



“Rise Up, Step Up, Speak Up”

DATA CLEANSING FORUM

“Enabling Digital HR Through HR Policy & Business Process Automation”

29th May - 1st May 2024

APEC HAUS

www.dpm.gov.pg



POSITION DATA TEMPLATE

“Rise Up, Step Up, Speak Up”

Department of Personnel Management

	A	B	C	D	E	F	G	H	I	J	K	L
	Create											
1	EMPLOYEE#	JOB#	CURRENT_COMMENCE	TERM_DATE	TERM_PROCESS_DATE	DEET#	PAYROLL#	TERM_REASON	INT_PHONE#	AFFIRM_ACTION	UNION_CODE	PERIOD_END
2	(data type)											
3												
4												
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10												
11												

EMPLOYEE JOB SUBSTANTIVE OCCUP_ACCOUNT LV_ENTITLEMENTS MAILING PEEMPDISB SUP ...



POSITION DATA TEMPLATE

REFERENCE	POSITION#	POS_TITLE	AWARD	CLASS	STE	CLEVEL	LOCAT
DPTEX.01	1430000001	Secretary	EXL	EXL5	01	143DPE00000000000000	19004
DPTEX.02	1430000002	Deputy Secretary - SOE	PUBC	PS20	01	143DPE00000000000000	19004
DPTEX.03	1430000003	Deputy Secretary - Invest Pol & CS	PUBC	PS20	01	143DPE00000000000000	19004
DPTEX.04	1430000004	First Assistant Secretary - SOE'1	PUBC	PS18	01	143DPE00000000000000	19004
DPTEX.05	1430000005	First Assistant Secretary - SOE'2	PUBC	PS18	01	143DPE00000000000000	19004
DPTEX.06	1430000006	First Asst. Secretary - Inv. Policy	PUBC	PS18	01	143DPE00000000000000	19004
DPTEX.07	1430000007	First Assistant Secretary - CS	PUBC	PS18	01	143DPE00000000000000	19004
DPTEX.08	1430000008	Legal Officer	PUBC	PS16	01	143DPE00000000000000	19004
DPTEX.09	1430000009	Internal Auditor	PUB	PS15	01	143DPE00000000000000	19004
DPTEX.10	1430000010	Executive Assistant (Sec's Office)	PUB	PS11	01	143DPE00000000000000	19004
DPTEX.11	1430000011	Executive Assistant - Dep Sec's SOE	PUB	PS09	01	143DPE00000000000000	19004
DPTEX.12	1430000012	Executive Assistant - Dep Sec's ICS	PUB	PS09	01	143DPE00000000000000	19004
CSF.01	1430000013	Assistant Secretary - Finance	PUBC	PS16	01	143DPE00000000000000	19004
CSF.02	1430000014	Accountant	PUB	PS14	01	143DPE00000000000000	19004
CSF.03	1430000015	Certifying Officer	PUB	PS12	01	143DPE00000000000000	19004
CSF.04	1430000016	Commitment Clerk	PUB	PS10	01	143DPE00000000000000	19004
CSF.05	1430000017	Examiner	PUB	PS10	01	143DPE00000000000000	19004
CSF.06	1430000018	System Administrator	PUB	PS10	01	143DPE00000000000000	19004
CSHRA.01	1430000019	Assistant Secretary - HR & Admin	PUBC	PS16	01	143DPE00000000000000	19004
CSHRA.02	1430000020	Principle Staff Dev. Officer	PUB	PS14	01	143DPE00000000000000	19004
CSHRA.03	1430000021	Staff Development Officer	PUB	PS12	01	143DPE00000000000000	19004
CSHRA.04	1430000022	Personnel Officer	PUB	PS12	01	143DPE00000000000000	19004
CSHRA.05	1430000023	Edits/ Staff Clerk	PUB	PS10	01	143DPE00000000000000	19004
CSHRA.06	1430000024	Assets & Admin. Manager	PUB	PS14	01	143DPE00000000000000	19004
CSHRA.07	1430000025	Registry Officer	PUB	PS10	01	143DPE00000000000000	19004
CSHRA.08	1430000026	Information Technology Officer	PUB	PS14	01	143DPE00000000000000	19004
CSHRA.09	1430000027	Receptionist	PUB	PS07	01	143DPE00000000000000	19004
CSHRA.10	1430000028	Driver - Secretary	PUB	PS06	01	143DPE00000000000000	19004
CSHRA.11	1430000029	Driver - Dep Secretary SOE	PUB	PS05	01	143DPE00000000000000	19004
CSHRA.12	1430000030	Driver - Dep Secretary IP&CS	PUB	PS05	01	143DPE00000000000000	19004
CSHRA.13	1430000031	Driver - Support	PUB	PS04	01	143DPE00000000000000	19004
INVP.01	1430000032	Asst Secretary - Oil/ Gas/ Mining	PUBC	PS16	01	143DPE00000000000000	19004
INVP.02	1430000033	Senior Policy Officer (Oil/Gas/Min)	PUB	PS14	01	143DPE00000000000000	19004
INVP.03	1430000034	Snr Policy Officer (Land Agri/Fore)	PUB	PS14	01	143DPE00000000000000	19004
INVP.04	1430000035	Graduate Trainee (Oil/Gas/Mining)	PUB	PS10	01	143DPE00000000000000	19004

