OCB & OCP HOMERE USER GUIDE

MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS

HR Department

Writing: This guide was written by the Homere referents of OCB (Marie d'Aoust) and OCP (Marie Naquet and Antoine Rodicq).
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Many thanks to Delphine Calloud for her invaluable help in designing this guide and all the sheets.

Cover credit: Tom BARNES / MSF

EDITO

In recent years, developments in the HOMERE HR management software have multiplied: about three new versions of HOMERE are released every year, always with the ambition to facilitate the administration of MSF's national human resources by the HR administrative teams (HR Assistants, HR Managers, Personnel Administration Manager, HR Coordinator...) and to minimise the risk of errors

This guide was written in 2019 by the HOMERE referents of the OCB and OCP sections. Its purpose is to present the functionalities offered by the software.

Some of them being specific to one or the other of the two sections, the name of the section is specified in the title of the sheet concerned.

The user guide and its component sheets will be updated as regularly as possible.

Hoping that this guide will be useful to you in your daily work in the service of MSF missions and activities, the HOMERE Referents wish you all a good reading.

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CHAPTER A / TECHNICAL REQUIREMENTS

A0 – INTRODUCTION TO TECHNICAL REQUIREMENTS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	12/11/2019	N/A

Why is there a need to know some technical points?

HOMERE has been selected by MSF because of its ability to be used offline and to answer most of our needs in terms of HR.
The implications of this offline feature, a key point for the HR management on the field where internet connection is not always ensured, are that a lot of the updates must be done manually as they can't be done through an online update that would affect all HOMERE software at once.

Users have a responsibility in ensuring they understand very well the software construction. If they don't, this might lead to errors in the output of the payroll, loss in data etc.

The aim of this chapter is to explain the technical points that must be known and understood by each user in order to use this software properly.

A1.A – OCB_HOW TO INSTALL HOMERE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	09/11/2019	A3 – How to login/logout of HOMERE A4 – Introduction to HOMERE data management and parameters A5 – How to import general parameters A6 – How to update field parameters A7 – How to create–restore a backup of your database

When?

When you arrive at the project and receive your computer, if you don't have HOMERE installed on your computer.

Why?

HOMERE is the HR Management software in use in the projects in the field.
Without using the software HOMERE, there is a risk of loss of information and staff data can't be shared in a proper way.

What to be careful with?

Make sure you follow all the steps defined below.

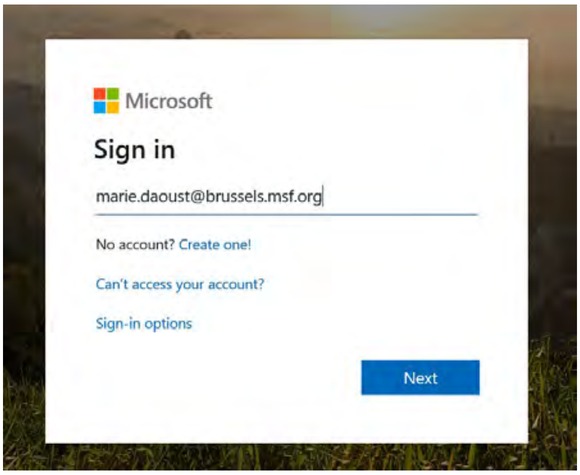
How?

Follow me.

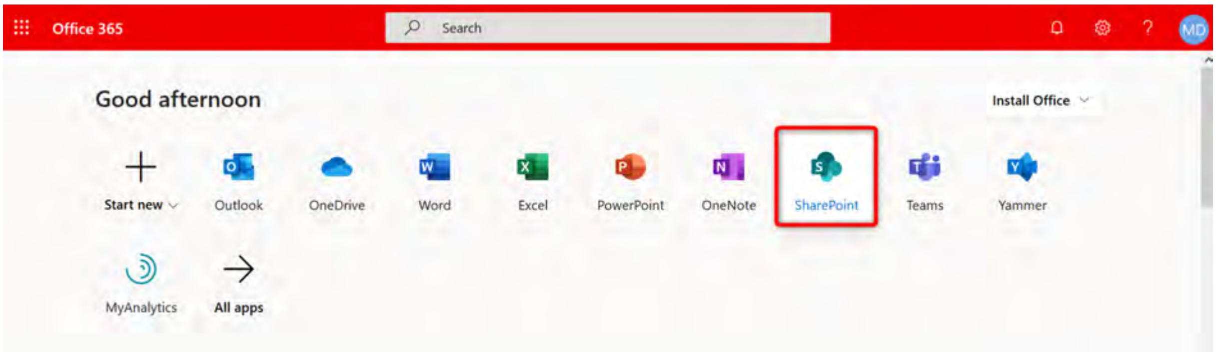
1. DOWNLOAD THE INSTALLATION FILE >

This first step is only for the case you haven't receive the installation files.

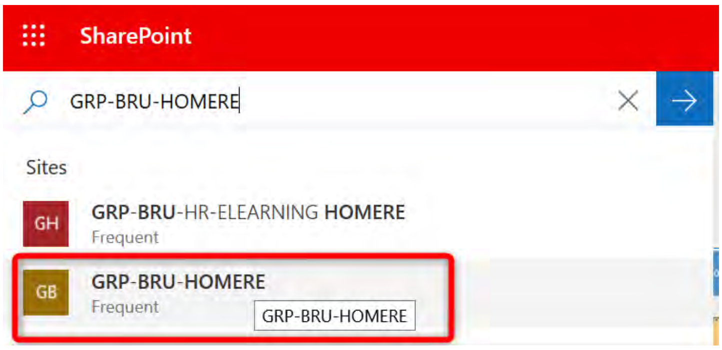
- Connect on your Office 365 account (https://login.microsoftonline.com), enter your MSF email and password.



- Once connected, click on the upper left icon and select the icon "SharePoint":

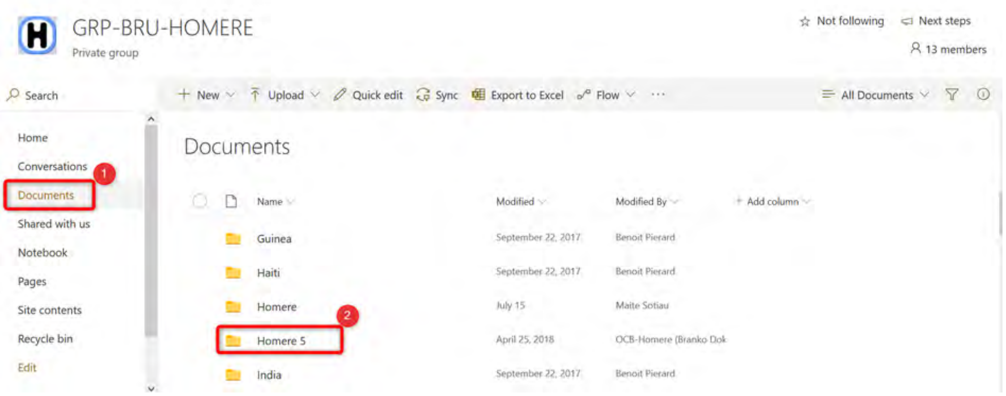


- Look for the GRP–BRU–HOMERE group (*https://msfintl.sharepoint.com/sites/grp–ocb–homere/Shared%20Documents/Forms/AllItems.aspx*) :

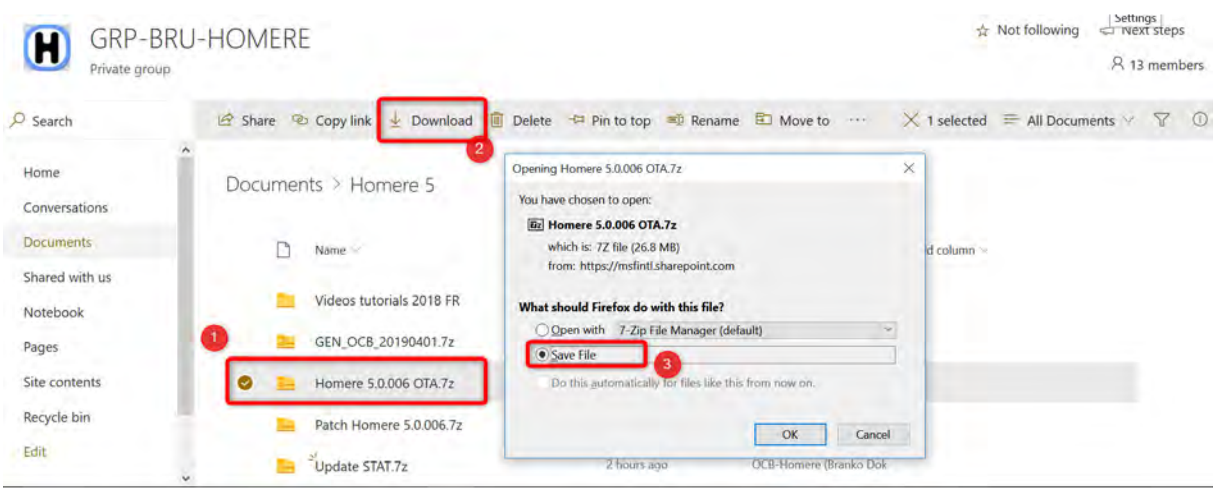


- If you don't have access to the "Documents" folder, request it:

- Once in the HOMERE group, click on "Documents **(1)"** and select the "HOMERE 5" folder **(2)**:

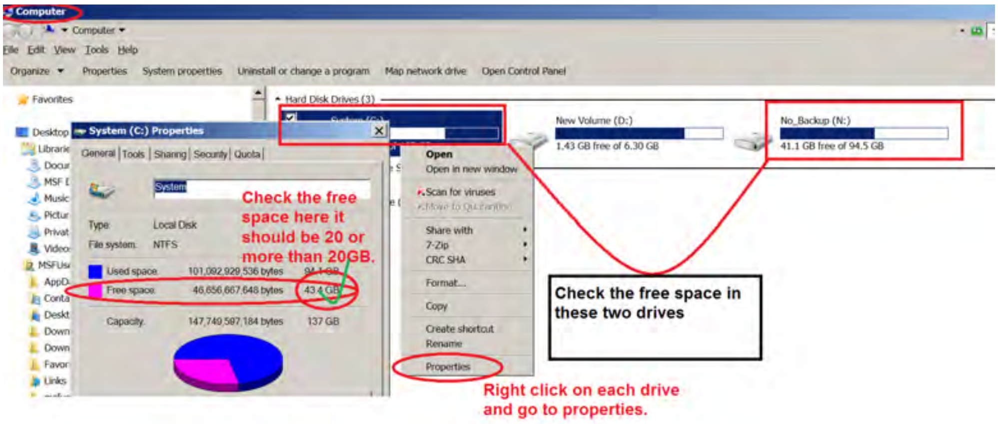


- Select the file "Homere 5.0.00X OTA.7z"**(1)**, click on Download **(2)** and save it **(3)**:



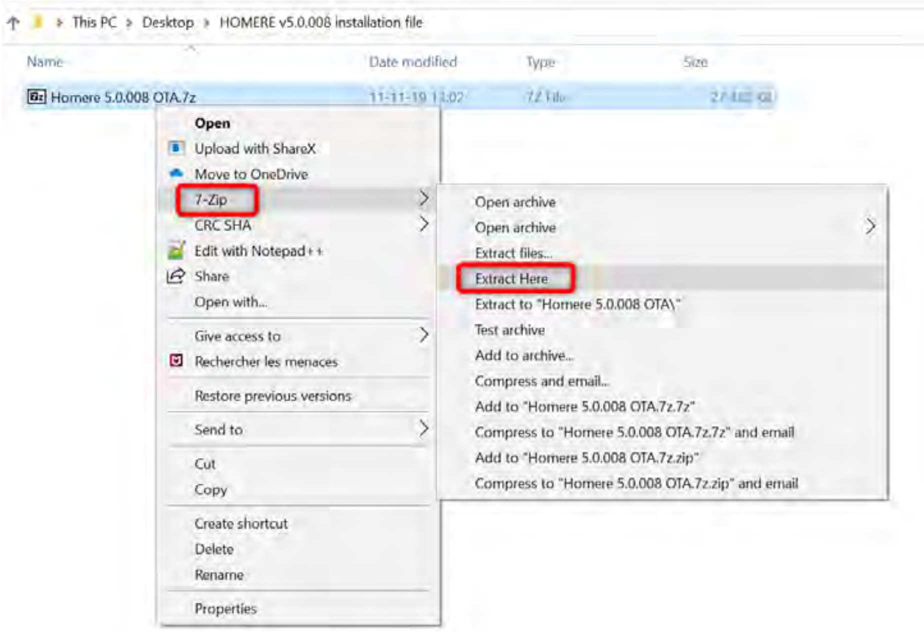
2. LAUNCH THE INSTALLATION >

- Check the capacities for Drive C: and Drive N: in your computer:

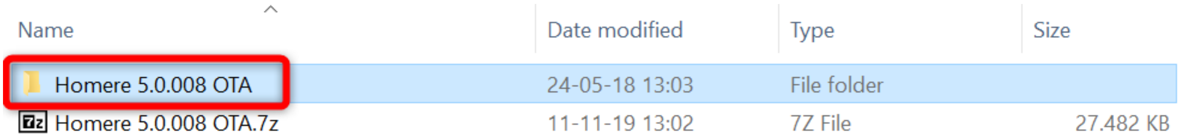


You should have **<u>at least 20GB</u>** space in each drive. If it is not the case, contact your IT office to see how to free up some space.

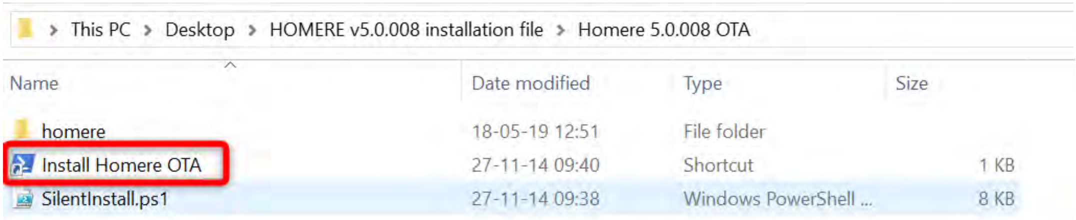
- Retrieve the Homere 5.0.00X OTA.7z file that you have received from either the mission coordination or downloaded from the HOMERE group. Extract the installation files included in it:



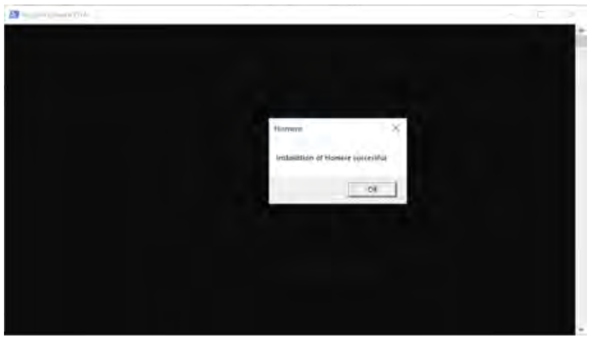
- Click twice on the folder created with the same name:



- Click on "Install HOMERE OTA" shortcut from the unzipped folder to launch the installation process:

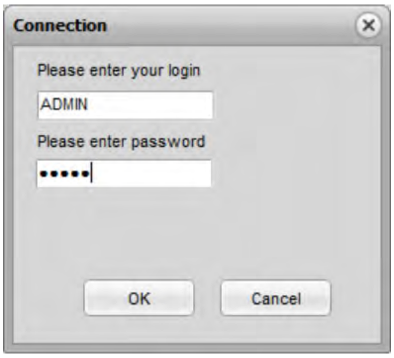


- Once the software HOMERE is installed, you'll receive this confirmation message:



- Click on the HOMERE icon that's been created on your desktop:

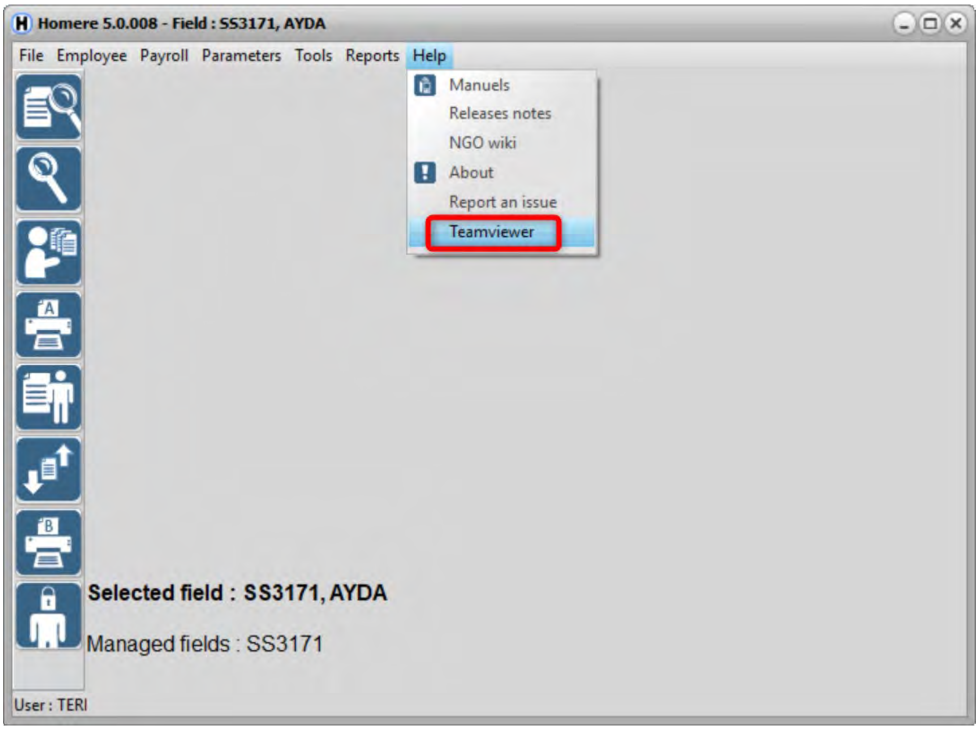
- Enter with the default username and password: ADMIN/ADMIN



HOMERE installation is completed.

Tips and tricks

In case you are encountering a problem with the upgrade of your HOMERE version, you can always use the team viewer integrated in your HOMERE to request help:



A1.B – OCP_HOW TO INSTALL HOMERE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	09/11/2019	A3 – How to login/logout of HOMERE A4 – Introduction to HOMERE data management and parameters A5 – How to import general parameters A6 – How to update field parameters A7 – How to create–restore a backup of your database A11 – OCP_ How to install mission-specific stats A12 – OCP_How to install models C5 – How to generate and attach a contract

When?

If you don't have HOMERE installed yet on your computer.

Why?

HOMERE is the HR Management software for National employees in use at field level.
Without using the HOMERE software, there is a risk of loss of information and employee's data can't be stored and shared in a proper way.

What to be careful with?

Make sure you follow all the steps defined below.

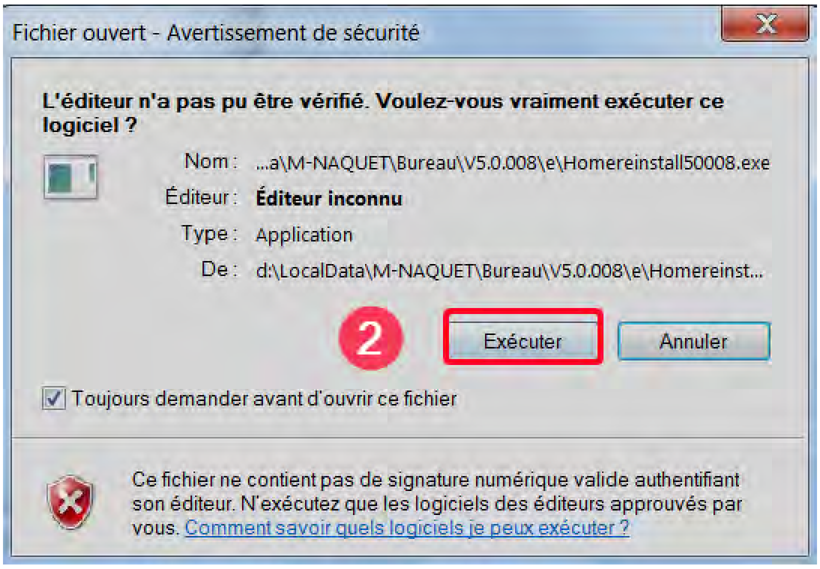
How?

Follow me.

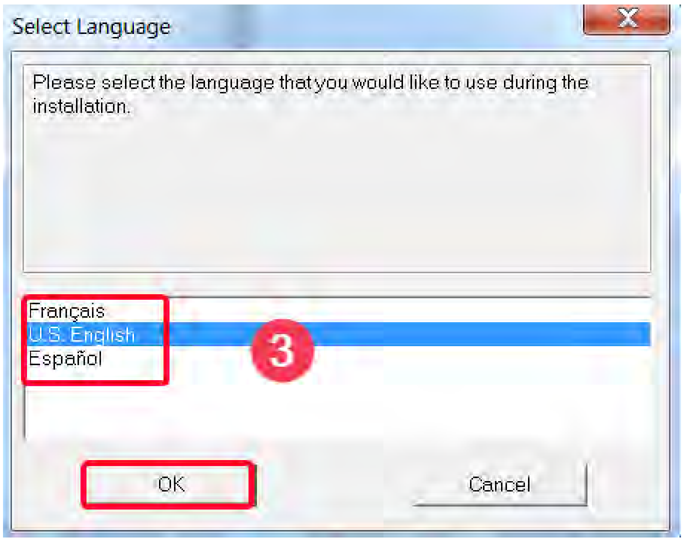
1. LAUNCH HOMERE INSTALLATION FILE >

(1) Double click on the **HomereinstallXXXXX.exe file** provided:

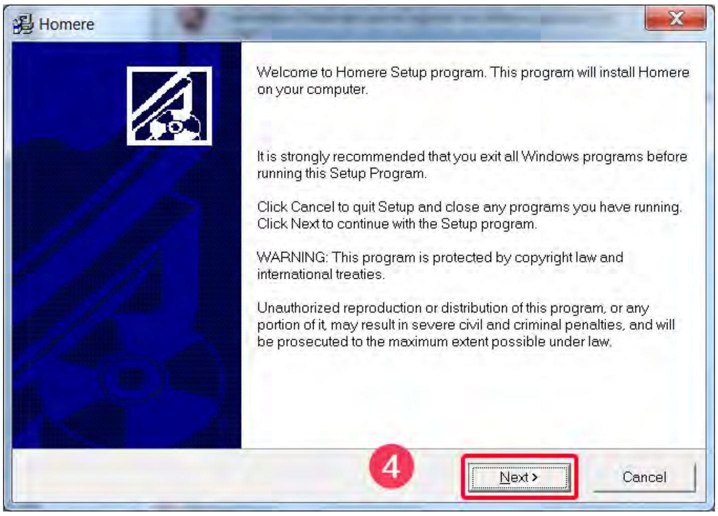
(2) Click on **Exécuter** button:



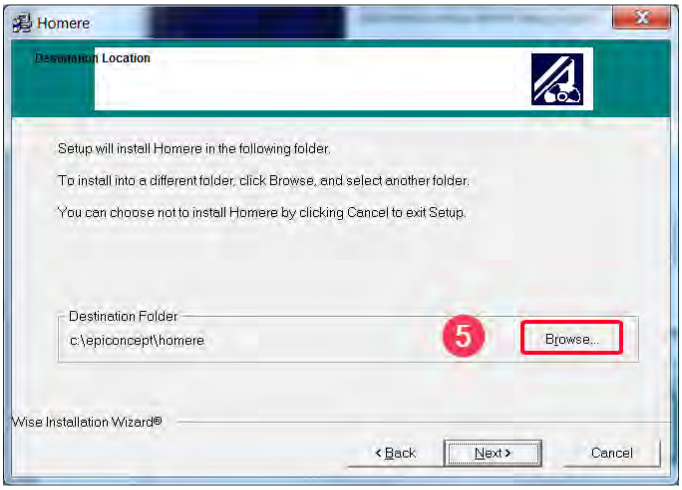
(3) Choose the language version according to the common language of your mission and then on **OK**.



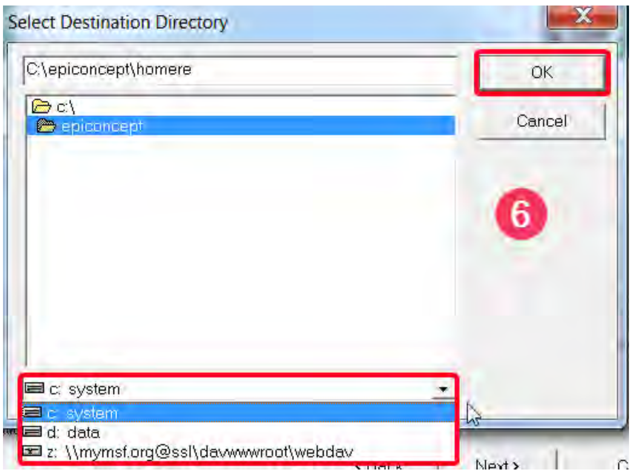
(4) Click on **Next**.



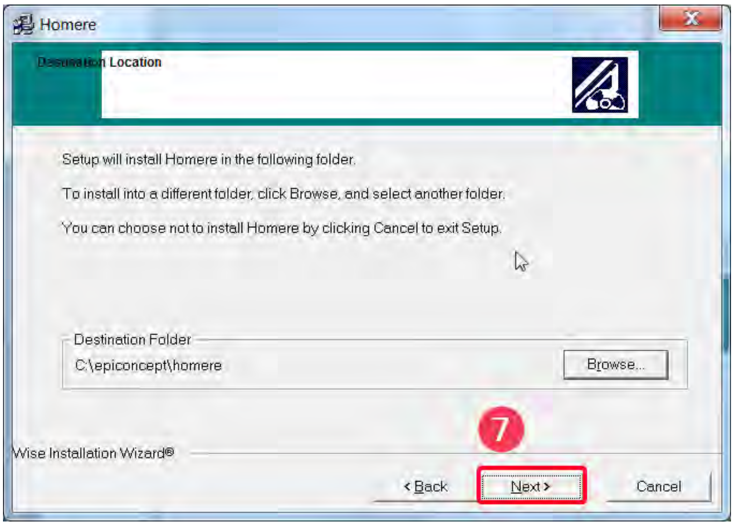
(5) Click on **Browse** in order to **select where to install HOMERE on your computer**.

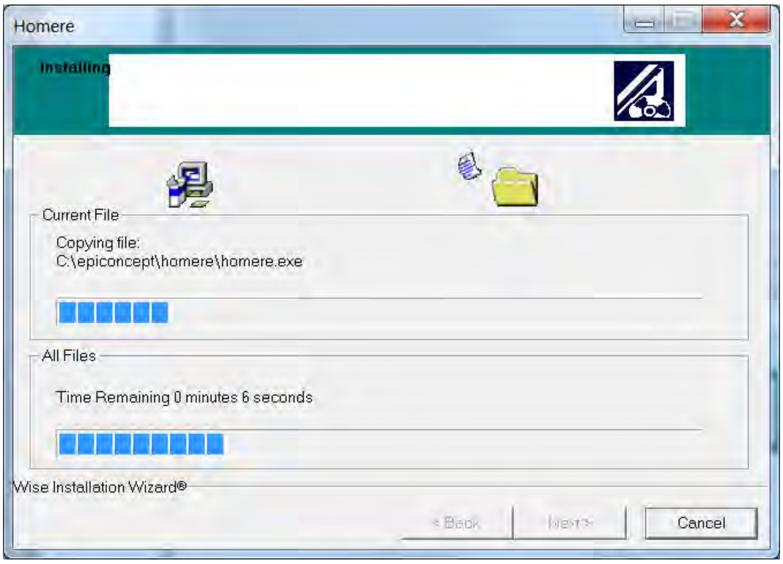


(6) Select **the disc on which there is more free space**; and click on **OK**.

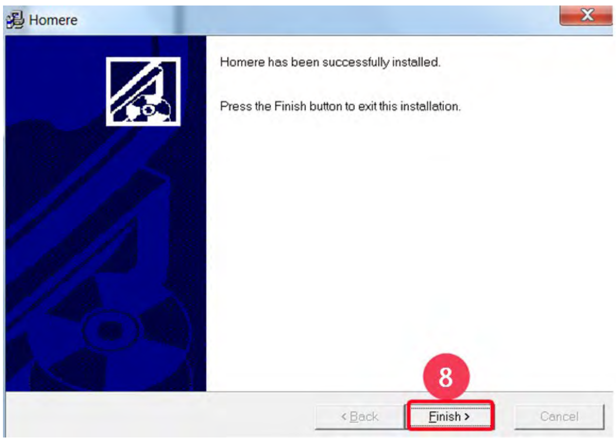


(7) Click on **Next** 3 times.

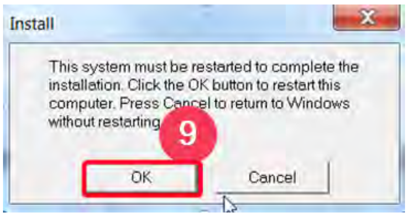




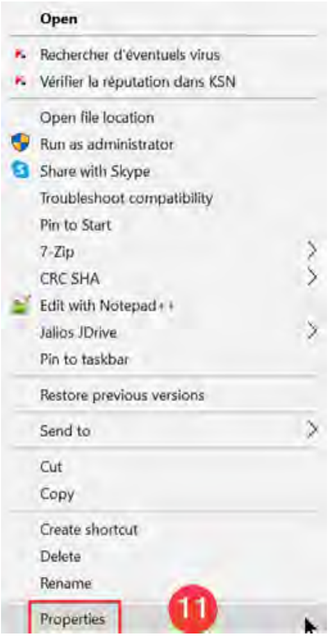
(8) Click on **Finish**.



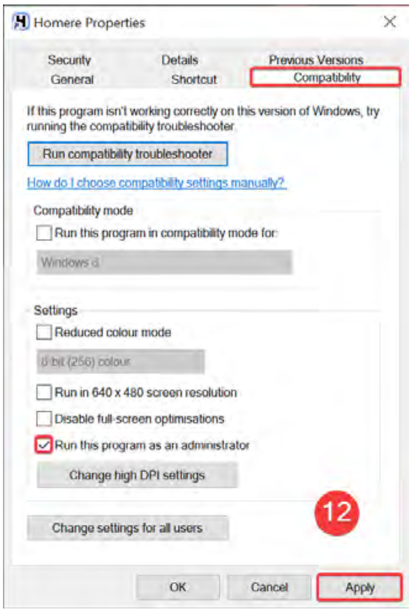
(9) Click on **OK**.



(10) Restart your computer.
(11) Right–click on the HOMERE icon on your desktop; click on **Properties**.



(12) Go in **Compatibility**, tick the box **Run the program as an administrator** and click on **Apply**.



2. INSTALL THE GENERAL PARAMETERS (GEN FILE) >

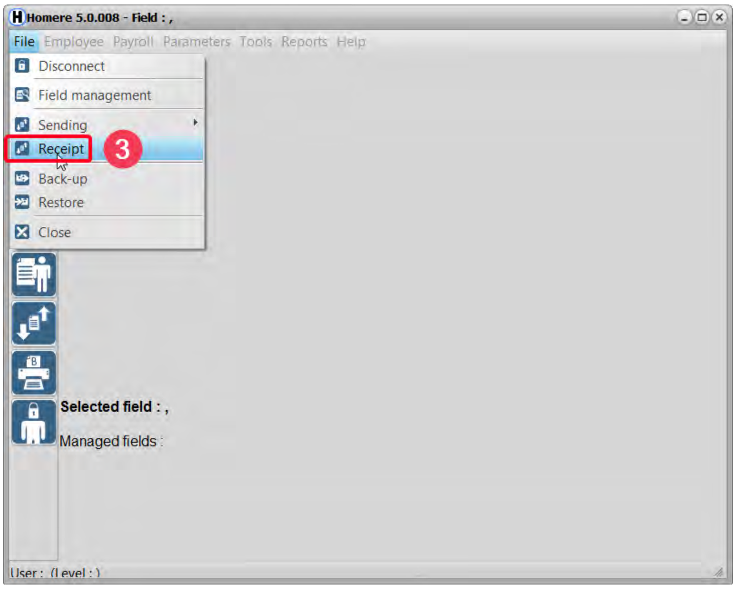
A shortcut has been created on your Desktop.

(1) Double click on the it

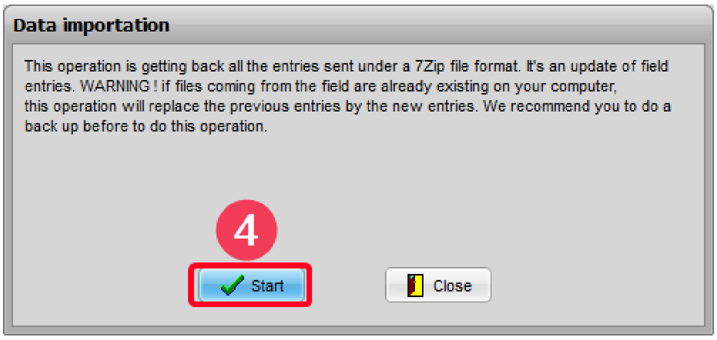
.

(2) Enter with the default username and password : **ADMIN/ADMIN**.

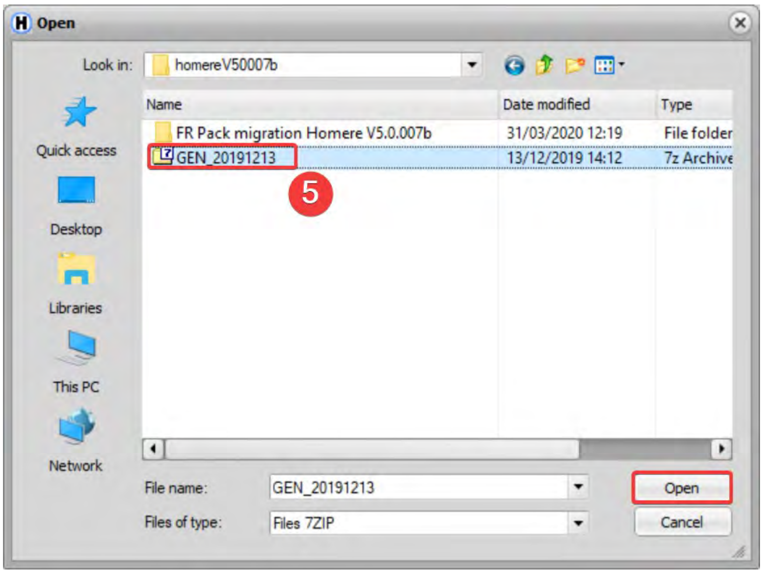
(3) Click on **File> receipt**.



(4) Click on **Start**.

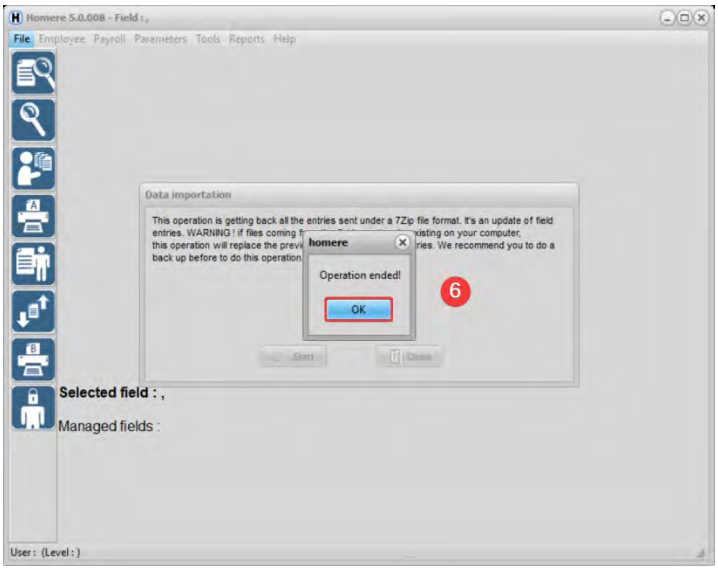


(5) Select the General Parameters **GEN_AAAAMMJJ.7z** file provided and click on **Ouvrir**.

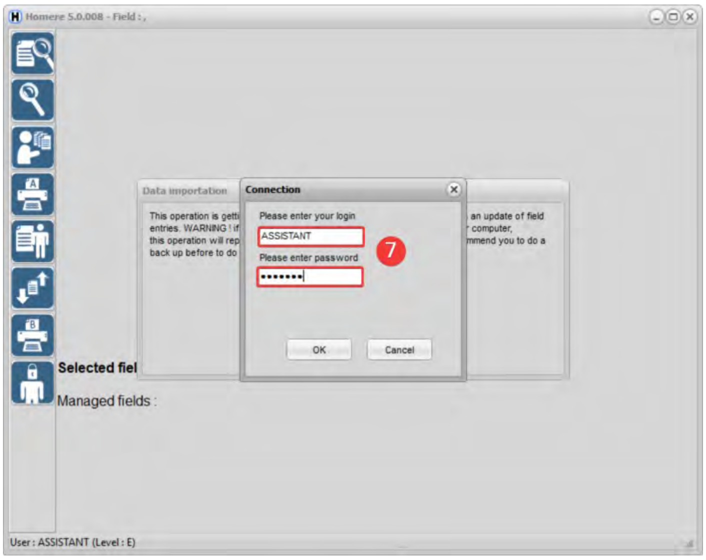


Once the reception proceed is done, HOMERE will display the following message **Operation ended**.

(6) Click on **OK**.



(7) Enter in Homere with the OCP Login and Password provided by your manager



3. (RE) INSTALL THE MISSION SPECIFIC STATISTICS (IF ANY) >

4. (RE) INSTALL THE MODELS (IF REQUIRED) >

A2.A – OCB_HOW TO UPGRADE HOMERE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.007+	12/11/2019	A3 – How to login–logout of HOMERE A5 – How to import general parameters A7 – How to create–restore a backup of your database

When?

When you are informed that a change of HOMERE version must be implemented in your project.

Why?

Because it is very important to have the same version of HOMERE in the missions, for compatibility purposes between the projects but also to enjoy the new functionalities developed by the software editor and the bugs resolved.

What to be careful with?

Create a backup of your database before following the steps defined below.

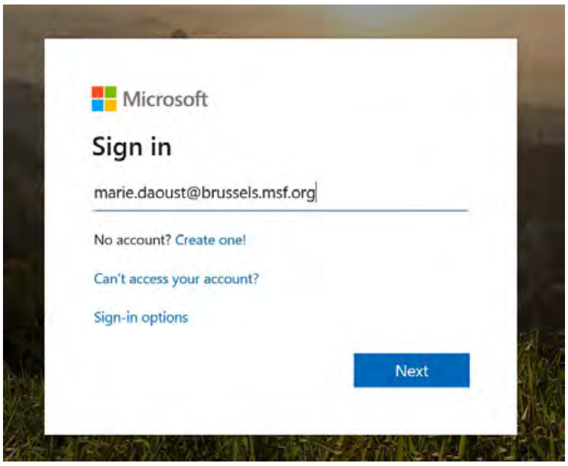
How?

Follow me.

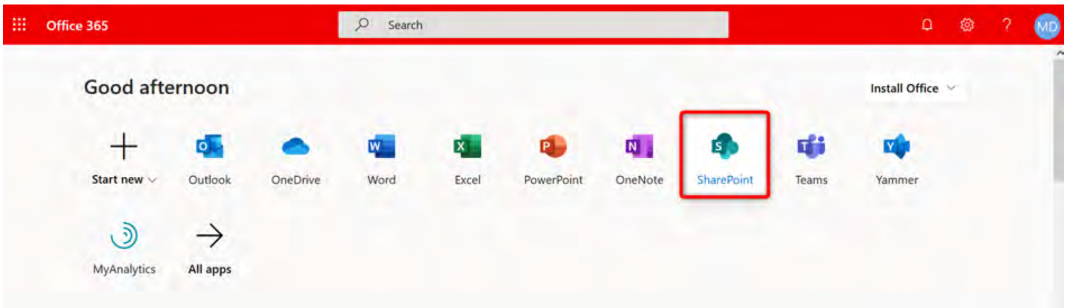
1. DOWNLOAD THE UPGRADE FILE>

The first step is for when you haven't received the upgrade file from the mission coordination.

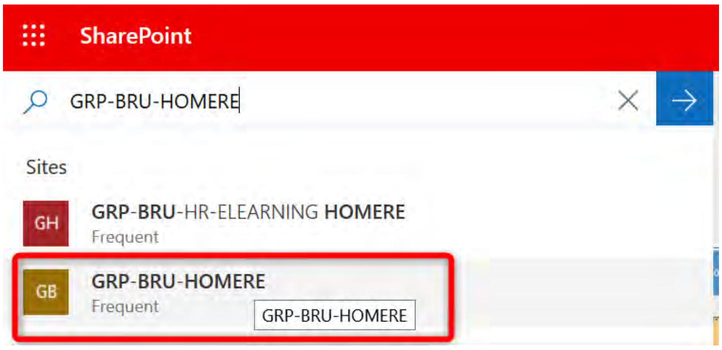
- Connect on your Office 365 (https://login.microsoftonline.com) and enter your MSF email and password:



- Once connected, select the icon "SharePoint":

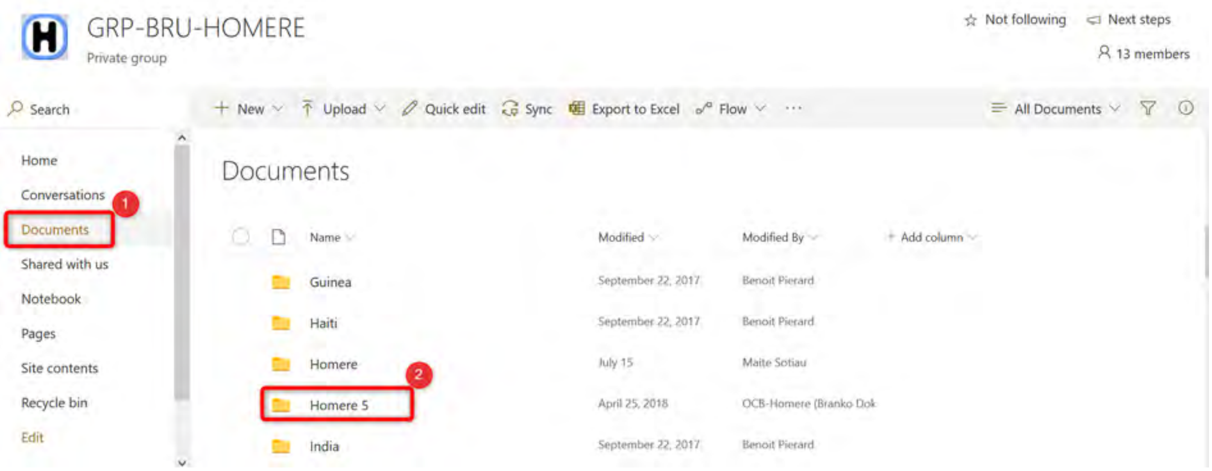


- Look for the GRP–BRU–HOMERE group (*https://msfintl.sharepoint.com/sites/grp–ocb–homere/Shared%20Documents/Forms/AllItems.aspx*):

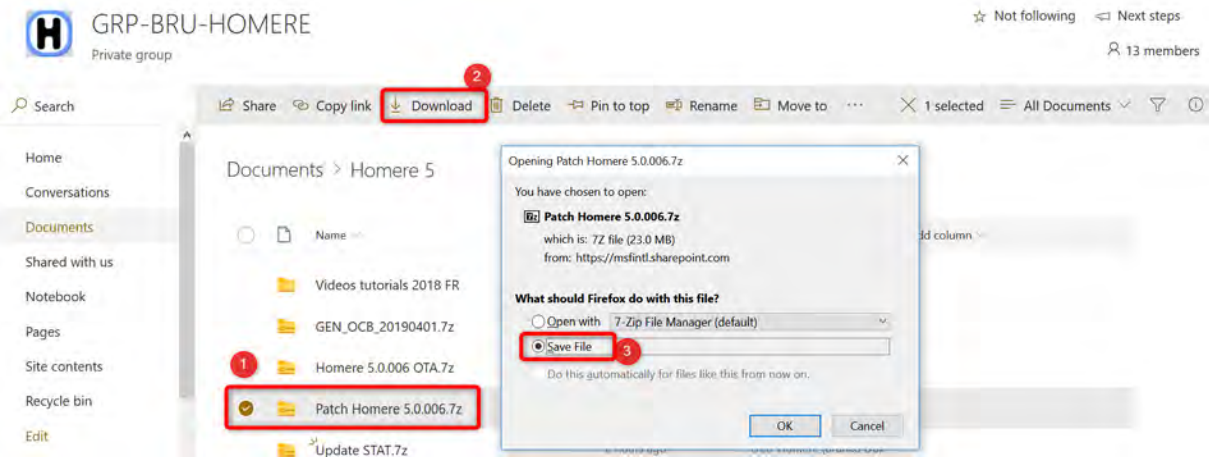


- If you don't have access, request it:

- Once in the HOMERE group, click on "Documents" **(1)** and select the "HOMERE 5" folder **(2)**:

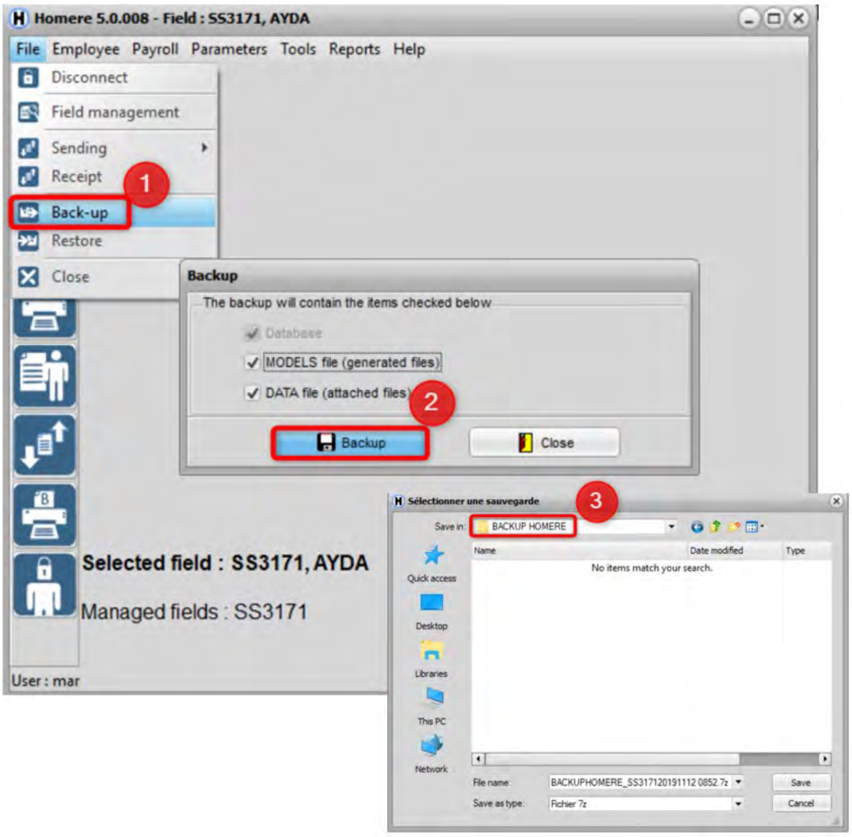


- Select the file "Patch Homere 5.0.00X OTA.7z"**(1)**, click on "Download" **(2)** and save it **(3)**:

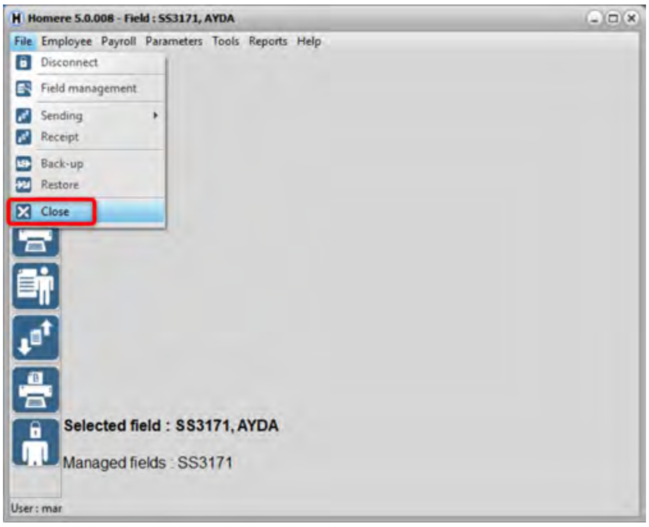


2. LAUCH THE UPGRADE >

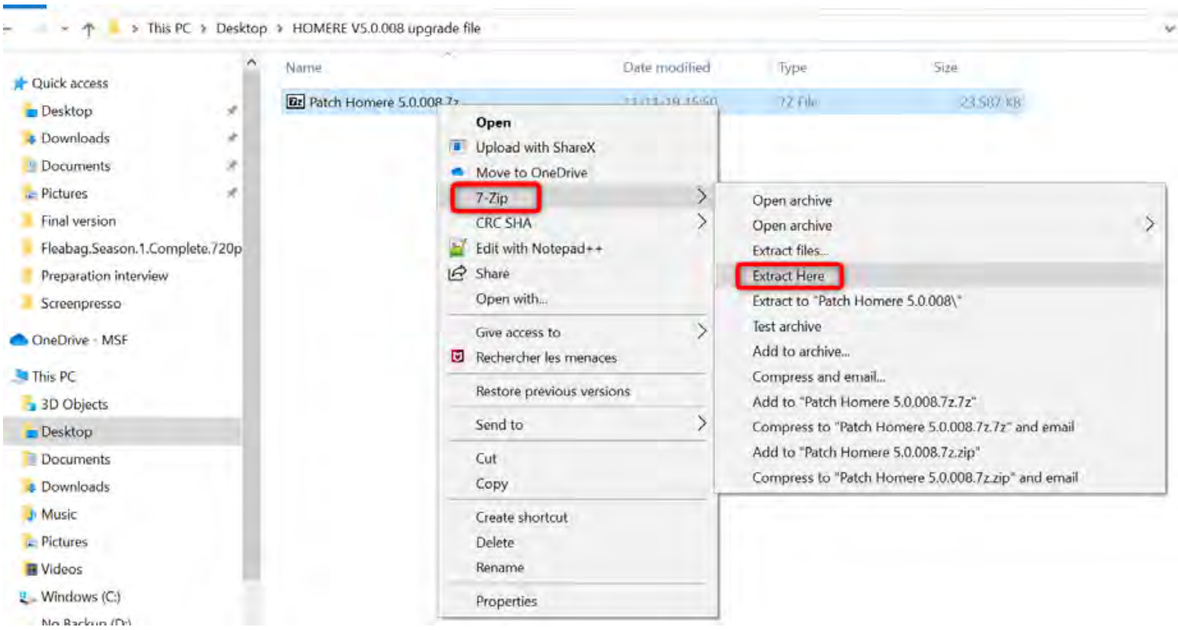
- **Create a full back up your database and save it in a specific folder in your computer:**



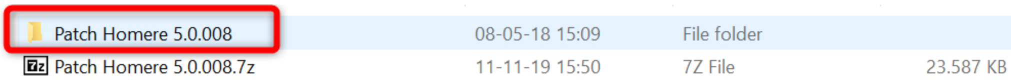
- Close HOMERE:



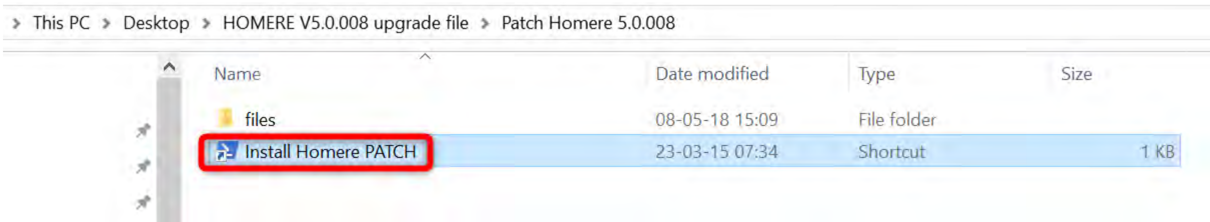
Unzip the upgrade file (Patch Homere 5.0.00X OTA.7z).



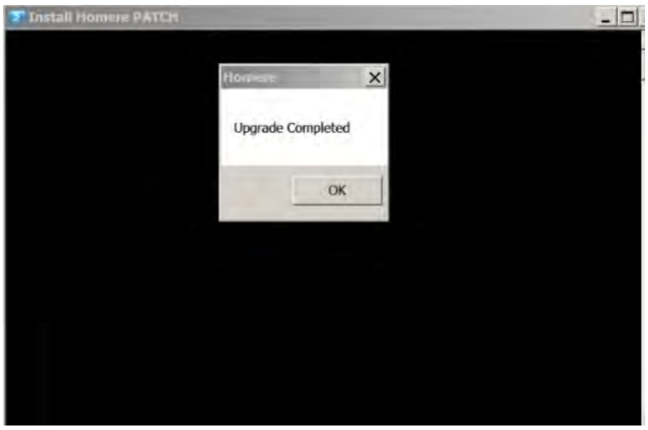
- Click twice on the folder created with the same name:



- Click on the "Install HOMERE PATCH" shortcut in the upgrade folder to launch the upgrade process:



- Once the software HOMERE is upgraded, you'll receive this confirmation message:



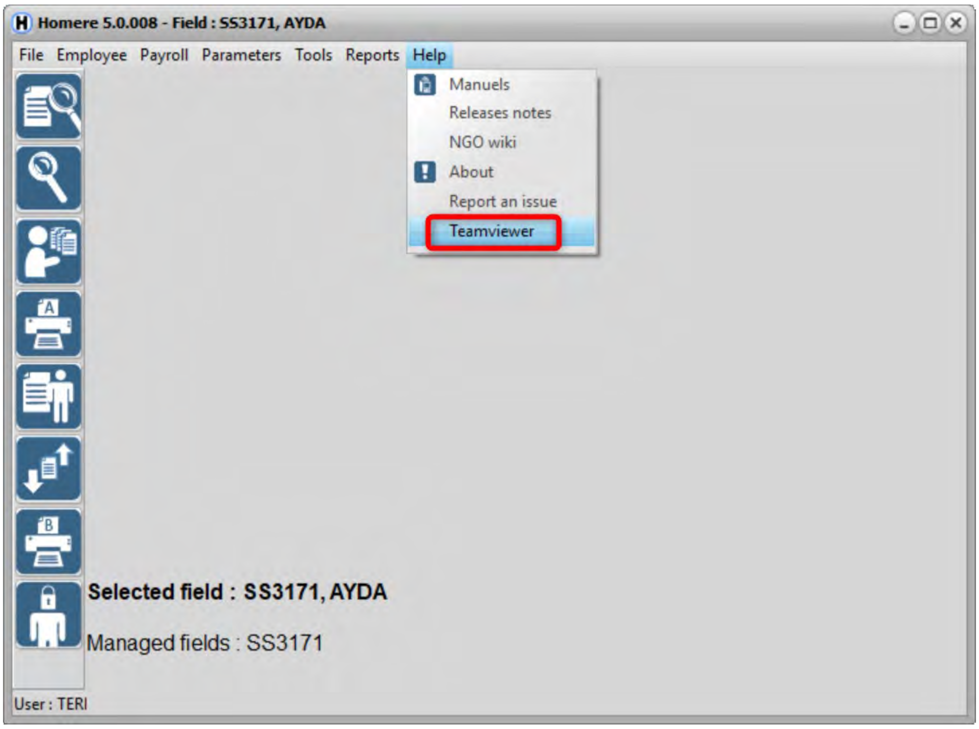
- Click on the HOMERE icon on your desktop:

- Enter with your username and password:

HOMERE upgrade is completed.

Tips and tricks

In case you are encountering a problem with the upgrade of your HOMERE version, you can always use the team viewer integrated in your HOMERE to request help:



A2.B – OCP_HOW TO UPGRADE HOMERE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	14/11/2019	A1 – How to install Homere A3 – How to login–logout of Homere A5 – How to import general parameters A7 – How to create–restore a backup of your database A11 – OCP_ How to install mission-specific stats A12 – OCP_How to install models C5 – How to generate and attach a contrat

When?
When you are informed that a change of HOMERE version must be implemented in your project.

Why?
Because it is very important to have the same version of HOMERE in the missions, for compatibility purposes between the projects but also to enjoy the new functionalities developed by the software editor and the bugs resolved.

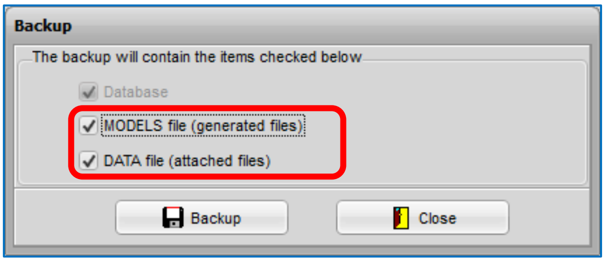
What to be careful with?
Create a backup of your database before following the steps defined below.

How?
Follow me.

1. LAUNCH HOMERE PATCH FILE >

a. Do a backup of your data base with all boxes ticked

Create a full back up your database (with all boxes ticked) and save it in a specific folder in your computer:



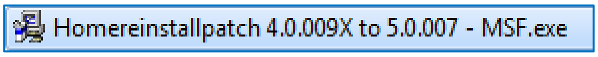
b. Save your "Models" and "stat" files

Do a right–click on the Homere icon on your desktop,
Select **Properties.**
Click on the button "Find the target…",
Copy and paste the content of the **models** file (on your desktop),
Save as well your mission specific Statistics (if any) located in the **XML>STAT** folder.

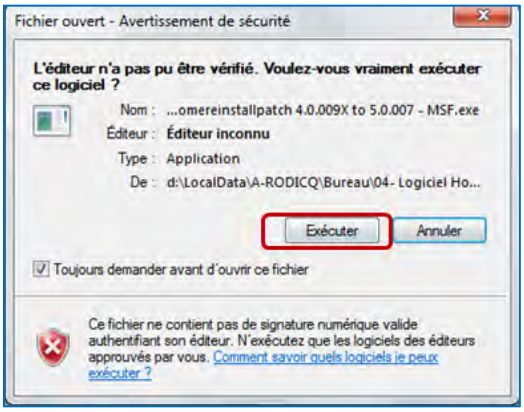
Launch the Homere Patch

Save on your Desktop the Homere patch file sent by your Coordination Team or your HQ Homere referent.

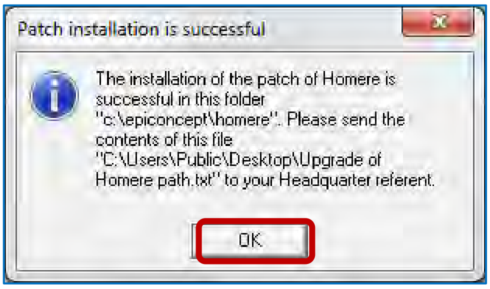
Launch the Homere installation process by double–clicking on the file ***Homereinstallpatch X.X.XXX to X.X.XXX – MSF.exe.***

Example: 

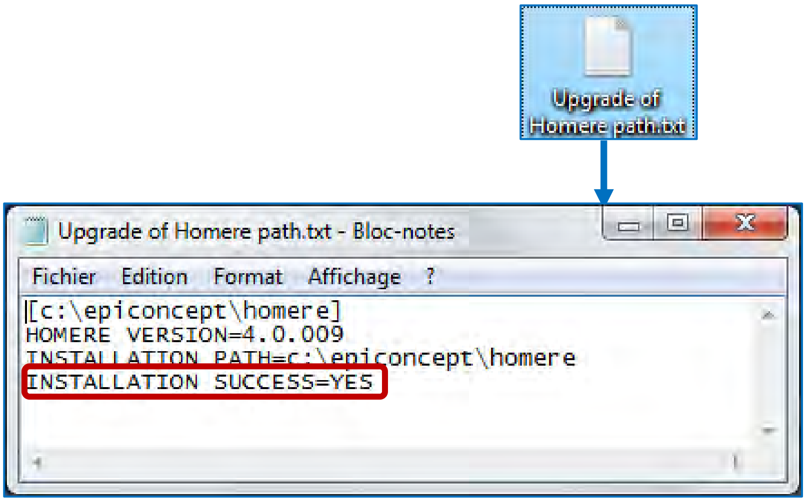
Click on **Exécuter.**



A successful patch installation window will popup.
Click on **OK**.



A Text file will also be created on your desktop.

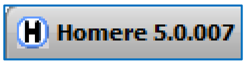


You can share that file with your manager to confirm him/her that the HOMERE migration process went well on your computer.

Open Homere again

That step may take some time as long as Homere is performing some automatic recoding of the database. Don't close Homere until the process is finalized.

Your HOMERE has been migrated to HOMERE new version.

Example: 

Restart your computer

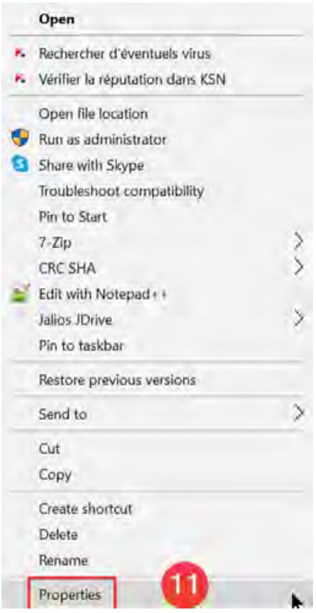
2. IMPORT THE GENERAL PARAMETERS (GEN FILES) >

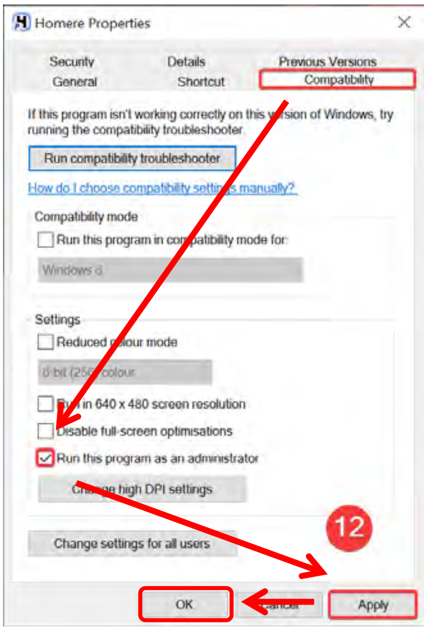
3. (RE) INSTALLING YOUR MISSION SPECIFIC STATS (IF ANY) >

4. (RE) INSTALL THE MODELS (IF REQUIRED) >

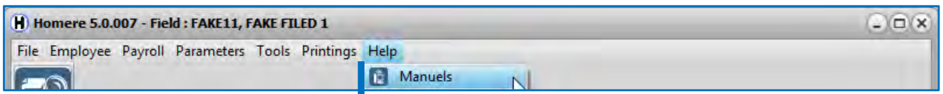
5. GET ADMINISTRATIVE RIGHTS ON HOMERE >

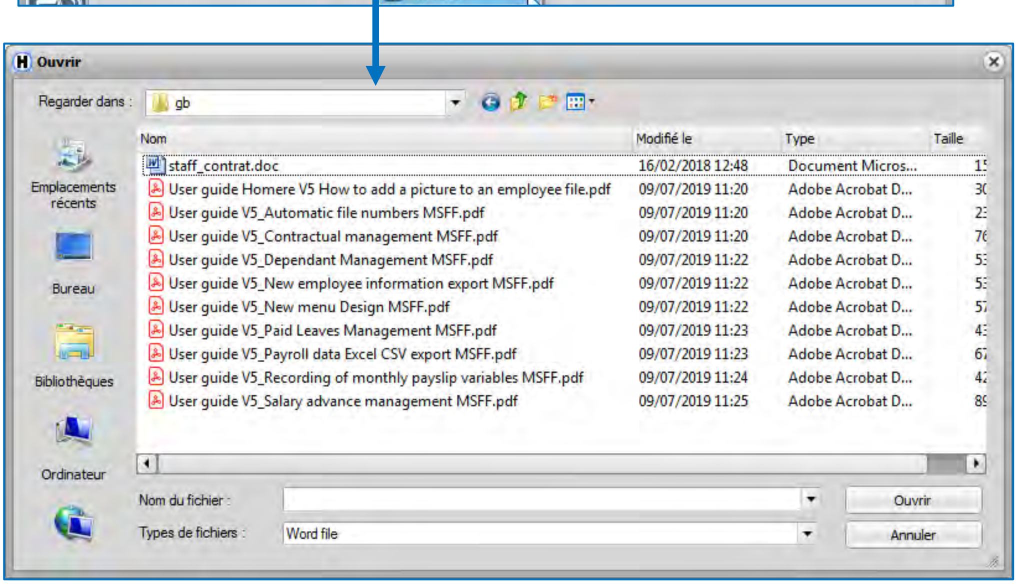
Close HOMERE.
Right click on the **Homere shortcut** of your Desktop.
Go to **Properties** and then **Compatibility** and tick the box **Run the program as Administrator**.
Then click on **Apply** and **OK**.





If new HOMERE manuals have been written or previous manuals updated they will be automatically installed when GEN parameters are received and directly avalaible in the HOMERE Manuels menu:





A3 – HOW TO LOGIN/LOGOUT OF HOMERE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	29/10/2019	A1 – How to install HOMERE A7 – How to create–restore a backup of your database A9 – How to create your username and password?

When?

Every time you need to use HOMERE (login) or you are done using it (logout).

Why?

HOMERE is the HR Management software in use in the projects in the field.
After installing it, the first step is to login in HOMERE.

What to be careful with?

You must be careful to logout from HOMERE every time you are done with it as if you don't, somebody else could access HOMERE and all the confidential data it contains in your computer.

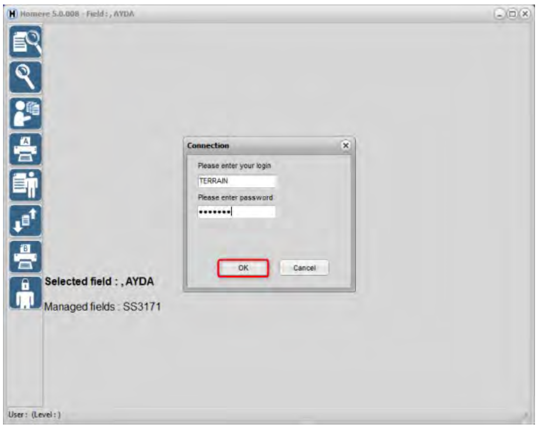
How?

Follow me.

1. LOG IN HOMERE >

Click twice on the HOMERE icon shortcut that has been created on your desktop after installation:

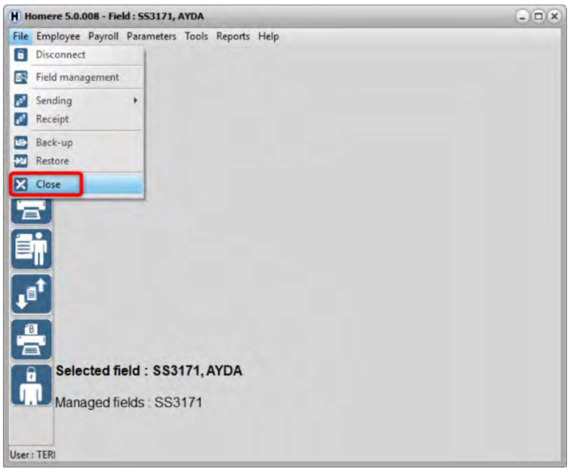
If it is the first time you connect, connect with the generic username and password: **ADMIN/ADMIN**, if it is not the first time, use your own login and password and click on 'OK':



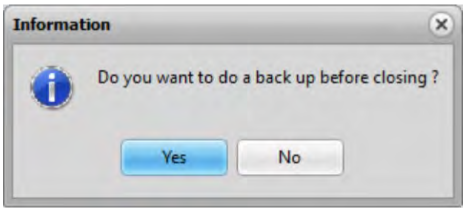
You are now connected. 

2. LOGOUT IN HOMERE >

To logout from HOMERE, go to **File > Close:**



The software will ask you if you want to do a backup or not:



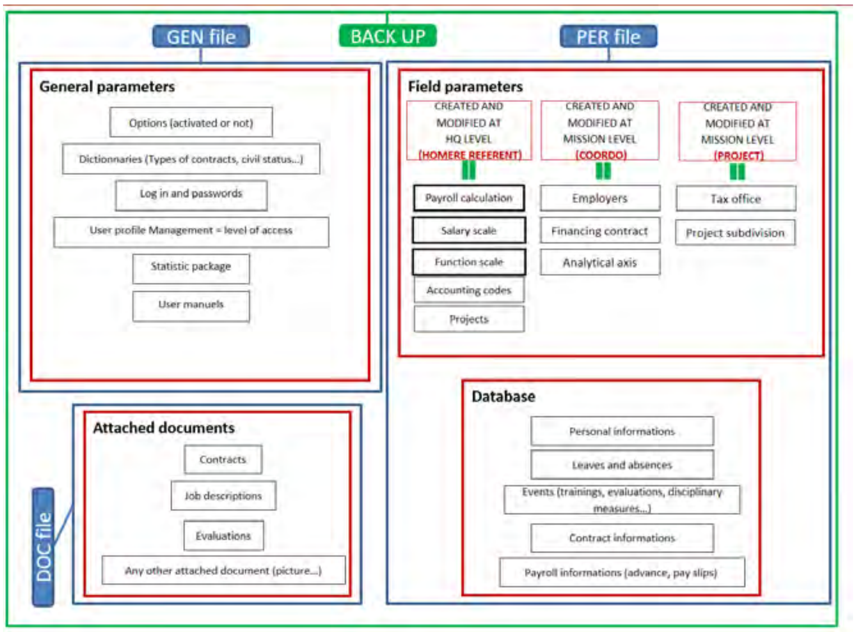
Click on **Yes** if you have done a lot of changes since the last backup and **No** if you only used HOMERE for consultation.

Once done, you will be disconnected from HOMERE.

A4 – INTRODUCTION TO HOMERE DATA MANAGEMENT AND PARAMETERS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	19/11/2019	A5 – How to import general parameters A6 – How to update field parameters A7 – How to create–restore a backup of your database A8 – How to send or receive a database – PER and DOC

This schema present the different elements that HOMERE is made of and the ways data are managed in HOMERE through various components (BACK UP file, PER file, DOC file, GEN file, Fields parameters):



In the next technical sheets, we will define in detail each of these components and:

- how to update them (GEN file, Field parameters),
- how to use them (PER file, DOC file and BACK UP).

A5 – HOW TO IMPORT GENERAL PARAMETERS

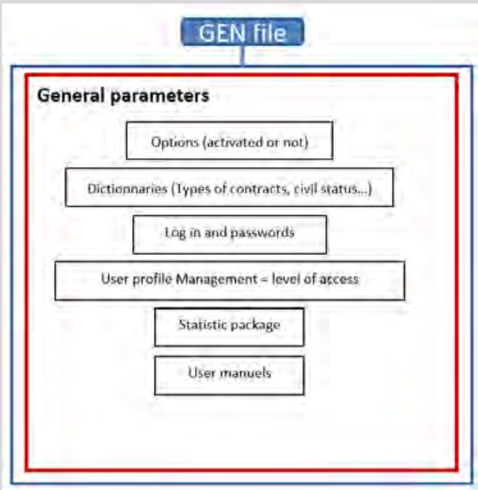
TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	08/11/2019	A4 – Introduction to HOMERE data management and parameters A9 – How to create your username and password?

When?

When you upgrade the version of your HOMERE and/or when there is an update of the general parameters linked to a revisal of what's included in these parameters.

Why?

Without the general parameters linked to the operational center, the HOMERE functionalities are all activated, the access levels and rights are not correct, the basic users and passwords are not defined, the dictionaries, the reports/statistics and options are not harmonized nor updated.



Without the general parameters imported, access rights, active features, mandatory fields to fill in will differ from the other projects and missions and this will create compatibility issues.

What to be careful with?

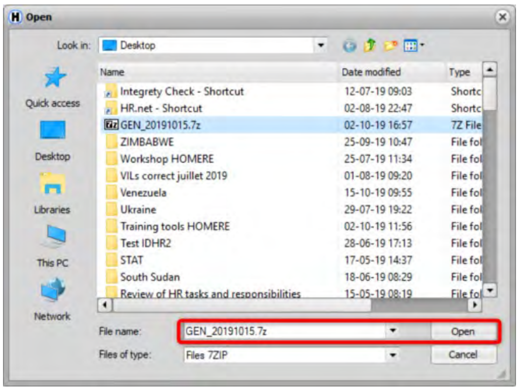
At each reception of the general parameters, you must reconnect with your username and password to update the modifications related to these new general parameters.

How?

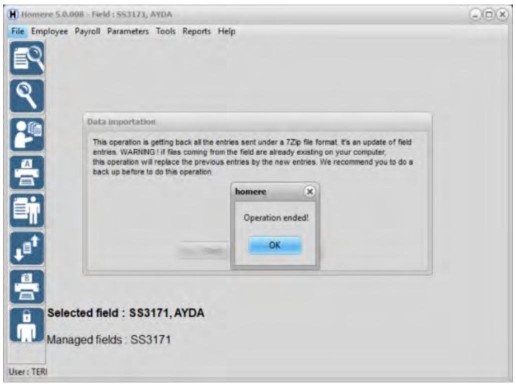
Follow me.

- After receiving the GEN_YYYYMMDD.zip file from the HOMERE referent, save it on your computer.
- Open HOMERE with your username and password
- Go to **File > Receipt** then click on **Start**:

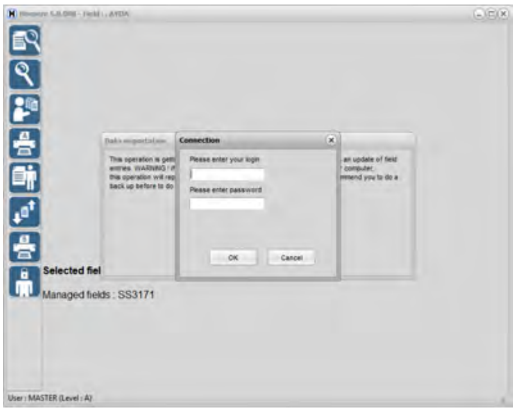
- Select the .7z/.zip file received and click on **Open**:



- Once finished, this confirmation message will appear:



- Reconnect with your username and password:



A6 – HOW TO UPDATE FIELD PARAMETERS

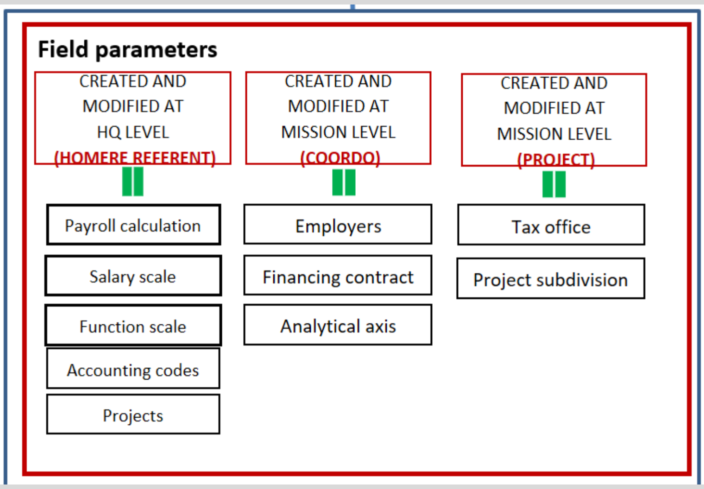
TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
Receiving is for all HOMERE users, sending is only for PAM/HOMERE Mission referent	V5.0.007+	19/11/2019	A4 – Introduction to HOMERE data management and parameters C2 – How to renew or amend one or various employee contract(s)?

When?

When there is a change of one or several of the field parameters within your project or when a new project is created within your mission and you are requested to update them.

Why?

Because these parameters are specific to each mission and/or project and are adapted to the specificities of each context or country. The field parameters are created by the HOMERE referent (payroll calculation, salary grid, function grid) or the mission (employer, projects, project subdivision, tax office, accounting codes, financing contract, analytical axis, ...).



What to be careful with?

Make sure to import ALL the specific field parameters of the project.
Don't forget to import any updated field parameters while requested to do so, because this is going to create discrepancies with the rest of the mission.

As these parameters are essential to create pay slips and contracts and integrated in each contract, make sure that the update of the parameters is done before generating the pay slips, or the change won't be considered. Make also sure you know when there is a change in the parameter that requires the creation of new contracts/amendments for the employees.

How?

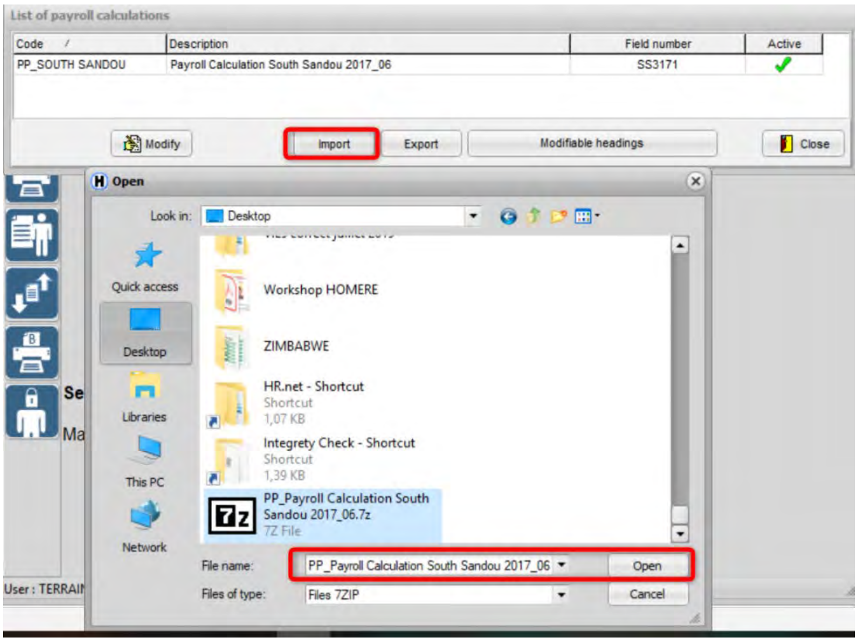
Follow me.

1. RECEIVE MANUALLY ONE FIELD PARAMETER >

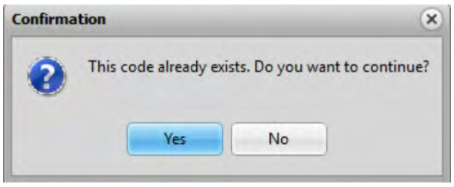
Save the updated/new parameter .7z/zip file on your computer in a specific folder.
For manual import of field parameters, there are 2 cases:

a. Payroll calculation

If it is a change of payroll calculation, go to **Parameters > Payroll Calculation.**
Click on **Import** and select the .zip file you have received:



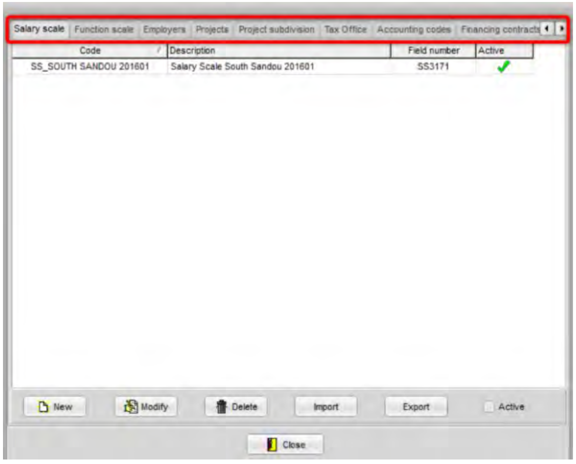
If it is an update of an existing payroll calculation, you will receive this message:



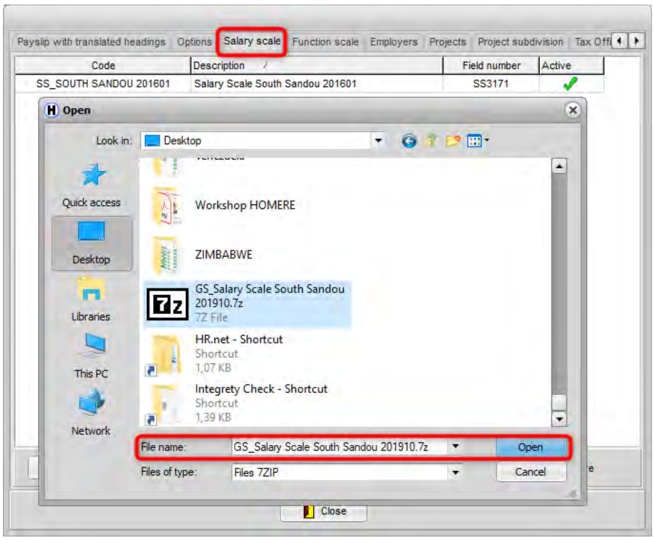
Click on **Yes** and let the software import the new calculation.

b. Others field parameters

Go to the field parameters you want to update in **Parameters > Field parameters**.
Choose the parameter to be updated and click on **Import**:



In this example, we are updating the salary scale:



Once you have clicked on **Open**, the parameter will be updated.

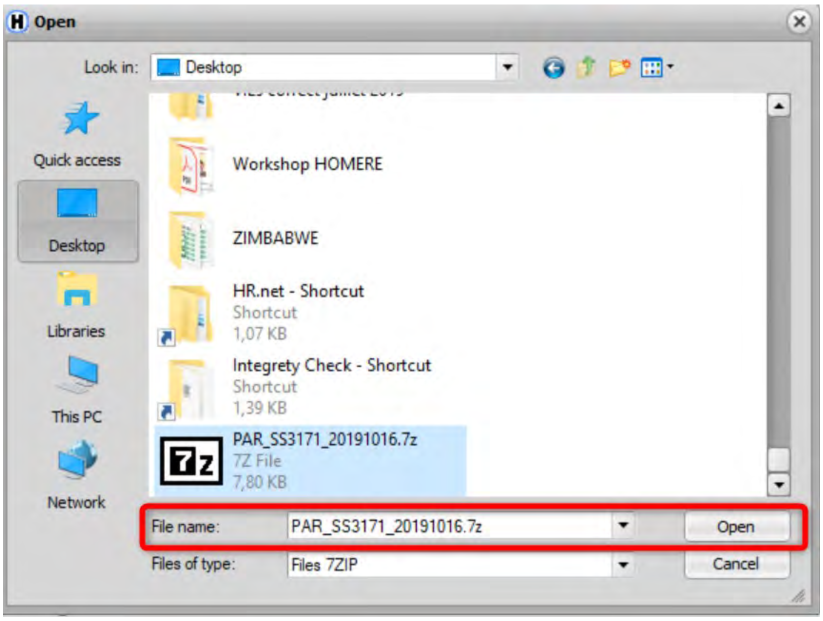
2. RECEIVE MORE THAN ONE FIELD PARAMETER AT ONCE >

In the event more than one of the mission field parameters must be updated, you will receive a PAR_PROJECTCODE_YYYYMMDD .zip file. This PAR file will contain 2 or more field parameters. By receiving this PAR file you will receive all field parameters it contains at once.
Save it on your computer.

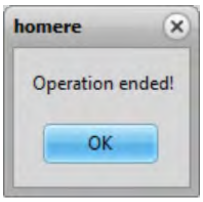
Go to **File > Receipt.**

This screen will appear, click on **Start**:

Select the PAR.zip file received and click on **Open**:



Once done, you will receive this confirmation message:



3. SEND ONE FIELD PARAMETER >

a. Payroll calculation

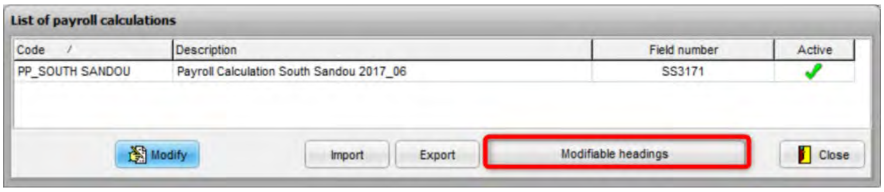
You can't modify what's inside the payroll calculation, the changes are made by the HQ HOMERE Referent and you'll be in charge to share the updated version in your mission.

This said, you may be responsible to modify some of the general variables of the payroll calculation. These general variables will impact the way the payroll is calculated in your mission.

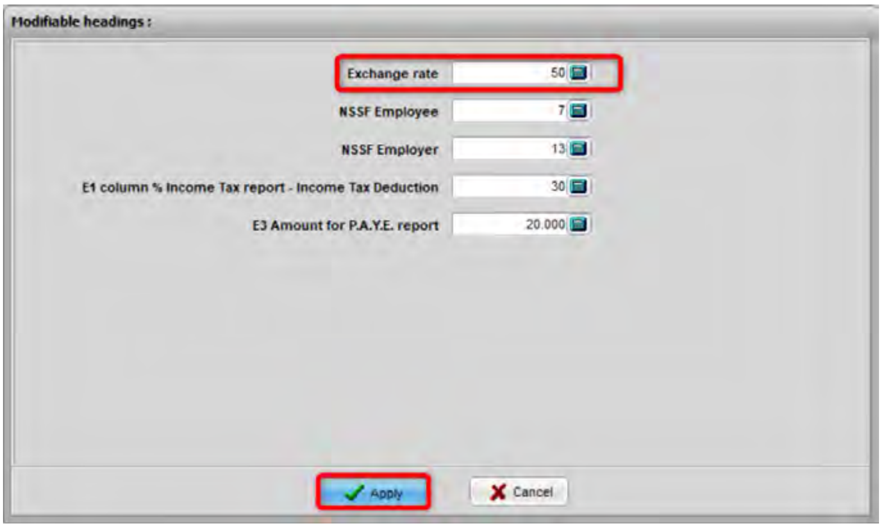
A typical example of a general variable that must be adapted from time to time is the exchange rate.

