

HRM-002_01-Pre-payé User guide

Version	Date	Origin	Comments
V1.0	16/01/2017	Zied FIOUEL	

Summary

I. INTRODUCTION:	3
II. PRE-PAY PROCESS:	3
1. Employees:	3
2. Employment contracts:	8

I. Introduction:

This guideline will help you to manage all the Pre-pay process: from the employee hiring until the contract creation.

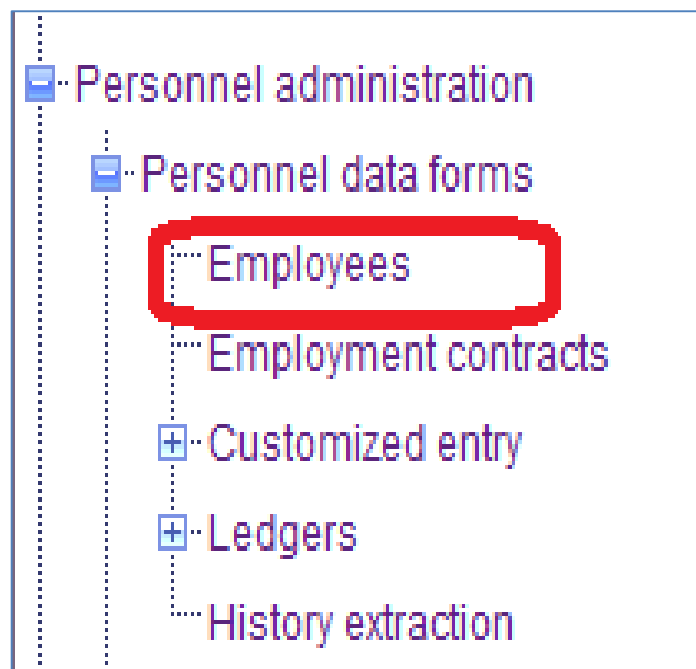
II. Pre-pay process:

1. Employees:

The function "Employees" records personnel data and information that are organized by theme in different tabs.

To record all the Employee Data, you must follow this path:

"Personnel administration → Personnel data forms → Employees"



The main screen displays a left list including the list of all the employees ranked by the Employee ID.

Below are the main tabs of the "Employees" function:

* **« Civil status » tab:** Employee ID, name, first name, and main data:

In this tab, you post the information concerning the civil status of the employee and his or her marital status.

Some information on this tab are required for certain reports such as payroll or legal statements:

Employee ID		Identity	
Employ...	023	Title	Mr.
Site	11	Company	AFTZ
		Name	MALEKO
		First na...	Gilead
		☒ Active	

Civil status	Address	Contract	Admin	Acct	Deferred-based	Course	Others	Spec
Birth Name MALEKO Date 31/07/1980 Gender Male Nationality TZ Tanzania Country TZ Tanzania Municipality Federal ID c... Department N° CNSS N° CNAMGS								
Photo								
Initials Initials SHGIL								

Marital status		Position	
Marital status	Single	Enfants - 6 ans	0
Spouse registration...		Dependent child(ren)	0
Spouse name		Enfant Handicapé	0
First name			
Born		Telephone	(+255)

Children					
	Name	First name	Gender	Birth date	Comment
1					

* **« Address » tab:** In addition to the address and NHIF, NSSF and PIN/ID Numbers, you must check “Payroll Management” and “Time management”.

These two fields will impact the payroll:

Employee ID Employ... 023 Site 11 Company AFTZ		Identity Title Mr. Name MALEKO First na... Gilead ☒ Active													
Civil status	Address	Contract	Admin												
Address Country TZ Tanzania PO BOX 9813 ID Number 023 DAR ES SALAAM NHIF NO TZ00440700 TANZANIA NSSF Number 38532832 Postal code Social Security Num 38532832 City DAR ES SALAAM Federal ID code															
Details Telephone (+255) ☒ Ex-directory Mobile phone (+255) Fax (+255) E-mail Maleko.gilead@alios-finance.com ☒ Email transmission		Management ☒ Payroll mgmt ☒ Time manager ☒ Multi Contract Mgmt Access code													
Persons to contact <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>First name</th> <th>Telephone</th> <th>Mobile phone</th> <th>E-mail</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name	First name	Telephone	Mobile phone	E-mail	1					
	Name	First name	Telephone	Mobile phone	E-mail										
1															

« **Payroll mgmt** »: Not to be checked for the categories of persons excluded from the Payroll Management, temporarily or permanently, like the Interim for example.

