TURNQUEST HRMS PHASE 1

RECRUITMENT, PAYROLL

CUSTODIAN HR DEPARTMENT
11/3/2017

TURNQUEST HRMS PHASE 1 AT CUSTODIAN FOCUSES ON THE RECRUITMENT AND PAYROLL MODULES. NEW ENTRANTS SHOULD BE SEEMLESSLY CAPTURED INTO THE APPLICATION, ASSIGNED GRADES WITH CORRESPONDING ALLOWANCES, AND LINKED TO SPECIFIED PAYROLL GROUPS AS PER THE ORGANIZATION STRCUTURE. PAYROLL PROCESSING FOR ALL PERSONNEL WILL BE DONE FROM THE APPLICATION ON A MONTHLY BASIS, FOR REGULAR PAYROLL, AND PERIODICALLY FOR OFF-PAYROLL ALLOWANCES.

Contents

INTRODUCTION

The Implementation of TurnQuest HRMS, Phase 1, at Custodian focuses on Recruitment and Payroll:

- The recruitment process will entail capturing vacancy and applicant details, the interview and short-listing process, as well as employment and on-boarding. As a pre-requisite to this, posts and grades must be created. Such Grades will have specific allowances (with their amounts) tagged to them. "Posts" in the context of TurnQuest HRMS refers to Job Titles/Designations. A post is usually created under a specified grade/level, so that the required allowances will automatically be matched to the person employed to the post.

- The Payroll process starts at "Pre-Processing", where the system does basic checks, such as whether the payroll run date, pay slip date and pay date have been defined for the payroll run. The next step is "Processing", where the system cross checks personnel payment details, confirming that payment (bank) details have been defined for all personnel. The final step is "Authorization", where postings are done to the Financial Management System. There is an interface for this, where the accounting logic is defined in the application.

What follows next is a more detailed guide on the above main processes. Other modules will be covered in the next phase of the project's implementation.

RECRUITMENT - SETUPS

Definition of Terms

Post: A post refers to a job title/designation. Each post will have a unique code, for easy identification and management.

Post Grade: This refers to "Grade". For each grade, allowances will be mapped, so that personnel assigned to that grade automatically have such allowances populated to them, with no need to further alter or manually add these, except in cases where such modification is necessary.

Pay Elements: This is the general term used to refer to allowances (earnings) and deductions. These will be mapped to grades, and consequently to personnel employed at those grades/levels.

Note: Post Levels should ordinarily refer to functional positions/levels in a company, such as Manager, Head of Department, Controller, etc. Post Grades would then be manager grades, HOD Grades, Controller Grades, etc. whose differentiating factors would be the pay and corresponding responsibilities (job descriptions). However, for Custodian, we will have "post level" being synonymous to "post grade", to achieve ease in managing associated allowances, particularly on Grade Pay Elements setup.

Grade Salary Scales Definition

This will be used to define the different amounts of BASIC PAY (BASIC ALLOWANCE) that can are payable to new joiners at the point of entry, or when an employee is being transferred from one grade/position to a new one. Here, we define the minimum BP, Mid amount BP, the Maximum, and Customized BP (whose range is between minimum and maximum, and is manually keyed in at the point of employing new joiners)

Access Grades Setup screen as follows:

LOG IN >> CORE SETUP >> GRADES SETUP >> POST LEVEL AND GRADE DETAILS

Grade Pay Elements Definition

This area allows you to define the allowances payable to an employee at the given grade, with the respective amounts payable to them at that level.

Access:
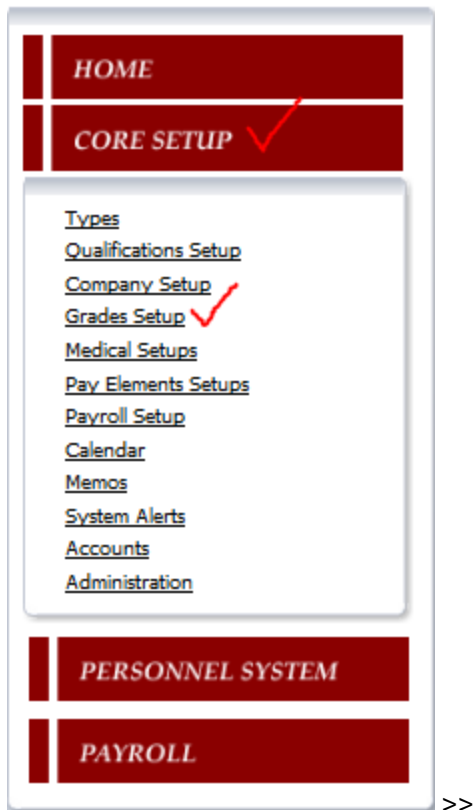
LOG IN >> CORE SETUP >> GRADES SETUP >> PAY ELEMENT GRADE DETAILS

 >>

Once defined, the system will automatically allocate the amounts defined here (in the "AMOUNT" field) to any personnel who join Custodian at the defined Grade. This assignment of pay elements and their amounts to joiners (or transferees from one position/ grade to another) is not cast on stone. It is editable, and can be modified from the link "Personnel Pay Elements" shown hereunder:

HOME

CORE SETUP ✓

Types
Qualifications Setup
Company Setup
Grades Setup
Medical Setups
Pay Elements Setups ✓
Payroll Setup
Calendar
Memos
System Alerts
Accounts
Administration

PERSONNEL SYSTEM

PAYROLL

>>

HOME

CORE SETUP

Types
Qualifications Setup
Company Setup
Grades Setup
Medical Setups
Pay Elements Setups ✓
Payroll Setup
Calendar
Memos
System Alerts
Accounts
Administration

PERSONNEL SYSTEM

PAYROLL

Pay Elements

Select Transaction

○ Pay Elements Definition
○ Group Pay Elements
○ Personnel Pay Elements ✓

Next ✓

Select the personnel whose pay elements you would like to edit, and modify the "VALUE":