In case you want to change one of the general variables in the payroll calculation and share it with the mission's projects, go to **Parameters > Payroll Calculation**.

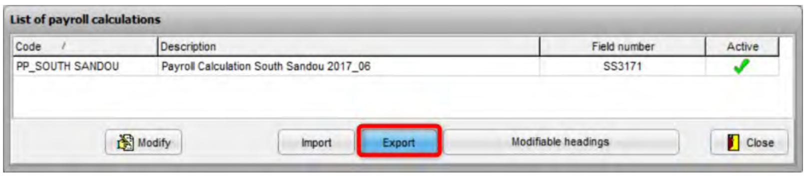
Click on **Modifiable headings**:



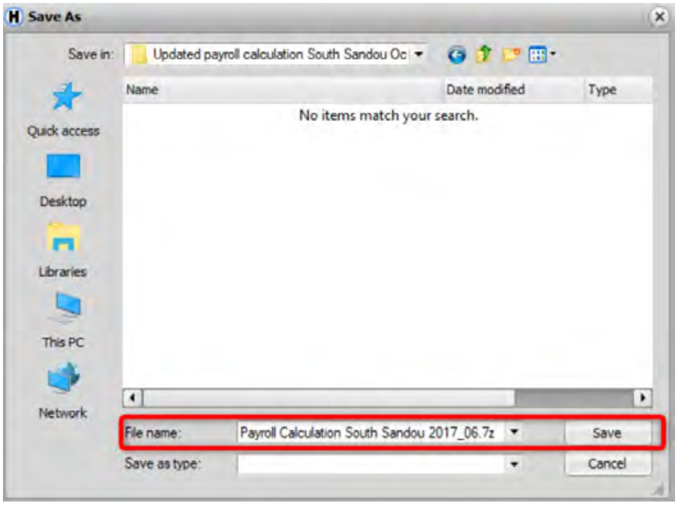
Adapt the one(s) that must be changed and click on **Apply**:



Click on **Export**:



Save the file in a specific folder without renaming it:



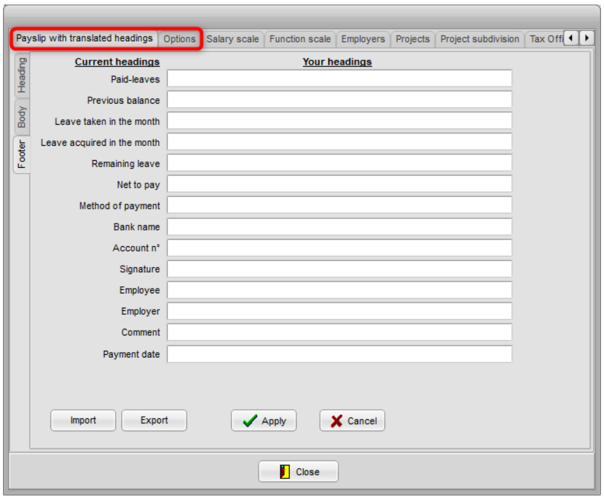
b.Field parameters

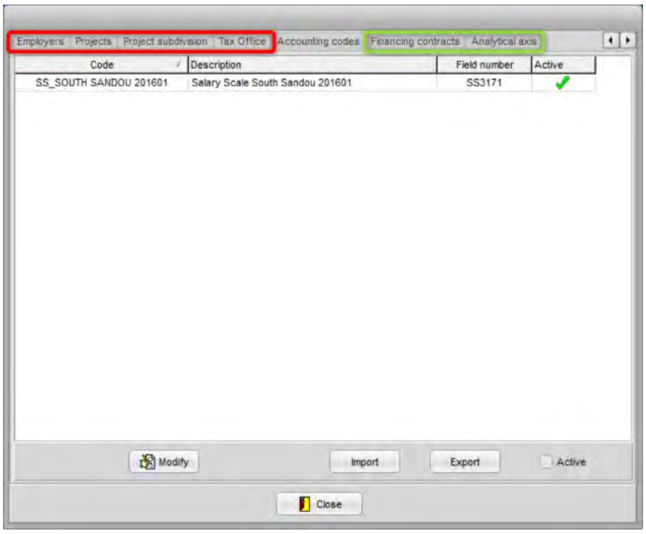
You are ready to share it with your mission's projects.

Go to the field parameters you want to export in **Parameters > Field parameters.**

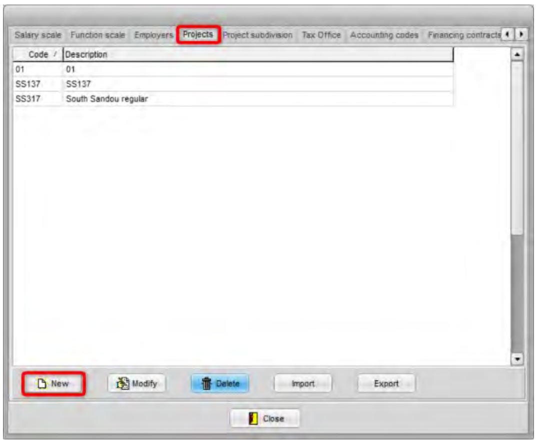
You are not allowed to modify the Salary Scale, the Function grid and the Accounting codes. If there is an update of one of this, the .zip file will come from the HQ HOMERE Referent and you'll be in charge to share it with the projects.

Basically, there are 6 field parameters you can update (Payslips with translated headings, Options, Employers, Projects, Project Subdivision, Tax office – for OCB) and 8 for OCP (same as OCB with Financial Contracts and Analytical Axis added).



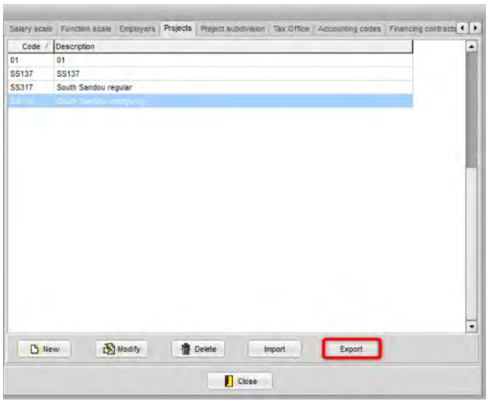


To modify one of these parameters, go to its subfolder, and either you adapt directly and click on **Apply** or click on **New** or **Modify** and then on **Validate**.

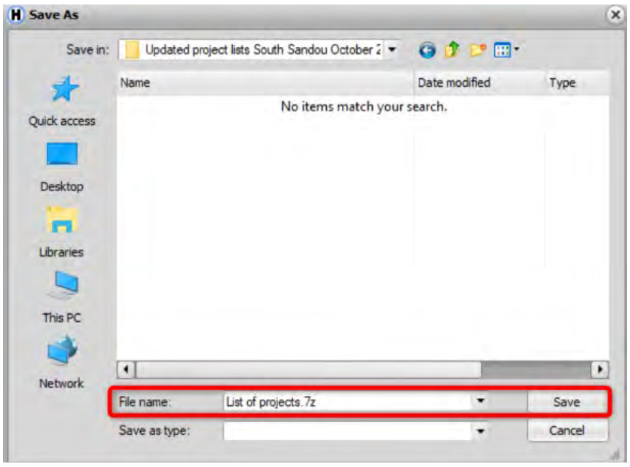


In this example, we are creating a new project:

Once you have validated it, click on **Export**:



Save it in a specific folder:

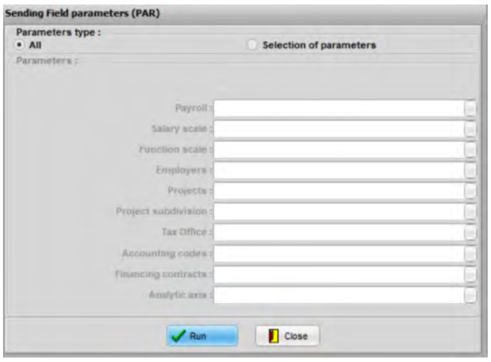


You are now ready to share with your mission's projects.

4. SEND MORE THAN ONE FIELD PARAMETERS AT ONCE >

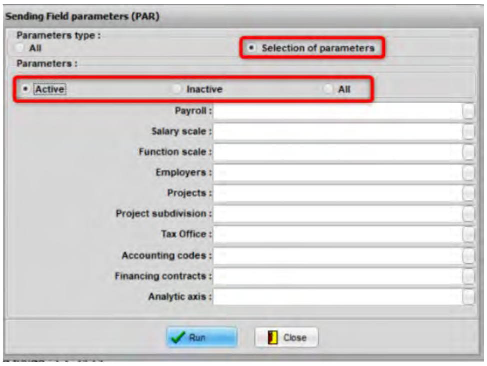
When there is a change of more than one parameter, there is as well an option to send them all at once.
Go to **File > Sending > Field parameters**

This screen will appear:



You can either choose to send them all (**All**) or to select manually the ones to be sent (**Selection of parameters**).

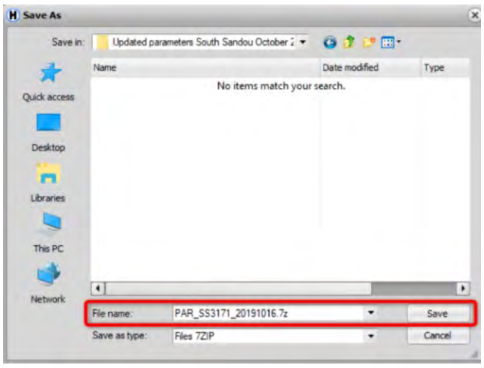
If you choose to only send some of them (**Selection of parameters**), you'll have the opportunity to make a sub selection:



Active – you will only have the option to choose between active parameters
Inactive – you will only have the option to choose between inactive parameters
All – you will see all parameters in each section (active/inactive)

Once you have chosen which parameters you want to send, click on **Run**. This will generate a PAR_PROJECTCODE_YYYYMMDD .zip file.

Save it on your computer in a specific folder:



You are ready to share with the mission' projects.

Tips and tricks

Receiving a PAR might be easier for the project than having to update manually within the right folder the field parameter so don't hesitate to use this option rather than the manual one for the sending of parameters. This is also an opportunity to make sure the projects have the right parameters active

A7 – HOW TO CREATE/RESTORE A BACKUP OF YOUR DATABASE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	16/10/2019	A4 – Introduction to HOMERE data management and parameters A2 – How to upgrade HOMERE

When?

You should backup your HOMERE database every time you are about to implement an important change, or you are done with an important entry of data in your database.

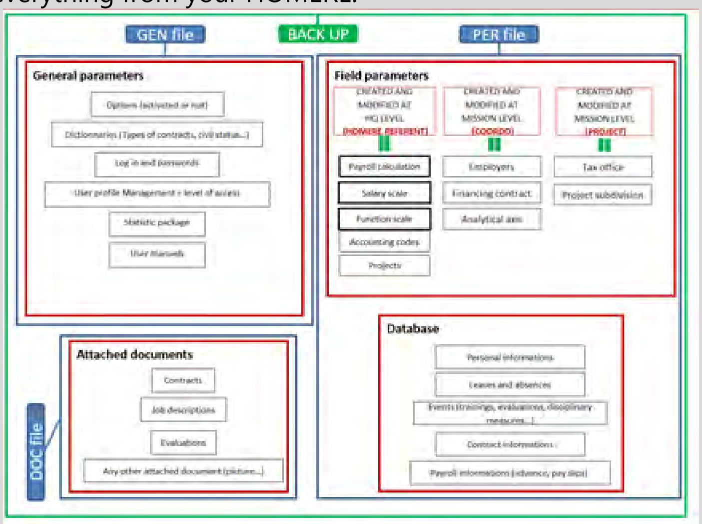
We advise you to do a backup in the following cases:

- After a large data entry
- Before each import/export of data
- After the entry of advance and/or pay slip variables
- Before generating the pay slips
- Before and after the monthly closing
- Before a parameter modification (payroll calculation, salary scale, etc.)
- Before and after a field sending/receipt
- Before installing a new version of HOMERE

Depending on your OC policy, you might as well be requested to a backup on a regular basis.

Why?

The backup contains everything from your HOMERE:



Creating a backup and being able to restore the full previous database is very helpful to avoid loss of data or to solve problems of corruption of data after a big change in your database.

The database is not shared amongst the different users as HOMERE is not a connected software and there is only one master database in each project.

What to be careful with?

Creating a backup should not create any issue. Restoring a backup will erase what was previously encoded in the database, meaning that if you restore a wrong backup (ie. with a database less updated that the current database), all the newer data and files of your database will be bost (if there is no backup for these ones).

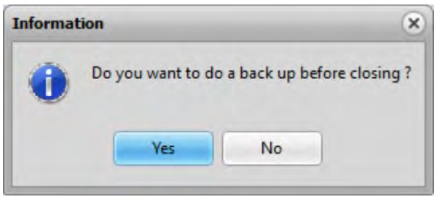
The backup restores all data from the HOMERE user database, logins and passwords included. It means that you restore the backup of someone's else HOMERE will prevent you to connect with your login and password.

How?

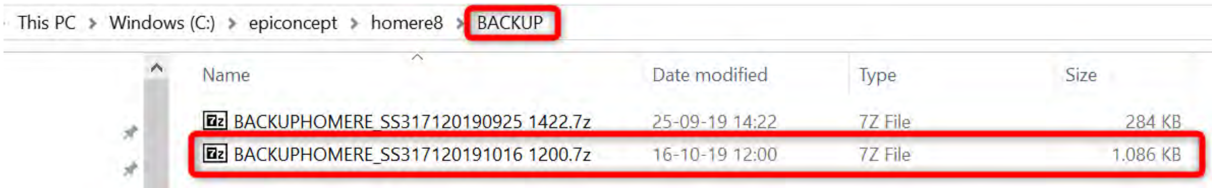
Follow me.

1. CREATE A BACK UP >

Every time you exit HOMERE, you'll be asked if you want to create a backup:

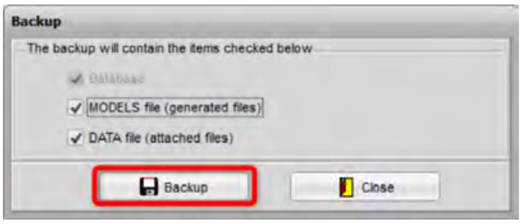


If you click on **Yes**, the backup will automatically be created and saved in the BACKUP subfolder of your HOMERE installation folder:



Backup files always have the same format: BACKUPHOMERE_PROJECTCODE_YYYYMMDD HHMM
As for any other file automatically created by HOMERE, do not change the name of this file.

If you decide to create a backup before or after a big change, go to **File > Back–up:**



There are 3 options in the backup menu:

- Database: all the data entered in HOMERE – **mandatory**
- MODELS file (generated files): every document template saved in the folder MODELS.
- DATA file (attached files): all attached documents linked to the employee identity slip, such as contract, evaluations, disciplinary measures and job descriptions.

If you tick the 3 boxes, the size of your backup will be higher than if you only backup your database. Depending on the changes that is about to be implemented or the last changes made, you'll decide which one is more relevant. It is not always needed to backup models and data files.

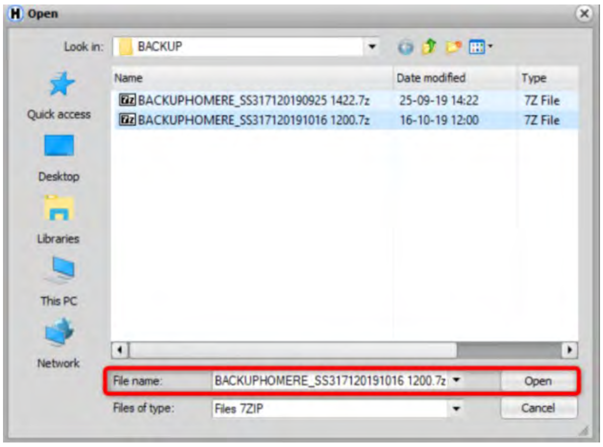
Click on **Backup**, when the window opens to launch the backup.
Save the backup in a safe folder or on a USB key or on the cloud.

2. RESTORE A BACKUP >

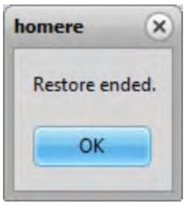
Go to **File > Restore.**

As for when you create a backup, you'll have the choice between restoring the database or the database and the models files and/or the data files:

Click on **Recover** and select the backup you want to restore:



You'll receive this message at the end of the restoration:



And you'll be asked to enter again your credentials to connect on HOMERE.

Tips and tricks

You'll see next what's the difference between a backup and the sending/receiving of PER/DOC and you'll understand that backup is used for your personal database while the PER/DOC sending/receiving is more about updating someone's else HOMERE database.

A8 – HOW TO SEND/RECEIVE THE DATABASE: PER/DOC

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.008+	08/11/2019	A4 – Introduction to HOMERE data management and parameters A7 – How to create–restore a backup of your database

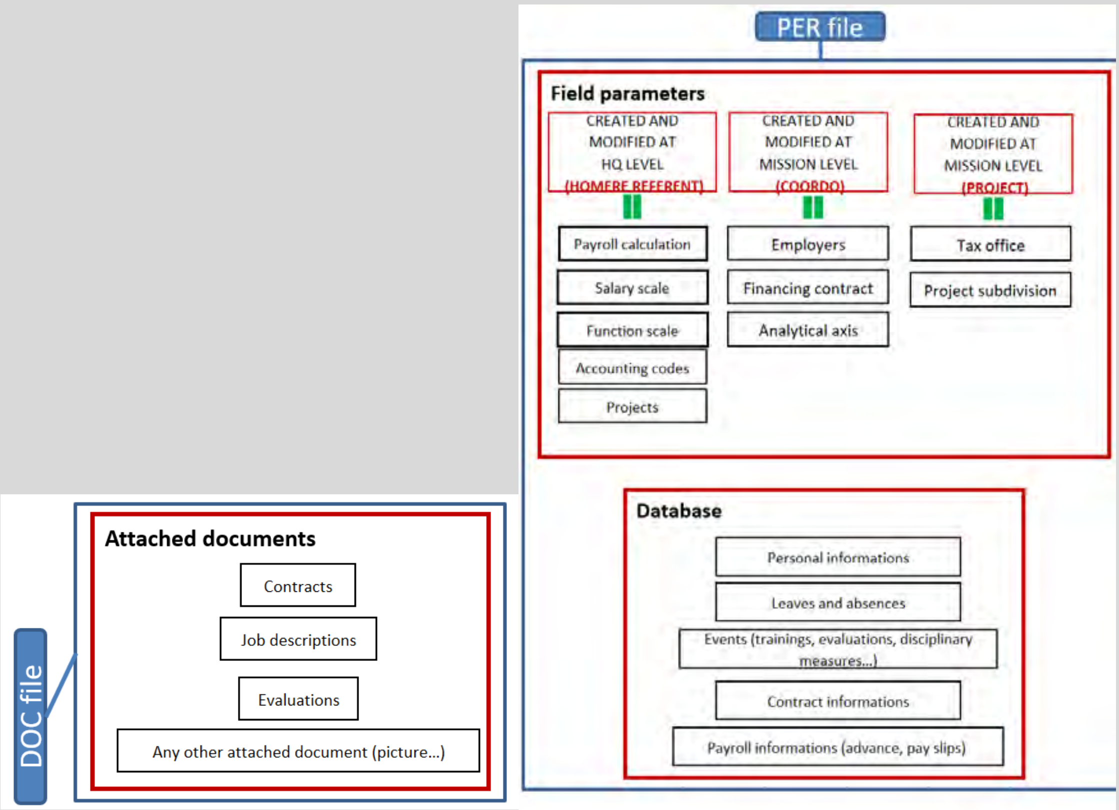
When?

Every time HOMERE master data has been updated and every time the month has been closed, respecting certain deadlines that are decided within each OC.

Why?

Since HOMERE is a local database, it is essential to be able to receive and send a database (PER) and the documents attached in this database (DOC) otherwise your HOMERE database (or your colleagues') will not be the most up to date and you risk having to re-encode data/encode data twice. It is also important for the coordination and the headquarter to receive on a regular basis the update of the projects' databases for reporting matters.

Here are the elements that comprises these two files used to exchange data between users:



What to be careful with?

PER and DOC sending and receiving erases data with the most updated ones, so it is important to know which data is the most updated before receiving them or you are at risk of losing data.

Don't modify the name of the PER/DOC file or users may face difficulty to receive it afterwards.

How?

There are 2 types of sending/receiving:

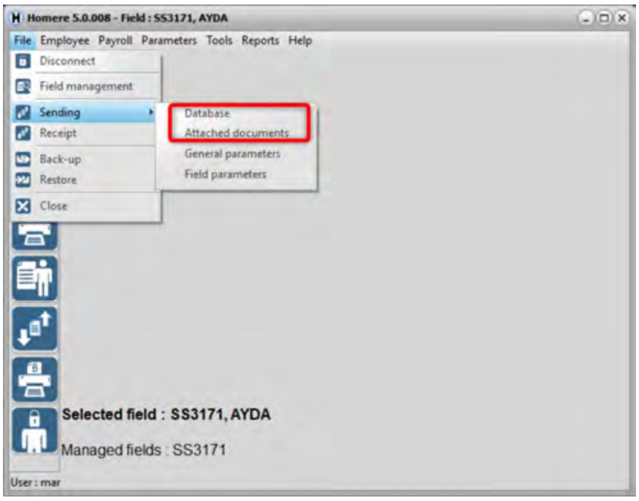
- Database (PER): all entered or generated data (identity slips, contracts, pay slips, etc.).
- Attached documents (DOC): all attached documents linked to identity slips, contracts…

For each database sending, there are different kinds of choice that can be summarized this way:

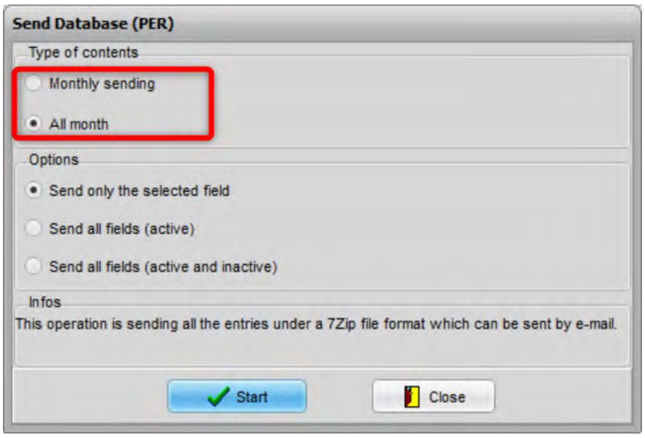
		Type of content			
		1 selected month		All months	
Options	Send only the selected field	PER_MOISGE1011_20171128	To be used for the export to finance software (Unifield/SAGA)	PER_GE1011_20171128.7Z DOC_GE1011_20171128.7Z	Not to be used
	Send all the fields (active)	PER_MOISALL_GE1011_A_20171128.7z	Not to be used	PER_ALL_GE1011_A_20171128.7z DOC_ALL_GE1011_A_20171128.7z	To be used to share databases from the Projects to the Coordination and from the Coordination to Headquarter
	Send all the fields (active & inactive)	PER_MOISALL_GE1011_20171128.7z	Not to be used	PER_ALL_GE1011_20171128.7z DOC_ALL_GE1011_20171128.7z	

1. SENDING PER OR DOC >

Go to **File > Sending** and choose either **Database** (PER) or **Attached documents** (DOC).



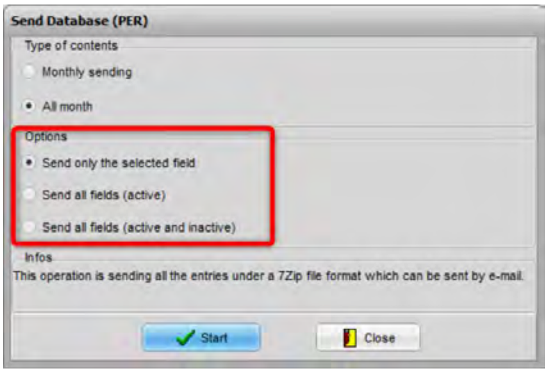
If you choose to send the database, you will first have the choice between the type of content:



2 options are possible:

- Monthly sending: select the month you want to send (be careful – to send one month it must be closed)
  –> PER_MOISPROJECTCODE_YYYYMMDD.zip
  This option is the one to be used when sending the database to the finance software.
- All: all months present in the database are sent (closed or not)
  –> PER_All_PROJECTCODE_YYYYMMDD.zip
  This option is the one to be used when sending the database to the coordination/headquarter.

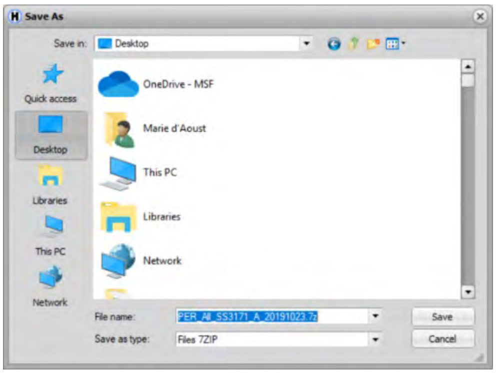
Options: there are 3 options for the project database to be sent, and they are the same whether you choose to send the database or the attached documents:



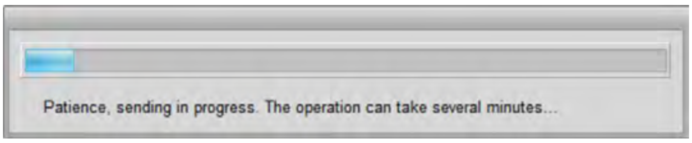
- Send only the selected field
- Send all fields (active)
- Send all fields (active and inactive)

As explained in the schema above, the last two options are used by the coordination for the monthly sending of the mission database/documents to the headquarters or by the project that includes more than one project.

Once you have chosen the type of sending you want to do, click on **Start** and choose the location of the zip file that will be created (eg. PER_PROJECTCODE_DATE):



A window will pop up regarding the progress of the creation of your PER/DOC_XX.zip file:



And then a confirmation message once it is done:

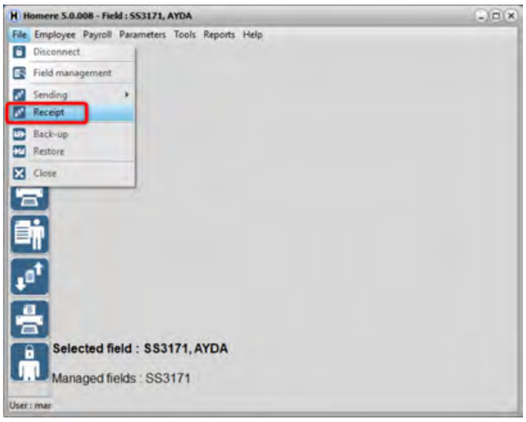
You are now ready to share with your HR colleague or the coordination/headquarter.

2. RECEVING PER OR DOC >

Before launching the process, make a backup and make sure the file you are going to receive has the proper format (PER_PROJECTCODE_DATE.zip or DOC_PROJECTCODE_DATE.zip)

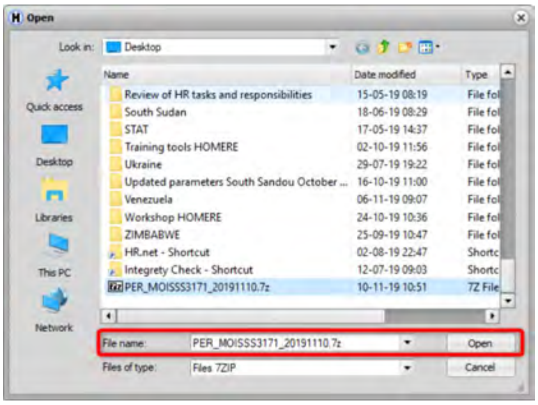
Unlike the restoration of a backup, the received fields are added to the different fields already existing in HOMERE and the existing ones are not erased if they are not included in. However, if you receive a field already existing in your database, the data regarding this field will be updated with the one you are receiving.

The process to receive a PER file (database) or a DOC file (attached documents) is the same.
Go to **File>Receipt**:

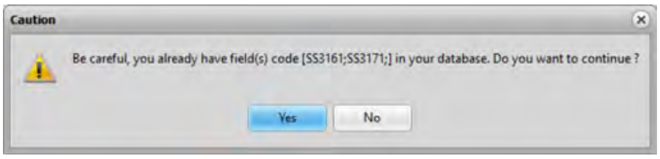


This warning message will appear, click on **Start**:

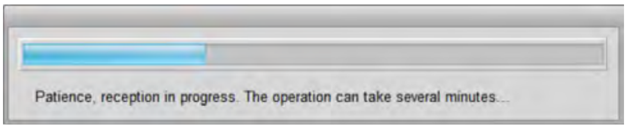
Select the file you want to receive and click on **Open**:



If you have already data about the field(s) in your database, the following message will pop–up:



Click on **Yes** if you want to update all the fields mentioned. A new window will pop up regarding the progress of the update:



After receiving the field, a message will inform you that the operation ended:

Enter HOMERE again your login and password.

Tips and tricks

Choosing the right way of sharing (through sending/receiving) can be difficult. It is important to understand fully the difference between a BACKUP and the PER & DOC.

The backup process erases everything and rewrites it (documents attached, users and passwords, general parameters, etc.)

Backup and restore apply to all fields present in the database, which means that if you restore a backup with only one field, but you had more than one field in your database, the other fields will disappear.

It is really advised to use PER and DOC to share data between different databases instead of the backup, which is more for recovering your own database.

A8.A – OCP_HOW TO UPLOAD PER AND DOC ON EPIFILES (COORDINATION ONLY)

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HRCo HRCo Assistant PAM	V5.0.001 +	07/05/2020	A8 – How to send/receive the database – PER/DOC F11 – How to send the updated database and attached documents to HR

When?
Once a month when all fields have sent their closed data base to Coordination.

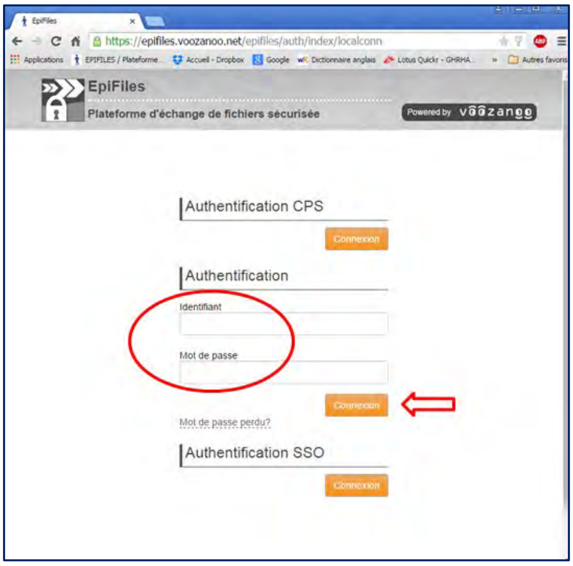
Why?
To update the Headquarter Homere server on a regular basis and to ease the consultation of MSFF National employees files by Headquarter HR

What to be careful with?
Insure that the data base of all fields have been received to the central data base at Coordination before generating a PER_ALL (including all mission Homere datas) and DOC_ALL (including all mission Homere attached documents) to be send to Epifiles Website.
Be careful to always load PER first before the DOC file.

How?
Follow me.

1. ACCESS TO https://epifiles.voozanoo.net >

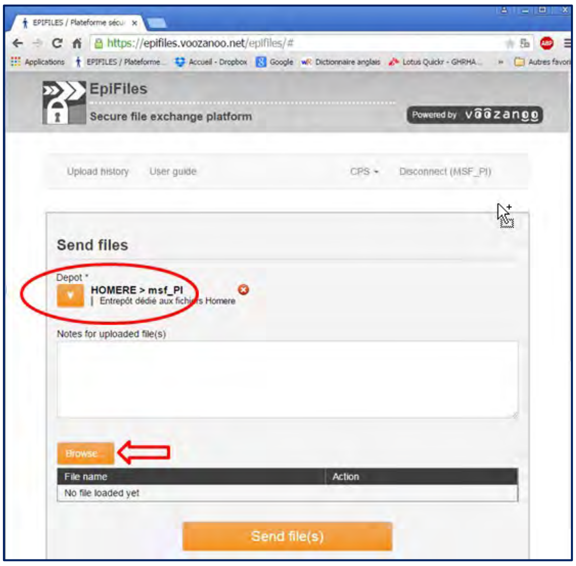
- Go to **https://epifiles.voozanoo.net**
- Enter :
  - your login (*identifiant):* MSF_XX (ex: MSF_HT, MSF_YE…),
  - your password (*mot de passe*) (created and given by the Homere Referent).
- Click on **connexion**.



2. UPLOAD AND SEND FILES >

- The depot is already selected (ex: msf_PI for the warehouse dedicated to Palestine mission),
- You can write a comment (optional) in the field **notes for uploaded file(s)**,
- Click on **browse** to select the file (PER then DOC) to be uploaded.

.

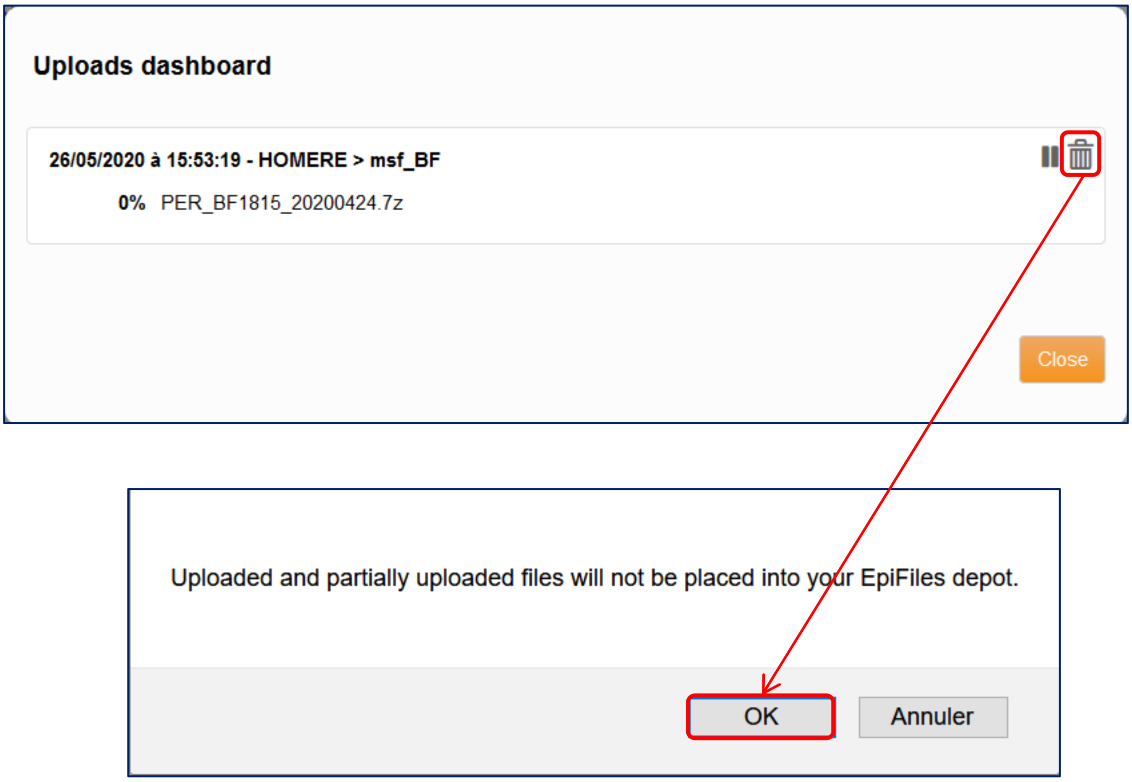


- Be careful you must **ALWAYS** upload the PER file before uploading the DOC file.
- Each month, you must send 2 files :
  - 1 PER file (including all the fields)
  - 1 DOC file (including all the fields)

To ensure that your files include all your field datas, you just have to check whether the word **ALL** appears in the file name:
ex: PER_ALL_TD1011_20170817 DOC_All_TD1011_20170817

Wait until the files are uploaded (100%).

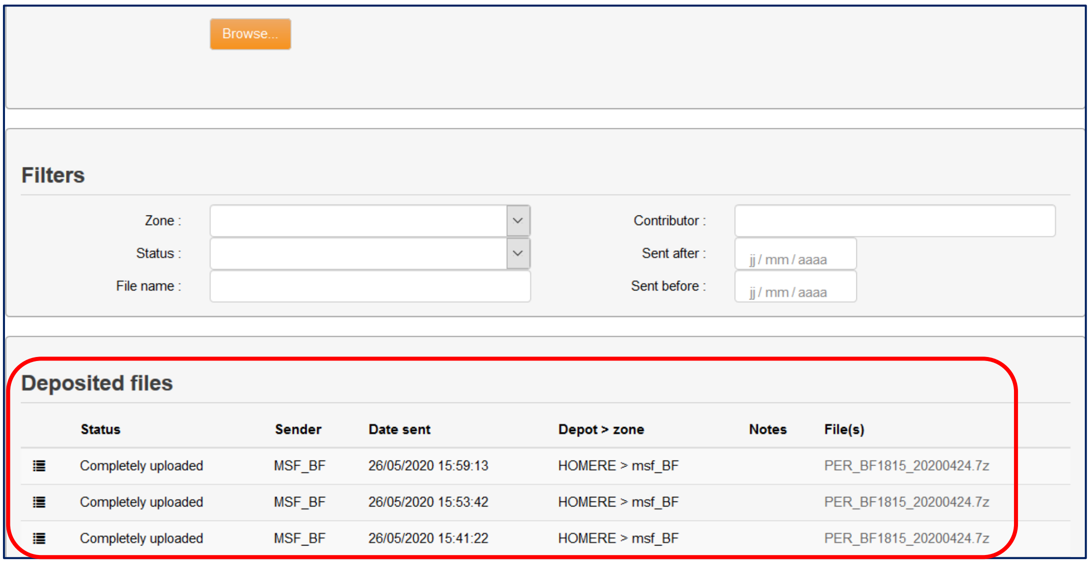
If you selected the wrong file, you can still delete it with the **trash icon** on the right side of file line and then click on **OK**.



Click on **send file(s)** to send the file to MyHomère.

3. CHECK THE UPLOADED FILES>

All the files sent in the depot appear in the part **Received files**.



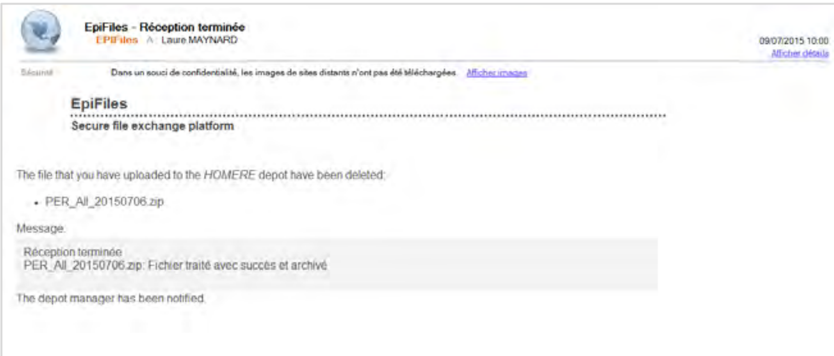
4. GO TO YOUR MAILBOX >

After the file sending, you will receive the following email entitled **EpiFiles – Summary of your file(s) upload**:


EpiFiles - Summary of your file(s) upload
EPIFiles À Laure MAYNARD
12/06/2015
Sécurité : Dans un souci de confidentialité, les images de sites distants n'ont pas été téléchargées. Afficher images
EpiFiles
Secure file exchange platform
You have uploaded 1 file(s) to the *HOMERE* depot
- PER_All_20150611.zip

The depot manager has been notified

Once the file is uploaded, you will receive the following email entitled: **EpiFiles – Réception terminée**


EpiFiles - Réception terminée
EPIFiles À Laure MAYNARD
09/07/2015 10:00
Afficher détails
Sécurité : Dans un souci de confidentialité, les images de sites distants n'ont pas été téléchargées. Afficher images
EpiFiles
Secure file exchange platform
The file that you have uploaded to the *HOMERE* depot have been deleted:
- PER_All_20150706.zip

Message:
Réception terminée
PER_All_20150706.zip: Fichier traité avec succès et archivé
The depot manager has been notified

The file is now uploaded in MyHomère and data accessible at HQ level.

A8.B – OCP_ HOW TO SECURE AND EXCHANGE HOMERE DATA

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	06/05/2020	A4 – Introduction to data management and parameters A7 – How to create/restore a backup of your database A8 – How to send/receive the database – PER/DOC A8A – OCP_How to upload PER and DOC files on Epifiles (Coordination only)

When?

When PER and DOC files need to be exchanged between the HR assistant and the project HR manager or between the field and the coordination.

Why?

PER and DOC files contain sensitive HR data that should be handled with care in order to comply with GDPR (General Data Protection Regulation) standards.

What should we pay attention to?

Do not use channels or media not recommended.
Clear/delete backup, PER and DOC older than 3 months.

How can I do that?

Follow me.

1. WHICH FILES CONTAIN HOMERE DATA? >

Every month, the field HR assistants generate from their HOMERE software:

- **Backup** files which contain the OCP general parameters, the mission parameters (payroll, salary scale, function scale, accounting codes, contract models etc.), the database and attached documents.
- **PER** files that contain the mission parameters (payroll, salary scale, function scale, accounting codes, etc.) and the database,
- **DOC** files that contain the attached documents.

The **PER** and **DOC** files are "lighter" than the **Back–up** files; they are used to exchange data between different HOMERE users.

At least once a month, each field sends a **PER** file and a **DOC** file to the coordination unit, which compiles them and sends to the headquarter a **PER_ALL** file and a **DOC_ALL** file containing the whole mission data.

All of these files (**Back up, PER** and **DOC**) contain sensitive HR data that should be handled with care to comply with the GDPR (General Data Protection Regulation).

Recommendations

When to generate Homere data files (back up, PER and DOC)?

Back up	PER and DOC
- After entry of massive data - After the monthly closing - Prior to parameters changes (importing a new function scale/salary scale/payroll) - Before installing a new Homere version	Whenever it is necessary to send the Homere database to another user.

In general, the data files (back up/PER/DOC) should only be made when strictly necessary because they multiply the number of copies made of the database. In principle, the less data copies you have, the more secure they are because it is easier to control their storage.

2. HOW LONG TO KEEP THE DATA FILES (BACKUP, PER AND DOC)? >

It is recommended to keep the **last 3 months** of data and to erase/delete backup, PER and DOC longer than 3 months.

E.g.: in April 20, keep the backup/PER/DOC of January 20, February 20 and March 20.
In May 20: delete the backup/PER/DOC of January 20 and keep the files of February 20, March 20 and April 20.

Be careful to delete the data files on all the media on which they were stored.

3. ON WHICH MEDIA SHOULD THE BACKUP FILES BE SAVED? >

Among the media proposed below, choose/define with the coordination and according to the local technical constraints, the most reliable one on which all Homere back up will be recorded. It will be necessary to erase any file recorded on a media different from the one defined.

Media	Confidence level		Reliability of the media (safety)	Data retained in the event of loss/theft/breakage of the computer	Data accessible in the event of a power outage or internet failure (use of computer battery)	Risk in case of theft of the computer
NAS	+++	Recommended	V	V	V	V
Computer	+–	Not recommended	X V	X	V	X
MyMSF	+–	Not recommended	V	V	X	V
Drop box	–	Not recommended – not secure	X	Not recommended	Not recommended	Not recommended
Sharepoint	—	To be avoided	X	To be avoided	To be avoided	To be avoided
USB stick / external hard drive	——	To be avoided	X	To be avoided	To be avoided	To be avoided

It is not recommended to store copies of backups locally on the computer because in case of computer loss or theft, this data will be vulnerable because it is not secure.

4. WHICH CHANNEL SHOULD BE USED TO EXCHANGE PER AND DOC FILES BETWEEN HOMERE USERS? >

Among the channels proposed below, choose/define with the coordination and according to local technical constraints, the most reliable one to exchange **PER** and **DOC** files between the HR assistant and the project HR manager or between the field and the coordination.

Channel		Confidence level	Reliability of the channel
NAS	+++	Recommended	V
Email	++	Recommended but PER/DOC are often blocked because they are too heavy.	V
MyMSF	+	Recommended	V
Wetransfer	–	Not recommended	X
Drop box	–	Not recommended – not secure	X
Sharepoint	—	To be avoided	X
USB stick / external hard drive	——	To be avoided	X

Be careful to exchange these files only with persons who are authorised to have them, as any communication to an unauthorised person will be qualified as personal data breach.

Indeed, as these files contain a great deal of personal and confidential data, any breach in the security of these files can have an extremely significant impact on the people whose data is processed.
If there is any doubt about the security of these files, the mission's HR coordinator should be approached so that he/she can take the appropriate measures and pass on the information to the headquarter.

5. WHICH CHANNEL SHOULD BE USED TO SEND THE PER_ALL AND DOC_ALL FILE OF THE COORDINATION TO THE HEADQUARTER? >

The Epifiles platform is to be used by the coordination to send PER_ALL and DOC_ALL files to the headquarter.

Channel		Confidence level	Reliability of the channel
Epifiles	+++	*Mandatory*	*V*

Be careful, same principle as for the exchange of files between the field and the coordination: you must ensure that data is only communicated to the persons entitled to receive it.

6. WHEN A MISSION HAS THE NAS, WHAT ARCHITECTURE SHOULD BE IMPLEMENTED IN THE NAS? >

Currently and in some countries (e.g. DRC), the NAS has been implemented. 2 spaces/servers are available:

- One **space/server reserved for each field**. Only "authorized" users of the field have access to it.
- A **space/server shared between the coordination and the fields** on which :
  - the coordination shared documents with all the fields (e.g. the HR guide, contract models, HR tools, etc.)
  - the fields submit files to the coordination (such as the monthly PER and DOC).

On the space/server reserved for the field: in the server (M), in the folder " **20_HR ",** it is recommended to create a sub–folder entitled " HOMERE > **BACK UP / PER & DOC – last 3 months "** in which are saved per month/year :

- backup generated,
- PER and DOC files shared between the HR Assistant and the HR Manager.

Data files older than 3 months must be deleted.

On the space/server shared between the coordination and the fields: in the folder **"MISSION",** sub–folder " HR ", it is recommended to create, for each field, a sub–folder entitled **" PER&DOC&QUICK AUDIT – last 3 months "** in which the fields will upload the files PER and DOC for the coordination:

NAS example – CD102 field in April 20:

```
>10_MED (reserved for field CD102)
> 20_HR (reserved for field CD102)
        >Homere
              > Backup – last 3 months
                    > 2020–01
                         BACKUPHOMERE_CD102120200130 1831.7z
                         BACKUPHOMERE_CD102120200126 1622.7z
                         BACKUPHOMERE_CD102120200115 1154.7z
                         PER_CD1021_20200130.7z
                         DOC_CD1021_20200130.7z
                    > 2020–02
                         BACKUPHOMERE_CD102120200203 1721.7z
                         BACKUPHOMERE_CD102120200227 1512.7z
                         PER_CD1021_20200226.7z
                         PER_CD1021_20200228.7z
                         DOC_CD1021_20200227.7z
                         DOC_CD1021_20200228.7z
                    > 2020–03
                         BACKUPHOMERE_CD102120200315 1721.7z
                         BACKUPHOMERE_CD102120200329 1721.7z
                         PER_CD1021_20200331.7z
                         DOC_CD1021_20200331.7z

>30_FIN (reserved for field CD102)
>40_LOG (reserved for field CD102)
>COLIBRI
> MISSION [file shared between coordination and all the fields]
        >MED
        >HR
              >1. DRC RH KIT
              >2. FOLLOW–UP and REPORTING
              >3. HOME AND ACCOMMODATION
```

```
> 4. PAY & HOMERE
        > CD1201
            >TAXES AND CONTRIBUTIONS
            > PER&DOC&QUICK AUDIT – last 3 months
                > 2020–01
                    PER_CD1021_20200130.7z
                    DOC_CD1021_20200130.7z
                    QUICK AUDIT
                > 2020–02
                    PER_CD1021_20200228.7z
                    DOC_CD1021_20200228.7z
                    QUICK AUDIT
                > 2020–03
                    PER_CD1021_20200331.7z
                    DOC_CD1021_20200331.7z
                    QUICK AUDIT

> FINANCE
>LOG
```

On the coordination server: in the folder " **20_HR de la coordination** " (which is accessible by the coordination only), it is recommended to create a sub–folder entitled " 20X_HOMERE > **BACK UP MISSION – last 3 months "** in which are saved the PER_ALL and DOC_ALL files of the last 3 months sent to the headquarter.

NAS example – coordination (CD101) in April 20:

```
>10_MED (CD101)
> 20_HR (CD101)
    >Homere
        > Backup Mission – last 3 months
            > 2020–01
                BACKUPHOMERE_CD101120200131 1321.7z
                PER_ALL_CD1011_20200130.7z
                DOC_ALL_CD1011_20200130.7z
            > 2020–02
                BACKUPHOMERE_CD101120200228 0913.7z
                PER_ALL_CD1011_20200228.7z
                DOC_ALL_CD1011_20200228.7z
            > 2020–03
                BACKUPHOMERE_CD101120200331 1954.7z
                PER_ALL_CD1011_20200331.7z
                DOC_ALL_CD1011_20200331.7z
>30_FIN (CD101)
>40_LOG (CD101)
>COLIBRI
>MISSION [file shared between coordination and all the fields]
    >MED
    >HR
        >1. DRC HR KIT
        >2. FOLLOW–UP and REPORTING
        > 3. WELCOME AND ACCOMMODATION
        > 4. PAY & HOMERE
            > CD1201
                >TAXES AND CONTRIBUTIONS
                >PER&DOC&QUICK AUDIT – last 3 months
                    > 2020–01
                        PER_CD1021_20200130.7z
                        DOC_CD1021_20200130.7z
                        QUICK AUDIT
                    > 2020–02
                        PER_CD1021_20200228.7z
```

DOC_CD1021_20200228.7z
QUICK AUDIT
> 2020–03
PER_CD1021_20200331.7z
DOC_CD1021_20200331.7z
QUICK AUDIT
> **CD1301**
>TAXES AND CONTRIBUTIONS
>PER&DOC&QUICK AUDIT – last 3 months
> 2020–01
PER_CD1301_20200130.7z
DOC_CD1301_20200130.7z
QUICK AUDIT
> 2020–02
PER_CD1301_20200228.7z
DOC_CD1301_20200228.7z
QUICK AUDIT
> 2020–03
PER_CD1301_20200331.7z
DOC_CD1301_20200331.7z
QUICK AUDIT

> FINANCE
>LOG

A9 – OCB_HOW TO CREATE YOUR USERNAME AND PASSWORD

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	18/11/2019	A10 – How to use the log viewer

When?

When you connect for the first time on the HOMERE you are going to manage (the one on your professional computer).

Why?

To secure the access to HOMERE, which contains highly confidential data, is essential for MSF. There is a real need to be able to identify users and to know who made what modification.

What to be careful with?

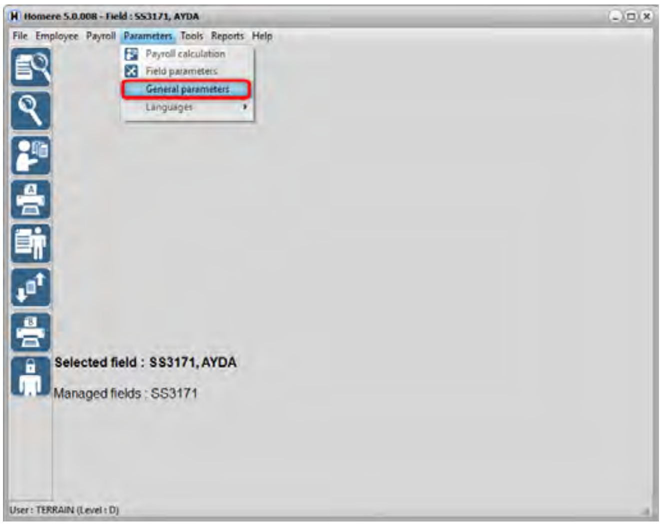
Some users have the same access, which makes it impossible to identify the person who made additions / changes (especially in the case of fraud), which also implies that anyone with general access can access your HOMERE and make changes if you don't follow the steps defined below. In such case, the changes will be linked to your computer.

How?

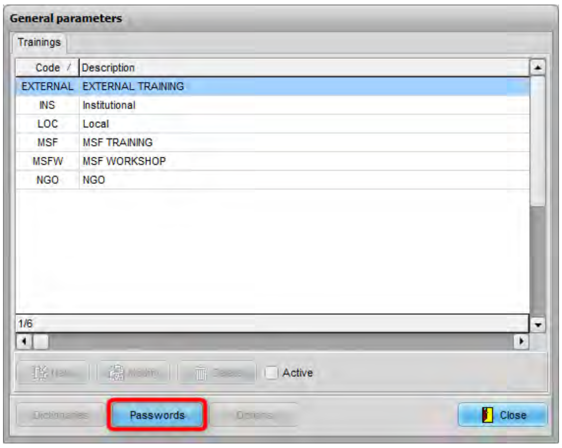
Follow me.

Connect into HOMERE with your generic password (the one to be changed).

Go to **Parameters > General Parameters:**



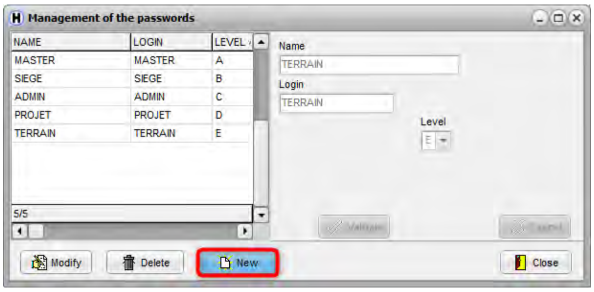
Then click on **Passwords**:



Create a new access for yourself, considering the following levels for each position:

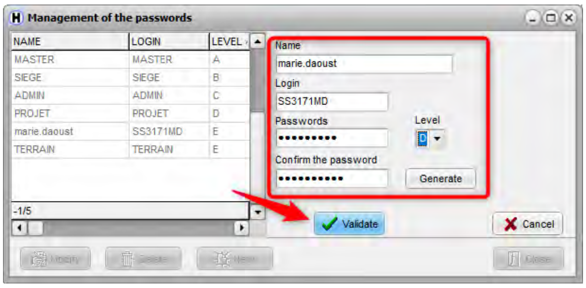
- A = HOMERE Referent
- B = HQ
- C = HRCO, HRCO Assistant + PAM
- D = HR Manager
- E = HR Manager Assistant

Click on **New**:

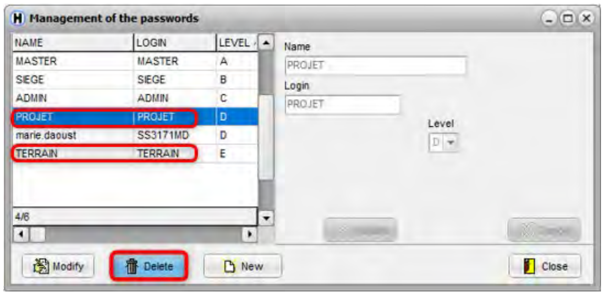


Follow these steps:

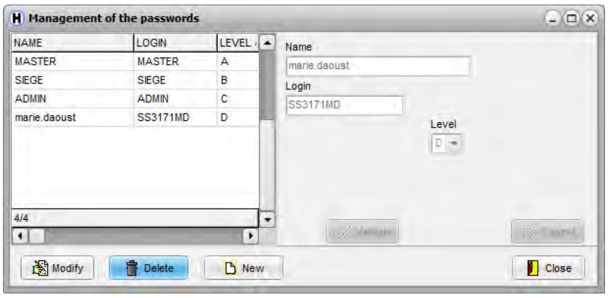
- Adapt the Name with your name and surname in following format: firstname.lastname
- Adapt the Login with your project code and initials: SS3171MD
- Enter the Password following this instruction: it must be complex enough, at least 8 characters in length with two numbers
- Click on Validate to confirm changes



Finally, delete the similar access level and the lower ones (if any):



Once done, this is how the passwords page should look like:



You have now secured the access to your HOMERE.

Tips and tricks

Restoring a backup from any other HOMERE will erase the created username and password you created so make sure you never use the backup of one of your colleague.

In case there is a real necessity to use the backup of one of your colleague, please make sure you create again your own login and delete the other ones.

A10 – HOW TO USE THE LOG VIEWER

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HRCO, HOMERE Referent, PAM, HRCO assistant, HR Manager	V5.0.001+	24/10/2019	A7 – How to create–restore a backup of your database

When?
When you want to know who modified a staff file/data.

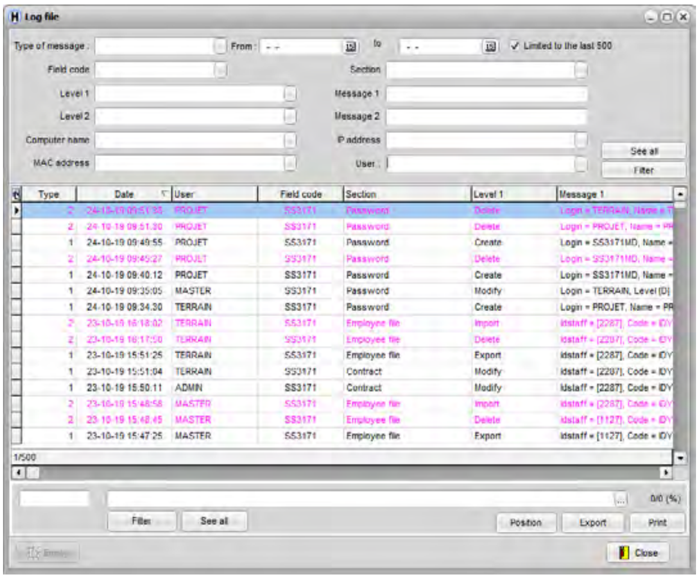
Why?
Because we need to know who did what when there is a data alteration that can have fraudulent consequence. It is also a functionality that gives a good overview of the tasks performed by the different HOMERE users and this functionality is as well often used in case of a bug, to understand which actions where performed that lead to a bug or a data loss.

What to be careful with?
The log viewer will be impacted by the kind of update you choose for your HOMERE.

The restoration of a backup from another HOMERE database in your HOMERE, the existing logs in your HOMERE will be linked to this other database and not anymore yours. On the other hand, the reception of PER will add the logs from the other database in yours but will not delete the logs linked to your database.

How?
Follow me.

Go to **Tools > Log viewer**, you'll see this screen appear:



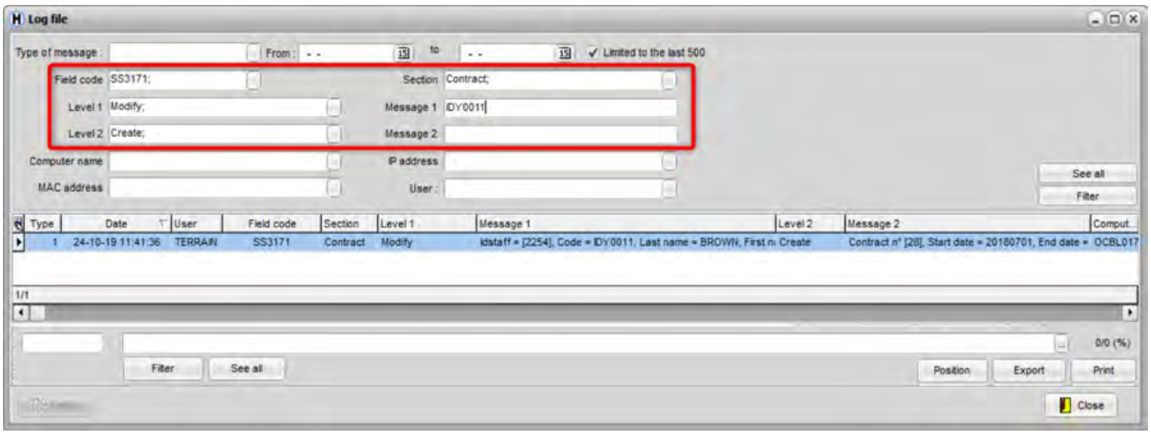
In HOMERE log viewer there are several filters that allow you to choose and identify more easily who proceeded to a specific change in the database as well as when the change was made.

Let's review the most relevant filters:

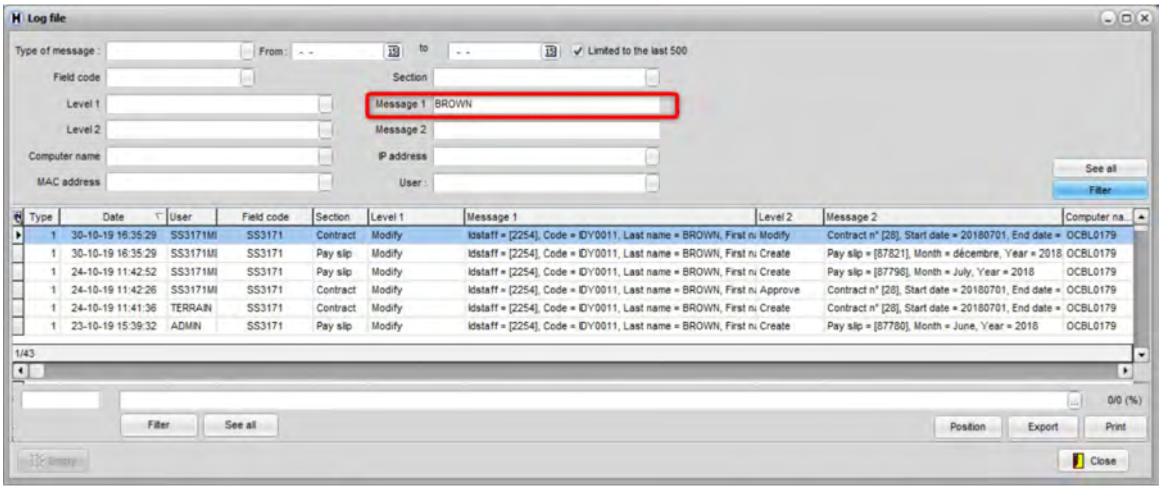
From… to…: choose the period in which the changes happened
Field code: choose one or more specific project(s) for which you want to check the changes
Section: choose the changes in each specific section that defines HOMERE such as field, restore, function grid, payroll calculation, salary scale, statistics, etc.
Level 1: choose the type of action that was performed: close, export, delete, create, modify etc.
Level 2: choose the subtype of action performed within the level 1 action: approve, unapprove, create, etc.
Message 1: this is a free text area, where you can input the name of the staff, his/her code and/or the contract ID number

These filters can be applied simultaneously or not. The more filters you choose, the more precise the output will be. Once you have decided which you want to apply, click on **Filter**.

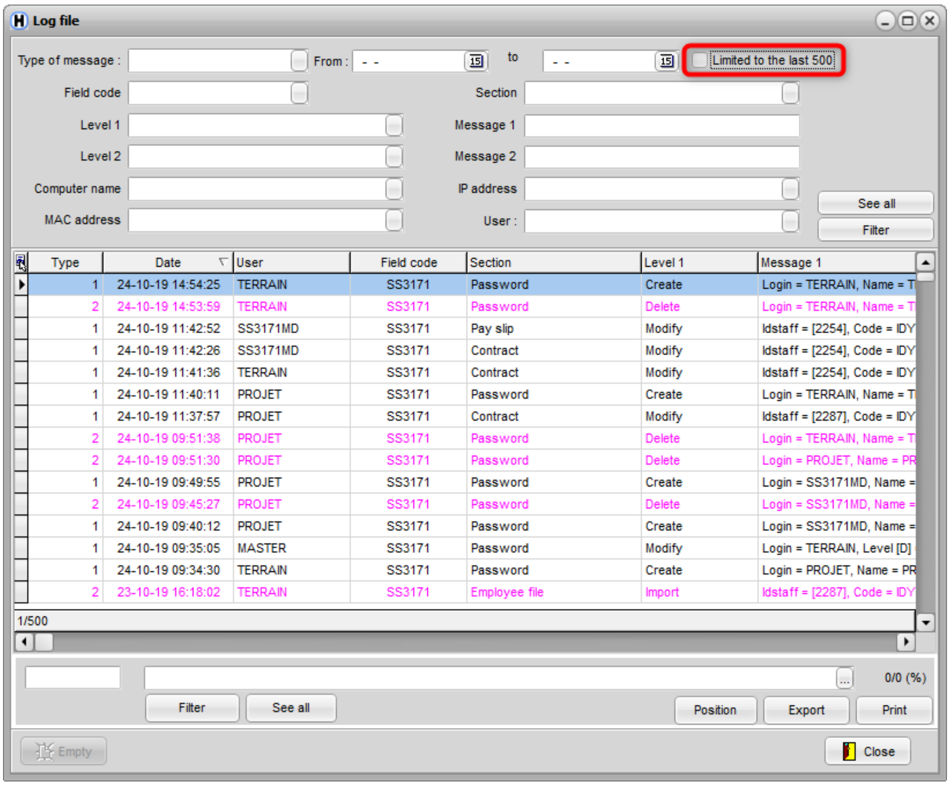
As an example, if you want to know who created the contract of staff with code IDY0011 and when this contract was created, you can use all the following filters:



But you can as well for example choose to use only the staff last name in **Message 1** area and then look at all the changes that were performed on this staff file to find the one you are interested in:



By default, the log viewer will apply filter on the last 500 logs, but you can decide to extend the search by unticking the box:



A11 – OCP_ HOW TO INSTALL MISSION-SPECIFIC STATS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	24/10/2019	A7 – How to create–restore a backup of your database

When?

If you need to install one or several specific statistics, in addition to the OCP generic statistic package, automatically installed in your HOMERE.

Why?

Some specific statistics have been created for some missions in order to answer to specific needs

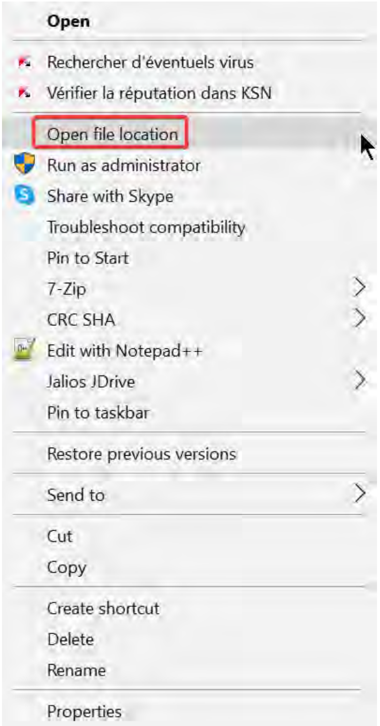
What to be careful with?

Make sure you follow all the steps defined below..

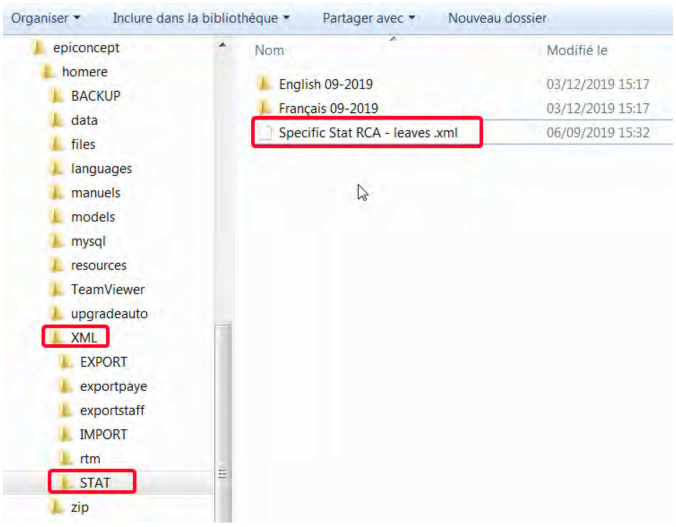
How?

Follow me.

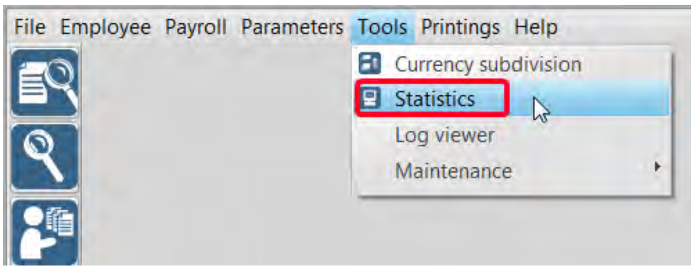
- Close HOMERE
- Right–click on the HOMERE icon on your desktop
- Click on **Open file location**



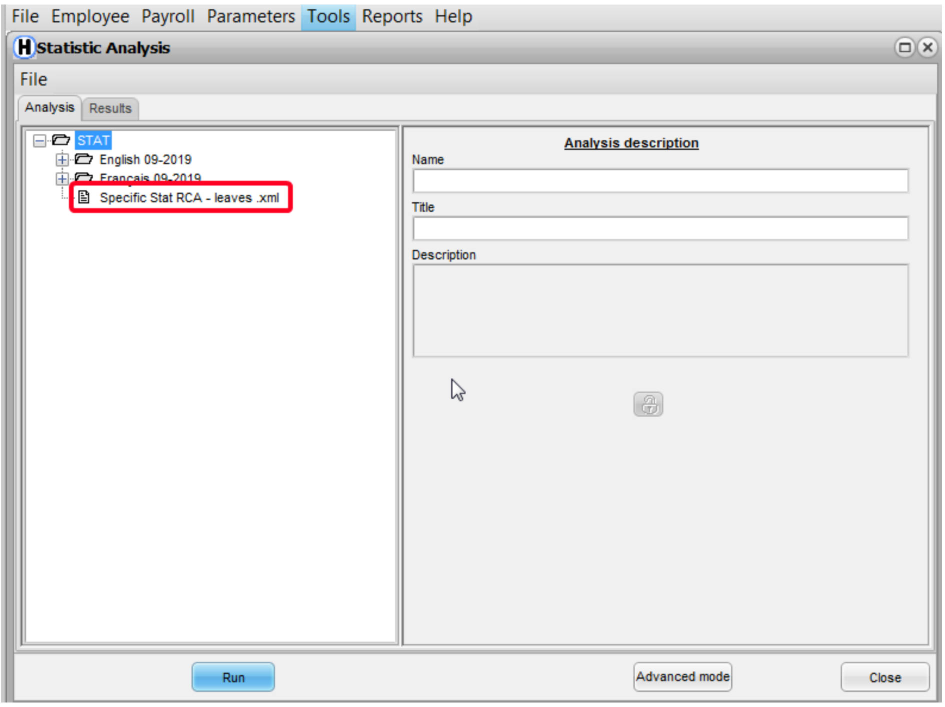
- Copy paste the specific statistic(s) in the **XML > STAT** folders:



- Go in **Tools > statistics:**



You will find the specific statistic:



A12 – OCP_HOW TO INSTALL MODELS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	09/11/2019	A1.B – OCP_How to install HOMERE A4 – Introduction to HOMERE data management and parameters C5 – How to generate and attach a contract

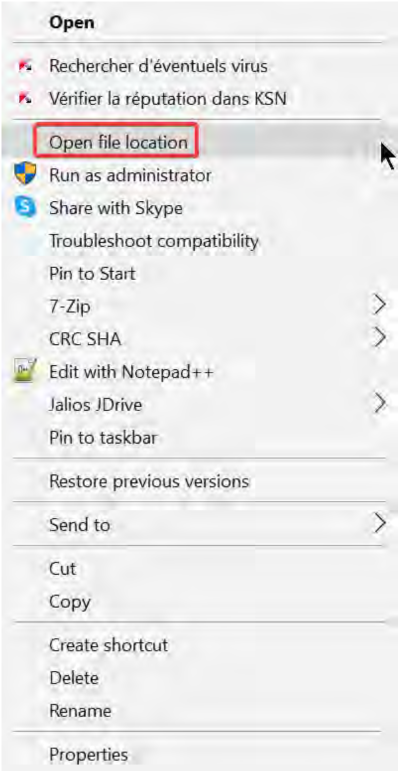
When?
If you don't have models such as: contracts templates, job description... installed on your HOMERE.

Why?
To ease the preparation of the hard copy of the contracts, job description...

What to be careful with?
Make sure you follow all the steps defined below.

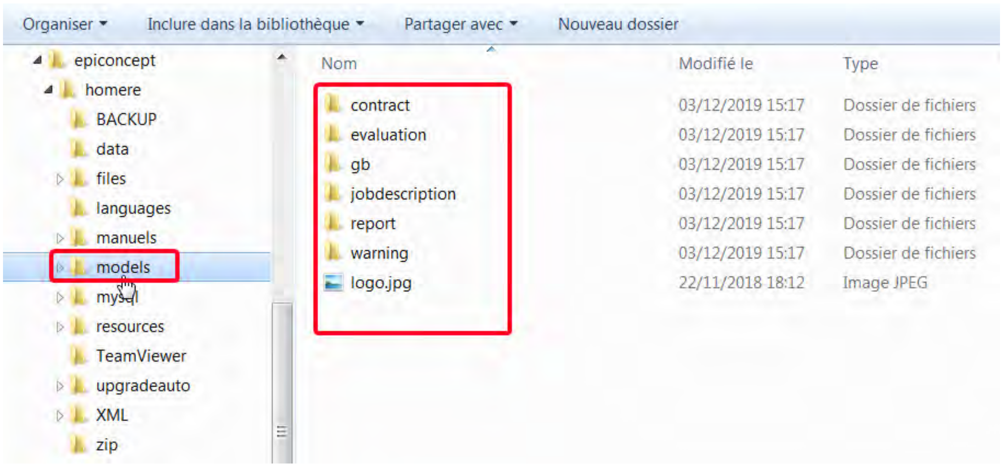
How?
Follow me.

- Close HOMERE
- Right–click on the HOMERE icon on your desktop
- Click on **Open file location**



- Open the folder **models.**

- Copy paste the templates in the required folders:



CHAPTER B / EMPLOYEE MANAGEMENT

B1 – HOW TO CREATE/UPDATE AN EMPLOYEE FILE (IDENTITY)

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	B2 – How to search an employee B3 – How to update the dependents information B4 – How to update the qualifications B5 – How to import a list of employees B6 – How to export/import an employee file B7 – How to extract employees information in excel B8 – How to print employees list

When?

Each time a new employee that never worked for your OC is recruited or when you need to update an employee file.

Why?

It is important to get all the required information (address, phone, contacts....) to have a complete database. Employees file must be encoded prior to create contracts and generate pay slips.

What to be careful with?

Be careful to check with the coordination whether this employee already worked for your OC in the past. If he/she already worked for your OC, please do not create a new employee file (it will be duplicated) and ask to the coordination to send you the employee file.

Be careful to correctly fill in all the fields in each tab and not only the fields in bold (which are mandatory).

If you have to create an important number of employee files, you can import the list of employee/data employee information from excel

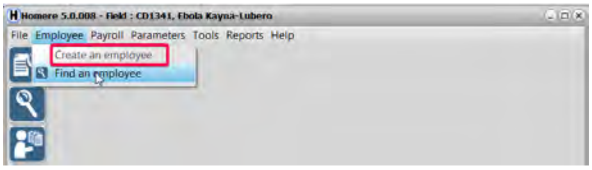
Please check, on a regular basis, whether all the information filled in in HOMERE matches with the hard copy files.

How?

Follow me.

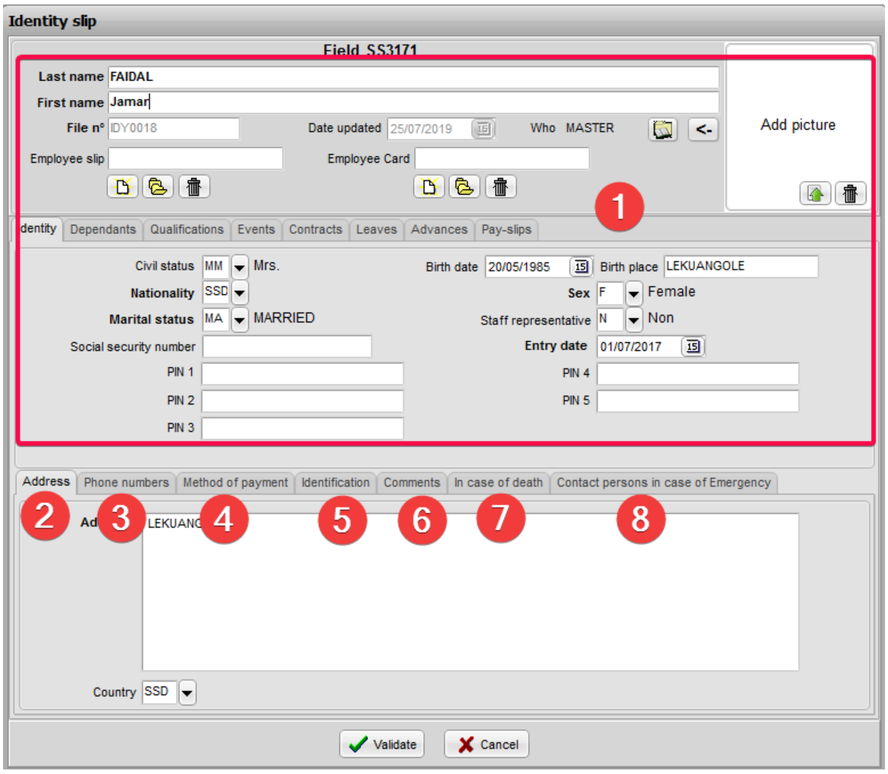
1. HOW TO CREATE AN EMPLOYEE FILE >

Employee > Create an employee:



1. HOW TO UPDATE THE EMPLOYEE IDENTITY FIELDS>

Employee > Create an employee > Identity
Or **Employee > Find an employee > [Enter the name] > Identity**



All rubrics in bold in the "Identity" tab must be completed:

(1) Identity

- **Last name**: in capital letters
- **First name**: only the 1st letter in capital letter
- **File number**: the file number is filled in automatically by HOMERE according to the nomenclature defined by your OC
- **Photo**: it is advisable to attach an employee picture to ease the employee management/recognition. Please refer to your OC/mission policy in this regard.

- To avoid too heavy size of database we limited the size of the picture that could be attached. If your picture exceeds the maximum size, HOMERE will display an error message. You will have then to resize your picture in order to be able to attach it.
- Only jpg format are allowed.

- **Employee slip/card**: allows to generate a badge for the employee if a model is already designed.
- **Entry date**: the start date of the first contract. Please note that this date **must never be changed**, it is not linked to the current contract and it has no impact on the seniority calculation.
- **PIN fields**: The heading of each PIN field can be modified in the **Project identifier** window according to the needs of your mission. For example, in some missions, PIN 1 has been replaced by « Driving license number »;

There are several sub–tabs in the slip **Identity**:

(2) Address

(3) Phone numbers (and emails)

Emails: Enter the employee's personal email address (and not the « MSF » email, because we need to be able to reach employee even after their employment).

(4) Method of Payment: record the method of payment (cheque, cash or transfer) chosen by the employee to receive his/her advance and monthly salary. The method can differ for the 2 payments. Enter as well all the bank information. This information **(**Name of the Bank, account number, BIC number, IBAN…) will appear on the employee payslip, in the monthly transfer statements and will be provided to MSF's financial department and/or to the bank in case of salary payment by Bank transfer.

An extra caution should be applied when entering these data to avoid bank transfer problem.

(5) Identification: do not forget to update the date of the ID (expiration, renewal…).

Do not forget to check and update this information in case the identity card /driving license… is expired and has been renewed.

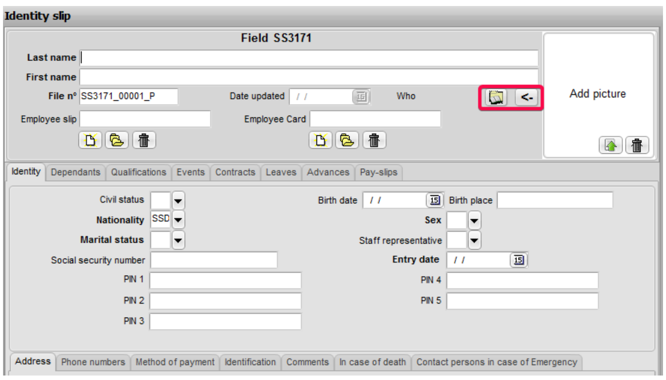
(6) Comments: this section must be used for any useful information regarding the employee. To be used mainly for sensitive information and information with no specific tab.

(7) In case of death: contains the cause and the date of the death of the employee.

In most countries, the beneficiary is designated by the law. When applicable, do not fill the field.

(8) Contact persons in case of emergency: enter the people to contact in case of a major problem (security, work accident…) that have been listed by the employee.

[**OCP only**] If you click on the icon showing a folder in the top right, you will find all the documents attached for an employee via other tabs (contract, events…). The button with an arrow allowing the attachment of files should **NOT** be used: all the documents must be attached via the different tabs where they belong (in that way you can for instance check with the statistics if the contract or the job description are attached).



B2 – HOW TO SEARCH AN EMPLOYEE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001 +	28/11/2019	B1 – How to create/update an employee file (identity) B6 – How to export/import an employee file B7 – How to extract employees information in excel B8 – How to print employees list

When?

When you need to look for an employee file.

When you want to extract a list of employees responding to specified criteria (e.g. all the drivers/all the employees identified emergency pool/all the staff representative…)

When you want to check whether an employee already worked for us or to do reference checks.

Why?

To have access to the employee HOMERE file.

What to be careful with?

Be careful with the spelling of the name/first name; do not hesitate to enter different spellings in case you do not find the searched employee.

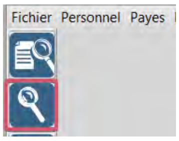
Do not forget to untick the box **Search in current contracts only** if the searched employee is not anymore under contract.

Warning: Do not hesitate to contact the coordination and/or your head quarter in case you are looking for an employee file without finding it in your HOMERE: you may not have in your HOMERE the entire HOMERE employee files archives.

How?

Follow me.

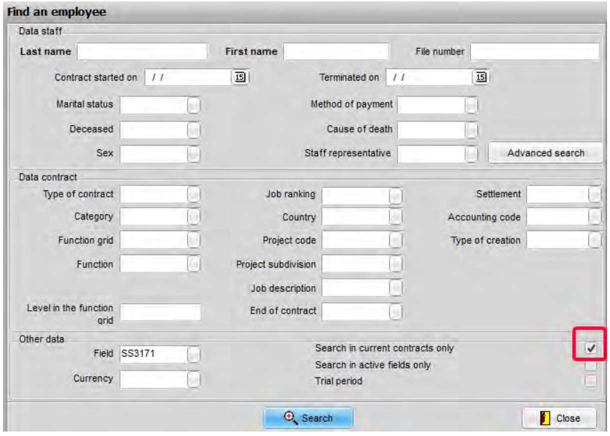
Employee > Find an employee or click on the following icon in the homepage:



The following window will appear:

To find an employee who already exists in the database, enter the “known” information (last name and/or first name, function…) and click on Search.

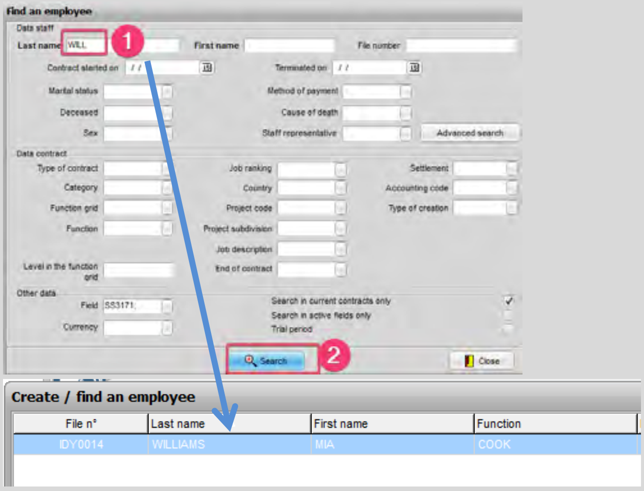
You can enter one or several search criteria (last name, country, function…) and use the advanced search as well (filter by “events”, “other data staff” as the language…).



Warning: The box **Search in current contracts only** is ticked by default to limit the search to the employees under current contract only. If a settlement has been generated for the searched employee, his/her name will not appear in the list as the contract will not be active anymore. Please, untick the box if you want to make him/her appear.

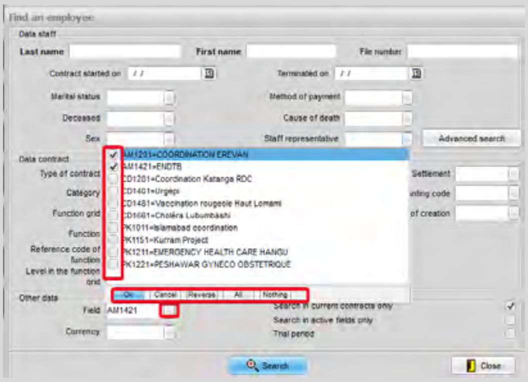
Tips and tricks 1

- No need to enter the entire name or surname; you can enter only the first letters.