« **Time management** »: Same principle, in relation to time management

« **Multi Contract mngt** »: Check this field if the employee must have a multi-contract management, ie several contracts of work on the same pay period.

* « **Acct** » **tab**: It is necessary to put the accounting code and the individual account of the employee.

Also, you must enter the employee's Bank Information, which will affect his / her payment.

Employee ID

Employ... 023
Site 11 Company AFTZ

Identity

Title Mr.
Name MALEKO First na... Gilead ☒ Active

Civil status Address Contract Admin **Acct** Deferred-based Course Others Spec

Accounts

Private account S00023
Accounting code STD Salarié normal
Distribution...

Analytical dimensions

	Dimension types	Dimensions	Title	Initialization
1	Dimension type1			
2	Dimension type2			
3	Dimension type3			

Bank ID number

	Type	Mode	Bank	Beneficiary	Country	IBAN code	Bank ID number	Currency
1	NP	VIR	CBA	GILEAD MALEKO	TZ		125673100015	TZS
2								

Parameter definition

Economic reason

* « **Contract** » tab: This information is inherited from the employee's contract input on the system.

This tab displays the information related to the employment contract (a summary of the main information of the contract).

You can use the **magnifying glass** to access directly to the contract management:

Employee ID Employ... 023 Site 11 Company AFTZ		Identity Title Mr. Name MALEKO First na... Gilead ☒ Active										
Civil status	Address	Contract	Admin									
<table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Contract</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/09/16</td> <td>11CDI1609001</td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> </tbody> </table>			Date	Contract	1	01/09/16	11CDI1609001	2			Contract Date 01/09/16 Nature CDI Permanent Contract Fixed-term contract r... Site 11 Dar EsSalem Department ACC Accounting	
	Date	Contract										
1	01/09/16	11CDI1609001										
2												
		Job Profile LOC Local Job type Full time PT rate Job CHIEF ACCOUNTANT Executive status No Weekly hours 35,000 Monthly hours 151,670 Seniority date 01/09/2016 Temp agency Collective agreement BNK Bank WA risk T Reference planning										
		End of contract Contract end date ☐ Final End reason Departure for leave										



Please note that the employee information must be entered in a relevant way, because of the direct impact on payroll management and the legal status to be reported to government institutions.

*** « Course » tab:** In this tab, you can enrich the profile of the employee by adding his diplomas or his previous professional experiences:

Employee ID		Identity	
Employ...	023	Title	Mr.
Site	11	Name	MALEKO
Company	AFTZ	First na...	Gilead
		☒ Active	

