***INSTRUCTIONS TO COMPLETE THE TEMPLATES ISSUED FOR THE DATA CLEANSING FORUM***

Please complete the template using the instructions given. The example use is for Department of Personnel Management, code 49 pay group 1 (149DPM).

Make copies of the Templates given to you and name the files under your Agency's Code (eg for employee Datasheet for DPM would be "149DPM Employee datasheet.xlsx", for leave history create a new excel file and name it "149DPM Leave History.xlsx") and populate with the following Columns;

    1 Employee#

    2 Surname

    3 First Name

    4 Position Title

5 Date Commence

    6 Leave history Card Exit

    7 Leave History Card Updated

    8 Job Description Available

    8 Remarks

Populate Data from the Establishment report from the payroll provided by DPM for both files (Employee Data Sheet and Leave History Card Data Sheet.

Complete the missing data for the columns with correct data. For Leave History Datasheet columns 5,6&7 indicate "Yes" or "NO". Where "NO" is indicated provide the reasons in the remarks column.

For issues and Business processes make copies and name the files "149DPM issues" and " 149DPM   Business Process". Delete the samples provided in the datasheets and complete the templates with issues faced by your organisation relating to HR Policies, Systems etc.

For business processes indicate the way your agencies undertake each HR business processes in your organisation.

Thank you, please do not hesitate to contact me on Mobile number 76616699, should you require any clarifications.

Thomas Supru

Technical Advisor- Payroll version upgrade

DPM