

CHAPTER 2. FINDINGS

ADAF consists of a staff of seven, including the Head, Budget and Finance Section (AS-6), a Financial Management Officer (FI-2), a Budget Control Officer (FI-1), a Senior Commitment Clerk (CR-5), two Commitment Clerks (CR-3), and an Accounts Payable/Receivable Clerk (CR-3); see also the ADAF organization chart in Appendix "B".

The operations of each ADAF functional area have been identified and are discussed in the following sections.

2.1 SALARIES

Presently, all completed pay input documents (DSS 2517T, 2549, 2547) used to process pay actions, are routed through ADAF daily, in a batch of approximately forty per day, from the Compensation and Services Division (ABM). They are examined in accordance with Section 26 of the Financial Administration Act and the Accounts Verification and Payment Regulations by the Financial Management Officer. On distribution a copy of the pay document is retained in ADAF by the Senior Commitment Clerk who updates and maintains the following pay records:

Employee Pay Record: A complete salary history by employee is manually maintained to be used as a costing aid and audit tool. The records are updated from the pay input documents and contract revisions, and indicate the employees' name, group/level, salary and effective dates of salary or classification changes. These one-page records are also colour-coded to indicate the employees' assignment stream.

Pay Ledger: The ledger is used to keep track of changes in pay and person years by occupational groups, sub-divided between rotational and non-rotational employees where necessary. Salary revisions, promotions, acting appointments (determinate), appointments, separations, reclassifications, and changes to the bilingual bonus are costed manually to show the dollar effect on the current fiscal year and