Civil status	Address	Contract	Admin	Acct	Deferred-based	Course	Others	Spec								
<table border="1"> <thead> <tr> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> </tr> <tr> <td>2</td> </tr> <tr> <td>3</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> </tr> </tbody> </table>									Date	1	2	3	Date	1	Date	1
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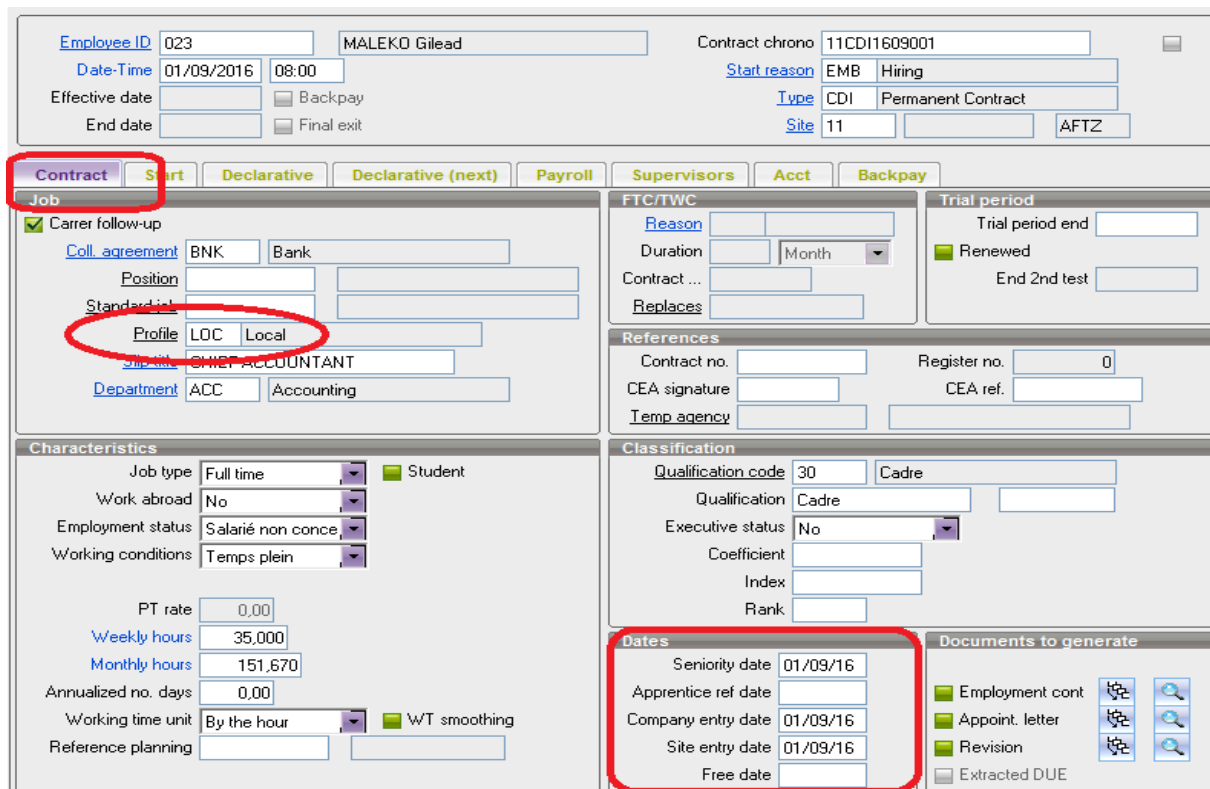
2. Employment contracts:

This function allows you to enter all the information concerning the definition of the job, the contract items, the position and the profile of the employee within the company.

T: "Personnel administration → Personnel data forms → Employment contracts"



You can also access to this function through the screen: **"Personnel administration → Personnel data forms → Employees → Tab « Contract": Use the loop to access to the details of the employment contract"**

