

Employee Pay Record is similar to the records maintained by the pay clerks in ABM which is located on the same floor. In addition, the Departmental Personnel Management Information System (PMIS) maintains the latest salary information on employees. In fact, the pay input document is also the main source of data for PMIS, and is entered into PMIS immediately upon distribution from ADAF. The PMIS data entry clerks (ADAP) are situated in the same office area as ADAF. Enhancement of the PMIS system to provide person year counts is a stated priority of ADAP. Needless duplication of records is a real risk in ADA.

There is (1.0) one person-year (Senior Commitment Clerk) in ADAF dedicated to the upkeep of the employee salary records, costing of salary changes, and maintenance of the pay ledgers and monthly salary summary sheets.

2.2 ALLOWANCES

ADAF maintains a Foreign Service Directives (FSD) travel ledger in which the costs of travel authorized under the FSD's are recorded. Entries are triggered through receipt of a copy of ABRA's telegram authorizing the travel. There are approximately 1500 travel entries per year. FSD-45 (Foreign Service Leave) and FSD-50 (Vacation Travel Assistance) account for nearly 1300 of these. The travel cost, determined from an airline guide, employee's name, from, to, number of people travelling, and an ADAF assigned control number are recorded for each trip by FSD number. Outstanding commitments are calculated by subtracting current expenditures from total costs recorded in the ledger. This activity takes approximately 0.4 person year (Commitment Clerk).

In the past ADAF has maintained an allowance ledger, similar to the pay ledger (see Section 2.1), that costed changes in the three main allowances, Foreign Service Premium, Salary Equalization, and Post Differential Allowance. The ledger was not maintained this fiscal year due to staff shortages and the large volume of transactions. Costings for these allowances currently involve the ad hoc updating of PMIS