



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO. 5 OF 2024

TO : HEADS OF GOVERNMENT AGENCIES
PROVINCIAL ADMINISTRATORS
CHIEF EXECUTIVE OFFICERS (PHAs)
HR MANAGERS
ORGANISATION DESIGN OFFICERS OR ESTABLISHMENT OFFICER

FILE : SEC: 1-4-12-(A)

DATE : FRIDAY, 22ND MARCH 2024

SUBJECT : DATA CLEANSING EXERCISE - ASCENDER PAY IHRP SYSTEM

Following my Circular Letter dated 19th February 2024, I am writing to inform you that the scheduled exercise has been postponed due to unforeseen circumstances.

New Dates: 29th April – 1st of May 2024
Venue: APEC Haus

As previously communicated, the Department of Personnel Management (DPM) has initiated significant Payroll Reforms, with the Digital HR Transformation Program serving as the overarching policy to enhance governance of the Ascender Payroll Integrated HR/Payroll System. It is crucial for agencies to collaborate with DPM to achieve these objectives.

As this exercise will involve technical discussions on **Data Cleansing** specific to targeted areas of the Ascender Pay IHRP System, it is essential to release the following designated officers to participate effectively in the planned consultations:

- 1) Manager (HRM)

- 2) Payroll Officer (Preferably a User of the Ascender Pay IHRP System)
- 3) Organisation Design Officer or Establishment Officer

You are also reminded to ensure the required documentation is consolidated and provided to the DPM prior to the scheduled consultations;

- 1.) Copy of the latest Agency stamped and signed Establishment Comparison Table
- 2.) Confirmed Agency Unattached & Retirees Listing
- 3.) Employee Information Data Sheet
- 4.) Scanned copies of the Employee Leave History Cards
- 5.) Job Descriptions
- 6.) Positional Occupancy Register duly updated to reflect Pay 06/2024

Agencies also have the option to obtain the above agency data (2, 3, 4 and 6) as extracts from the Ascender Pay IHRP System by contacting the Digital Dashboard Reporting Team on dashboardsupport@dpm.gov.pg. The system extract must be used for an initial desktop analysis to reconcile with agency data prior to the consultative sessions. Identified anomalies, discrepancies and mismatches in datasets will be resolved in these sessions.

Note also that specific data cleansing consultations will be considered for Employee Bio Data, Employee Leave, Employee Occupancies and Position Data.

Additional information and/or clarification required for the Data Cleansing consultation sessions must be communicated through the following personnel; **Philomena Iorive** on piorive@dpm.gov.pg or **Susie Sogoromo** on ssogoromo@dpm.gov.pg or on **327 6332 or 327 6412**

Yours sincerely,

TAIES SANSAN (Ms)
Secretary



“RISE UP, STEP UP, SPEAK UP”