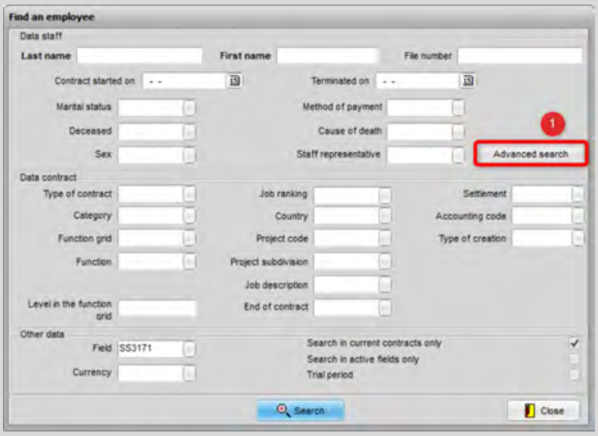


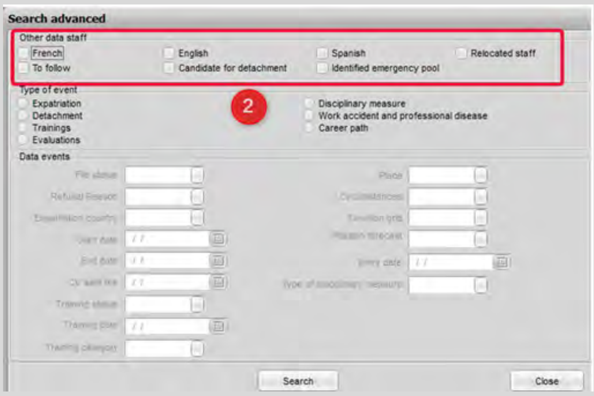
Tips and tricks 2 & 3

- You can tick, in the drop-down menus, one or several boxes and/or use the button **Ok/Cancel/Reverse/All/Nothing**.



- Using the button **Advanced search (1)**, you can easily extract the employees responding to criteria such as **identified emergency pool**, **relocated staff**, **candidate for detachment (2)** …





B3 – HOW TO UPDATE THE DEPENDENTS INFORMATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	B1 – How to create/update an employee file (identity) B2 – How to search an employee B5 – How to import a list of employees B7 – How to extract employees information in excel B9 – How to print the dependents information

When?

As soon as the employee delivers a certificate justifying the inclusion of a new dependent, the information must be filled in in HOMERE.
On a regular basis, the dependent list must be checked and shared with the Medical Department.

Why?

If the dependent(s) is/are not entered in HOMERE:

- the dependent(s) may not appear in the dependents list and will not be supported by the medical service
- the employee will not benefit from any family allowances and / or tax exemptions.

If the information is not correctly filled in (for ex, the child birth date is not entered)

- the children above 18 will still appear in the dependents list when he/she should not
- the employee will benefit from family allowances and/or tax deductions when he/she should not

What to be careful with?

Dependents are children, spouse and wife based on the medical policy defined on each mission and based on country legal and fiscal regulations.
Regarding the children over 18, please refer to the HR guide and/or medical policy. In general, they are not covered anymore, unless they are student (with a school certificate) until the age of 25.
If some of the dependents do not meet the criteria, they have to be deactivated in HOMERE.

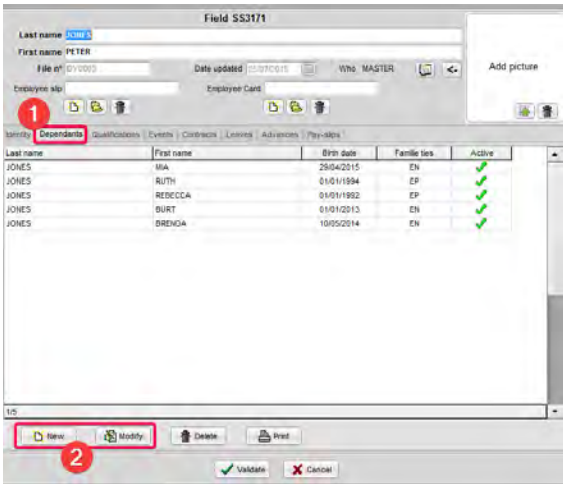
How?

Follow me.

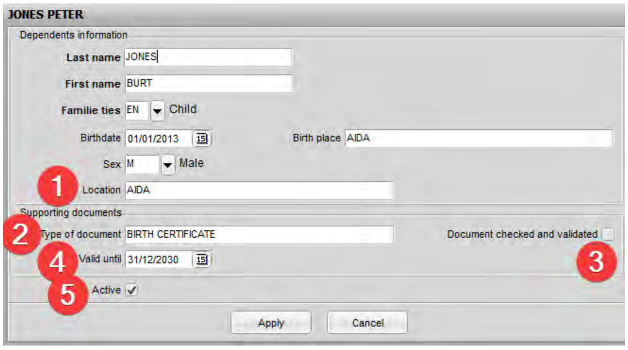
Employee > Create an employee > Dependents
Or **Employee > Find an employee > Search > [Select the employee]> Dependents**

(1) Go to the **Dependants** tab

(2) Click on **New** or **Modify**:



Enter/modify the requested information:



(1) **Location**: enter here where the dependent lives ; to be filled in **only if** the place is different from the one where the father/mother lives,

(2) **Type of document**: enter here the type of document received such as:
- Birth certificate for children < 18
- Wedding certificate for spouse
- School certificate for children 18+
- Etc.

(3) **Document checked and validated**: tick the box if the document has been checked

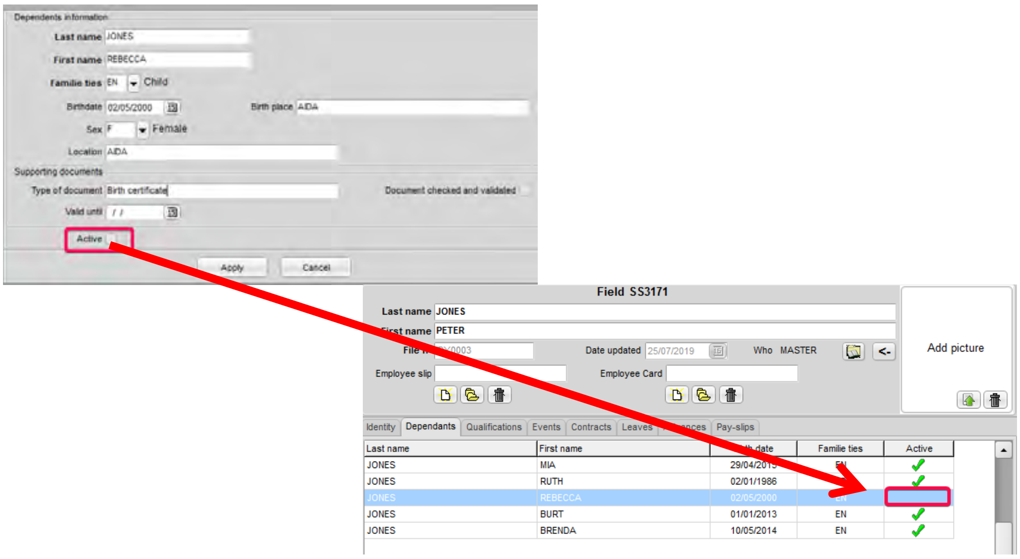
(4) **Valid until:**
- for children: please enter the date when the child should not be active anymore according to the HR guideline/HR policy (for ex, if the child is above 18, the school year end date)
- for spouse, do not enter any date

In **Reports > Dependents list**, you can easily extract the list of supporting documents list including the expiration date

(5) Active: please refer to your HR guide/HR policy to check the condition to active/inactive a dependent:

- when the box is **ticked**, the dependent is "active" and will be taken into account in the payroll calculation variables linked to the dependents (ex: tax deduction, family allowance calculation…).
- when the box is **unticked**, the dependent will be deactivated and will **not** be taken into account in the payroll calculation variables linked to the dependents (ex: no more tax deduction, no more family allowance calculation for this dependent…).

The deactivation of a dependent will have an impact on the payroll calculation; moreover, the dependent will appear as "inactive" in the HOMERE dependents window:



B4 – HOW TO UPDATE THE QUALIFICATIONS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	B1 – How to create/update an employee file (identity) B2 – How to search an employee B6 – How to export/import an employee file B7 – How to extract employees information in excel B8 – How to print employees list

When?

Every time a new employee that never worked for your OC is recruited (if the employees already worked for MSF, please, import his/her HOMERE employee file) and gives you his/her work experience and education details

Every time an employee delivers a certificate justifying a new degree and/or a new knowledge gained.

Why?

It is important to fill in the skills tab (education, languages…), especially for any position which requires a license to be practiced but also for these reasons:

- **for the employee career path**: if the employee applies for a new position, for detachment or expatriation, all the information entered in HOMERE will be useful for the recruiter, at mission level and/or HQ level.
- **for emergency purpose**: in order to respond to emergencies, HOMERE will be used to extract the list of potential employees responding to certain criteria (for ex: language spoken, degree, identified emergency pool…).

What to be careful with?

Be careful to correctly fill in all the fields in each tab even if they are not mandatory.

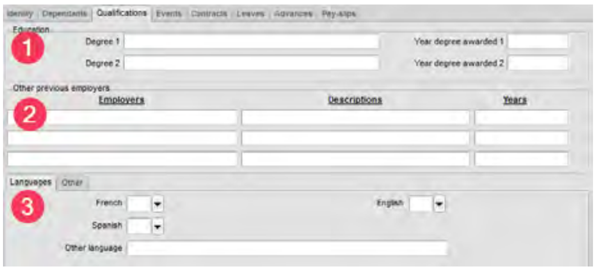
Please check, on a regular basis whether all the information filled in in HOMERE matches with the paper file.

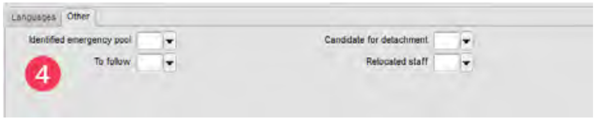
The boxes Identified emergency pool and Relocated staff will allow you to easily follow the identified employees.

How?

Follow me.

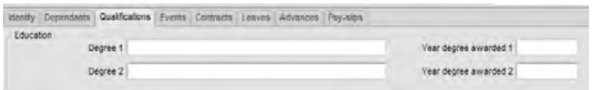
Go to **Employee > [Select an employee] > Qualifications:**





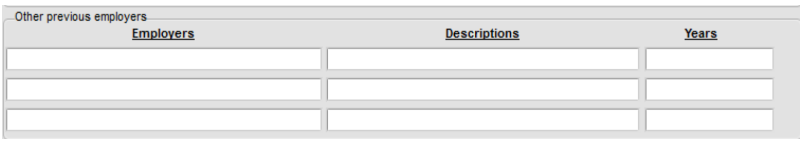
(9) Education

- **Degree 1/ Degree 2**: enter only the degrees for which you have received a certificate



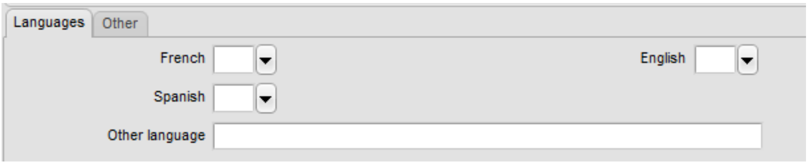
- **Year degree awarded 1/ Year degree awarded 2**: the field « years » cannot have more than 4 figures; please enter the graduation year.

(10) Other previous employers



- **Employers**: enter the name of the previous employer
- **Descriptions**: enter a short description of the job position occupied
- **Years:** the field « years » cannot have more than 4 figures; please enter the end year of experience and then the exact period (if it is less than a year) in the field **Descriptions;**

(11) Language



At least one language should be entered. They are languages that can be used professionally. It is particularly important to fill in those fields for the emergency needs, candidates applying for detachment or expatriation.

(12) Other

- **Identified emergency pool:** refers to the employees identified as able to work in the emergency pool and available immediately in case of emergency, mission opening etc. Please refer to your mission policy in this regard.

- **Candidate for detachment:** refers to the employees identified for detachment in other MSF missions for a short period regarding their experience and skills. For more details, please refer to your MSF current policy in this regard.

When an employee has been selected and is leaving for detachment, do not forget to enter all the detailed information in **Events/ detachment** (position held, country, start date, end date...)

- **To follow:** refers to the employees identified to be developed within MSF based on their potential and/or qualifications. Please refer to your mission policy in this regard.

- **Relocated staff:** In general, it concerns employees hired in another place than their working place or hired in a project and then sent to work in another project. Please refer to your mission policy in this regard.

B5 – HOW TO IMPORT A LIST OF EMPLOYEES

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.007+	28/11/2019	B1 – How to create/update an employee file (identity) B2 – How to search an employee B7 – How to extract employees information in excel B8 – How to print employees list

When?

During HOMERE first deployment in the field, in order to import the previous employee database from an Excel file.

During a recruitment wave, in order to quickly import in the HOMERE database all the new employees previously recorded in Excel.

Why?

In order to avoid this time consuming single entry by using the employee bulk import feature. This feature enables the user to import from an Excel file a batch list of employees and their associated information (contract/dependent).

What to be careful with?

A bulk import is always a delicate operation and it generates a significant number of new entries in the database.

It is highly recommended to:

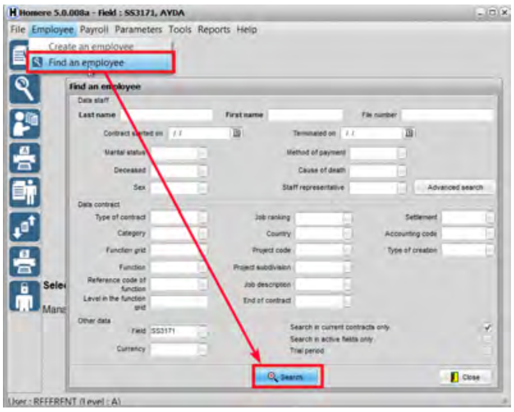
- check carefully all data in the Excel before importing it
- perform a backup before a bulk import operation

How?

Follow me.

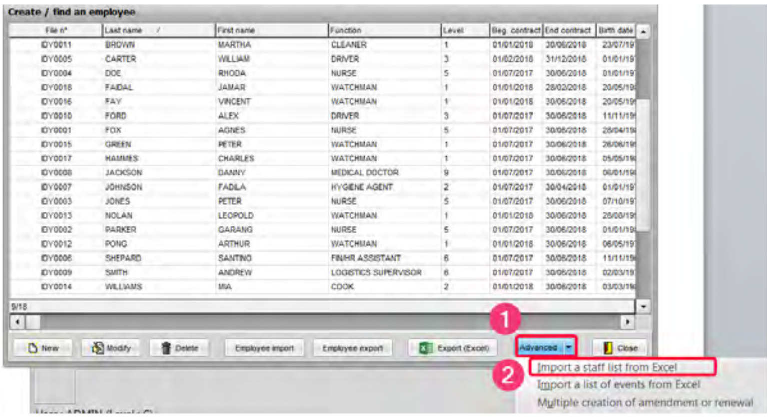
1. GET ACCESS TO THE "IMPORT INTERFACE" >

Go to Employee > Find an employee > Search:

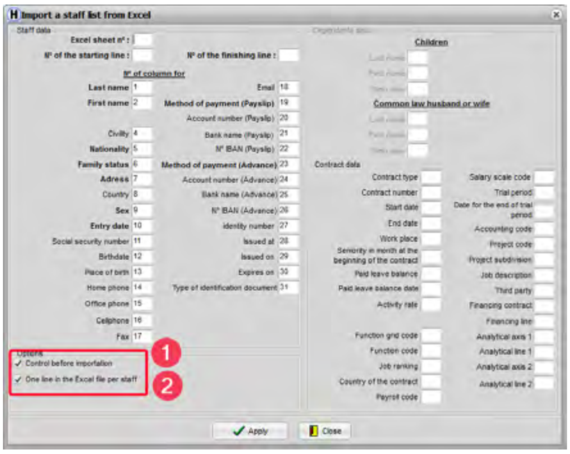


(1) Click on **Advanced**

(2) Click on **Import a staff list from Excel**



The interface **Import a staff list from Excel** will pop up:



At the bottom of the interface, you will be able to select the options to be applied to the import:

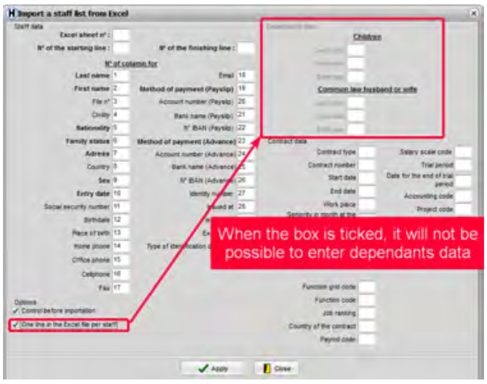
(1) Option **Control before importation:** if this option is ticked, HOMERE will run a control script before the importation.

If an inconsistency in the data is identified (ex: an employee you are trying to import is already in the database, a mandatory field is left blank etc.), the entire import will be automatically blocked, and not just the employee or the field on which the inconsistency was detected.

(2) Option **One line in the Excel file per staff**: this option allows you to import dependents along with employee and contract information:

- If the option is ticked, it will not be possible to import dependent with each employee. Each line of the Excel template will have to match one employee.

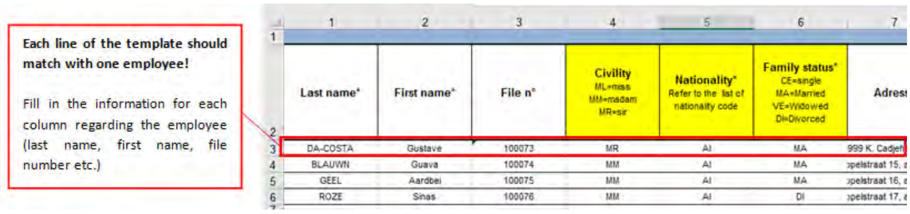
- If the option is unticked, it is possible to import up to 6 dependents per employee. Six lines of the Excel template will have to match with one employee.



2. EMPLOYEE EXCEL IMPORT WITHOUT DEPENDENTS (OPTION TICKED) >

You will have to use a specific Excel template. Please contact your HOMERE referent in order to receive it.

Open the Excel file sent by your HOMERE referent and fill in the different columns for each employee, starting from the last name (column 1) all the way to the salary scale code (column 41):



You can add as many employees as you like to the template, but keep one line per employee member.

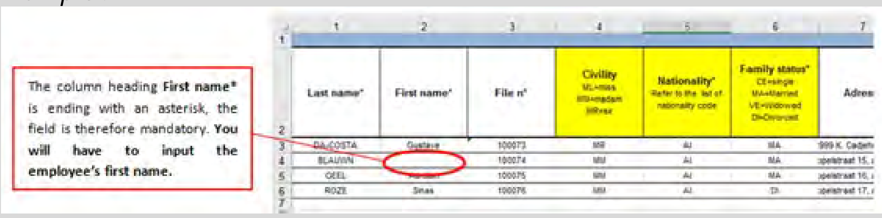
.

Tips and tricks

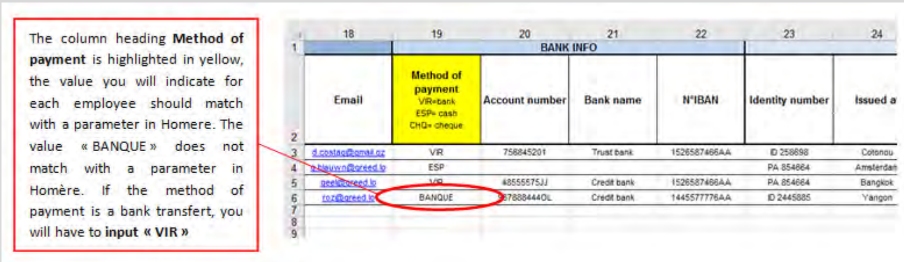
The following rules must be followed:

- The column headings that are ending with an asterisk (*) indicate mandatory fields (for example the first column of the file **Last name**). You will have to fill in a value for each employee, otherwise the import will be blocked!

Example :

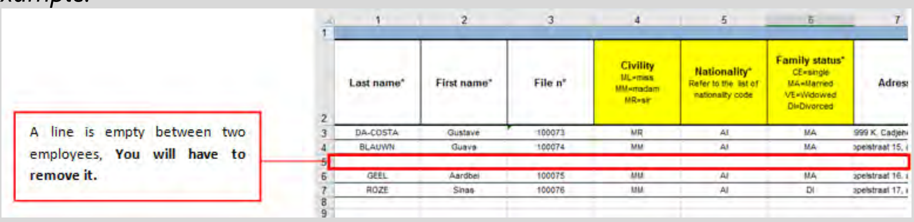


- Pay close attention to the column headings that are highlighted in yellow (for example the fourth column **Civility**). It indicates that the value in this column for each employee should match with a parameter in HOMERE

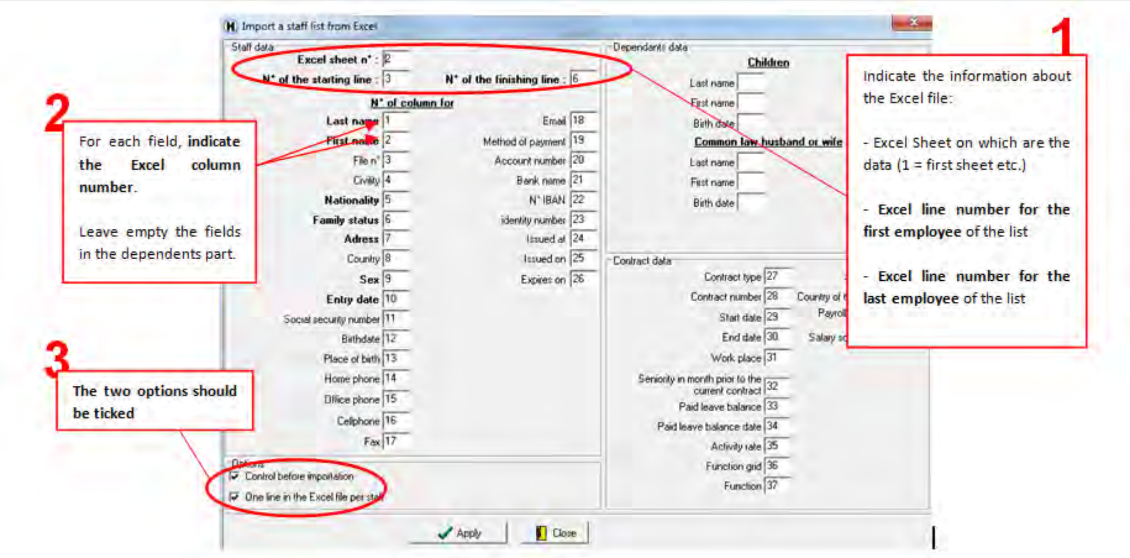


- Do not insert blank lines between the employees!

Example:



Once the Excel file is prepared, you will have to calibrate the bulk import interface. For each field, you will have to mention the Excel column number in which it occurs.



To facilitate the work for the user, the order of the field in the interface follows the column order on the Excel template.

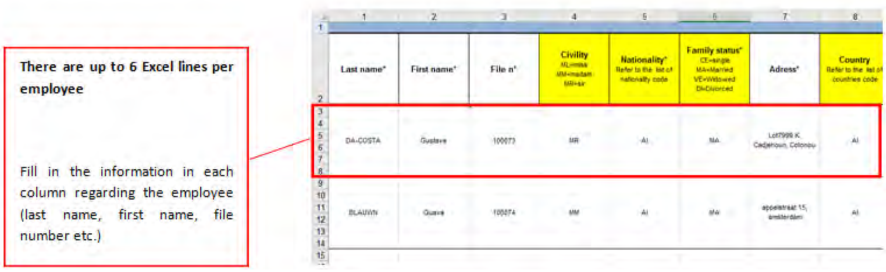
Then, click on **Apply** and indicate the folder where the Excel template is.

A message **End of the import** will advise you that the import is completed.

3. EMPLOYEE EXCEL IMPORT WITH DEPENDENTS (OPTION UNTICKED) >

You will have to use a specific Excel template. Please contact your HOMERE referent in order to receive it.

Open the Excel file sent by your HOMERE referent and fill in the different columns for each employee, from the last name (column 1) all the way up to the salary scale code (column 47):



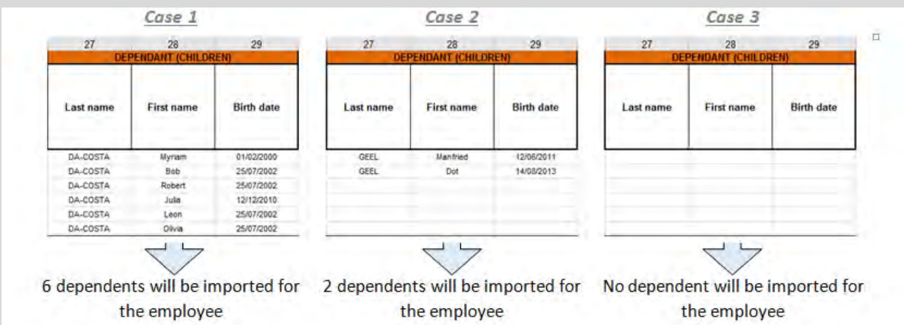
You can add as many employees as you like on the template, but keep 6 Excel lines per employee!

Tips and tricks

Some rules must be followed when creating your Excel file:

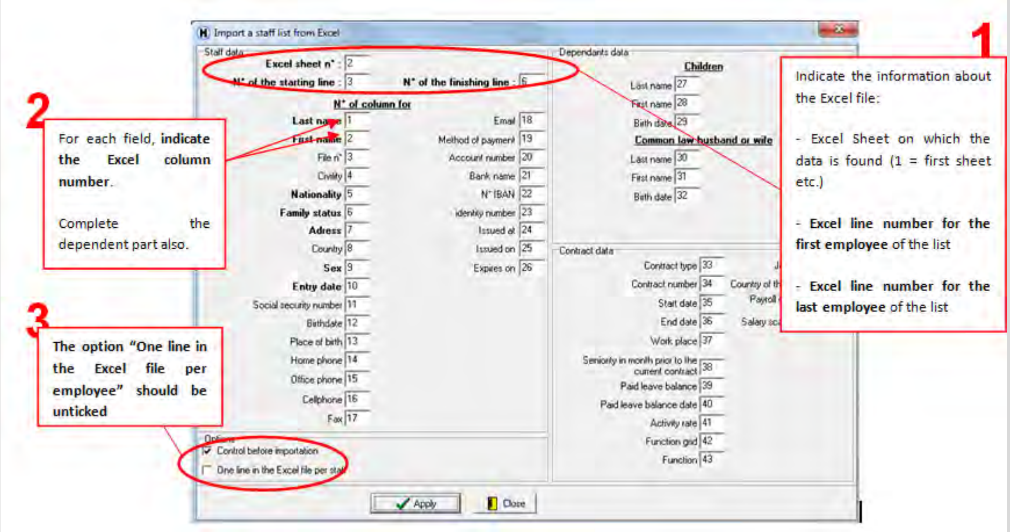
- The column headings that end with an asterisk (*) indicate mandatory fields (for example the first column of the file "Last name*"). You will have to fill in a value for each employee, otherwise the import will be blocked.
- Pay close attention to the column headings that are highlighted in yellow (for example the fourth column "Civility"). It indicates that the value in this column for each employee should match with a parameter in HOMERE.
- Do not allow or insert any blank lines between the employees.
- If you need to import less than 6 dependents for an employee, you just have to leave the fields blank.

Example :



If you need to import more than 6 dependents for an employee, do not add additional lines! And you will have to manually input the additional dependents into HOMERE.

Once the Excel file is prepared, you will have to adjust the bulk import interface. For each field, you will have to mention the Excel column number in which it occurs:



To facilitate the work for the user, the order of the fields in the interface follows the column order on the Excel template.
Then, click on **Apply** and retrieve the Excel file filled in.
A message **End of the import** will advise you that the import is completed.

B6 – HOW TO IMPORT/EXPORT AN EMPLOYEE FILE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	28/10/2019	B2 – How to search an employee C3 – How to end one or various employee contract(s) F8 – How to close the month?

When?

When an employee who already worked for your OC is recruited to work in another project.

Why?

Because the internal mobility at MSF is important and the employees are often "transferred" from one project to another, the employee file export/import avoids:

- to create duplicate of file for the same employee
- to recode one more time all employee's information: the employee file import allows to preserve the history of data (payslips, contracts, evaluations, skills, training done, etc.).

What to be careful with?

It is strongly recommended to:

- not make transfer(s) in the middle of the month (or risk of losing data! You may not be able to generate another pay slip or contract in the same month)
- not make the export and import of an employee file on the same computer (or you will lose all the employee data upon consolidation of the monthly PER)
- make a backup of the HOMERE database before exporting or importing the files

At coordination level, the transferred employee won't appear in the origin field anymore but only in the destination one (last work location).

How?

Follow me.

1. EXPORT THE EMPLOYEE FILE >

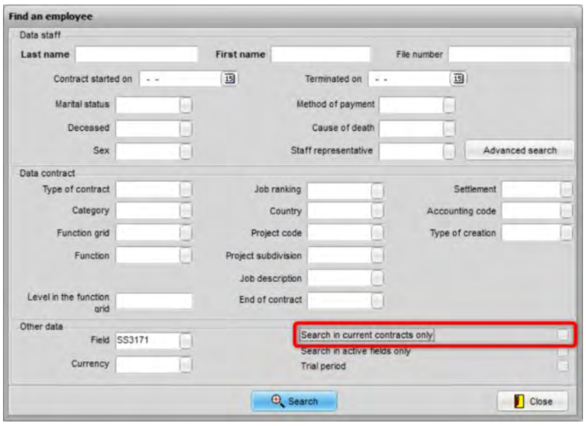
On the origin field, before being exported:

- the last month of payment must be closed; the employee must have been paid for his/her last month;
- the employee current contract must be closed, even if it is an open–ended contract;

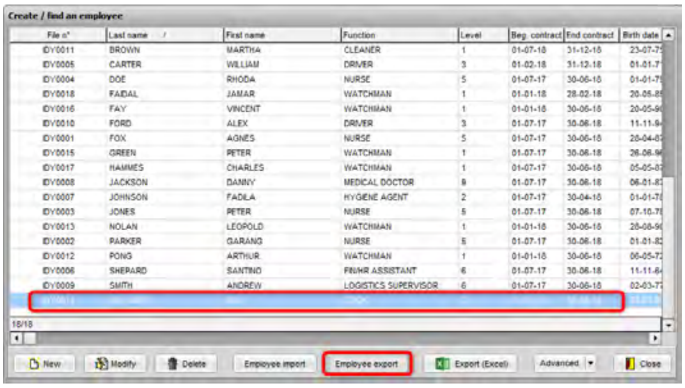
It is strongly recommended to close the contract on the last day of the last month, otherwise you may be stuck.

Go to **Employee > Find an employee > Search.**

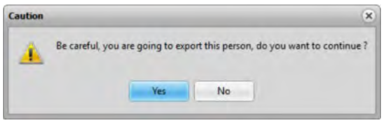
Untick the box **Search in current contracts only:**



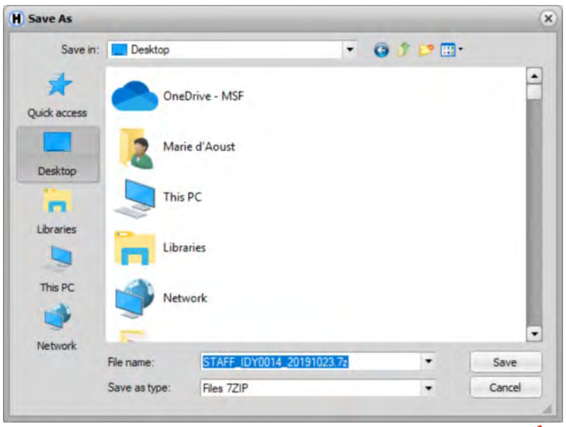
Click on the employee to be transferred and click on **Employee export**:



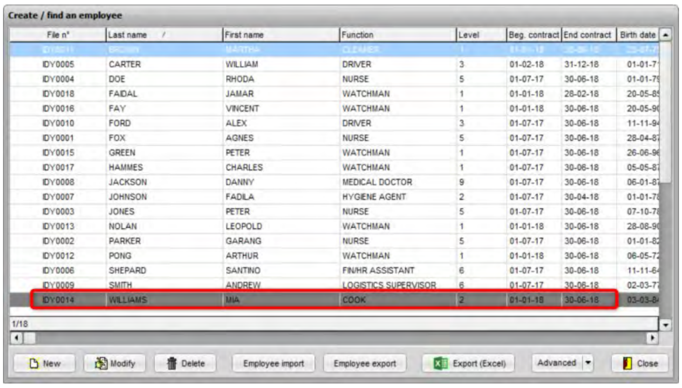
You'll receive this confirmation message:



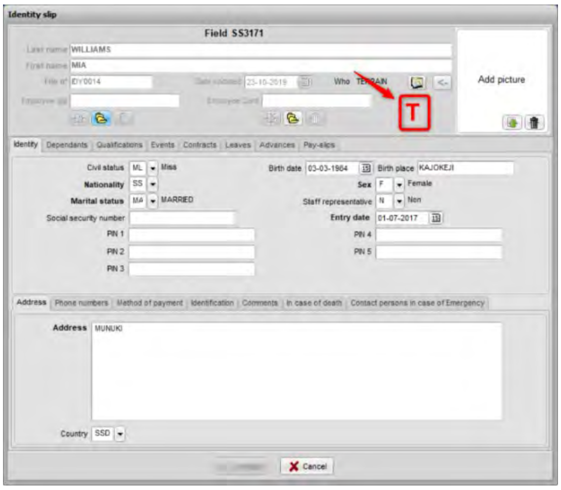
Click on **Yes** and save the file in a specific folder on your computer:



The employee file will then appear in the employee list with a shaded line, which means that the employee is still in your list for the record, but you won't be able to do anymore change on the file.



A **T** will appear on the employee Identity slip, meaning transferred:

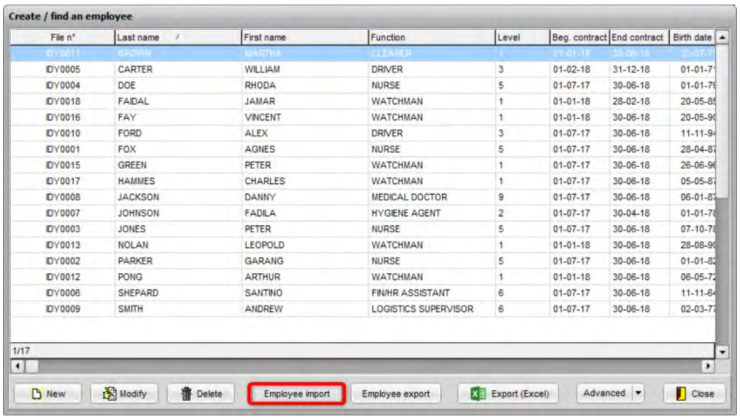


3. IMPORT AN EMPLOYEE FILE >

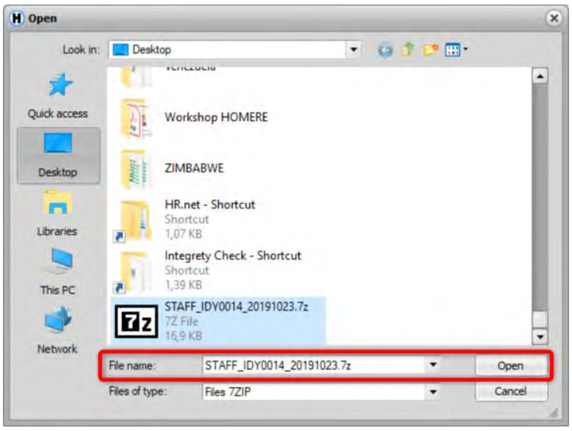
On the destination field, before being imported, the last month of payment must be closed.

- The last month closed in the origin field must be the same as the one closed in the destination field. The closing month of the destination field must be higher or equal to the closing month of the origin staff field.
- It is strongly recommended to import the employee file(s) on the 1st day of the month after the generation of the pay slips and the closing of the previous month.

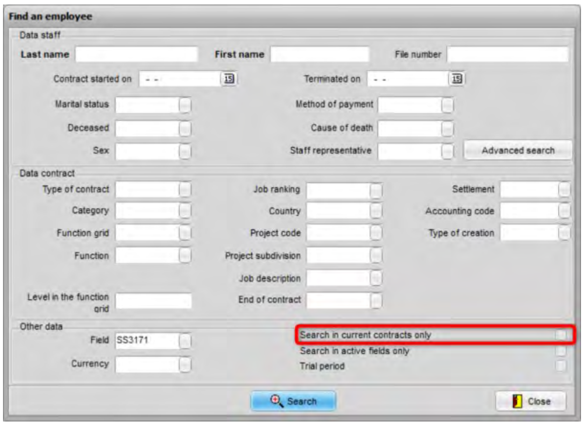
Go to **Employee > Find an employee > Search** and click on **Employee import**:

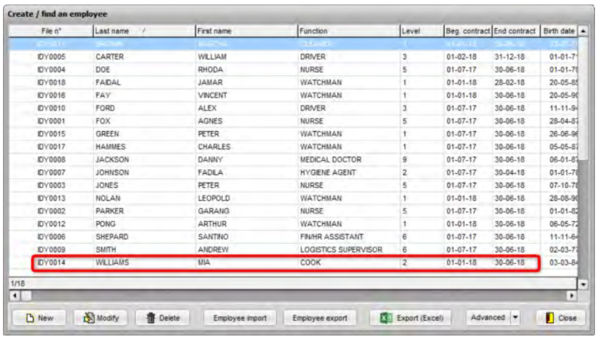


Open the .zip file of the employee you have received:

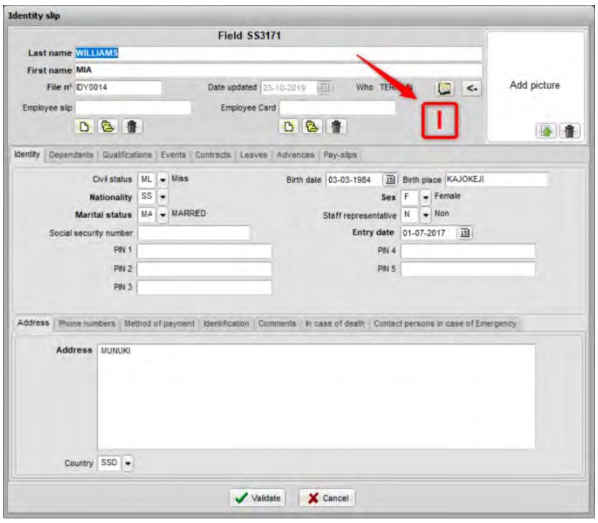


To see the imported employee file, go back to **Employee > Find an employee** and untick the box **Search in current contracts only**:





The imported employee will then be added to the employee list with no current contract with an **I** in the Identity slip meaning imported:



Tips and tricks

An employee is transferred from one field to the other in the middle of the month (with no gap between the 2 contracts), for example on the 06/01/20.

In the HOMERE origin field:

- ensure that December 2019 is closed
- remove the salary advances and leaves encoded for the month of the transfer and after (January 2020)
- close the contract the day before the start date in the new project (example: 05/01/20)
- export the HOMERE file

In the HOMERE destination field:

- ensure that December 2019 is closed
- import the employee HOMERE file
- create an amendment starting on the 1st day of the transfer (example: 06/01/20)
- encode the salary advance and leaves for the month of the transfer
- create only one pay slip for the full month

In case there is a gap between the two contracts and/or a settlement to be done in the origin field, please refer to the HOMERE referent.

B7 – HOW TO EXTRACT EMPLOYEES INFORMATION IN EXCEL

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.007+	28/11/2019	B2 – How to search an employee B8 – How to print the employees list

When?

When you need to extract, on excel, administrative employee data such as:

- the list of all the employees phone number, address, birth date, security social number…
- the qualifications for the medical employee
- the number of dependents (active and inactive…) per employee etc.

When you want to check your data base (missing information and/or data incorrectly entered)

Some statistics can also help you to define some missing data

When?

It is important to check your data base on a regular basis:

- information wrongly entered or missing information can have important consequences on the mission, on the employee social benefits and/or on the pay slip calculations
- in case of project closing and/or evacuation, the paper files are not always saved. HOMERE remains the only information source.

What to be careful with?

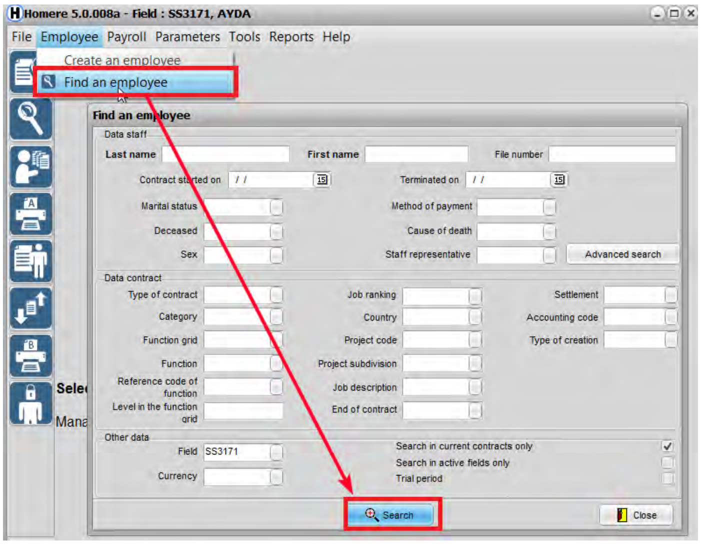
Make sure you know exactly the data that you want to export before running the export.

How?

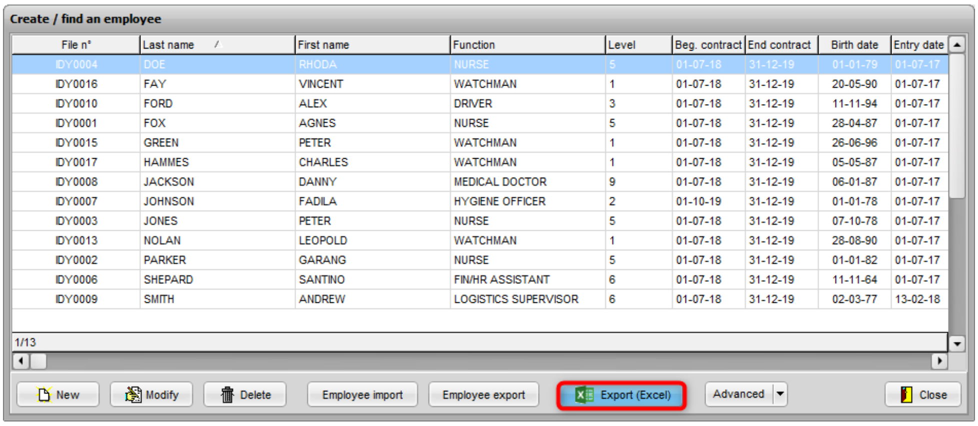
Follow me.

1. HOW TO EXPORT EMPLOYEES'DATA ON EXCEL >

Go to **Employee > Find an employee > Search**:

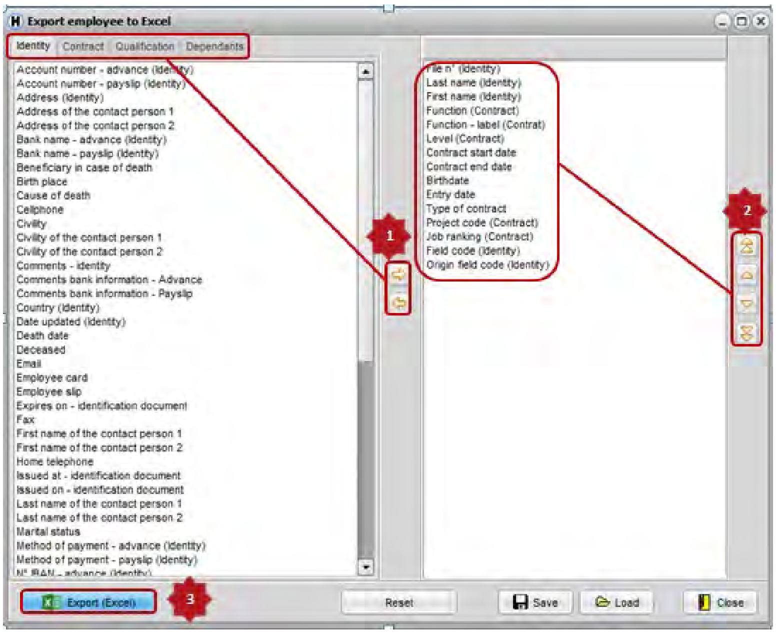


Click on **Export (Excel):**



The fields that can be selected are located on the left side of the window and are sorted under 6 different tabs:

- **Identity :** contains all information of the employee Identity tabs and sub tabs : adress, phone numbers, method of payment, identification, comments, in case of death and contact persons in case of emergency ;
- **Contract:** contain all information of the contract tab of each employee ;
- **Qualification:** contains all information of the Sub Tab Qualification of each and every employee ;
- **Dependents** : contains all information of the sub tab dependents of the identity tab of each employee.



(1) Select in the different tabs the fields you want to export and send them in the right side area by using the central arrow.

You can select several fields at the same time by pressing the **Ctrl** key

(2) Order the selected fields according to your needs and to the desired export layout (the information at the top = first column column of your export…) by selecting the field and clicking on the arrows on the right side of the selection area.

The **Reset** button allows to delete the selected items and to start a new selection from scratch. This button empty the right part of the windows where selected items were located.

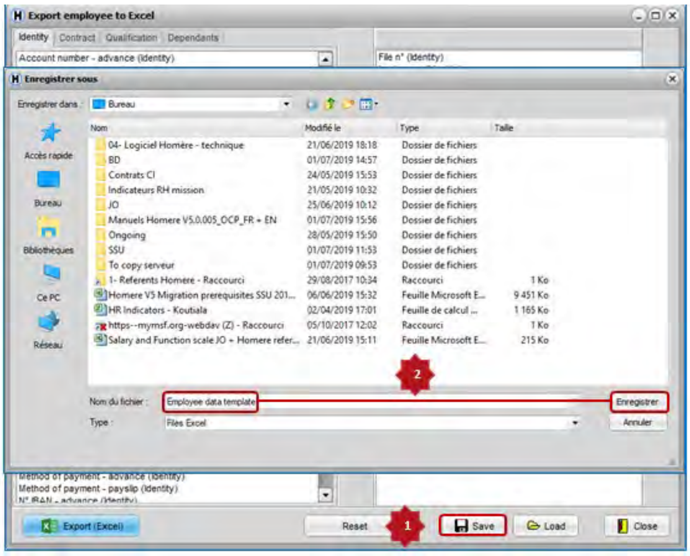
(3) Click on the **Export (Excel)** button

2. HOW TO SAVE AND LOAD APREDEFINED SELECTION >

How to save your selection

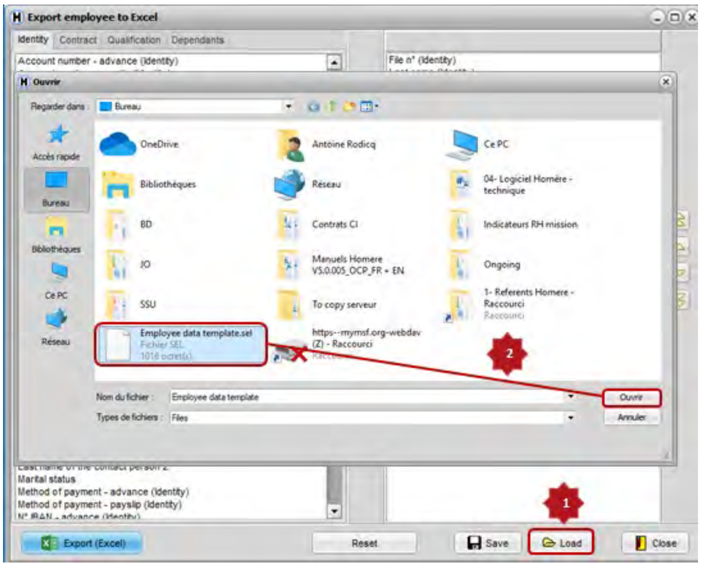
Once your selection is done and ordered in the right side area, you can save it in order to use it later:

(1) click on the button **Save**, name your selection, select where to want to save it
(2) click on **Save.**



How to load a selection

In order to load a previously saved selection:
(1) click on the button **Load**, select your file
(2) click on **Open** :



B8 – HOW TO PRINT THE EMPLOYEES LIST

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	03/12/2019	B2 – How to search an employee B4 – How to update the qualifications B7 – How to extract employees information in excel B9 – How to print the dependents information

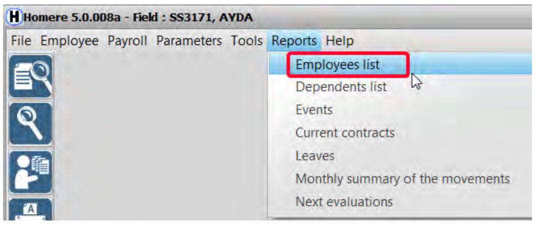
When?
On a regular basis, according to the needs or on a specific request.

When?
To share information and also to check that your database is updated in proper way.

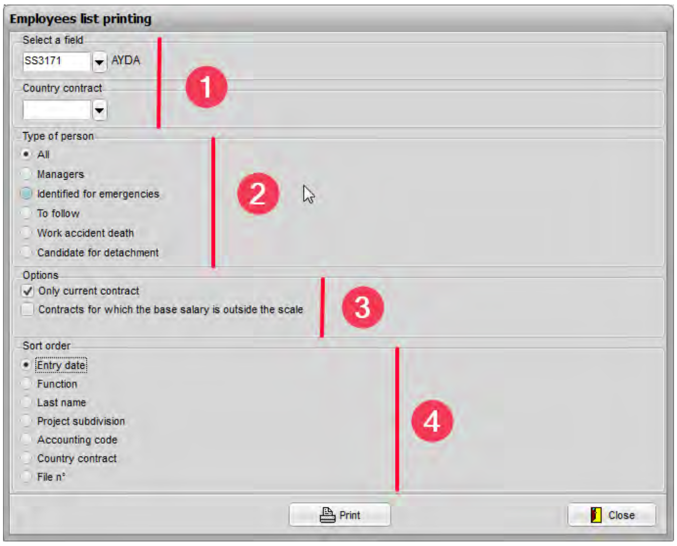
What to be careful with?
The printing options must be carefully selected in order to extract the employees list according to the required criteria

How?
Follow me.

Go to **Reports > Employees list.**



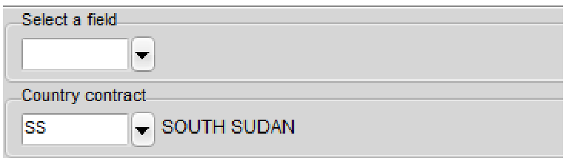
The following window allows you to specify the type of printing you want to run:



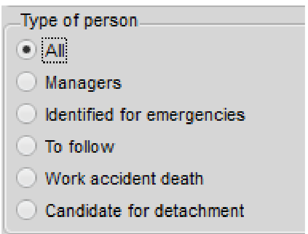
(1) Select a Field <u>and/or</u> a Country : allows to select the scope of your printing.

- A field:

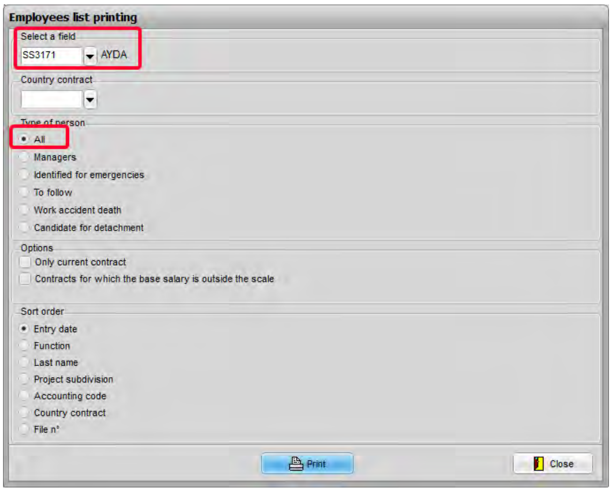
- And/or a country:



(2) Type of persons (only one box can be ticked)



a. All: you will print (or extract on excel) the list of all the employee working on the selected field or country:



Results:

Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

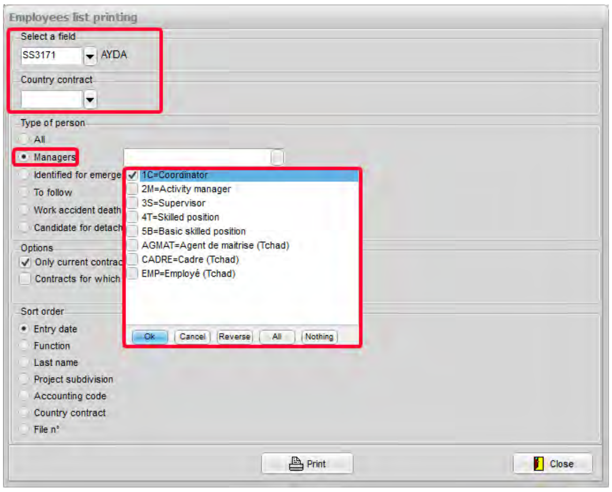
Page 1 de 1

List of persons – All

29/11/2019 09:30:54

File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0005	CARTER WILLIAM	DRIVER	3	CDD	01/07/2017		SS137	66006
IDY0004	DOE RHODA	NURSE	5	CDD	01/07/2017		SS137	
IDY0018	FADAL JAMAR	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0016	FAY VINCENT	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0010	FORD ALEX	DRIVER	3	CDD	01/07/2017		SS317	66006
IDY0001	FOX AGNES	NURSE	5	CDD	01/07/2017		SS137	66006
IDY0015	GREEN PETER	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0017	HAMMES CHARLES	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0008	JACKSON DANNY	MEDICAL DOCTOR	9	CDD	01/07/2017		SS137	66003
IDY0007	JOHNSON FADILA	HYGIENE AGENT	2	CDD	01/07/2017		SS137	66003
IDY0003	JONES PETER	NURSE	5	CDD	01/07/2017		SS137	66003
IDY0013	NOLAN LEOPOLD	WATCHMAN	1	CDD	01/07/2017		SS137	66006
IDY0002	PARKER GARANG	NURSE	5	CDD	01/07/2017		SS137	66003
IDY0012	PONG ARTHUR	WATCHMAN	1	CDD	01/07/2017		SS137	66006
IDY0006	SHEPARD SANTINO	FIN/HR ASSISTANT	6	CDD	01/07/2017		SS137	66002
IDY0014	WILLIAMS MIA	COOK	2	CDD	01/07/2017		SS137	66002
IDY0011	BROWN MARTHA	CLEANER	1	CDD	03/07/2017		SS137	66002
IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR	6	CDD	13/02/2018		SS317	66006

b. Managers : you can select to print (or to export on excel) the employee recorded in one or several job ranking :



Results:

Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Page 1 de 1

List of persons – Managers

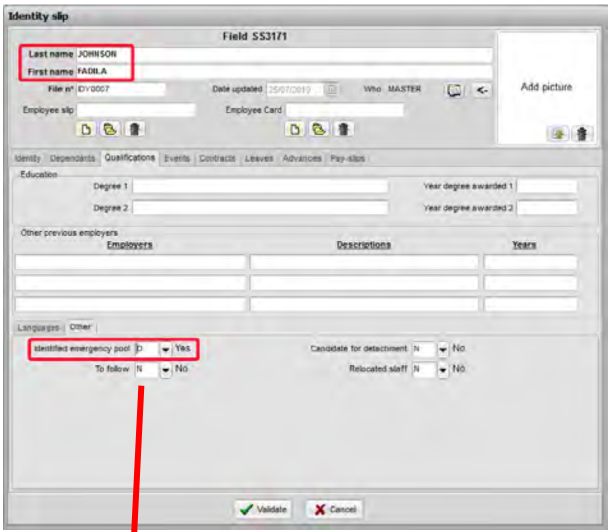
Current contract only

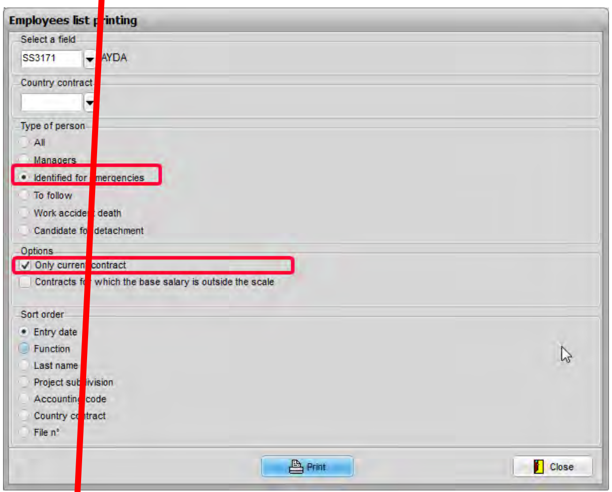
29/11/2019 09:34:40

File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR	6	CDD	13/02/2018	Coordinator	SS317	66006

c. Identified for emergencies

The employee identified for emergencies in the **Identity slip> Qualifications> Other > Identified emergency pool** will appear in the printing:





Results:

Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Page 1 de 1

List of persons – Identified emergencies

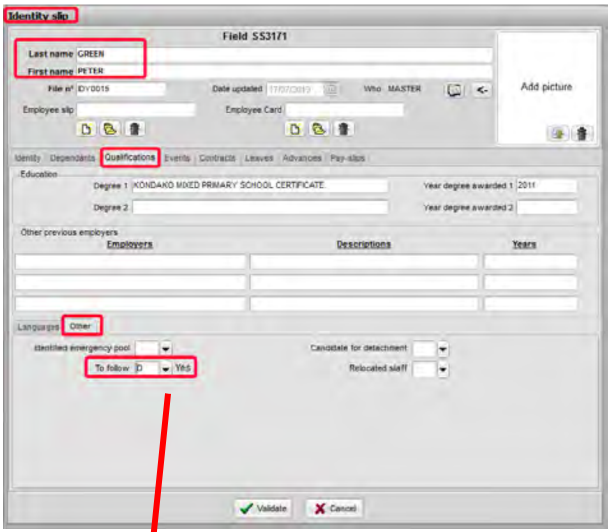
Current contract only

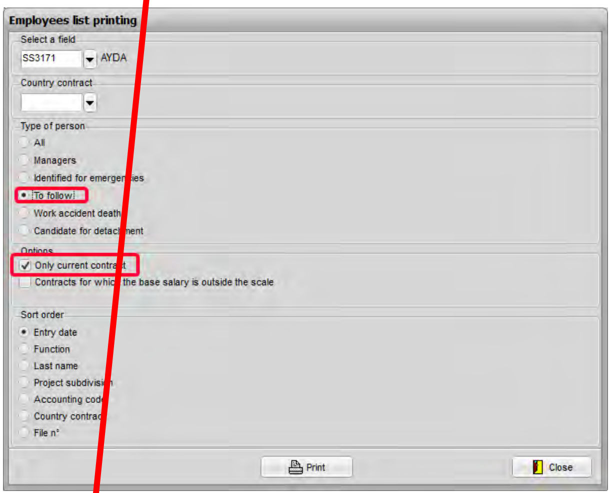
29/11/2019 09:17:08

File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0007	JOHNSON FADILA	HYGIENE AGENT	2	CDD	01/07/2017		SS137	66003

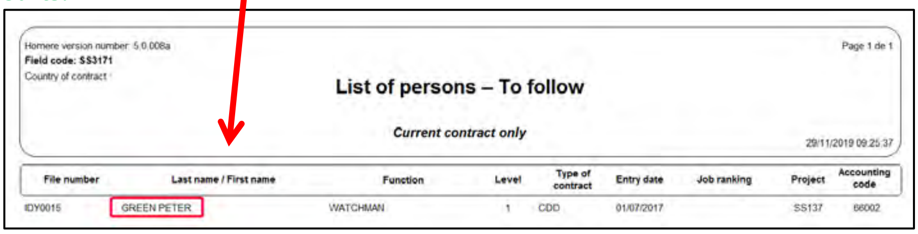
d. To follow

The employee identified for emergencies in the **Identity slip > Qualifications > Other > To follow** will appear in the printing:





Results:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Page 1 de 1

List of persons – To follow

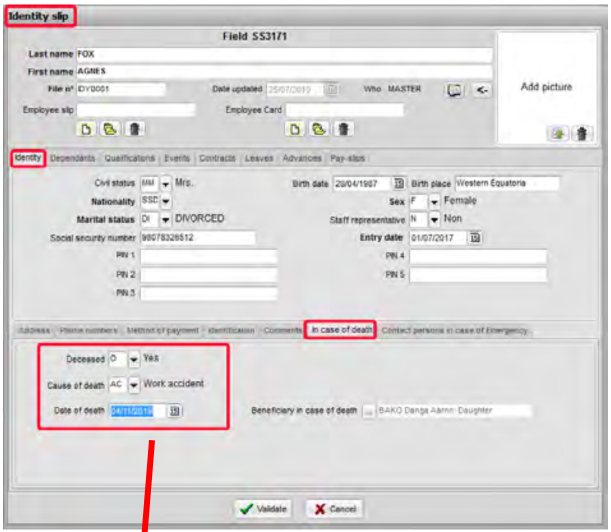
Current contract only

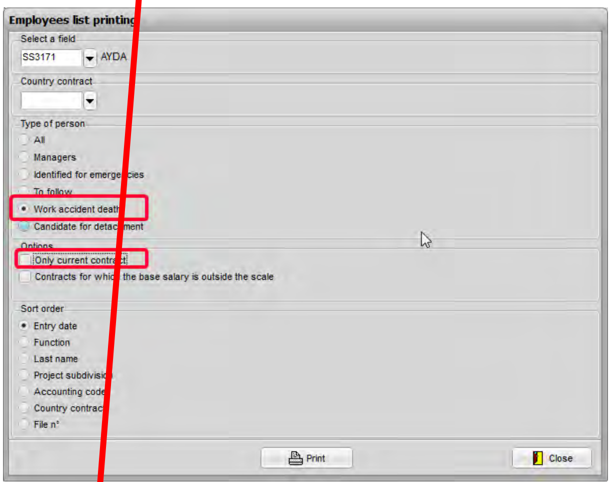
29/11/2019 09:25:37

File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0015	GREEN PETER	WATCHMAN	1	CDD	01/07/2017		SS137	66002

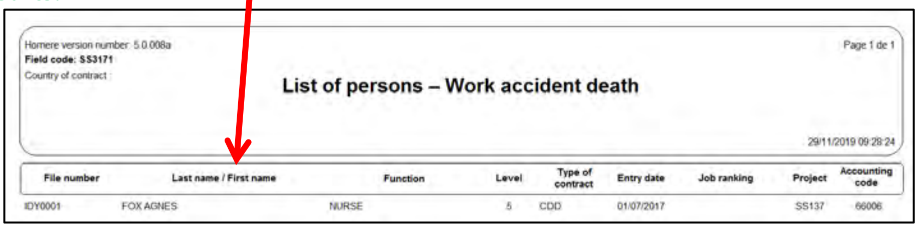
e. Work accident death

The employee dead in a work accident recorded in **Identity slip > Identity > In case of death > Work accident [in cause of death]** will appear in the printing:





Results:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Page 1 de 1

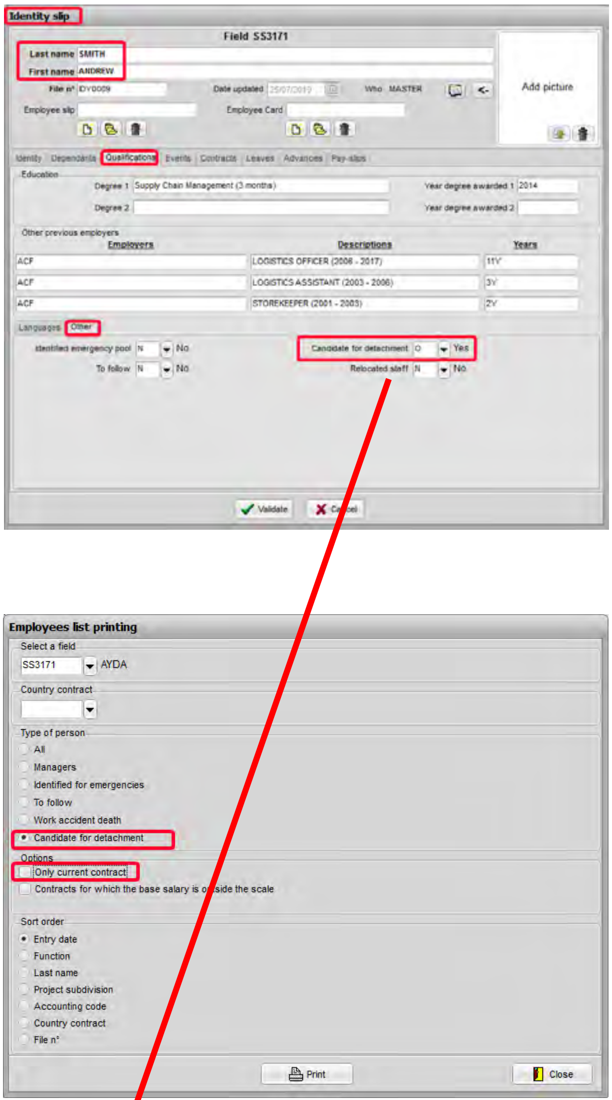
List of persons – Work accident death

29/11/2019 09:28:24

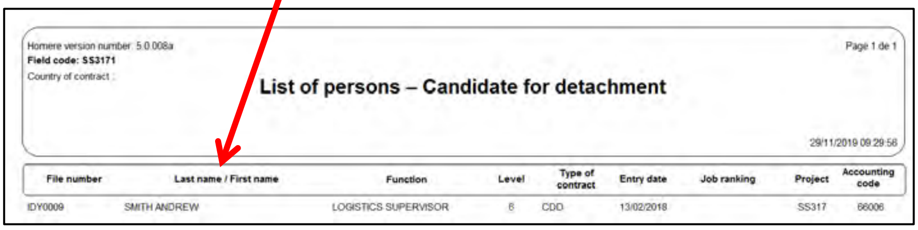
File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0001	FOX AGNES	NURSE	5	CDD	01/07/2017		SS137	66006

f. Candidate for detachment

The employee identified as “candidate for detachment” **in Identity slip > Qualifications > Other > Candidate for detachment** will appear in the printing:



Results:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Page 1 de 1

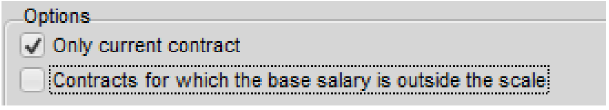
List of persons – Candidate for detachment

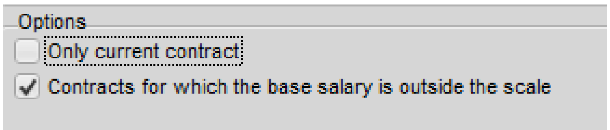
29/11/2019 09:29:58

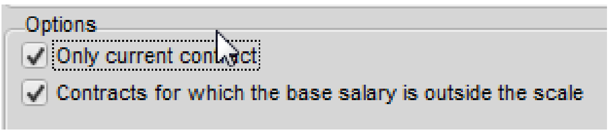
File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR	6	CDD	13/02/2018		SS317	66006

(3) Options:

- **Only current contract**
- **Contract for which the basis salary is outside the grid**



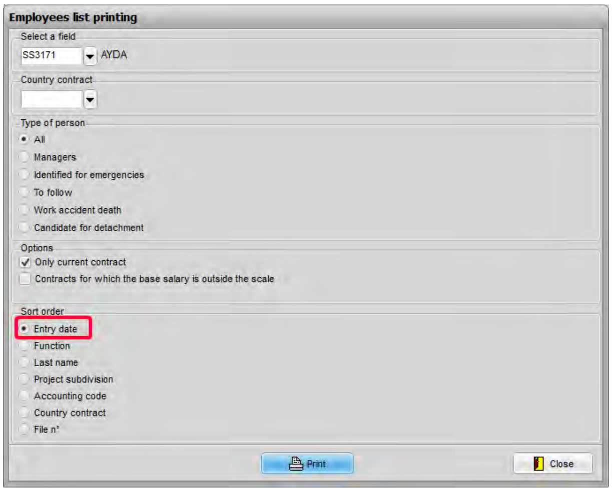




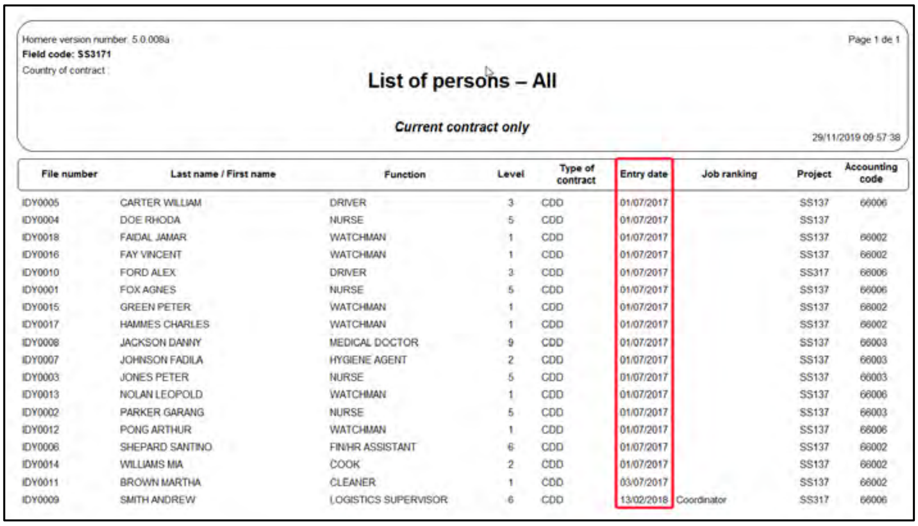
(4) Sort order

You can choose the way you want the results to be ordered:

Example 1 – per entry date:



Results – example 1:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Page 1 de 1

List of persons – All

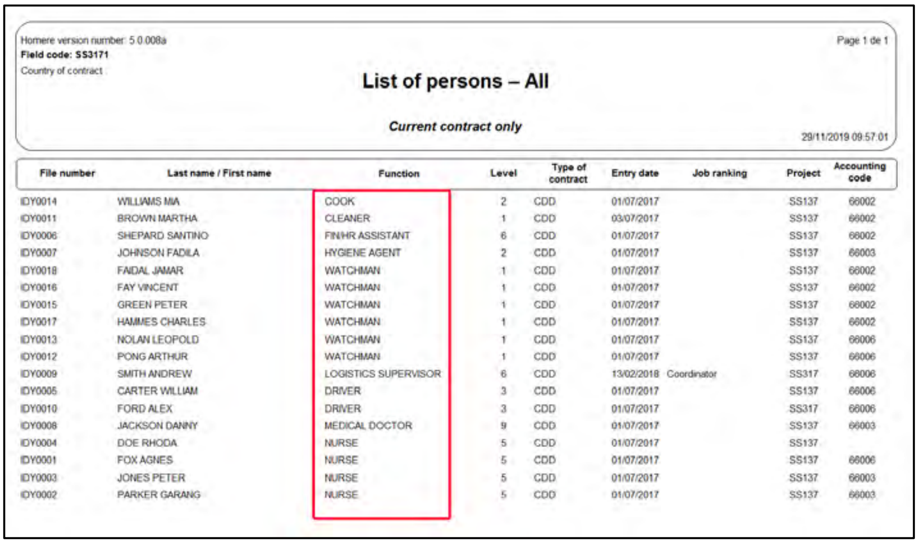
Current contract only

29/11/2019 09:57:38

File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0005	CARTER WILLIAM	DRIVER	3	CDD	01/07/2017		SS137	66006
IDY0004	DOE RHODA	NURSE	5	CDD	01/07/2017		SS137	
IDY0018	FAIDAL JAMAR	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0016	FAY VINCENT	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0010	FORD ALEX	DRIVER	3	CDD	01/07/2017		SS317	66006
IDY0001	FOX AGNES	NURSE	5	CDD	01/07/2017		SS137	66006
IDY0015	GREEN PETER	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0017	HAMMES CHARLES	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0008	JACKSON DANNY	MEDICAL DOCTOR	9	CDD	01/07/2017		SS137	66003
IDY0007	JOHNSON FADILA	HYGIENE AGENT	2	CDD	01/07/2017		SS137	66003
IDY0003	JONES PETER	NURSE	5	CDD	01/07/2017		SS137	66003
IDY0013	NOLAN LEOPOLD	WATCHMAN	1	CDD	01/07/2017		SS137	66006
IDY0002	PARKER GARANG	NURSE	5	CDD	01/07/2017		SS137	66003
IDY0012	PONG ARTHUR	WATCHMAN	1	CDD	01/07/2017		SS137	66006
IDY0006	SHEPARD SANTINO	FIN/HR ASSISTANT	6	CDD	01/07/2017		SS137	66002
IDY0014	WILLIAMS MIA	COOK	2	CDD	01/07/2017		SS137	66002
IDY0011	BROWN MARTHA	CLEANER	1	CDD	03/07/2017		SS137	66002
IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR	6	CDD	13/02/2018	Coordinator	SS317	66006

Example 2 – per Function:

Results – example 2:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract

Page 1 de 1

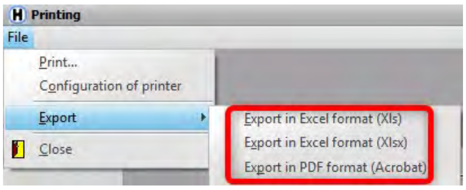
List of persons – All

Current contract only

29/11/2019 09:57:01

File number	Last name / First name	Function	Level	Type of contract	Entry date	Job ranking	Project	Accounting code
IDY0014	WILLIAMS MIA	COOK	2	CDD	01/07/2017		SS137	66002
IDY0011	BROWN MARTHA	CLEANER	1	CDD	03/07/2017		SS137	66002
IDY0006	SHEPARD SANTINO	FIN/HR ASSISTANT	6	CDD	01/07/2017		SS137	66002
IDY0007	JOHNSON FADILA	HYGIENE AGENT	2	CDD	01/07/2017		SS137	66003
IDY0018	FAIDAL JAMAR	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0016	FAY VINCENT	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0015	GREEN PETER	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0017	HAMMES CHARLES	WATCHMAN	1	CDD	01/07/2017		SS137	66002
IDY0013	NOLAN LEOPOLD	WATCHMAN	1	CDD	01/07/2017		SS137	66006
IDY0012	PONG ARTHUR	WATCHMAN	1	CDD	01/07/2017		SS137	66006
IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR	6	CDD	13/02/2018	Coordinator	SS317	66006
IDY0005	CARTER WILLIAM	DRIVER	3	CDD	01/07/2017		SS137	66006
IDY0010	FORD ALEX	DRIVER	3	CDD	01/07/2017		SS317	66006
IDY0008	JACKSON DANNY	MEDICAL DOCTOR	9	CDD	01/07/2017		SS137	66003
IDY0004	DOE RHODA	NURSE	5	CDD	01/07/2017		SS137	
IDY0001	FOX AGNES	NURSE	5	CDD	01/07/2017		SS137	66006
IDY0003	JONES PETER	NURSE	5	CDD	01/07/2017		SS137	66003
IDY0002	PARKER GARANG	NURSE	5	CDD	01/07/2017		SS137	66003

You will be able to export all reports by going on the top left of the screen, the report can be exported in Excel or PDF: **File > Export > Export in Excel format (Xls) / PDF format (Acrobat).**



B9 – HOW TO PRINT THE DEPENDENTS INFORMATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001+	28/11/2019	B2 – How to search an employee B3 – How to update the dependents information B7 – How to extract employees information in excel B8 – How to print employees list

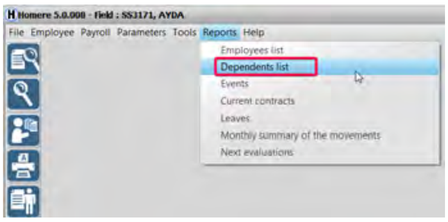
When?
On a regular basis, the dependents list must be checked and shared with the Medical Department

When?
If the dependent(s) do not appear in the dependent list, he/she will not be supported by the medical service.
If the dependent(s) do not meet the criteria anymore and still appear in the list, he/she will be supported by the medical service when he/she should not.

What to be careful with?
The printing options must be carefully selected in order to extract the dependents list according to the required criteria (active and/or inactive dependents; with or without the dependent age ; with or without supporting documents expired or about to expire; with or without the employees without dependents…)

How?
Follow me.

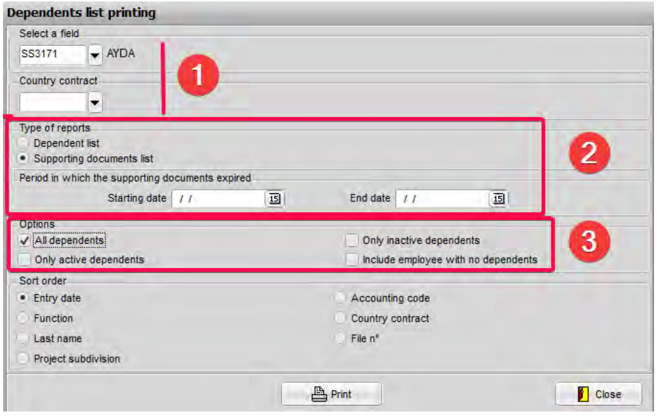
Access the menu printing of dependents: **Reports / Dependents list**.



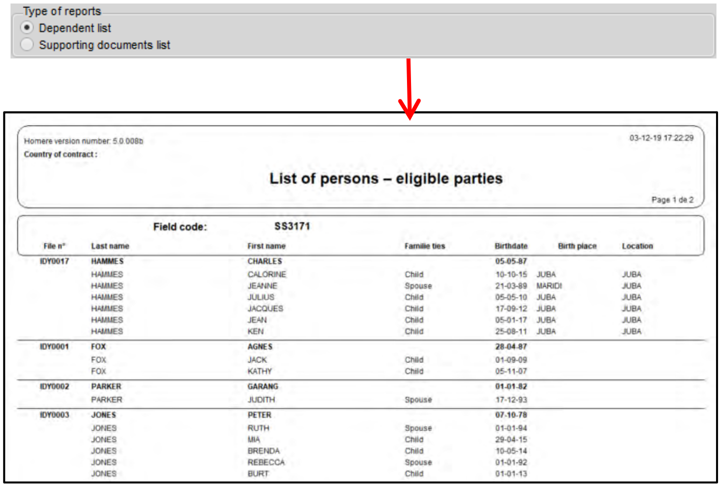
That window allows specifying the type of printing you want to run:

(1) Select a Field and/or a Country: allows to select the scope of your printing

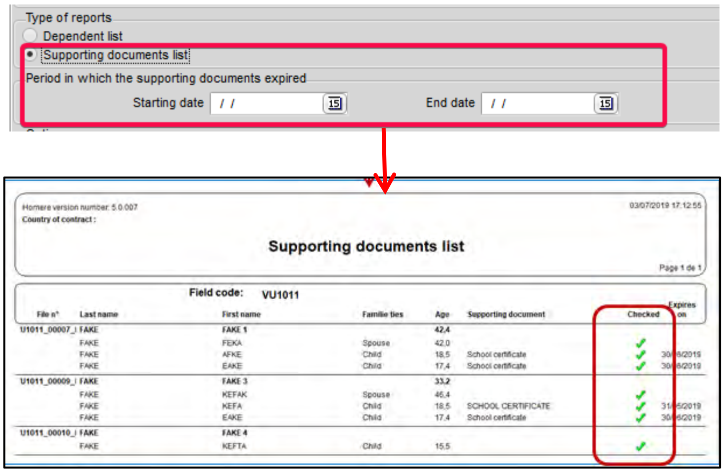
(2) Type of reports:



- **Dependent list**: allows to print a list of dependents per employee including the dependents names, family ties, birthdate, birthplace and location:



- **Supporting documents list**: Allows to print a list of dependents per employee including the dependents names, age and the information entered regarding the supporting documents. Allows in particular to check the dependent age and if the supporting documents are expired or about to expire.



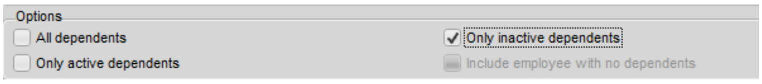
It is possible to specify a document expiration date in order to precise your search

(3) Options: Allows printing the list of dependents including or not including the inactive dependents.

- **All the dependents**: including or not including **employee with no dependents**

- **Only active dependents**

- **Only inactive dependents**



CHAPTER C / CONTRACT MANAGEMENT

C1 – HOW TO CREATE AN EMPLOYEE CONTRACT

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	02/12/2019	C2 – How to renew or amend one or various employee contract(s) C3 – How to end one or various employee contract(s) C5 – How to generate and attach a contract

When?

When a new employee is recruited or when an employee joined MSF again after a period without contract.

Why?

The **Contract slip** gathers all the information related to the contract(s) signed between MSF and the employee.
It allows:

- to respect the commitment taken between MSF and the future employee,
- to generate the monthly pay slips,
- to respect the local labor law and legislation regarding work relationships.

What to be careful with?

Ensure that all mandatory information to create a contract is provided by the supervisor and the administrative department.

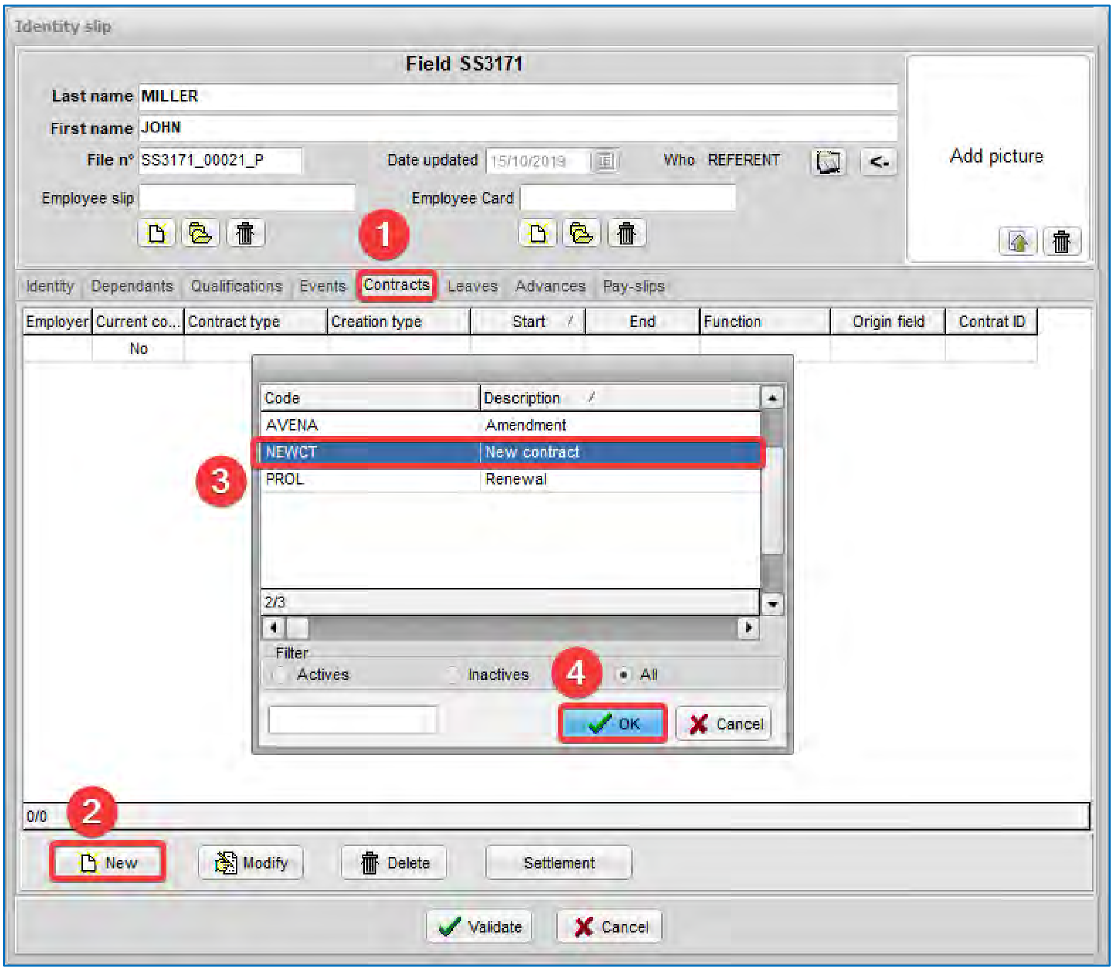
How?

Follow me.

1. THE CONTRACT FIELDS IN THE CONTRACT SLIP >

To create a new contract, open an employee Identity slip and click on the **Contracts** tab.
New > NEWCT > OK.

A New Contract **(NEWCT)** is created for a person signing a first contract with MSF or contracted again after a period without contract (involving usually a final settlement for the previous contract).



Once you selected the right type of contract, click on **OK**. The contract slip will automatically open.