Note that if an entrant is not entitled to any of the default pay elements (allowances) defined for the selected pay grade, then one can always delete the allowance so that it is not included in the amount payable to such personnel:

Select Allowance >> Delete:

Post Definition

Access:

LOG IN >> CORE SETUP >> GRADES SETUP >> POST DEFINITIONS
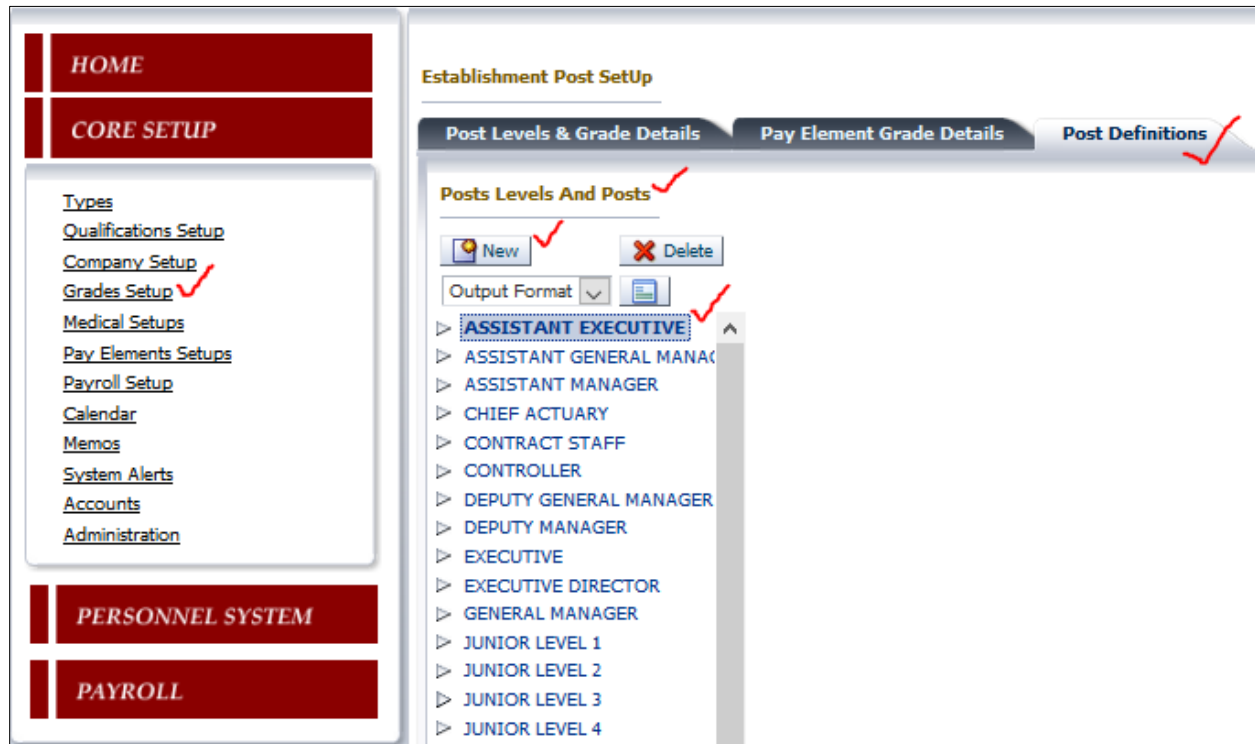
Select the post level as shown above, and click on the "NEW" button, in order to create a Post (Job Designation).

This area allows you to define the Job Designation. Posts are created under pre-defined Post Levels.

- For each post, the "Code" must be unique. For now, this will be keyed in manually, as we work on a way to automatically generate this.
- The "Description" will always be keyed in manually. This is the Job Designation (Name).
- The Parent Post should be the immediate supervisor that the personnel will report to. This can be a line manager or other senior post.
- Post Level is the grade/ level for the position
- Set the status as Active
- WEF Date is the post "With-Effect-From Date", essentially the date from which such a newly created post was declared available for recruitment purposes. As the company grows, there will be new posts from time to time, and this field will show the date from which such posts were declared as active for the company to recruit for.
- Category: This will be LIFE. Custodian is using HRMS to manage the Life company personnel only.
- Select Branch as appropriate. For what branch has the post been created? Where the post be domiciled should be informed by the need for which it was created – where the person who occupies it will reside. E.g. Group Underwriter IKEJA – tag IKEJA Branch.
- Sub-Division – Tag the unit/department under which the post is created.

RECRUITMENT – PROCESS
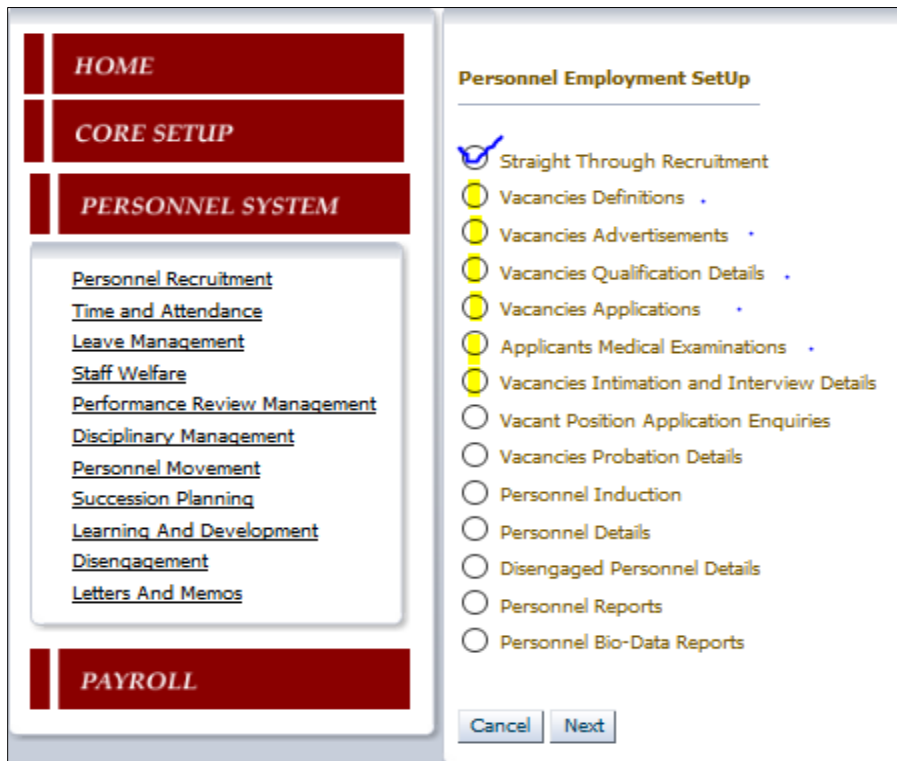
ACCESS:

LOG IN >> PERSONNEL SYSTEM >> PERSONNEL RECRUITMENT

Approach Options

There are two options to do recruitment in the application:

- Straight Through Recruitment
- Step-wise Recruitment

Step-wise recruitment is highlighted in Yellow above. It means that you perform the recruitment process by accessing the separate links one by one. Straight through Recruitment means that you follow through the recruitment process without accessing screens and exiting from them one after the other as the case is with the Step-wise approach.

From the above screenshot, below are the steps required in order to employ a new entrant into the system:

- Define the Vacancy (Job designation to which you want to recruit) – select from already defined job designations as shown in "Post Definitions" above.
- Advertise the position: There is a media setup under Core Setup that can be used for this. This is not a compulsory step and can be skipped.
- Captured desired Qualification Details for the person who should fill this position
- Input details of applicants to this role – these are persons who responded to the application as advertised. The details here are not mandatory for the process to be completed.
- Where medical tests are a requirement during the recruitment process, such details are captured on "Applicants Medical Examinations"
- Intimation and Interview Details refers to Pre-Interview (Short-Listing) and the Interview process.
- From interview results, a decision is reached, on whether to employ or mark a candidate as unsuccessful.
- For personnel to be employed to the job role, select the Basic Pay Salary scale. The system then assigns them to allowances (with respective amounts) defined for that post level.

Straight-Through Recruitment

To make the process as easy and friendly as possible, we will use the "Straight-Through" process/approach, documented as follows:

Vacancy Definition

This is the immediate next screen that you will land on, upon hitting the "Next" button above. Defining the vacancy for the post that you wish to recruit into is the first step in the recruitment process. Below is the screen:

Select department where the post exists, and click on "New" as highlighted above, in order to create declare a vacancy.

Capture details highlighted in yellow below:

- Select post you want to declare vacant and employ a new person to
- Give a short description for the post, e.g. Underwriter
- A post can be declared vacant by an individual or by a department. Select either accordingly, and choose from the drop-down list
- Indicate the Declared Date – date when the post was declared vacant, maybe when its former occupant left the organization.
- The WEF Date is the date from which the vacancy, as defined, should be vacant and available for filling with a new recruit.

To illustrate the Recruitment Process, I will create a new post, "Customer Service Assistant Executive", under the Retail Services Department:

This should then be saved – use the "Save" button.

Define also, HR or other personnel who should attend interviews for the defined post. A brief on the job description and criteria to look out for can also be captured in the respective tabs.

Once defined, authorize the vacant position to proceed.

Vacancy Advertisements

This area allows you to set up advertisement media to be used in advertising the vacant position. This can be social media, print media, television, radio, recruitment consultants etc. Note that there is an area where these media setups are done: CORE SETUP >> TYPES >> MEDIA SETUP.

Approval for the advertisement may apply, especially where charges are incurred, say when advertising through print media, television or radio.

Qualification Details

In this section, we capture the qualification requirements associated with the job role for which we are recruiting. The pre-requisite to this Qualification Details setup is:

- Set up Qualifications: CORE SETUP >> QUALIFICATIONS SETUP

This is not a mandatory step and can be stepped, especially where it does not matter what specific qualifications are desired for a personnel to fill the vacant position. This could apply where you have a job role that does not require specialized skills.

Capture Applicant Details

Here, we capture the names and other details for each of the applicants who express their interest in the job role as advertised. To minimize the number of applicants that must be captured here, a screening process probably needs to be done first, to identify persons who at least meet minimum expectations/qualifications for the application.

Vacancy Applicant

* Name Prefix	MS.	* First Name	TOPE
Middle Name		* Last Name	OGUNDARE
* Status	APPOINTED	* Gender	Female
* Marital Status	Single	* Date Of Birth	14-Oct-1992
* Application Date	04-Jul-2017	* Receipt Date	04-Jul-2017
Expected Salary		* Email Address 1	tope@gmail.com
Email Address 2		Years Of Experience	
* Telephone No1	07035896471	Telephone No2	
Postal Address			
		Country	NIGERIA
State/County		Ethnic Origin	
Religion Code			

Save   Cancel

Capture, also other applicant details as provided for in the tabs below:

- Education Background
- Work Background
- Referees
- Certifications
- Qualifications
- Specializations
- Achievements

Applicant Medicals

This area is used to capture applicant pre-interview medical details, where applicants for a role need to provide medical examination results as directed/advised by the company. The Setups that specify which medical institutions (hospitals etc.) and medical examinations to take are done under CORE SETUP:

CORE SETUP >> MEDICAL SETUPS

Short-Listing/Pre-Interviews

From applications received, we proceed to short list candidates who meet minimum criteria for the next step – interviews. The first tab in this area allows one to capture the recommender/ person who comes up with the short-listed candidates, and the date when they do/did this:

Next, we capture the actual candidates short-listed in the next tab – Short Listed Applicants.

