	RECORD OF BIDDER CLARIFICATION (BATCH 2) DESIGN, SUPPLY, IMPLEMENT AND COMMISSION AN INTEGRATED HUMAN CAPITAL MANAGEMENT SYSTEM (HCM) FOR THE GOVERNMENT OF UGANDA PROCUREMENT REF NO. MOFPED/FINMAP III/ CONS/18-19/00015	
SN	**Question asked**	**Response given**
1.	Scope of work should cover 250 MDA/LGs across 3 phases. Is each individual MDA/LGs separately legally registered as an entity within the jurisdiction of Government of Uganda OR there are MDA/LGs which report to a higher level entity?	All MDA/LGs are legal entities with a self-accounting status within the jurisdiction of Government of Uganda. However, some entities report to a higher level entity e.g Local Governments report to Ministry of Local Government.
2.	Please provide a brief overview of the organization structure and how the individual MDA/LGs are represented in the overall Governmental structure within the jurisdiction of Government of Uganda	This shall be provided and discussed during inception and requirements validation by BEB as part of literature review..
3.	Please provide a brief overview of the organization structure of an individual MDA/LG	This shall be provided and discussed during inception and requirements validation by BEB as part of literature review.
4.	With reference to the organization structure, can you please explain the concept of "Vote"? Does it refer to the individual entity (MDA/LG) under the scope of work?	Yes, "Vote" refers to the individual entity (MDA/LG). Vote status gives the entity the effect of self-accounting.

5.	What are the different types of hierarchies used to represent relationships between different business units, departments, positions	A typical ministerial hierarchy is; Directorate headed by Directors-> Departments headed by Commissioners/Undersecretary -> Divisions headed by Assistant Commissioners->Section headed by a Principle Officers ->Unit headed by a Senior officer. There are both vertical and horizontal relationships. However, the formation varies in Agencies and Local Governments but typically leaner than the ministerial hierarchy.
6.	What types of roles are used? Jobs or positions or both? Jobs are generic in nature for example 'Manager', whereas positions are more specific like 'Manager - Finance'	Both Jobs and Positions are used.
7.	If jobs are used, do you also use job families?	Yes, job families are used for different categories.
8.	How are jobs used across entities/departments/agencies and how is the job profiling done? Is there a common pool of jobs or the job sets differ across entities/departments/agencies?	This question is not clear and can be addressed during requirements validation. Both. There are common jobs (Permanent Secretaries, Accountants, Human Resources, Chief administrator officers, etc) that cut across Ministries and Local governments. However there are jobs which are organic to an institution and they differ.

9.	Can we assume that the HR policies and procedures (covering the recruit to retire cycle) are common across all the MDA/LGs? Provide details of exceptions if any and how much % deviation can be expected	Yes, HR policies and procedures are common across GOU institutions with minor deviations between different categories of institutions. Ministries, Departments & Local Governments are the same, while Universities and Agencies have slight peculiar modifications Some details have been provided in the business processes in Section VI from page 180-221. More details shall be provided to the BEB during inception.
10.	Can we assume that the business and system related processes (covering the recruit to retire cycle) would be standardized across all the MDA/LGs? Provide details of exceptions if any and how much % deviation can be expected	They are standardised across Ministries, Local Governments and Departments, but vary in other institution categories. Please refer to business processes provided in Section VI from page 180-221. Additional details shall be provided to the BEB during inception.
11.	What are the different types of people you employ? for example regular-full-time, part-time, seasonal, contract, internship etc.	The different types of people employed by GOU are regular-full-time (pensionable) or Contract. However there may arise circumstances of employing part-time, seasonal, management trainees and internship.
12.	Which services are performed independently by HR of each MDA/LG and which ones are a centralized function?	Please refer to business processes provided in Section VI from page 180-221
13.	For centralized services provide the details of the organization and the HR service it offers to all other MDA/LGs	Please refer to business processes provided in Section VI from page 180-221
14.	Our understanding is that once the Public officer is retired, he continues to receive the pension under the pension payroll. So after the terminal benefit payment, the record would be active on the HCM system as a pensioner. Is this understanding correct?	Yes your understanding is accurate.