The **Contract slip** layout is organized according to different topics:

Date and type (1):

Includes all contract information's as well as probation period information's;

- **Contract type:**
- Fixed term **(CDD)**: contract with a defined duration and an end date
- Open ended **(CDI)**: contract without an end date
- Contract of Replacement **(CREMPL)**: for short term replacement contract with specific starting and ending dates;
- Incentives **(INCENT)**: Employee of local Health structures receiving incentives from MSF
- Secondment **(PREST)**: For employees who are detached to another project location
- Other **(AUTRE)**: can be used for specific situations, only after approval from the HRO and Homere referent at HQ level;
- Detachment **(DLL)** **[for OCB only]**: for detached employees (to another mission)
- Emergency intervention **(ECDD)** **[for OCB only]**: for employees sent to an emergency intervention
- Relocation **(RLL)** **[for OCB only]**: for employees relocated to another project

- **Current contract**: When a new contract is created it will be automatically filled as **O (Yes)**. When a Settlement is activated with the ***Settlement button***, the status of the contract will be switched to **N (No)**. Meaning that the contract will be de–activated.

All closed contract **must** have an **End date** recorded in the contract slip.

- **Start date**: it is highly recommended to start the contract on the 1st of the month.

- **End date**: to be filled in all types of contracts except in the open–ended contract (which end date will be entered when the settlement will be activated) and in any case when a contract is ended;

- **Trial period**: indicate **O (Yes)** if the employee's contrat is subject to a trial period. Employee are usualy subject to probation period for new contract and change of position. Probation period are forbidden for renewal of contract at the same position.

- **Date of end of trial period**: if the employee's contract is subject to a trial period, indicate the end date of the period. Please refer to the HR guide to get more information about the length of the probation period that may vary according to the length of the contract or the position of the employee. Even if the box End of the trial period is not mandatory to validate a contract slip, it must be recorded to be able to follow these dates on a monthly basis. The end of probation period as well as the end of contract dates will be communicated to managers on a monthly basis.

Function (2):

Consolidate all information related to the function held by the employee: function grid, function title, level, category, job ranking, as well as work location.

- **Function Grid:** select the last version of the function grid (all the function grids are kept in Homère). Only one Function Grid must be accessible in the drop down menu of the function grid. Be sure that the grid avalaible in Homere is the last updated version. Refer to your HRCo for more infomation if needed.

- **Function:** select the function in the drop–down list linked to the function grid selected earlier.

- **Level and category:** will be automatically filled by HOMERE according to the function grid information

- Job ranking: Avalaible job rankings are the following:

[FOR OCP]

Job Ranking	IRFFG levels
Coordinator (1C)	From level 12 to level 15
Activity manager (2M)	From level 9 to level 11
Supervisor (3S)	From level 6 to level 8
Skilled position (4T)	From level 3 to level 5
Basic skilled position (5B)	Levels 1 and 2

[FOR OCB]

Job Ranking	Description
ADM	Administration
LOG	Logistic
MED	Medical (Doctors only)
PAR	Paramedical
GAR	Guards
PEM	Domestic staff

- **Workplace:** place where the employee is located. Make sure that the place recorded is the same for all employees working in the same place and that it speaks clearly.

Adjustement (3):

Allows recording the leave balance and the seniority at the beginning of the contract:

- **Seniority in month prior to the contract**: enter manually the number of months of seniority cumulated by the employee with MSF prior to the contract that is being established.

Please find below the different elements that constitute the seniority calculation appearing on the pay slips of an employee:

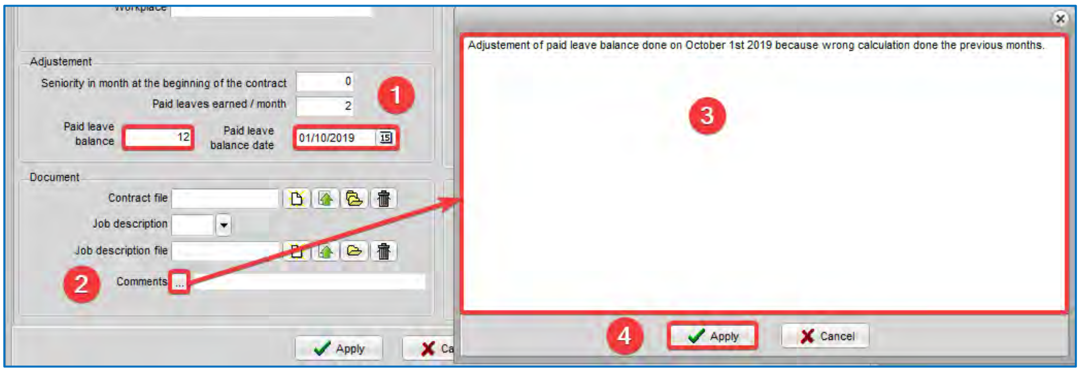
- Seniority linked to the current contract: It is automatically calculated by Homere according to the **Start date** of the contract recorded in the Contract slip. Be careful the seniority will be 0 for the 1st month, 1 for the second month… Because seniority is calculated only for completed month;

- Seniority prior to the current contract: It is automatically recorded each time an amendment/renewal is recorded for an employee in HOMERE. The information is recorded in the field **Seniority prior to the current contract** of the contract slip. The recorded value will appear in the right corner of the the first pay–slip of the employee, in the field **Seniority in month.**

- **Paid leave earned per month**: default value automatically filled in from the information entered when the field is created. The figure can be modified manually (if different from the initial parameter) only in a few situations: extra leaves according to the HR guide or legal requirement (linked to seniority, dependents…), part time contracts…

- **Paid leave balance**: allows setting the balance of paid leave on a determined date.
  - In case of an amendement or a renewal of contract without contract gap and settlement calculation HOMERE will automatically copy the paid leave balance of the day prior to the starting date of the contract;

  - When applicable, a manual adaption can be done. In that case you **MUST** enter a comment in the **Comments** field of the contract to keep track of the change. If the paid leave balance need to be update please record the correct **Paid leave balance** as well as the leave balance date in the **Paid leave balance date**, using the calendar.



Document (4):

Both Contract and job description of the employee must be attached to HOMERE.
Contract can be mail merged if the document models are present in the correct location (**Epiconcept/models/contrat**).

Payroll (5):

Combine all the information that allows a proper salary calculation:

- **Payroll calculation**: only one Payroll calculation must be accessible in the drop down menu. Make sure that the payroll avalaible in HOMERE is the last updated version. Refer to your HRCo for more infomation if needed,

- **Salary scale number**: only one Salary scale must be accessible in the drop down menu. Be sure that the grid avalaible in HOMERE is the last updated version. Refer to your HRCo for more infomations if needed,

- **Salary without seniority**: reference salary of the salary scale according to the level of the positon held by the employee),
- **Base salary with seniority (as of now):** Salary of the employee according to level of the positon held with the seniority as per today,

- **Calculation (as of now)**: When you click on, the salary is automatically updated depending on the different information entered in the contract before: function and salary scale as well as the seniority record in the adjustment part,

- **Activity rate (%)**: default entry is 100, meaning full–time work. For part–time workers, the filed must be modified to indicate the accurate rate (e.g. half–time = 50%). The activity rate recorded rate will have an automatic impact on the monthly salary calculation,

- **Currency**: Refers to the currency for the salary payment. By default will be the currency defines by the HOMERE referent in the Project identifier at Project creation stage.

Assignation (6):

Includes all information about Financial and accounting allocations: accounting codes, financial contracts and lines, Analytical axis and lines. These assignations are different from one MSF section to the other. Please refer to your Finance Department for more infomation regarding specific assignation of your OC.

End of contract (7):

Allows recording information's related to the end of contract of the employee: date, reason, as well as the starting date for calculation of severance.

- **Starting date for calculation of severance payment**: to be filled in when the contract is created. This date is equal to the entry date if the employee never had a settlement in the past. If the employee already received a settlement, this date must correspond to the first day of the contract following the last settlement. This information allows HOMERE to calculate the amount of the end of contract allowances (according to legal requirement or MSF Common frame) to be paid the last month of the contract of the employee. It is also helpful to check the leave balance and the application of the seniority policy in the mission.

Management (8) [for OCB only]:

This part of the contract is where the following information must be filled:

- **Line Manager**: fill in first where the line manager is encoded (HOMERE, HR.NET or Symphony) then:
    - if the line manager is in HOMERE, select him/her from the drop–down list
    - if the line manager is encoded in HR.NET, fill in the line manager's HR.NET reference number
    - if the line manager is encoded in Symphony, fill in the line manager's Symphony reference number

- **Functional Manager:** fill in first where the functional manager is encoded (HOMERE, HR.NET or Symphony) then:
  - o if the functional manager is in HOMERE, select him/her from the drop–down list
  - o if the functional manager is encoded in HR.NET, fill in the functional manager's HR.NET reference number
  - o if the functional manager is encoded in Symphony, fill in the functional manager's Symphony reference number

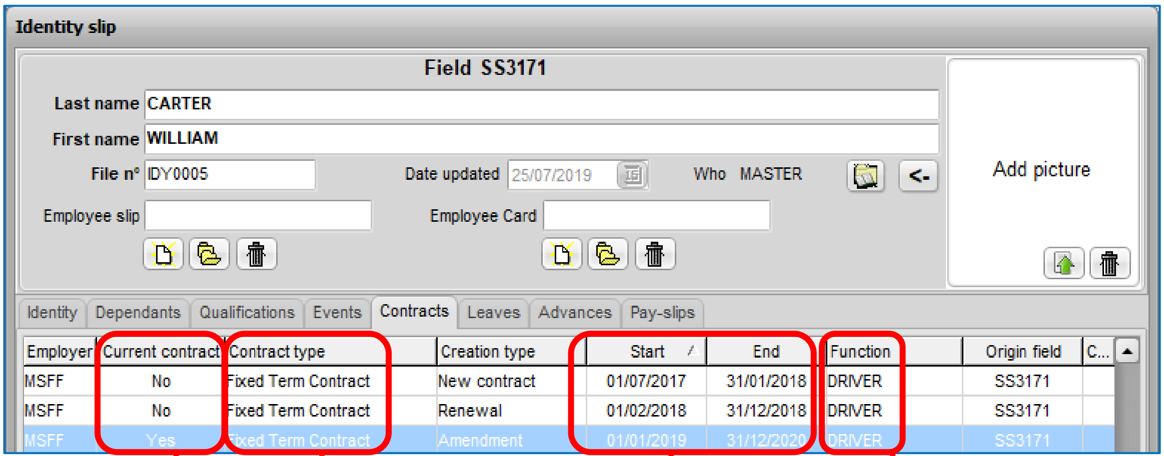
As these two fields are mandatory, if there is no functional manager, just repeat the information from the line manager.

2. MANDATORY FIELDS IN THE CONTRACT SLIP >

Some fields are mandatory for contract validation. These fields may change from MSF section to the other.

When these fields are not filled, an error message will pop up at Contract validation step and mandatory fields with missing information will be highlighted in yellow

3. DISPLAY OF THE LIST OF CONTRACTS >



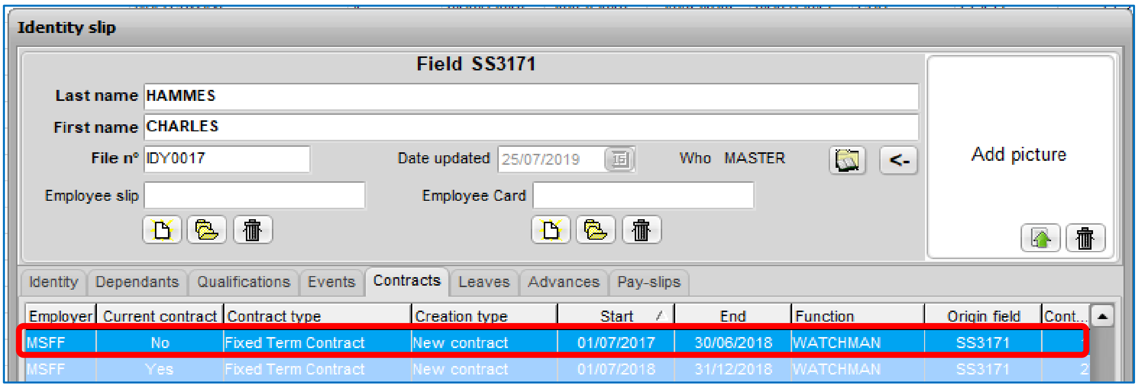
Status of the contracts:
Active =Yes
Non Active = No

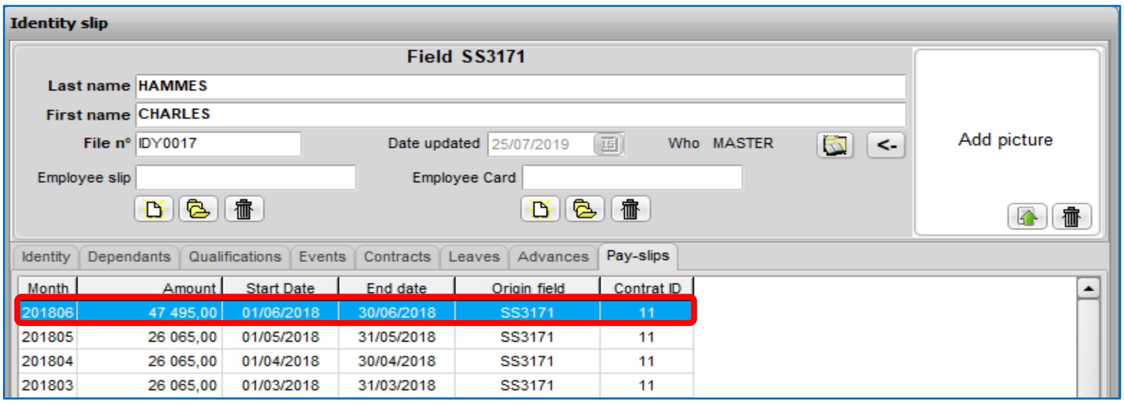
Type of contracts:
Fixed term contract / Open ended contract / Incentives / Replacement contract / Other
Type de création:
New contract / Renewal / Amendment

Dates of contracts: Start and End

Functions held by the employee

Contracts closed with a final settlement are indicated with a highlighted blue line, as well as settlement pay slips.





Tips and tricks

- To ease the entering of information uses the drop-down menus, once you click on the arrow to access the list, type the first letter of your choice to jump more quickly to it.
- Tabulation keyboard keys will allow you to jump more quickly from one box to the next one.

C2 – HOW TO RENEW OR AMEND ONE OR VARIOUS EMPLOYEE CONTRACT(S)

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	03/12/2019	C1 – How to create an employee contract C5 – How to generate and attach a contract

When?

When an employee's contract is amended of renewed.

Why?

Because HOMERE must include contract last updated information and changes.
It allows:

- to respect the commitment taken between MSF and the employee,
- to generate the monthly pay slips.

What to be careful with?

Ensure that all the changes made to the employee original contract are provided by the supervisor and the administrative department and correctly understood.
Make sure that as long as aan amendment or a Renewal is created in HOMERE a hard copy must is prepared, signed in 2 copies minimum (more if any legal requirement) by both employee and Employer and archived according to MSF policies.

How?

Follow me.

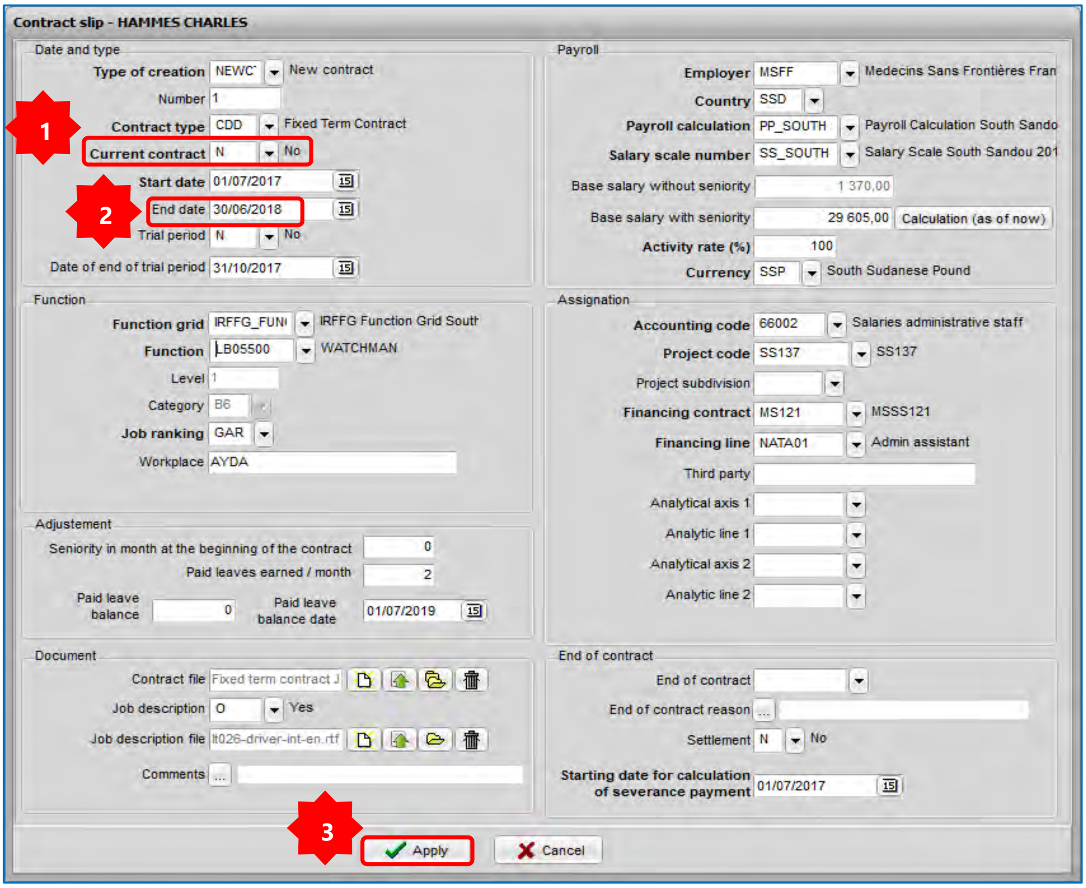
1. AMENDMENT >

a. Invidual amendment

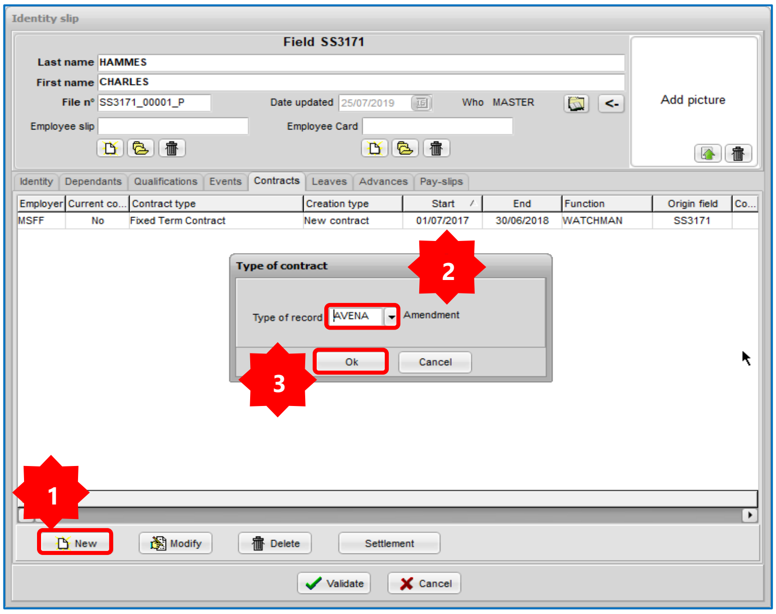
In HOMERE an amendment is created for any change in the condition of the current contract other than duration. It means that every time a change of one of the contract provisions is done (work location, salary, position…) the contract of the employee **MUST** be amended.
If an amendment is created before the normal end of the original contract or for an open–ended contract, you will have first to close the initial contract on the day before the amendment comes into effect. The Current Contract must be closed, by turning the **Current Contract** field to **N (No)**, before opening a new one.

Ex: an employee with a fixed term contract with an end date on December 31st 2018 is promoted from a Watchman to a Driver position on July 1st 2018.

To proceed to the Amendment, open the current contract, change the **Current Contract** status to **N (No)** **(1),** change the **End date** for the day before the amendment comes into effect **= June 30st 2018** **(2)** and **Apply**



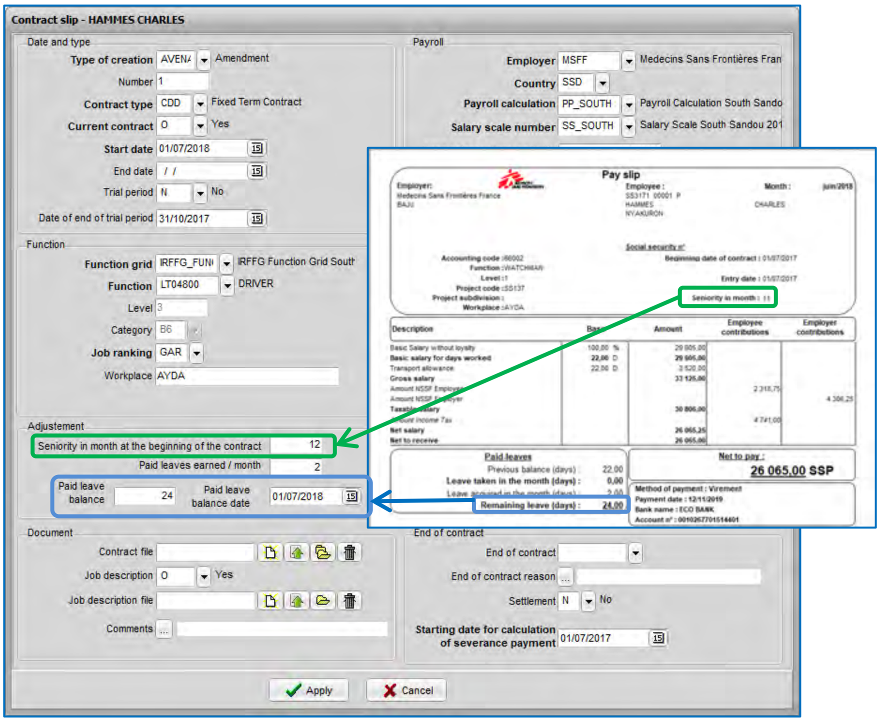
Then, create the amendment by clicking on **New (1)**, selecting **Amendment (AVENA) (2)** and clicking on **Ok (3)**.



When the Amendment (**AVENA**) is selected, HOMERE will automatically copy some information from the previous contract slip.

The following information will be automatically filled in in the amendment slips:

- **Seniority prior to the current contract (1)** = seniority of the last pay slip **+ 1**
- **Paid leave balance (2)** = paid leave balance of the last pay slip



You will have to update and/or modify only the field(s) that are affected by the amendement (contract duration or type, function…).

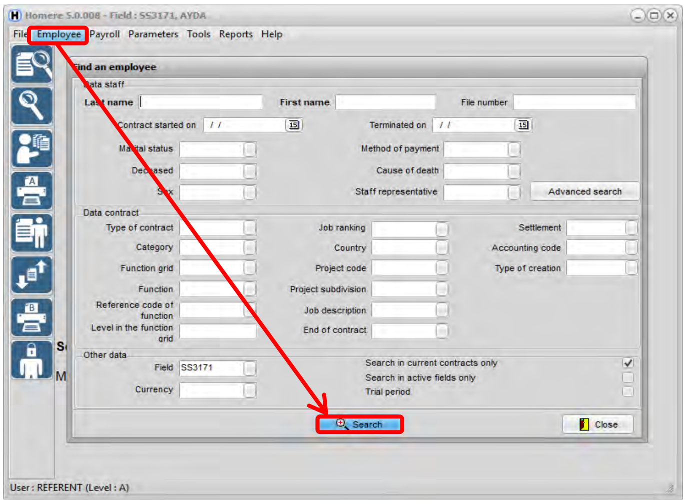
b. Massive amendment

When a change affects several employees: new salary scale, implementation of IRFFG..., you will be able to apply the changes to a specific list of employees at once.

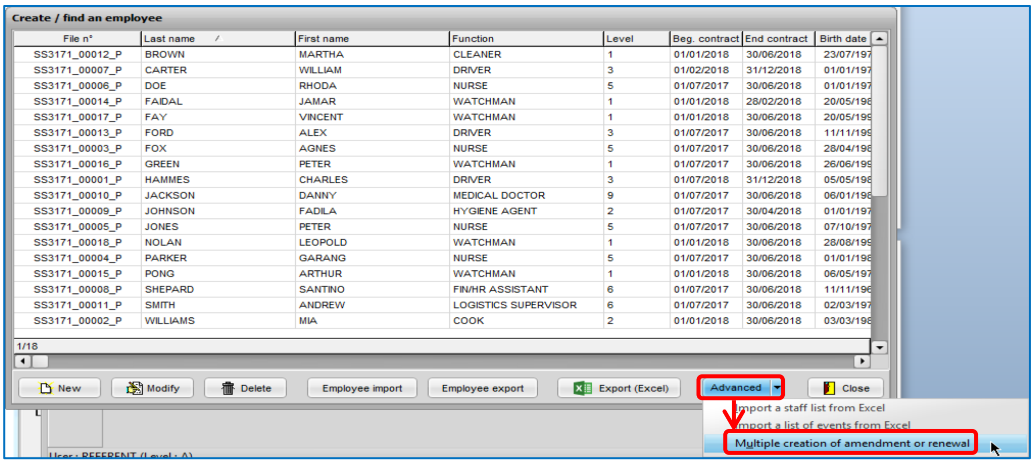
Before starting a massive amendment process make sure that the following situation doesn't occur in your data base:

- one of the employee's current contract start date is after the staring date of the amendment
- one of the employee's current contract startdate is the same day as the staring date of the amendment
- one of the employee has a pay slip outside the period between the ongoing contract **Start date** and ongoing contract new **End date.**

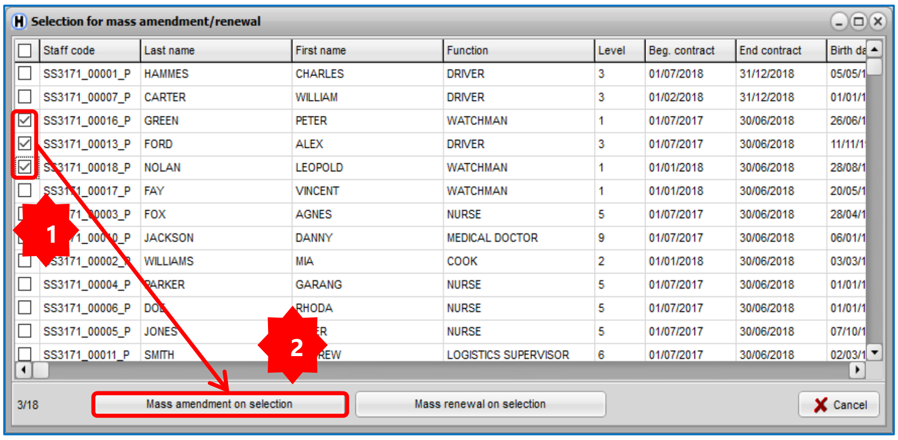
In order to proceed to multiple amendments, go the list of employees: **Employee > Find an employee > Search**



Once the list of employees is displayed, do rights click **advanced > Multiple creation of amendment or renewal**

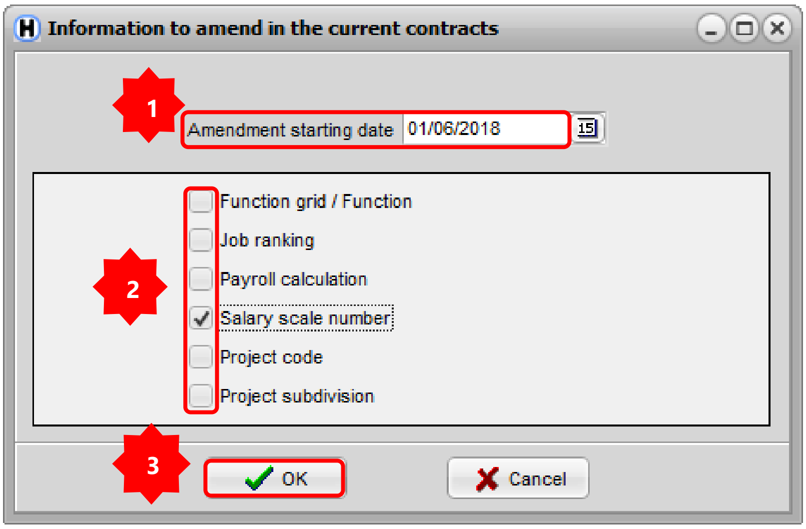


Select the employees for which you want to proceed to a contract renewal **(1)**, and then click on **Mass amendment on the selection (2)**.

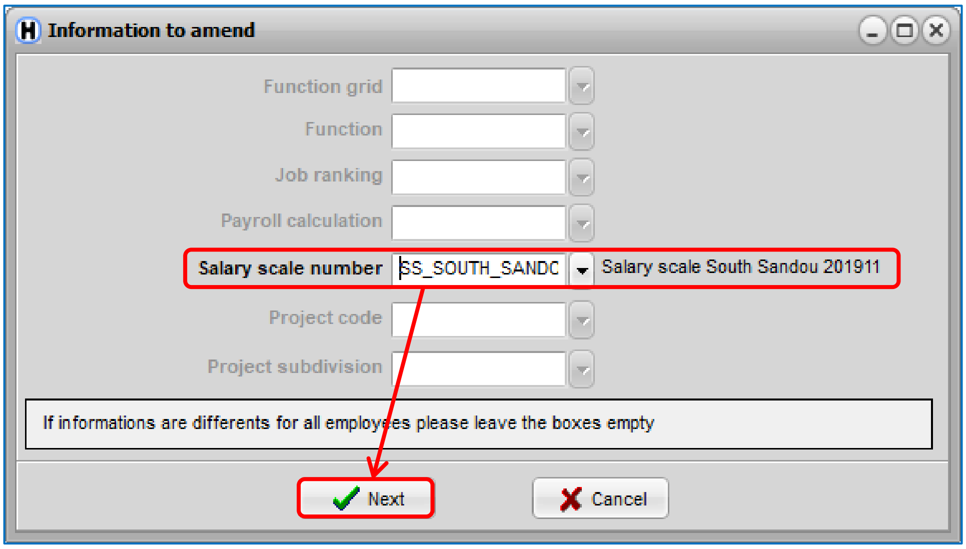


By clicking on the box on the left side of the staff code column, you will be able to select all employees at once.

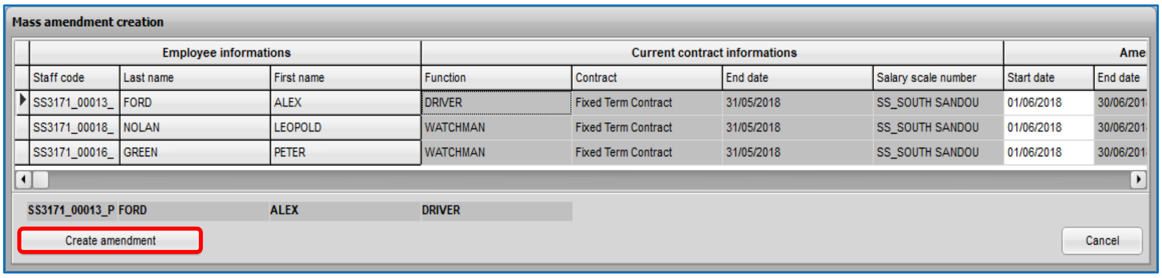
Select the **Amendment starting date (1)** as well as informations you want to embark **(2)** and then click on **OK (3).**



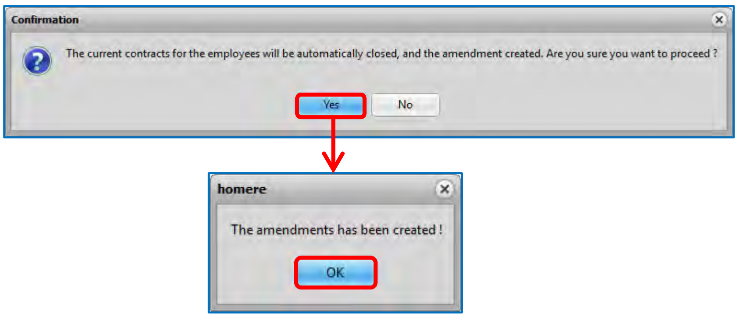
Select the informations to be amended and then click on **Next.**



Then click on **Create amendment.**



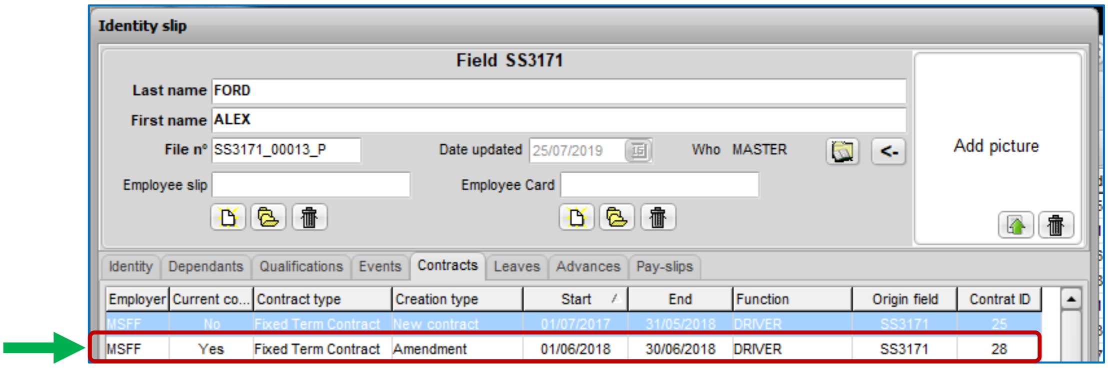
In that window you will be able to modify some informations employee by employee if needed (start date…). The modifiable columns are identifiable by a white background colour.



Then click on **Yes** and **OK.**

The amendments will be automatically created for each employee selected, with the automatic update of the paid leave balance and seniority at the contract amendement date.

A new line will appear in the contract list with the title **Amendement** as creation type in each and every employee file you just amend.



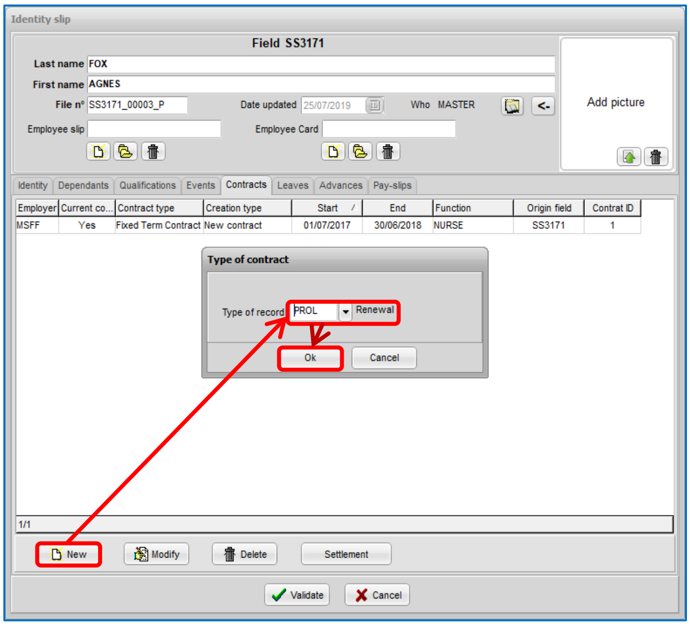
2. RENEWAL >

a. Individual renewal

In HOMERE a contract renewal is created when the fixed term contract of an employee expires and need to be extended. It means that there is no gap between the last day of the previous contract and the first day of the extension and then no settlement calculation.

Ex: The contract of an employee with an end date on June 30st 2018 is extended until December 31st, 2018.

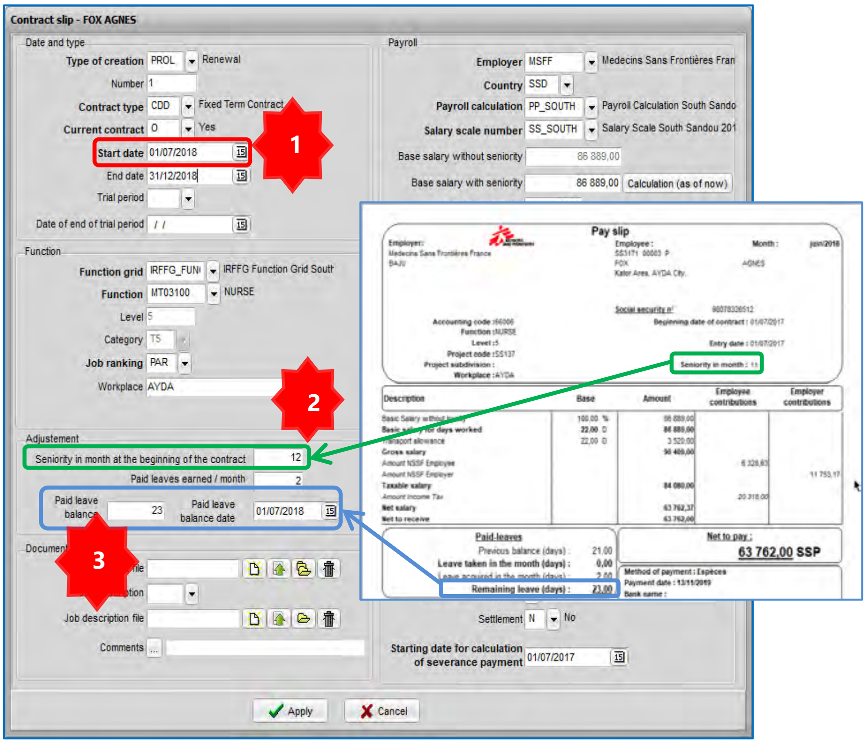
To proceed to a Renewal **New > Renewal (PROL) > Apply:**



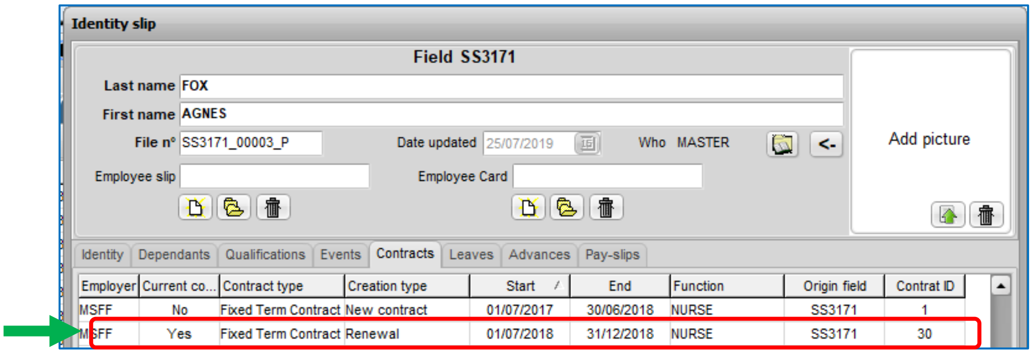
The following information will be automatically filled in in the renewal slips:

- **Starting date of the Renewal (1)**
- **Seniority prior to the current contract (2)** = Seniority of the last pay slip **+ 1**
- **Paid leave balance** and the ***Paid leave balance date*** **(3)** = Paid leave balance of the last pay slip

Then click on **Apply.**



The previous contract status will automatically be switched to **N (No)** by HOMERE and a new line with the Renewal will appear in the contract list:



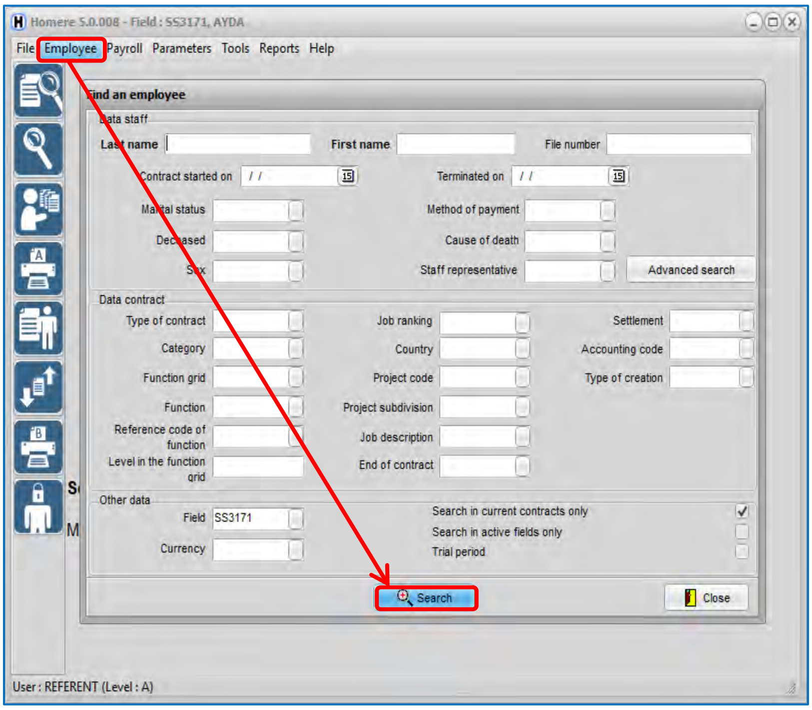
b. Massive renewal

When a contract extension affects several employees you can realize at once all the changes regarding the new end date of the contracts to a specific list of employees.

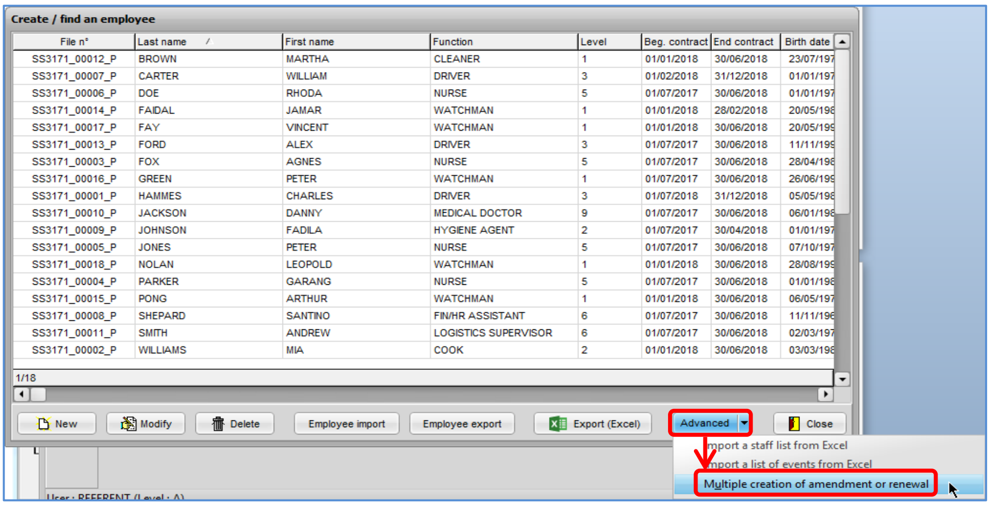
Before starting a multiple renewal process make sure that the following situation doesn't occur in your data base:

- one of the employee's current contract start date is after the start date of the renewal
- one of the employee's curent contract start date is the same day as the start date of the renewal
- one of the employees has a pay slip between the renewal **Start date** (ongoing contract **End date** + 1 day) and the renewal **End date**.

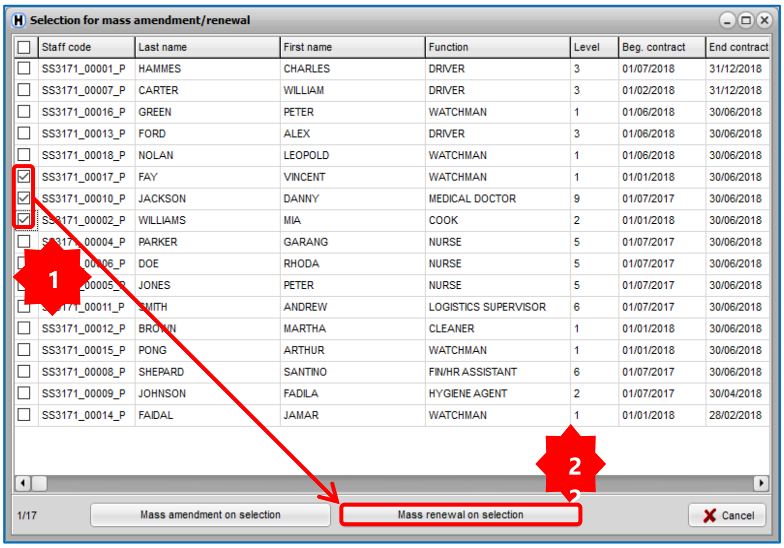
In order to proceed to the massive renewal process, go to the list of employees: **Employee > Find an employee > Search:**



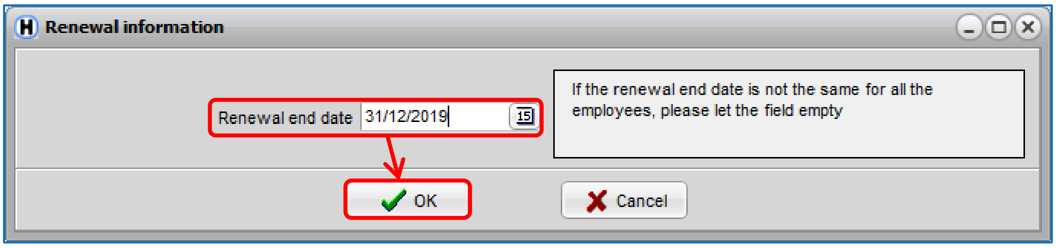
Once the list of employees is displayed, right–click on **Advanced > Multiple creation of amendment or renewal:**



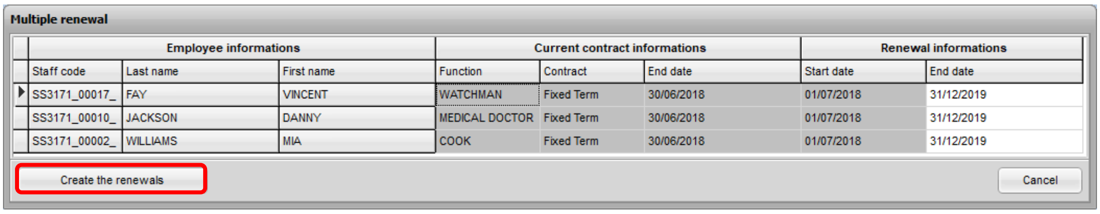
Select the employees for which you want to proceed to a contract renewal **(1),** and then click on **Mass renewal on the selection (2).**



Select the new end date of the contracts you want to renew, then click on **OK:**

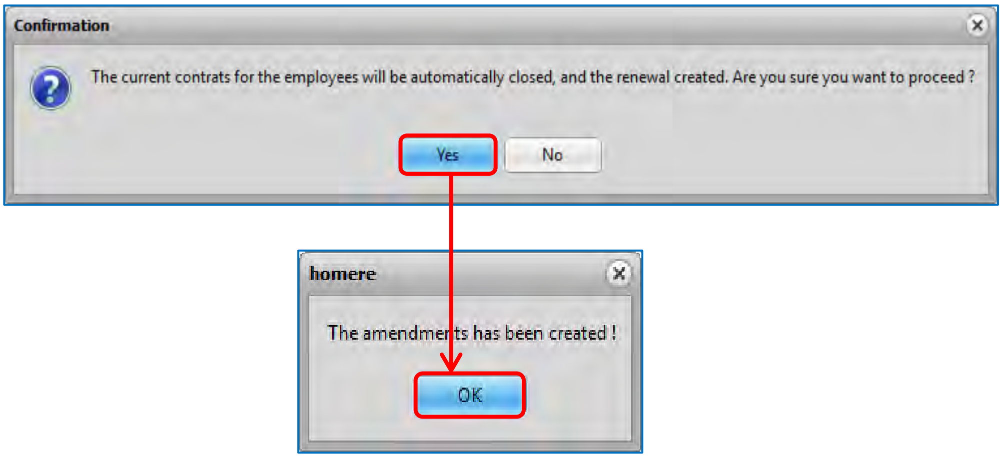


Then click on **Create the renewals**.



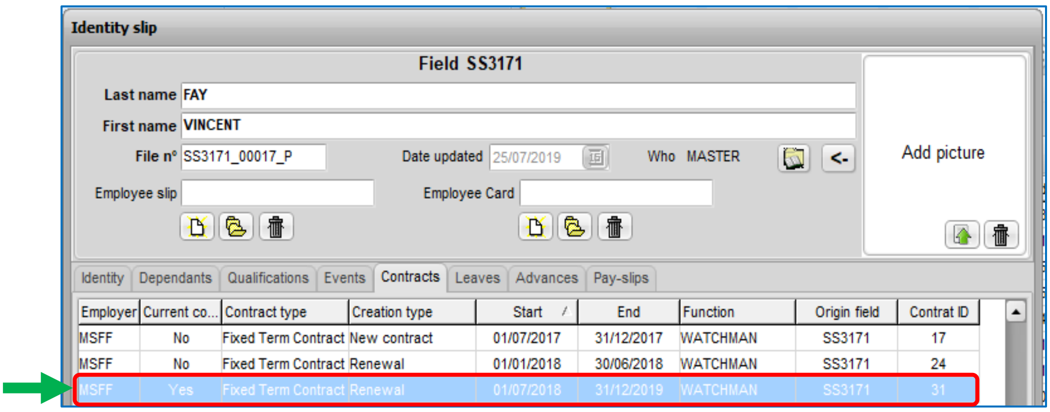
In that window you will be able to adjust the new **End date** of the contract employee by employee if needed.

Then click on **Yes** and **OK.**



The renewals will be automatically created for each and every employee selected including the automatic update of paid leave balance and loyalty at the contract renewal date.

A new line will appear in the contract list with the title **Renewal** as creation type for each employee you have selected:



C3 – HOW TO END ONE OR VARIOUS EMPLOYEE CONTRACT(S)

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.008 +	03/12/2019	C1 – How to create an employee contract C2 – How to renew one or various employee contract(s) C5 – How to generate and attach a contract F4 – How to generate pay slips and settlements F5 – How to encode monthly variables

When?

A settlement is prepared upon termination of an employee's contract and when no further contract is sign with MSF.

Why?

To ensure to close correctly the collaboration between MSF and the employee in accordance with the legal framework of the country as well as MSF Human Resources rules.
In order to avoid any complicated regularization after the end of the contract and any future litigation.

What to be careful with?

Ensure that all information needed to prepare the final settlement is correctly encoded in HOMERE before generating the Final Settlement (staring date for the calculation of severance…).

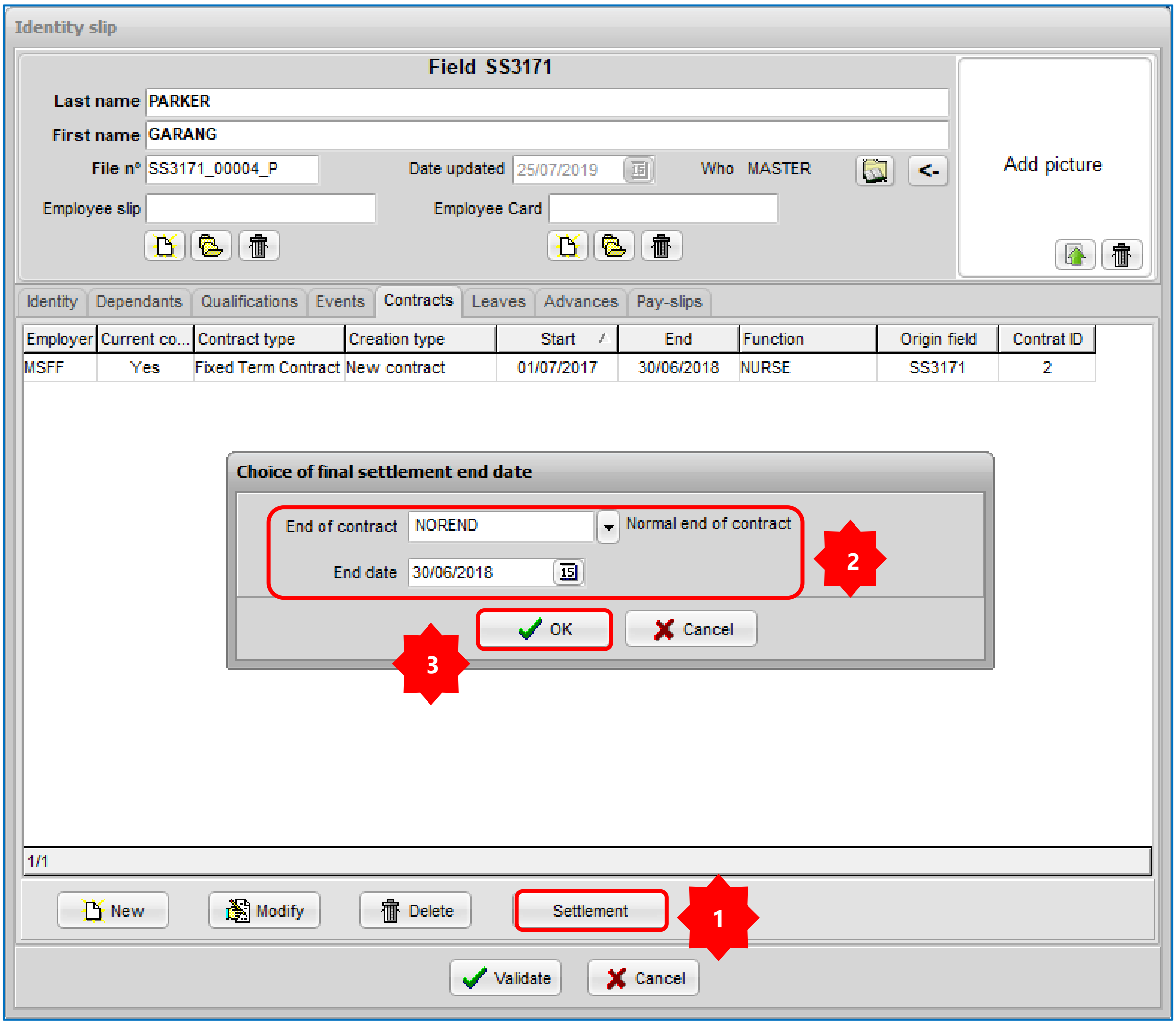
Ensure that all settlement variables are correctly understood and correctly applied according to the reason of the end of contract of each and every employee.

How?

Follow me.

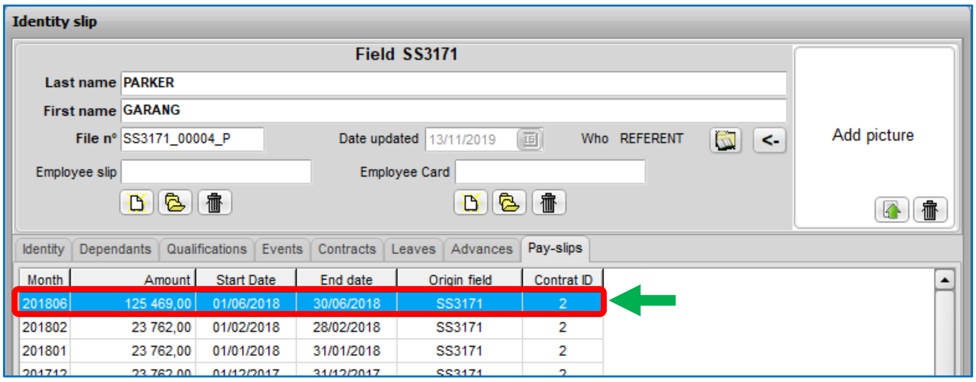
1. INDIVIDUAL SETTLEMENT >

To proceed to a final settlement, go to the **Contract tab** of the concerned employee, and click on the ***Settlement button*** **(1).**
Fill in the fields of the new window: **End of contract reason** and the **End date** **(2).**
Click on **OK** **(3)** to finalize the process.

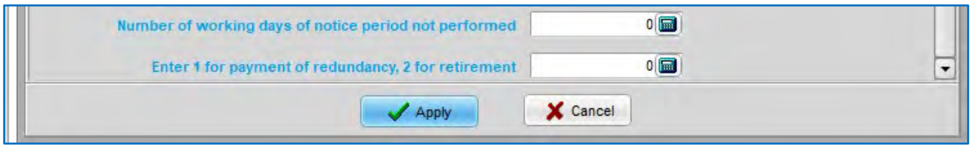


When a settlement is generated, through ***the Settlement button***, the following actions are immediately completed by HOMERE:

- The current contract status is switched to **N (No)** meaning that the contract is not active anymore,
- The field settlement of the contract slip is switched to **Y (Yes),**
  The informations recorded in the Settlement window (below) will be automatically recorded in the closed contract ,
- A first version of the settlement pay slip is generated and will be accessible in the pay slip tab.



- Activate the specific modifiable variable linked to the settlement (blue variables in the list):

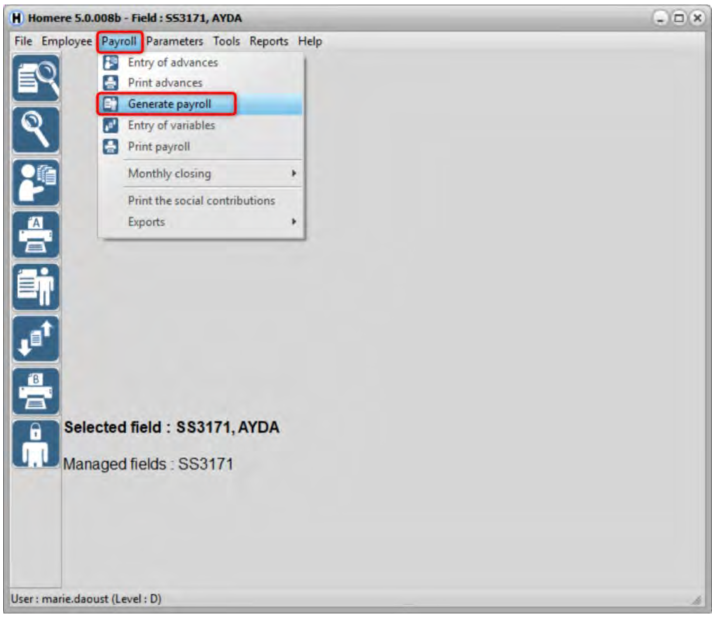


- As long as the variables linked to the settlement differ from mission to another in regards with the legal framework and specific MSF HR rules in your mission, please refer to your HR guide and/or ask the Project Fin/HR Manger or the Personnal Administration Manager to get clear information about settlement variables and the way to fill it.
- Please note that **ALL** final settlement must be validated by the Coordination Team before payment.

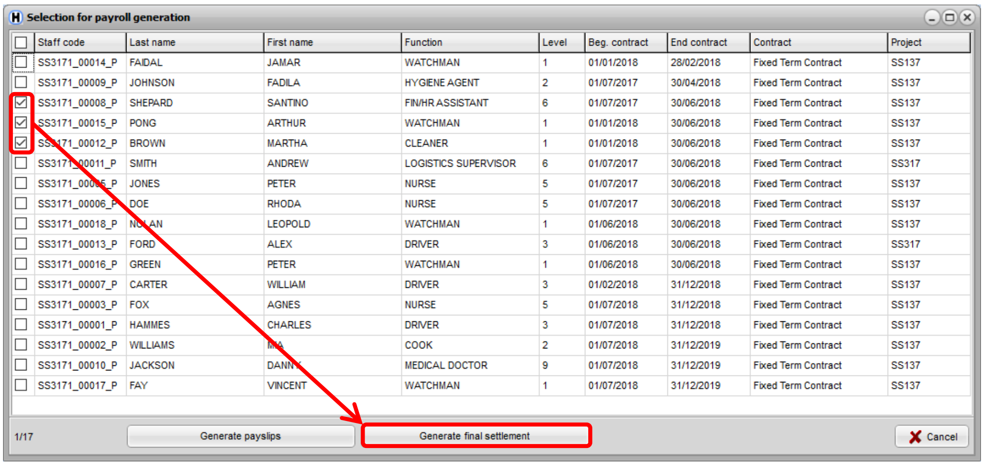
2. MASSIVE SETTLEMENT >

a. Generate massive settlement

To proceed to a massive final settlement, go to **Payroll > Generate payroll:**

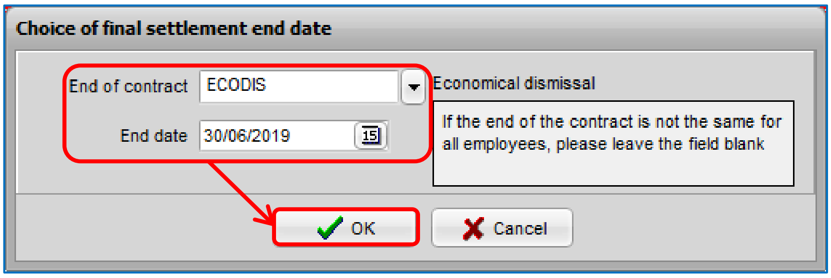


Once the list of employees is displayed, select the employees for which you want to proceed to a final settlement and then click on **Generate final settlement**:

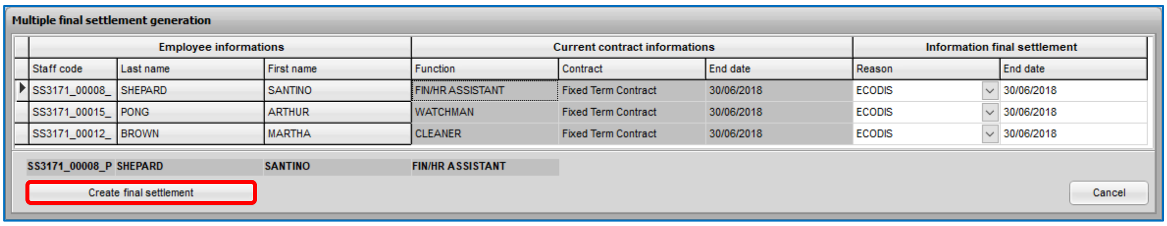


By clicking on the box on the left side of the staff code column, you will be able to select all employees at once.

Select the type of **End of Contract** and the **End date** of the contract and click on **Ok:**

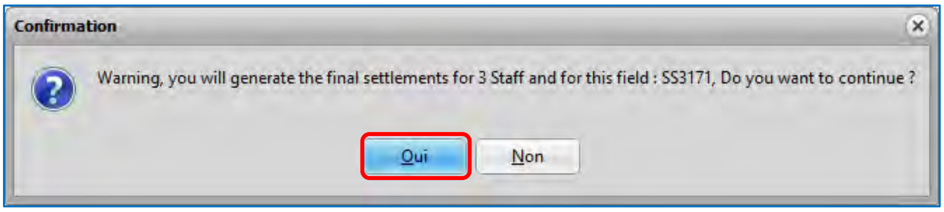


Then click on **Create final settlement**:



In that window you will be able to modify some informations employee by employee if needed (Reason and End date). The modifiable columns are identifiable by a white background colour.

Click on **Oui** to finalize the settlement process:



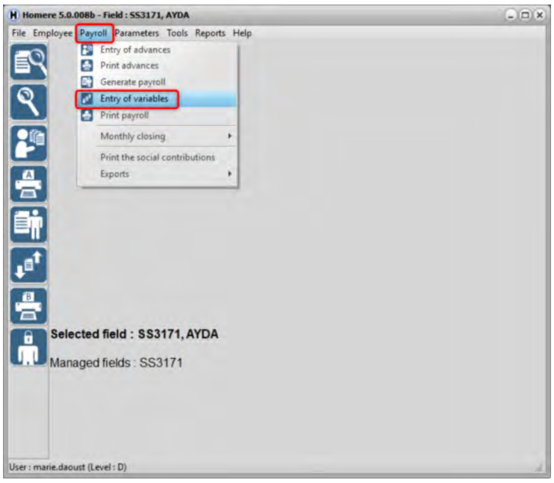
HOMERE will inform you that the process has been completed successfully. Click on **OK**.

When multiple settlements are generated , the same following actions are completed by HOMERE (as for individual settlement done though the settlement button):

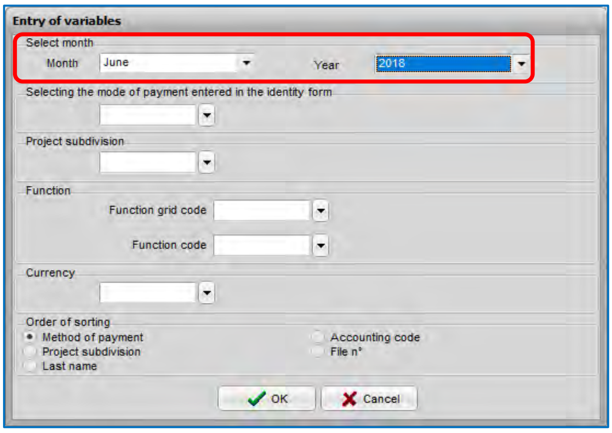
- The current contracts status are switched to **N (No)** meaning that the contract won't be active anymore;
- The field settlement of the contract slip are switched to **Y (Yes)**;
- The informations recorded in the Multiple final settlement generation window (above) will be automatically recorded in the closed contracts;
- A first version of the settlement pay slips are generated and will be accessible in the pay slip tab of each employee settled;
- Specific modifiable variables linked to the settlement will be activated (blue variables in the list).

b. Entry of payment information for multiple settlement

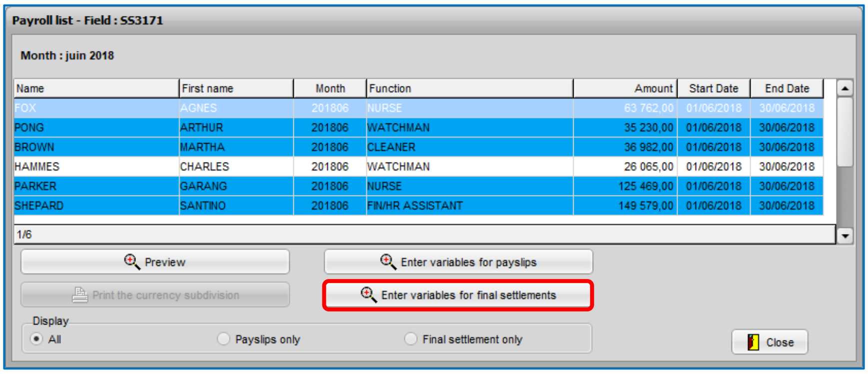
Go to **Payroll > Entry of variables**:



Select the **Month** and the **Year** for which you want to enter the variables:



Click on **Enter variables for final settlements:**

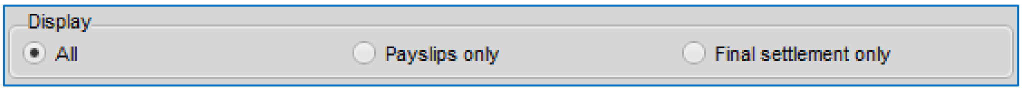


You will be able to display differently the list by chosing one of the following buttons:

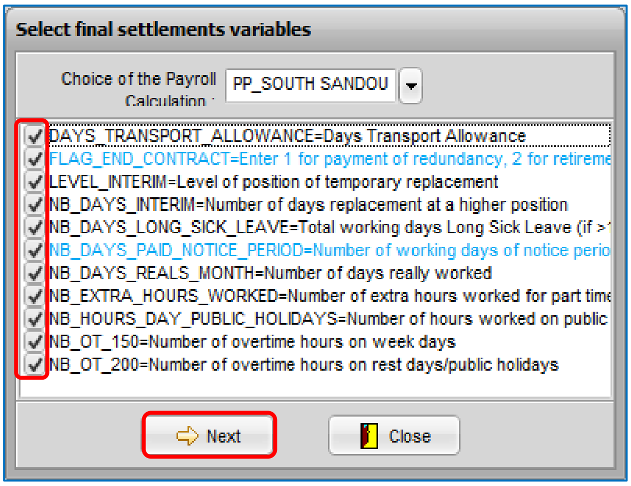
All → will display all payslips generated in the month selected (normal payslips and settlements);

Payslips only → will display only the regular pay slips generated in the month selected

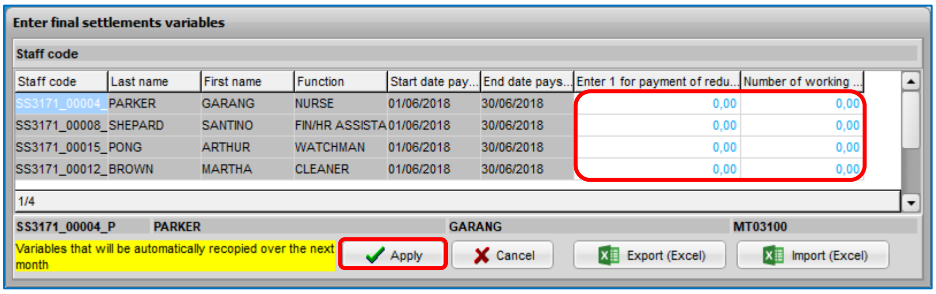
Final settlement only → will display only final settlement generated in the month selected



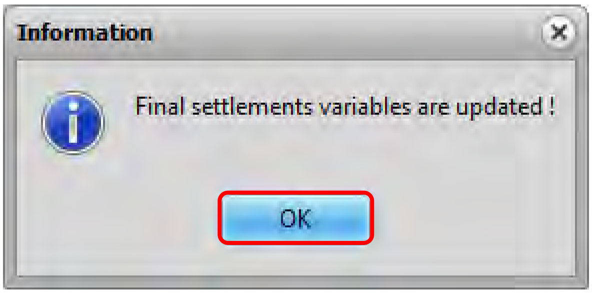
Select in the list the variables you want to encode and click on **Next:**



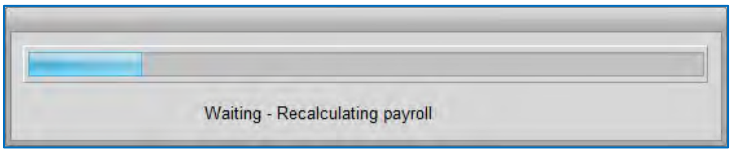
Encode the appropriate information for each variable selected and once the encoding is done, click on **Apply:**



HOMERE will confirm that the encoding of variables is completed. Click on **OK** :

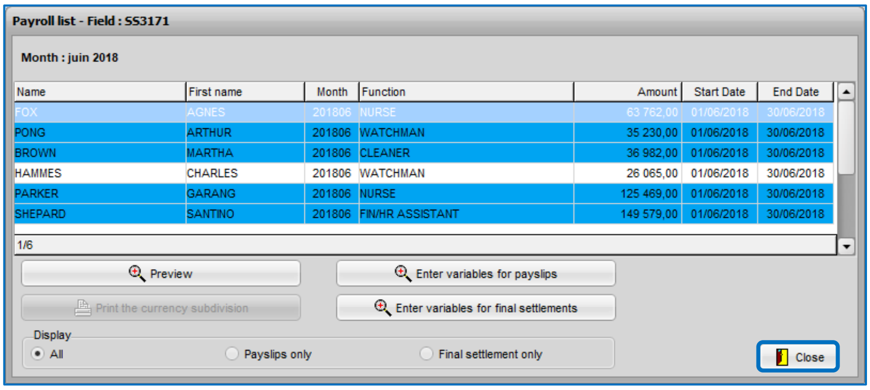


HOMERE will then proceed to the updated of the Final Settlement slips. Wait the end of the process.



Close the Payroll list window.

The preparation of the final settlement is now completed.



Please note that all final settlement must be validated by the Coordination Team before payment.

C4 – OCB_HOW TO APPROVE/UNAPPROVE A CONTRACT OR AMENDMENT

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager, HRCO Assistant, PAM	V5.0.001 +	03/12/2019	C1 – How to create an employee contract C2 – How to renew or amend one or various employee contract(s)

When?

When one or various contracts/amendment have been created, as it is mandatory at OCB to have them approved.

Why?

The HR manager must approve the new contracts/amendments to double-check that all elements (seniority, function, paid leave balance etc.) are correctly encoded.

What to be careful with?

This step is very important as to generate pay slips for an employee, the current contract/amendment must have been approved.

How?

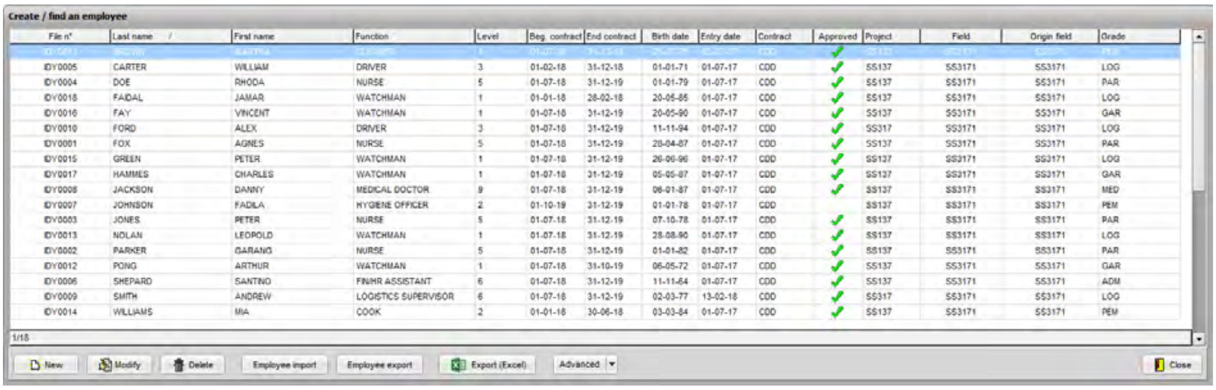
As for many other functionalities in HOMERE, to approve a contract/amendment can be done in 2 ways:

- Individually
- Massively

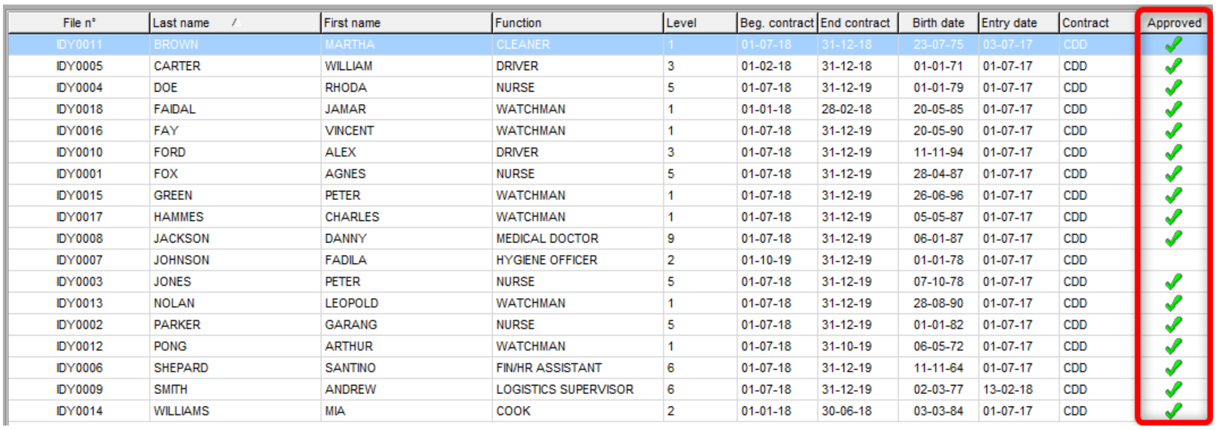
The first option involves a more detailed check as there is a need to open the employee contract/amendment. This should always be the chosen option in case of a new contract.
The second option can be chosen when multiple amendments have been created at once and the change in the contract is rather a standard one, for example when there is a change of salary grid that affects all employees.

To know whether there are employees with unapproved contracts/amendment, go to **Employee > Find an Employee > Search.**

This screen will appear:



In the column "Approved", there will either a green **V** or nothing:



File n°	Last name	First name	Function	Level	Beg. contract	End contract	Birth date	Entry date	Contract	Approved
IDY0011	BROWN	MARTHA	CLEANER	1	01-07-18	31-12-18	23-07-75	03-07-17	CDD	✓
IDY0005	CARTER	WILLIAM	DRIVER	3	01-02-18	31-12-18	01-01-71	01-07-17	CDD	✓
IDY0004	DOE	RHODA	NURSE	5	01-07-18	31-12-19	01-01-79	01-07-17	CDD	✓
IDY0018	FAIDAL	JAMAR	WATCHMAN	1	01-01-18	28-02-18	20-05-85	01-07-17	CDD	✓
IDY0016	FAY	VINCENT	WATCHMAN	1	01-07-18	31-12-19	20-05-90	01-07-17	CDD	✓
IDY0010	FORD	ALEX	DRIVER	3	01-07-18	31-12-19	11-11-94	01-07-17	CDD	✓
IDY0001	FOX	AGNES	NURSE	5	01-07-18	31-12-19	28-04-87	01-07-17	CDD	✓
IDY0015	GREEN	PETER	WATCHMAN	1	01-07-18	31-12-19	26-06-96	01-07-17	CDD	✓
IDY0017	HAMMES	CHARLES	WATCHMAN	1	01-07-18	31-12-19	05-05-87	01-07-17	CDD	✓
IDY0008	JACKSON	DANNY	MEDICAL DOCTOR	9	01-07-18	31-12-19	06-01-87	01-07-17	CDD	✓
IDY0007	JOHNSON	FADILA	HYGIENE OFFICER	2	01-10-19	31-12-19	01-01-78	01-07-17	CDD	
IDY0003	JONES	PETER	NURSE	5	01-07-18	31-12-19	07-10-78	01-07-17	CDD	✓
IDY0013	NOLAN	LEOPOLD	WATCHMAN	1	01-07-18	31-12-19	28-08-90	01-07-17	CDD	✓
IDY0002	PARKER	GARANG	NURSE	5	01-07-18	31-12-19	01-01-82	01-07-17	CDD	✓
IDY0012	PONG	ARTHUR	WATCHMAN	1	01-07-18	31-10-19	06-05-72	01-07-17	CDD	✓
IDY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	6	01-07-18	31-12-19	11-11-64	01-07-17	CDD	✓
IDY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	6	01-07-18	31-12-19	02-03-77	13-02-18	CDD	✓
IDY0014	WILLIAMS	MIA	COOK	2	01-01-18	30-06-18	03-03-84	01-07-17	CDD	✓

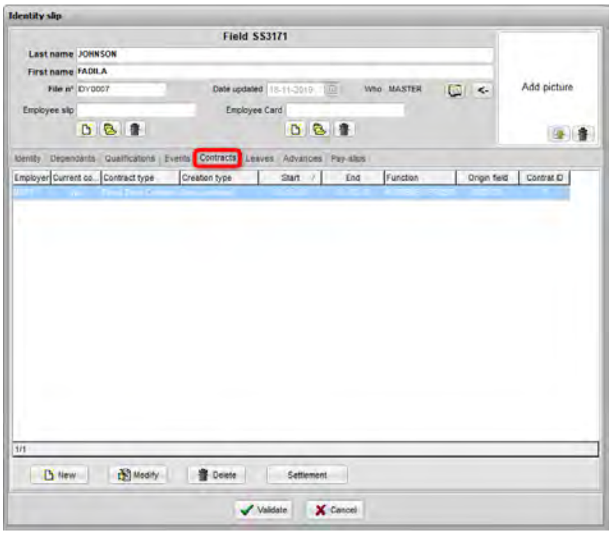
If the column is empty, it means the employee last contract/amendment hasn't been approved. It also means that if you generate the pay slips of the month, this employee won't have any pay slip generated even if the contract/amendment dates are included in the payroll month.

1. APPROVE AND UNAPPROVED INDIVIDUALLY A CONTRACT/AMENDMENT

>

Approve a contract/amendment

To approve an individual contract, go to the employee file and then on the **Contracts** tab:



Click twice on the contract/amendment you want to approve:

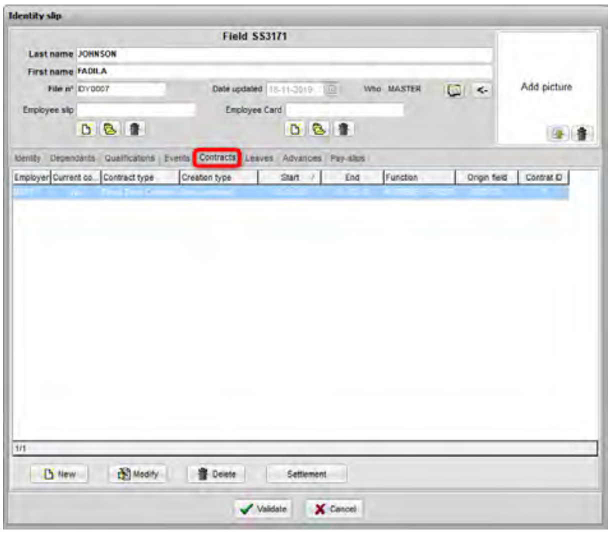
Check carefully that all the contract/amendment elements are correct and click on **Approve**.
A confirmation message will pop up:

Click on **Yes** if all data is correct, on **No** if you still want to modify something.

Unapprove a contract /amendment individually

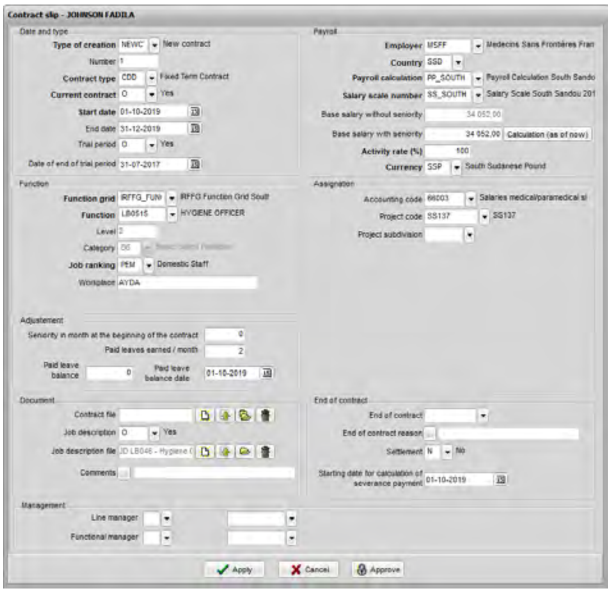
Once a contract/amendment has been approved, it can only be unapproved and modified if there is no existing pay slip.

To unapprove an individual contract, go to the employee file and then on the **Contracts** tab:



Click twice on the contract/amendment you want to unapprove:

Click on **Unapprove** and you'll see that the contract/amendment fields are now editable.



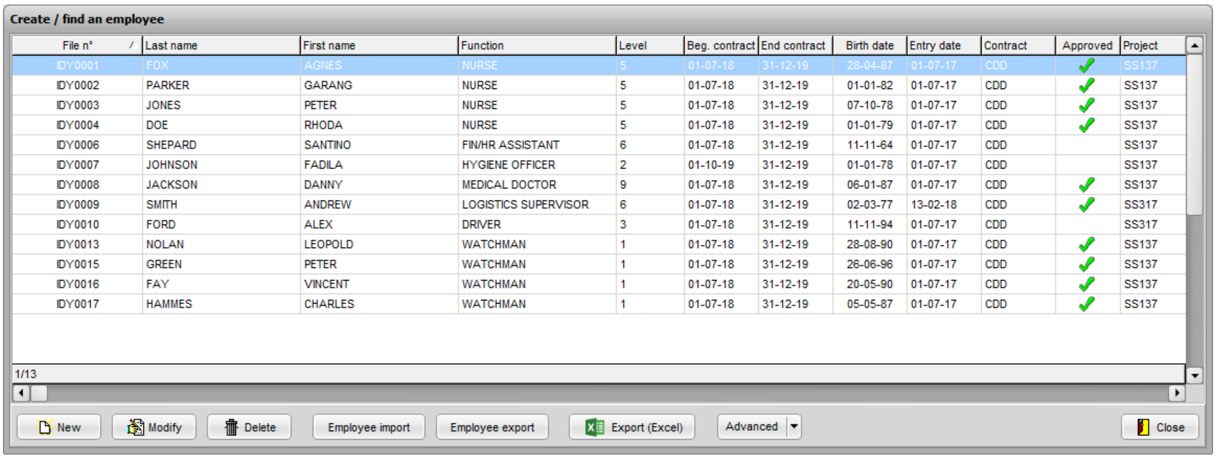
Once done with the changes, don't forget to approve the contract/amendment or the employee won't have a pay slip generated.

2. APPROVE MASSIVELY CONTRACTS/AMENDMENTS >

This option to modify the approval of more than one contract/amendment at once is only available to approve, not to unapprove. Unapprove will always have to be done individually.