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POSITION DATA CLEANSING

Discussions:

- Issues/Agency Feedback
- Resolutions
- Way Forward

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EMPLOYEE DATA TEMPLATE

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Issue NO	ISSUE DESCRIPTION	ISSUES REGISTER				
		ASSOCIATE TO				
		SYSTEMS	CONFIGURATION	USER	POLICY	TRAINING
1	No Date of Birth	To be Configured in the System as Mandatory Field		Ignorance of the requirement		
2	Unknown Gender	To Config in the System as Mandetory Field		Ignorance of the requirement		
3	Pay Slip not received by employees	System to email directly to Employees		Pay Units Not Distributing Pay Slips		
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19						
20						



EMPLOYEE DATA CLEANSING

Discussions:

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EMPLOYEE LEAVE DATA TEMPLATE

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Create														
2	EMPLOYEE#	LV_CODE	START_DATE	END_DATE	LV_AMT	LV_UNIT	TAKEN_AMT	POS_FRACTION	TP	TP_TIME	TP_TYPE	USERID	AUDIT_DATE	AUDIT_ID	MED_CERT
3	(data type)														
4															
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23															



EMPLOYEE LEAVE DATA TEMPLATE

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RECREATIONAL LEAVE

Leave Taken			Days Balance		Leave Advice No. and Remarks	Leave Taken			Days Balance		Leave Advice No. and Remarks	
Year	From	To	Days	Debit		Credit	Year	From	To	Days		Debit
2014	22/12	14/1	15									
2016	28/8	1/04	5									
2018	10/12	29/9	35									
2020	7/12	2/2	41									



EMPLOYEE LEAVE DATA TEMPLATE

	A	B	C	D	E	F	G
	EMPLOYEE#	SURNAME	FIRST_NAME	COMMENCE_DATE	LEAVE HISTORY CARD AVAILABLE	UpDated	Remarks
1					Yes/No	Yes/No	
2					Yes/No	Yes/No	
3					Yes/No	Yes/No	
4					Yes/No	Yes/No	
5					Yes/No	Yes/No	
6					Yes/No	Yes/No	
7					Yes/No	Yes/No	
8					Yes/No	Yes/No	
9					Yes/No	Yes/No	
10					Yes/No	Yes/No	
11					Yes/No	Yes/No	
12					Yes/No	Yes/No	
13					Yes/No	Yes/No	
14					Yes/No	Yes/No	
15					Yes/No	Yes/No	
16					Yes/No	Yes/No	
17					Yes/No	Yes/No	
18					Yes/No	Yes/No	
19					Yes/No	Yes/No	
20					Yes/No	Yes/No	
21					Yes/No	Yes/No	
22					Yes/No	Yes/No	
23					Yes/No	Yes/No	
24					Yes/No	Yes/No	
25					Yes/No	Yes/No	
26					Yes/No	Yes/No	

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BUSINESS RULES TEMPLATE

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Business Rules to be documented for systems configuration

Processes	Rules	Processes owner
Corporate Plan	What are the requirements or rules for the Corporate Plan? eg. for Annual Budget and or must have before Organisational restructure, see samples below.	Who requires the Plan
Advertisement of Vacant Position	Structure must be approved and current	DPM/Line Agency
	Structure must be loaded in the IHR/Payroll system	
	Position must be Fully funded	
	Position must be vacant	
New Hire on to the payroll system	Recruitment report	Selection Committee
	Notification of Appointment Form ?	Selection Committee
	Certified copy of Employee Birth Certificate	Employee
	Certified Copy of NID Card or Registration/Records number	Employee
	Employee has to be 18years or older	GO NO and clause
	Employee Gender M/F	system
	Employment end date as systems default date	System
Promotion	Notification of Appointment Form ?	Selection Committee



HR BUSINESS RULES | HR PROCESSES

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