



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION 15/2024

TO : ALL HEADS OF GOVERNMENT AGENCIES
ALL PROVINCIAL ADMINISTRATORS
ALL CHIEF EXECUTIVE OFFICERS (PHAs)
ALL HRM MANAGERS

DATE : MONDAY, 19TH AUGUST 2024

SUBJECT : PRUDENT MANAGEMENT OF WHOLE-OF-GOVERNMENT UNATTACHED EMPLOYEES

Current Situation

The Department of Personnel Management (DPM) in collaboration with the Department of Treasury and through consultations with agencies, has identified an increase of unattached employees on the Government Payroll System. The current count as of Pay 13/2024 indicates that a total of 5,636 unattached employees are held against various unattached positions across agencies for various reasons.

This Circular Instruction notifies all National Departments, Provincial Administrations and Health Authorities to review and validate their "Unattached/Access" officers in consultation with the DPM Teams in order to:

- a) Maintain consistency on the approved establishment data held in the Integrated HR/Payroll System (IHRP) and the agency;
- b) Improve control on the payroll costs on personnel emoluments;
- c) Establish data integrity in the IHRPS (1PPP); and
- d) Ensure sound decision making, better planning and budgeting in an organization.

Following the cleansing of the establishment data held in the Ascender Pay IHRP System and reconciling it to the approved establishment (ECT) held in each agency by the Department of Personnel Management, the system control commonly known as **1PPP [1Position, 1Person, 1Pay]** has been switched on after final quality checks have been passed.

However, in many agencies, there are employees not attached to an established funded position. These employees are held against an unattached position in the Ascender Pay IHRP System. The unattached position in the Ascender Pay IHRP System is an exception to the 1PPP as it performs a critical function of allowing more than one person to be held against it. It has been found that agencies are using this function for the wrong purpose, vis-a-vis, placing substantive position holders into the '**Unattached**' positions to effect HDA or as "quick fix" for matters relating to the movement of employees. To desist from these incorrect and unauthorized practices in the Ascender Pay IHRP System specific to the **unattached** position.

Reporting on the **unattached** is also improved to monitor the number of **unattached** employees in each agency where 1PPP has been switched on and compare this to the **unattached position FTE [Full Time Equivalent]**.

The Department of Treasury, through its non-financial instructions [Budget Book 2024 Volume 1] reinforces the objective of this instruction as follows;

- From 2025 Budget, agencies will be given only one year of funding for each identified unattached officer. Additional funding within this timeframe is to allow time for agencies to conduct appropriate personnel management processes and resolve the unattached employment issue;
- Agencies will be eligible to receive this budget funding where budget submissions include detailed justification on each unattached officer. This information will be retained for future year funding and should include any plans for retirement, re-deployment, re-training and retrenchment;
- Additional budget funding (beyond the first year) will be considered only by exception and where detailed justification is provided;
- Agencies must submit a report to DPM on each unattached officer to be considered for funding for an additional financial year.

To assist you in the validation of unattached officers, a Human Resource Business Process titled "**HRBP3.3 Managing Unattached and Excess Officers**" is attached for your purposes. This Business Process will provide step by step instructions on how to review and identify unattached officers for re-deployment, resignation, retirement or retrenchment.

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Please complete the **FORM RS3.18 - Unattached Officer Register** included with this circular. This will require the specific reasons for officer being **Unattached**, if they will be re-deployed within your organization or externally and by when or if they will be resigning, retiring or recommended for retrenchment. Only those officers who are access are eligible for retrenchment. All other unattached officers should be redeployed, resigned or retired as per the Fourth Edition Public Service General Orders.

This information must be provided in soft copy and/or hard copy to the Department of Personnel Management [DPM] by Friday, 30th August 2024.

Unattached Employee Maintenance Temporary Arrangements

The implementation of the **Unattached Strategy** will result in agencies **not** having system visibility and/or access to both **Unattached Positions** and **Unattached Employees** hence, the basic process outlined below. There will be a temporary working arrangement in place for the period of time whereby agencies are to liaise closely with DPM to minimize the number of unattached officers. During this time, maintenance of employee records will be carried out by the HRMIS Team until full implementation of the strategy.

Temporary arrangements for routine system maintenance of the identified unattached employees such as (enlisted below), will be carried out by the contacts enlisted herewith;

1. **Employee Substantive Occupancy** changes such as **External Promotions, External Transfers** and inputting of **Salary Increments**
2. **Employee deductions**
3. **Timesheets**
4. Other required transactions

Daily consultation with individual agencies will be executed by the team with the main objective of **minimizing the abuse of the unattached position** as observed by DPM, and to **minimize personnel emoluments expenditure.**

Effective Date of the Unattached Strategy

On this juncture, you are all to take note that, effective as of **Pay 24/2024 (14th November 2024)**, consultations on the unattached strategy is expected to have impacted the agency concerned to clearly identify the correct placements of unattached employees on the current unattached list. Agencies will also lose visibility and/or access to both Unattached Positions and Unattached Employees as of this date. It is imperative that all HR practitioners

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take note and consult the contacts attached to understand the required input required from each agency before this date.

All unattached positions existing under the agencies will be abolished and will no longer be visible and used by agencies for transactions.


Agency Requirements for new Unattached Employees


Effective of the date of this circular instruction, should you require an employee to be made unattached on the Ascender Pay IHRP System, you are required to write to the Secretary, Department of Personnel Management stating and complying with only the required reasons as per General Order 3. Assessment of individual requests will be made and feedback supplied accordingly.

Should you require further clarification or assistance on any of the above please contact the following sector and/or regional contact in the Human Resource Information Services Branch and Data Cleansing Teams identified below;

Sector/Region	Name	Email	Phone
Highlands/Economy	Waira Ere	were@dpm.gov.pg	327 6342
	Wilford Nave	wnave@dpm.gov.pg	327 6389
Momase/Social	Doris Minimbi	dminimbi@dpm.gov.pg	327 6383
	Brendon Nepe	bnepe@dpm.gov.pg	327 6389
Southern/Law&Justice	Mala Guria	mguria@dpm.gov.pg	327 6356
	Uakai Bouauka	ubouauka@dpm.gov.pg	327 6389
NGI/Administrative	Ovio Lega	olega@dpm.gov.pg	327 6362
	Cynthia Pitpit	cpitpit@dpm.gov.pg	327 6389

Yours sincerely,


TAIES SANSAN
Secretary



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