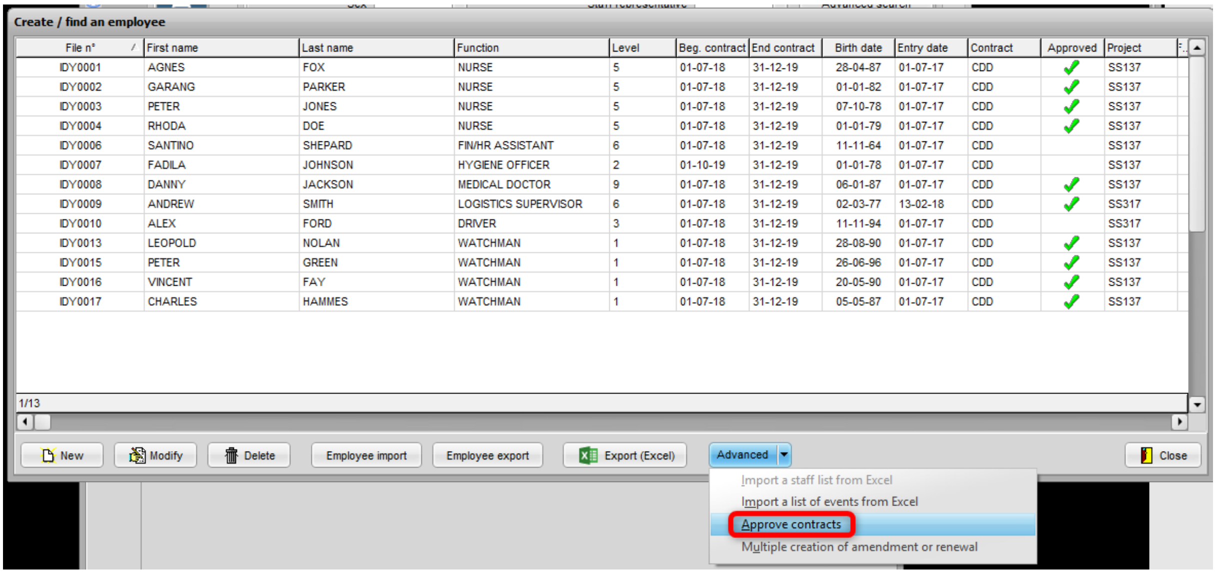
To approve massively contracts/amendments, go to **Employee > Find an Employee > Search**.

This screen will appear:



File n°	Last name	First name	Function	Level	Beg. contract	End contract	Birth date	Entry date	Contract	Approved	Project
IDY0001	FOX	AGNES	NURSE	5	01-07-18	31-12-19	28-04-87	01-07-17	CDD	✓	SS137
IDY0002	PARKER	GARANG	NURSE	5	01-07-18	31-12-19	01-01-82	01-07-17	CDD	✓	SS137
IDY0003	JONES	PETER	NURSE	5	01-07-18	31-12-19	07-10-78	01-07-17	CDD	✓	SS137
IDY0004	DOE	RHODA	NURSE	5	01-07-18	31-12-19	01-01-79	01-07-17	CDD	✓	SS137
IDY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	6	01-07-18	31-12-19	11-11-64	01-07-17	CDD		SS137
IDY0007	JOHNSON	FADILA	HYGIENE OFFICER	2	01-10-19	31-12-19	01-01-78	01-07-17	CDD		SS137
IDY0008	JACKSON	DANNY	MEDICAL DOCTOR	9	01-07-18	31-12-19	06-01-87	01-07-17	CDD	✓	SS137
IDY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	6	01-07-18	31-12-19	02-03-77	13-02-18	CDD	✓	SS317
IDY0010	FORD	ALEX	DRIVER	3	01-07-18	31-12-19	11-11-94	01-07-17	CDD		SS317
IDY0013	NOLAN	LEOPOLD	WATCHMAN	1	01-07-18	31-12-19	28-08-90	01-07-17	CDD	✓	SS137
IDY0015	GREEN	PETER	WATCHMAN	1	01-07-18	31-12-19	26-06-96	01-07-17	CDD	✓	SS137
IDY0016	FAY	VINCENT	WATCHMAN	1	01-07-18	31-12-19	20-05-90	01-07-17	CDD	✓	SS137
IDY0017	HAMMES	CHARLES	WATCHMAN	1	01-07-18	31-12-19	05-05-87	01-07-17	CDD	✓	SS137

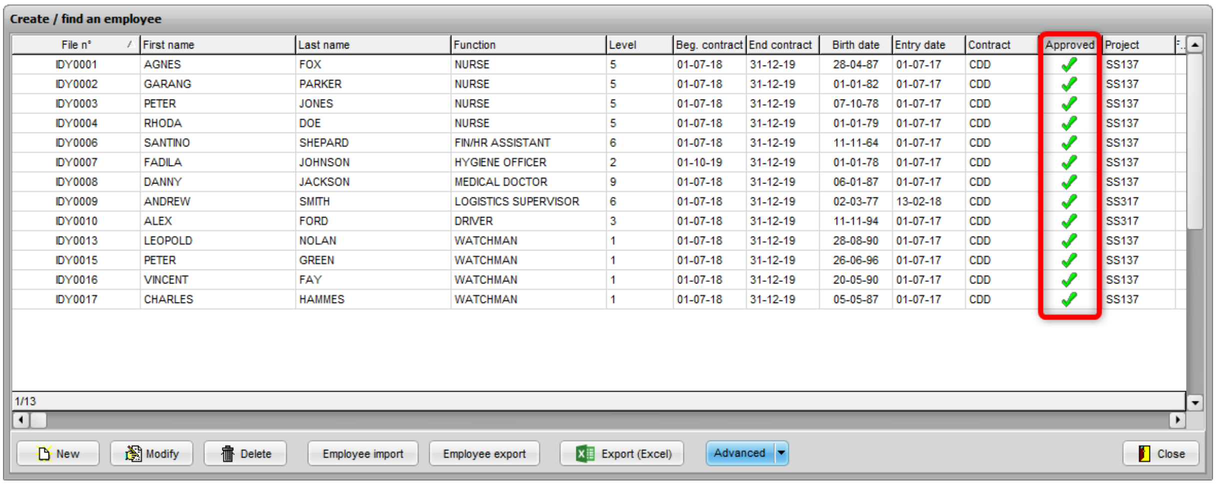
Click on the button **Advanced** and then select the option **Approve contracts**::



File n°	First name	Last name	Function	Level	Beg. contract	End contract	Birth date	Entry date	Contract	Approved	Project
IDY0001	AGNES	FOX	NURSE	5	01-07-18	31-12-19	28-04-87	01-07-17	CDD	✓	SS137
IDY0002	GARANG	PARKER	NURSE	5	01-07-18	31-12-19	01-01-82	01-07-17	CDD	✓	SS137
IDY0003	PETER	JONES	NURSE	5	01-07-18	31-12-19	07-10-78	01-07-17	CDD	✓	SS137
IDY0004	RHODA	DOE	NURSE	5	01-07-18	31-12-19	01-01-79	01-07-17	CDD	✓	SS137
IDY0006	SANTINO	SHEPARD	FIN/HR ASSISTANT	6	01-07-18	31-12-19	11-11-64	01-07-17	CDD		SS137
IDY0007	FADILA	JOHNSON	HYGIENE OFFICER	2	01-10-19	31-12-19	01-01-78	01-07-17	CDD		SS137
IDY0008	DANNY	JACKSON	MEDICAL DOCTOR	9	01-07-18	31-12-19	06-01-87	01-07-17	CDD	✓	SS137
IDY0009	ANDREW	SMITH	LOGISTICS SUPERVISOR	6	01-07-18	31-12-19	02-03-77	13-02-18	CDD	✓	SS317
IDY0010	ALEX	FORD	DRIVER	3	01-07-18	31-12-19	11-11-94	01-07-17	CDD		SS317
IDY0013	LEOPOLD	NOLAN	WATCHMAN	1	01-07-18	31-12-19	28-08-90	01-07-17	CDD	✓	SS137
IDY0015	PETER	GREEN	WATCHMAN	1	01-07-18	31-12-19	26-06-96	01-07-17	CDD	✓	SS137
IDY0016	VINCENT	FAY	WATCHMAN	1	01-07-18	31-12-19	20-05-90	01-07-17	CDD	✓	SS137
IDY0017	CHARLES	HAMMES	WATCHMAN	1	01-07-18	31-12-19	05-05-87	01-07-17	CDD	✓	SS137

Once done, a confirmation message with the number of confirmed contracts/amendments will pop up:

All the employees' lines will appear with a green **V** in the column **Approved**:



File n°	First name	Last name	Function	Level	Beg. contract	End contract	Birth date	Entry date	Contract	Approved	Project
IDY0001	AGNES	FOX	NURSE	5	01-07-18	31-12-19	28-04-87	01-07-17	CDD	✓	SS137
IDY0002	GARANG	PARKER	NURSE	5	01-07-18	31-12-19	01-01-82	01-07-17	CDD	✓	SS137
IDY0003	PETER	JONES	NURSE	5	01-07-18	31-12-19	07-10-78	01-07-17	CDD	✓	SS137
IDY0004	RHODA	DOE	NURSE	5	01-07-18	31-12-19	01-01-79	01-07-17	CDD	✓	SS137
IDY0006	SANTINO	SHEPARD	FIN/HR ASSISTANT	6	01-07-18	31-12-19	11-11-64	01-07-17	CDD	✓	SS137
IDY0007	FADILA	JOHNSON	HYGIENE OFFICER	2	01-10-19	31-12-19	01-01-78	01-07-17	CDD	✓	SS137
IDY0008	DANNY	JACKSON	MEDICAL DOCTOR	9	01-07-18	31-12-19	06-01-87	01-07-17	CDD	✓	SS137
IDY0009	ANDREW	SMITH	LOGISTICS SUPERVISOR	6	01-07-18	31-12-19	02-03-77	13-02-18	CDD	✓	SS317
IDY0010	ALEX	FORD	DRIVER	3	01-07-18	31-12-19	11-11-94	01-07-17	CDD	✓	SS317
IDY0013	LEOPOLD	NOLAN	WATCHMAN	1	01-07-18	31-12-19	28-08-90	01-07-17	CDD	✓	SS137
IDY0015	PETER	GREEN	WATCHMAN	1	01-07-18	31-12-19	26-06-96	01-07-17	CDD	✓	SS137
IDY0016	VINCENT	FAY	WATCHMAN	1	01-07-18	31-12-19	20-05-90	01-07-17	CDD	✓	SS137
IDY0017	CHARLES	HAMMES	WATCHMAN	1	01-07-18	31-12-19	05-05-87	01-07-17	CDD	✓	SS137

C5 – HOW TO GENERATE AND ATTACH A CONTRACT

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	03/12/2019	C1 – How to create an employee contract C2 – How to renew or amend one or various employee contract(s)

When?
Every time a new contract, and amendment or a renewal is encoded in HOMERE for an employee.

Why?
To ease the preparation of the hard copy of the contractual documents and to ensure that all documents are present in the database.

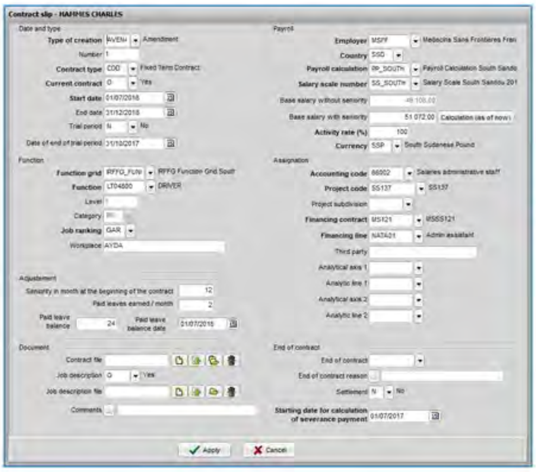
What to be careful with?
This step is very important as to generate pay slips for an employee, the current contract/amendment must have been approved.

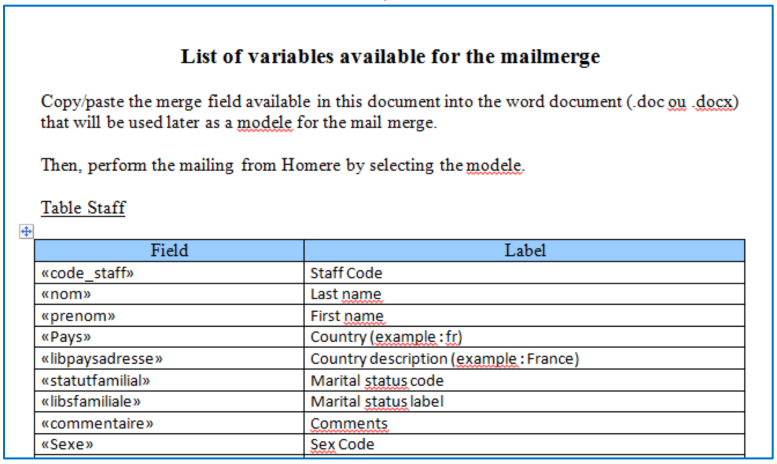
How?
Follow me.

1. HOW TO CREATE A MAILING TEMPLATE (TO BE DONE BY THE COORDINATION ONLY) >

Open the list of variables available for the mail Merge

Go to an employee contract slip and click the **F1 key** of your keyboard in order to access the global list of the variables to be used in the direct mail.





List of variables available for the mailmerge

Copy/paste the merge field available in this document into the word document (.doc ou .docx) that will be used later as a modele for the mail merge.

Then, perform the mailing from Homere by selecting the modele.

Table Staff

Field	Label
«code_staff»	Staff Code
«nom»	Last name
«prenom»	First name
«Pays»	Country (example : fr)
«libpaysadresse»	Country description (example : France)
«statutfamilial»	Marital status code
«libsfamiliale»	Marital status label
«commentaire»	Comments
«Sexe»	Sex Code

Update the Contract template

Insert the needed information in your Contract template by **copying/pasting** the information of the **Field** columns of the **List of variables for the Mail merge** document.

E.g.

Contract between MSFF and **Lastname, Firstname** born on the **Date of birth** in **Place of birth**.

=>

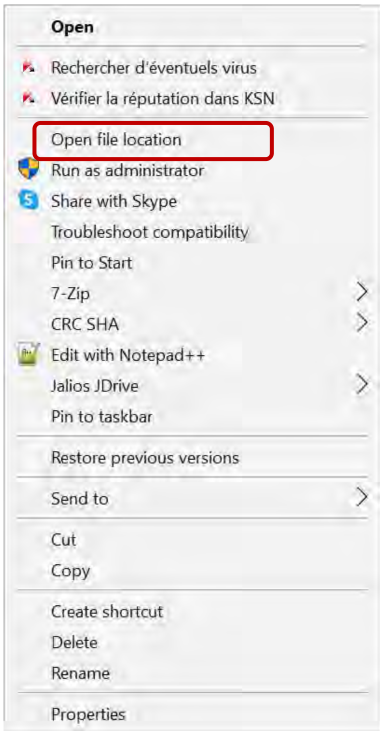
Contract between MSFF and «**prenom**», «**nom**» born on the «**datenaissance**» in «**lieunaissance**».

When all the Mail merge fields have been replaced in your contract template, save your updated template in Word format (.doc and not .docx).

In order to make the **MSF address** automatically appear/update in the Mergemail, go to **Parameters > Field parameters > Employers**, change the **1st address**; insert the following variable in the direct mail «adresseemployeur»
In order to make the name of the **MSF signing** person appear/update in the Mergemail, you can use the **ref Employer** and insert the following variable in the direct mail «refemployer»

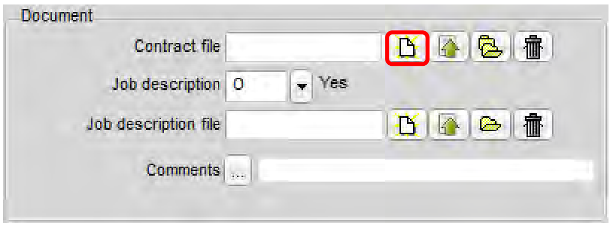
2. INSTALL THE UPDATED FORMAT IN HOMERE (FOR FIELD INSTALLATION) >

- Close Homere
- Single right–click on the Homere icon on your desktop
- Click on **Open file location**
- Open the folder **models.**
- Open the folder **contract.**
- Copy/paste the models sent by your Coordination Team in that folder
- The Models installation is now completed.

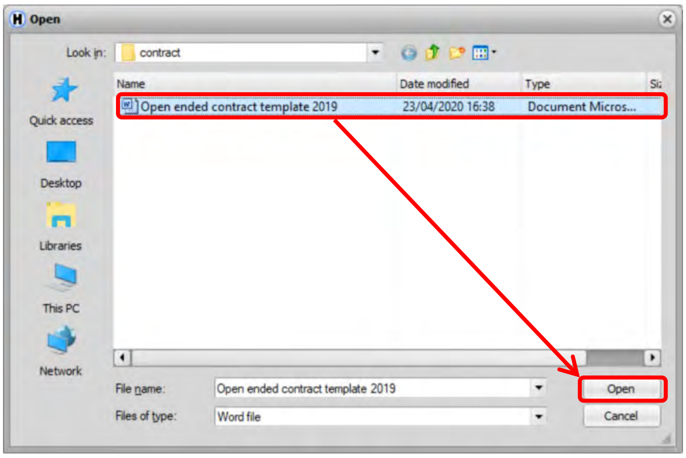


3. USE THE CONTRACT TEMPLATE INSTALLED IN HOMERE >

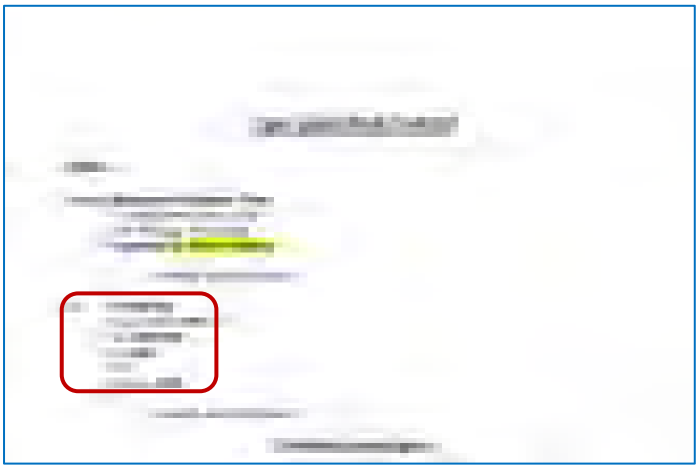
Go to an employee **Contract slip** and click on the **Generate** button of the Contract file field.



Select the right template and click on **Open:**



The Mergmail fields have been automatically replaced:

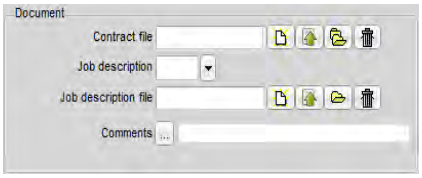


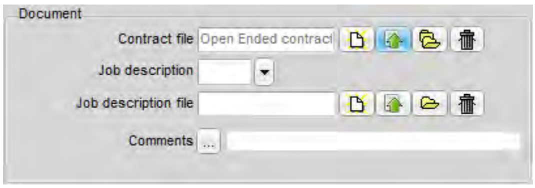
Some fields can't be filled automatically (eg. Name of the Head of Mission) because the information is not available in HOMERE. These fields are usually highlighted in yellow and must be filed manually to finalize the document.

Once the document is finalized, save it on your Desktop.

Please liaise with your Coordination Team to get detail informations regarding the wording nomenclature of the document.

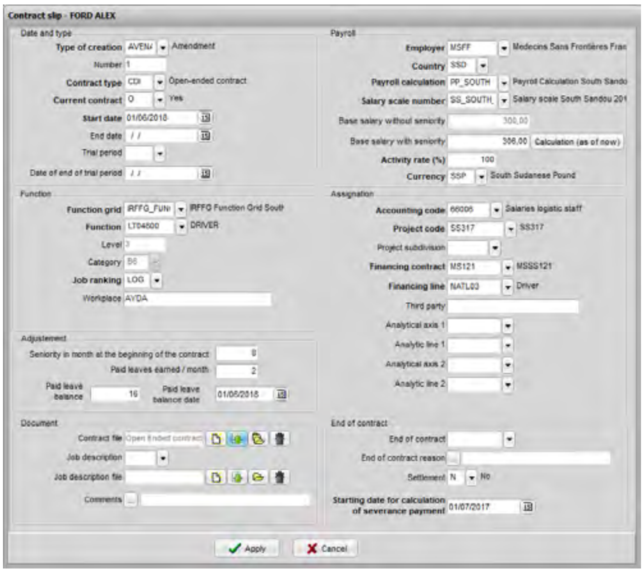
Go back to the employee contract slip.
Click on the **green arrow** of the contract file field to attach the document and select the word document.





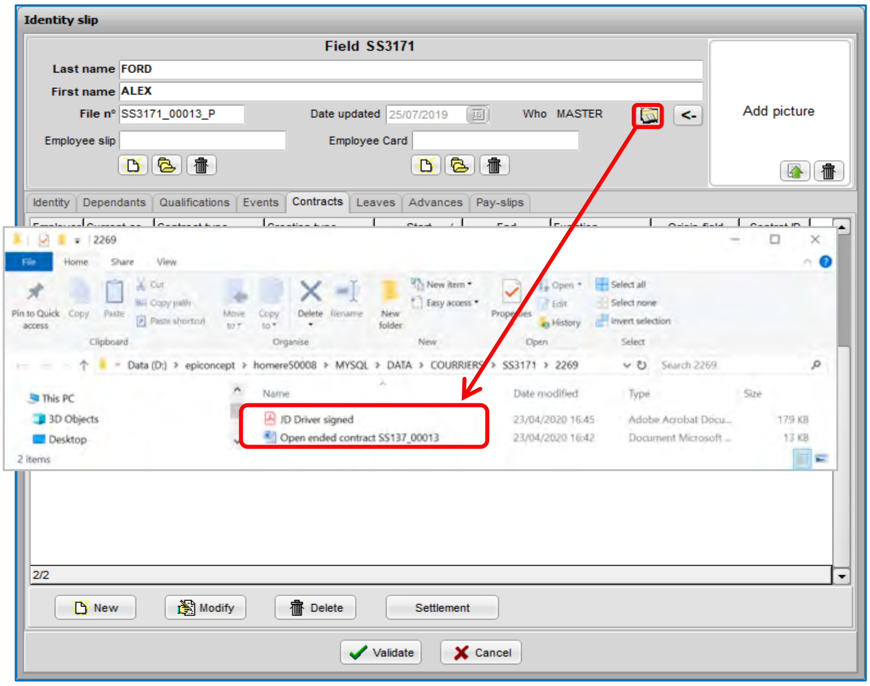
Click on **Apply** to validate the document attachement:

The document is now attached to the employee's contract.



5. CONSULTATION OF EMPLOYEE'S DOCUMENT (OCP ONLY) >

To access to document of an employee access his/her **Identity slip** and click on the **Open the document directory** button.
You will find in that folder all documents attached for that employee in the different HOMERE menus (contract, events…).



C6 – HOW TO PRINT CURRENT CONTRACTS INFORMATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001 +	03/12/2019	C1 – How to create an employee contract C2 – How to renew or amend one or various employee contract(s) C5 – How to generate and attach a contract

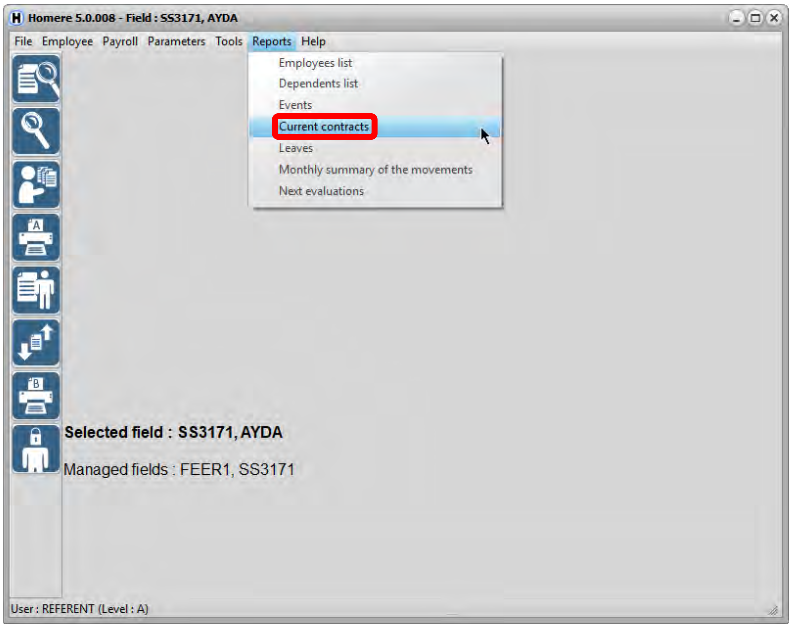
When?
At least once a month to control all contracts and trial periods ending in the current month or in the following months.

Why?
To share information regarding contracts and trial periods ending to all supervisors and to ensure that all HR measures are taken on time with respect to MSF internal HR rules and country legal framework.
It will allow supervisors to give feedback to the administrative department, in order to apply the proper processes for each employee's contract (renewal of contract, end of trial period, end of contract).

What to be careful with?
Make sure that supervisors send feedback to the administrative department on time.

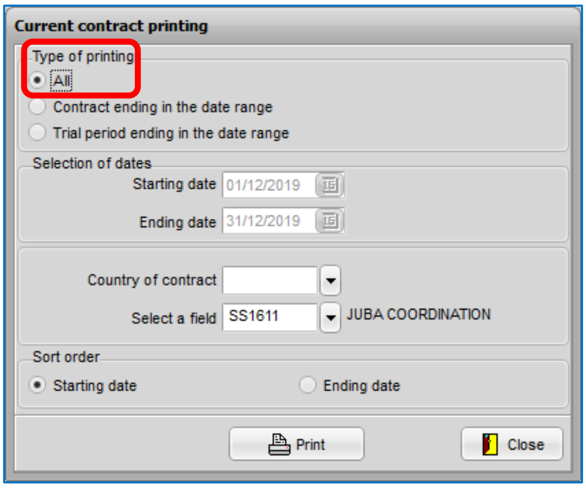
How?
Follow me.

There are three different types of reports regarding current contracts information.
They can all be found in **Reports > Current contracts**:



1. ALL CURRENT CONTRACT>

Reports > Current contracts > All
You can get the employees current contract list by ticking the box **All.**



Homere will display all employees with a current contracts (ongoing contracts).

Homere version number: 5.0.008
Field code: SS3171
Description : AYDA
Currency: SSP
Country of contract :

Page 1 de 1

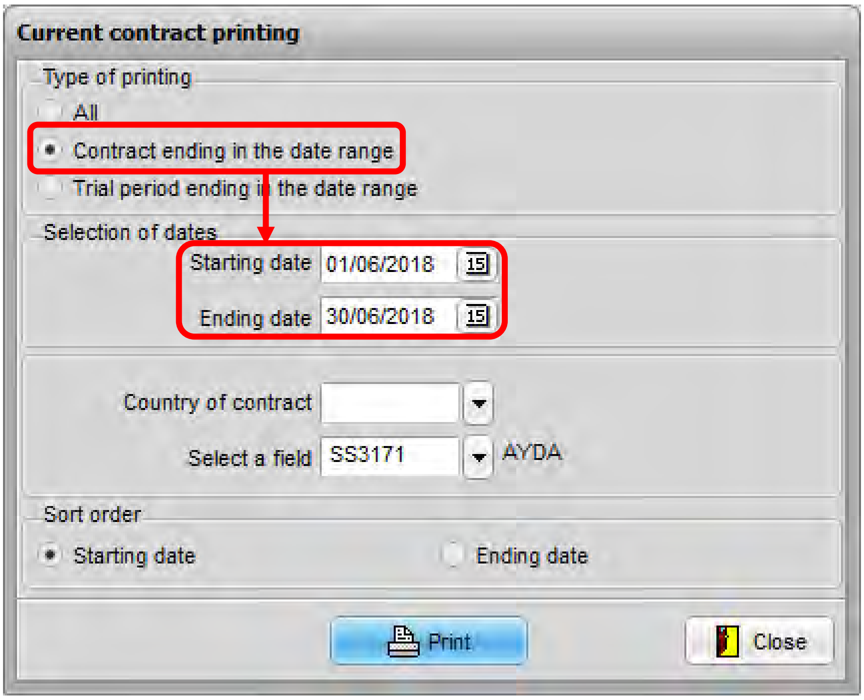
List of current contracts

03/12/2019 14:26:17

File n°	Last name	First name	Category	Job ranking	Function	Type of contract	Start date	End date	Project
IDY0001	FOX	AGNES			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0002	PARKER	GARANG			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0003	JONES	PETER			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0004	DOE	RHODA			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0006	SHEPARD	SANTINO			FIN/HR ASSISTANT	CDD	01/07/2017	30/06/2018	SS137
IDY0007	JOHNSON	FADILA			HYGIENE AGENT	CDD	01/07/2017	30/04/2018	SS137
IDY0008	JACKSON	DANNY			MEDICAL DOCTOR	CDD	01/07/2017	30/06/2018	SS137
IDY0009	SMITH	ANDREW			LOGISTICS SUPERVISC	CDD	01/07/2017	30/06/2018	SS317
IDY0010	FORD	ALEX			DRIVER	CDD	01/07/2017	30/06/2018	SS317
IDY0015	GREEN	PETER			WATCHMAN	CDD	01/07/2017	30/06/2018	SS137
IDY0014	WILLIAMS	MIA			COOK	CDD	01/01/2018	30/06/2018	SS137
IDY0011	BROWN	MARTHA			CLEANER	CDD	01/01/2018	30/06/2018	SS137
IDY0018	FAIDAL	JAMAR			WATCHMAN	CDD	01/01/2018	28/02/2018	SS137
IDY0012	PONG	ARTHUR			WATCHMAN	CDD	01/01/2018	30/06/2018	SS137
IDY0016	FAY	VINCENT			WATCHMAN	CDD	01/01/2018	30/06/2018	SS137
IDY0013	NOLAN	LEOPOLD			WATCHMAN	CDD	01/01/2018	30/06/2018	SS137
IDY0017	HAMMES	CHARLES			WATCHMAN	CDD	01/07/2018	31/12/2018	SS137
IDY0005	CARTER	WILLIAM			DRIVER	CDD	01/01/2019	31/12/2020	SS137

2. CONTRACTS ENDING IN A SPECIFIC PERIOD >

Go to **Reports > Current contracts > Contract ending in the date range**
Then select the **Starting date** and the **Ending date** of the period for which you want to extract the contracts that are ending.



HOMERE will display all employees contract ending in the selected period.

Homere version number: 5.0.008
Field code: SS3171
Description : AYDA
Currency: SSP
Country of contract :

Page 1 de 1

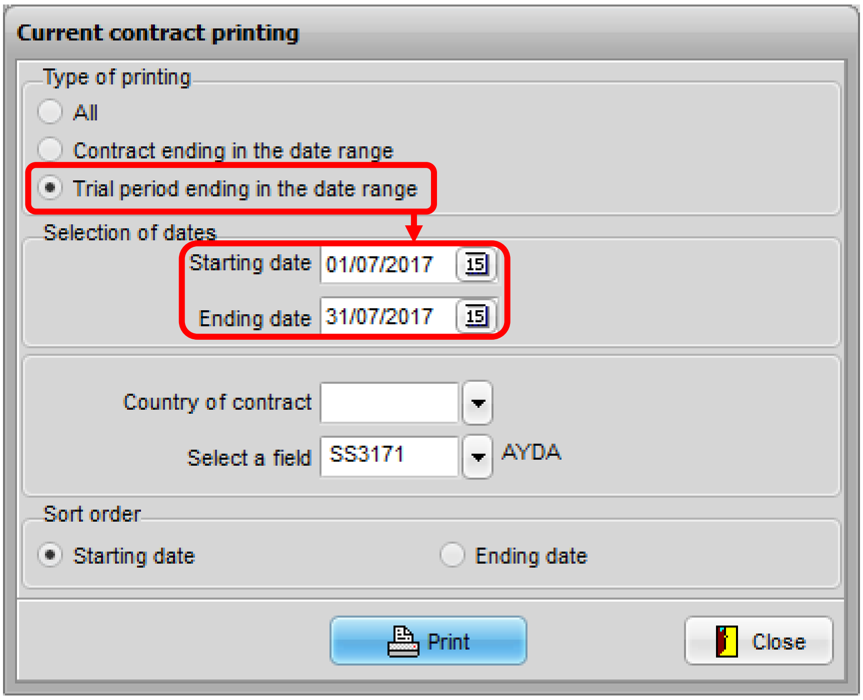
List of current contracts will be finish in the date range : 01/06/2018 - 30/06/2018

03/12/2019 14:29:20

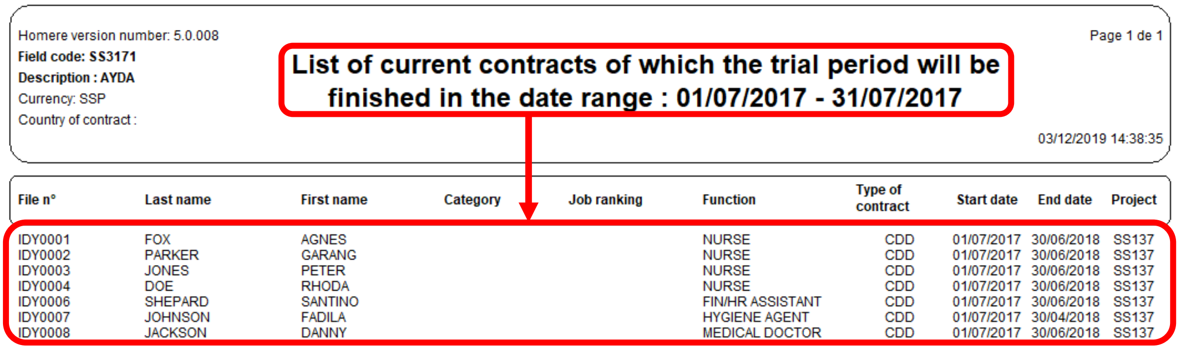
File n°	Last name	First name	Category	Job ranking	Function	Type of contract	Start date	End date	Project
IDY0001	FOX	AGNES			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0002	PARKER	GARANG			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0003	JONES	PETER			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0004	DOE	RHODA			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0006	SHEPARD	SANTINO			FIN/HR ASSISTANT	CDD	01/07/2017	30/06/2018	SS137
IDY0008	JACKSON	DANNY			MEDICAL DOCTOR	CDD	01/07/2017	30/06/2018	SS137
IDY0009	SMITH	ANDREW			LOGISTICS SUPERVISC	CDD	01/07/2017	30/06/2018	SS317
IDY0010	FORD	ALEX			DRIVER	CDD	01/07/2017	30/06/2018	SS317
IDY0015	GREEN	PETER			WATCHMAN	CDD	01/07/2017	30/06/2018	SS137
IDY0014	WILLIAMS	MIA			COOK	CDD	01/01/2018	30/06/2018	SS137
IDY0011	BROWN	MARTHA			CLEANER	CDD	01/01/2018	30/06/2018	SS137
IDY0012	PONG	ARTHUR			WATCHMAN	CDD	01/01/2018	30/06/2018	SS137
IDY0016	FAY	VINCENT			WATCHMAN	CDD	01/01/2018	30/06/2018	SS137
IDY0013	NOLAN	LEOPOLD			WATCHMAN	CDD	01/01/2018	30/06/2018	SS137

3. TRIAL PERIOD ENDING IN A SPECIFIC PERIOD >

Reports > Current Contracts > Trial period ending in the date range
Then select the **Starting date** and the **Ending date** of the period for which you want to extract the trial period that are ending.



HOMERE will display all employees contracts with a trial period ending in the selected period.



Homere version number: 5.0.008
Field code: SS3171
Description : AYDA
Currency: SSP
Country of contract :

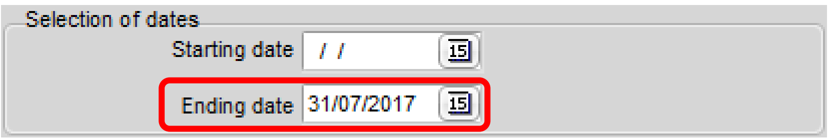
Page 1 de 1

List of current contracts of which the trial period will be finished in the date range : 01/07/2017 - 31/07/2017

03/12/2019 14:38:35

File n°	Last name	First name	Category	Job ranking	Function	Type of contract	Start date	End date	Project
IDY0001	FOX	AGNES			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0002	PARKER	GARANG			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0003	JONES	PETER			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0004	DOE	RHODA			NURSE	CDD	01/07/2017	30/06/2018	SS137
IDY0006	SHEPARD	SANTINO			FIN/HR ASSISTANT	CDD	01/07/2017	30/06/2018	SS137
IDY0007	JOHNSON	FADILA			HYGIENE AGENT	CDD	01/07/2017	30/04/2018	SS137
IDY0008	JACKSON	DANNY			MEDICAL DOCTOR	CDD	01/07/2017	30/06/2018	SS137

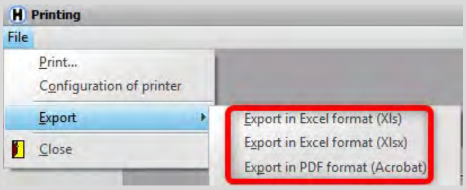
You can be more precise in your searching by leaving blanck the Starting date field and recording only the **ending date** one:



Tips and tricks

Export current contract reports

You will be able to export all reports by going on the top left of the screen, the report can be exported in Excel or PDF: **File > Export > Export in Excel format (Xls) / PDF format (Acrobat).**



CHAPTER D./ LEAVES AND ABSENCES

D1 – HOW TO ENCODE ABSENCES

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	14/11/2019	D2 – How to manage the leaves in HOMERE D3 – How to print absences reports

When?

As soon as you receive a "leave request" **validated** by the authorized persons or an "absence certificate" (compassionate leave, sick leave…), the absence has to be recorded in HOMERE.

The absence that occurs during the ongoing month must be registered in HOMERE **BEFORE** generating the pay-slips**: once the pay slips are generated, it is not possible anymore to enter the absence for the same month**.

Why?

All types of absences of the employee during his/her contract need to be recorded for a quality HR follow-up and also because some of them have a direct impact on the salary calculation: **unexcused absences, leave without pay** and **leave absences (in some cases)** are automatically deducted in the pay slip while taken, acquired and remaining **paid leaves** are automatically calculated and feature in the pay slip.

For legal and HR analysis reason, it is particularly important to carefully register the **sick leaves** and **work accidents**. If a mission frequently registers sick leaves and/or work accident, some investigation can be done, and mitigation procedures can be implemented.

What to be careful with?

The absence can be entered only in one month. If the absence starts in one month and finishes the month after, two periods of leave must be entered in two different months (they will appear in two different lines).

All the absence must be set out in a **written and validated document**; without a written and validated document, absences cannot be registered. Once the absence is registered in HOMERE, the written document must be carefully stored. Please refer to the mission HR guide.

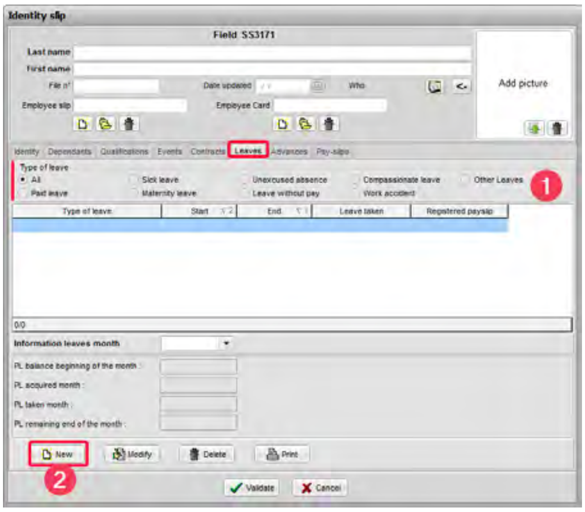
How?

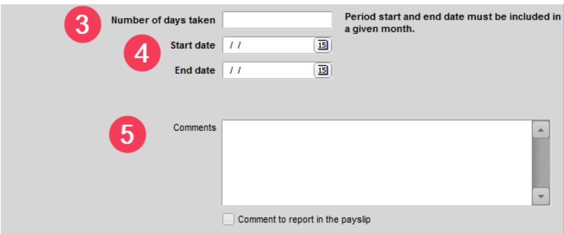
Follow me.

1. HOW TO ENCODE AN ABSENCE >

Employee > Find an employee > Search >[select the employee]> Leaves

(1) Select the **type of leave**:
- Paid leave
- Sick leave
- Maternity leave
- Unexcused absence
- Leave without pay
- Compassionate leave
- Work accident
- Other leaves (compensation for overtime, rest and recovery)





(2) Click on **New** and enter the required information:

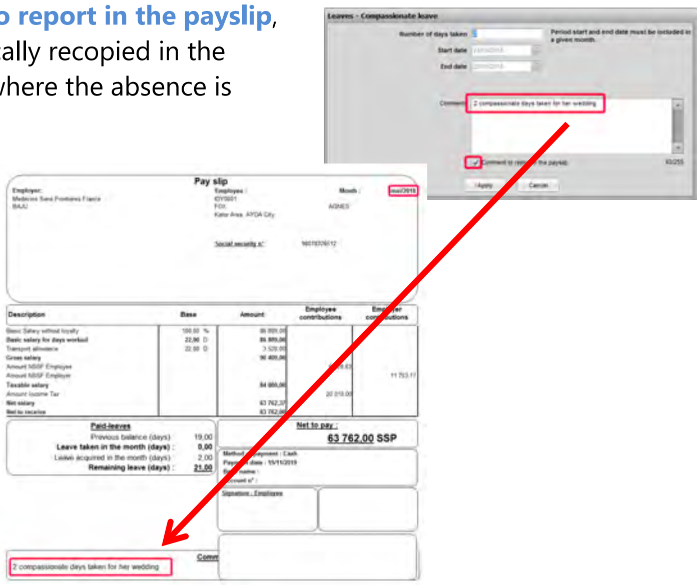
(3) Number of days taken:

Warning: In most cases, absences are entered in number of working days (and not in calendar days). There are missions where, depending on the nature of the absence, one enters in working days (worked) or calendar. Refer to the HR guide.

(4) Start date/End date: If the absence starts in one month and ends the following month, two periods of absence must be entered in two different months (they will appear in two different lines).

(5) Comment: the field "Comment" has to be completed at least for compassionate leave, unexcused absence and work accident, to keep track of the events.

By ticking the box **Comment to report in the payslip**, the comment will be automatically recopied in the comment area of the pay slip where the absence is included.



1. HOW TO CHECK WHETHER THE ABSENCE HAS BEEN INCLUDED IN THE PAYSLIPS >

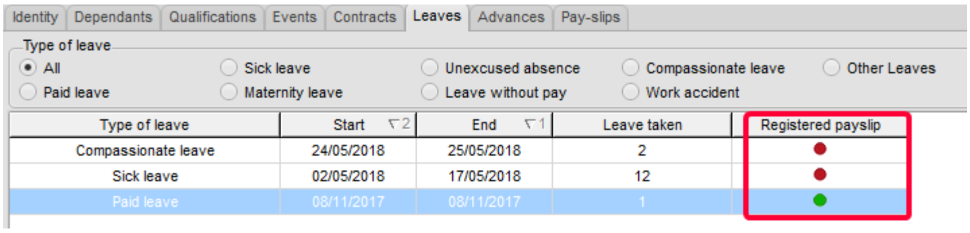
The absence can have 2 different status:

🔴 : the absence has **not** been included in a pay slip;

🟢 : the absence has been included (deducted) in a pay slip.

(1) When an absence is created it appears initially with a 🔴 status.

(2) When a pay slip is generated for the month when the absence occurred, it will be automatically switch to a 🟢 status **(3).**



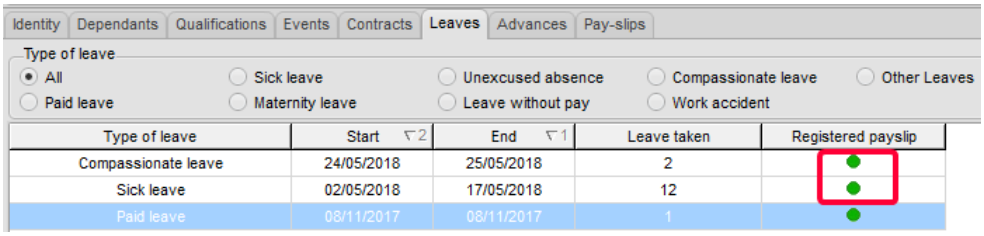
Identity | Dependants | Qualifications | Events | Contracts | Leaves | Advances | Pay-slips

Type of leave: All / Sick leave / Unexcused absence / Compassionate leave / Other Leaves / Paid leave / Maternity leave / Leave without pay / Work accident

Type of leave	Start	End	Leave taken	Registered payslip
Compassionate leave	24/05/2018	25/05/2018	2	🔴
Sick leave	02/05/2018	17/05/2018	12	🔴
Paid leave	08/11/2017	08/11/2017	1	🟢

Identity | Dependants | Qualifications | Events | Contracts | Leaves | Advances | Pay-slips

Month	Amount	Start Date	End date	Origin field	Contrat ID
201805	63 762,00	01/05/2018	31/05/2018	SS3171	1
201802	23 762,00	01/02/2018	28/02/2018	SS3171	1
201801	23 762,00	01/01/2018	31/01/2018	SS3171	1
201712	23 762,00	01/12/2017	31/12/2017	SS3171	1
201711	23 762,00	01/11/2017	30/11/2017	SS3171	1
201710	23 762,00	01/10/2017	31/10/2017	SS3171	1
201709	23 762,00	01/09/2017	30/09/2017	SS3171	1
201708	23 762,00	01/08/2017	31/08/2017	SS3171	1
201707	23 762,00	01/07/2017	31/07/2017	SS3171	1



Identity | Dependants | Qualifications | Events | Contracts | Leaves | Advances | Pay-slips

Type of leave: All / Sick leave / Unexcused absence / Compassionate leave / Other Leaves / Paid leave / Maternity leave / Leave without pay / Work accident

Type of leave	Start	End	Leave taken	Registered payslip
Compassionate leave	24/05/2018	25/05/2018	2	🟢
Sick leave	02/05/2018	17/05/2018	12	🟢
Paid leave	08/11/2017	08/11/2017	1	🟢

1

2

3

D2 – HOW TO MANAGE THE PAID LEAVES

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001+	14/11/2019	C1 – How to create one or various employees contract C2 – How to renew or amend one or various employee contract(s) D1 – How to encode absences D3 – How to print absences reports

When?

The paid leaves earned and taken as well as the paid leave balance must be checked and analyzed on a regular basis (if possible, once a month).

Why?

To ensure a correct follow-up of the leaves.

Encoding the paid leaves and the right amount of earned days per month will help the managers to design their team leave plan. This will also ease the calculation of the forecasted paid leave balance at the end of the year.

What to be careful with?

Mistakes can be found in the **transfer of the paid leave balance** from one contract to another one/to an amendment or in the number of **earned** or **taken paid leaves** encoded for the employees**.** These mistakes will have an impact: incorrect leave balance in the pay slip, too much or not enough leaves taken, inequation between employees, corrections to be made retroactively, wrong leave balance at the end of the contract.

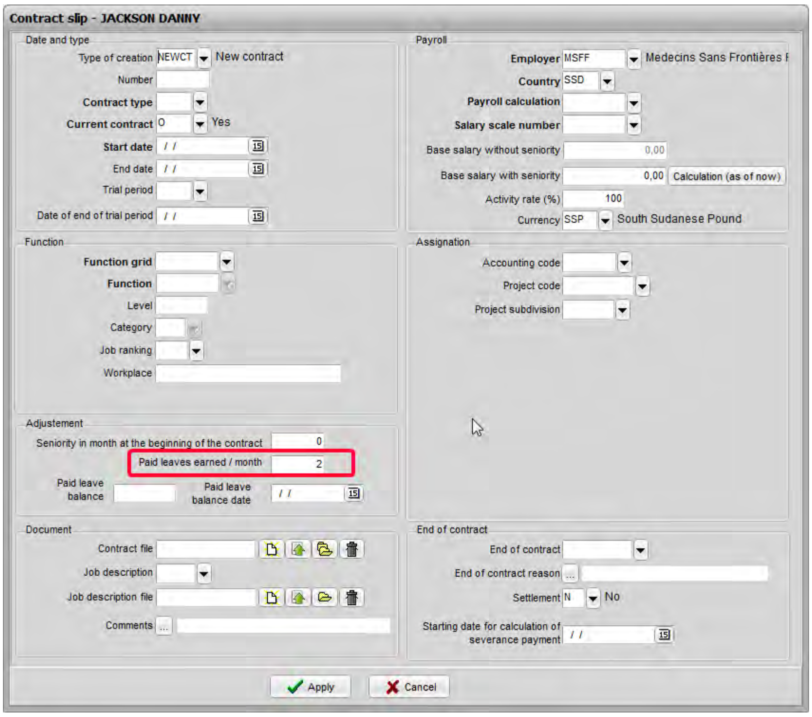
This why it is important to have a good idea of how to manage the paid leaves in HOMERE.

How?

Managing the paid leaves in HOMERE implies two different actions: **checking the number of paid leaves earned per month** and **checking the paid leaves balance.**

1. HOW TO CHECK THE NUMBER OF PAID LEAVES EARNED PER MONTH > D2.1

This number of leaves earned per month is defined at the creation of the project and based on the country regulations. This number will then appear automatically in the contract file when a new contract is created.



In some cases, there might be a difference between the standard paid leaves earned / month in the project and the one that applies to some employees:

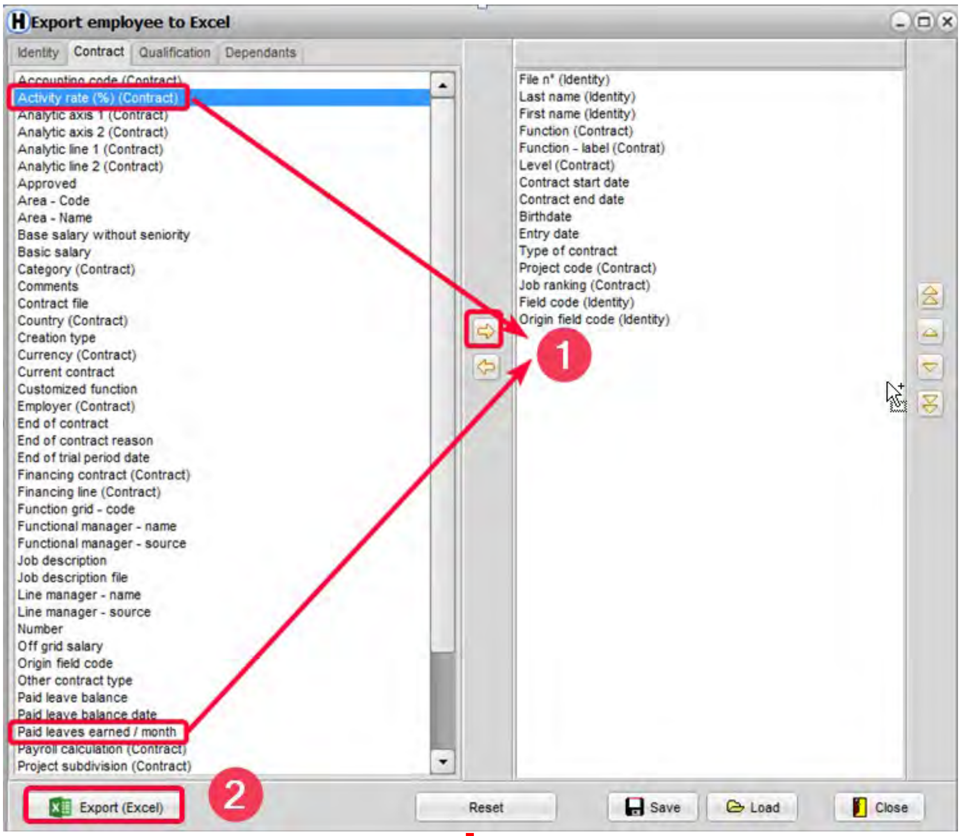
- when an employee is not working full time,
- when a contract started later than the 1st day of the month or ended earlier than the last day of the month,
- when other criterias impacts the number of days earned per month (seniority, number of kids...).

Please refer to the HR guide and check on a regular basis if the “Paid leaves earned per month” per employee is correct.

In order to check the paid leaves earned per month for the employees, go to **Employee > Find an employee > Search > Export (excel)**

(1) Go in the **Contract** tab and drag on the right side **Paid leaves earned / month** and the relevant field that influences the number of earned leaves per month. In this example, we have taken **Activity rate** but we could have chosen as well **Start of Contract**, **End of Contract** or **Seniority in month prior to the current contract**.

(2) Click on **Export (Excel)**:



File n° (Identity)	Last name (Identity)	First name (Identity)	Function (Contract)	Function - label (Contrat)	Level (Contract)	Contract start date	Contract end date	Birthdate	Entry date	Activity rate (%) (Contract)	Paid leaves earned / month
IDY0011	BROWN	MARTHA	AB02300	CLEANER	1	01/01/2018	30/06/2018	23/07/1975	03/07/2017	100	2
IDY0005	CARTER	WILLIAM	LT04800	DRIVER	3	01/02/2018	31/12/2018	01/01/1971	01/07/2017	100	2
IDY0004	DOE	RHODA	MT03100	NURSE	5	01/07/2017	30/06/2018	01/01/1979	01/07/2017	100	2
IDY0018	FAIDAL	JAMAR	LB05500	WATCHMAN	1	01/01/2018	28/02/2018	20/05/1985	01/07/2017	50	2
IDY0016	FAY	VINCENT	LB05500	WATCHMAN	1	01/01/2018	30/06/2018	20/05/1990	01/07/2017	100	2
IDY0010	FORD	ALEX	LT04800	DRIVER	3	01/07/2017	30/06/2018	11/11/1994	01/07/2017	100	2
IDY0001	FOX	AGNES	MT03100	NURSE	5	01/07/2017	30/06/2018	28/04/1987	01/07/2017	100	2
IDY0015	GREEN	PETER	LB05500	WATCHMAN	1	01/07/2017	30/06/2018	26/06/1996	01/07/2017	100	2
IDY0017	HAMMES	CHARLES	LB05500	WATCHMAN	1	01/07/2017	30/06/2018	05/05/1987	01/07/2017	100	2
IDY0008	JACKSON	DANNY	MD01400	MEDICAL DO	9	01/07/2017	30/06/2018	06/01/1987	01/07/2017	100	2
IDY0007	JOHNSON	FADILA	LB05105	HYGIENE AG	2	01/07/2017	30/04/2021	01/01/1978	01/07/2017	100	2
IDY0003	JONES	PETER	MT03100	NURSE	5	01/07/2017	30/06/2018	07/10/1978	01/07/2017	100	2
IDY0013	NOLAN	LEOPOLD	LB05500	WATCHMAN	1	01/01/2018	30/06/2018	28/08/1990	01/07/2017	100	2
IDY0002	PARKER	GARANG	MT03100	NURSE	5	01/07/2017	30/06/2018	01/01/1982	01/07/2017	100	2
IDY0012	PONG	ARTHUR	LB05500	WATCHMAN	1	01/01/2018	30/06/2018	06/05/1972	01/07/2017	100	2
IDY0006	SHEPARD	SANTINO	AS01100	FIN/HR ASSIS	6	01/07/2017	30/06/2018	11/11/1964	01/07/2017	100	2
IDY0009	SMITH	ANDREW	LS03100	LOGISTICS S	6	01/07/2017	30/06/2018	02/03/1977	13/02/2018	100	2
IDY0014	WILLIAMS	MIA	AB02000	COOK	2	01/01/2018	30/06/2018	03/03/1984	01/07/2017	100	2

In this example, the employee Faidal JAMAR earns 2 leaves per month even though he is working 50%. Please refer to the HR guide to check whether this is correct or not.

2. HOW TO CHECK AN EMPLOYEE PAID LEAVE BALANCE > D2.2

The employee leave balance is the result of:

- the paid leaves balance reported in the contract/amendment file from the previous contract or the paid leave balance at the end of the previous month
- + the paid leaves earned in the month
- – the paid leaves taken in the month

There are two places where an employee leave balance can be checked: **in the last payslip** or **in the leave tab of the employee file.**

a. In the last pay slip

Pay slip

Employer:
Medecins Sans Frontières France
BAJU

Employee :
IDY0001
FOX AGNES
Kator Area, AYDA City.

Month : mai/2018

Social security n° 98078326512

Description	Base	Amount	Employee contributions	Employer contributions
Basic Salary without loyalty	100,00 %	86 889,00		
Basic salary for days worked	**22,00** D	**86 889,00**		
Transport allowance	22,00 D	3 520,00		
Gross salary		**90 409,00**		
Amount NSSF Employee			6 328,63	
Amount NSSF Employer				11 753,17
Taxable salary		**84 080,00**		
Amount Income Tax			*20 318,00*	
Net salary		**63 762,37**		
Net to receive		**63 762,00**		

Paid-leaves

Previous balance (days) :	19,00
Leave taken in the month (days) :	**0,00**
Leave acquired in the month (days) :	2,00
Remaining leave (days) :	**21,00**

Net to pay :
63 762,00 SSP

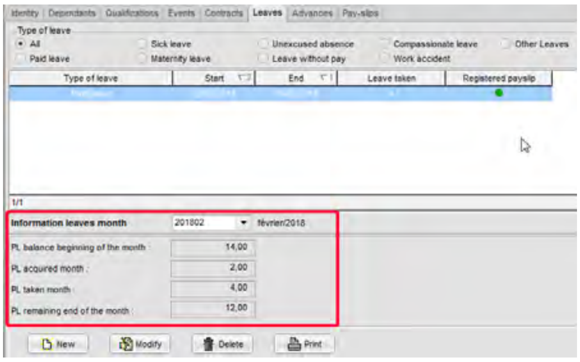
Method of payment : Cash
Payment date : 21/11/2019
Bank name :
Account n° :

b. In the leave tab of employee file

A paid leave counter is now available at the bottom of the **Leave** tab in the employee file.

It displays the following information:

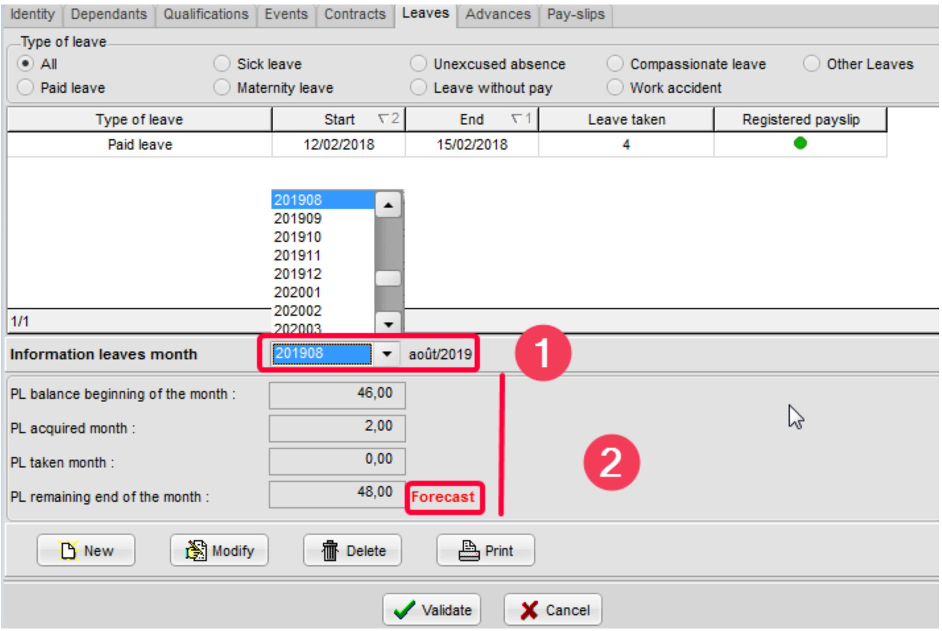
- PL (paid leaves) beginning of the month
- PL (paid leaves) earned in the month
- PL (paid leaves) taken in the month
- PL (paid leaves) remaining at the end of the month



The counter eases the administrative process of leave validation by the administrative department.

The counter also gives a forecasted paid leave balance month per month until the employee's contract end date: to get the paid leave balance of an employee for a given month, use the drop–down menu **Information leaves month (1)** and select the desired month. You will then be able to visualize the information related to that month (balance, leaves earned and taken) **(2)**.

When the selected month is a month for which no pay slip has been created yet, the designation **Forecast** will show up on the **Paid Leave remaining end of month** line



D3 – HOW TO PRINT ABSENCES REPORTS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	14/11/2019	D1 – How to encode absences D2 – How to manage the paid leaves in HOMERE

When?

On a regular basis (every month if possible) to check and give to the managers the summary of the employees leave balance.
The reports about the absences can also be requested for analytical reasons or to plan employee leaves.

Why?

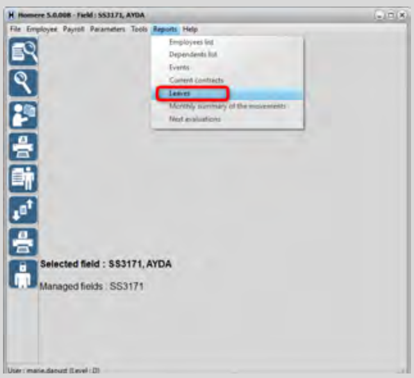
It is important to keep track of the encoded absences to make sure none has been forgotten as they can have an impact on the salary calculation.

What to be careful with?

The exports can only be done by type of absence, one by one. It is not possible to export, at once, all the different absences encoded.

How?

There are three different types of reports: leaves recapitulative, current leaves and financial cost of a leave. They can all be found in **Reports > Leaves**:



1. LEAVES RECAPITULATIVE >

Reports > Leaves > Leaves recapitulative.

You can get the leaves recapitulative per employee by selecting the month and the type of leave:

(1) Select **Leaves recapitulative**,
(2) Select the type of leaves you want to extract,
(3) Select the period.

Example 1 – Paid leaves report:

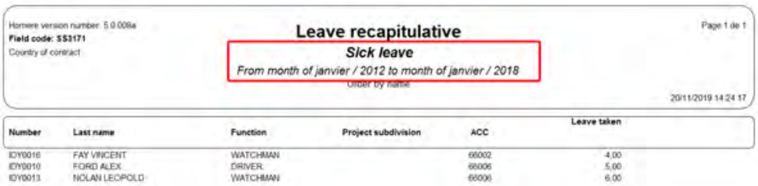
Homere version number: 5.0.008a
Field code: SS3171
Country of contract :

Leave recapitulative
Paid-leaves
From month of janvier / 2017 to month of janvier / 2019
Order by name

Page 1 de 1
20/11/2019 14:25:33

Number	Last name	Function	Project subdivision	ACC	Previous balance (days)	Leave taken	Leave acquired	Remaining leave (days)
IDY0011	BROWN MARTHA	CLEANER		66002	0,00	12,00	24,00	12,00
IDY0005	CARTER WILLIAM	DRIVER		66006	0,00	2,00	36,00	34,00
IDY0004	DOE RHODA	NURSE			0,00	1,00	24,00	23,00
IDY0018	FAIDAL JAMAR	WATCHMAN		66002	0,00	0,00	12,00	12,00
IDY0016	FAY VINCENT	WATCHMAN		66002	0,00	10,00	19,00	9,00
IDY0010	FORD ALEX	DRIVER		66006	0,00	0,00	24,00	24,00
IDY0001	FOX AGNES	NURSE		66006	0,00	1,00	24,00	23,00
IDY0015	GREEN PETER	WATCHMAN		66002	0,00	15,00	24,00	9,00
IDY0017	HAMMES CHARLES	WATCHMAN		66002	0,00	0,00	24,00	24,00
IDY0008	JACKSON DANNY	MEDICAL DOCTOR		66003	0,00	0,00	38,00	38,00
IDY0007	JOHNSON FADILA	HYGIENE AGENT		66003	0,00	4,00	38,00	34,00
IDY0003	JONES PETER	NURSE		66003	0,00	0,00	24,00	24,00
IDY0013	NOLAN LEOPOLD	WATCHMAN		66006	0,00	9,00	19,00	10,00
IDY0002	PARKER GARANG	NURSE		66003	0,00	0,00	24,00	24,00
IDY0012	PONG ARTHUR	WATCHMAN		66006	0,00	10,00	20,00	10,00
IDY0006	SHEPARD SANTINO	FIN/HR ASSISTANT		66002	0,00	3,00	24,00	21,00
IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR		66006	0,00	0,00	10,00	10,00
IDY0014	WILLIAMS MIA	COOK		66002	0,00	7,00	20,00	13,00

Example 2 – Sick leave report:



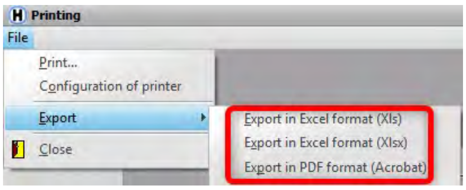
Homere version number: 5.0.008a
Field code: SS3171
Country of contract

Leave recapitulative
Sick leave
From month of janvier / 2012 to month of janvier / 2018
Order by name

Page 1 de 1
20/11/2019 14:24:17

Number	Last name	Function	Project subdivision	ACC	Leave taken
IDY0016	FAY VINCENT	WATCHMAN		66002	4,00
IDY0010	FORD ALEX	DRIVER		66006	5,00
IDY0013	NOLAN LEOPOLD	WATCHMAN		66006	6,00

By going on the top left of the screen, the report can be exported in Excel or PDF: **File > Export > Export in Excel/PDF format.**

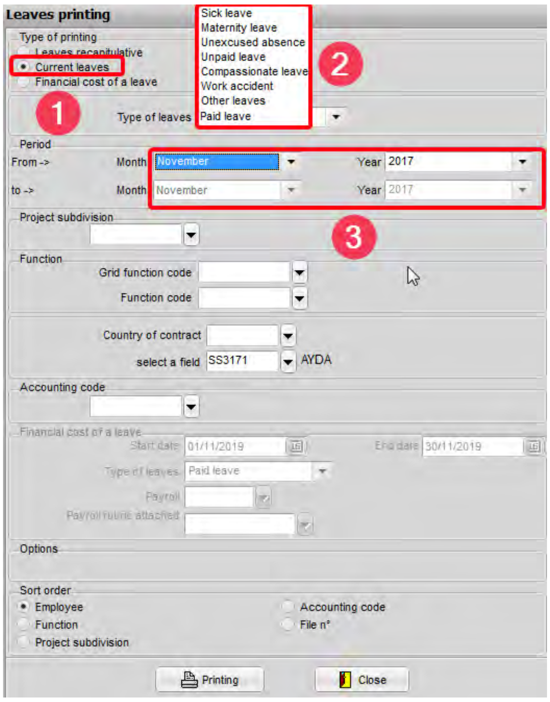


2. CURRENT LEAVES >

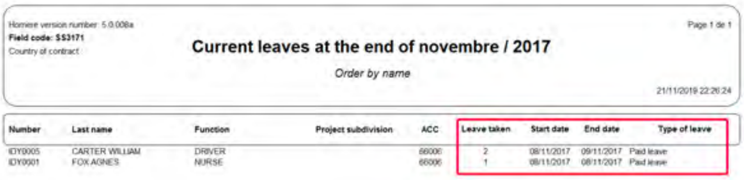
It is also possible to know who is on leave and until when (**absence start and end dates**).

Go to **Reports > Leaves > Current leaves**

(1) Select **Current leaves**,
(2) Select the type of leaves you want to extract,
(3) Select the month then click on **Printing**.



Example 1 – Paid leaves November 2017:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract
Page 1 de 1

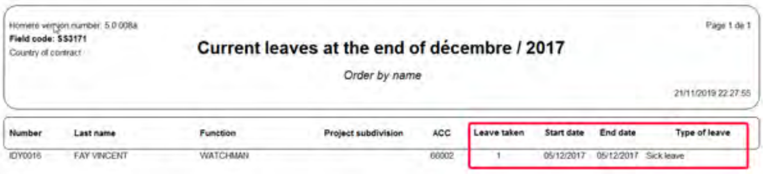
Current leaves at the end of novembre / 2017

Order by name

21/11/2019 22:26:24

Number	Last name	Function	Project subdivision	ACC	Leave taken	Start date	End date	Type of leave
IDY0005	CARTER WILLIAM	DRIVER		66006	2	08/11/2017	09/11/2017	Paid leave
IDY0001	FOX AGNES	NURSE		66006	1	08/11/2017	08/11/2017	Paid leave

Example 2 – Sick Leaves December 2017:



Homere version number: 5.0.008a
Field code: SS3171
Country of contract
Page 1 de 1

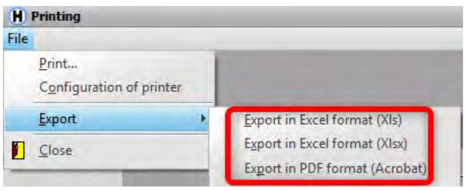
Current leaves at the end of décembre / 2017

Order by name

21/11/2019 22:27:55

Number	Last name	Function	Project subdivision	ACC	Leave taken	Start date	End date	Type of leave
IDY0016	FAY VINCENT	WATCHMAN		66002	1	05/12/2017	05/12/2017	Sick leave

By going on the top left of the screen, the report can be exported in Excel or PDF: **File > Export > Export in Excel/PDF format.**



CHAPTER E / EVENTS

E1 – HOW TO ENCODE AND ATTACH AN EVALUATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	E4 – How to import events from Excel E7 – How to print events

When?
Every time an employee's evaluation is planned or done.

Why?
Ensure that employees are regularly evaluated, guarantee a proper career management and allow employee evolutions.

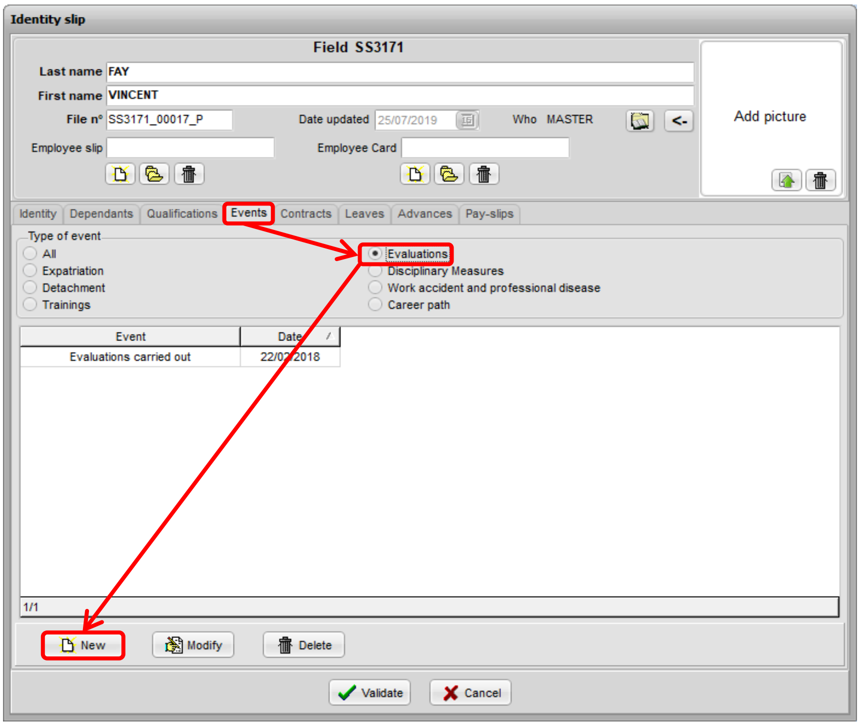
What to be careful with?
Check that all related information and supported documents are provided by the supervisors in charge to perform the evaluation of their team members on a regular basis.

How?
Follow me.

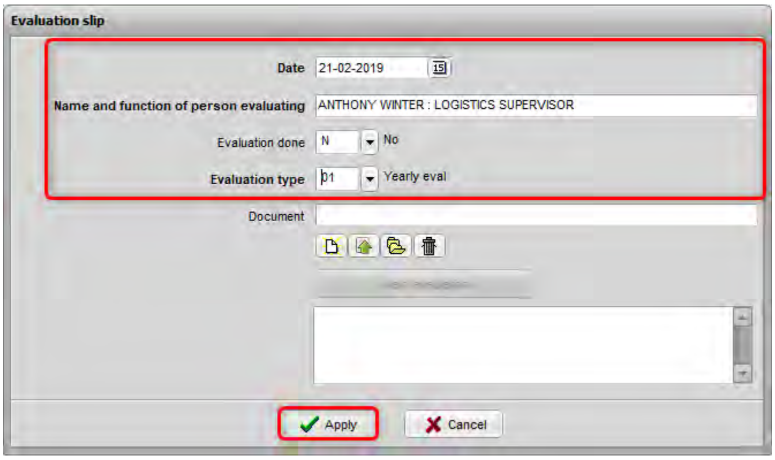
1. ENCODE A PLANNED EVALUATION >

To enter a plan evaluation **Employee > Find an employee > Search** and open an employee file.

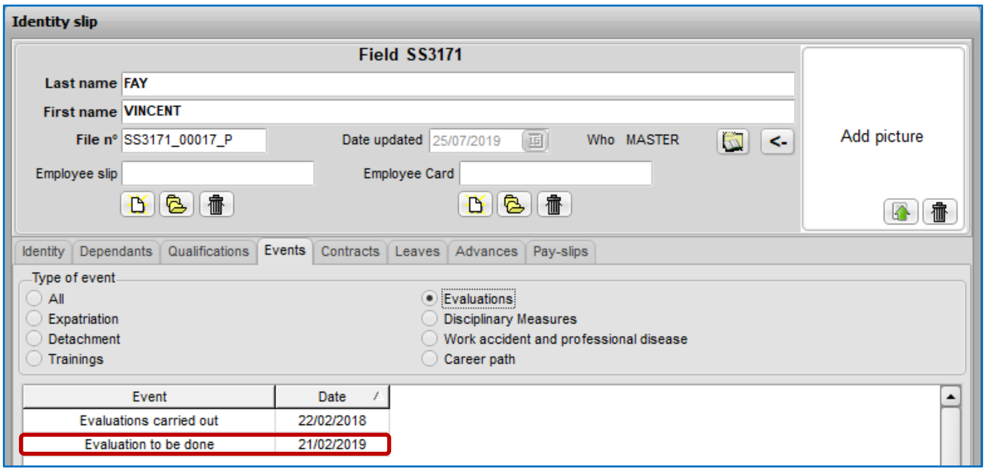
Go to the **Event** tab and tick the **Evaluations** box and click on **New**:



- Add the **Date** of the planned evaluation
- Add the **Name of the person** who performed the evaluation and the **function** if needed
- Choose the status in **Evaluation done**: **N** for No
- Choose the type of **Evaluation type** (**OCB only**): 01 for yearly evaluation, 02 for development evaluation and 03 for end of trial period evaluation



The evaluation will then appear in the list of Events of the employee:



2. ENCODE A PERFORMED EVALUATION >

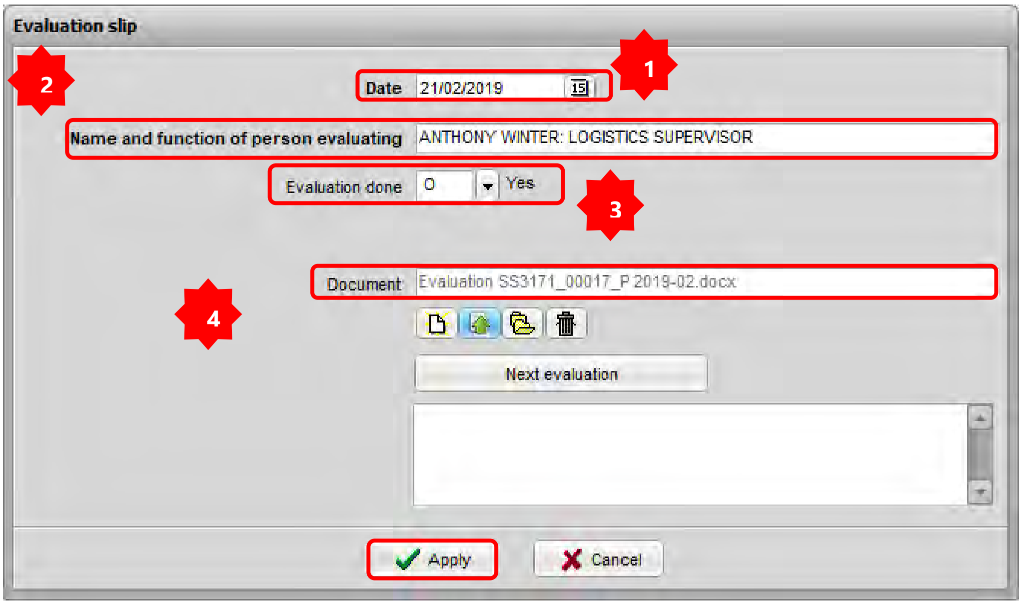
When an evaluation is carried out, you have 2 ways to record the information in HOMERE.

a. Option 1: Change the status of the planned evaluation (OCP)

Go to the **Event** tab of the concerned employee. Double click on the evaluation line you want to modify to open it.
Proceed to the following updates:

- Change the date if needed **(1)**
- Add the **Name of the person** who performed the evaluation and the **function** if needed **(2)**
- Switch the status **Evaluation done** to **O** for Yes **(3)**
- Attach the evaluation **Document** by clicking on the Green arrow button **(4)**

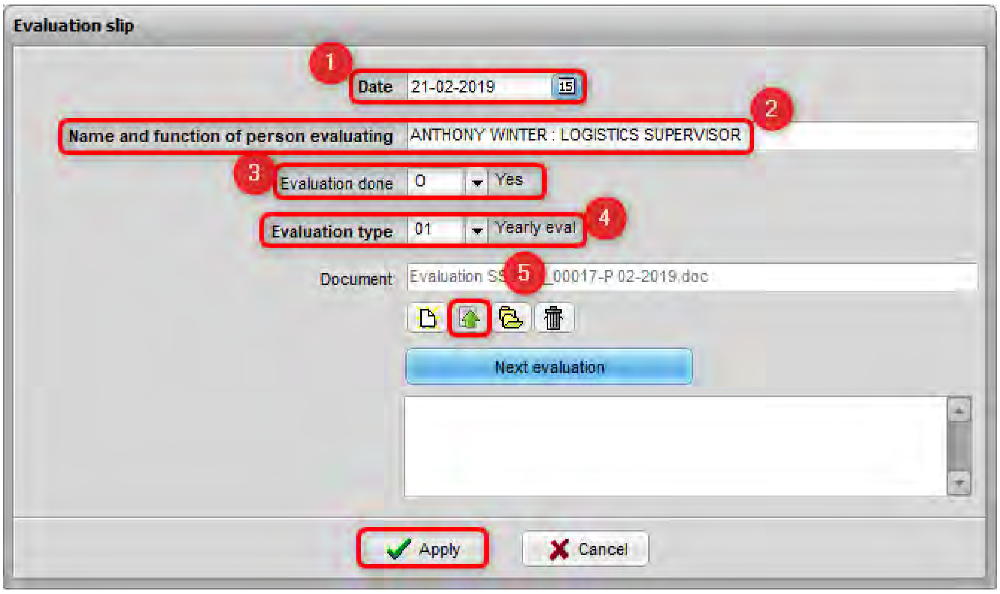
Once the updates are finalized click on **Apply** to validate the changes.



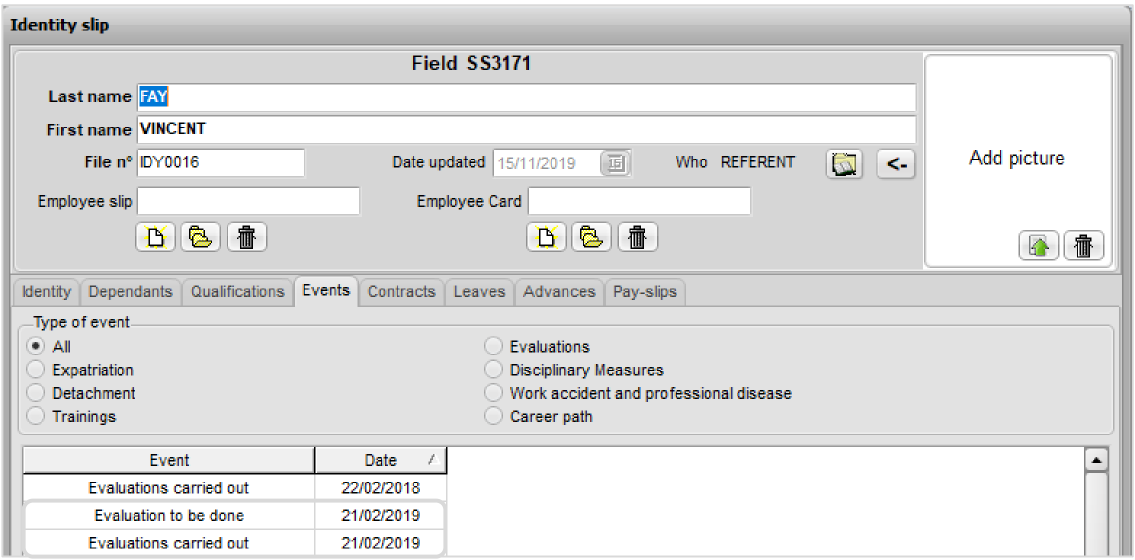
b. Option 2: Add a new Evaluation event (OCB)

Go to the **Event** tab of the concerned employee and click on **New**.
Fill the different fields of the evaluation slip:

- Record the **Date** when the evaluation was carried out
- Add the **Name of the person** who performed the evaluation and the **function** **(2)**
- Choose the status evaluation done: **O** for Yes **(3)**
- Choose the type of evaluation: 01 for yearly evaluation, 02 for development evaluation and 03 for end of trial period evaluation **(4)**
- Attach the evaluation **Document** by clicking on the Green arrow button **(5)**



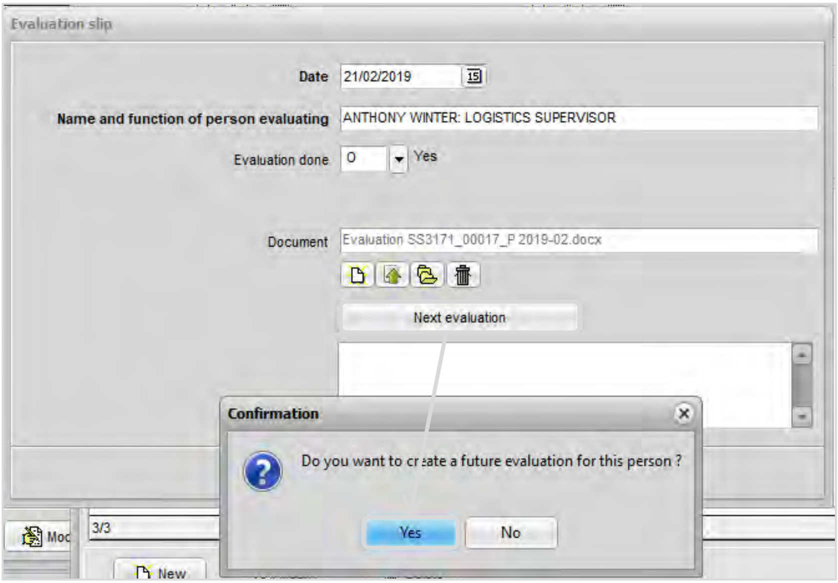
Two lines will then appear in the event list :

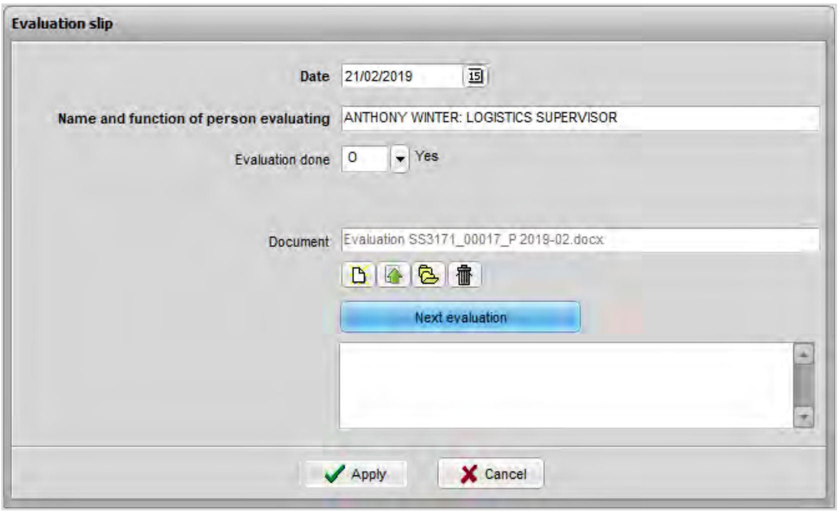


c.Plan the next evaluation

It is highly recommended when you record an evaluation done to plan the next evaluation to be performed.