Short Listed Applicants

The screen is as shown below:

Capture details as below:

- Applicant Name – the system will spool names of applicants to this role. Select those that minimum requirements – those to be short-listed
- Intimated By Code – This is the recommender/ person who does/did the short-listing. When you click on the drop-down menu, the system spools names of all Custodian personnel.
- Intimation Date – This is the date of short-listing
- Interview Date- Capture the interview date set for each candidate
- Venue – Venue of interview
- Remarks – Comments on the details captured

With this done, the next step will be interviews for short-listed candidates.

Interviews

Screen is as shown below:
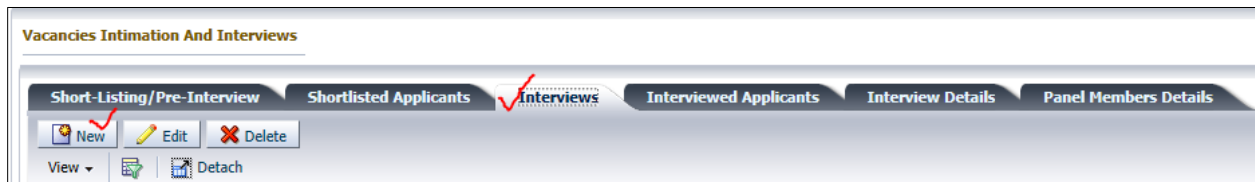
The first step here is to indicate the type or types of interviews that short-listed candidates will do. These include:

- Aptitude Tests
- Oral Interviews
- Practical Test
- Written Interviews

For each of these categories of interviews, indicate the total (maximum) marks, against which candidates will be graded.

- Interview Level Code – select the interview type: oral, written, online, aptitude

- Compiled by Code – From the drop-down list, select the (HR) personnel who captured the details
- Compilation Date – This is the date of capturing these interview details
- Total Marks – Indicate marks scored by each candidate
- Remarks – Select from drop-down list: "Successful", "Not Successful", "Keep in View"
- Comments – Input remarks such as expected selection criteria on candidate performance at interview, e.g. "Pass Mark = 60"

In the next tab, we capture the remarks of each of the panel members who sat through interviews with the short-listed candidates. This is done from the "Interviewed Applicants" window as follows:

Interviewed Applicants

Under this tab, we capture the details of each interviewer's recommendation on the performance of the short-listed and subsequently interviewed candidates:
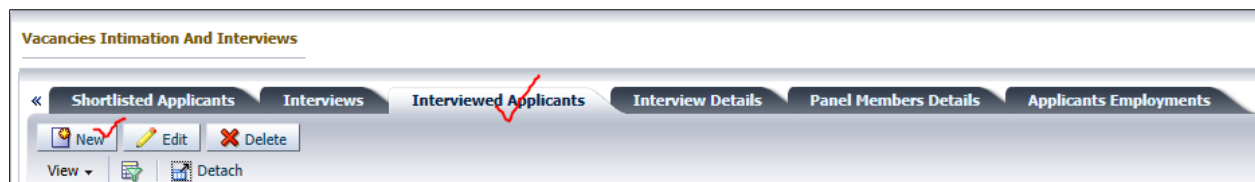
- Select panelist whose details you want to capture (The drop down list spools names of panel members who were tagged to the interview panel for this post – at the point of creating the post)
- Type – select interview for which you want to detail the panel member remarks
- Interview – From the drop-down list, select the interview for which you want to capture the panel member recommendations
- Marks obtained – Indicate marks scored by interviewed applicant
- Date – Date when the interview was done
- Data Reason – in case the person was interviewed on a date different from the originally scheduled interview date, indicate reason for this, e.g. "Interview was rescheduled due to interviewer availability"
- Remarks – Indicate the comments given by the panelist.
- Save the record

The next two tabs are view windows that show a summary of the data captured in this area. They are as follows:

Interview Details

This tab shows a summary of the marks awarded to each candidate by the panel members:

Panel Member Details

This area shows the recommendation details that each panelist gave for each of the candidates interviewed, and for each of the interview types conducted.

The details are displayed as shown below:

In the next tab, we capture which of the candidates is successful to be employed to the job role/post as determined from the interview results.

Applicants Employments

Select the applicant from the list below the main tab:

Unsuccessful Candidates

Applicants who don't qualify for the post/job role after the interviews will be marked as unsuccessful, using the "Unsuccessful Applicant?" button. Such candidates are logged under the tab on the extreme right – "Unsuccessful Applicants". Such applicants can be reused to fill other positions interviewed for in the future.

Employ

For a candidate who is successful after the interviews, we use the "Next" button to proceed to assigning the individual to a grade and employing them.

On clicking on "Next", the system will redirect you to a different window, from where you assign the grade, indicate basic pay (if customized) and the payroll to which the new employee is to be tagged, among other setups as shown below:

- Group Name – Select the Name of the Payroll Group (Custodian Life Assurance Limited)
- Post Grade – Select Post Grade into which the successful applicant is being employed
- Basic Pay – if the pay is customized, the system allows you to edit the Basic Allowance amount entitled to this entrant. If not customized, the system will automatically pick the min, mid or max amount as defined for each of the grades.
- Payroll – Pick the Payroll under which the candidate will be listed, e.g. Junior Payroll, Managers' Payroll, Senior Management Staff Payroll
- WEF Date – This is the personnel with-effect-from date, i.e. date of employment. The system will compute allowances entitled to this candidate from this date on (pro-rating where the candidate joins Custodian mid-period).
- On Probation? – Indicate whether the applicant is to be put on probation at the point of employment or not. The default probation period is as set up under Core Setup – 6 months for Custodian
- Save – Once all the above details are captured, save the record. The system automatically populates allowances defined for this grade to the new employee. An employee number is automatically assigned to the joiner.