15.	Do you issue employment contracts to the selected employees? Are those fixed duration or unlimited contracts or both?	Yes, appointment letters are issued to permanent employees and employees on contract. Employees on contract sign contract agreements in addition. Permanent employees have an unspecified employment duration until attainment of mandatory retirement age while those on contract have a fixed duration.
16.	What implications do the contract definitions have on the employees tenure with the MDA/LG, compensation and benefits?	All permanent and contract employees enjoy the same compensation regime in form of salary and allowances. It's terminal benefits that vary; permanent employees earn pension computed using a formula while contract employees earnt contract gratuity which is a proportion of the salary earned during the contract period.
17.	Is the compensation and benefits structure common and standardized across all the entities (MDA/LGs) with respect to the: 1. Pay scales/ rates 2. Allowances 3. Benefits such as leaves, indemnity/gratuity, medical plan or retirement plans 4. Other cash and non-cash benefits/ compensation If the structure and policies are not standardized or common across the group, provide the details of where we can expect the difference and	No, the compensation and benefits structure is not common and standardized across all the entities (MDA/LGs). Salary structures for Agencies differ from that of Mainstream Public Service and among themselves. Regarding retirement benefits, the mainstream Public Service inclusive of the Uganda Peoples' Defence Forces runs a non-contributory pension scheme while the rest subscribe to contributory schemes.

18.	Explain the concept of wage monitoring and utilization with respect to planning, budgeting and consumption across the MDA/LGs	Refer to Statement of Requirements V1 page 178, Programme Budgeting System The HCM will integrate with the PBS to monitor wage expenditure performance, budget preparation for wage in relation to the approved positions in the establishment and enable flow of information to and from both systems on the Chart of Accounts.
19.	As an employer, do you offer benefits such as group life insurance, medical plans etc., for employees and their dependents? Provide the details/ list of all such programs employees and/ or their dependents are enrolled Apart from regular salary and pension, what are the other benefits provided to the Public Officers and Pensioners?	Yes, employees are offered different benefits although these vary according to the institution category. Some of the Key Benefits & Entitlements issued are: Medical, Housing, Hard to reach, Scholarships, Disturbance allowance, retention allowance, Domestic allowance, Duty allowance, Acting allowance., responsibility allowance etc An exhaustive list will be provided during requirements validation.
20.	How does the compensation and benefits varies within the MDA/ LG? Is it based on the grade/level of the employee or any other criteria? Provide the details	Yes, compensation and benefits are based on the grade/level of the employee. Variations will be provided to the BEB during inception. Also refer to the Pension act and standing orders and Circular Standing Instructions available on the MOPS website available on the MOPS website. https://publicservice.go.ug/resource-center/?wpdmc=laws-regulations
21.	Is it good to assume that all the parties/ departments/ entities involved in the HR process from the point of initiation to closure are under the scope of work and would exist on the system and that there would be no person or governing body which is not part of the scope but from whom the approvals need to be taken?	A list of the MDA/LG sites has been attached, however the lists doesn't not include 10 new sites that have not been rolled out on the existing IPPS. These shall also be part of the scope

22.	What is the hierarchy used in general for approvals? Do you use the supervisor OR position based hierarchy OR mixture of both for approvals. Provide details	A mixture of both. Approvals are done by designated officers. Please refer to the approval workflows included in business processes provided in Section VI from page 180-221
23.	What are the different data components you are seeking for conversion and migration into the new HCM system across the modules/ functions you are seeking to implement? Can you please specify the items? For example: 1. Employee personal data 1.aBiographic details 1.2 Dependent details	The current status of all data related to an employee record is required and shall be converted and migrated to the HCM system Refer to Employee Information Page 225
24.	Specific to payroll, what is the transactional and open balances data which needs to be uploaded? What are the types and number of payroll balances for example pension and tax which needs to be uploaded?	Leave roaster, Local service tax count for Financial year, Commuted pension gratuity (CPG) paid, reduced monthly pension pay records, paid salary recovery period, family remittance, Salary advances and recoveries, SACCO recovery balances
25.	For the modules in scope, provide details of the data components which need historical data migration into the new HCM system or into a data repository for reporting purposes	The current status of all data related to an employee record per module is required and shall be converted and migrated to the HCM system Refer to Employee Information Page 225
26.	For each of the data component which needs historical data migration, provide the number of years of historical data to be migrated	Historical data migrated or archived must comply to industrial best practices for document retention of different docs e.g. Medical records, HR records, financial etc.
27.	Is all the data which is required to be migrated completely available in the existing databases of the legacy application(s) OR There is some data which is maintained on excel sheets or other documents? If yes, provide the details	Data will be migrated from both legacy systems and other data maintained on excel sheets and documents