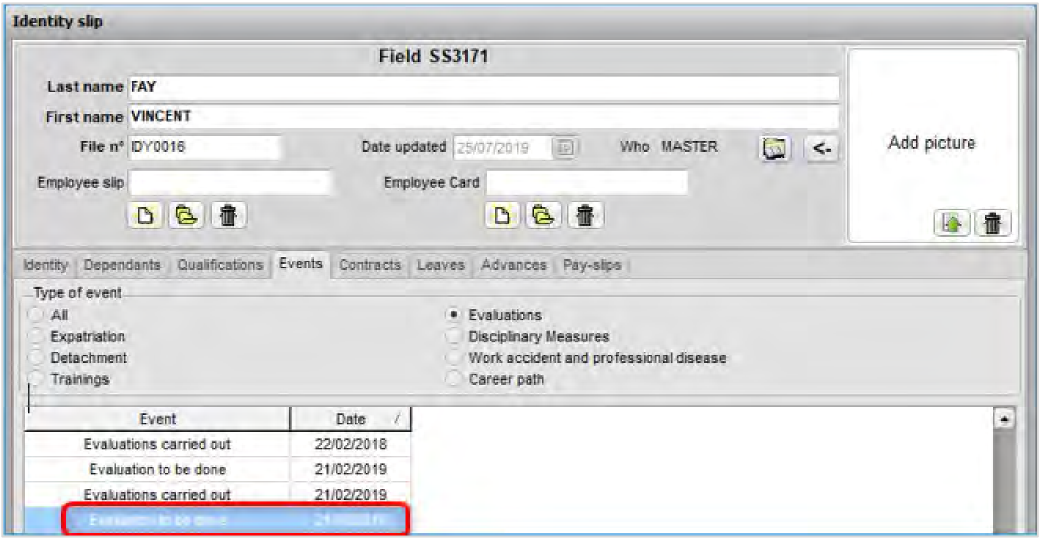
In order to record the next evaluation, you can use the button **Next evaluation** in the last Evaluation slip, then click on **Yes.**





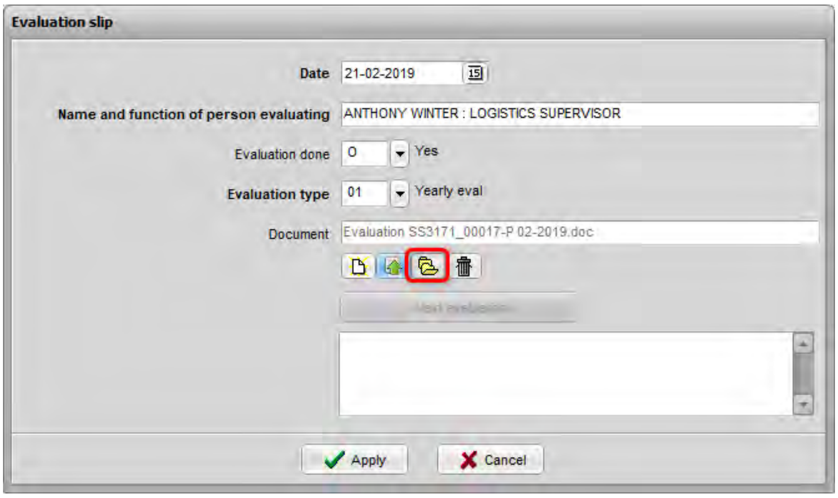
Fill the information's as describe in part 1 and validate by clicking on the **Apply** button:

The date of the next evaluation will be automatically recorded according to the periodicity of evaluation decided at the mission level (every 3/6/12 etc. months).



3. HOW TO ACCESS THE EVALUATION DOCUMENT >

To access an evaluation document, click on the **Open button** of the selected evaluation slip.



E2 – HOW TO ENCODE AN EXPATRIATION/DETACHMENT

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001	28/11/2019	E7 – How to print events

When?

Every time an employee goes on expatriation or detachment.

Why?

To ensure a correct career evolution follow-up.

What to be careful with?

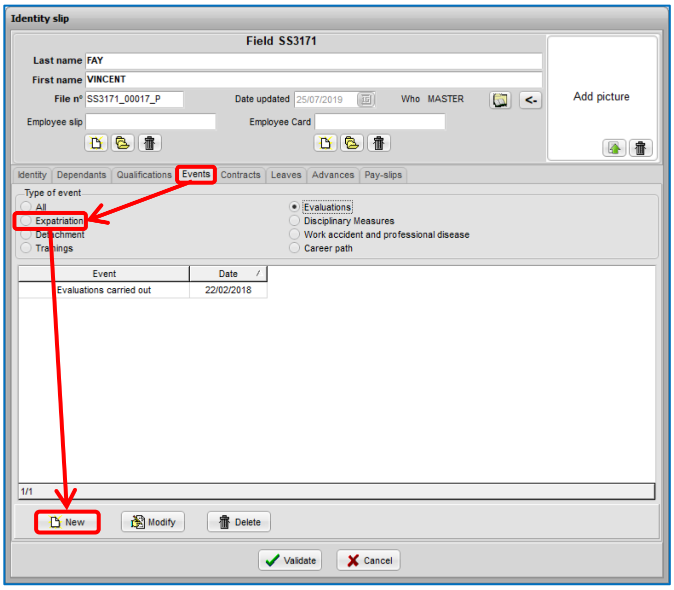
Check that all related information and supported documents are provided by the supervisors or the administrative department and encode only when the expatriation/detachment has been done.

How?

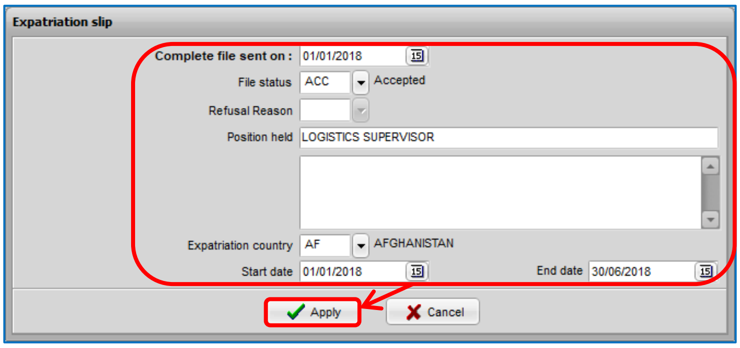
Follow me.

1. ENCODE AN EXPATRIATION EXPERIENCE >

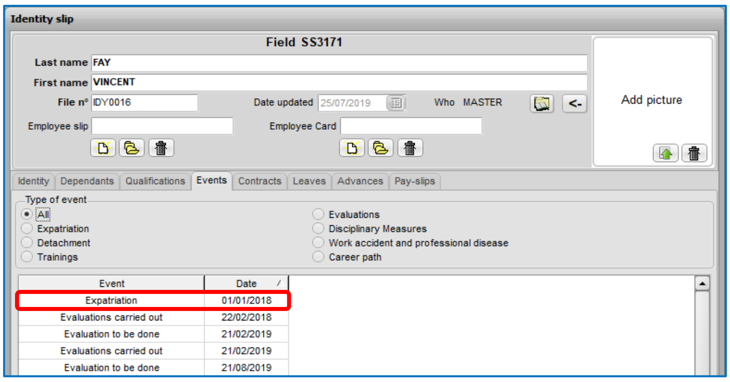
To record an expatriation experience **Employee > Find an employee > Search** and open an employee file. Go to the **Events** tab and tick the **expatriation** box and click on **New.**



Register the information regarding expatriation experience performed:
Complete file sent on: indicate the starting date of the expatriation experience
File status: choose the status ACC (Accepted)
Position held: indicate the position held during the expatriation experience
Expatriation country: select the appropriate country in the drop–down menu
Start and **End date**: record information according to length of the expatriation experience
Once all the rubrics completed, click on **Apply**:

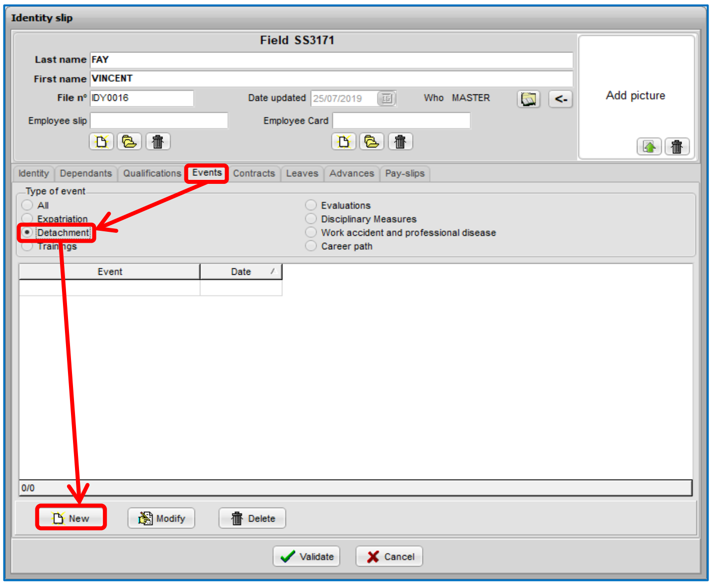


The expatriation experience will then appear in the list of **Events**:

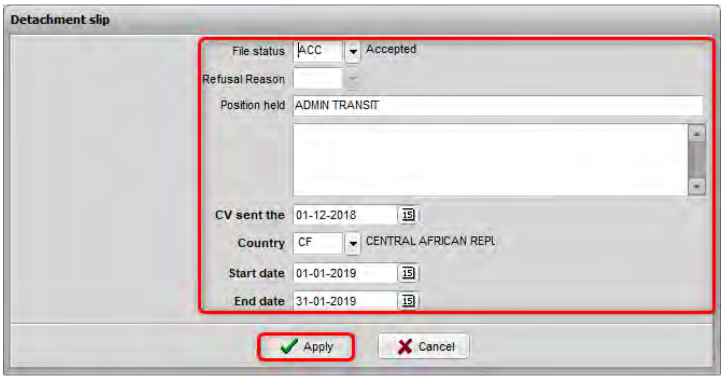


2. ENCODE AN DETACHMENT EXPERIENCE >

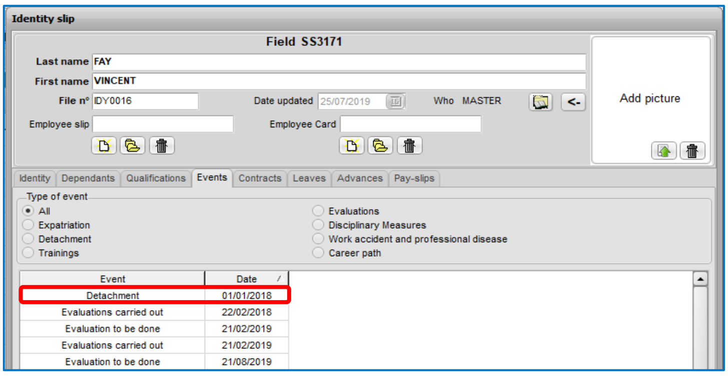
To record a detachment, go to **Employee > Find an employee > Search** and open the employee file.
Go to the **Events** tab and tick the **detachment box** and click on **New:**



Register the information regarding expatriation experience performed:
File status: choose the status ACC (Accepted)
Position held: indicate the position held during the expatriation experience
CV sent the: indicate the date of the employee application for the detachment
Country: select the appropriate country in the drop–down menu
Start and **End date**: record information according to length of the expatriation experience
Once all the rubrics completed, click on **Apply**:



The detachment experience will then appear in the list of Events:



E3.A – OCB_HOW TO ENCODE TRAININGS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.008+	28/11/2019	E4 – How to import events from Excel E7 – How to print events

When?

Every time an employee will attend, have attended or should have attended training.
When the HRCO finalized the planning of training and confirmed the budget has been allowed for planned trainings, these trainings can be encoded in HOMERE.

Why?

To ensure employee development follow-up and to enable HR Specialists to analyse skills and competences at the level of project and mission and compare to the operational needs and plans.

What to be careful with?

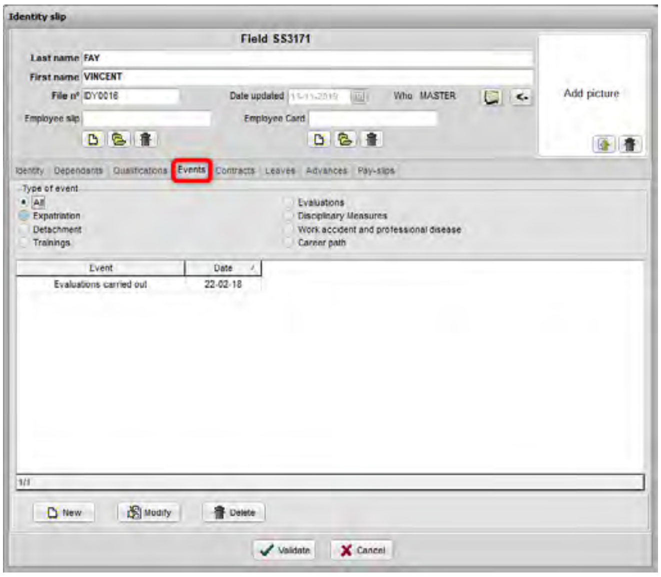
Make sure trainings are encoded in a timely manner to ensure a proper follow up by the line managers, the coordination and HQ people development team.

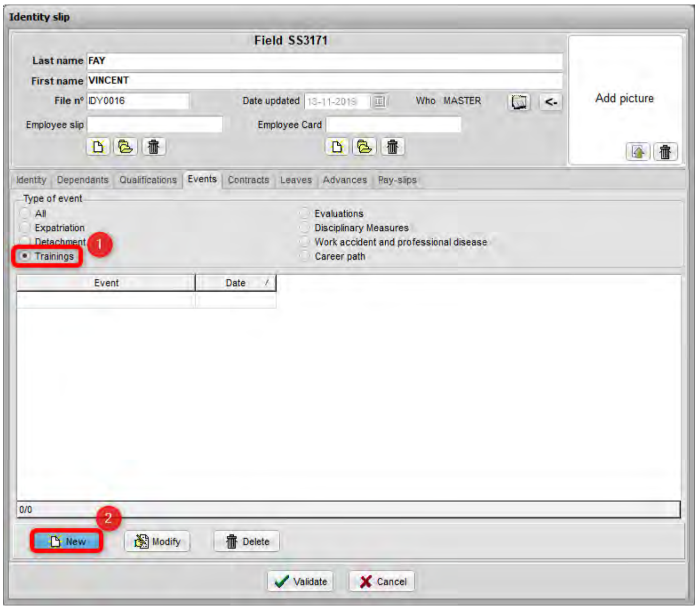
How?

The encoding of training can be done either directly in the employee individual file or collectively using an excel file.

1. INDIVIDUAL ENCODING >

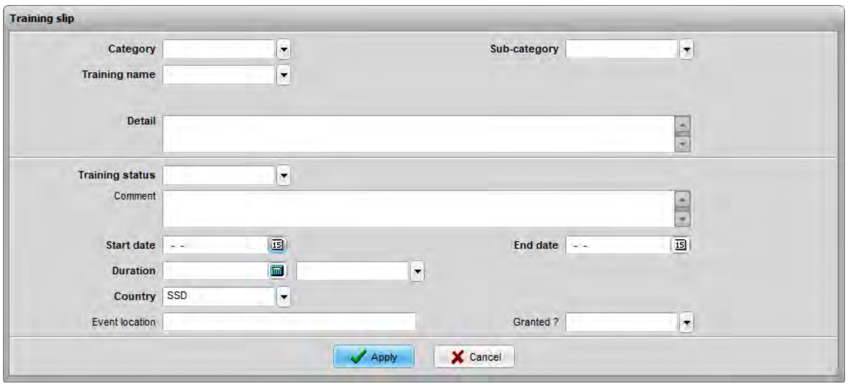
To create a training record for one employee only, go to the employee file and then on the **Events** tab:





Then select **Trainings (1)** in the type of event and click on **New (2)**:

This window will appear:



It is very important to fill in the different fields in the right order because the choice of the first field will determine the possibility offered in the second field etc.

The **bold fields** are the fields mandatory to fill in.

- **Category:**
  - EXTERNAL: external training
  - MSF: MSF training
  - MSFW: MSF workshop

Depending on your first choice, the options offered for the rest of the fields will differ:

- **Subcategory:**
  - If you chose EXTERNAL in the category, you'll have this choice for subcategory:
    - GOV: government
    - NGO: NGO
    - Other: not a NGO nor governmental one
  - If you chose MSF training in the category, you'll have this choice for subcategory:
    - E–LAR: E–learning
    - INT: International
    - NAT: National
  - If you chose MSF Workshop in the category, you'll have this choice for subcategory:
    - W_INT: International
    - W_NAT: National

- **Training name** : depending on which category and sub–category have been chosen, this field will either be a free text or a picklist with limited choice.

Summary of the correlation between these fields:

Category	**Subcategory**	**Training name**
EXTERNAL	GOV	Free text
	NGO	Free text
	Other	Free text
MSF	E–LAR	Limited choice, picklist
	INT	Limited choice, picklist
	NAT	Free text
MSFW	W_INT	Limited choice, picklist
	W_NAT	Free text

- **Detail** : free text, to be filled in with the content of the training following this format: **NAME OF DEPARTMENT_Name of training_Target audience**.
  For example: **LOGISTIC_Security_Watchman**

- **Training status** :
  - **FA**: training cancelled
  - **FE**: training done
  - **FP**: training forecasted
- **Comment** : not mandatory, to be used in case you want to add a comment on the status

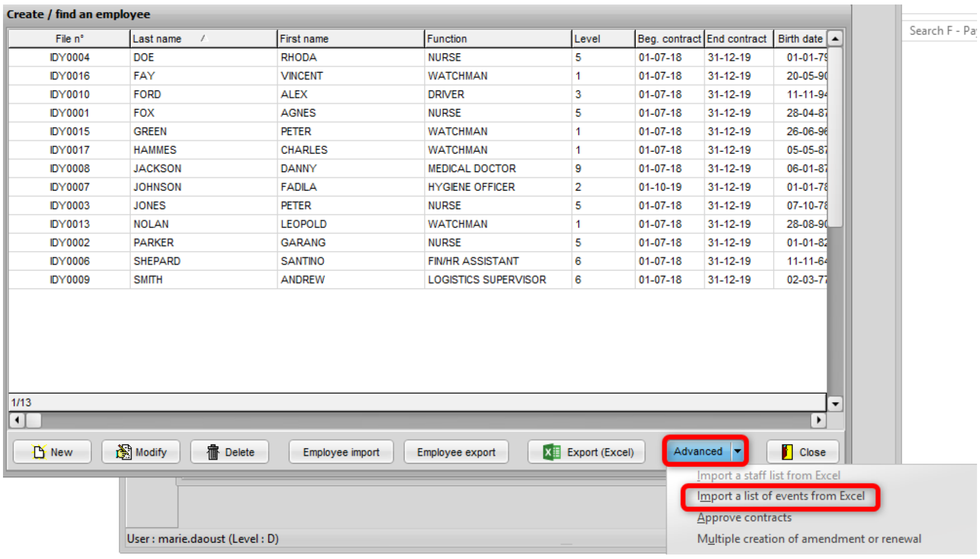
- **Start date** : enter the start date of the training

- **End date** : enter the start date of the training
- **Duration** : always in day, enter with decimal if not full days
- **Duration type** : always in day (code: DA)
- **Country** : select the country of the training
- **Event location** : free text, to fill if you want to be more precise about the location
- **Granted?** : fill **Yes** if the training was funded by MSF and **No** if the employee paid the training him/herself

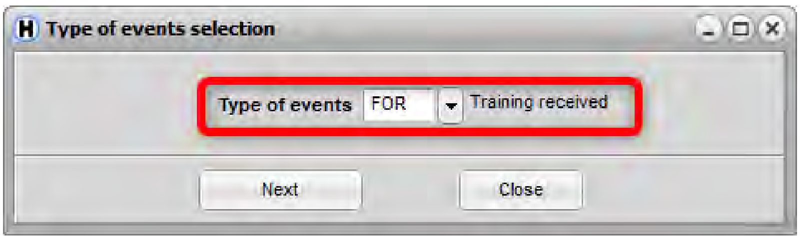
2. MASSIVE ENCODING OF TRAININGS THROUGH AN EXCEL SHEET >

To be able to use this massive encoding, you must know the correlation between each field in the training event as well as the code coming from HOMERE dictionary.

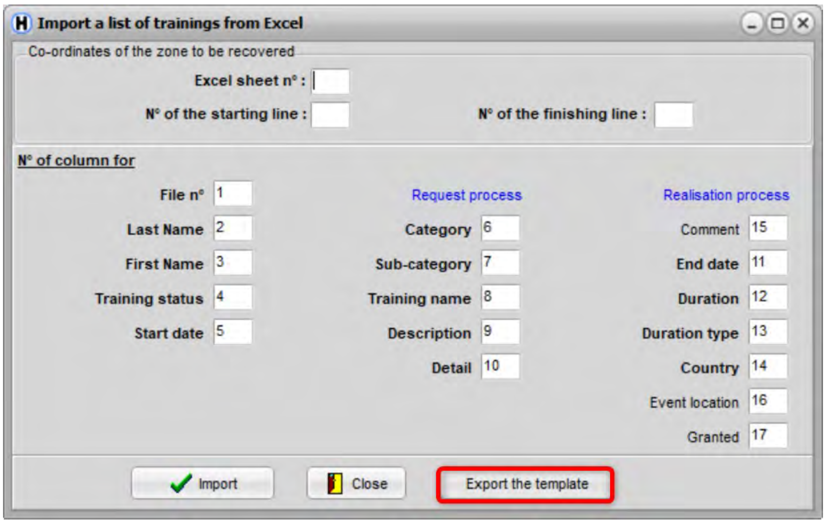
Go to Employee > Find an Employee > Search.
Click on the **Advanced button** and then select **Import a list of events from Excel**:

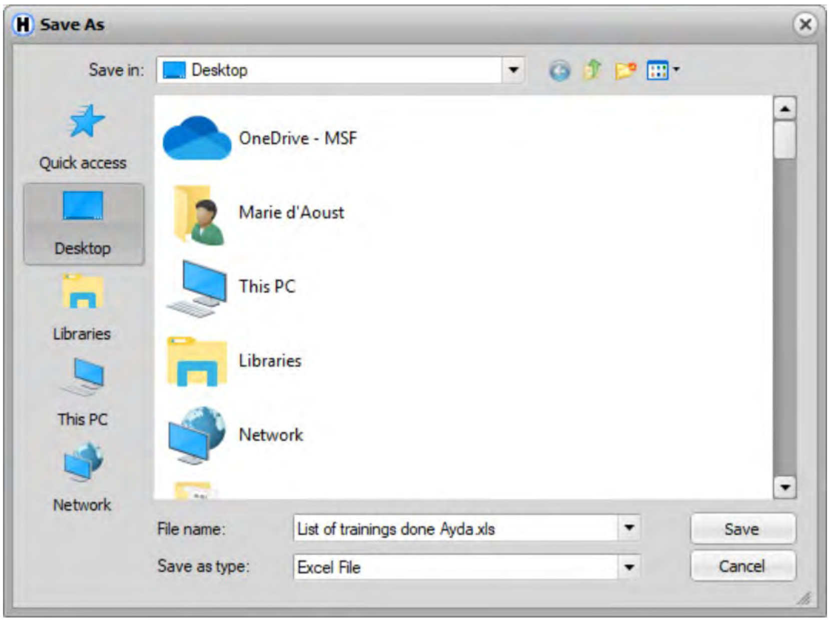


Select the event **FOR** (Training received) and click on **Next**:



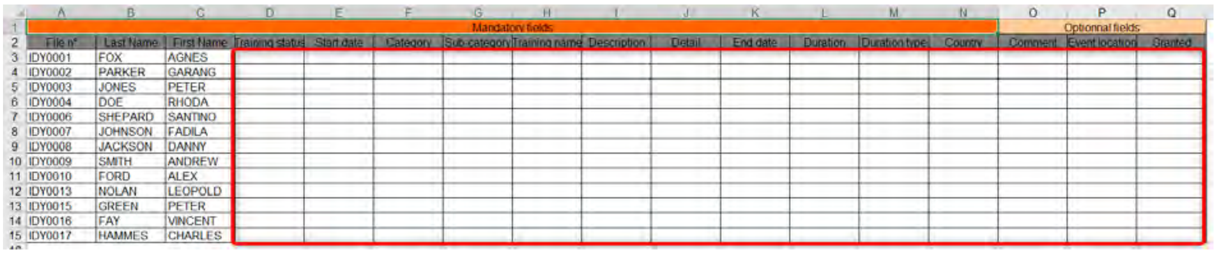
Then click on **Export the template**.





Name the file and save it on your Desktop.

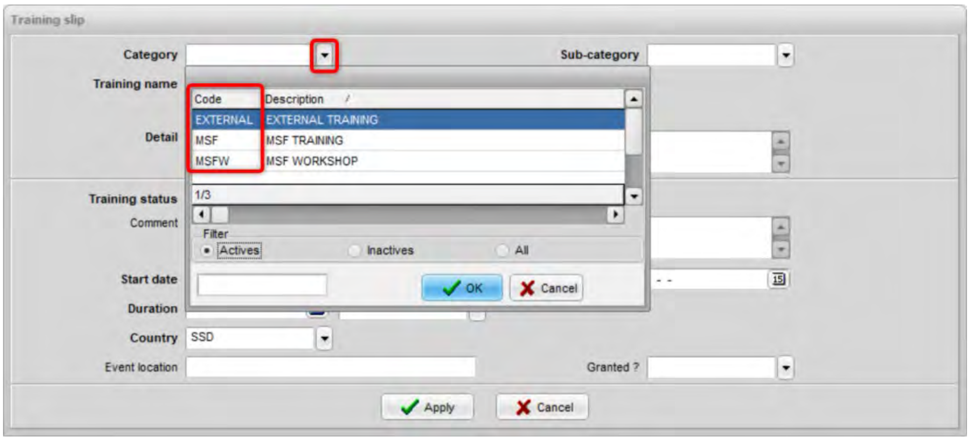
Open the file and fill the information in the different columns:



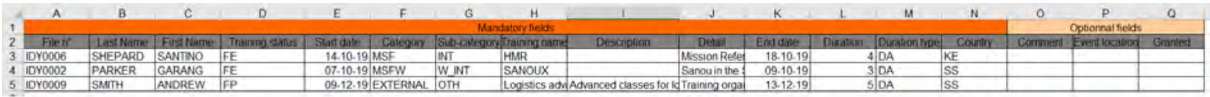
When filling the information in every column, you must use the codes from HOMERE dictionary in certains columns and not the full name. If you don't respect this rule, the import will be cancelled.

Example : for **Category**, fill in **MSF** for MSF training, for **Duration type**, **DA** for day, for **Country**, use **CD** for Republic Democatric of Congo.

The easiest way to find the proper codes to be used is by using an individual training event sheet and looking at the code proposed for each mandatory field :



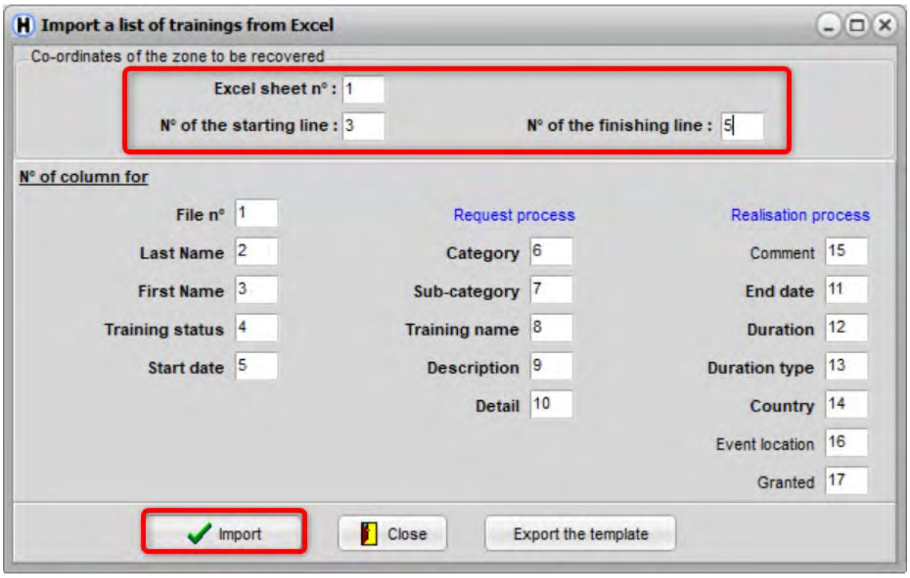
Here is an example of an excel file correctly filled in:



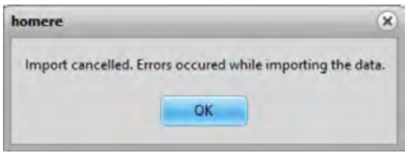
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Mandatory fields														Optionnal fields		
2	File n°	Last Name	First Name	Training status	Start date	Category	Sub-category	Training name	Description	Detail	End date	Duration	Duration type	Country	Comment	Event location	Granted
3	IDY0006	SHEPARD	SANTINO	FE	14-10-19	MSF	INT	HMR		Mission Refer	18-10-19	4	DA	KE			
4	IDY0002	PARKER	GARANG	FE	07-10-19	MSFW	W_INT	SANOUX		Sanou in the	09-10-19	3	DA	SS			
5	IDY0009	SMITH	ANDREW	FP	09-12-19	EXTERNAL	OTH	Logistics adv	Advanced classes for lo	Training orga	13-12-19	5	DA	SS			

When the data entry is finalized, save your file.

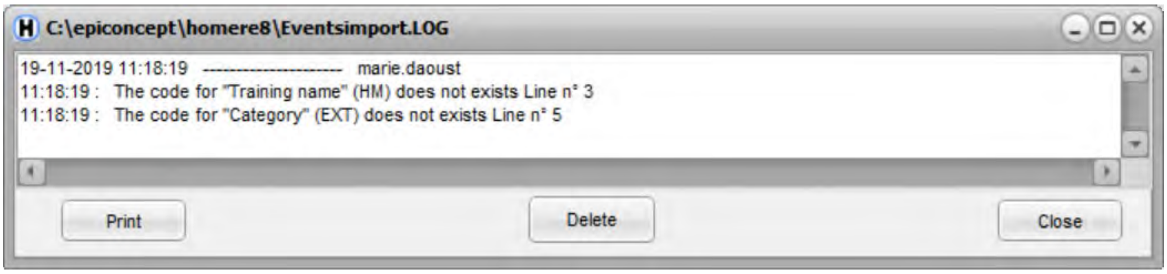
Go back in Homere in the **Import a list of evaluations from Excel** window and click on **Import**.
Fill the above part of the Window according to your Excel document:



If there is a problem with the import file, you'll receive a warning message:

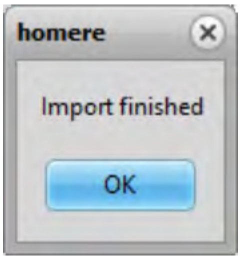


And the detail of what prevented the import from working:



Go back to your file, correct the wrong entries in your Excel file and redo the import.

If the import worked fine, a successful message will pop up once the process has been completed:



The information will then automatically be recorded in each employee file.

E3.B – OCP_HOW TO ENCODE TRAININGS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001+	28/11/2019	E4 – How to import events from Excel E7 – How to print events

When?

When yearly training plan is validated.

Why?

To ensure employee development follow-up and to enable HR Specialists to analyse skills and To ensure a correct career management and allow staff evolutions. To ease the follow-up of employee’s career path at all levels: Project, mission coordination and HQ.

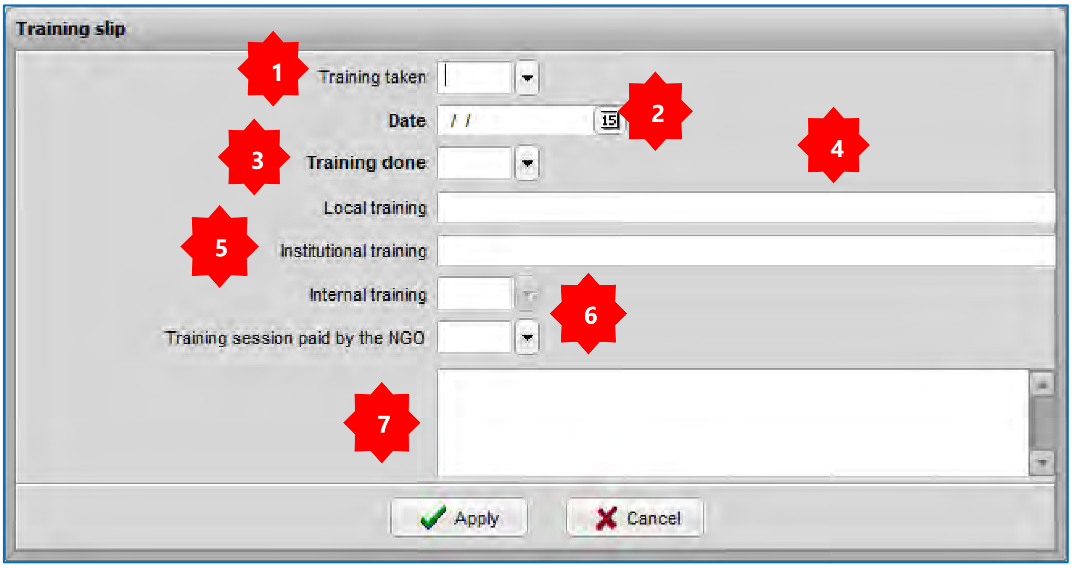
What to be careful with?

Ensure that only trainings validated at the end of the yearly training plan exercise are recorded in HOMERE. Check that all information related to training followed as well as supported documents are provided by the Supervisors or the Administrative Department.

How?

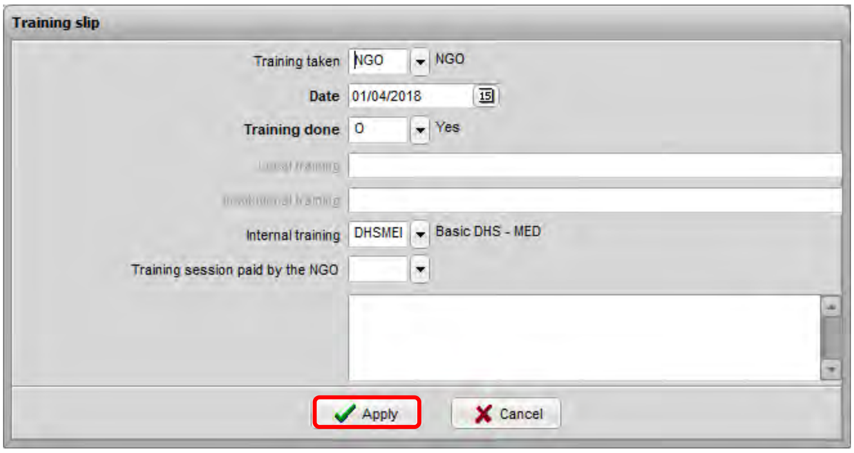
Follow me.

To record a training **Employee > Find an employee > Search** and open an employee file.
Go to the **Events** tab and tick the **training** box. Then click on **New**.
Fill the different fields:

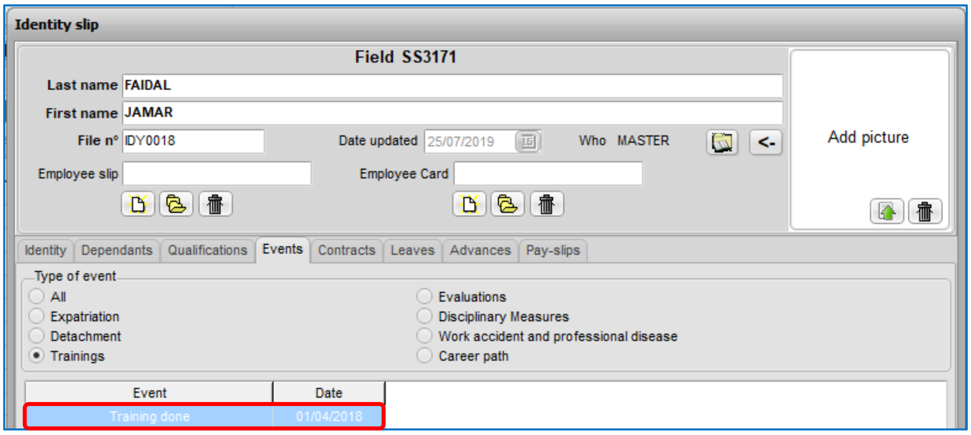


- **Training taken**: Choose between the following chooses **(1)**
    - **INS (Institutional)**: Government or donor trainings;
    - **LOC (LOCAL)**: Training provided by the local training organisms. Does not include MSF trainings even those are provided at field level;
    - **NGO (NGO):** MSF training = MSF international catalog. By selecting the NGO training the list of pre–defined MSF training will be displayed in the Internal training drop down menu
- **Date:** Date of training **(2)**
- **Training done: O** = done and **N** = Forecasted **(3)**
- **Local training**: Record the name of the local training received **(4)**
- **Institutional training**: Record the name of the Institutional training received **(5)**
- **Internal training**: Record the name of the Internal training received = MSF. Please revert to the MSG International training catalog to choose the accurate one **(6)**
- **Comments**: Write here any comment that may be useful **(7)**

Once all information has been filled click on **Apply.**



The Training will then appear in the list of Events.



E4 – HOW TO IMPORT EVENTS FROM EXCEL

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	E1 – How to encode and attach an evaluation E3 – How to encode trainings

When?
When you want to record a batch of events (evaluation or trainings) at once in HOMERE.

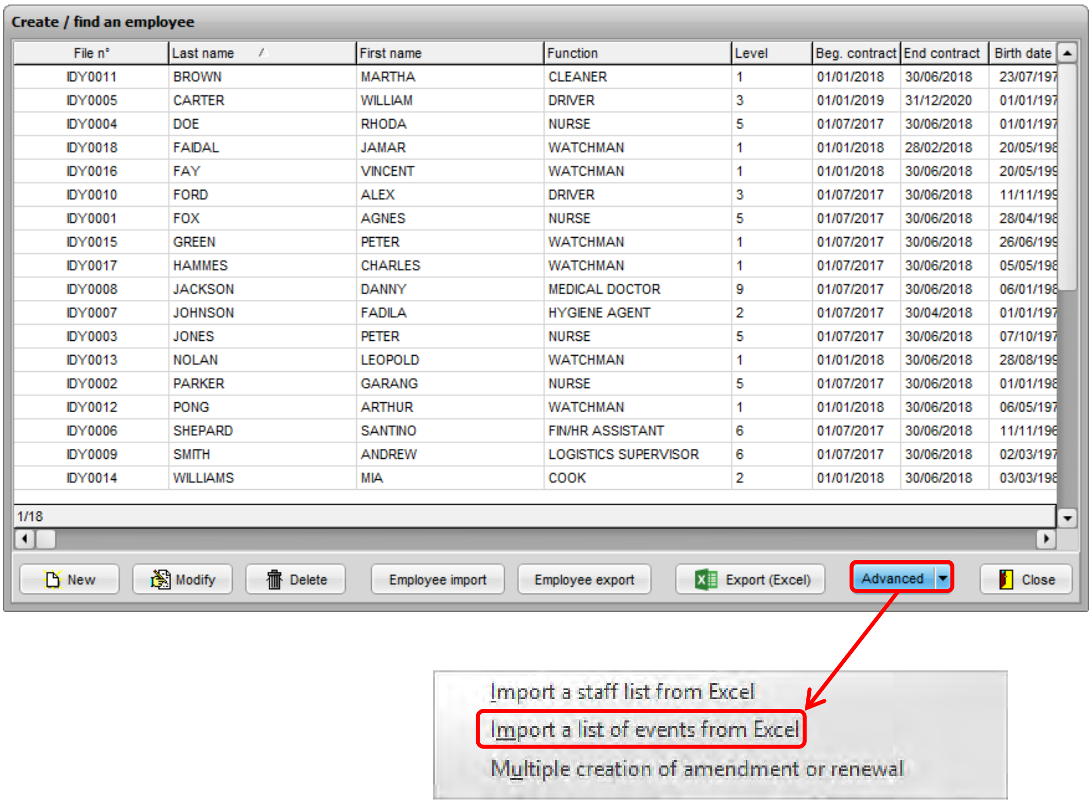
Why?
To reduce the time dedicated to data input in the software.

What to be careful with?
You need to get all necessary information before processing the massive importation process and you need to know the correct codes in HOMERE to be able to proceed with the import.

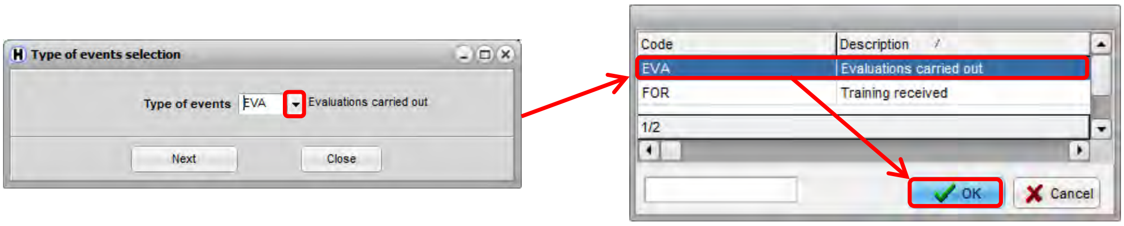
How?
Follow me.

1. EXPORT THE EXCEL DATA IMPORT MODEL >

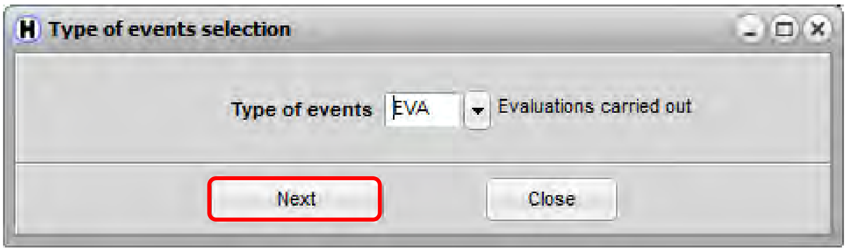
Go to **Employee > Find an employee > Search**.
Then click on the **Advanced** button and select **Import a list of events from Excel**.
Then click on **New**.



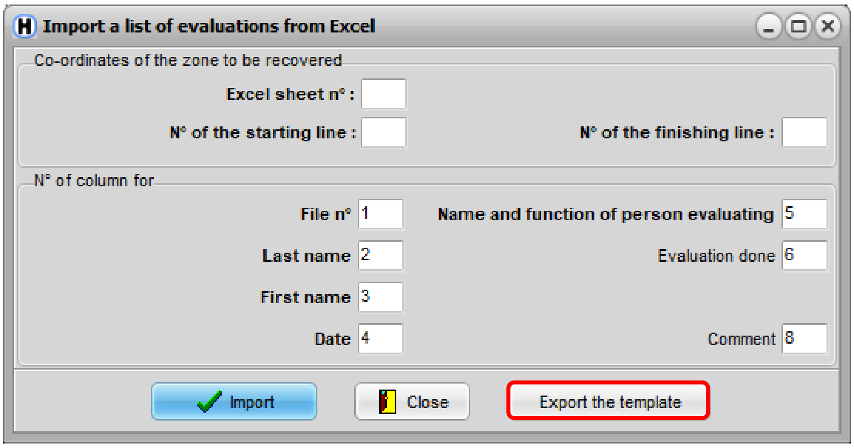
Select the **Type of events** you want to import: **Evaluations carry out** or **Training received** by using the drop–down menu.
Then click on **OK**.

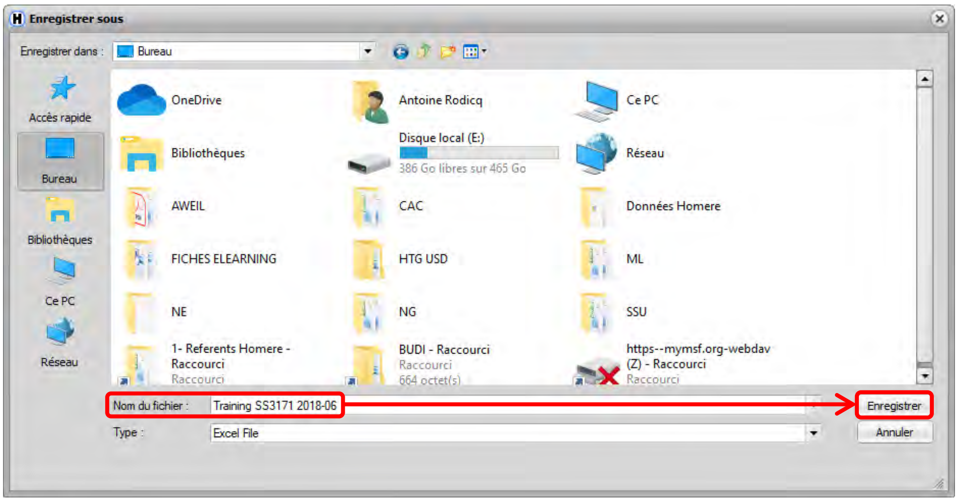


Click on **Next**.



Once you reach the **Import a list of evaluations for Excel** window, click on **Export the template**.

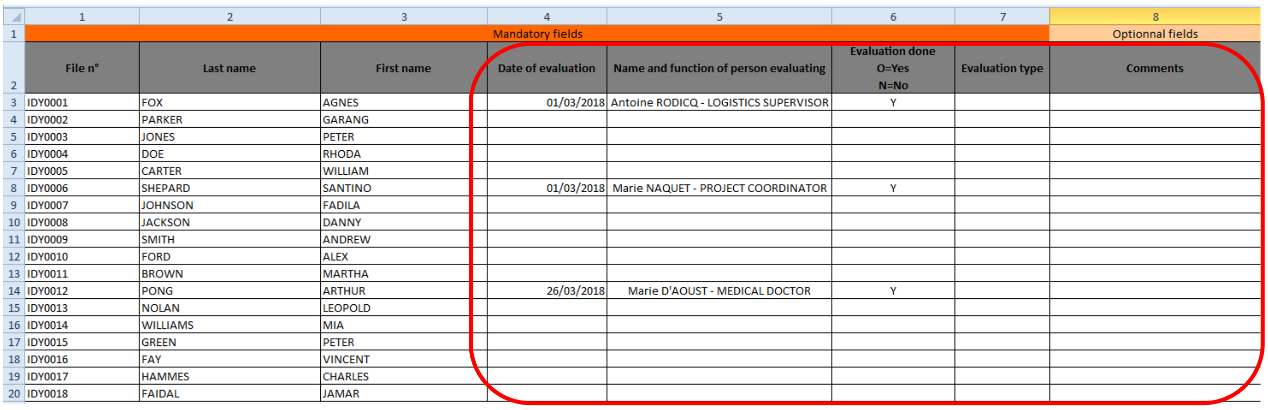




Name the document and save it on your computer Desktop.

2. FILL THE IMPORT EXCEL DOCUMENT >

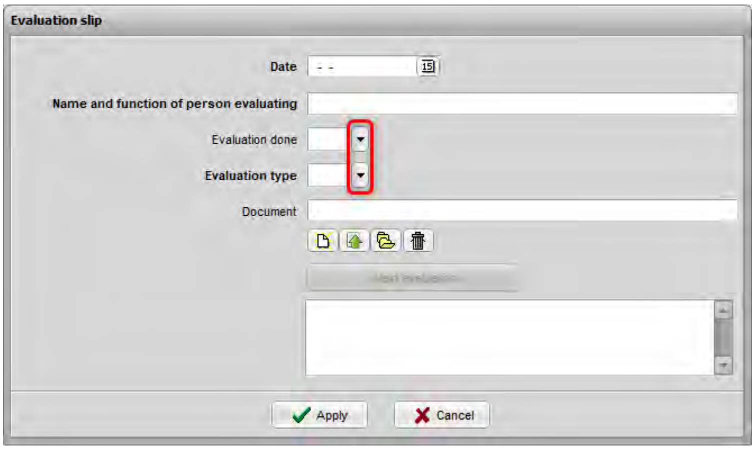
Open the saved document and fill the **columns 4 to 8** with the accurate information:



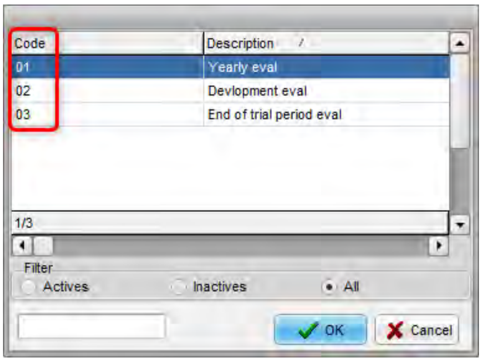
	1	2	3	4	5	6	7	8
1	Mandatory fields							Optionnal fields
2	File n°	Last name	First name	Date of evaluation	Name and function of person evaluating	Evaluation done O=Yes N=No	Evaluation type	Comments
3	IDY0001	FOX	AGNES	01/03/2018	Antoine RODICQ - LOGISTICS SUPERVISOR	Y		
4	IDY0002	PARKER	GARANG					
5	IDY0003	JONES	PETER					
6	IDY0004	DOE	RHODA					
7	IDY0005	CARTER	WILLIAM					
8	IDY0006	SHEPARD	SANTINO	01/03/2018	Marie NAQUET - PROJECT COORDINATOR	Y		
9	IDY0007	JOHNSON	FADILA					
10	IDY0008	JACKSON	DANNY					
11	IDY0009	SMITH	ANDREW					
12	IDY0010	FORD	ALEX					
13	IDY0011	BROWN	MARTHA					
14	IDY0012	PONG	ARTHUR	26/03/2018	Marie D'AOUST - MEDICAL DOCTOR	Y		
15	IDY0013	NOLAN	LEOPOLD					
16	IDY0014	WILLIAMS	MIA					
17	IDY0015	GREEN	PETER					
18	IDY0016	FAY	VINCENT					
19	IDY0017	HAMMES	CHARLES					
20	IDY0018	FAIDAL	JAMAR					

Be careful to use HOMERE codes when the field is not a free text or a date in HOMERE.

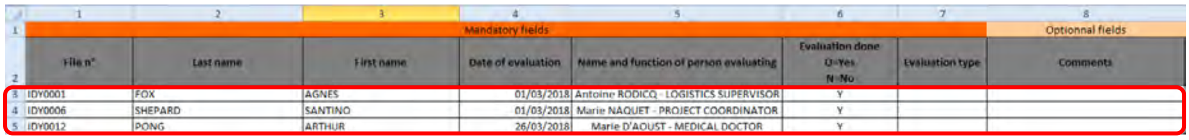
To check it, refer to an individual evaluation/training slip and check for the drop–down menus:



Open the drop–down menu to know which codes can be filled in.
For example, for **Evaluation type**, the codes are the following:



For the column **Evaluation done**, only **O** or **N** can be filled.
Fill in all the information for the employees and remove the line(s) where no information needs to be imported.



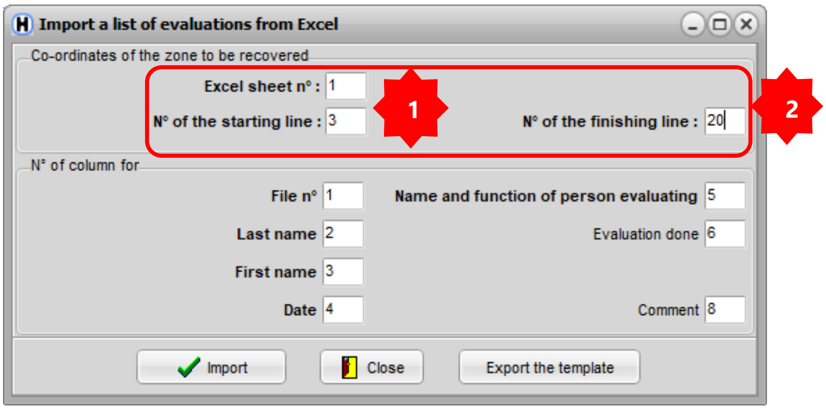
	1	2	3	4	5	6	7	8
1	Mandatory fields							Optionnal fields
2	File n°	Last name	First name	Date of evaluation	Name and function of person evaluating	Evaluation done O=Yes N=No	Evaluation type	Comments
3	IDY0001	FOX	AGNES	01/03/2018	Antoine RODICQ - LOGISTICS SUPERVISOR	Y		
4	IDY0006	SHEPARD	SANTINO	01/03/2018	Marie NAQUET - PROJECT COORDINATOR	Y		
5	IDY0012	PONG	ARTHUR	26/03/2018	Marie D'AOUST - MEDICAL DOCTOR	Y		

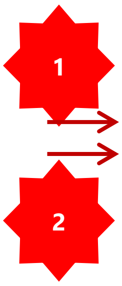
Once done, save the document and close it.

3. IMPORT INFORMATION IN HOMERE >

Go back in to the **Import a list of evaluations for Excel** window in HOMERE.
Record in information in the following fields:

- **Excel sheet n°**: 1
- **N° of the starting line**: According to your Excel document **(1)**
- **N° of the finishing line**: According to your Excel document **(2)**



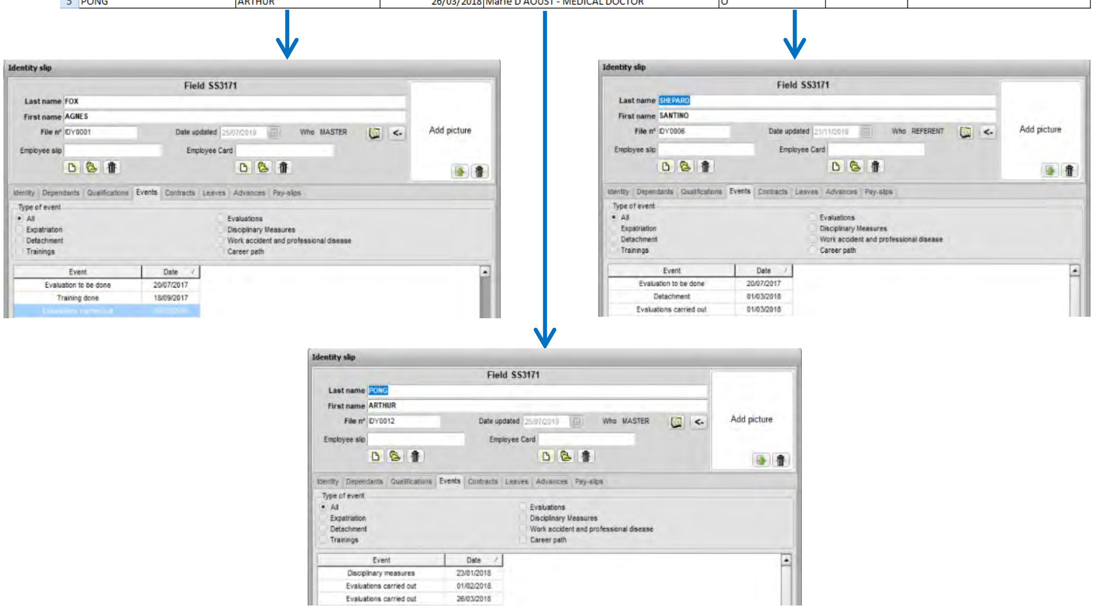


	2	3	4	5	6	7	8
1	Mandatory fields						Optionnal fields
2	Last name	First name	Date of evaluation	Name and function of person evaluating	Evaluation done O=Yes N=No	Evaluation type	Comments
3	FOX	AGNES	01/03/2018	Antoine RODICQ - LOGISTICS SUPERVISOR			
4	SHEPARD	SANTINO	01/03/2018	Marie NAQUET - PROJECT COORDINATOR	O		
5	PONG	ARTHUR	26/03/2018	Marie D'AOUST - MEDICAL DOCTOR	O		

Click on **Import** and select the Excel file saved on your computer Desktop.

The evaluation will be recorded in each employee file included in the Excel document.

	2	3	4	5	6	7	8
1	Mandatory fields						Optionnal fields
2	Last name	First name	Date of evaluation	Name and function of person evaluating	Evaluation done O=Yes N=No	Evaluation type	Comments
3	FOX	AGNES	01/03/2018	Antoine RODICQ - LOGISTICS SUPERVISOR			
4	SHEPARD	SANTINO	01/03/2018	Marie NAQUET - PROJECT COORDINATOR	O		
5	PONG	ARTHUR	26/03/2018	Marie D'AOUST - MEDICAL DOCTOR	O		



E5 – HOW TO ENCODE AND ATTACH A DISCIPLINARY MEASURE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	E7 – How to print events

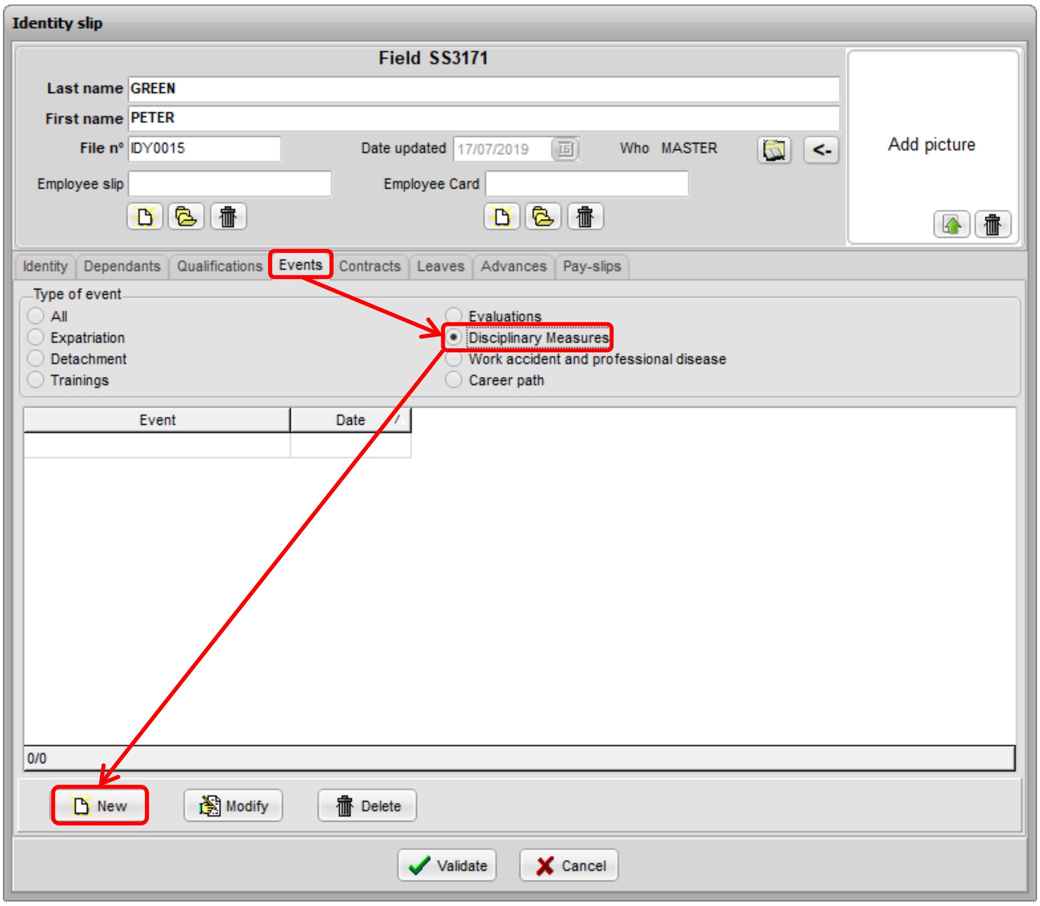
When?
Every time a disciplinary procedure is finalized and validated.

Why?
To allow a follow-up by managers and HR teams and build a case law catalog for Administrative Department.

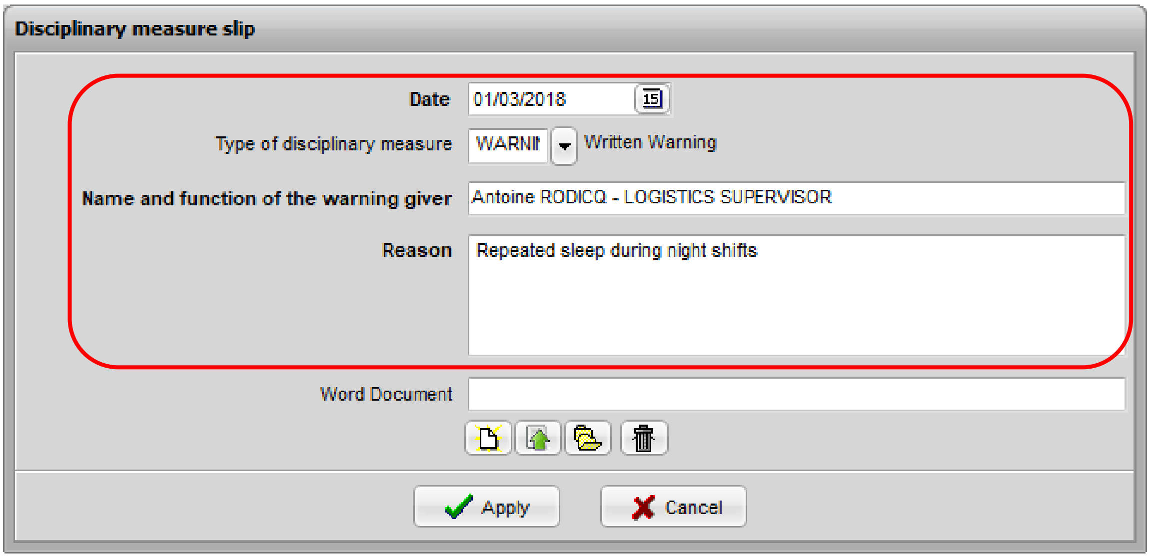
What to be careful with?
Check that all related information and supported documents are provided by the supervisors or the administrative Department.

How?
Follow me.

To record a disciplinary measure **Employee > Find an employee > Search** and open the employee file. Go to the **Events** tab, tick the **Disciplinary Measures** box and click on **New**:

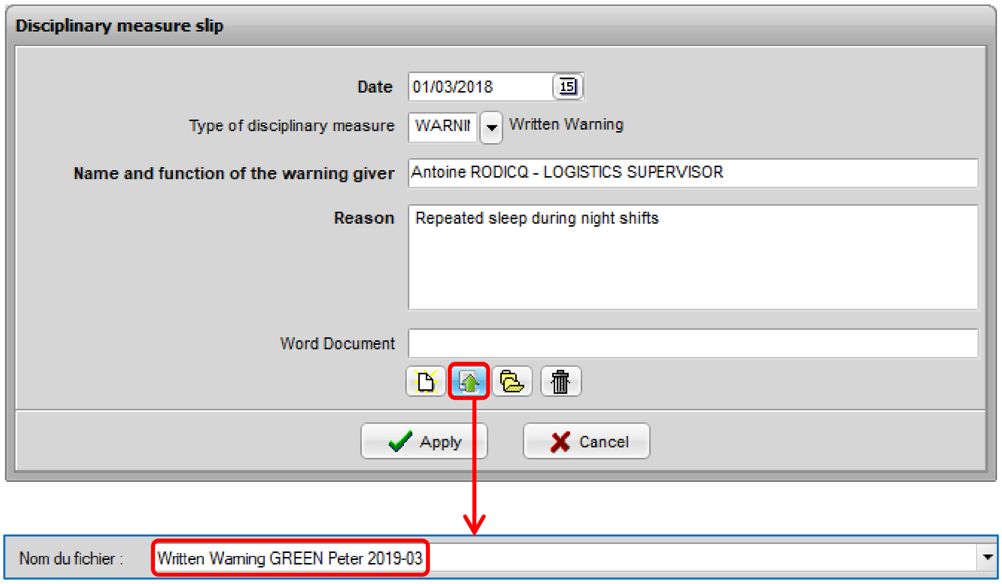


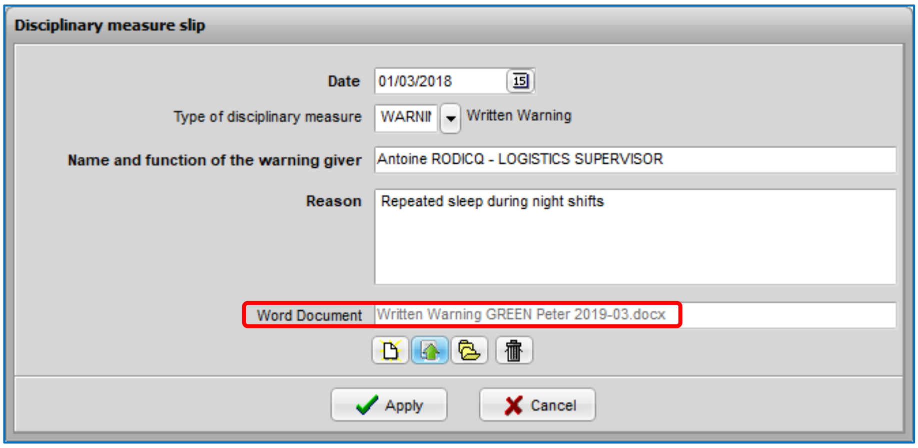
Record information expatriation experience performed:
Date: record the date on which the disciplinary measure has been given
Type of disciplinary measure: select the appropriate disciplinary measure in the drop–down menu
Name and function of the warning giver: record proper information provided by the administrative department
Reason: add any information that could have an added value



Once all the information has been filled in, click on **Apply**.

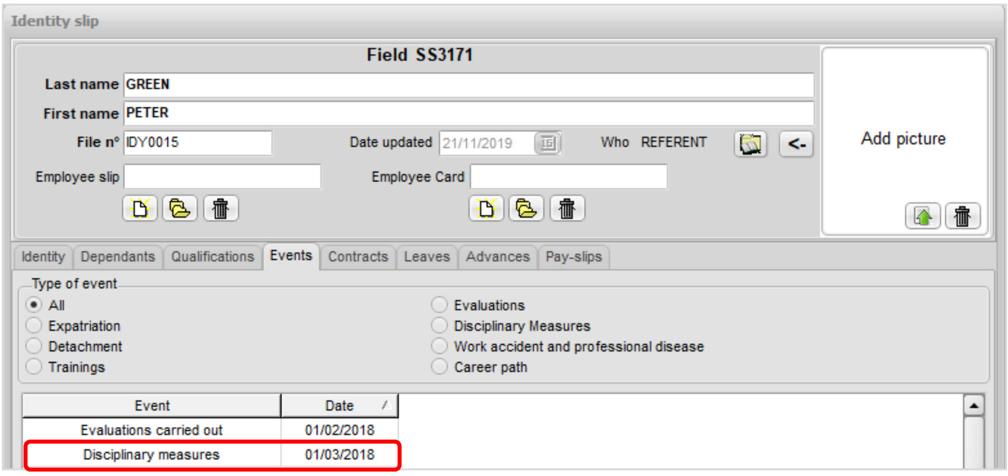
You will then be able to attach the disciplinary document provided by the administrative document by clicking on the **green arrow (attach file)** and selecting the appropriate document.





The document will then be attached to the employee file in HOMERE.

And the disciplinary measure will appear in the list of Events.



E6 – HOW TO ENCODE A WORK ACCIDENT OR AN OCCUPATIONAL DISEASE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	28/11/2019	E7 – How to print events

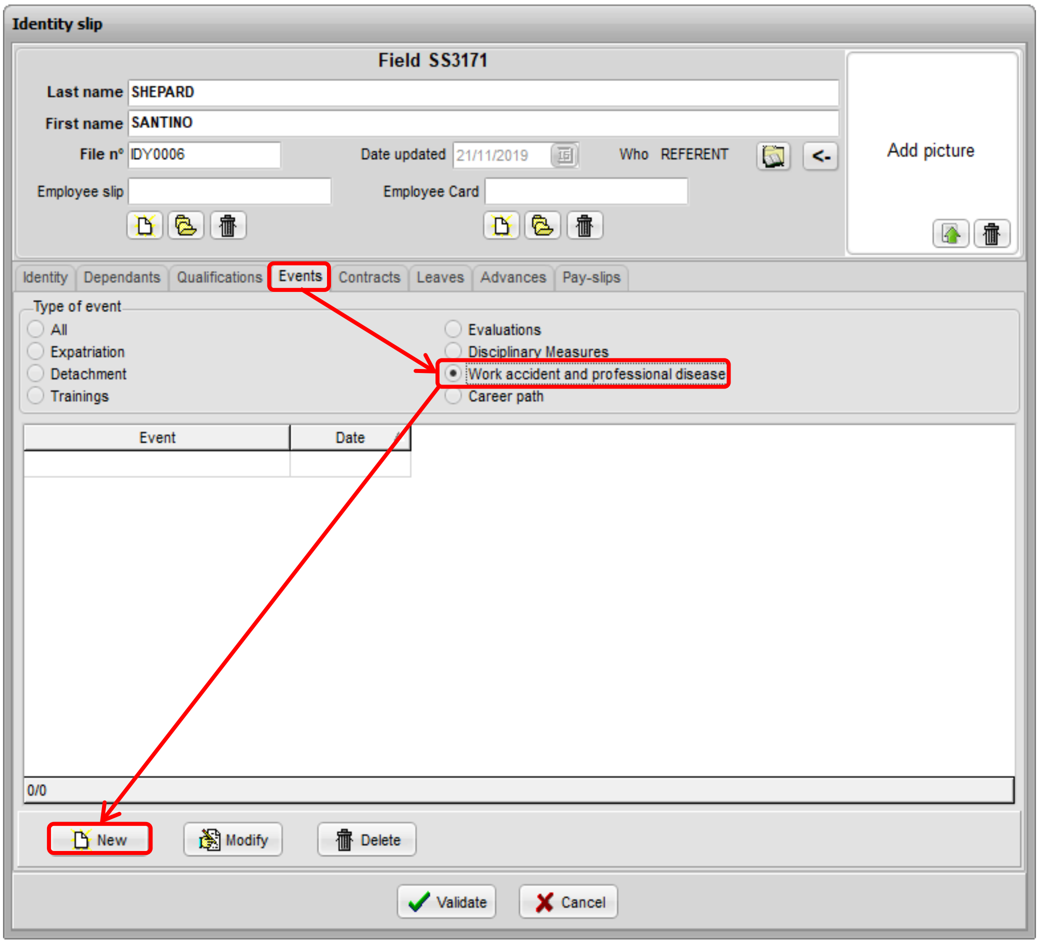
When?
Every time a work accident occurs, or an employee suffers a recognized work-related disease.

Why?
Because this information is crucial for HR as there is a need to analyze how many work-related accidents or disease occurs on the field.

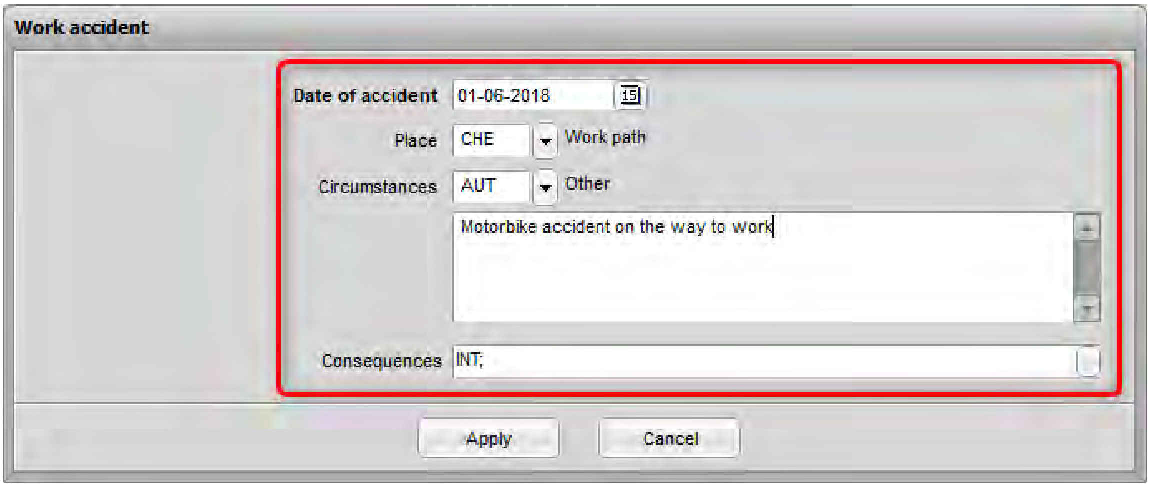
What to be careful with?
Make sure you receive all the relevant information when filling in the event in the employee file.

How?
Follow me.

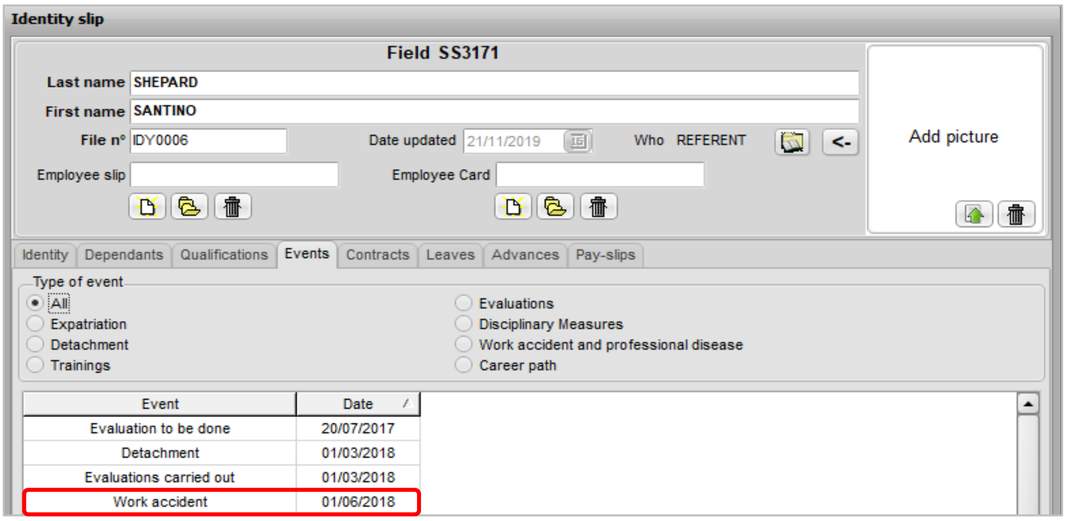
To record a work accident **Employee > Find an employee > Search** and open the employee file. Go to the **Events** tab and select the **Work accident and professional diseased** box and click on **New**:



Record information related to the work accident and professional diseases:
Date of accident: date when the event occurred
Place: choose between work place or work path (journey between home and workplace)
Circumstances: record the reason/origin of the event
Comment: add here any additional information that could be useful to understand the event
Consequences: record the consequence of the Work accident or professional disease. Refer to the medical department to ensure that the accurate information is recorded here



Once you have filled in all the information, click on **Apply**.
The Work accident and professional disease will then appear in the list of Events:



E7 – HOW TO PRINT EVENTS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001 +	28/11/2019	N/A

When?

Every time you are requested to provide information about a certain type of event in your project.

Why?

Because the follow-up of all the events registered in HOMERE is very important from an HR point of view.

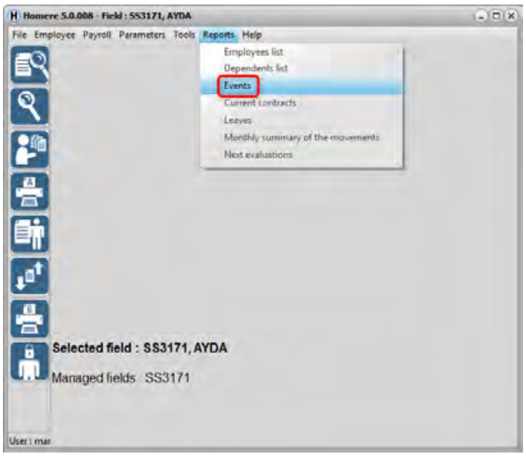
What to be careful with?

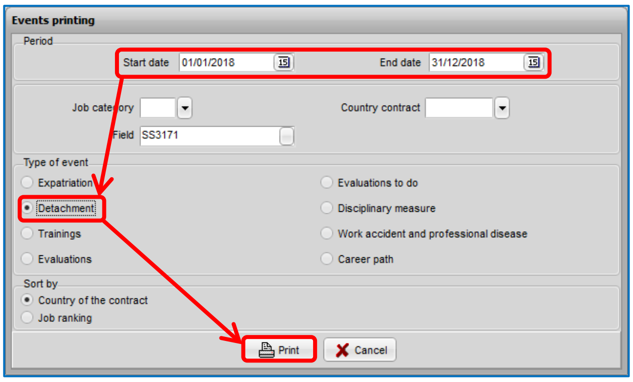
Make sure you choose the right type of event and event.

How?

Follow me.

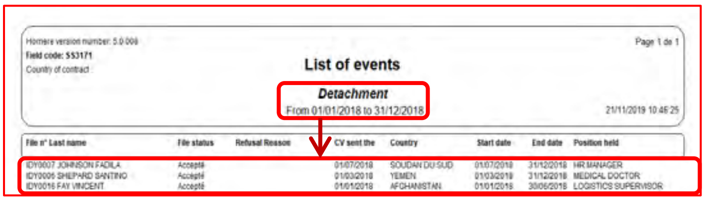
To print an Event, go to **Reports > Events:**



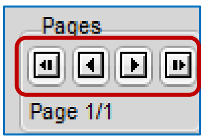


Select the period for which you want to report by entering the **Start date** and **End date**.
Then select the box of the **Type of event** you are interested in and click on **Print**:

The registration linked to this event for the selected period will then be displayed:



If the event has several records, there will several pages generated, and you will be able to navigate between them with the **bottom left arrows**:



To print the list of the event selected, go to **File/Export** and select the desired format:

CHAPTER F / PAYROLL

F1 – HOW TO ENCODE SALARY ADVANCES

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.004 +	02/12/2019	B7 – How to extract employees information in Excel F2 – How to print salary advances and related payment information

When?

A few days before the effective payment of the salary advances in the project.

Why?

Because most MSF staff receives a salary advance at half the month and this salary advance must be encoded in HOMERE before being sent to finance for payment. There is also a risk of double payment if the advance is not encoded in HOMERE.

What to be careful with?

Do not forget to check the method of payment before encoding the salary advances.

In case the encoding is not done, the employees won't receive their advance or, even if they receive it, the encoding of these advance payments in HOMERE and the finance software will have to be done manually, employee per employee.

There are also certain rules to respect regarding the amount that can be paid and these rules are defined in the mission.

In case an amendment/renewal within the month, it is best to check that the advance has been deducted in the pay slip linked to this amendment/renewal.

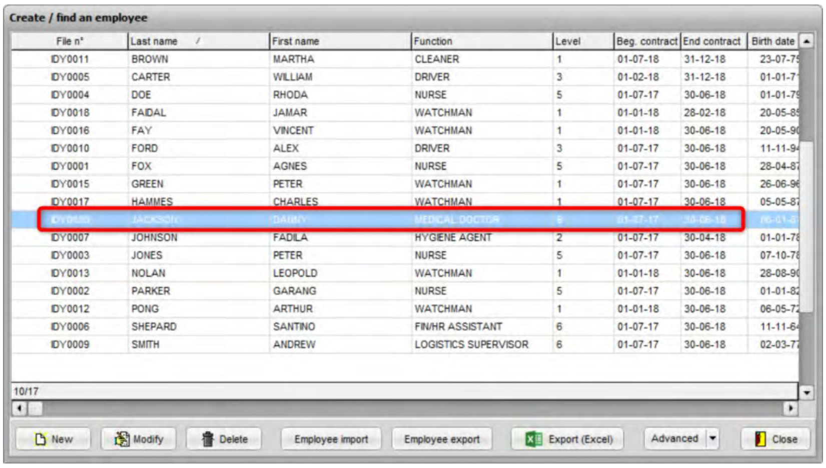
How?

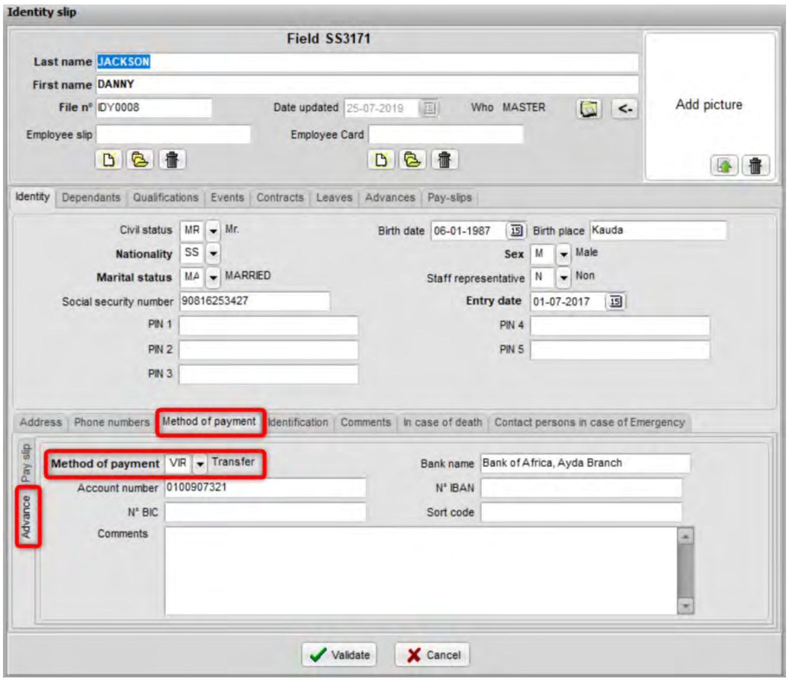
Follow me.

1. CHECK THE INFORMATION REGARDING THE METHOD OF PAYMENT >

Before starting the encoding of the salary advances in HOMERE, it is best to check first that the information regarding the method of payment that's applicable for the advance has been encoded/updated in HOMERE.

This information can be found by accessing an employee file: **Employee > Find an employee > Search:**





Once inside the employee file, go to the sub tab **Method of payment** and select the tab **Advance**:

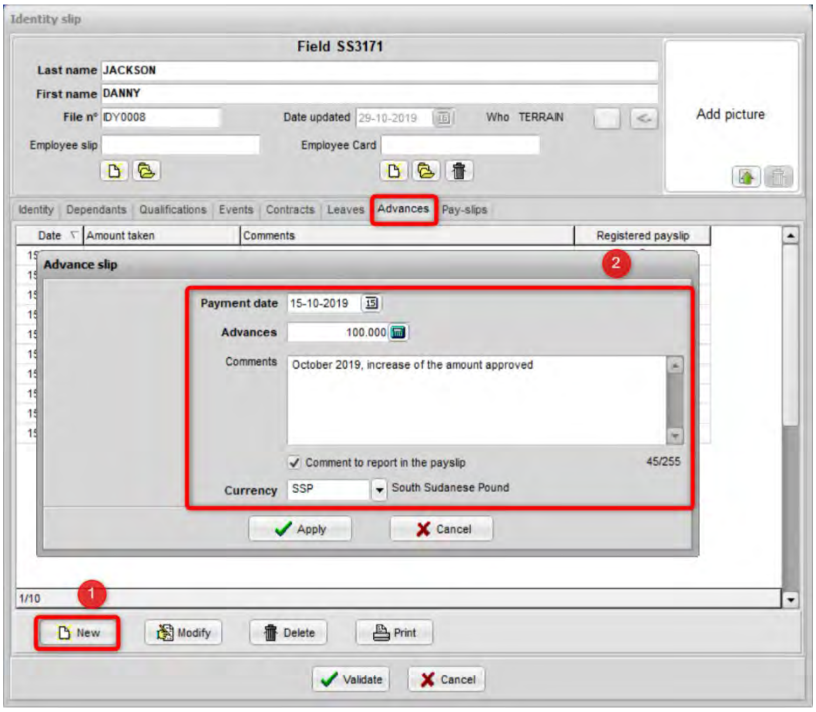
That's where to check the information regarding the method of payment for advance.

There are three methods that can be used in HOMERE to encode a salary advance in HOMERE:

- Individually (one by one),
- Collectively/ massively,
- Through the import of an excel file.

2. ENCODE INDIVIDUALLY THE SALARY ADVANCES >

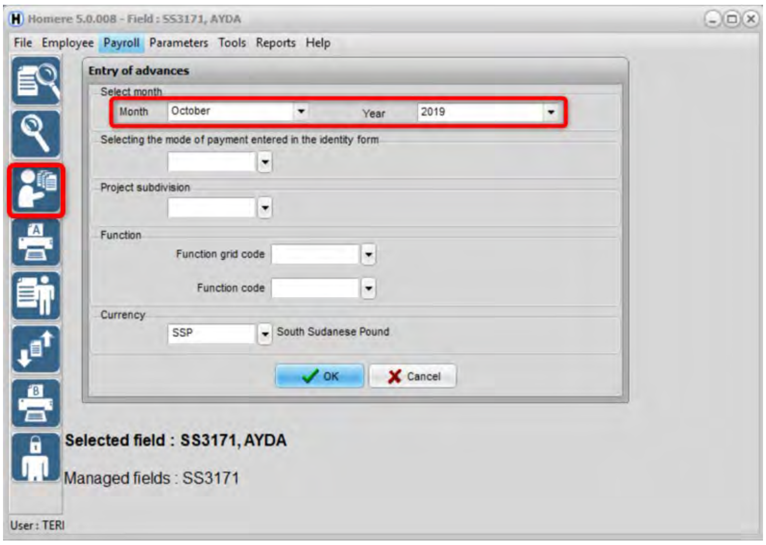
Go to the employee file and go to **Advances** tab.
To proceed to the new advance entry, click on **New (1)**, and fill information linked to the advance **(2)**: payment date, amount and comment if any:



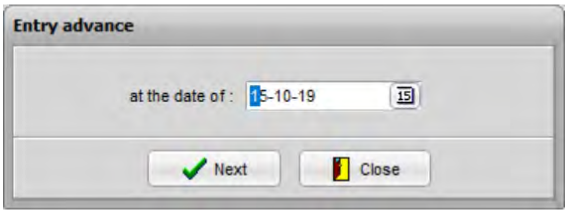
Please note that when the box “Comments to report in the payslip” is ticked, the comment of this salary advance will be automatically send to the comment area of the employee regular pay slip for the concern month.
Once the data entry is finalized, click on **Apply**.