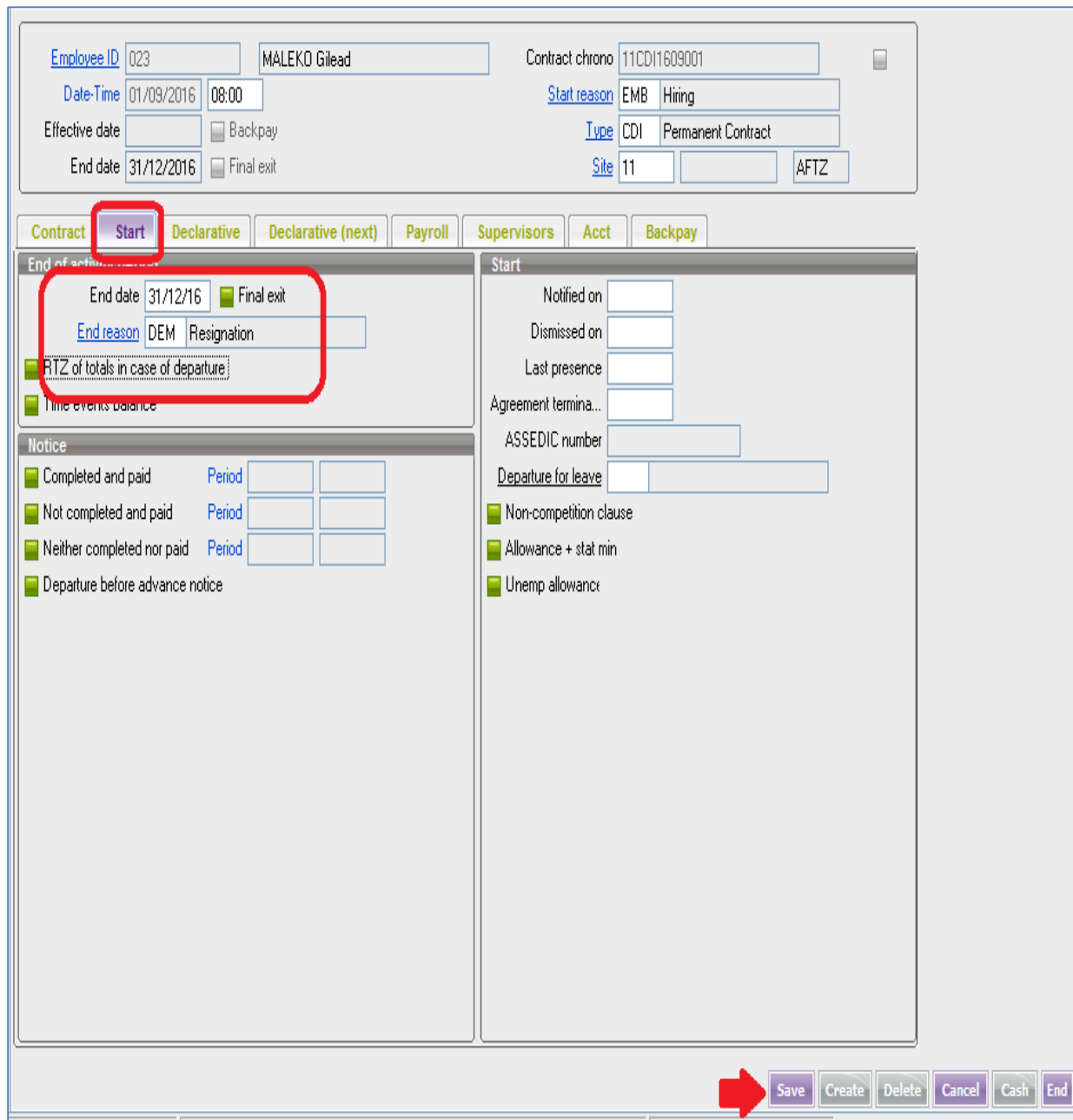


The screenshot displays the 'Contract' tab in the HRM-002_01-Pre-paye software. The interface is divided into several sections:

- Top Section:** Contains fields for Employee ID (023), Name (MALEKO Gilead), Contract chrono (11CDI1609001), Date-Time (01/09/2016 08:00), Effective date, End date, Start reason (EMB Hiring), Type (CDI Permanent Contract), Site (11), and AFTZ.
- Navigation Tabs:** Contract (selected), Start, Declarative, Declarative (next), Payroll, Supervisors, Acct, and Backpay.
- Job Section:** Includes fields for Coll. agreement (BNK Bank), Position, Standard, Profile (LOC Local), and Department (ACC Accounting).
- Characteristics Section:** Includes Job type (Full time), Work abroad (No), Employment status (Salarié non conce.), Working conditions (Temps plein), PT rate (0,00), Weekly hours (35,000), Monthly hours (151,670), Annualized no. days (0,00), Working time unit (By the hour), and Reference planning.
- FTC/TWC Section:** Includes Reason, Duration (Month), Contract ..., and Replaces.
- References Section:** Includes Contract no., Register no. (0), CEA signature, CEA ref., and Temp agency.
- Classification Section:** Includes Qualification code (30), Qualification (Cadre), Executive status (No), Coefficient, Index, and Rank.
- Dates Section:** Includes Seniority date (01/09/16), Apprenticeship ref date, Company entry date (01/09/16), Site entry date (01/09/16), and Free date.
- Documents to generate Section:** Includes checkboxes for Employment cont, Appoint. letter, Revision, and Extracted DUE.