28.	Considering the volume of employees and the data, are you seeking for a specific number of data conversion and migration iterations for the implementation exercise? If yes, then provide your preference	Yes, a number of iterations will be required to ensure data accuracy, consistence and sign-off by data owners.
29.	Provide the details of the people/ roles/ entities involved in the data validation and cleaning process Is there any specific expectation from the vendor in the overall data extraction, validation, conversion and migration exercise?	Page 285, refer to requirement 33.16 Role of purchaser and that of the bidder has been stipulated.
30.	**Functional/Technical Specifications Ref No: 4.25, 11.10, 27.16, 28.7, 33.65** Data Archival: a. Do you currently use any archiving solution? Are you open to any data archival solution as part of the proposal? B. Are the data archival requirements same across the Government entities?	Bidder will comply with industrial best practices and the GOU a Records and Information Management Policy that will provide guidance on the data archival and retrieval. a. There is no data archival solution currently being used. Ref 28.6, The system shall support data archiving and record retention in accordance with GOU regulations and guidelines. b. Yes, the data archival requirements and policy are standard across GOU.
31.	Documents Archival: a. We understand that you are using an EDMS solution for maintaining all types of documents. For archiving employee related documents, you wish to archive the documents to your existing EDMS? B. How do you wish to retrieve/ refer to the archived document?	a. Yes we intend to use the EDMS for archiving employee related documents. **Page 178** The EDMS facilitates storage, access and retrieval of records for serving Public Officers and retired Public Officers under the Open Registry and Pension Registry respectively. The HCM shall integrate with the Ministry of Public Service EDMS to enable users access, retrieve and view of electronic documents uploaded onto the EDMS

32.	Data Retrieval: a. Please specify the requirements with respect to the retrieval of data that has been archived. How and where are the users expected to refer and retrieve the archived data? B. Is it retrieval only or restoration as well? Explain	Bidder will comply with the GOU data archival and retrieval policy, and industry best practices. a. Refer to Section VI, Requirements No.28.6 The system shall support data archiving and record retention in accordance with GOU regulations and guidelines. - Retrieval of data that has been archived must be in compliance with Archival and Retention policy of GOU - Files must be uniquely identified to ease retrieval. - Data shall be retrieved through indexing and searching - Retrieval shall be restricted to authorised personnel b. Refer to Section VI, Requirements No.28.7 The system shall deliver the capability to restore archived data on request based on GOU defined criteria such as date, accounting period In the event data is deleted from the primary source, GOU would like to be able to retrieve and restore the required archived version.
33.	Our understanding is that IPPS is the legacy personnel and payroll system in use which is planned to be phased out. Are there any other legacy HR applications (either third party or inhouse) used by the Government entities? Please provide the list of all the applications	Refer to Section VI, Requirement 33.16 Yes, there are other legacy HR applications (third party and in-house) used by some Government entities, however most of data shall be migrated from the IPPS. Data shall be migrated from 6 Legacy applications. A Comprehensive list shall be provided during inception.
34.	Is the database for these legacy applications a centralized DB for all MDA/LGs?	The existing IPPS system at the MoPS has a centralised Oracle 11g Database (clustered using Oracle RAC). The other legacy applications have stand-alone DBs.