3. ENCODE MASSIVELY SALARY ADVANCES >

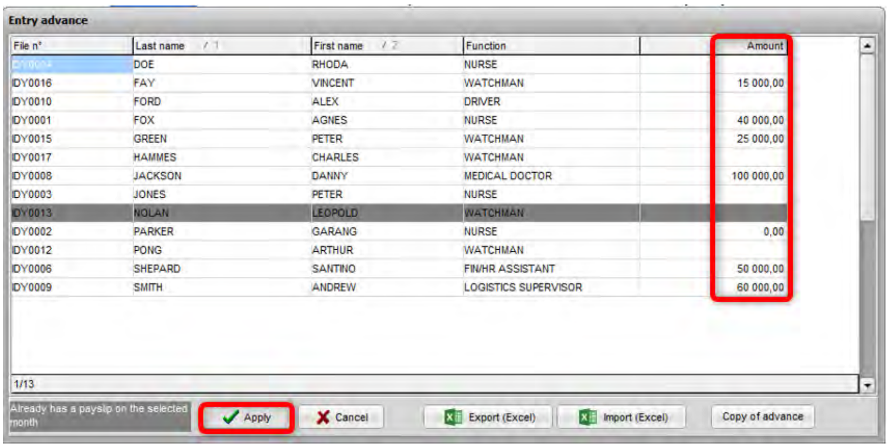
Go to **Payroll > Entry of advances** or click on the icon on the left side of HOMERE main screen then indicate the month and year of the advance and then click on “**OK**”:



Set the date of the advance payment:



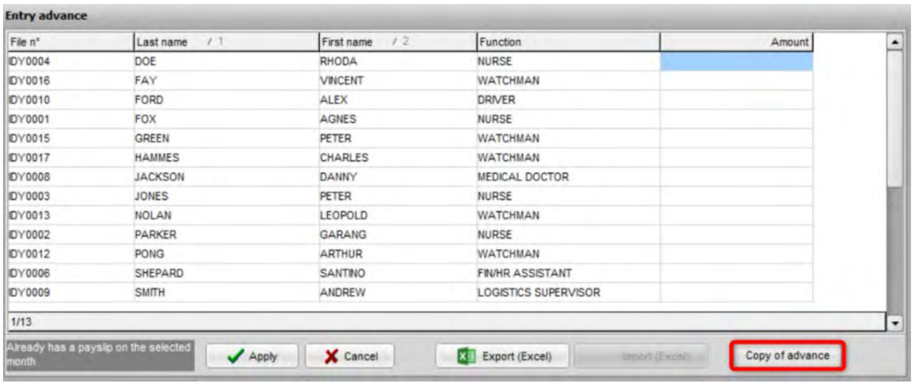
Fill in the amount of advances to be paid for the different employees and click on **Apply:**



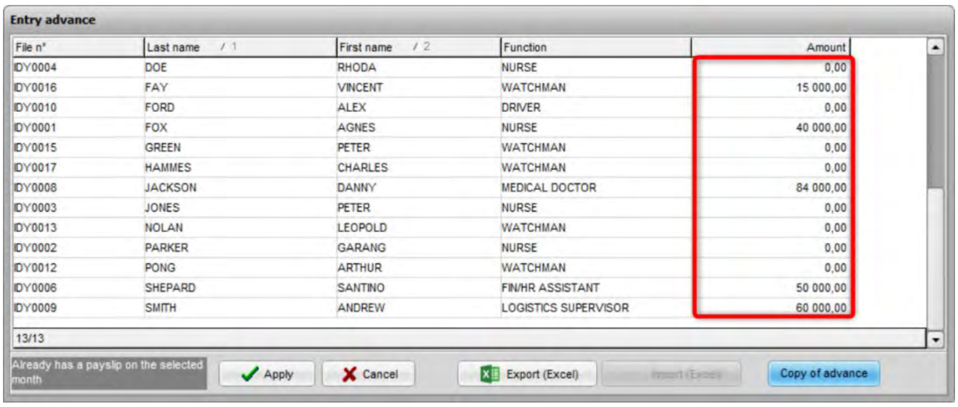
File n°	Last name	First name	Function	Amount
DY0004	DOE	RHODA	NURSE	
DY0016	FAY	VINCENT	WATCHMAN	15 000,00
DY0010	FORD	ALEX	DRIVER	
DY0001	FOX	AGNES	NURSE	40 000,00
DY0015	GREEN	PETER	WATCHMAN	25 000,00
DY0017	HAMMES	CHARLES	WATCHMAN	
DY0008	JACKSON	DANNY	MEDICAL DOCTOR	100 000,00
DY0003	JONES	PETER	NURSE	
DY0013	NOLAN	LEOPOLD	WATCHMAN	
DY0002	PARKER	GARANG	NURSE	0,00
DY0012	PONG	ARTHUR	WATCHMAN	
DY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	50 000,00
DY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	60 000,00

The grey lines indicate the employees who already have a payslip generated for the selected month. It is then impossible to generate advance for these employees anymore. If you want to generate salary advances for these employees, you will have to delete the payslips first

A nice feature in HOMERE is the option to copy the amount of the advance paid the previous month by clicking on the button **Copy of advance:**



File n°	Last name	First name	Function	Amount
DY0004	DOE	RHODA	NURSE	
DY0016	FAY	VINCENT	WATCHMAN	
DY0010	FORD	ALEX	DRIVER	
DY0001	FOX	AGNES	NURSE	
DY0015	GREEN	PETER	WATCHMAN	
DY0017	HAMMES	CHARLES	WATCHMAN	
DY0008	JACKSON	DANNY	MEDICAL DOCTOR	
DY0003	JONES	PETER	NURSE	
DY0013	NOLAN	LEOPOLD	WATCHMAN	
DY0002	PARKER	GARANG	NURSE	
DY0012	PONG	ARTHUR	WATCHMAN	
DY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	
DY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	

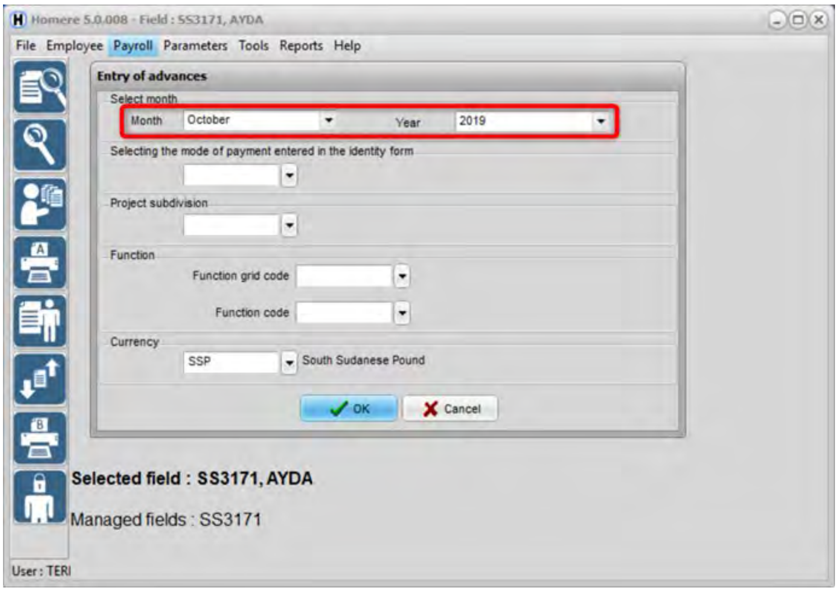


File n°	Last name	First name	Function	Amount
DY0004	DOE	RHODA	NURSE	0,00
DY0016	FAY	VINCENT	WATCHMAN	15 000,00
DY0010	FORD	ALEX	DRIVER	0,00
DY0001	FOX	AGNES	NURSE	40 000,00
DY0015	GREEN	PETER	WATCHMAN	0,00
DY0017	HAMMES	CHARLES	WATCHMAN	0,00
DY0008	JACKSON	DANNY	MEDICAL DOCTOR	84 000,00
DY0003	JONES	PETER	NURSE	0,00
DY0013	NOLAN	LEOPOLD	WATCHMAN	0,00
DY0002	PARKER	GARANG	NURSE	0,00
DY0012	PONG	ARTHUR	WATCHMAN	0,00
DY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	50 000,00
DY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	60 000,00

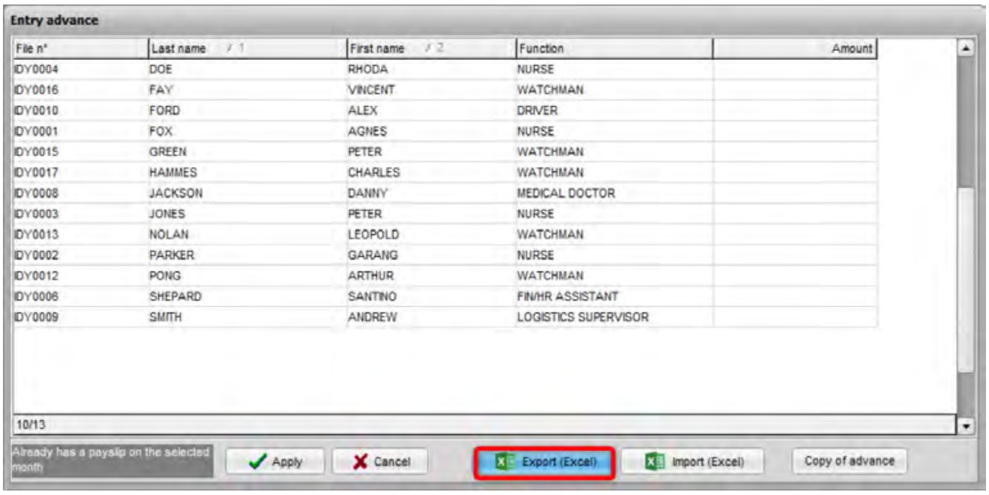
Which will result in the exact copy of the employee last month's advance :

4. EXPORT AND IMPORT SALARY ADVANCES IN EXCEL >

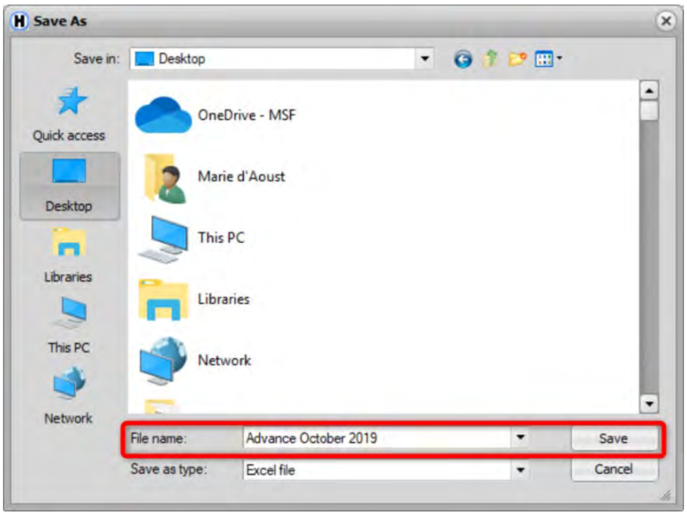
Go to **Payroll > Entry of advances** or click on the icon on the left side of HOMERE main screen then indicate the month and year of the advance and then click on **OK**:



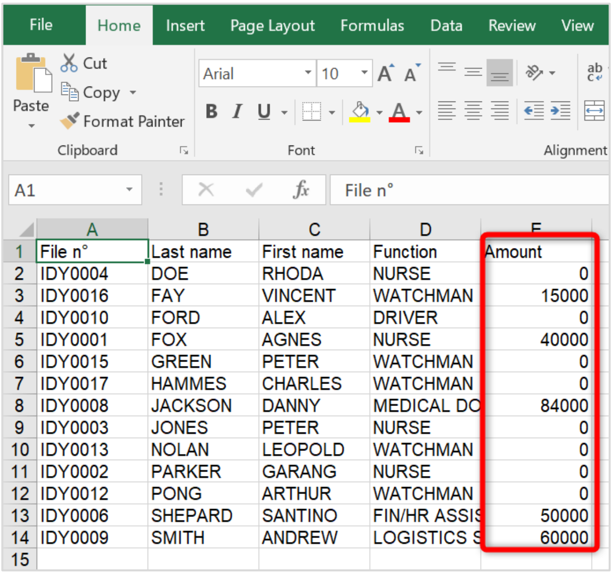
Click on **Export (Excel):**



Name your file and save it in a specific folder or on the Desktop:

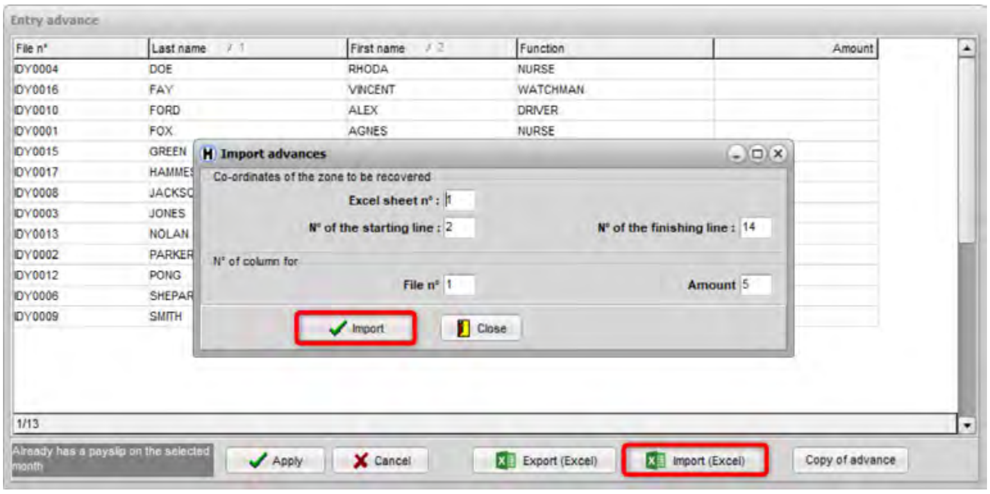


Open the excel file and fill the column “Amount”:

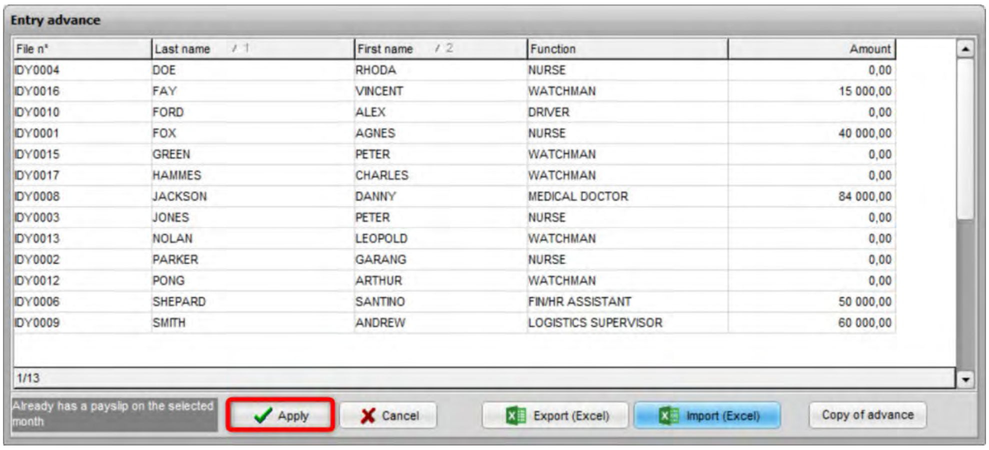


When the data entry is finalized save your file.

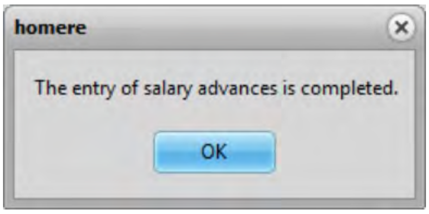
Go back in Homere in the entry of advance window and click on **Import (Excel)** and then again on **Import:**



Select the file with the amount of advances entered. The amount of advances will be automatically updated for all the employees of the list. Click on **Apply** to finalize the advance entries:

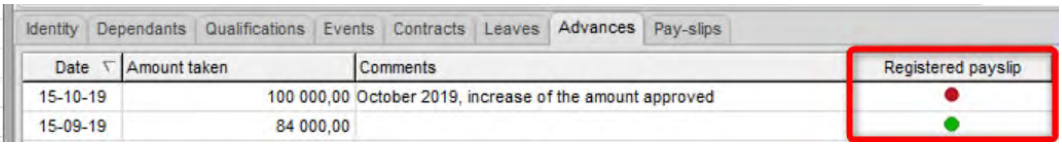


Once completed, the following confirmation message will be sent:

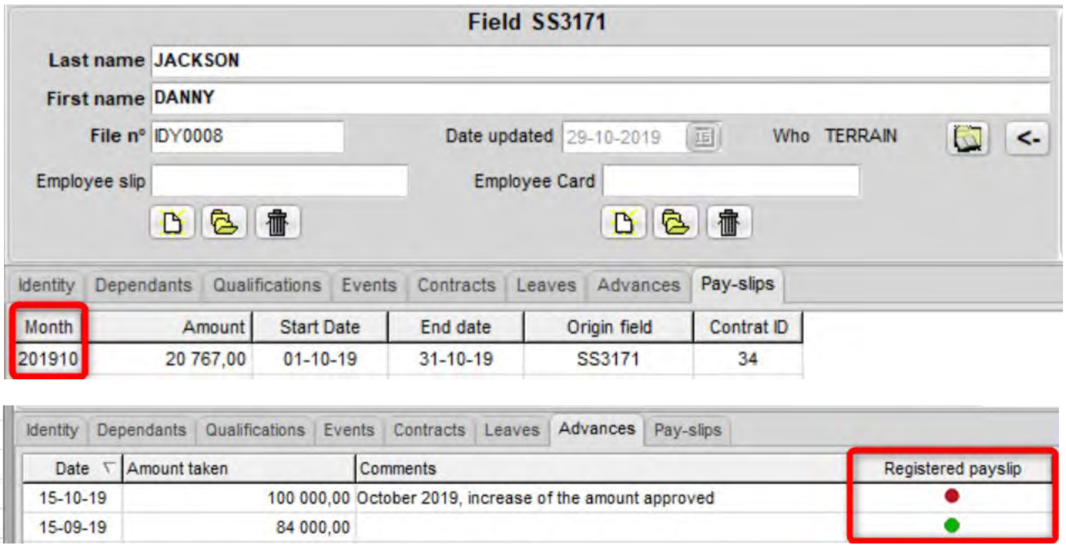


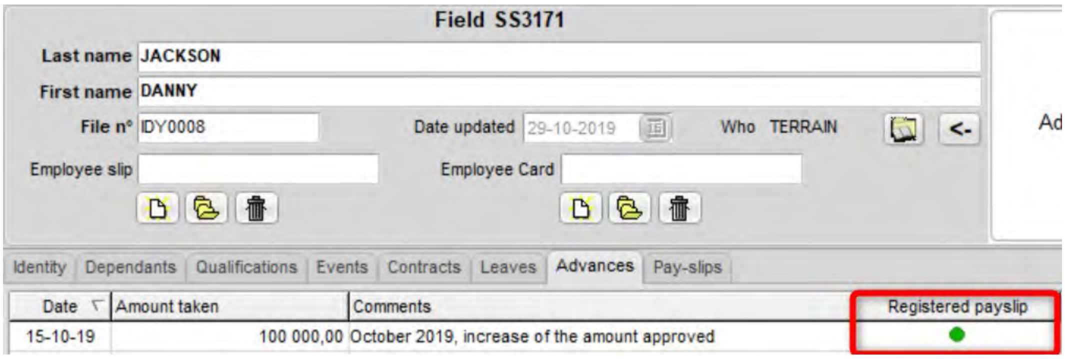
4. CHECK THE STATUS OF A SALARY ADVANCE IN HOMERE>

Salary advances can have 2 statuses in Homere:
: indicates that the advance has not been considered in any payslip (deducted);
: indicates that the salary advance has been considered (deducted) in a payslip.



When an advance is generated it appears initially with the status:
When the pay slip is generated for the month of the advance, the status of that advance will be modified for:





F2 – HOW TO PRINT SALARY ADVANCES AND RELATED PAYMENT INFORMATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.004 +	02/12/2019	F1 – How to encode salary advances

When?
Every time the encoding the salary advances in HOMERE is finished.

Why?
Because the document of the advance must be signed by the employees to confirm the receipt.

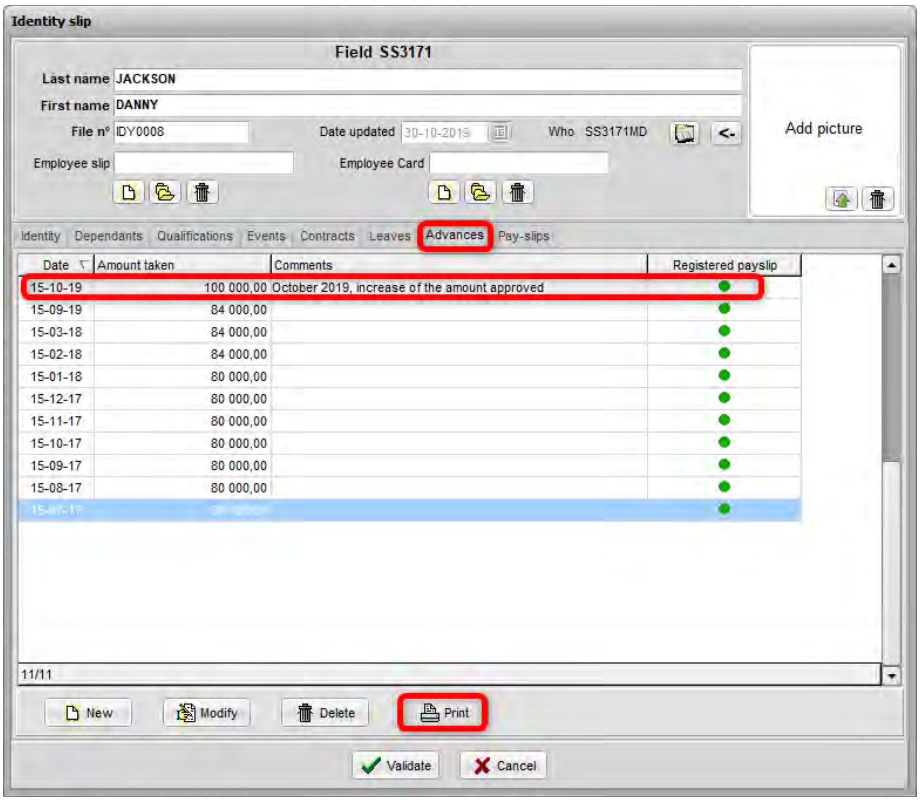
What to be careful with?
Just be careful to choose the right month.

How?
Printing of the advance document can be done in two different ways:

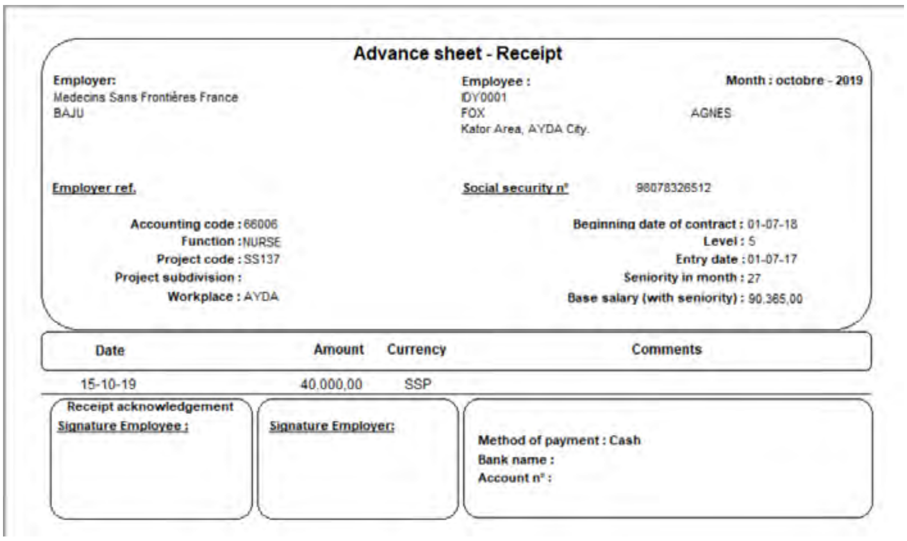
- Individually
- Collectively

1. INDIVIDUAL PRINTING >

Go to the employee file for which you want to print the advance payslip and then to the tab **Advances.**
Click on the salary advance you want to print and then on the button **Print:**

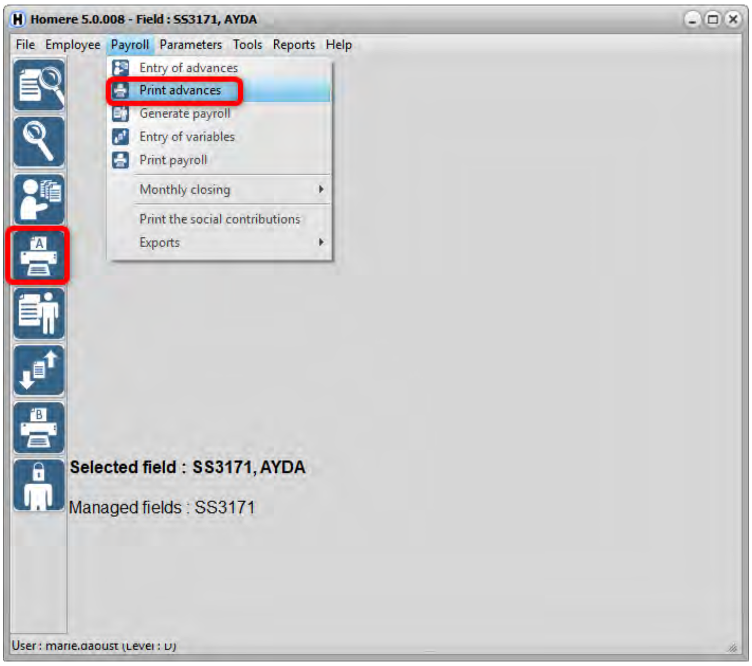


This advance receipt will be generated:

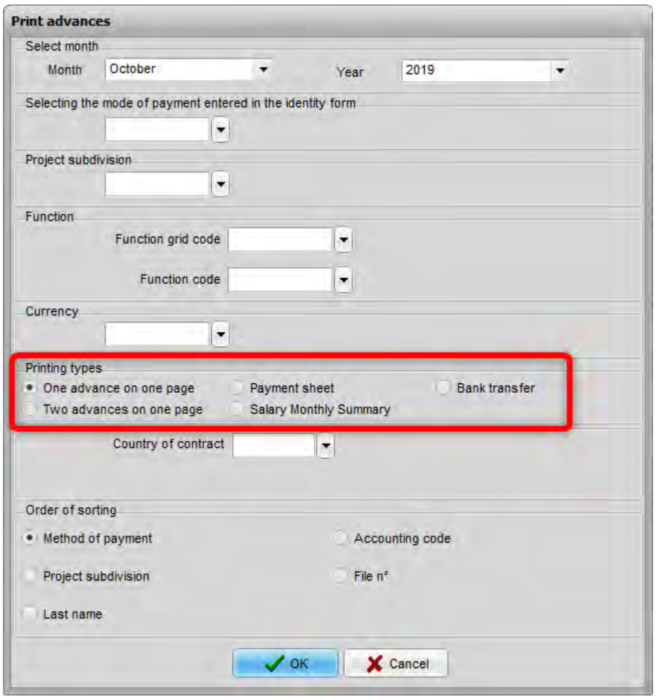


2. COLLECTIVE PRINTING >

To print all the advances encoded at once or at least all advances with a certain method of payment, go to **Payroll > Print advances** or use the shortcut on the left side of the Homere main window:

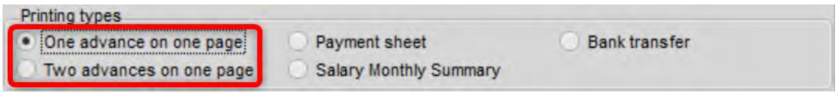


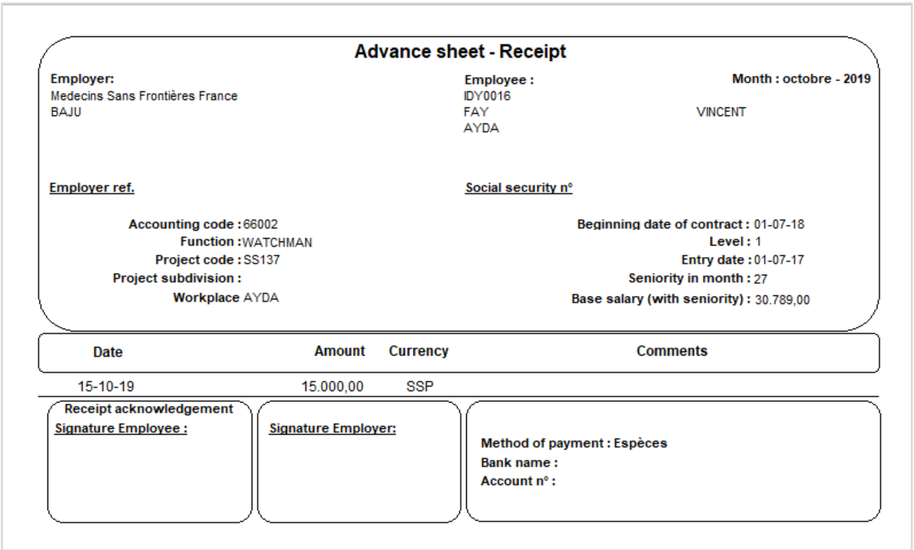
Different types of printing are available for salary advances:



a. One/two advance(s) on one page: advance sheet

The first two options will give you the individual advance receipt of payment either with one receipt per page or two:





Advance sheet - Receipt

Employer:
Medecins Sans Frontières France
BAJU

Employee :
IDY0016
FAY VINCENT
AYDA

Month : octobre - 2019

Employer ref.

Social security n°

Accounting code : 66002
Function : WATCHMAN
Project code : SS137
Project subdivision :
Workplace AYDA

Beginning date of contract : 01-07-18
Level : 1
Entry date : 01-07-17
Seniority in month : 27
Base salary (with seniority) : 30.789,00

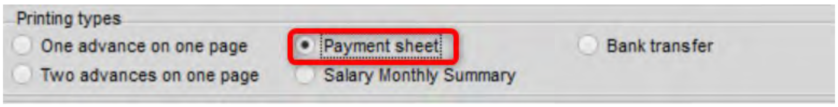
Date	Amount	Currency	Comments
15-10-19	15.000,00	SSP	

Receipt acknowledgement
Signature Employee :

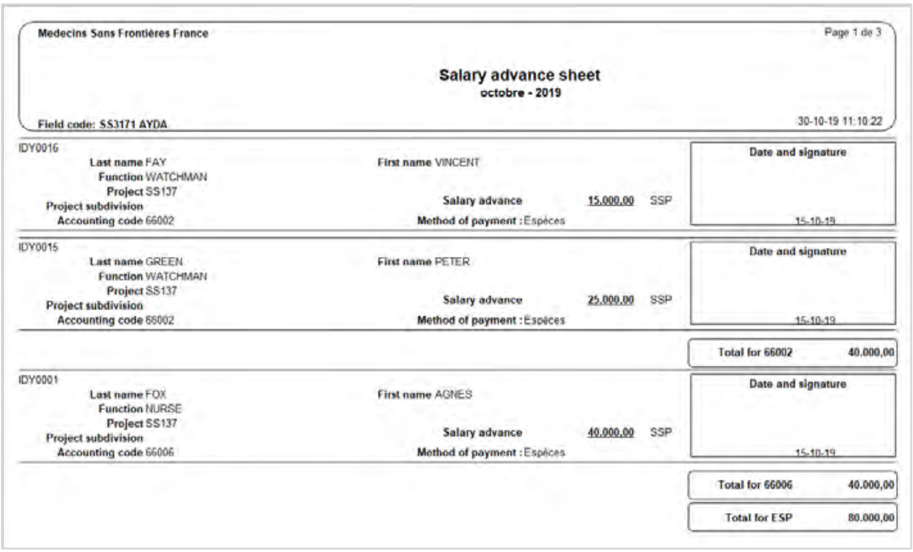
Signature Employer:

Method of payment : Espèces
Bank name :
Account n° :

b. Payment sheet: signing list



The document generated will be a signing sheet with all advance payments to be made and a date and signature frame on the right side:



Medecins Sans Frontières France | Page 1 de 3

Salary advance sheet
octobre - 2019

Field code: SS3171 AYDA | 30-10-19 11:10:22

IDY0016
Last name FAY | First name VINCENT
Function WATCHMAN
Project SS137
Project subdivision | Salary advance 15.000,00 SSP
Accounting code 66002 | Method of payment : Espèces
Date and signature 15-10-19

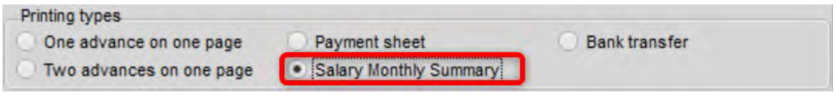
IDY0015
Last name GREEN | First name PETER
Function WATCHMAN
Project SS137
Project subdivision | Salary advance 25.000,00 SSP
Accounting code 66002 | Method of payment : Espèces
Date and signature 15-10-19

Total for 66002 40.000,00

IDY0001
Last name FOX | First name AGNES
Function NURSE
Project SS137
Project subdivision | Salary advance 40.000,00 SSP
Accounting code 66006 | Method of payment : Espèces
Date and signature 15-10-19

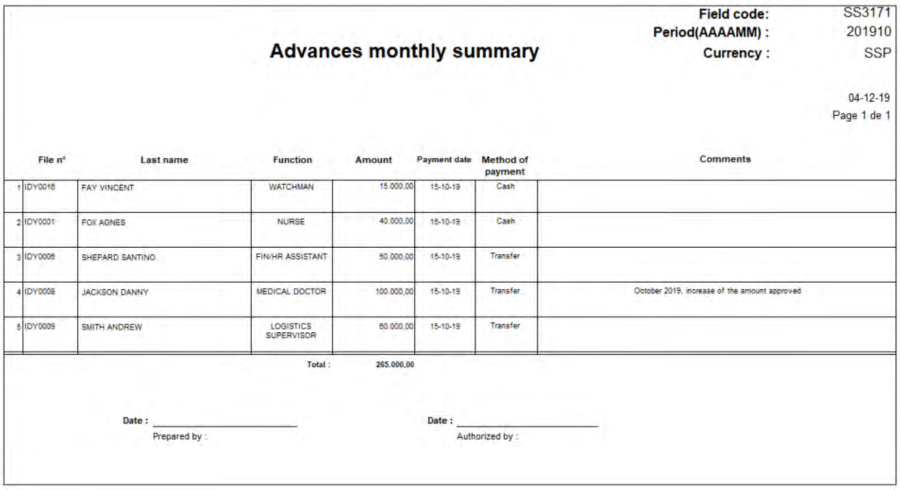
Total for 66006 40.000,00
Total for ESP 80.000,00

c. Salary monthly summary: monthly recapitulative list



This option will give you the validation sheet of all advances to be paid for a certain month, employee per employee:

It is also a good way to check the method of payment encoded for each employee.



Advances monthly summary

Field code: SS3171
Period(AAAAMM) : 201910
Currency : SSP

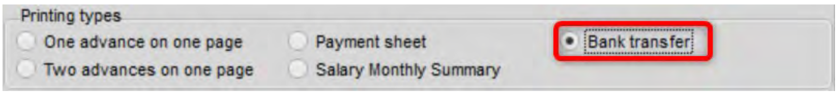
04-12-19
Page 1 de 1

	File n°	Last name	Function	Amount	Payment date	Method of payment	Comments
1	IDY0016	FAY VINCENT	WATCHMAN	15.000,00	15-10-19	Cash	
2	IDY0001	FOX AGNES	NURSE	40.000,00	15-10-19	Cash	
3	IDY0006	SHEPARD SANTINO	FIN/HR ASSISTANT	50.000,00	15-10-19	Transfer	
4	IDY0008	JACKSON DANNY	MEDICAL DOCTOR	100.000,00	15-10-19	Transfer	October 2019, increase of the amount approved
5	IDY0009	SMITH ANDREW	LOGISTICS SUPERVISOR	60.000,00	15-10-19	Transfer	
			Total :	265.000,00			

Date : ____________ Prepared by :

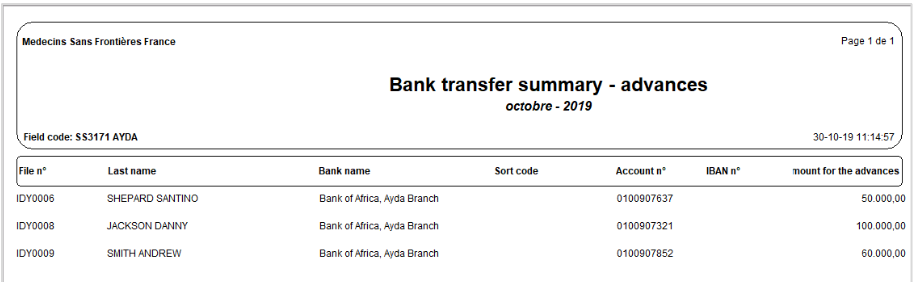
Date : ____________ Authorized by :

d. Bank transfer



It consists of a recapitulative sheet of all advance to be paid by bank transfer and includes the bank information's required for the transfer.

It is also a good way to check bank account information.



Medecins Sans Frontières France

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Bank transfer summary - advances

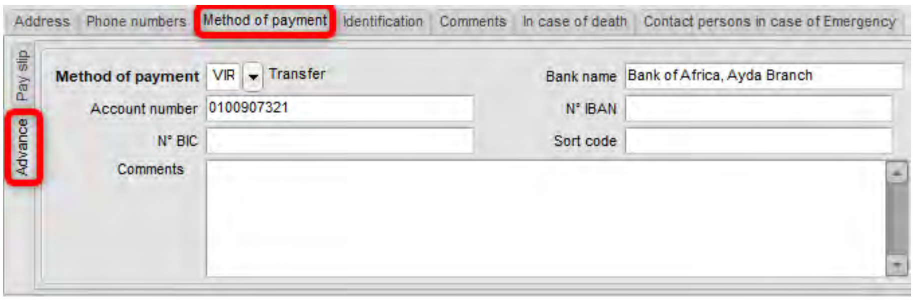
octobre - 2019

Field code: SS3171 AYDA

30-10-19 11:14:57

File n°	Last name	Bank name	Sort code	Account n°	IBAN n°	mount for the advances
IDY0006	SHEPARD SANTINO	Bank of Africa, Ayda Branch		0100907637		50.000,00
IDY0008	JACKSON DANNY	Bank of Africa, Ayda Branch		0100907321		100.000,00
IDY0009	SMITH ANDREW	Bank of Africa, Ayda Branch		0100907852		60.000,00

To get or modify the bank information on the recapitulative sheet, it requires a prior bank information registration/modification in the **Advance** part of the **Method of payment** tab of the staff file:



Any registration or modification here will require the suppression and reencoding of the employee advance.

F3 – MANDATORY CHECKS BEFORE GENERATING PAY SLIPS AND SETTLEMENTS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001+	02/12/2019	A6 – How to update field parameters B7 – How to extract employees information in Excel B9 – How to print the dependents information D2 – How to manage paid leaves D3 – How to print absences reports F1 – How to encode salary advances F2 – How to print salary advances and related payment information F4 – How to generate pay slips and settlements G1.A – OCB_Task list presentation G2 – OCP_Quick audit

When?

All the checks described below must be done before generating individually or collectively the pay slips or the settlements.

Why?

Because the payroll corresponds to an important part of the MSF budget.
Then data which have an influence on its output must be carefully checked beforehand to avoid errors.
Without these checks, the payroll data may contains errors. For example, if a change of position hasn't been encoded, the employee might be paid at the wrong level and not receive a correct salary.

What to be careful with?

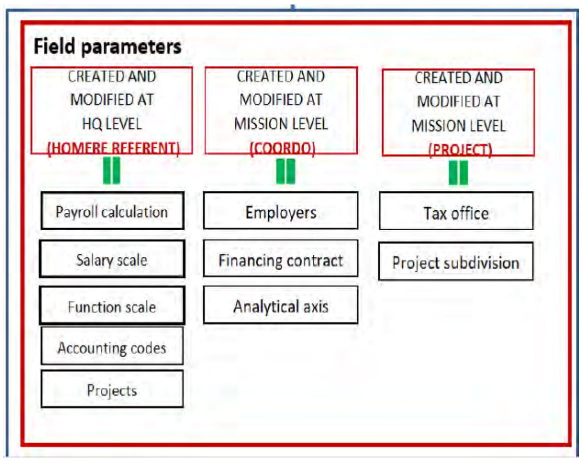
It is important to have a clear list of what needs to be checked beforehand and where is the information in HOMERE. Usually every mission has its own list.
If the checks aren't performed before the generation of the pay slips/settlements and there are changes forgotten, the pay slip/settlement of the concerned employee(s) will have to be done again.
In case an amendment/renewal within the month, it is recommended to check that the advance has been deducted in the pay slip linked to this amendment/renewal.

How?

We will mention here the most common checks to be performed before generating the payroll of the month, but make sure that you follow your mission/project's list of checks as well.
Usually these checks are done through reports located in the statistics folder.

1. FIELD PARAMETERS >

Before starting the payroll, check that the last version of your mission's parameters have been imported in HOMERE.



2. EMPLOYEE IDENTITY >

Go to an employee file and then the tab **Identity**:

a. Dependents information

Check that the dependents registered in HOMERE are linked to the tax and/or to the benefit package policy regarding their age as it can lead to some salary deductions/addition.
Tick the box Active if the dependent shall be taken into consideration for calculation of tax or benefit packages. Untick the box if the dependent shall not be taken into consideration anymore.

b. Bank detail information

Method of payment will be used in the internal documents to control salary process. Bank account number will appear on the pays lip or settlement and will be used for electronic transfers from HOMERE to the bank. The information must be updated before generating the pay slips or settlements.

3. SALARY ADVANCES >

Check that all the salary advances have been encoded all in HOMERE so to have the advance deductions applied at the moment of the salary payment.

4. LEAVES AND ADVANCES >

Check that all types of leave and absences of the employee are recorded in the leaves slip: paid leave, sick leave, maternity leave, unexcused absence, unpaid leave, compassionate leave and work accident.

It is important to record the leave during the month they are taken, before generating the pay slips/settlement. Once the pay slips/settlements are generated, it is not possible anymore to enter the leaves for the same month unless by redoing the pay slip/settlement after the encoding.

Taken, acquired and remaining paid leaves are automatically calculated and appear on the pay slip/settlement.

Unpaid leave and unjustified absences will lead to proportional deduction from the salary.

5. DISCIPLINARY MEASURES >

Check that all disciplinary measures are encoded as they can lead to some salary deductions.

6. NEW CONTRACT / RENEWAL / AMENDMENT>

During the month, modifications are done in the contracts: amendments, renewal, end of contract, end of trial period.

Check that all the information have been updated and is correct (seniority, activity rate, starting date for calculation of severance payment, etc.) before the payroll is generated.

[OCB only] There is also the need to have the new contracts/amendments approved before starting the payroll as if they aren't, the employee pay slip won't be generated.

7. FINANCIAL INFORMATION >

Check that all the financial information requested by your OC is correctly entered in the contract of the employees, for example: accounting code, project code, financing contract, etc.

F4 – HOW TO GENERATE PAY SLIPS AND SETTLEMENTS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.007 +	02/12/2019	F3 – Mandatory checks before generating pay slips and settlements F5 – How to encode the monthly variables

When?
After having performed all the mandatory checks and before entering the monthly variables.

Why?
Because one of the important features of HOMERE is the employees' payroll, which must be carried out each month in each mission.

What to be careful with?
Without this step, the employees' payroll is not generated. Once the pay slips or settlements are generated, there should be no change in the employees' data (bank information, dependents, leaves taken, etc.) If a change happens, the pay slip/settlement will have to be generated again so to have the change taken into account.

How?
In this section, we will make the difference between the "regular" pay slip and the pay slip that indicates the end of a contract, commonly referred to as "settlement".

[OCB only] For the pay slips to be generated, contracts and amendments must previously have been approved or no payslip will be created for the employees with an unapproved contract/amendment.

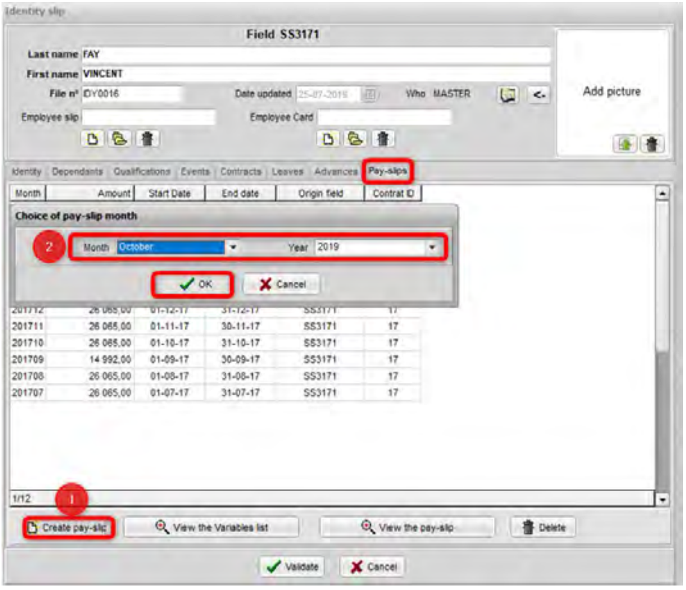
1. GENERATE PAY SLIPS>

As for the salary advances, there are two ways to generate the payslips:

- individually
- collectively

Generate an individual pay slip

Go to **Employee > Find an employee.**
Once in the employee file, go to the tab **Pay–slips**, click on **Create payslip (1)** and choose the month and year **(2)** and then click on **Ok:**

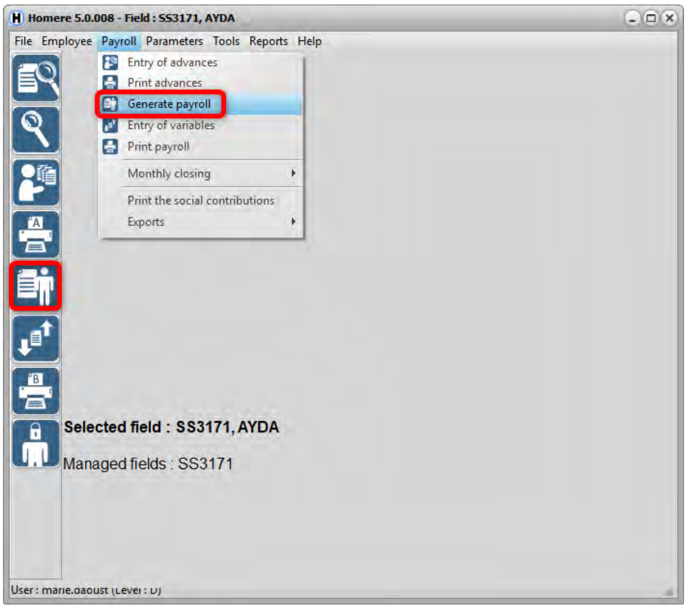


This option is very often used to correct a pay slip when all the monthly employee payslips were already massively created, to avoid generating all the pay slips again, or if an employee file is created after the massive generation of the payslips and encoding of the monthly variables.

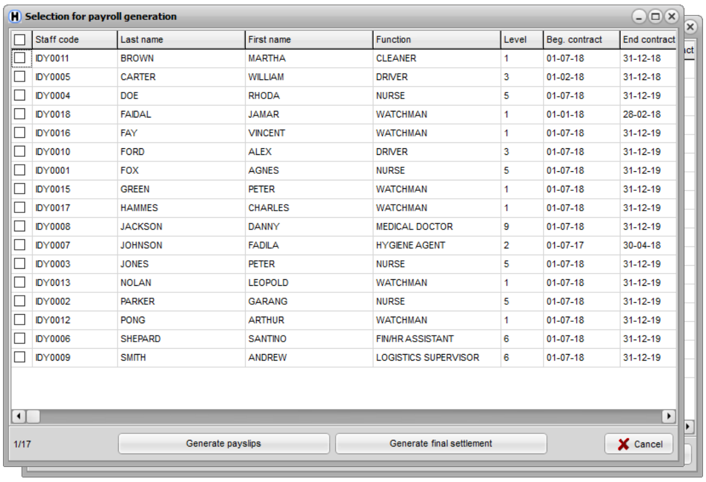
Generate massively the pay slips

This option is very often the favorite one, as the pay slips are created together, and it is a huge gain of time.

Go to **Payroll > Generate payroll** or click on the icon in the homepage:



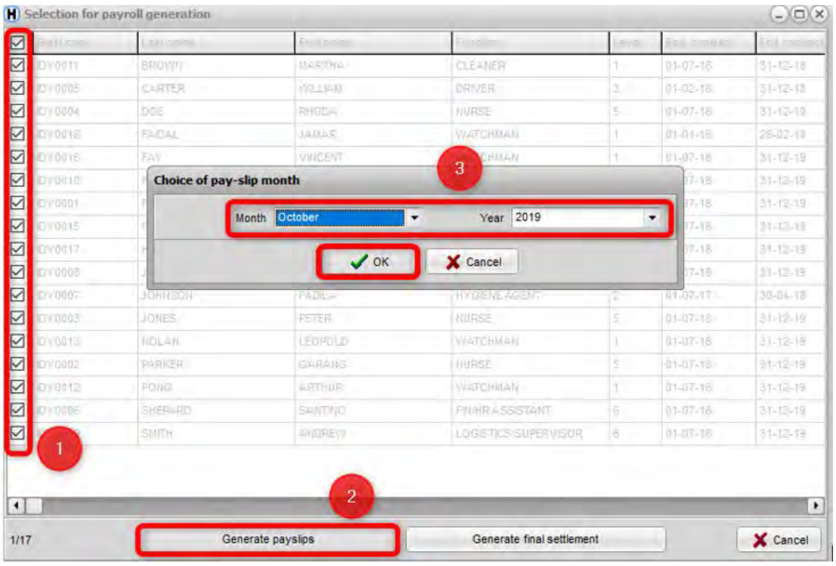
This screen will appear:


Selection for payroll generation

Staff code	Last name	First name	Function	Level	Beg. contract	End contract
IDY0011	BROWN	MARTHA	CLEANER	1	01-07-18	31-12-18
IDY0005	CARTER	WILLIAM	DRIVER	3	01-02-18	31-12-18
IDY0004	DOE	RHODA	NURSE	5	01-07-18	31-12-19
IDY0018	FAIDAL	JAMAR	WATCHMAN	1	01-01-18	28-02-18
IDY0016	FAY	VINCENT	WATCHMAN	1	01-07-18	31-12-19
IDY0010	FORD	ALEX	DRIVER	3	01-07-18	31-12-19
IDY0001	FOX	AGNES	NURSE	5	01-07-18	31-12-19
IDY0015	GREEN	PETER	WATCHMAN	1	01-07-18	31-12-19
IDY0017	HAMMES	CHARLES	WATCHMAN	1	01-07-18	31-12-19
IDY0008	JACKSON	DANNY	MEDICAL DOCTOR	9	01-07-18	31-12-19
IDY0007	JOHNSON	FADILA	HYGIENE AGENT	2	01-07-17	30-04-18
IDY0003	JONES	PETER	NURSE	5	01-07-18	31-12-19
IDY0013	NOLAN	LEOPOLD	WATCHMAN	1	01-07-18	31-12-19
IDY0002	PARKER	GARANG	NURSE	5	01-07-18	31-12-19
IDY0012	PONG	ARTHUR	WATCHMAN	1	01-07-18	31-12-19
IDY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	6	01-07-18	31-12-19
IDY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	6	01-07-18	31-12-19

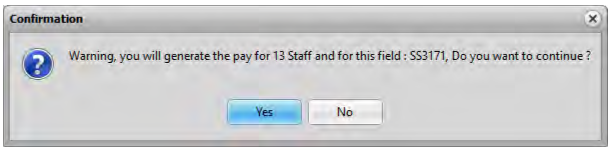
1/17 Generate payslips Generate final settlement Cancel

Select all the employees for which a pay slip has to be created **(1)**, click on **Generate payslips (2)** and choose the Month and Year for which you want to create the pay slips **(3)** and click on **OK;**

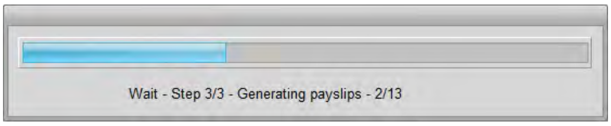


A blocking message can pop–up in the following case: if there are employees selected but without active (or approved for OCB) contract/amendment for the payroll month. You can either remove them from the list (by unticking them) or stop the process and make the necessary adjustments.

Once everything is correct, you'll receive the following confirmation message:

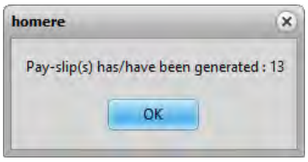


If the number of staff mentioned is correct, click on **Yes**, if not, click on **No** then go have a look at your employees list to see which one is missing.



Depending on the size of your database, the process can be long, but you'll see the progress:

The message **Pay–slips have been generated** indicates the pay slips are created for the selected month.



At the end of the process, the pay slips are generated without the different pay slips variables (number of worked days, overtime…). However, any absence and advance previously entered for the employees already appear in their pay slips.

If you have already created an individual pay slip for an employee, this second option will erase the existing one and everything that was added or modified in it (monthly variables).

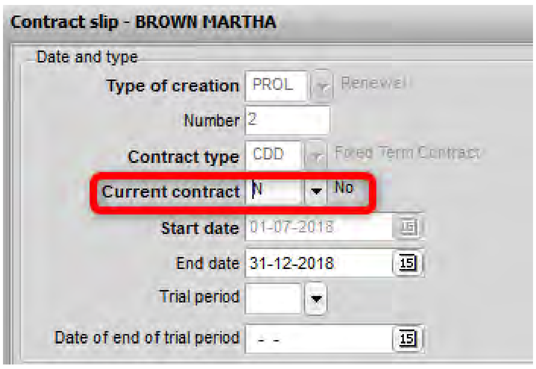
2. GENERATE SETTLEMENTS >

A settlement is generated in case of dismissal, resignation or any other type of breach of contracts. It can be created before generating the pay slips, depending on the local legislation regarding the moment where the mandatory payments linked to the end of contract have to be done.

As for the pay slips, the settlements can be created individually or massively. The massive option covers for example the case of the closing of a project, where all the active contracts had to be settled at the time of the closure.

The two processes described below will automatically update two fields of the contracts:

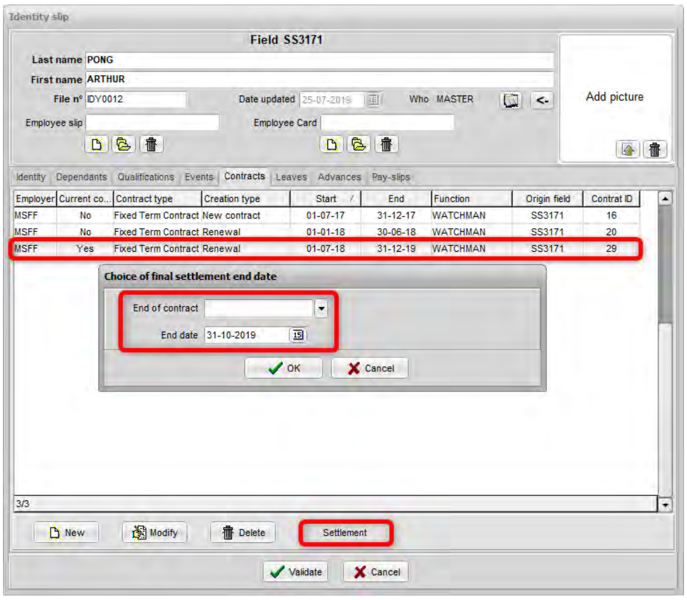
- the field **Current contract** is automatically updated to **No**.



- the field **Settlement** is automatically updated to **Yes**:

a. Individual settlement

Go to **Employee > Find an employee.**
Once in the staff file, go to the tab **Contracts,** click on **Settlement:**



A window will appear: select the reason of end of contract and the end of contract date and then click on **Apply.**
By default, when the settlement is generated, the end date of the contract will be automatically entered on the last day of the month. You need to correct this date if the contract ends before the end of the month.

The contract featuring as **O** in the field **Current contract** is now in **N**. As a settlement has been generated, the contract is not ongoing anymore and is automatically in **N**. It means that when searching for the employee, if the box **Search in current contracts only** is ticked, the employee will not appear.

Identity | Dependants | Qualifications | Events | Contracts | Leaves | Advances | Pay-slips

Month	Amount	Start Date	End date	Origin field	Contrat ID
201910	63 684,00	01-10-19	31-10-19	SS3171	29
201805	26 065,00	01-05-18	31-05-18	SS3171	20
201804	26 065,00	01-04-18	30-04-18	SS3171	20
201803	26 065,00	01-03-18	31-03-18	SS3171	20
201802	26 065,00	01-02-18	28-02-18	SS3171	20
201801	26 065,00	01-01-18	31-01-18	SS3171	20
201712	26 065,00	01-12-17	31-12-17	SS3171	16
201711	26 065,00	01-11-17	30-11-17	SS3171	16
201710	26 065,00	01-10-17	31-10-17	SS3171	16
201709	21 134,00	01-09-17	30-09-17	SS3171	16
201708	26 065,00	01-08-17	31-08-17	SS3171	16
201707	26 065,00	01-07-17	31-07-17	SS3171	16

The settlement will appear in the tab **Pay–slips**, but colored with blue to differentiate it from the “regular” pay slips:

And the same with the contract settled in the tab **Contract,** which will appear colored in blue:

Identity | Dependants | Qualifications | Events | Contracts | Leaves | Advances | Pay-slips

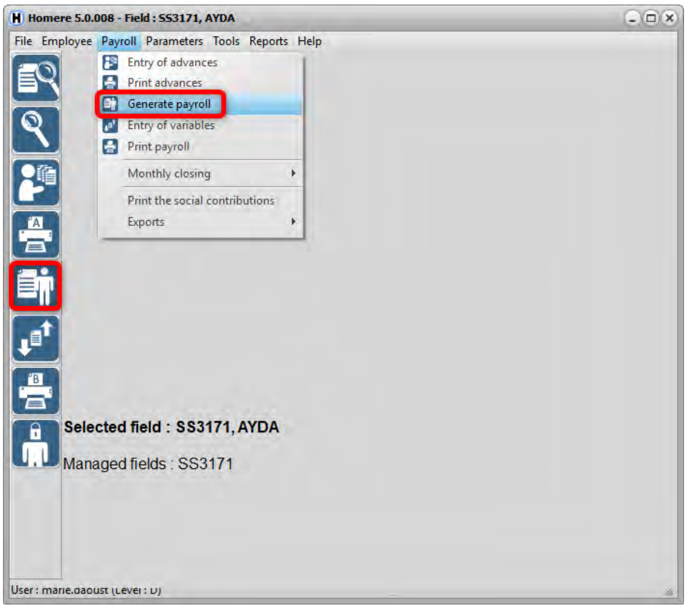
Employer	Current co...	Contract type	Creation type	Start	End	Function	Origin field	Contrat ID
MSFF	No	Fixed Term Contract	New contract	01-07-17	31-12-17	WATCHMAN	SS3171	16
MSFF	No	Fixed Term Contract	Renewal	01-01-18	30-06-18	WATCHMAN	SS3171	20
MSFF	No	Fixed Term Contract	Renewal	01-07-18	31-10-19	WATCHMAN	SS3171	29

Just like for the pay slips, you must enter the modifiable variables and the specific variables linked to the settlement: paid leave balance, severance payment etc.

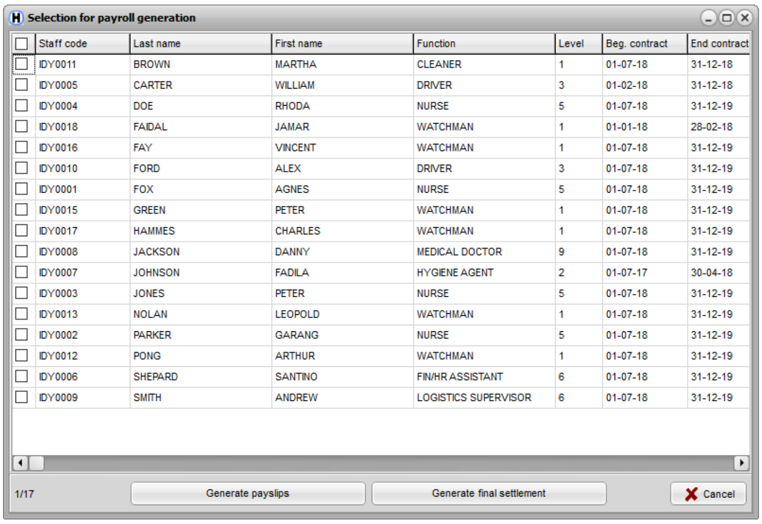
b. Collective settlements

This option should be the one chosen in case of multiple settlements to be created within the same month.

Go to **Payroll > Generate payroll** or click on the icon in the homepage:



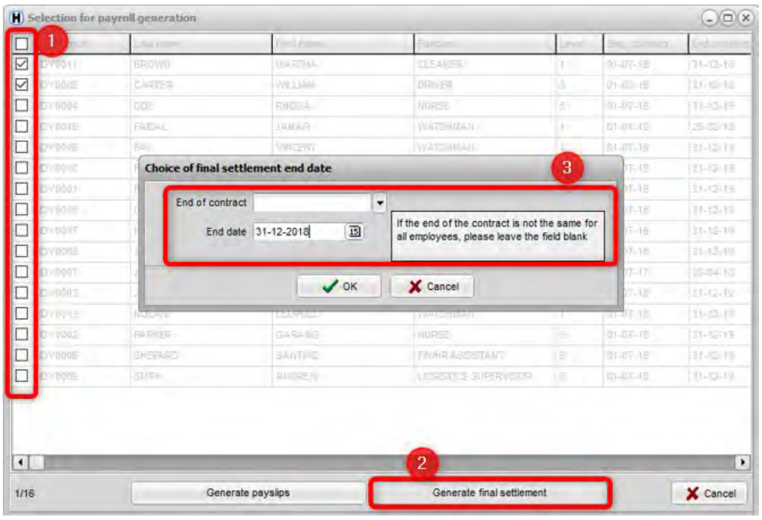
This screen will appear:



Staff code	Last name	First name	Function	Level	Beg. contract	End contract
IDY0011	BROWN	MARTHA	CLEANER	1	01-07-18	31-12-18
IDY0005	CARTER	WILLIAM	DRIVER	3	01-02-18	31-12-18
IDY0004	DOE	RHODA	NURSE	5	01-07-18	31-12-19
IDY0018	FAIDAL	JAMAR	WATCHMAN	1	01-01-18	28-02-18
IDY0016	FAY	VINCENT	WATCHMAN	1	01-07-18	31-12-19
IDY0010	FORD	ALEX	DRIVER	3	01-07-18	31-12-19
IDY0001	FOX	AGNES	NURSE	5	01-07-18	31-12-19
IDY0015	GREEN	PETER	WATCHMAN	1	01-07-18	31-12-19
IDY0017	HAMMES	CHARLES	WATCHMAN	1	01-07-18	31-12-19
IDY0008	JACKSON	DANNY	MEDICAL DOCTOR	9	01-07-18	31-12-19
IDY0007	JOHNSON	FADILA	HYGIENE AGENT	2	01-07-17	30-04-18
IDY0003	JONES	PETER	NURSE	5	01-07-18	31-12-19
IDY0013	NOLAN	LEOPOLD	WATCHMAN	1	01-07-18	31-12-19
IDY0002	PARKER	GARANG	NURSE	5	01-07-18	31-12-19
IDY0012	PONG	ARTHUR	WATCHMAN	1	01-07-18	31-12-19
IDY0006	SHEPARD	SANTINO	FIN/HR ASSISTANT	6	01-07-18	31-12-19
IDY0009	SMITH	ANDREW	LOGISTICS SUPERVISOR	6	01-07-18	31-12-19

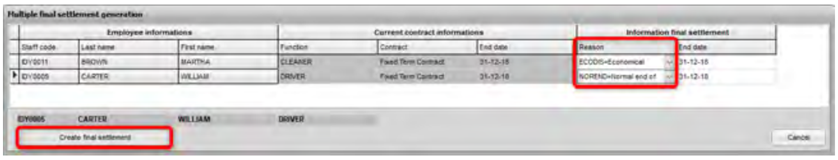
Then select the staff for which a settlement has to be created **(1)** and click **on Generate final settlement (2).** A pop–up will appear with two fields to be filled **(3):**

- reason of end of contract: if not the same for the employees selected, leave it empty, you can fill it in the next step
- end of contract date: it has to be same for the employee for which you generate multiple settlements

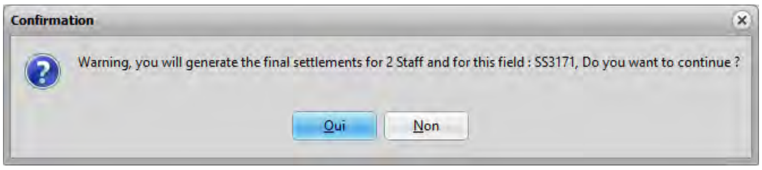


A blocking message can pop–up in the following case: if there are staff selected without an active contract. You can either remove them from the list (by unticking them) or stop the process and make the necessary adjustments.

In the next step, choose the end of contract reason (if not the same for everyone selected) and once done, click on **Create final settlement:**

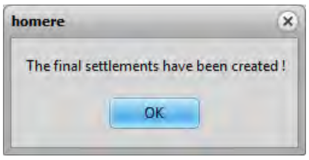


The following confirmation message will appear:



If the number of staff mentioned is correct, click on **Oui**, if not, click on **Non** and then go have a look at your employee list to correct the problem.

The message **The final settlements have been created!** indicates the settlements are created for the selected month:



Any absence and advance entered prior to the settlement will already appear in the settlement. Just like for the pay slips, you must now enter the modifiable variables and the specific variables linked to the settlement: paid leave balance, severance payment etc.

If you have already created an individual settlement, this second option will erase the existing one and everything that was added into it (monthly variables).

F5 – HOW TO ENCODE MONTHLY VARIABLES

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.007+	02/12/2019	F3 – Mandatory checks before generating pay slips F4 – How to generate pay slips and settlements F6 – How to control payroll data

When?

After having performed the mandatory checks and after having generated the pay slip(s)/settlement(s), in order to finalize them.

Why?

Because one of the important attributes of HOMERE is the payroll of the employees, which must be carried out each month in each project.
Variables are essential in the preparation of pay slips/settlements. Without this step, the employee payroll specific data is not properly reflected in the pay slip/settlement (for example, wrong number of days of transport reimbursed, etc.)

What to be careful with?

Once the pay slips or settlements are updated with monthly variables, there should be no change in the employee personal data (bank information, dependents, leaves taken, etc.).

There is a whole process to follow, which is long and specific to each mission and project. It takes time and requires that data are provided in time by the supervisors.

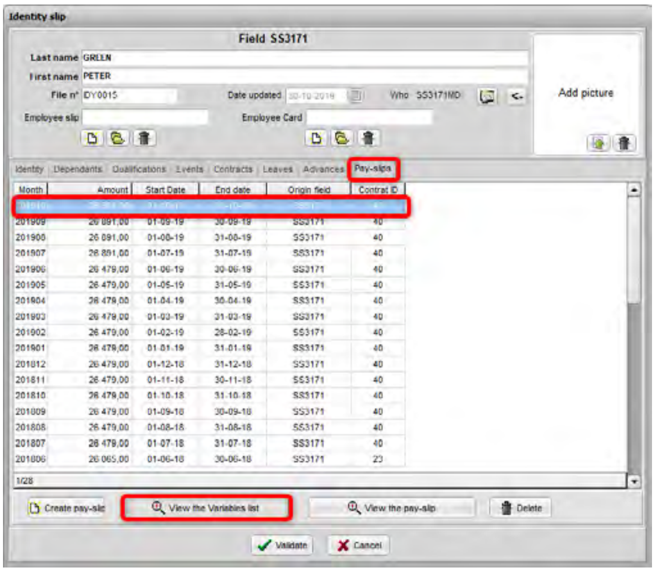
How?

In this part, we will explain the 3 ways to encode the variable payroll elements, be it for the pay slip or the settlement. The accuracy of pay depends – among other things – on the quality of information captured in the field.

It is very important to note that a pay slip/settlement must have been created prior to entering the payroll variables as they are always linked to a pay slip/settlement. The variables are used to define them in a more accurate way than when they are generated at first.

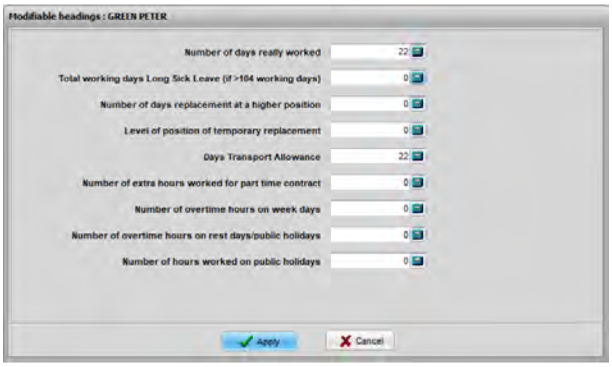
1. ENCODE MONTHLY VARIABLES IN AN INDIVUAL PAY/SETTLEMENT >

Go to **Employee > Find an employee**. Once in the employee file, go to the tab **Pay–slips**, select the payslip/settlement you want to modify, click on **View the Variables list**:



This window will appear:

Fill in the variables of the month for the concerned employee then click on **Apply.**
The pay slip/settlement will be updated taking into account the variables you have filled (number of overtime hours, number of days for transportation allowance etc.)

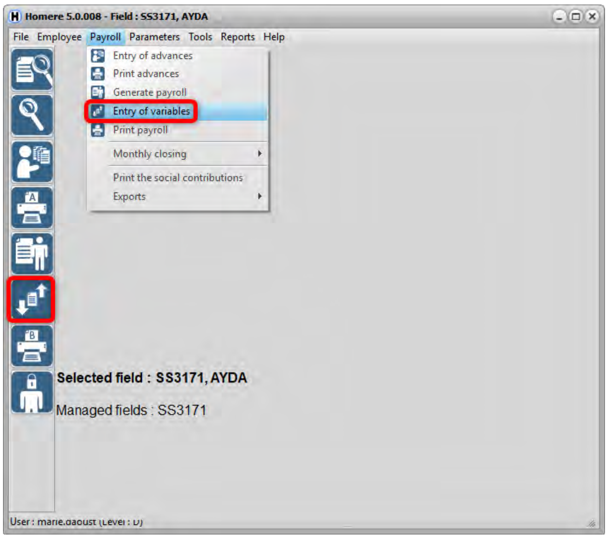


This option is very often used to correct a payslip when all the monthly staff pay slips were already massively created, to avoid generating all the pay slips again, or if an employee file is created after the massive generation of the pay slips and encoding of the monthly variables.

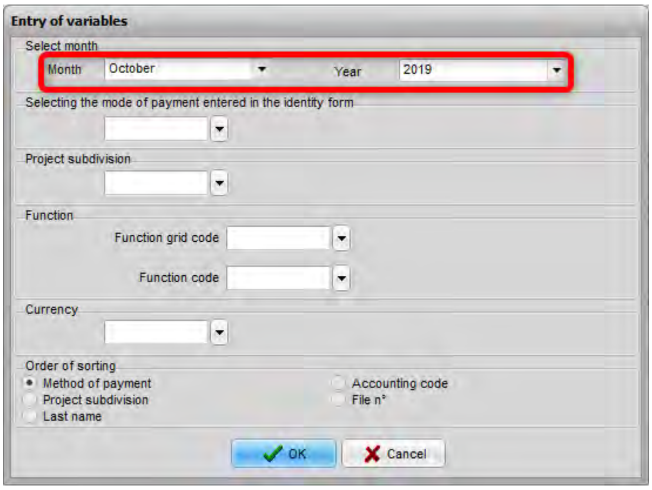
2. ENCODE MONTHLY VARIABLES IN VARIOUS PAY SLIPS/SETTLEMENTS AT THE SAME TIME>

This option is very often the preferred one, as it allows you to fill in all the monthly variables at once.

Go to **Payroll > Entry of variables** or click on the icon in the homepage:



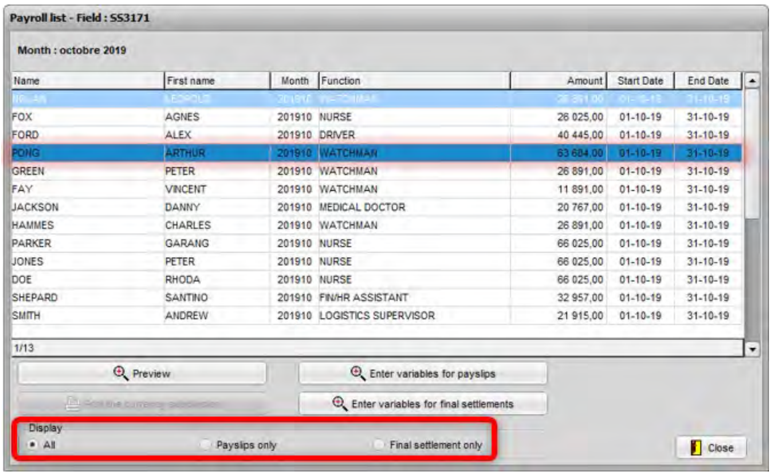
This screen will appear:



Select the month and the year you want to proceed with.

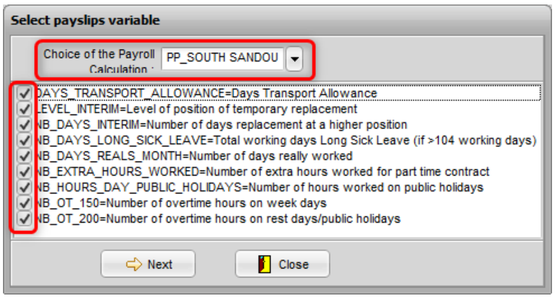
It is possible to select the pay–slips to be prepared by **Method of payment**, **Project subdivision** and/or by **function**, when the number of employees is too important to be dealt at once.

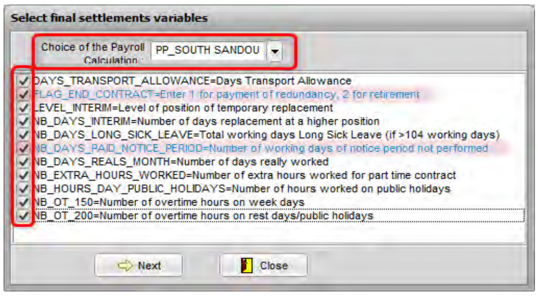
This screen will appear:



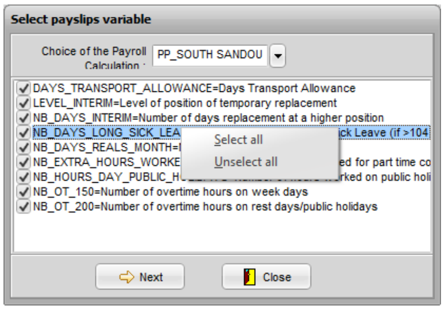
In the list, the settlements appear in blue to differentiate them from the “regular” pay slips.
You can choose to only display the pay slips of the month or the final settlements only. As the pay slips variables differ from the settlements ones, you won’t be able to enter them all the same time.

Choose the variables you want to update by clicking on the button **Enter variables for payslips** or **Enter variables for final settlements**. A pop–up window appears with the payroll calculation and the variables to be selected:





The variables specific to the settlements appear in blue and it is possible to select or unselect the whole list of variables by right clicking on the list :



Once the variables to modify selected, click on **Next** and a screen with a grid will feature all the variables for all the employees together:

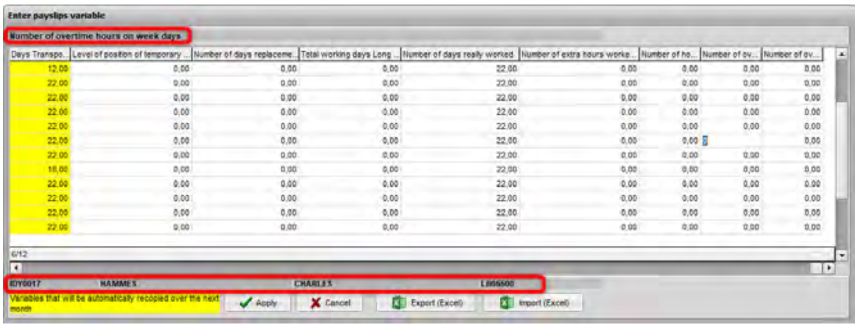
From there we will see two options to update the variables:

- update them directly in the HOMERE window screen,
- update them in an excel file that’s first exported, then manually updated and imported back.

a. Directly in HOMERE

The variables can be updated directly in the HOMERE grid. To do so, it's best to have in mind these 3 helpful features:

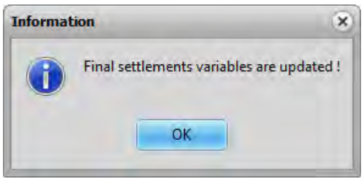
- the name of the employee concerned is always repeated at the bottom of the windows even if it's not visible anymore because of the scrolling on the side,
- the full description of the variable of the column selected will be displayed at the top of the window,
- by clicking a long time on one column, you can make it move to the right or the left, and order the columns in the order that's the easiest to fill.



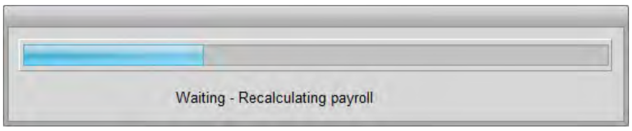
The column highlighted in yellow correspond to the variables that are automaticaly recopied over the next month (number of days of work in a month, contractual hours…)

For the settlement variables, the ones specific to settlement appear in blue to make them more noticeable:

Once you have filled all the variables for each employee of the list, click on **Apply**. This confirmation message will pop up :



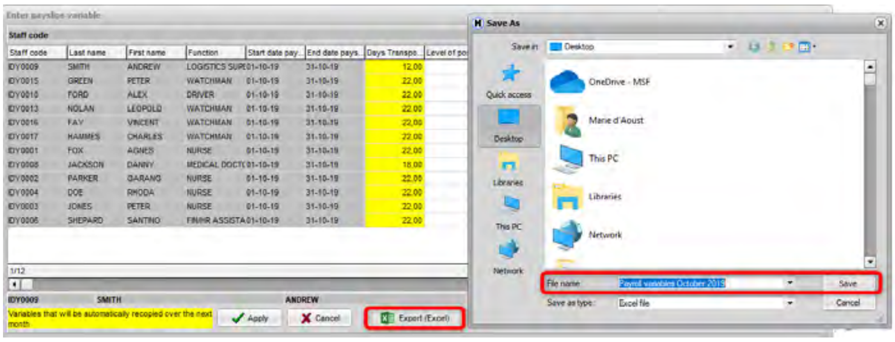
HOMERE will recalculate the payroll considering these variables :



b. Through an export and import of excel file

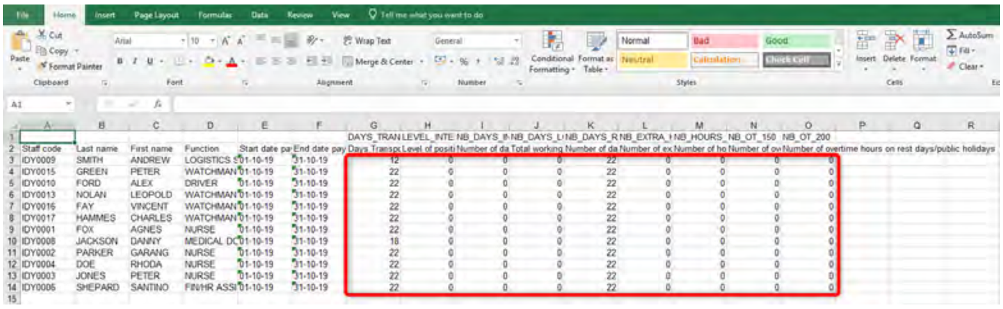
Another way of proceeding for the entry of the variables is to export the list of variables per employee according to the selection in the previous step.

Click on the **Export (Excel)** button at the bottom of the variables grid, name your file and save it in a specific folder in your computer :



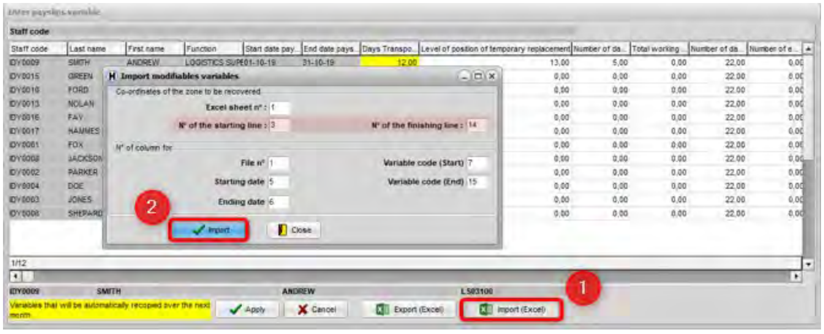
Don't exit HOMERE **Enter payslips variable** screen.

Open the excel file saved and fill in the variables according to the information provided by the supervisors (rosters, overtimes…) or by the administrative department (contracts date…):

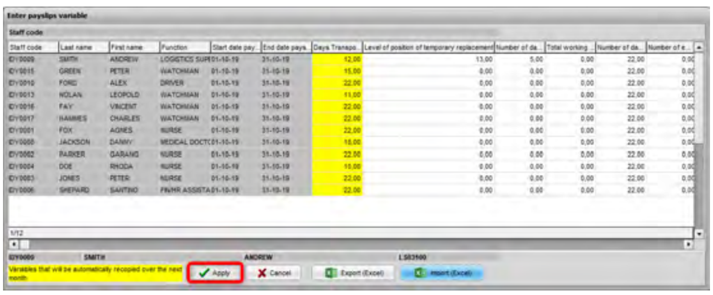


Once you have filled them all, save the document.

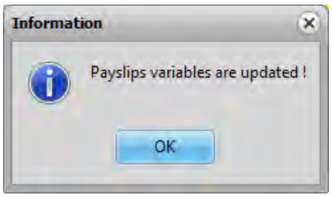
Go back in Homere in the **Enter payslips variable** window and click on **Import (Excel)** **(1)** and then again on **Import** **(2)**:



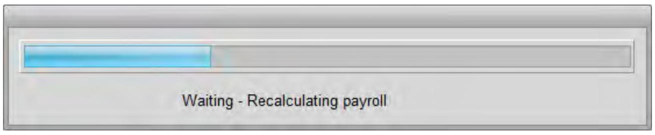
Select the excel file saved on your desktop. The variables will be automatically updated for all the employees of the list:



Click on **Apply** to finalize the variables entry in the payroll and the recalculation of the payroll data considering these variables:



HOMERE recalculates the payroll for each employee depending on the modifications:



According to the size of your database, the process can take a long time.

If you generate the pay slips again after entering the variables, all the modifications will be lost. In case there is a need to modify the variables of one employee pay slip/settlement, you can go in the employee file directly and correct the variables in the pay slip/settlement as explained above.

F6 – HOW TO CONTROL PAYROLL DATA

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager, HRCO Assistant, PAM, HRCO	V5.0.007+	07/11/2019	F3 – Mandatory checks before generating payslips F4 – How to generate payslips and settlements F5 – How to encode monthly variables

When?

At the end of the payroll or at any time you want to extract data linked to payroll.

Why?

Because one needs to ensure that payroll data is correct. The Excel report allows for comprehensive checks of the monthly payroll based on payroll components (amount base salary / amount of taxes, taxes, social contributions, etc.)

Without this report, it is impossible to have a global view of the payroll data of a mission, as the individual payslips doesn't allow to have this view.

What to be careful with?

You must understand the payroll to be able to select the relevant data to check (the number of days worked in the month, ...). Refer to the HR guide of the mission.

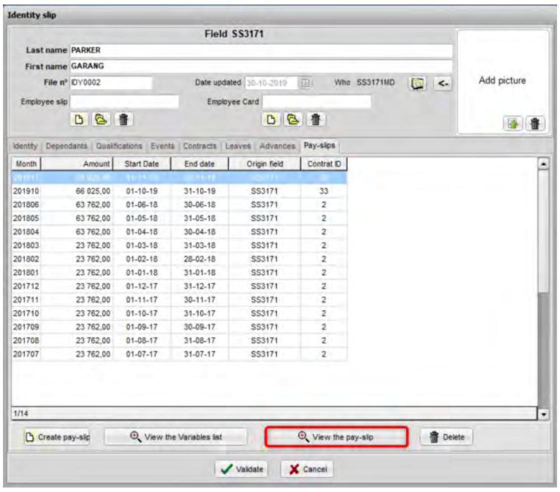
How?

Follow me.

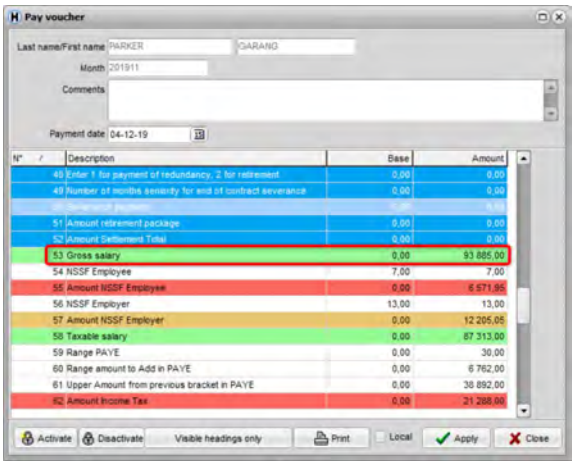
Before starting with this export, you need to know which data from the payroll is relevant to extract.
You also need to know what kind of analysis you want to do, or you won't be able to choose what to extract.

