

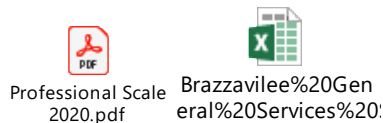
Use Case 04: HR Master Data Management – Salary Scale Administration

Description: Salary Scales administration for International Professionals, National Professional Staff and General Services staff is a key task of HR Master Data administration team.

HR system receives the input for salary scale upload every month from ICSC.org.

The salary scale for International Professionals is administered in USD. Salary scale for General Service staff and National Professional Officers is administered in local currency.

Local currency is defined at the country level and salary scale is entered/updated at Duty Station Level.



Attached herewith Professional Salary Scale (USD) which is common for all the duty stations (across all the countries) and General Services Salary scale (CFA) which is duty station specific i.e. Brazzaville, Congo.

The scale is maintained at Grade and Step level.

Pre-conditions:

System is running in normal conditions. The User has the required permissions to access the functionality described in the Use Case.

Post conditions: Salary scales uploaded and available for Payroll processing. Correct Net Base Salary is administered based on staff grade and duty station when Payroll is processed.

ID	User	HCM	HCM-FR-#	Associated requirements/Comments
UC401: Net Base Salary Administration				
UC401	HR Master Data administrator downloads the salary scales at the beginning of every month (payroll period) based on input received. Scale is uploaded based on currency, Grade (Professional or General Services), Duty station and currency	Salary scale is updated as per the effective date of upload (i.e. from 1 st of the Month) with history of salary scale maintained for retroactive payroll run Salary scale is associated with staff 'Net Base Salary' based on grade, i.e. if professional staff (P1, P2, P3) then professional salary scale in USD. For General Services staff based on grade, duty station, currency The amount uploaded is annual salary	HCM-FR-278 HCM-FR-281	When Payroll is processed the accurate salary scale and currency reflected for Net Base Salary Exceptions and validations: If grade in between is missing e.g. salary scale P2 is missing upload programme should prompt the same If upload date is overlapping or in past system should prompt

				<p>about overlap of effective dates</p> <p>Upload program should validate the currency code. Example existing Genera Services Salary scale is USD and new one is CFA then upload program should prompt</p>
<p>UC401: Multiple Net Base Salary scales in multiple currencies, grades and duty stations configured in the system</p>				