

# Instructions for Populating General Manpower Template

Find below step by step instructional in filling out the General Manpower Template

## A. Labelling the Template

1. To begin with label the template with your respective Departments Divisional number and title.
2. Enter the individual division/Branches identified sequence number within your department.

## B. In populating the template, begin with the Particulars Columns (columns 1-5)

1. **Position Number** – this is the position number as recorded by your departments HR branch. It is important to list all positions in the DPM approved establishment
2. **Designation Classification** – this is the position title for each position number
3. **Employee Number** – this is the employee number of each employee as presented in the government payroll<sup>1</sup> (Alesco).
4. **Officers name** – this is the name of the employee as presented in the payroll
5. **Status** – in this column record the status of each employee or position:
  - i. Contract
  - ii. Permanent
  - iii. Funded vacancy
  - iv. Unfunded vacancy
  - v. Unattached<sup>2</sup>
  - vi. Retirement<sup>3</sup>

## C. Following this, populate the Salaries Columns

1. **Salary Grade & Salary Point** – this is the salary grade/point of position as specified in the payroll (column.6)
2. **Annual Salary** – this is the Annual '**base**' Salary for the position (column.7)

## D. In the Allowances Columns (Columns 8 -10)

1. Enter the estimated annual cost for each allowance for the position/employee.

## E. In the Allowances Payable with Fortnightly Pay (Columns 11 – 15)

1. Enter the estimated annual cost for each allowance for the position/employee.

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<sup>1</sup> For Government entities that are not on the Ascender payroll, list your payroll number in accordance with your payroll system

<sup>2</sup> Note that there are two types of unattached:

- i. Officers that are replaced, however are still on payroll. More than one person on one position
- ii. The position is available with officer physically present; however not confirmed due to factors such as agency restructure

<sup>3</sup> This is for employees that have been earmarked for retirement

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**F. In Column 16, under the title 'Total 211' list the total salary for each position**

1. This is the sum of all the values in columns 7 to 15 for each position/employee.

**G. Columns 17 to 19 are for economic items 215, 214 & 213 respectively**

1. In each of the columns enter the annual cost estimate for Gratuity, Leave fares and overtime for each position/employee.

**H. Columns 21 to 25 are for budget appropriations and activities.**

1. Enter *online* if on Alesco or *offline* if not on Alesco.
2. Current approved budget activity (appropriation level) and description as per IFMS list.
3. Enter PBS code and activity description from Alesco /payroll systems for others not on Alesco.
4. Enter budget fund source.