In case the new employee also has other customized allowances, other than the basic pay, access **Personnel Pay Elements** (Core Setup >> Pay Elements Setups >> Personnel Pay Elements) to do this:

>>

>>
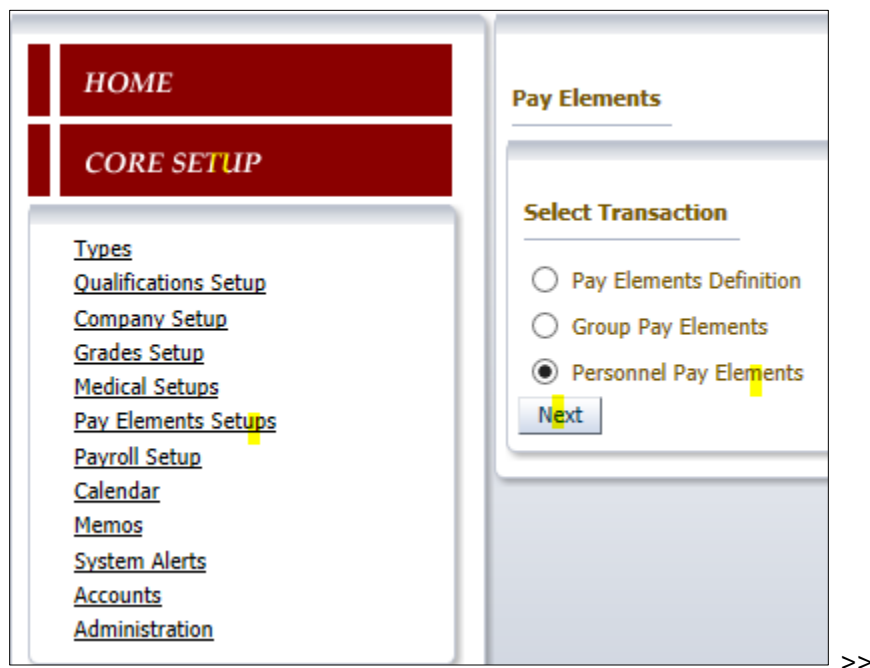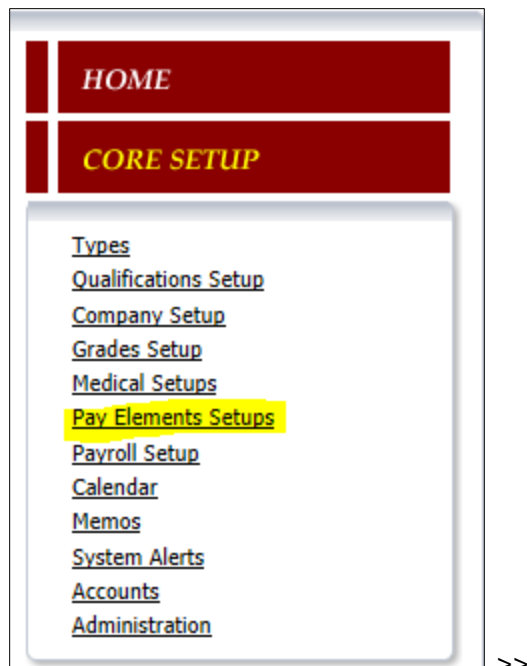
Filter by Personnel Name or number, select personnel, pick pay element to edit and click on the edit button:

Edit the "Value" field as shown below, and save:

With this done (all allowances confirmed correct for new entrants), the employee allowances detail is complete. Note that the Basic Pay is not editable at this point. This should be determined at the point of employing personnel as previously highlighted.
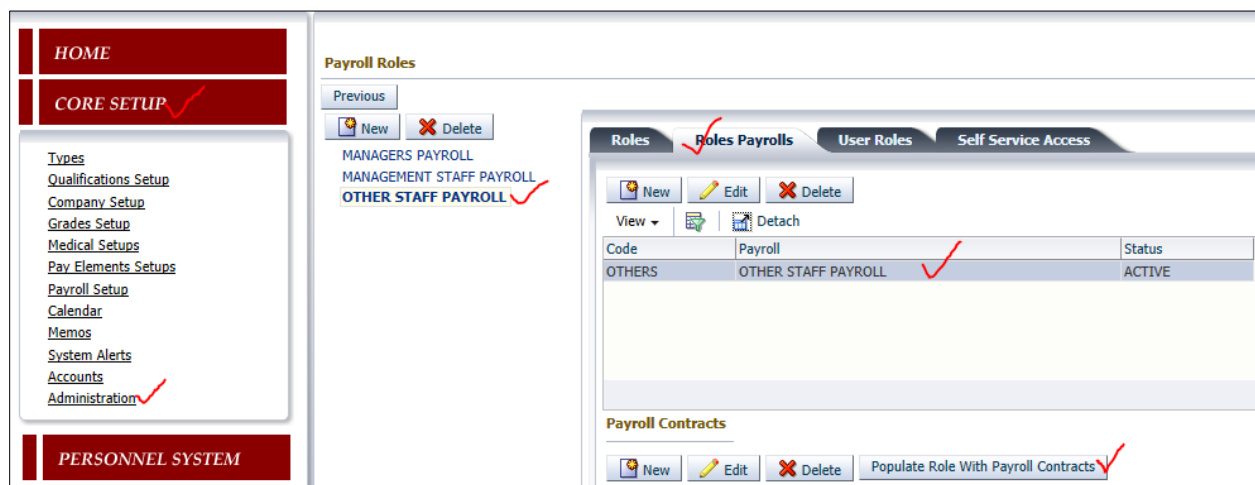
PAYROLL

Personnel Payment Details

This setup is necessary for Payroll. Capture the new entrant's bank details to facilitate payroll processing.

