change of ASPIRE with a view to establish automation in fraction calculations (HR policy has changed on July 1, 2017 Ref.No.:BD-FY18-Policy-0048). Already a list of tasks has been shared with the existing vendor (BASE Ltd.) to know about their total engagement in hours and costing as they developed the original software.

Accordingly, BASE Ltd. has submitted their plan of total working hours for the development task, which is 782 hours equivalent to 430,100/- BDT. HR and Finance team have reviewed the plan and budget and negotiated to the best level. Primarily, they in consultation with senior management (SMT members) have advised HR/Finance team to proceed on the work order processing to BASE Ltd. through the procurement unit.


With the new assignment we are hopeful, BASE Ltd. would be able to adjust the identified changes in ASPIRE, which will help us to make our online system (ASPIRE) useful, effective and efficient.

A list of tasks is attached in the TOR

Recommended by

  
Sajia Tareen  
Finance Director  
CARE Bangladesh

Approved by

  
Bernanu Moreda Derra  
ACD-Program Support  
CARE Bangladesh

Payroll software (Aspire) helps CARE to manage staff related information as well as payroll system. ASPIRE had been developed by BASE Ltd. in 2011 and most of the HR/Financial policy clauses have been reflected there to run the system as per CARE's requirements. Since 2011, number of policies have been changed and we have adjusted those in ASPIRE taking help from the vendor (BASE Ltd.). Finance and HR Department has reviewed all the payroll process and find out following modules/components of required task for Terms of reference (ToR) for ASPIRE requirements to automation through (BASE Ltd.)

**Terms of reference (ToR) for module ASPIRE Requirements:**

Date: 13 July, 2017

SL No	Module	Description	Justification	Impact Analysis	Estimated Work Hour	Completion Date
1	Bank wise payroll summary sheet for all offices	<p>Prepare PS (People soft) voucher and upload file for charging expenditure to all cost centers.</p> <ol style="list-style-type: none"> <li>1. Payroll monthly summary sheet for SCB to SCB</li> <li>2. Payroll monthly summary sheet for SCB to other</li> </ol>	Used as supporting documents to post entry into transit account and subsequent allocation by AP Team (Attachment-01).	<p>Select Report:</p> <ul style="list-style-type: none"> <li>• SCB To Other</li> <li>• SCB To SCB</li> </ul> <p>Month Year Field Office(Default All) Report body is like Monthly Summary Sheet</p>	20	
2	Bank Letter:	<p>Prepare Bank letter for payroll disbursement to all staff's bank account with region /field office wise:</p> <ol style="list-style-type: none"> <li>1. Bank letter for all office SCB to SCB</li> <li>2. Bank letter for all office SCB to other</li> </ol>	To clear payment to all staff of all offices at a time through only two bank letters. (Attachment-02).	<p>Select Report:</p> <ul style="list-style-type: none"> <li>• SCB To Other</li> <li>• SCB To SCB</li> </ul> <p>Select Payment Type</p> <ul style="list-style-type: none"> <li>• Salary</li> <li>• Only Bonus</li> <li>• OT</li> </ul> <p>Fiscal Year Payroll Month &amp; Year Office Report body is like Bank Instruction</p>	16	

✓



3	Leave (1)	Leave Carryover 10 Days and must be enjoyed by the month of March of the Year failing which 10 days' carryover leave will be elapsed.	As the Leave Policy have been changed		0
4	Fractional Payroll Process	<p>When calculating Basic Salary, and Allowances of an in-coming or out-going employee, the following standard method should be followed.</p> <p><u>Basic Salary calculation for staffs:</u></p> <div><div></div><div>Monthly Basic (Taka) X 12</div><div>260</div><div>x</div></div> <p><u>All allowances calculation for staffs:</u></p> <div><div></div><div>Monthly Allowance (Taka)</div><div>30</div><div>x</div></div> <p>Cases are:</p> <ol style="list-style-type: none"><li>1. New joining in fraction months</li><li>2. Promotion for fraction months</li><li>3. Promotion for retroactive dates</li><li>4. Salary amendment in fraction month</li><li>5. Salary amendment in retroactive dates.</li><li>6. All Allowances in fraction dates</li><li>7. All Allowances in retroactive dates</li></ol>	To reduce error during manual fraction salary calculation	Screen: Salary Package Payroll Preparation 1. If staff has joined after salary process of a month then his working days salary of that month will show in all arrear head & next month's actual salary will show at the time of next month salary calculation. 2. If staff has got promotion of a month then promoted months incremented amount has shown in arrear head and actual salary amount of current month. 3. If staff has got promotion 2/3 months earlier than previous promoted month's incremented amount has shown in arrear head and actual salary amount of current month. 4. If staff' salary has amended of a month then that months amended amount has shown in arrear head and actual salary amount of current month. 5. If staff salary has amended 2/3 months earlier than previous month's amended amount has shown in arrear head and actual salary amount of current month. 6. For joining, promotion & salary amendment fractional months' amount has shown in allowance arrear head & actual salary amount	145