35.	Are all MDA/LGs which are in scope for the new implementation existing on the legacy DB? Provide details and exceptions	No, not all MDA/LGS in scope exist on the legacy DB. However the majority are on the legacy DB. Details shall be provided during requirements validation.
36.	**Supplier's Responsibilities (GCC Clause 9) - GCC 9.9** Training: Can we consider the count and diversity of the trainees given under the section "4. Capacity Building and Training Requirements" point 7 as the final count? If not then provide the below information: What is the average number of key users per Government entity/ department/agency who would be attending the training? Can you also give the approximate total count across the 3 phases of implementation?	Yes consider the count given in under "4. Capacity Building and Training Requirements" requirement (7) as the final count. Six (6) Key users will be required per Government entity.
37.	User Training: Can we assume that all users would be available at the same location for the training even if the training is provided in single batch or multiple batches?	Yes, training shall be at the same location(s) for both single and multiple batches. Please note that locations may vary based on majority of participants being trained
38.	Technical Training: Can we assume that all system administrators and IT Personnel would be available at the same location for the training even if the training is provided in single batch or multiple batches?	Locations may vary based on requirements stipulated Please refer to "4. Capacity Building and Training Requirements" requirement number : 5, 10,11,16
39.	**1.1. Establishment Management Module** Our understanding is that the planning and decision making for establishment of a new MDA/LG happens outside the HR system and once approved by the authorities, it is then created in the HR system with the corresponding organization structure and roles. Is this correct?	Yes the decision making for establishment of a new MDA/LG happens outside the HR system. Creation of the establishment (step 4 of the Establishment management business process) shall be done the HRM system consultations with the MDAs and LGs. Refer to Establishment management business process.

40.	How frequently do structural changes occur for an existing MDA/LG?	Structural changes can occur at any given time within the financial year and it is demand driven.
41.	Is the implementation and structural changes for a new establishment managed centrally or executed in the system by the respective process owner of that MDA/LG?	The creation, approval and upload of structures is centralised but implementation is decentralised. Please refer to "Creation of a new Structure for MDAs and LGs" on page 181 to 184
42.	In addition to creating the structure for the new MDA/LG in the HCM system, what other items are created which need to be associated with the new MDA.LG, for example - salary scale, payroll components etc.?	Institution Location, Region, Staff quotas, Salary scales, Work location, generic positions with related qualifications & skills, Chart of accounts coding elements, More details will be provided during requirements validation.
43.	How are the jobs and jobs profiles, positions and grades managed for each MDA/LG?	Jobs, jobs profiles, positions and grades are managed centrally by the Management services department at MoPS. MDA/LGs manage the job assignments for the approved jobs.
44.	**1.3. Recruitment and Appointment Module** Our understanding is that recruitment and onboarding is a decentralized function and owned by the process owners at each MDA/LG with necessary approval and oversight from MOPS and other authorities. Is this correct?	Yes, this is correct. Please refer to Page 192-197: Recruitment Management Business Process
45.	Is it good to assume that all the parties/ departments/ entities involved in the recruitment process from the point of initiation to closure are under the scope of work and would exist on the system and that there would be no person or governing body which is not on the system but from whom the approvals need to be taken?	Yes, all the parties/ departments/ entities involved in the recruitment process from the point of initiation to closure are under the scope of work and should exist on the system Please refer to Page 192-197: Recruitment Management Business Process

46.	Do you post jobs on career website for external candidates to view the jobs and apply?	The bidder is expected to provide the Recruitment and appointment external link (Secure URL address) that can be published on any GoU websites under the career section by the respective website administrators.
47.	Who are the job seekers for the available jobs? / Are the job seekers internal/ existing Public officers only or also the general public of Uganda?	Job seekers are both internal GOU (existing Public officers) and external (General public) personnel that meet specified job requirements.
48.	How do they register to your website so that they apply for the vacancy?	An Internal applicant can apply through self service. An external applicant should be able to create an account when they log into the HCM recruitment module using a secure URL address that has been published on the respective entity that is recruiting.
49.	What is the approach for matching the job seekers to the vacancy?	Job seekers are matched to the vacancy by comparing/mapping the job descriptions and person specifications with the candidate's academic credentials, competencies, experience and abilities required for performing the job.
50.	If you post jobs on your careers portal, is the careers portal unified one for all MDA/LGs? Elaborate on how the posting is handled	No, the careers portal is not a unified one for all MDA/LGs. A job is posted on the career section for each MDA/LG website Bidder should provide a Secure URL address which may be included in the job posting directing candidates to submit their applications on the GOU recruitment module