* « Start » tab:

In this tab, you manage the departure of the employee, inserting the date and the reason of the departure:



* « Declarative & Declarative (next) » tab:

In these 2 tabs, you must tab to fill the standard fields.

However, you must fill in the mandatory **WA RISK** field the standard code "T":

Employee ID	023	MALEKO Gilead	Contract chrono	11CDI1609001
Date-Time	09/01/2016	08:00	Start reason	EMB Hiring
Effective date		☐ Backpay	Type	CDI Permanent Contract
End date		☐ Final exit	Site	11 AFTZ

Contract	Start	Declarative	Declarative (next)	Payroll	Supervisors	Acct	Backpay
----------	-------	--------------------	--------------------	---------	-------------	------	---------

DADS-U		DADSU Social Security scheme	
Socio-professional c...	EAD Empl admin qualifié	543g	Sickness
PCS information			GEN Général
Categ. status	06 Employé administratif		SL
IRC status			GEN Général
Professional status	EMP Employé		Pension
WA risk	T		GEN Général
Deduction category			
Benefits by type	☐ NTIC ☐ Tip		
CNBF code	None		
Salary periodicity	Mois		

DNA-AC - Administrative		Multiple jobs	
Admin situation	Employee with a private contract	Single	Multiple
Foreign company	No	☒ Main Site	Not known
Liability for Assedic	Compulsory liability of the activity to the unemployment insu		
Unemployment exem...	Not concerned		
Liability for AGS	Activity liable for AGS		
Holiday fund	None		
CCP no.			
Kinship	Father, mother or child		

Industrial tribunal	
Body of electors	Employee
Sector	Agriculture
Polling place	Workplace
Contract right	Private law

Training	
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For the other fields, it is enough to tabulate to fill them with standard SAGE HRM codes.

* « Payroll » tab:

In this tab you need to check the model of the standard pay slip assigned to the employee, as indicated below:

Employee ID	023	MALEKO Gilead	Contract chrono	11CDI1609001
Date-Time	09/01/2016	08:00	Start reason	EMB Hiring
Effective date		☐ Backpay	Type	CDI Permanent Contract
End date		☐ Final exit	Site	11 AFTZ

Contract	Start	Declarative	Declarative (next)	Payroll	Supervisors	Acct	Backpay
----------	-------	-------------	--------------------	----------------	-------------	------	---------

Payslip ☐ Hide time references Prepayments Usual prepayment Day Exemptions <table border="1"> <tr><td></td><td>Period</td><td> </td><td> </td></tr> <tr><td></td><td>Period</td><td> </td><td> </td></tr> <tr><td></td><td>Period</td><td> </td><td> </td></tr> <tr><td></td><td>Period</td><td> </td><td> </td></tr> </table>		Period				Period				Period				Period			Net to gross payroll ☐ Net to gross payn Objective heading Objective variable Secondary variable Remuneration Initial basic salary Initial contractual hours Zone libre Zone libre
	Period																
	Period																
	Period																
	Period																

Salary trend <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th></th> <th></th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Date			Reason	1					Totals Annual gross Total premiums Holiday vouchers Paid hours HS 25% Variable Free Free Free
	Date			Reason							
1											

* « Supervisors » tab:

In this tab, you can add the employee professional relationship, or his / her substitute in case of absence:

Employee ID: 023
Date-Time: 09/01/2016 08:00
Effective date: ☐ Backpay
End date: ☐ Final exit

MALEKO Gilead
Contract chrono: 11CDI1609001
Start reason: EMB Hiring
Type: CDI Permanent Contract
Site: 11 AFTZ

Contract Start Declarative Declarative (next) Payroll **Supervisors** Acct Backpay

	Contact (relationship)	Supervisors	Family name-First name
1	Supervisor		
2	Department Head		
3	Director		
4	HR Manager		
5	Expense notes Manager		
6	Assistant		
7	Payroll manager		
8	Operating manager	001	DE VILLARD Jerome
9	Training manager		

	Employee ID	Name	Comment
1	015	NDAKIDEMI	
2			