



**PHILIPPINE RETIREMENT AUTHORITY  
TERMS OF REFERENCE  
HUMAN RESOURCES INFORMATION SYSTEM**

## **I BACKGROUND**

The Philippine Retirement Authority (PRA) in its effort to realize its mandate is continuously gearing towards e-governance. As a government agency whose mission and vision focus on retirement scheme for world's retirees, seniors and elderly, it has significant functions that can be attributed in making the Philippines the retirement destination and haven in Asia, if not the world through the use of Information Technology.

The main objective of this project is to develop a Human Resources Management System that will meet the Human Resources' needs for automation, manage employee data or records, payroll requirements and accounting activities. Its primary focus is to established integrated systems for the administration and deployment of Human Resources information, programs and services.

The systems should provide the capability to effectively plan, control and manage HR, achieve efficient and quality HR decision making and improve employee and managerial productivity and effectiveness.

## **II. PROJECT ESTIMATES**

**A. APPROVED BUDGET Php1,400,000.00**

**B. SOURCE OF FUND**

The ABC authorized for the Development of Human Resources Information System Project shall be sourced from the approved budget of the Authority pursuant to the Approved 2017 Budget and ISSP for the Year 2015-2017.

## **III. SCOPE OF SERVICES AND DELIVERABLES**

**A. EMPLOYEE PERSONAL DATA MODULE**

**Special features:**

- Able to generate the Personal Data Sheet (PDS)
- Update/Edit/Search Employee Personal Data
- Automatic print out of the following
  - Service Records
  - Notice of Step Increment
  - Notice of Adjustment

**1. EMPLOYEE PERSONAL DATA MODULE**

- Master File
- Personal Information
- Family Background
- Educational Background

- Civil Service Eligibility
- Work Experienced
- Voluntary Work
- Training Programs
- Other Information
- PDS Questions
- References

## 2. PERSONAL UPDATE MODULE

- Surname
- Civil Status
- Address
- Contact Information
  - Telephone #
  - Mobile #
  - Email Address

## 3. EMPLOYMENT ACTION NOTICE MODULE

- History of employment movement
  - Step Increment
  - Salary Adjustment
  - Promotion
  - Appointment

## 4. REPORTS

- List of Employees
- List of Employees Birthdays
- Employees Address and Contact Number
- List of Employees Trainings
- Eligibility
- Blood Type
- Service Records
- Resigned Employees
- Employees with Consanguinity
- Employees with Formal Charges
- Employees with Administrative Offense
- Employees with Previously Separated from Service
- Employees who Ran for Office
- Employees who are Member of Indigenous Group
- Employees with Disability
- Employees with Solo Parent privilege
- Employees entitled for promotion
- Employees entitled for appraisal
- Eligible employees for loyalty incentive pay
- Retirees for the year
- Qualified employees for an early retirement

## **B. ATTENDANCE MANAGEMENT SYSTEMS**

### **Special Features:**

- Real time Biometric Data Integration capability
- Daily Time Record (Monthly and Per Range Period for Viewing)
- Attendance reports for individuals or the entire agency's personnel
- Reports can cover any date range
- Able to generate early reporting before expiration of Maternity Leave
- Printer-friendly attendance report available
- Prevent unauthorized overtime, leaves and shift change
- Support flexi-time schedule
- Support compress time schedule
- Support Company Policy on
  - Tardiness and Undertime
  - Leave Application
  - Rendition of Overtime
  - Official Business Related
- Leave Credit balance management
- Collaboration on Payroll System
- Multi Users and Multi Access Level
- User's password recovery

### **1. POLICY MANAGER MODULE**

- Compensatory Overtime Credits
- COC Rates during regular working days and Saturdays, rest days, or holidays
- Restriction on Rendition of Overtime
- Maximum No. of OT Hours in a day, in a month or unused COC in a year
- Can use as Compensatory Time-Off (Block or 4 hours or 8 hours)
- Validity or expiration of unused COCs in a year
- Leave Policy
- Cumulative or Cumulation of Leave Credits – refers to incremental acquisition of unused leave credits by an official or employee
- Cumulative or Cumulation of Leave Credits – refers to conversion of unused leave credits to their corresponding money value
- Accumulating or Reset Yearly Option
- Charging of Tardiness and Undertime on Vacation Leave Credits
- Managing of 5-day Forced Leave
- Managing of 3-day Special Leave Privilege

