

RECOMMENDATION

PMIS be used as the departmental person-year allocation and utilization reporting system, and ADAF, through an ad-hoc verification process, periodically confirm the accuracy of PMIS reporting.

When costing salary changes, the Senior Commitment Clerk refers to the Employee Pay Record (see Section 2.1) to determine an employee's current salary. The Employee Pay Record is then updated with the new salary, or any change of employee data; marital status, classification, dependents, TOS, SOS, secondment, etc. PMIS maintains the same employee data that is maintained on the employee pay records, except for an historical record of employees' salary changes. Nevertheless, when doing costing changes, the Senior Commitment Clerk can refer to the latest monthly PMIS printout to determine an employee's salary. The clerk can be assured that the change in salary will be captured in PMIS and reported in the next monthly printout, as the pay input document is fed into PMIS at the same time as he receives it. If an employee's salary history is needed to do a retroactive salary costing going back over a month, the employees pay record can easily be retrieved from a pay clerk in the Compensation Services Division (ABM) located on the same floor as ADAF. It is concluded then, that the upkeep of the Employee Pay Record by ADAF is an unnecessary duplication of other records, and can, in our view, be eliminated.

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Monthly PMIS reports be used by ADAF to provide the latest salary information when costing salary changes, ABM employee pay cards be referenced by ADAF when historical salary records are required, and the Employee Pay Records in ADAF be eliminated.