Prior to this setup, populate the contract details for this new employee to their respective payroll as follows:

CORE SETUP >> ADMINISTRATION >> ROLES PAYROLLS >> Populate Role with Payroll Contracts

Payment Details Access:

PAYROLL >> PERSONNEL PAYMENT DETAILS
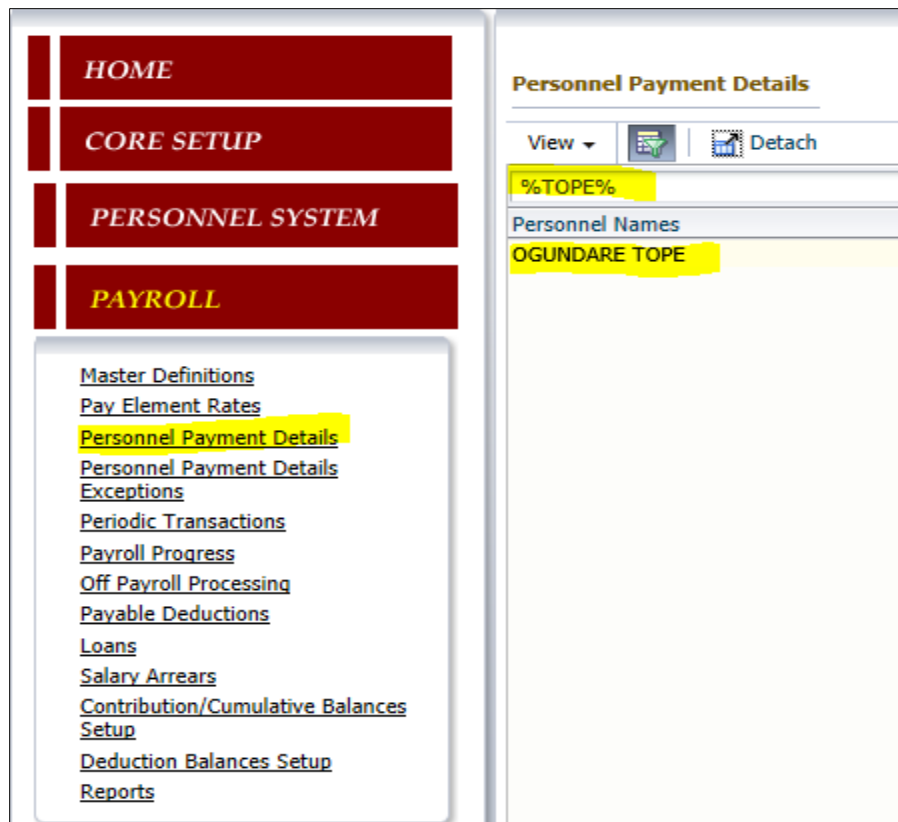
Below are the setups required:
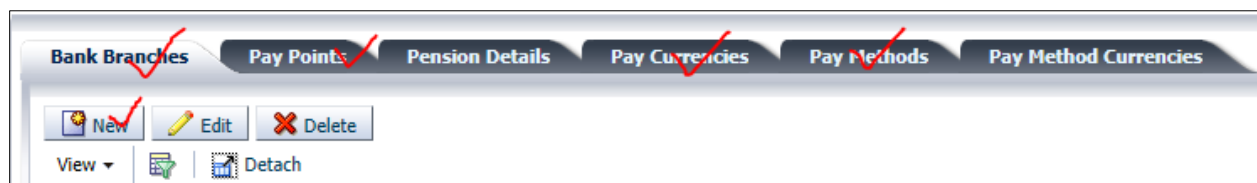
- Set up the Bank details by selecting the bank and branch names from the list of banks and branches defined. Type in bank account number, mark "Active" and save record.
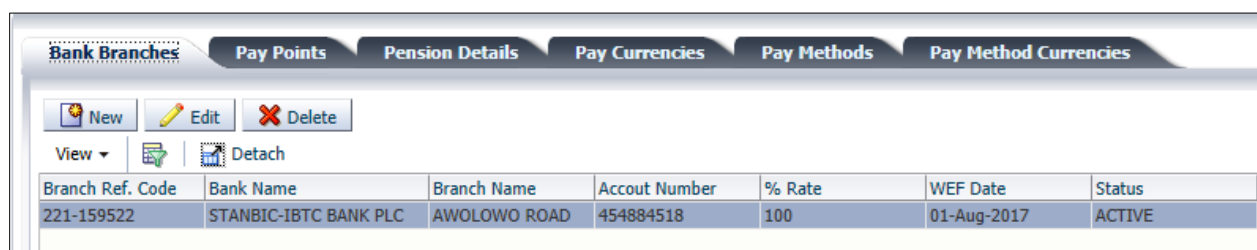
- Pay Points – This is the default Custodian pay point, i.e. the bank from which the company makes its payments from. This bank will be tagged when payroll is authorized into Finance.

However, since Finance department knows which account to pay from, the system allows them to edit the paying bank account.

The WEF Date should be the personnel's date of employment, or any time thereafter (when they are to be paid through payroll after employment).

- Pay Currencies – Set up default pay currency – Naira – for all personnel

100% Rate means that allowances to this personnel are payable 100% in the currency defined (Naira). Set status as "Active". The WEF Date should be the personnel's date of employment, or any time thereafter (when they are to be paid through payroll after employment).

- Pay Methods – Indicate pay method to be used in processing pay for the personnel

100% Rate means that allowances to this personnel are payable 100% using the pay method defined (Bank Transfer). Set status as "Active". The WEF Date should be the personnel's date of employment, or any time thereafter (when they are to be paid through payroll after employment).

With the allowances and payment details defined, the new employee is ready to be included in the next payroll run.