51.	What are the different modes you use sourcing prospective candidates? What are the different modes you use for advertising the vacancies?	Candidates are sourced through competitive advertisements and direct sourcing of targeted talents. There are two categories of advertisements: • External advertisements targeting new recruits into the service. (Newspaper publications, Websites of Appointing Service Commissions and MDA/LGs) • Internal advertisements targeting promotional recruitment from within the serving Public Officers is done through circulation of the advertisement to Responsible Officers who in turn bring the available opportunities to the staff under them (Websites of Appointing Service and MDA/LGs' Notice Boards and emails are normally used)
52.	Do you engage with appointed recruitment agencies to manage the sourcing of CVs?	The majority (95%) do not use private recruiting agencies to manage sourcing of Cvs. A few exceptions especially GOU Agencies use recruitment agencies.
53.	What is the average number of candidates recruited per month?	Recruitment is done quarterly and it is demand and budget driven. On average over 1000 candidates are recruited every year but this should not be used as a basis for the total number that apply for the jobs. Please note that Police and Prisons recruitment varies from the norm with respect to numbers and frequency.
54.	Is there a need to migrate the existing database of candidates? Please specify the data migration needs with respect to recruitment	Yes there is need to migrate the existing database of candidates. The migration needs will be assessed on case by case basis for identified systems.

55.	**4 - Payroll Management** Is payroll a centralized function? Briefly explain How is the payroll processing managed for the MDA/LGs in scope? Briefly explain	The payroll process is decentralised and has been described in detail in the bid document. Please refer to page 197 to 199: Payroll Management Process flow
56.	How many payrolls to be implemented for the MDA/LGs in scope? Please provide the count and breakup What is the criteria for having multiple payrolls under MDA/LGs	There are two payrolls: salary payroll for serving employees and Pension payroll for the retired personnel.
57.	Is there a payroll for each individual MDA/LG? How are the employees across MDA/LGs grouped together for payroll processing?	Yes there is a payroll for each individual MDA/LG Employees are grouped in payroll categories for payroll processing e.g Primary school teachers, secondary school teachers, Agencies, Local Government, Central Government employees etc. All categories will be provided to the BEB during inception
58.	What is the payroll period for the MDA/LGs in scope? Can we assume all are monthly payrolls, meaning the payroll processing is Calendar Period? OR do you have payrolls processed weekly or biweekly basis? Please explain How are the pay rates defined for employees? Is it monthly salary only or you have employees working on hourly rates as well?	The System shall support multiple payroll cycles (e.g. monthly, daily.) with multiple Public Officers pay groups or individual cases.
59.	Is payroll processed for each of the person type you hire? Provide the details with exceptions	Yes, Payroll is processed for each of the person types hired.
60.	Is it good to assume that the currency of payroll processing and payments is "Uganda Shillings"? Are salaries maintained and processed only in "Uganda Shillings"?	Yes but some employee payments may be processed in other currencies than Ugandan Shillings. Ref to 4.30: The System shall support multi-currency for a Public Officer. (10 currencies)
61.	Other than the regular payroll, do you also process off-cycle / adhoc payrolls?	Payroll is processed on a regular cycle (per pay period) However a provision should be made to allow MOPS to open closed pay periods to process arrears.

