

Course Title: F12 - Salary Management

Course Length: 1 day

Maximum Number of Participants: 24 (ideal 12-18)

Course Objectives:

- Understand the context and the recent emphasis on salary management in the 2016-17 MAF;
- Understand the budget structure and the relative importance of the salary component;
- Identify key salary management problematic areas that deserve special attention;
- Using practical examples, acquire the knowledge and skills to prepare accurate salary forecast and monthly /year-end salary accruals.

Course Content:

This one-day workshop will raise the awareness of the participants on the importance of the salary component of the departmental budget and the impact of recent changes on the accuracy of the information available to support staffing decisions and salary management. This training will also enable participants to focus on areas requiring special attention to ensure quality information is available. Using practical scenarios, the following elements will be covered.

1. Salary Management context
 - Non-compensation of collective agreements increases
 - Pay in arrear
 - Phoenix
 - Emphasis on salary in the 2016-17 MAF
 - Importance of the salary component
2. Key Salary Transactions and Related Issues
 - Vacancy/deployment/secondment/actings
 - Monthly and year-end accruals
 - Forecasts
 - TB recoverable costs/EBP
 - Operating and Capital budget carry-forwards
 - Salary forecasting systems

Target Audience:

Managers, administrative support and financial officers

Methodology:

An initial discussion in a plenary will set the context and explain the importance of accurate salary information to support budget management and staffing decisions. The core of the workshop will revolve around practical exercises using reports and payroll transactions to identify the problematic areas and the adjustments required to provide accurate salary management information.

Expected Results:

Participants will have a broader understanding of the importance of salary management, as well as the context in which government departments operate. They will also be able to identify problematic areas and to adjust their forecasts and estimated accruals in order to provide better information to support staffing and salary management decision-making.