Payroll Run

ACCESS: PAYROLL >> PAYROLL PROGRESS
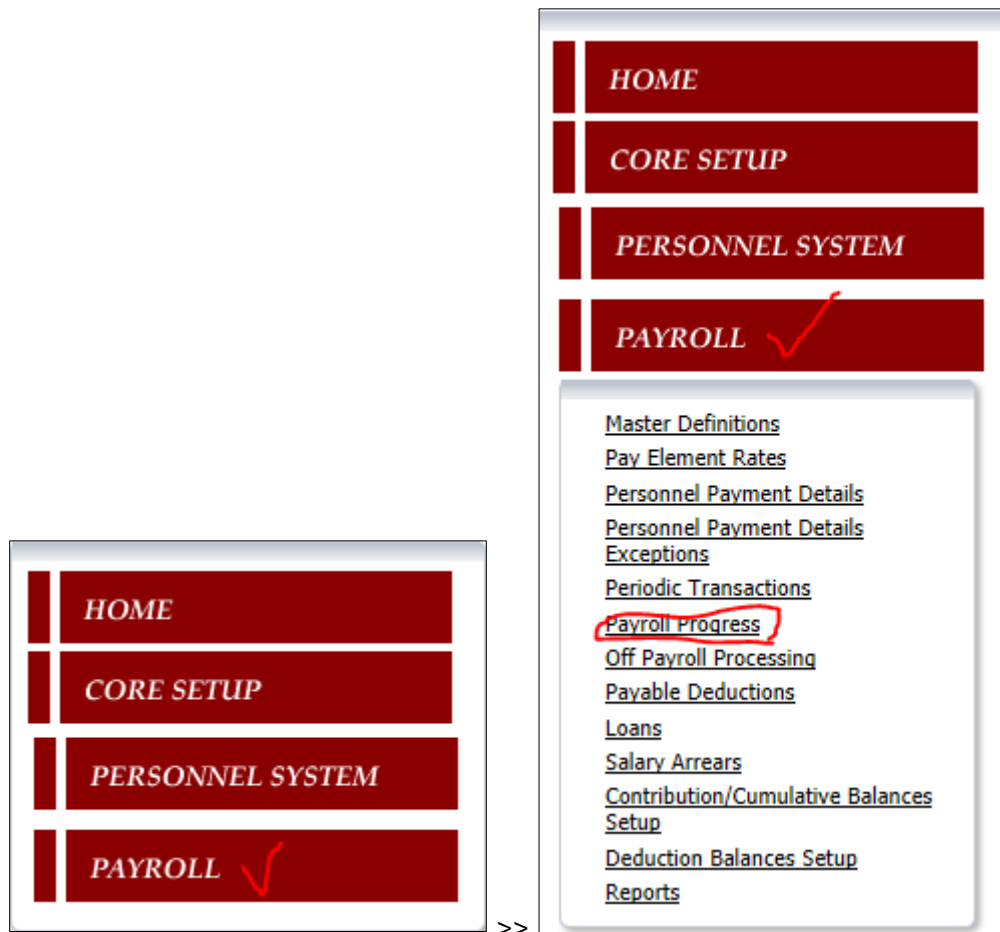
Pre-Processing

This is the first of three steps in running monthly payroll for recurrent allowances. In this step, the system will validate that basic setups required for a payroll have been done. The system also populates, for the selected period, allowances applicable per active contract. This makes sure that all allowances and associated deductions per personnel are correct before payroll is processed.

- Select payroll
- Select period
- Pre-process payroll

Processing

"Processing" is the second step in this process. Here, we process payroll for verified payroll periods. This means payroll periods whose setups have been confirmed to have been done. Tax computation is also done at this point, based on the set rules/rates table. A validation is done at this stage, for all personnel payment details. These are necessary since personnel payments will be processed to the defined/verified bank account details as setup under "Personnel Payment Details". The system also checks, in the same breath, that payment methods and payment currencies have been defined for all personnel to be included in the payroll being run.

The expected outcome, from this stage, is as follows for each active contract:

- Gross Taxable Pay computed (All Earnings each personnel is entitled to)
- Deductions are computed (Such as Pension, Insurance Premiums etc.)
- Net Taxable Pay is computed (as Gross Taxable Pay minus Deductions allowable for Tax – e.g. Pension and Insurance Premiums that are deducted before computing Tax)
- Tax is computed – this is based on the rules set for tax computation, such as a rates table (where tax is computed on a graduated scale)
- Net Pay is computed (Gross Taxable Pay minus Tax)
- With all these computed, all details should be displayed on the individuals' pay slips

>>

You can also view the personnel under the selected payroll before processing, to ascertain that all expected contracts are included on the payroll that you want to run:

Payroll is successfully processed:

Rollback

In case there are errors on the payroll as processed (which can be discovered through/confirmed from individual pay slips or the Net Pay Report), a payroll can be rolled back. The system undoes/reverts details processed in the stage above (Processing), and allows you to go back to step 1 (Pre-Processing) and redo the process. Such errors may result from instances where employee allowances are misrepresented, due to erroneous data capture. Note that this is only applicable to payrolls that have only been processed awaiting authorization into Finance. Once a payroll has been authorized into Finance, it cannot be rolled back.

Select Transaction

- ( ) Pre-Processing
- ( ) Processing
- (●) Rollback ✓
- ( ) Authorization
- ( ) Cheque Payments (Personnel without bank details)
- ( ) Payslip Inquiry
- ( ) Email Payslips
- ( ) Reports

[Next] ✓

\>>

Previous

Payroll Period Progress

MANAGERS PAYROLL
MANAGEMENT STAFF PAYROLL
OTHER STAFF PAYROLL ✓

Payroll Periods
[Roll Back] ✓

View ▾ | 📇 | 📰 Detach

Year	Sequence No	Payslip Date	Processed Date	Payment Date	Start Date	End Date	Status
2017	9	25-Sep-2017	25-Sep-2017	25-Sep-2017	01-Sep-2017	30-Sep-2017	PROCESSED

Rows Selected 1 | Columns Hidden 1

| **Groups** | **Personnel** |

View ▾ | 📇 | 📰 Detach

Code	Name	WEF Date	Probation Period	Status	
CUSTPAY	CUSTODIAN LIFE ASSURANCE LTD PAYROLL	01-Jan-1970	6	ACTIVE	

Previous

Payroll Period Progress

MANAGERS PAYROLL
MANAGEMENT STAFF PAYROLL
OTHER STAFF PAYROLL

Payroll Periods
[Roll Back]

View ▾ | 📇 | 📰 Detach

> ⓘ **Information** ✕
>
> Payroll Successfully
> Rolledback ✓
>
> [OK]

Year	Sequence No	Payslip Date	Processed Date	Payment Date	Start Date	End Date	Status
No data to display.							