62.	You have mentioned that the system should support multi-currency for a Public Officer. (10 currencies). Can you provide details on the usage of currencies than "Uganda Shillings"?	Uganda Shilling, US Dollar, Euro, GBP , Chinese Yuan, Kenyan Shilling, Tanzanian Shilling, Rwandan Franc, South African Rand, Japanese Yen
63.	Our understanding is that the payroll should cover only Uganda Legislation. Please confirm	Yes, the payroll should be in line with Uganda laws and Uganda Public Service regulations
64.	What are the approximate number of recurring allowances employees are paid? For example Base Salary, Housing Allowance, Cost of Living Allowance etc.,	Some of the allowances include Medical, Housing, Hard to Reach, Scholarships, Disturbance, retention, Domestic, Duty, Acting, responsibility allowances etc on top of basic salary that applies for all. The allowances are not universal to all employees. An exhaustive list will be provided during requirements gathering
65.	What are the approximate number of one time components employees are paid? For example overtime, education, club memberships, etc.	Non-taxable and Taxable arrears of unpaid salary / allowances/ gratuities and monthly pension
66.	What is the approximate count of payroll reconciliation and analysis reports required?	About 10 Reports Per Vote Per Pay Period
67.	As per our understanding you process payroll for public officers which is your regular payroll and you also process a pension payroll. Please provide more details on the pension payroll, the population it includes?	Pension payroll is for retired Public Officers and beneficiaries of deceased employees
68.	What are the different modes of payments? Cheque, Cash, EFT/ Bank Transfer? Do you issue cheque payments for any employee related payments? Please specify	HCM solution will not handle payments. This is a function on IFMS. HCM shall integrate with IFMS.

69.	As per our understanding from the RFP, it seems that the IFMS system issued to facilitate the payments into the public officers accounts once the information is received from the payroll system. Can you explain briefly how IFMS makes payments to the public officers accounts?	HCM solution will not handle payments. HCM shall integrate with IFMS which performs the payment functions. Therefore, the process of how IFMS makes payments to the Public officer's accounts is not in the scope of this project.
70.	Our understanding is that the new HCM system will be the source of truth for all employee related information. For every new employee in HCM, do you need to have the employee created as supplier created in IFMS for payment purposes?	Yes, the employee shall be created as a supplier in IFMS for payment purposes. Once a new employee is created on the HCM, an automatic trigger should be sent to the IFMS requesting creation of the employee as a supplier on IFMS and assignment of a supplier number.
71.	Apart from pay slips, Is there any self service functionality in payroll required by the employees across the MDA/LGs? Can you specify the type and count of requests which need self service initiation and payment via payroll? For example Child education reimbursements, petrol reimbursements, medical expense claims etc.?	Yes, other self-service functionalities required will include viewing of compensation history and status of some payroll processes. List to be provided during requirements validation.
72.	How do you or intend to deliver pay slips to employees? Email, Self service or hard copy?	The solution is expected to have a functionality to email the payslip to employees and also allow an employee download their payslip under self-service.
73.	Are the pay slips personalized for each MDA/LG or do you maintain/intend to maintain a standardized pay slip?	Payslip are standardised, however, there shall be an option to customise the data fields to accommodate any desired changes.
74.	How are the salaries credited to employee bank accounts via IFMS? What is the method used and is the approach same for all MDA/LGs? Are there any files required to be generated for bank transfer of salaries? If yes, then how many.	Crediting of employees bank accounts is a function of IFMS which is out of scope of this project.
75.	Do you follow a standard COA (Chart of Accounts) structure for all the MDA/LGs in IFMS? Provide the details.	Yes. This shall be provided during inception to the best evaluated bidder