### **2. EMPLOYEE MANAGER MODULE**

- Employee Master – basic info and assignment of classifications and attendance info
- Beginning Balances for the following
  - Vacation Leave Credits
  - Sick Leave Credits
  - Special Leave Privilege
  - Compensatory Overtime Credits

### **3. TRANSACTION MANAGER MODULE**

- Daily Time Record (DTR)



- Monthly (DTR)
- Approved Request to Render Overtime
- Approved Request for Change of Work Shift
- Approved Application of Leave
- Availment of Compensatory Time Off (CTO)
- Declaration of Office Suspension
- Records of Authorized Absences
- Monetization of Leave Credits
- Cancellation of Force Leave

#### 4. REPORT MANAGER MODULE

- **Personnel Report**
  - List of Personnel
  - Employee's 201
  - List of Hired and Retired/Resigned Personnel
  - List of Personnel under specific schedule
- **Attendance Report**
  - Summary Report
  - Statement of Overtime
  - List of Absent, Late and Undertime
  - Leave Records/Leave Card
  - Certificate of Completion of Service
  - Habitual Tardiness and Undertime/Memo
- **Tool Manager**
  - Import Data – output file produced by the biometric device
  - Account Maker/Profile and Access
  - Import of Leave/COC Balances
  - Import of 201
  - Forwarding of Leave/COC

#### C. PAYROLL SYSTEM

##### Special Features

- Able to generate Payroll Register/Journal
- Automatic print out of Payslip
- Summary of Allowances, Deductions and Loans
- Government Tables basis of computation
- Multi Users and Multi Access Level
- 13<sup>th</sup> Month Pay and other Bonus Computations
- Alphalist Report/Form 2316

#### 1. PERSONNEL INFORMATION MODULE

- A. Employee Beginning Balances/Accumulated Earnings
- B. Employee Previous Employment
- C. The 201 File
  - General Information – detailed info of employee
    - Basic Info
    - Names of Qualified Dependent Child(ren) for New BIR Form 2316
  - Employment Records

- Date Hired, Date Regular, Date Resigned, Date Terminated, Date of End of Contract
- Salary, Allowances and other Benefits
- Assignment of Employee
  - New Regional Minimum Wage Rate
  - Per Location, Branch, Division, Department
- D. Appraisal/Salary Increase History
- E. Loan Schedules
  - GSIS Loan, Pag-ibig Loan, Company Loan, Etc.
- F. Other Deductions with employee/Employer Share
  - Health Maintenance Insurance (HMI) –optional
  -

## 2. GOVERNMENT COMPLIANCES

- A. Semi-Monthly Payroll Computation based on CTRP of 1997
- B. Easy updates on Government Tables as basis for computation
  - GSIS Table
    - Basis of Computation: EE (9% of MC) & ER (12% of MC)
  - PhilHealth Table
    - Basis of Computation: Basic; Basic less lost hours; Gross; Fix
  - Pag-ibig Table
    - Basis of Computation: EE/ER (2% of MC) max 100; EE (2% of MC) & ER (fix 100); EE (2% MC + ER – 100) & ER (fix 100); EE/ER (2% of MC)
  - New Withholding Tax Table as per RR No.10-2008
    - Basis of Computation: Gross Taxable; Gross Pay; Fix 100
  - New Withholding Tax Exemptions as per RR No. 10-2008
  - New Regional Minimum Wage Rate Table as per National Wages and Productivity Commission

## 3. COMPUTATION OF PAYROLL

- A. Two (2) Options to choose for Automatic Computation of Attendance:
  - 1. Automatic Computation by just inputting the attendance of employee
    - Days Absent
    - Hours Late or Undertime
    - Hours Overtime
    - Hours Work for working on a Holidays or Restdays
    - Hour Work for working on Night Differentials from 10:00pm to 6:00am
    - Chargeable Leaves
    - Attendance Adjustments
  - 2. Automatic Computation with the use of **Attendance Management Systems**
- B. The Payroll System also automatically computes the following
  - 1. Deductions for GSIS, PhilHealth, Pag-ibig and Withholding Tax Contributions
  - 2. Other Deductions and Loans
    - GSIS Loan, Pag-ibig Loan, other loans
  - 3. Assigned Allowances
    - Other earnings, whether taxable or non-taxable (de minimis benefits)
- C. Options to hold payroll for unpaid salaries and automatically informed users for employees with negative net pay