Columns Hidden 1

| **Groups** | **Personnel** |

View ▾ | 📇 | 📰 Detach

Code	Name	WEF Date	Probation Period	Status	
CUSTPAY	CUSTODIAN LIFE ASSURANCE LTD PAYROLL	01-Jan-1970	6	ACTIVE	

Make corrections and start process afresh:

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Authorization

This posts the processed and verified payroll figures into Finance. This should be done once all payroll numbers have been verified by stakeholders (HR and Finance). This can be achieved by running the following reports after processing payroll:

- Ney Pay Report
- Earnings and Deductions Listing Report

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- Net Pay Listing Report
- Payroll Listing Report
- Bank Payment Listing Report (to validate personnel payment details)
- Pay Slips Listing Report
- Etc.

Once authorized, the system computes the variance between payroll figures paid in the previous period, at a global scale (for all personnel) and at individual level (per personnel). Consequently, the following reports can be run to display this analysis, where variances occur:

- Net Pay Variance Report
- Pay Element Variance Report

Pay Slip Inquiry
This are allows you to query for personnel pay slips for already processed payroll periods:

Select Transaction

○ Pre-Processing
○ Processing
○ Rollback
○ Authorization
○ Cheque Payments (Personnel without bank details)
◉ Payslip Inquiry
○ Email Payslips
○ Reports

[Next]

>>

Previous

Payroll Period Payslip Inquiry

[Generate Payslip]

MANAGERS PAYROLL
MANAGEMENT STAFF PAYROLL
OTHER STAFF PAYROLL

Payslip Reports

* Criteria   ---select--- ▽
* Payroll   --select--- ▽
* Payroll Period ---select--- ▽

* Personnel   [   ] ▼ Add Personnel

Output Format [Output Format ▽]
[Previous] [Cancel] [Generate]

>>

Payslip Reports

* Criteria   [ONE CONTRACT ▽]
* Payroll   [OTHER STAFF PAYROLL ▽]
* Payroll Period [2017-09-01 - 2017-09-30 ▽]

* Personnel   [   ] ▼ Add Personnel

Output Format [Output Format ▽]
[Previous] [Cancel] [Generate]

>> Select Personnel

Select preferred report output format and generate the pay slip in PDF, Excel, Word, HTML etc:

Payslip Reports

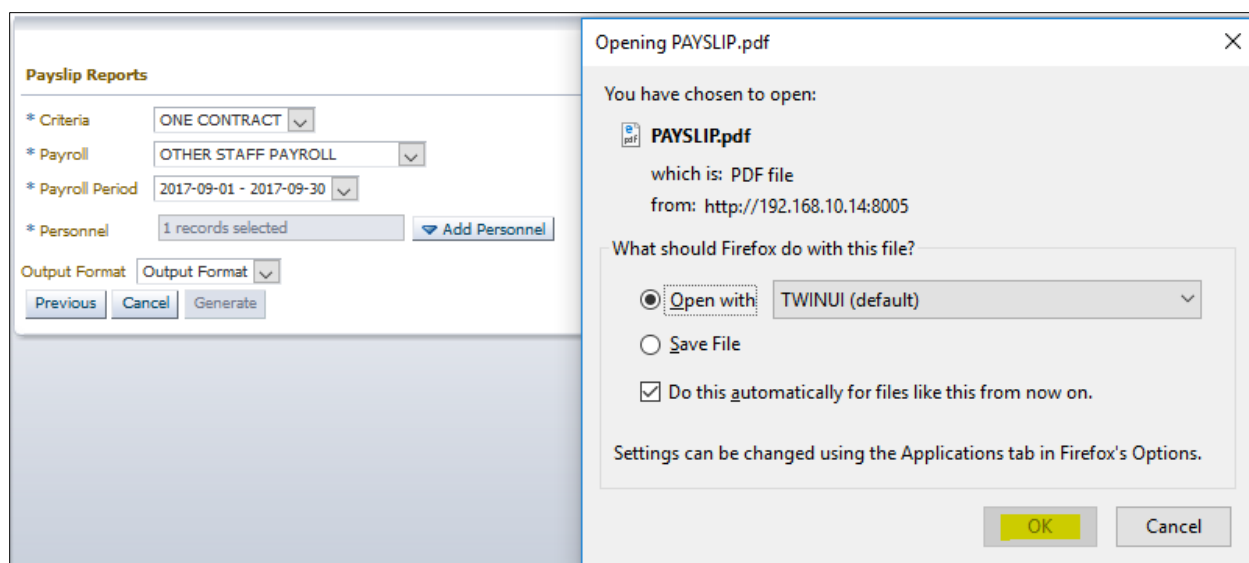* Criteria   ONE CONTRACT ☑
* Payroll   OTHER STAFF PAYROLL ☑
* Payroll Period   2017-09-01 - 2017-09-30 ☑
* Personnel   1 records selected   ▼ Add Personnel

Output Format   Output Format ☑

[Previous] [Cancel] [Generate]

Opening PAYSLIP.pdf   ✕

You have chosen to open:

📄 **PAYSLIP.pdf**

    which is: PDF file
    from: http://192.168.10.14:8005

What should Firefox do with this file?

◉ Open with   TWINUI (default)   ⌄

○ Save File

☑ Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

[OK]   [Cancel]

ALLOWANCE DETAILS		DEDUCTION DETAILS	
===================================		================================	
Dressing Allowance	21,791.67	Housing Loan Deduction	46,666.67
Furniture Allowance	37,333.33	Pension Contribution	11,247.89
Housing Allowance	46,666.67	Tax	28,099.34
Lunch Allowance	16,441.67		
Medical Allowance	17,036.95		
Telephone Allowance	14,169.79		
Transport Allowance	37,333.33		
Utility Allowance	17,266.67		
Basic Allowance	56,598.61		

Total Allowance		264,638.69	Total Deductions		86,013.90
Gross Pay YTD	299,521.21	Free Pay YTD	0.00	NET PAY	225,291.46
Taxable Pay YTD	211,702.41	Tax Pay YTD	28,099.34		