76.	How are the ledgers defined in IFMS? Is there a ledger per MDA/LG? How are the payrolls currently mapped to these ledgers for accounting purposes?	Each MDA/LG 's payroll is processed based on the approved annual budget which is also the basis for payment on IFMS. How the ledgers are defined in IFMS will be availed to the BEB during integration if needed.
77.	Briefly explain how the payroll cost is accounted in Oracle GL in IFMS? How is it handled for each MDA/LG?	This shall be provided during inception to the best evaluated bidder
78.	What are the specific integration requirements w.r.to Manpower Planning, what Data Sets to be Provided as Outbound from Manpower Planning and to which systems	Integration requirements have been provided on **page 176 to 179.** Additional information was also provided in FORM 21, Record of Proposal meeting.
79.	What is the current Manpower Planning system that is being used	IPPS powered by FreeBalance Accountability Suite
80.	What is the legacy system used for Learning management and recruitment	There is no legacy system used for Learning management. However there are several Recruitment Silo Systems whose details shall be provided during inception to the best evaluated bidder
81.	Do we have any payroll separate for Expats?	There is no separate payroll for expatriates. However, some entities/votes have project staff working on government projects that are currently not on the Government payroll. However, the HCM shall have a provision for inclusion.
82.	**General Query - Payroll Management** Is there any consolidation of payroll cost for reporting and analysis purpose which is above each MDA/LG? If yes, then how does the consolidation happen and at what level?	Yes, there is consolidation and reconciliation of payroll done at MOPS and Ministry of Finance, Planning and Economic Development for purposes of monitoring macro and micro wage expenditure and budget trajectory. The consolidation and reconciliation consider individual entity's wage and payroll categories.

83.	a. What are the types of transfers managed within the MDA/LG and across? b. Does inter-MDA/LG transfer a continuation in service or the service is terminated at the previous MDA/LG by settling the benefits and then hiring the public officer as a new staff in the new MDA/LG?	a. Vertical on Promotion to a higher office, and lateral upon assignment to another station at the same level, Public interest, Restructuring, Abolition of office. b. Yes inter-MDA/LG transfer a continuation in service except for employees on contract.
84.	For transfers across the MDA/LG how is the transfer in payroll liability from one MDA/LG to another towards benefits handled?	Payroll liability is transferred to the New MDA/LG
85.	**General Query - Pension Payroll** Our understanding is that once the Public officer is retired, he continues to receive the pension under the pension payroll. So after the terminal benefit payment, the record would be active on the HCM system as a pensioner. Is the approach and method used for payment and accounting for pensioners payroll same as the Public officer's ____	Yes, when a Public officer is retired, he continues to receive pension under the pension payroll and his record remains on the HCM system as a pensioner. However, there are exceptions for pensioners that return to active duty under contract and enjoy all other benefits of a serving officer.
86.	**1.5. Exit/Retirement and Benefits Management** What are the components of the retirement benefits plan? Provide the list of components/ items included in the plan	Computed Pension Gratuity, Reduced Monthly Pension, Full Pension, Contract Gratuity.
87.	How is the transition of the public officer to a pensioner handled currently in the HR system? Is the same record tagged as pensioner or a new record is created as a pensioner? If a new record, then explain why a new record is created	Transition is automated based on an approved Retirement Request. Yes the same record is tagged as pensioner However, under HCM creation of the retirement request will be automated for mandatory retirements and hence automatic transition from salary to pension payroll without human intervention.
88.	Our understanding is that the payment corresponding to a separating person is calculated in the payroll system, but processed in the IFMS. The approach remains same as processing payments for any other payroll. Can you confirm?	Yes payroll benefits are processed and calculated in IPPS/HCM and payments are effected in the IFMS

89.	Do you rehire a public officer after he/she had separated from the MDA/LG? If yes, then how is it handled?	Yes, Retired officers can be re-employed on Contract Terms. The former MDA/LG will be responsible for processing pension benefits while the current MDA/LG will be responsible for processing salary benefits against the same Employee Number on HCM and same Supplier number on IFMS. This means that a person who has been rehired will have two assignments (as an employee and as a pensioner) against one employee number and one supplier number.
90.	**1.9. Leave Management** Is it good to assume that the leave policies and business rules are standard across the MDA/LGs? If not, then what is the % deviation expected?	Yes for the entire mainstream Public Service, Leave policies and business rules are standard with a very minor deviation of about 1%
91.	Are there any hourly based leaves? If yes what is the count and do they have any payroll impact?	No, leave is based on a full day

Name: _Rachel Nyatworo_

Position: _Project Coordinator - HCM_

Signature: _[signature]_

Date: _18 Oct 2018_