14

		<p>8. Field Allowance form fraction month</p> <p>9. Field Allowance from retroactive dates</p>			<p>of current month. This point is applicable for 7, 8 &amp; 9.</p> <p>Note: Other allowance, LFA and special allowance heads amount will not be updated to respective column directly at the time of fractional calculation. This will be performing manually from user.</p>		
5	Movement Report In Excel	Payroll movements all lists excel export.		1. Movement Report		24	
6	Leave (2)	<p><b>Prepare leave accruals report</b></p> <p>1. Financial leave report need to modify.</p> <p>2. Leave accruals negative balance will be shown zero.</p> <p>3. Leave charging upload file.</p>	For leave accruals and charging from ASPIRE.	<p>1. Financial leave reports correction mentioned below</p> <p>2. Leave accruals negative balance need to show as zero.</p>		32	

4

		4. Separated staff list.		Policy will be provided by HR	3. Charging Amount for Current Period should be same as Leave charging amount 4. Separated staff list except final payment payout staff.	
7	Interim Gratuity Payment to regular Staff	Preparing Top sheet for interim Gratuity Payment to regular staff based on last month's accruals and fractional charging with relevant staff including Bank information.		For interim gratuity payment to eligible staff (during staff movement, promotion, etc.) (Attachment-03).	Last month's salary information has required for fractional charging calculation  2 new reports have to design with last month's accruals and fractional charging information.  1. Confirmation of Data & Information of the Existing Employee for Gratuity Payment 2. Gratuity Calculation Sheet	52
8	Insurance	Monthly insurance report from the system: 1. All employee reports 2. Monthly new joining 3. Contract extension monthly 4. COLA and Increment adjustment 5. Ex-employee monthly 6. Option for changing Insurance policy at the User end. 7. Insurance accounts for checking Profit Commission 8. Monthly Insurance charging report.		It has limited function but not been fully functioning. We need fully automated reports.	Please provide excel file with all policies	60



9	<b>Festival Bonus Accruals and Charging</b>	<p><b>Festival bonus accruals, payments and related reports from system.</b></p> <ol style="list-style-type: none"> <li>1. Monthly Festival Bonus accruals ledger with charging</li> <li>2. New joining staff list.</li> <li>3. Separated staff list for payout from accruals ledger.</li> <li>4. List of festival bonus payment based on religious ground as on festival month and list of accrual of bonus after the festival month.</li> <li>5. Nil out accruals of festival bonus and fractional bonus charge by due month's (not accrued) direct charging.???</li> <li>6. Bonus accruals reconciliation report (between current month and last month) considering separated staff, ongoing staff and newly appointed staff.???</li> </ol>	<p>For monthly bonus accrual, payment, charging and reconciliation for all staff based on religious festivals(<b>Attachment-04</b>).</p> <p><b>Policy will be provided by HR</b></p>	<p>1. Festival bonus accruals new screen</p> <p>1.1. Festival accrual new report</p> <p>[Charging on Below condition is not adjustable with the software for the below mentioned reason:.</p> <ol style="list-style-type: none"> <li>2. New joining staff those salaries have still not prepared.</li> <li>3. Separated staff those salary have stopped.</li> </ol> <p>Reason: Accruals can only be done if employee payroll data is available. Employee can be either Active or Inactive but payroll data must present to produce charging report.]</p>	48
---	---	--	--	--	----

10	<b>Final Payment</b>	<p><b>Prepare final payment from system automatically:</b></p> <ol style="list-style-type: none"> <li>1. Details calculation for salary and benefits according to mode of separation.</li> </ol> <p><b>Prepare the payment voucher for Provident fund, CBEMCSL and Regular account separately.</b></p> <p><b>Provident Fund:</b></p> <ol style="list-style-type: none"> <li>1. Provident Fund payment voucher.</li> <li>2. Provident Fund loan adjustment.</li> <li>3. Provident Fund midterm profit adjustment.</li> <li>4. Adjustment of CBEMCSL loan when required.</li> </ol> <p><b>CBEMCSL Fund:</b></p> <ol style="list-style-type: none"> <li>1. CBEMCSL Share payment voucher.</li> <li>2. CBEMCSL Share loan adjustment.</li> <li>3. CBEMCSL Share midterm profit adjustment.</li> <li>4. Adjustment of Provident Fund loan when required.</li> </ol> <p><b>Regular Fund:</b></p> <ol style="list-style-type: none"> <li>1. Fractional month separated staff's salary, benefits and allowances payment as well as refund&amp; tax deduction.</li> </ol>	<p>For processing final payment to separate staff (<b>Attachment-05</b>).</p>	<ul style="list-style-type: none"> <li>• Separation Policy</li> <li>• Confirmation of data &amp; information of the separated employee for final payment</li> <li>• QCF calculation Sheet</li> <li>• Statement of Final Payment</li> </ul> <p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Final Payment Cheque Request</li> <li>• Charging</li> <li>• PF Voucher</li> <li>• CC Voucher</li> </ul>	245
----	----------------------	--	---	--	-----

4







## CARE BANGLADESH

### ALL-Staff Policy Communication, Authorization & Transmittal Form

(For Policy Only)

Ref.No.: BD-FY18-Policy-0048

Version: 1

Policy Owner: Director-HR

Effective Date: July 1, 2017

To be reviewed: July 1, 2018

To: ALL-CARE Bangladesh Staff

From: The Director-HR

Title of the Policy: Update HR Manual  
Clauses

Sponsor: SMT: Director-HR

Responsible: HR Department

Last updated: July 9, 2017

The purpose of this communication is to announce an amendment to the some policy clauses and procedures for CARE Bangladesh. Considering different practical reasons management has decided to revise the following in the respective policy clauses mentioned as below —

#### 2.B.2. Basic and Gross Salary

##### 2.B.2.1 Definition of Basic and Gross Salary

"Basic Salary" is a component of Gross Salary. It has implications on the Housing Allowance, PF, Gratuity, Acting allowance and Leave encashment amounts.

"Gross salary" is the summation of "Basic Salary" including the different components noted below -

Grade A-C :	Basic Salary + Housing Allowance + Medical Allowance + Transportation Allowance
Grade D-G :	Basic Salary + Housing Allowance + Medical Allowance + Transportation Allowance + LFA+ Others Allowances

No other allowances are included in Gross salary.

##### 2.B.2.1 a Leave Fare Assistance (LFA):

Leave Fare Assistance an allowance that is part of the gross amount to cover employee's personal travel expenses for enjoying holidays domestic or international. This salary component is only applicable for grade D-G staffs. The LFA amounts is as follows –

Grade D-E	Tk. 5,000
Grade F-G	Tk. 10,000

##### 2. B.2.5 Standard Work Day

The standard working day is a 5 day work week covering 37.5 working hours per week and 48 hours per week for Drivers, Office Helpers and Technicians. A "working day" means a day paid, which includes designated CARE holidays. All offices shall treat Friday and Saturday as designated weekends.

##### 2. B.3. Housing Benefits

The housing allowance is intended to partially subsidize employee's housing costs. The



subsidy is based on fixed amount by grades. Actual expenditures for housing will, of course, vary for each individual and for each area. The CARE-Bangladesh subsidy is intended to cover a portion of employee's housing costs. Although the housing allowance may be sufficient for many employees to cover their entire housing costs the housing allowance is *not* intended to cover all housing costs for a given person.

#### 2. B.3.1 Calculation

Grade D-G staff get 40% housing allowance of their basic and Grader A-C staff get 50% of their basic as housing allowance.

#### 2. B.4.1 Medical Allowance

All employees receive a monthly medical allowance for which no receipt needs to be submitted. The allowance will be paid together with the employee's monthly salary as a separate item. The medical allowance is paid on a calendar month basis. Medical Allowance is paid as below –

Grade A-C : Tk. 2,000  
Grade D-E : Tk. 5,000  
Grade F-G : Tk. 10,000

#### 2. B.5.1 Transportation Allowance

Transportation Allowance is intended to offset actual transportation costs getting to and from work during workdays or even weekends or other holidays as necessary.

##### 2. B.5.1.a. Eligibility

All staff will receive Transportation Allowance except site-based staff or anyone who is required to keep an assigned bicycle, motorcycle or any other vehicle at their place of residence including working on weekends & holidays. Staffs who are unable to keep their assigned motorcycle in their residence may keep the assigned motor cycle in CARE premises and be eligible for transport allowance.

However, staff with assigned motor cycle who are required to keep the motor cycles at their own residence will receive 60% of the monthly transport allowance admissible for his/her grade, subject to availability of fund under the particular project.

##### 2.B.5.1.b. Amount

Transportation allowances for different grades are as follows:

Grade A-B: Tk. 2,000/-per month  
Grade C-G: Tk. 2,500/- per month

The month someone joins, separates or is promoted mid-month s/he will receive a prorated Transportation Allowance for the actual days worked at the respective Grade amounts.

#### 3.C. Basic and Allowances Calculation

When calculating Basic Salary, and Allowances of an in-coming or out-going employee, the following standard method should be followed.

##### Basic Salary calculation for staffs:

$$\left[ \frac{\text{Monthly Basic (Taka) X 12}}{260} \right] \times \text{Number of working days on active payroll}$$

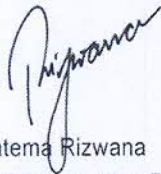
All allowances calculation for staffs:

$$\left[ \frac{\text{Monthly Allowance (Taka)}}{30} \right] \times \text{Number of days on active payroll}$$

All other clauses of the existing policy remain and will continue to be valid until further revision or amendment. The new amendment is included in the policy and attached for your reference. The revised policy is available in the "I-Drive". The existing policy is fully replaced by this newly amended policy effective July 1, 2017.

Please do not hesitate to consult HR if you have questions, comments or require further clarification.

Best regards,



Fatema Rizwana  
Director- Human Resources  
CARE Bangladesh