1. HOW TO ACCESS PAYROLL CALCULATION DETAILS >

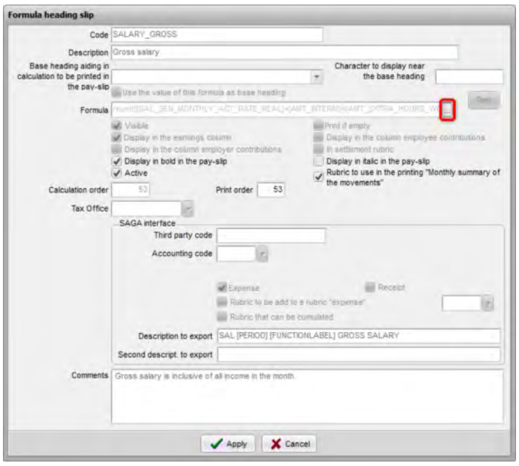
To know what the calculation behind each rubric of the payroll is, go to an employee pay slip and click on **View the payslip.**



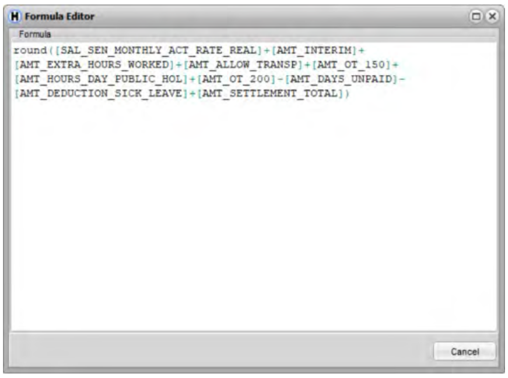
Click on **All Headings** and select the rubric for which you want to know the calculation:



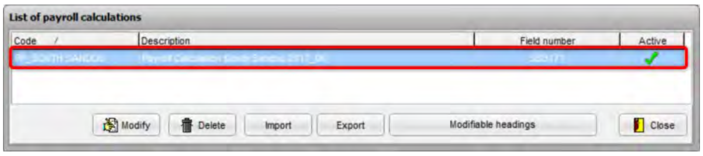
A screen with the detail of the rubric calculation will appear:



If the detail of the calculation doesn't appear fully, click on the three dots at the right side, which will lead you to this screen:

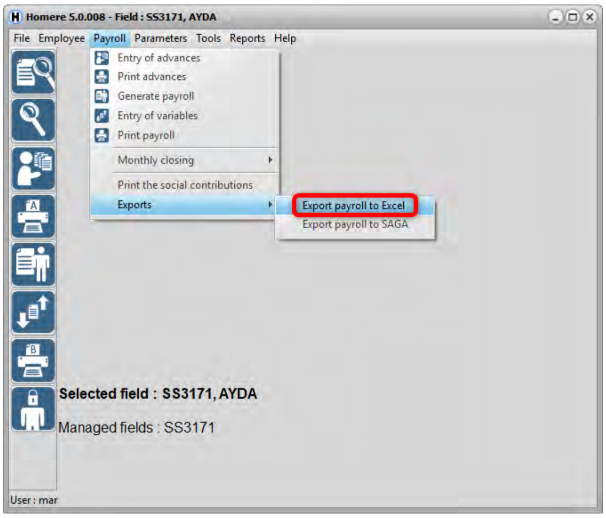


Another way to check the payroll calculation is to go to **Parameters > Payroll calculation** and click twice on the payroll calculation you want to check to access the rubrics:

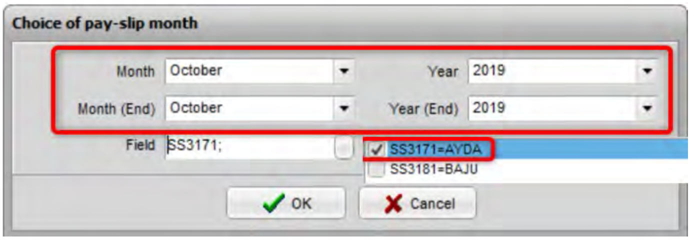


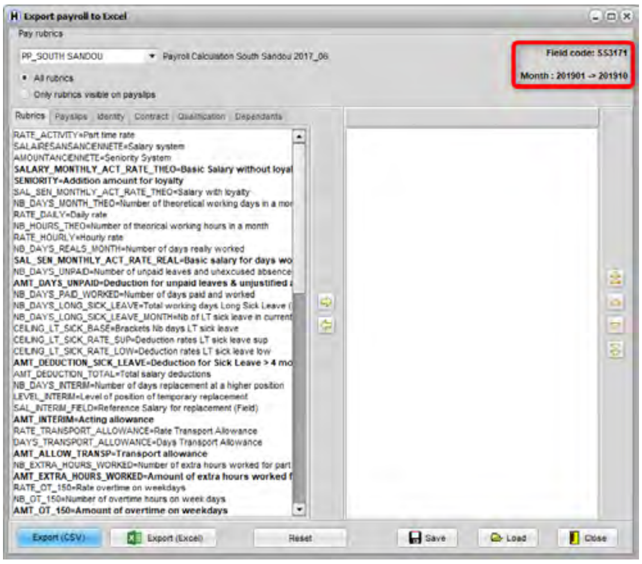
2. HOW TO EXTRACT PAYROLL DATA >

Go to **Payroll > Exports >Export payroll to Excel**:



Choose the payroll month(s) and year(s) and the project(s) to be analyzed and then click on **OK**:





You'll be redirected to this screen:

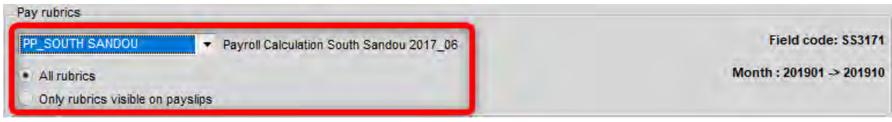
In the upper right part of the screen, you'll see the project(s) code as well as the period chosen. In this example, there was only the field SS3171 chosen and the months are from January 2019 until October 2019.
You'll have the choice between these options for the extraction:

- the payroll calculation
- the type of information
- the specific rubrics within each area
- the type of file you want to extract
- resetting, saving and loading the report data

Let's look at each of them in detail.

a.The payroll calculation

The drop down menu at the top of the window allows to choose the payroll calculation used to prepare the variables to be analysed:



From there, choose between :

- all rubrics of the selected payroll (**All rubrics**): contain all elements of salaries and taxes calculation including the ones non visible on payslips (formulas, rates...)
- rubrics visibles on the payslips only (**Only rubrics visible on payslips**) : they are represented in bold in the list.

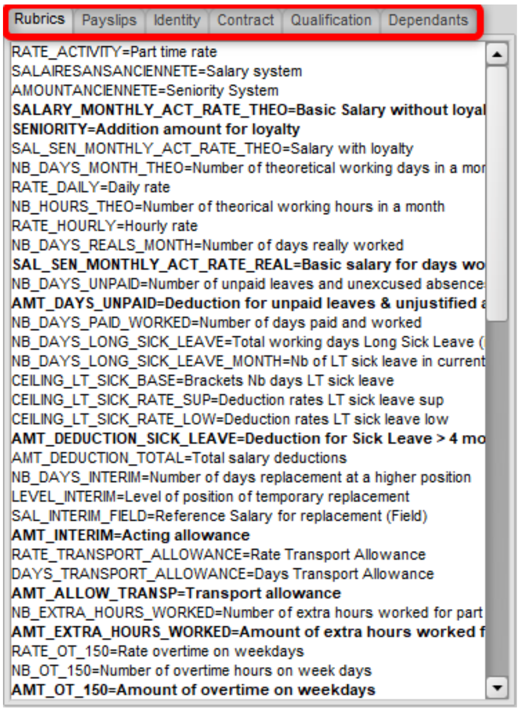
Variables appear in the list in the same order as they appear on the payslips.

b. The type of information

The different types of information that can be selected are located on the left side of the window:

They are sorted under 6 different tabs:

- **Rubrics**: payroll calculation rubrics related to the payroll selected above
- **Payslips**: contains all information that appear on payslips of the selected month(s) for each employee
- **Identity**: contains all information of the employee >identity tabs and sub tabs: address, phone numbers, method of payment, identification, comments, in case of death and contact persons in case of emergency
- **Contract**: contains all information of the contract tab of each employee
- **Qualification**: contains the information of the sub tab 'Qualification' in employee file
- **Dependants**: contains all information of the sub tab dependents of the identity tab of each employee

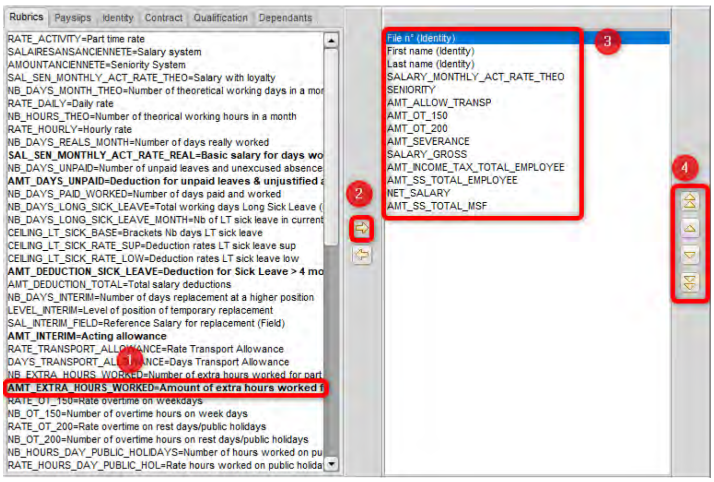


Using the Ctrl keyboard key, you can select multiple variables at once.

c. The rubrics to be exported within each area of information

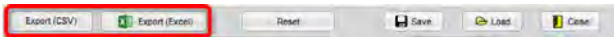
Once you have decided which information to export, select them **(1)** and click on the arrow **(2)** to add them to the list **(3)**. They will be displayed on the right side of the windows.

This information can be structured with the arrows on the right side of the selection area **(4)**.



d. The output file

Once you have selected which information you want to export, choose the type of file you want to create:

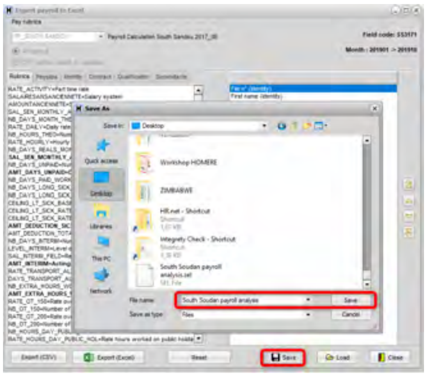


It can be either a csv file or an excel file. We recommend to use the excel file as this kind of file is easier to manage and analyze.

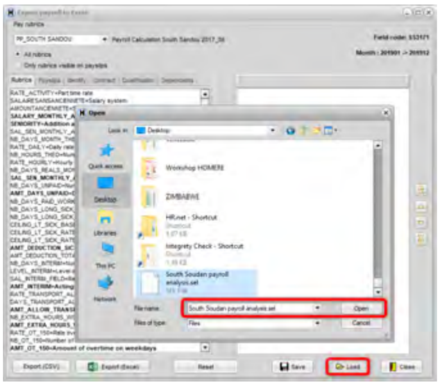
e. Resetting, saving and loading the report data

There are 3 more options: reset, save and load.

- **Reset**: this button allows to delete the selected items and to start a new selection from scratch. This button will thus empty the right part of the windows where selected items were located.
- **Save** : once you have a selection that you know you will want to use again, click on this button and save your selection a specific folder on your computer. The kind of file is a .sel file :



- **Load** : take back any previous selection (.sel file) you have saved and import it :

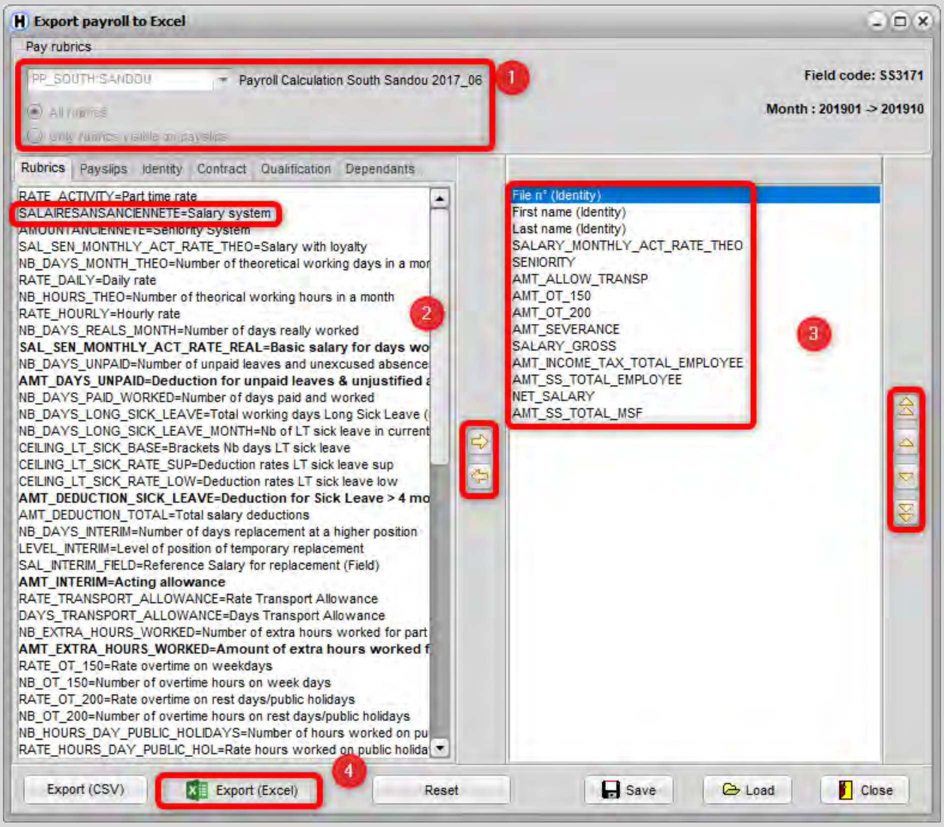


Tips and tricks

Summary ogf the steps to be followed

In summary, here are the steps to follow to use this export from start to end :

- select the payroll calculation and the type of the rubrics you want to appear in the list: All rubrics or Only rubrics visible on payslips **(1)** ;
- select the informations that you want to export in the different tabs and send them in the right side area with the central arrow **(2)** ;
- arrange these informations according to the layout you want (the information at the bottom = first column column of your export…) **(3)** ;
- click on the export button according to the format desired: Excel or CSV **(4)**.



F7 – HOW TO PRINT PAYSLIPS OR SETTLEMENTS AND RELATED PAYMENT INFORMATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.007 +	02/12/2019	F6 – How to control payroll data

When?
At the end of the payroll process, when everything has been checked and is correct or anytime you want to print a pay slip or a settlement or any payment information.

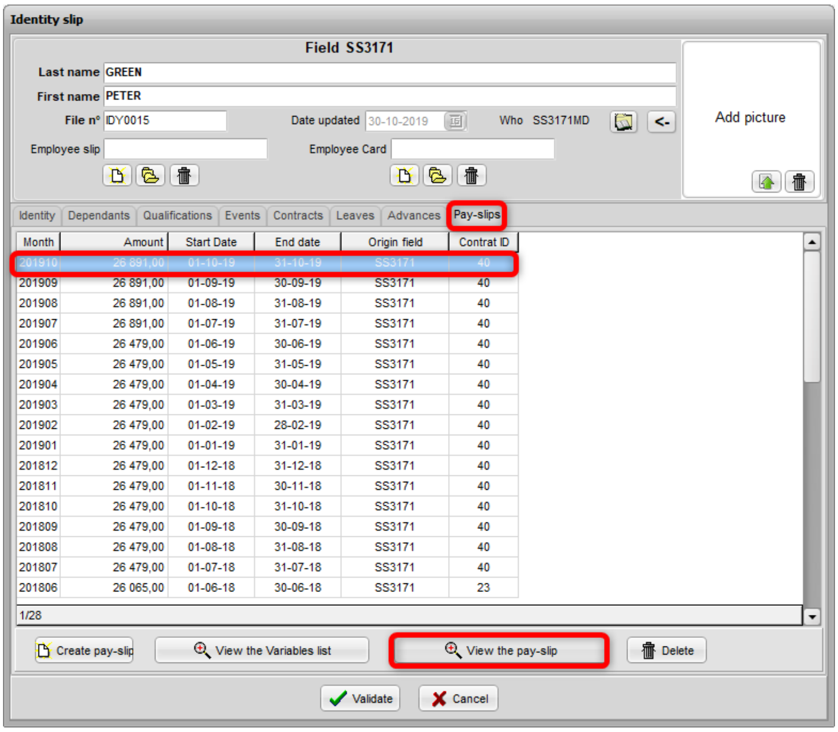
Why?
Because the payslips must be signed and distributed to the employees every month. In most missions, it is a legal obligationfor the employer to provide the monthly pay slips or settlements sheets to its employees.

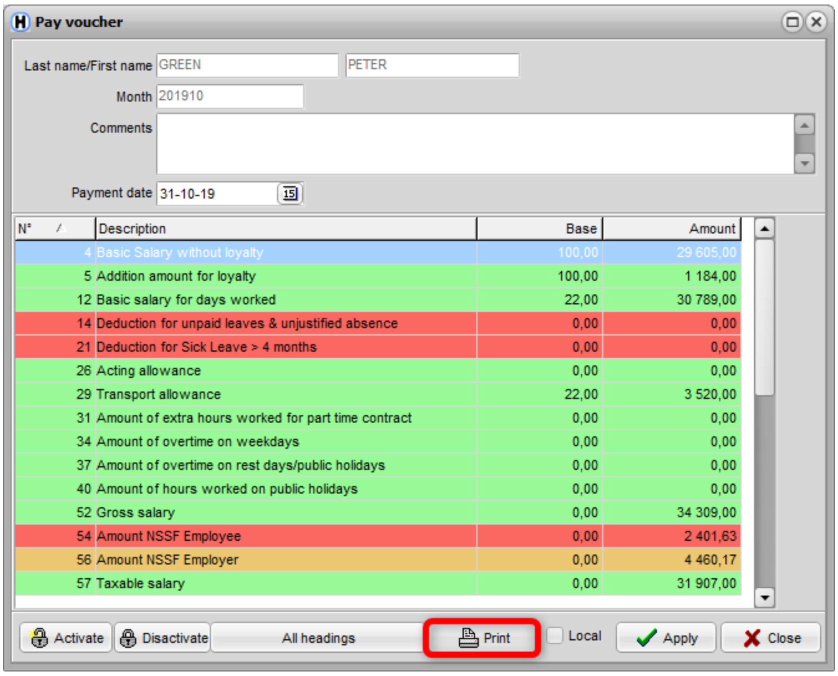
What to be careful with?
Choosing the right month.

How?
In HOMERE, as for the advances sheets, the pay slips and final settlements can be printed either individually or massively.

1. INDIVIDUAL PRINTING >

Go to an employee file and then the tab **Pay–slips**. Click on the pay slip/settlement (settlements are colored in blue) to be printed and then on the button **View the pay–slip:**

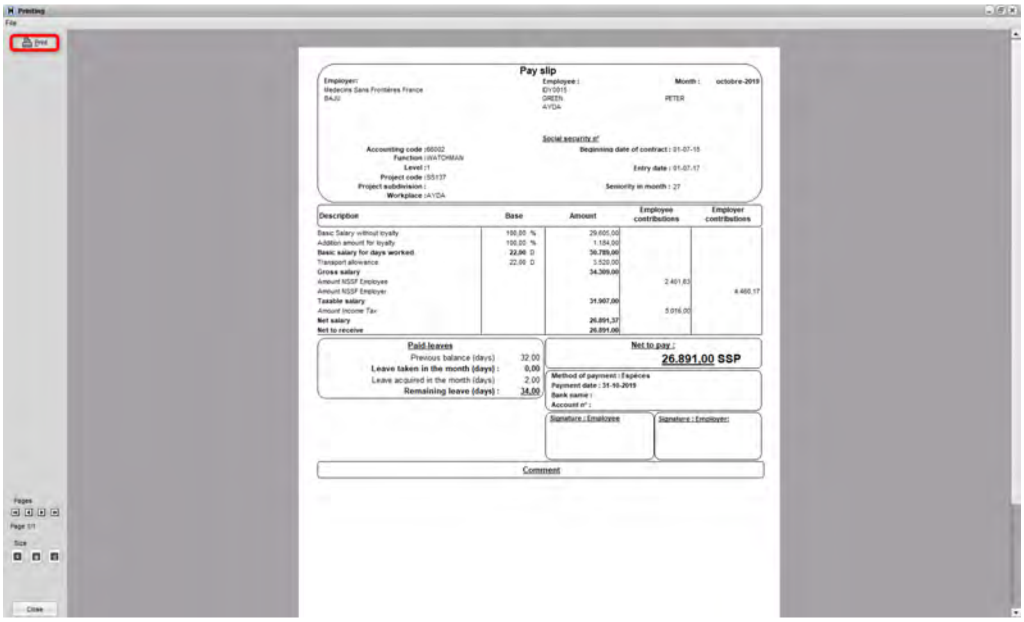




This screen will appear.

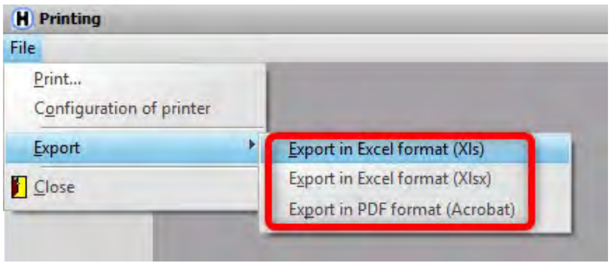
Click on **Print.**

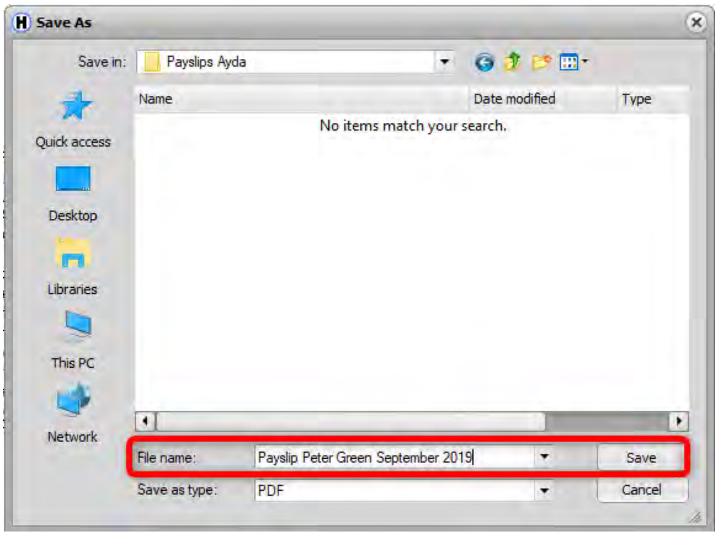
The payslip will be generated. Click again on **Print.**



If you want to export the payslip/settlement in excel or pdf format, go on the **File** tab on the upper left part of the screen and click on **Export:**

Three formats will be offered: Xls, Xlsx, PDF.

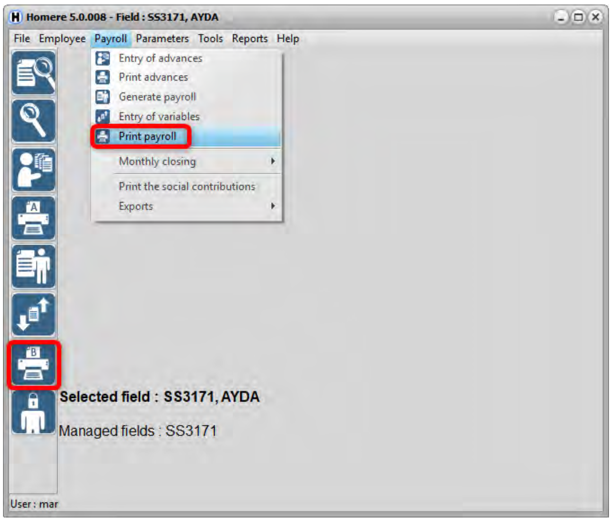




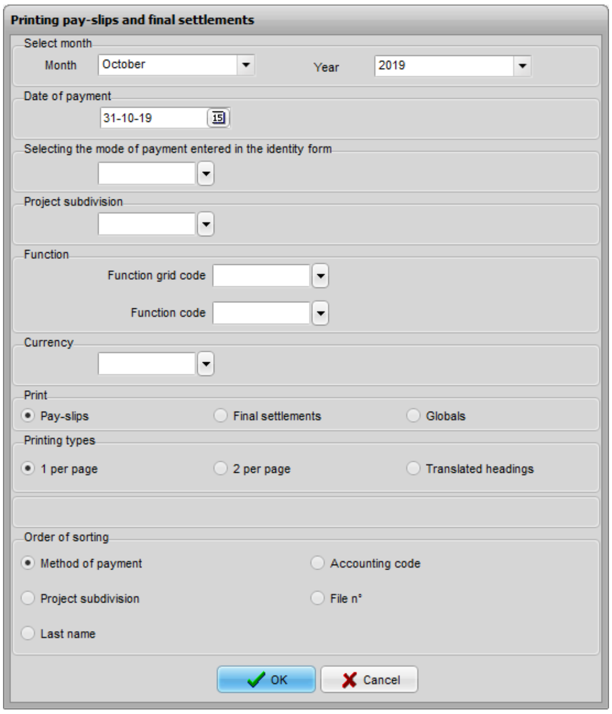
Choose the one you want and save it on your computer.

2. MASSIVE PRINTING>

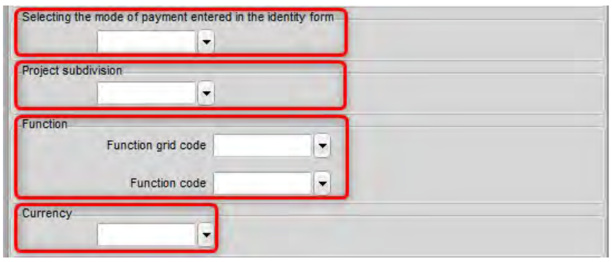
To print all the pay slips or settlements at once, go to **Payroll > Print payroll** or use the shortcut on the left side of the Homere main window:



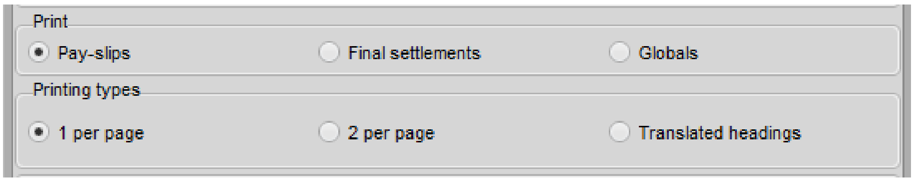
You'll see this screen appear:



The pay–slips/final settlements can be printed by **Method of payment**, by **Project subdivision**, by **Function** and/or **Currency** when the number of employees is too important to be dealt at once:



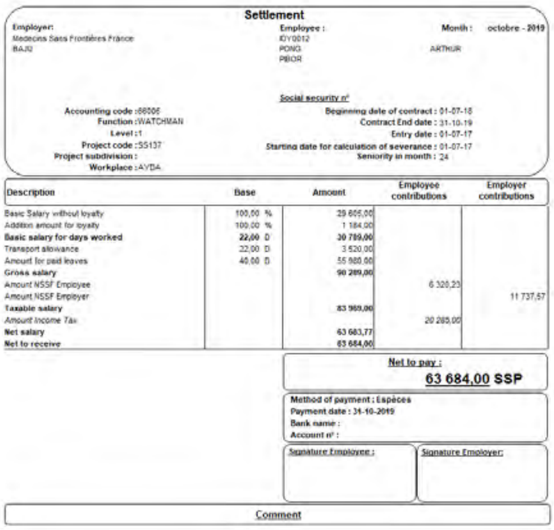
There are as well different types of printing are available for pay slips/final settlements:



a. Pay–slips/Final Settlements: one, two per page, translated headings

Depending on what you choose ("Pay–slips" or "Final Settlements") and how many to appear per page (1 or 2), this option will generate all the pay–slips/final settlements:

- 1 per page



Settlement

Employer: Medecins Sans Frontières France, BAJU
Employee : IDY0012, PONG, PBOR, ARTHUR
Month : octobre - 2019

Social security n°
Accounting code : 66006
Function : WATCHMAN
Level : 1
Project code : SS137
Project subdivision :
Workplace : AYDA
Beginning date of contract : 01-07-18
Contract End date : 31-10-19
Entry date : 01-07-17
Starting date for calculation of severance : 01-07-17
Seniority in month : 24

Description	Base	Amount	Employee contributions	Employer contributions
Basic Salary without loyalty	100,00 %	29 605,00		
Addition amount for loyalty	100,00 %	1 184,00		
Basic salary for days worked	22,00 D	30 789,00		
Transport allowance	22,00 D	3 520,00		
Amount for paid leaves	40,00 D	55 980,00		
Gross salary		90 289,00		
Amount NSSF Employee			6 320,23	
Amount NSSF Employer				11 737,57
Taxable salary		83 969,00		
Amount Income Tax			20 285,00	
Net salary		63 683,77		
Net to receive		63 684,00		

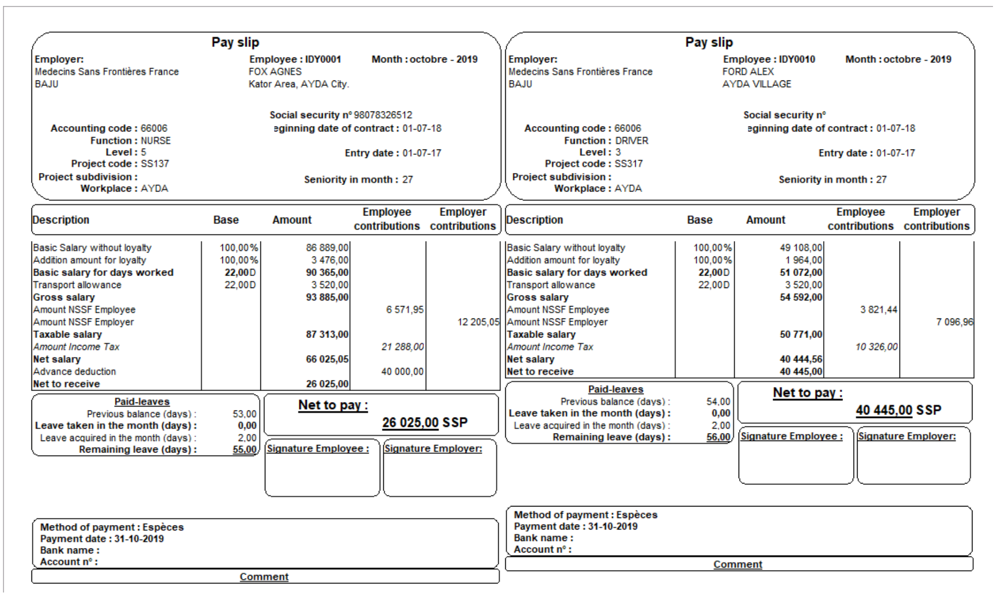
Net to pay : 63 684,00 SSP

Method of payment : Espèces
Payment date : 31-10-2019
Bank name :
Account n° :

Signature Employee : | Signature Employer:

Comment

- 2 per page



Pay slip

Employer: Medecins Sans Frontières France, BAJU
Employee : IDY0001, FOX AGNES, Kator Area, AYDA City.
Month : octobre - 2019

Social security n° 98078326512
Accounting code : 66006
Function : NURSE
Level : 5
Project code : SS137
Project subdivision :
Workplace : AYDA
Beginning date of contract : 01-07-18
Entry date : 01-07-17
Seniority in month : 27

Description	Base	Amount	Employee contributions	Employer contributions
Basic Salary without loyalty	100,00%	86 889,00		
Addition amount for loyalty	100,00%	3 476,00		
Basic salary for days worked	22,00D	90 365,00		
Transport allowance	22,00D	3 520,00		
Gross salary		93 885,00		
Amount NSSF Employee			6 571,95	
Amount NSSF Employer				12 205,05
Taxable salary		87 313,00		
Amount Income Tax			21 288,00	
Net salary		66 025,05		
Advance deduction			40 000,00	
Net to receive		26 025,00		

Paid-leaves
Previous balance (days) : 53,00
Leave taken in the month (days) : 0,00
Leave acquired in the month (days) : 2,00
Remaining leave (days) : 55,00

Net to pay : 26 025,00 SSP

Signature Employee : | Signature Employer:

Method of payment : Espèces
Payment date : 31-10-2019
Bank name :
Account n° :

Comment

Pay slip

Employer: Medecins Sans Frontières France, BAJU
Employee : IDY0010, FORD ALEX, AYDA VILLAGE
Month : octobre - 2019

Social security n°
Accounting code : 66006
Function : DRIVER
Level : 3
Project code : SS317
Project subdivision :
Workplace : AYDA
Beginning date of contract : 01-07-18
Entry date : 01-07-17
Seniority in month : 27

Description	Base	Amount	Employee contributions	Employer contributions
Basic Salary without loyalty	100,00%	49 108,00		
Addition amount for loyalty	100,00%	1 964,00		
Basic salary for days worked	22,00D	51 072,00		
Transport allowance	22,00D	3 520,00		
Gross salary		54 592,00		
Amount NSSF Employee			3 821,44	
Amount NSSF Employer				7 096,96
Taxable salary		50 771,00		
Amount Income Tax			10 326,00	
Net salary		40 444,56		
Net to receive		40 445,00		

Paid-leaves
Previous balance (days) : 54,00
Leave taken in the month (days) : 0,00
Leave acquired in the month (days) : 2,00
Remaining leave (days) : 56,00

Net to pay : 40 445,00 SSP

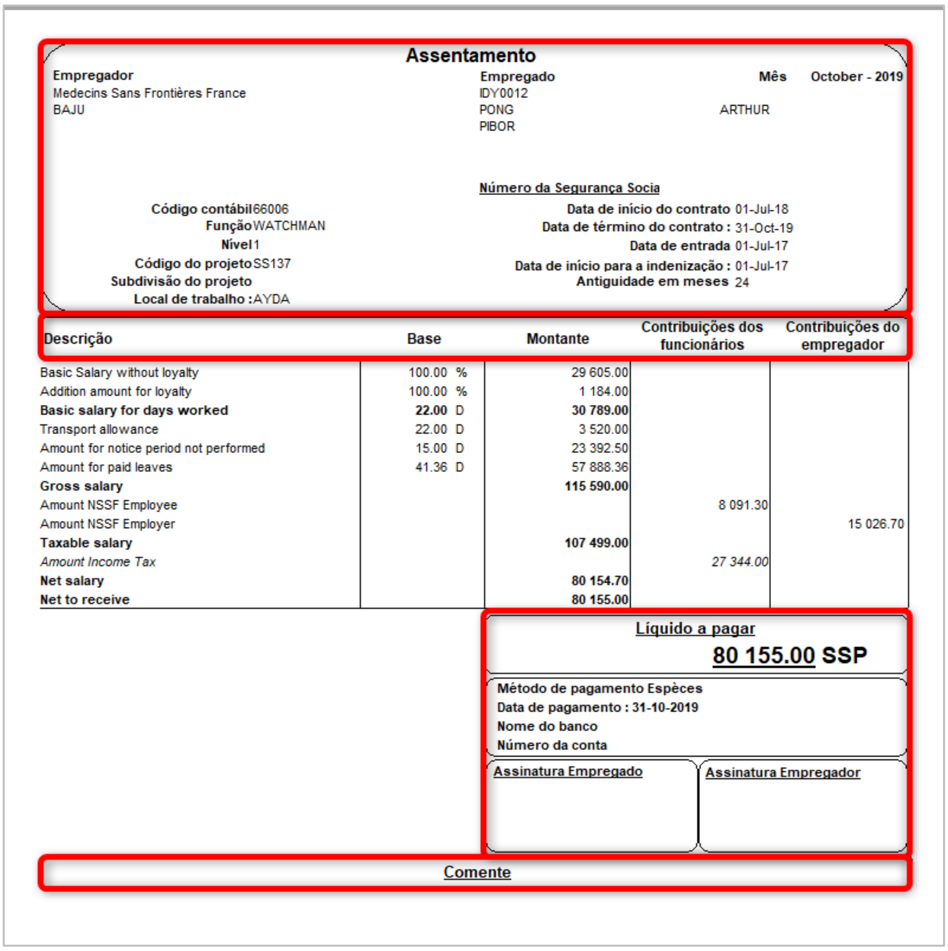
Signature Employee : | Signature Employer:

Method of payment : Espèces
Payment date : 31-10-2019
Bank name :
Account n° :

Comment

- Translated headings

You can as well decide to print the pay–slips or final settlements with the translated headings (in red):



Assentamento

Empregador
Medecins Sans Frontières France
BAJU

Empregado IDY0012 PONG ARTHUR PIBOR — **Mês** October - 2019

Número da Segurança Socia

Código contábil 66006
Função WATCHMAN
Nível 1
Código do projeto SS137
Subdivisão do projeto
Local de trabalho : AYDA

Data de início do contrato 01-Jul-18
Data de término do contrato : 31-Oct-19
Data de entrada 01-Jul-17
Data de início para a indenização : 01-Jul-17
Antiguidade em meses 24

Descrição	Base		Montante	Contribuições dos funcionários	Contribuições do empregador
Basic Salary without loyalty	100.00	%	29 605.00		
Addition amount for loyalty	100.00	%	1 184.00		
Basic salary for days worked	**22.00**	D	**30 789.00**		
Transport allowance	22.00	D	3 520.00		
Amount for notice period not performed	15.00	D	23 392.50		
Amount for paid leaves	41.36	D	57 888.36		
Gross salary			**115 590.00**		
Amount NSSF Employee				8 091.30	
Amount NSSF Employer					15 026.70
Taxable salary			**107 499.00**		
Amount Income Tax				*27 344.00*	
Net salary			**80 154.70**		
Net to receive			**80 155.00**		

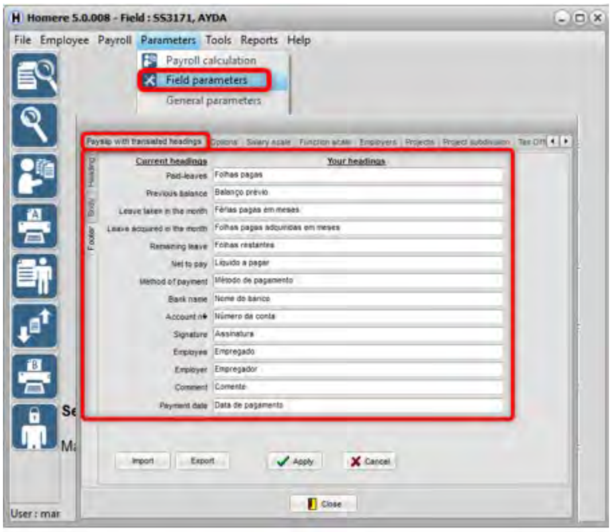
Líquido a pagar
80 155.00 SSP

Método de pagamento Espèces
Data de pagamento : 31-10-2019
Nome do banco
Número da conta

Assinatura Empregado | **Assinatura Empregador**

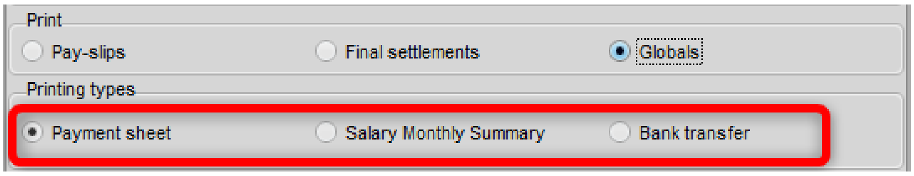
Comente

Translated headings of the pay–slips/final settlements are defined in **Fields Parameters:**



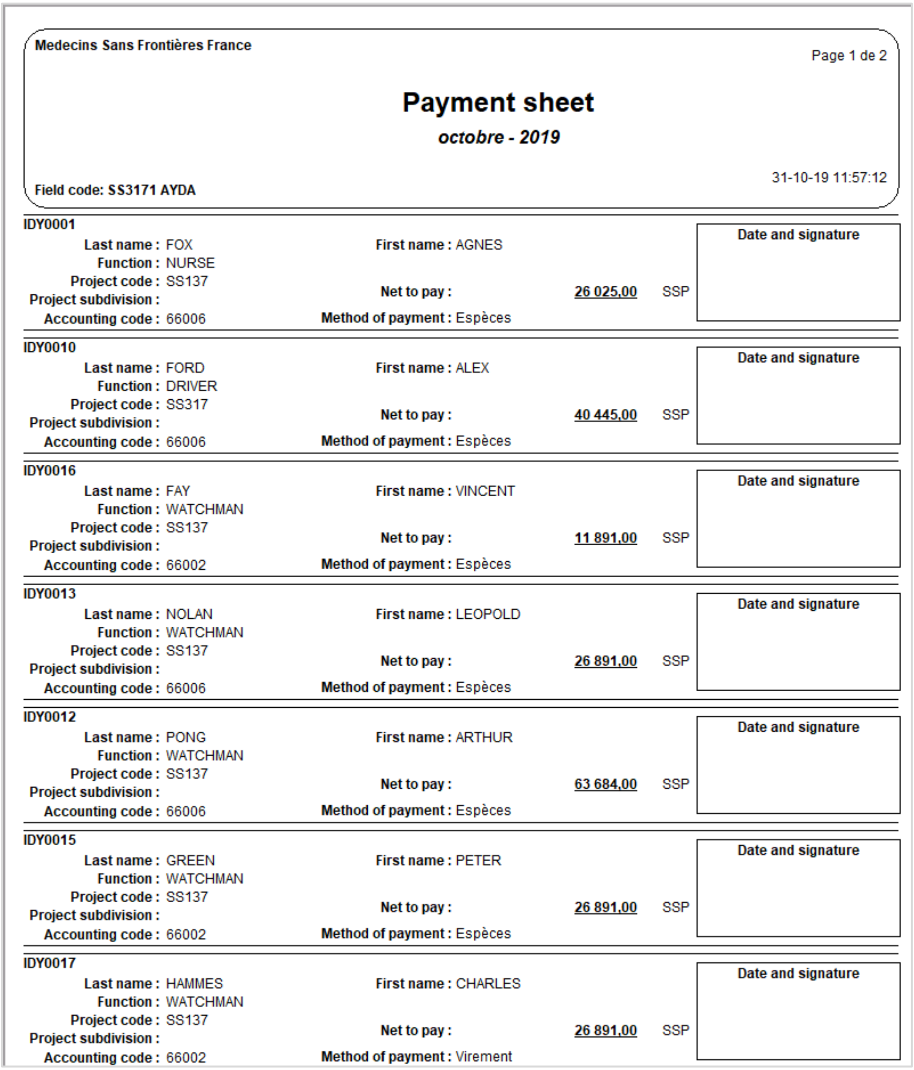
b. Globals: Payment Sheet, Salary Monthly Summary, Bank transfer

If you click on **Globals**, 3 options will appear:



- Payment Sheet

This option will generate a signing sheet with all salary and final settlements payments to be made and a date and signature frame on the right side:



Medecins Sans Frontières France

Page 1 de 2

Payment sheet

octobre - 2019

31-10-19 11:57:12

Field code: SS3171 AYDA

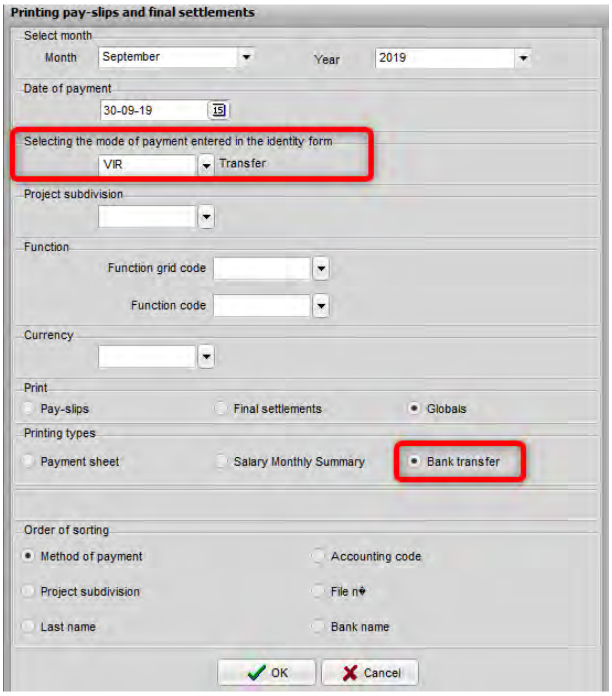
ID	Last name	First name	Function	Project code	Project subdivision	Accounting code	Net to pay	Currency	Method of payment	Date and signature
IDY0001	FOX	AGNES	NURSE	SS137		66006	26 025,00	SSP	Espèces	
IDY0010	FORD	ALEX	DRIVER	SS317		66006	40 445,00	SSP	Espèces	
IDY0016	FAY	VINCENT	WATCHMAN	SS137		66002	11 891,00	SSP	Espèces	
IDY0013	NOLAN	LEOPOLD	WATCHMAN	SS137		66006	26 891,00	SSP	Espèces	
IDY0012	PONG	ARTHUR	WATCHMAN	SS137		66006	63 684,00	SSP	Espèces	
IDY0015	GREEN	PETER	WATCHMAN	SS137		66002	26 891,00	SSP	Espèces	
IDY0017	HAMMES	CHARLES	WATCHMAN	SS137		66002	26 891,00	SSP	Virement	

- <u>Salary Monthly Summary</u>

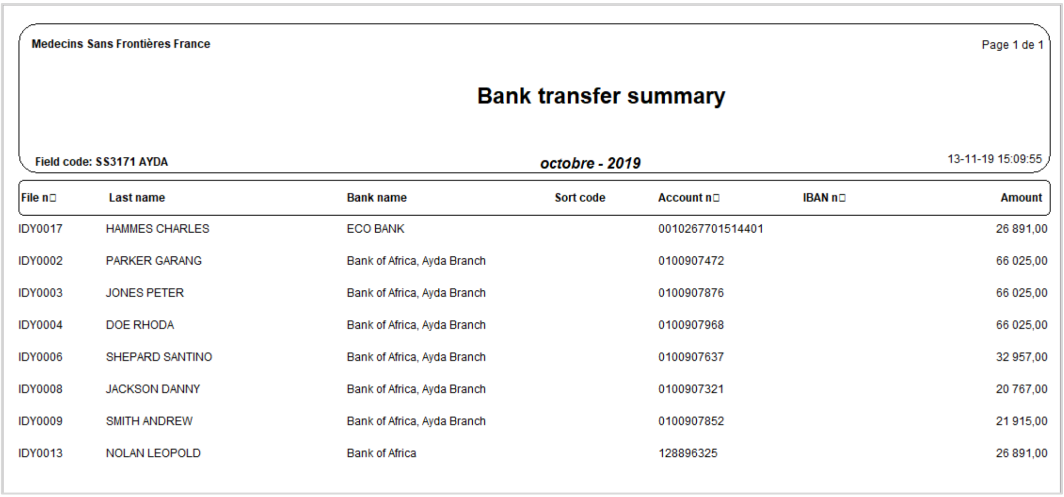
This option is not used by neither OCB nor OCP.

- <u>Bank transfer</u>

To be able to print the Bank transfer, choose the mode of payment “VIR”(Transfer):



The bank transfer option will generate a sheet with all the payments to be made through a bank transfer, with details of the bank account (sort code, account number and IBAN) and the net amount to wire:


Medecins Sans Frontières France

Page 1 de 1

Bank transfer summary

Field code: SS3171 AYDA

octobre - 2019

13-11-19 15:09:55

File n□	Last name	Bank name	Sort code	Account n□	IBAN n□	Amount
IDY0017	HAMMES CHARLES	ECO BANK		0010267701514401		26 891,00
IDY0002	PARKER GARANG	Bank of Africa, Ayda Branch		0100907472		66 025,00
IDY0003	JONES PETER	Bank of Africa, Ayda Branch		0100907876		66 025,00
IDY0004	DOE RHODA	Bank of Africa, Ayda Branch		0100907968		66 025,00
IDY0006	SHEPARD SANTINO	Bank of Africa, Ayda Branch		0100907637		32 957,00
IDY0008	JACKSON DANNY	Bank of Africa, Ayda Branch		0100907321		20 767,00
IDY0009	SMITH ANDREW	Bank of Africa, Ayda Branch		0100907852		21 915,00
IDY0013	NOLAN LEOPOLD	Bank of Africa		128896325		26 891,00

F8 – HOW TO CLOSE THE MONTH

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	02/12/2019	A7 – How to create/restore a backup of your database F11 – How to send the updated database and attached documents to HR F12 – How to export files to Finance

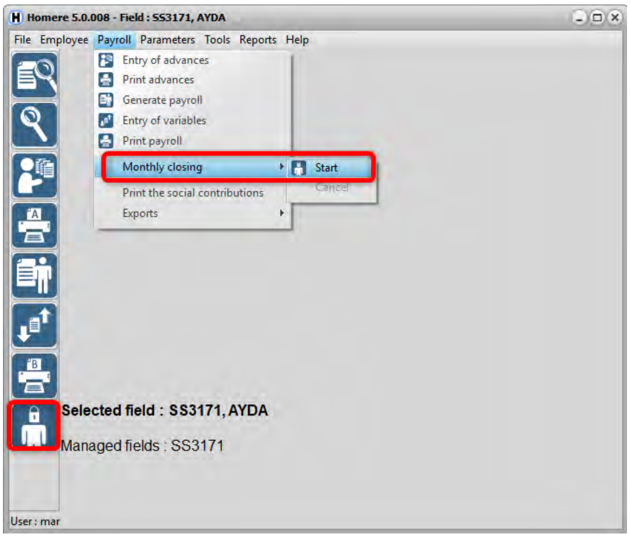
When?
At the end of the payroll process, when everything has been checked and is correct.

Why?
Because once the payroll process is over, you must lock it, that is, confirm that it is over, and no further changes will take place. Closing the month is the prerequisite for sending data to finance.

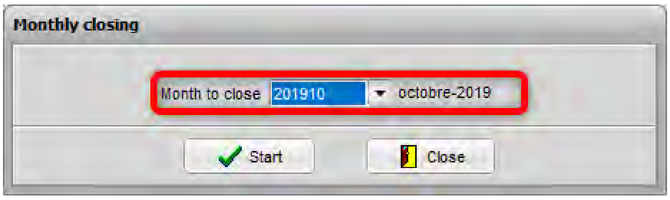
What to be careful with?
If the month is not closed in HOMERE, it is still possible for some access levels to make changes even after the payment of salaries.
Closing the payroll is not a difficult process, but it must be done at the right time, when nothing in the payroll will be changed. Every modification related to a closed payroll will have to take place the following month (correction/regularization).

How?
Follow me.

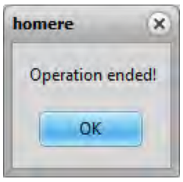
The first important thing to note is that before closing the month, it is mandatory to create a backup.
Once the backup of your database has been created, go to **Payroll > Monthly closing > Start** or click on the icon in the homepage:



Then select the month you want to close and click on **Start:**



You'll receive this confirmation message:



F9 – HOW TO PRINT SOCIAL CONTRIBUTIONS AND TAXES

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	02/12/2019	A6 – How to update field parameters F6 – How to control payroll data

When?

At the end of the payroll, when payroll is closed.

Why?

The respect of the legal obligations regarding payment of the social security and any other mandatory taxes comes together with the printing of the amounts to be paid via HOMERE. HOMERE centralizes the information. MSF may get fined if we don't respect the legal requirements in terms of social security and taxes.

What to be careful with?

It is important to understand how social contributions and income taxes are calculated to ensure that what HOMERE generates is correct.

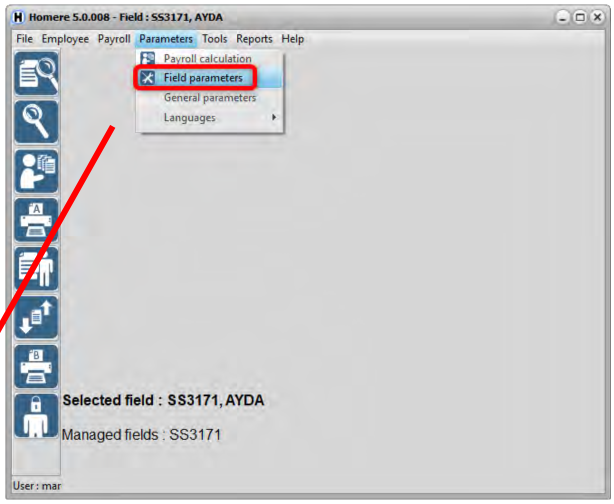
How?

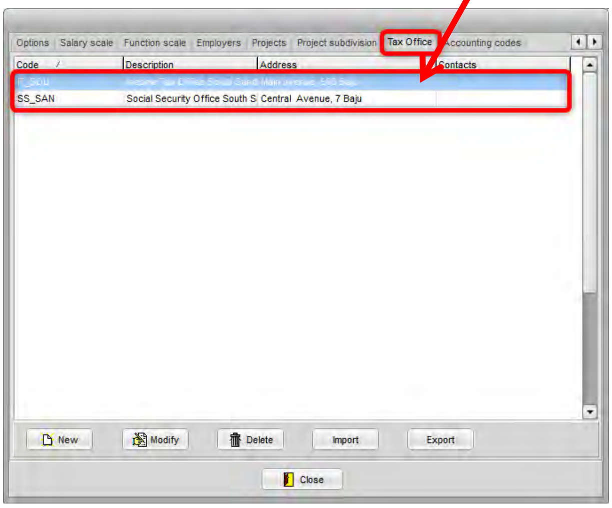
It is possible in HOMERE to print the amount of the social contributions to be paid to the different tax offices. The printing can only be done after the payroll closing. Before using this functionality, you must configure the tax and social security authorities listed in the **Tax Office** tab of the **Field Parameters** and make sure you have each tax office and social security authority linked to the right payroll calculation and rubric. This can either be done manually or via the import of the parameter **Tax office** received from the coordination.

1. CHECK THE CONFIGURATION OF THE TAX AND SOCIAL SECURITY OFFICES >

To check manually the tax authorities listed in HOMERE, here is how to proceed:

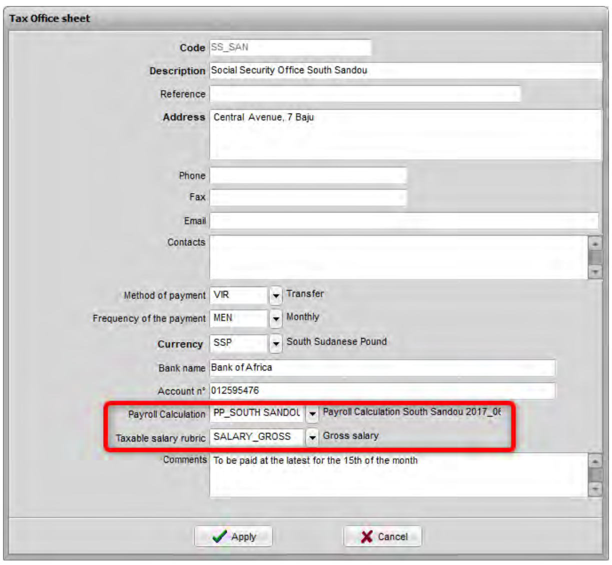
- Access the Tax and Social security Office tab via **Parameters > Field Parameters > Tax Office:**





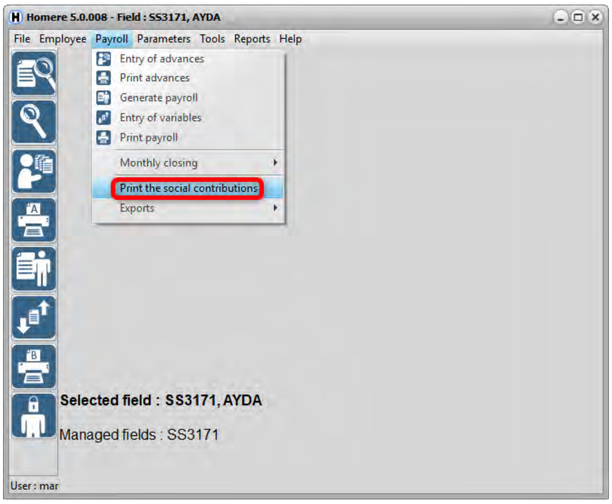
- Select the Tax Office to be checked and click on **Modify:**

Once there, check that the payroll calculation is the right one (the one currently in use) and that the taxable salary rubric (= the part of the salary considered for this tax or social security calculation) is the correct one. In case of doubt, contact the HRCO/HOMERE referent.

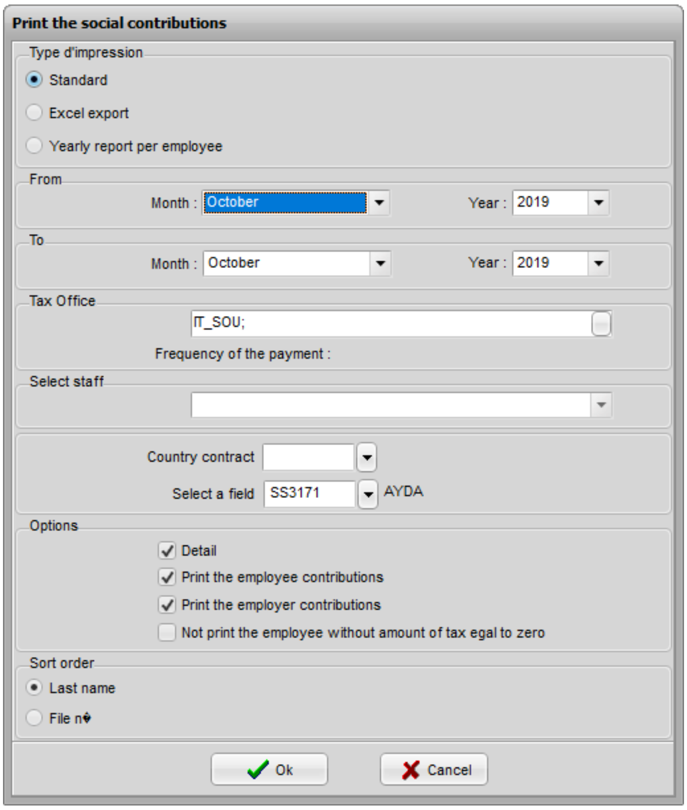


2. PRINT THE TAXE OR SOCIAL CONTRIBUTIONS >

Go to **Payroll > Print the Social Contributions:**

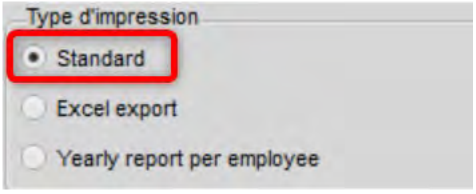


This screen will appear;

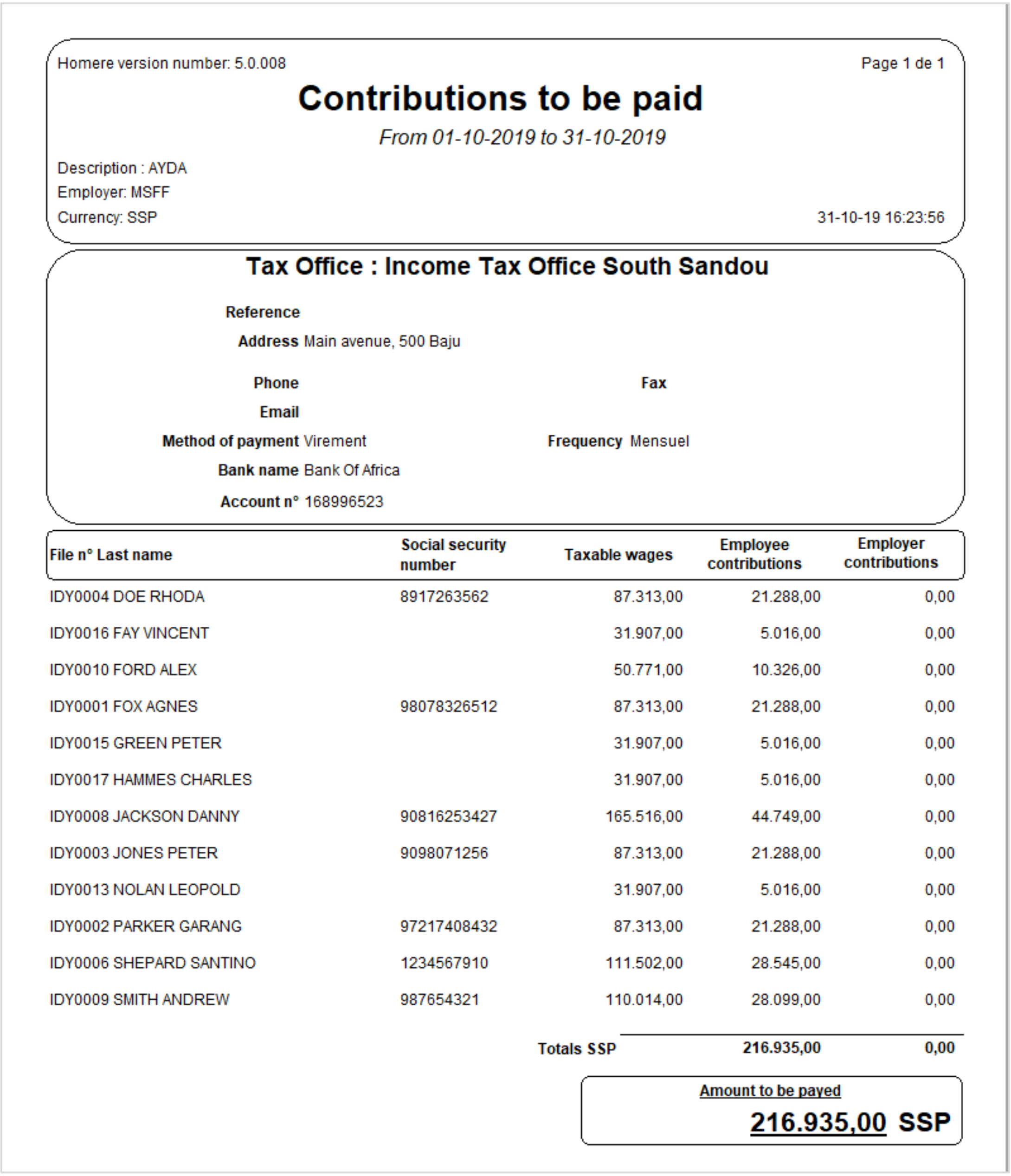


To print the social and income taxes contributions, several options are available:

a. Option Standard



Once the month, the field and the tax office(s) are selected, you can choose to print the employee and/or the employer's contributions. The field "Not print the employee without amount of tax equal to zero" excludes the employees without contributions to pay.



Homere version number: 5.0.008 Page 1 de 1

Contributions to be paid

From 01-10-2019 to 31-10-2019

Description : AYDA
Employer: MSFF
Currency: SSP
31-10-19 16:23:56

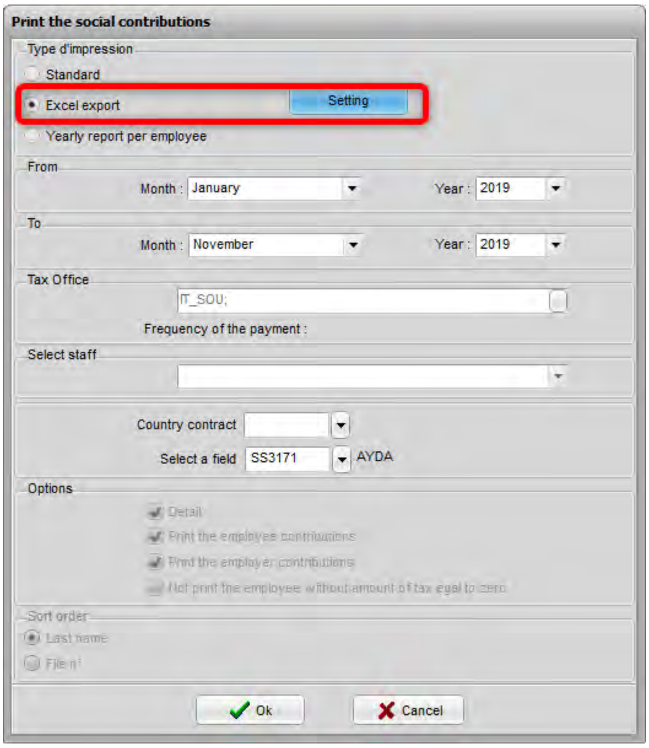
Tax Office : Income Tax Office South Sandou

Reference
Address Main avenue, 500 Baju
Phone **Fax**
Email
Method of payment Virement **Frequency** Mensuel
Bank name Bank Of Africa
Account n° 168996523

File n° Last name	Social security number	Taxable wages	Employee contributions	Employer contributions
IDY0004 DOE RHODA	8917263562	87.313,00	21.288,00	0,00
IDY0016 FAY VINCENT		31.907,00	5.016,00	0,00
IDY0010 FORD ALEX		50.771,00	10.326,00	0,00
IDY0001 FOX AGNES	98078326512	87.313,00	21.288,00	0,00
IDY0015 GREEN PETER		31.907,00	5.016,00	0,00
IDY0017 HAMMES CHARLES		31.907,00	5.016,00	0,00
IDY0008 JACKSON DANNY	90816253427	165.516,00	44.749,00	0,00
IDY0003 JONES PETER	9098071256	87.313,00	21.288,00	0,00
IDY0013 NOLAN LEOPOLD		31.907,00	5.016,00	0,00
IDY0002 PARKER GARANG	97217408432	87.313,00	21.288,00	0,00
IDY0006 SHEPARD SANTINO	1234567910	111.502,00	28.545,00	0,00
IDY0009 SMITH ANDREW	987654321	110.014,00	28.099,00	0,00
		Totals SSP	**216.935,00**	**0,00**

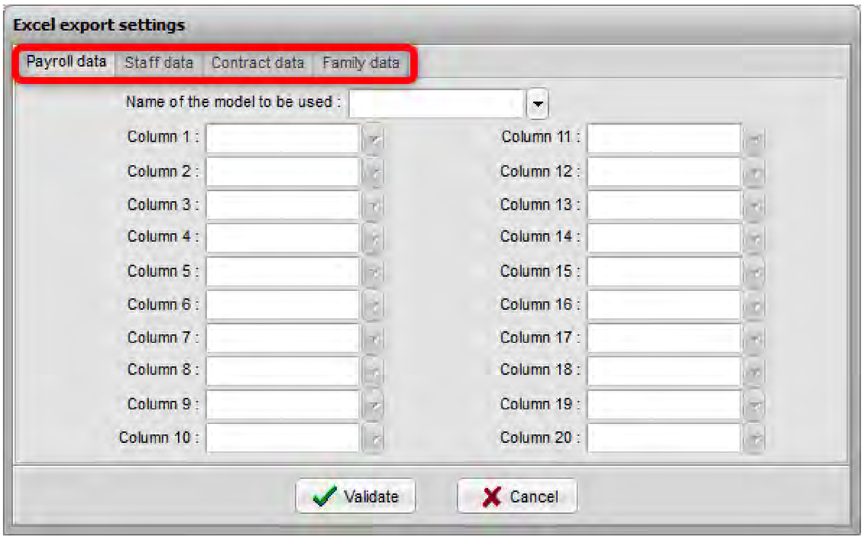
Amount to be payed
216.935,00 SSP

b.Option Excel export



It is possible to export the data in Excel. Once the option is selected, a button « Setting » appears to access to an interface of parameters of the file.

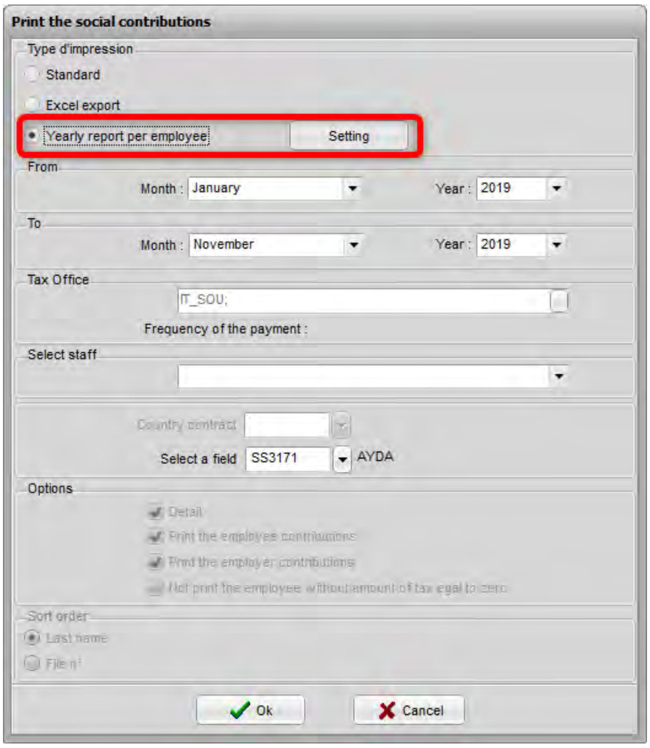
The data can be exported in a period of several months. The exported file contains maximum 51 variables chosen by the user (payroll data/staff data/contract data/family data). The payroll calculation must be selected first.



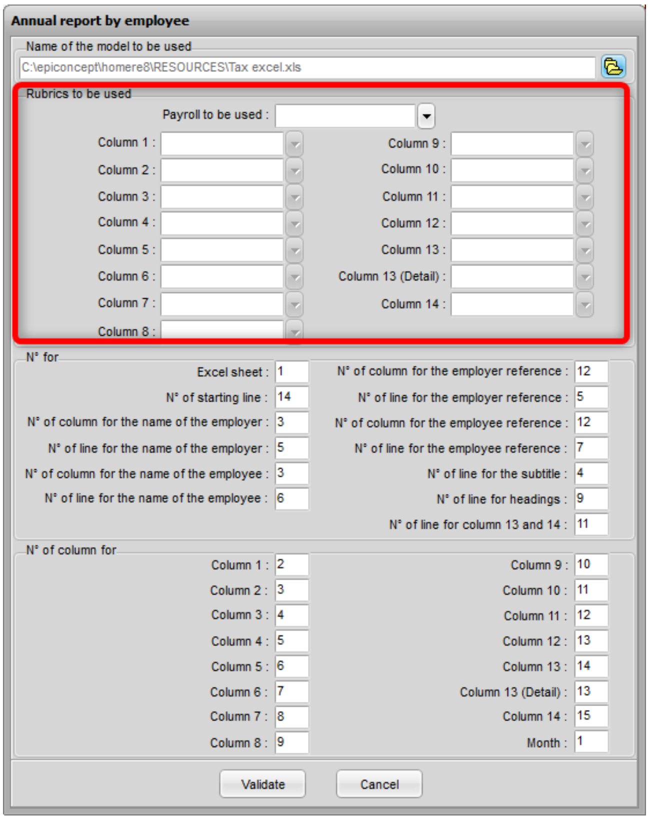
This is very useful to check the payroll monthly selecting the rubrics to check and to do the budget follow–up.

c.Option Yearly report per employee

Once the option is selected, a button **Setting** appears to access to an interface of parameters of the file.



A yearly report per employee can be created. It must be configured first selecting the appropriate rubrics from the payroll calculation, with a maximum of 20 rubrics.



F10 – HOW TO PRINT AND READ THE SALARY SUMMARY SHEET

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	02/12/2019	F6 – How to control payroll data F12 – How to export files to Finance

When?
At the end of the payroll process, before the month is closed and data is sent to finance.

Why?
Each month, once the payroll process is over, the Salary Summary Sheet must be signed and approved by the Manager and sent to Finance. This is a summary of the monthly salary data, and a document that shows whether all the amounts match (example: employee taxes + net payable + employer taxes = gross salary employee + employer taxes).
It is not possible to confirm the payroll nor the correlation between the amounts paid and the ones that will be sent to Finance without this sheet.

What to be careful with?
The analysis of the Salary Summary Sheet can be difficult with respect to the content the first time because of the accounting vocabulary and the basic financial knowledge needed to understand the file.

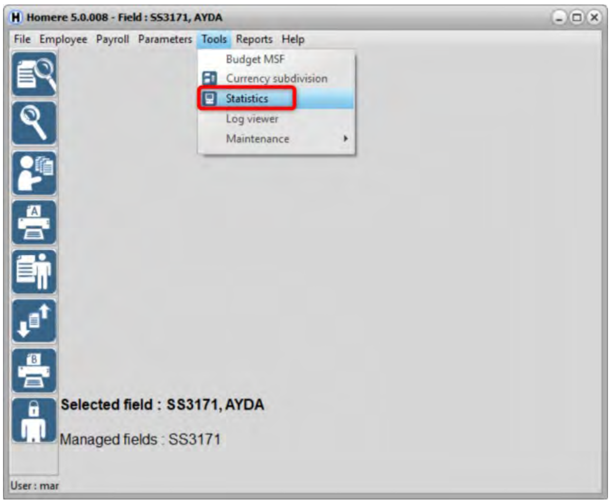
How?
In this part, we will distinguish between 3 types of Salary Summary Sheet:

- OCB Country-specific Salary Summary Sheet,
- OCB Generic Salary Summary Sheet,
- OCP Generic Salary Summary Sheet.

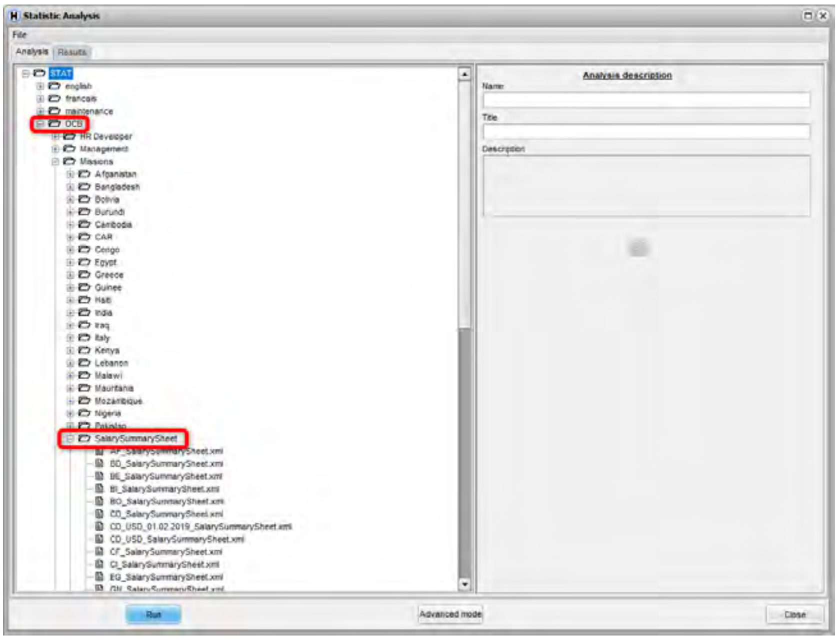
1. OCB COUNTRY SPECIFIC SALARY SUMMARY SHEET >

This model of Salary Summary Sheet is still in use in the field because it summarizes all the salaries and employee/employer contributions calculated for the month per employee and can help check whether the salaries calculated are correct.

Go to **Tools > Statistics:**



This screen will appear, go to **STAT > OCB > SalarySummarySheet:**



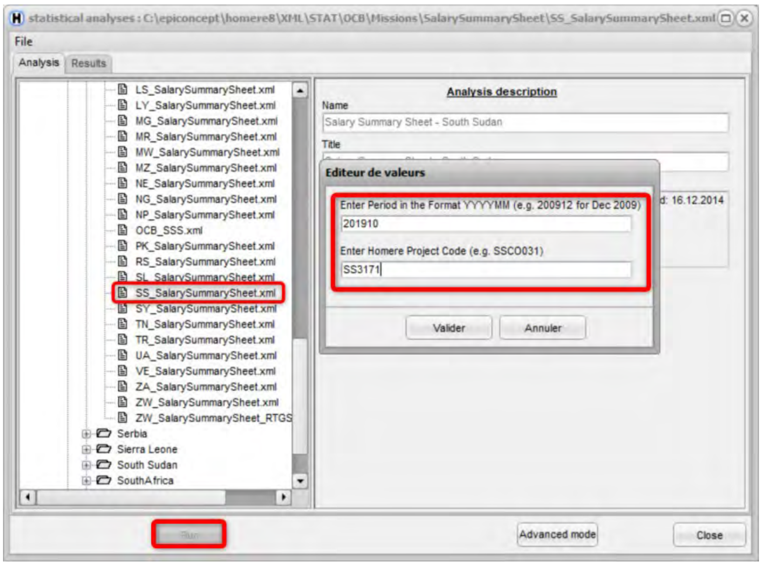
The salary summary sheet linked to your country will have this title:
CountryCode_SalarySummarySheet.xml

➔ for South Sandou, name will be: **SS**_SalarySummarySheet

Once you have selected the right Salary Summary Sheet, click on **Run** and fill in the 2 following variables:

- Period in format YYYYMM
- HOMERE Project Code

Then click on **Valider.**



The report will be generated. This report will be comprised of two parts:

- The first page(s) will give you the detail of the salary components such as gross salary, income tax, social security paid by the employer, social security paid by the employee, net salary, advance paid, cash difference (between net salary calculated and net salary paid, in case a rounding has to be made), type of payment.

MEDECINS SANS FRONTIERES

Salary Summary Sheet

Project: SS3171
Period (YYYYMM): 201910

14-11-19
Page 1 of 2

	Staff NO	Name	Function	Loc. IMP	Dest. ALine	Proj. Acc.	Gross Tax	SS MSF SS Staff	Settlement Net.Sal.	Oth. Ded.	Advance Cash.Diff.	USD	Cash	Cheque	Transfer
1	IDY0001	AGNES FOX	NURSE		HOSPIT IOSNUT	SS137 66006	93.885,00 21.288,00	12.205,05 6.571,95	66.025,05	0,00	40.000,00 0,05		26.025,00		
2	IDY0002	GARANG PARKER	NURSE		HOSPIT IOSNUT	SS137 66003	93.885,00 21.288,00	12.205,05 6.571,95	66.025,05	0,00	0,05				66.025,00
3	IDY0003	PETER JONES	NURSE		HOSPIT IOSNUT	SS137 66003	93.885,00 21.288,00	12.205,05 6.571,95	66.025,05	0,00	0,05				66.025,00
4	IDY0004	RHODA DOE	NURSE		HOSPIT IOSNUT	SS137	93.885,00 21.288,00	12.205,05 6.571,95	66.025,05	0,00	0,05				66.025,00
5	IDY0006	SANTINO SHEPARD	FIN/HR ASSISTANT			SS137 66002	119.895,00 28.545,00	15.586,35 8.392,65	82.957,35	0,00	50.000,00 0,35				32.957,00
6	IDY0008	DANNY JACKSON	MEDICAL DOCTOR		EXTACT EXTACT	SS137 66003	177.974,00 44.749,00	23.136,62 12.458,18	120.766,82	0,00	100.000,00 -0,18				20.767,00
7	IDY0009	ANDREW SMITH	LOGISTICS SUPERVISOR		TRANSV TRANSV	SS317 66006	118.295,00 28.099,00	15.378,35 8.280,65	81.915,35	0,00	60.000,00 0,35				21.915,00
8	IDY0012	ARTHUR PONG	WATCHMAN		SUP UPPOR	SS137 66006	34.309,14 27.344,00	15.026,70 8.091,30	81.280,86 80.154,70	0,00	-0,30		80.155,00		
9	IDY0013	LEOPOLD NOLAN	WATCHMAN		SUP UPPOR	SS137 66006	34.309,00 5.016,00	4.460,17 2.401,63	26.891,37	0,00	0,37				26.891,00
10	IDY0015	PETER GREEN	WATCHMAN		SUP UPPOR	SS137 66002	34.309,00 5.016,00	4.460,17 2.401,63	26.891,37	0,00	0,37		26.891,00		
11	IDY0016	VINCENT FAY	WATCHMAN		SUP UPPOR	SS137 66002	34.309,00 5.016,00	4.460,17 2.401,63	26.891,37	0,00	15.000,00 0,37			11.891,00	

- On the very last page, there will be different tables that gives you the summary of the following: Total Cost for MSF, Net Salary, the amounts sent to Finance("SAGA Interface"):

Total Cost MSF	
Gross Salary	928.940,14
NSSF MSF	131.328,73
Settlement	81.280,86
	1.141.549,73

Net Salary	
Net to Pay	445.567,00
Other Deductions	0,00
Cash Difference	1,53
Advances	265.000,00
	710.568,53

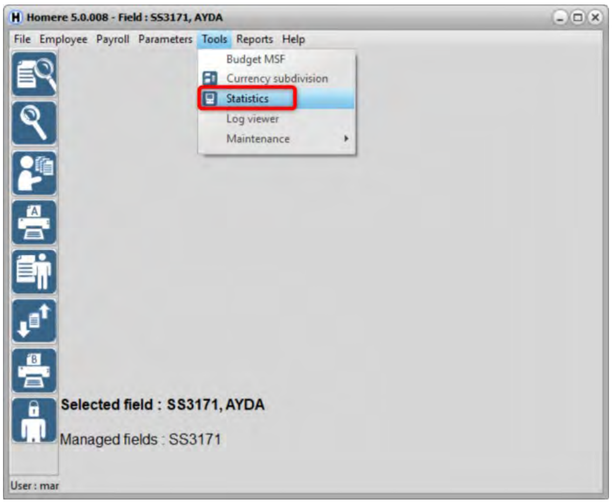
SAGA Interface			
6600X Gross Salary	928.940,14	445.567,00	30100 Net to Pay
6600X NSSF MSF	131.328,73	131.328,73	30200 NSSF MSF
66030 Settlement	81.280,86	70.715,47	30200 NSSF
		228.937,00	30310 Tax
		0,00	30100 Other Deductions
		265.000,00	30100 Advance
67000 Cash Difference	0,00	1,53	
	1.141.549,73	1.141.549,73	

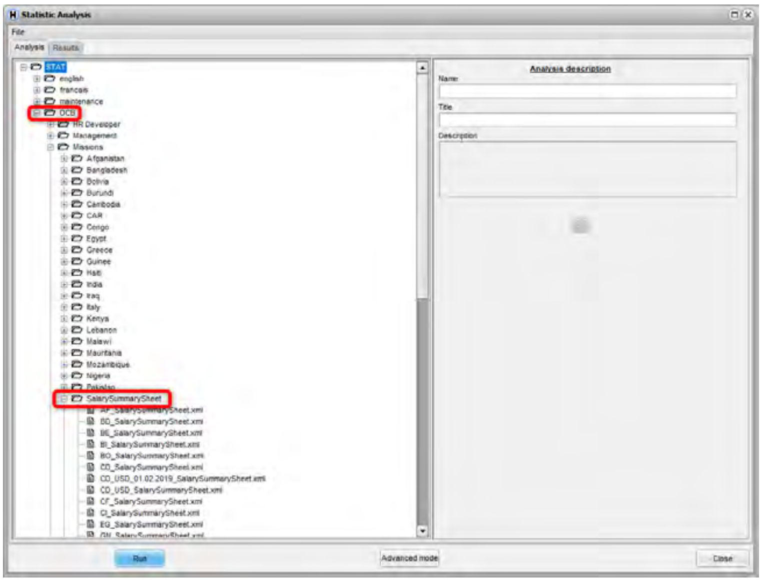
The most important part is the table "SAGA Interface", where the amounts should always match or there might be a problem with the interface with finance (SAGA/Unifield). If they don't, the HOMERE referent should be contact.

2. OCB GENERIC SALARY SUMMARY SHEET >

This model of Salary Summary Sheet the one we recommend using in the field for checking the interface with finance because it summarizes all the amounts that will be sent to finance through the report "export to SAGA".

This salary summary sheet is standard for all OCB missions under the name "OCB_SSS".
To launch it, go to **Tools> Statistics:**



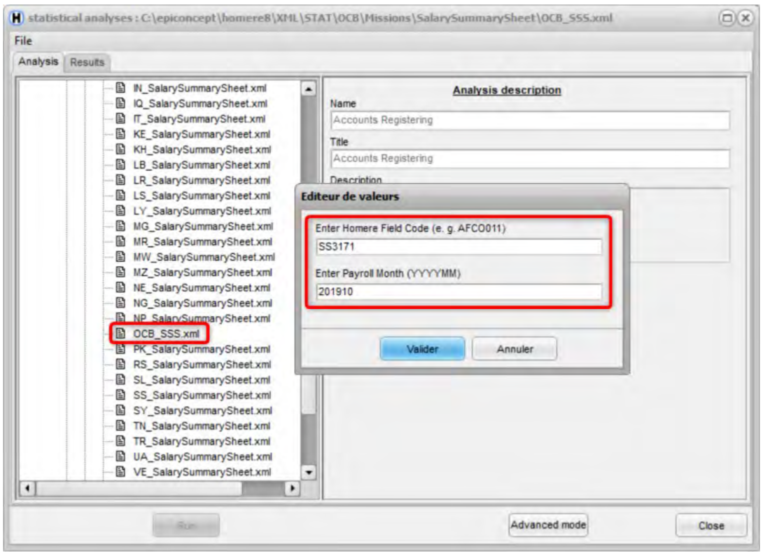


Go to **STAT > OCB > SalarySummarySheet:**

Once you have selected the "OCB_SSS", click on **Run** and fill in the 2 following variables:

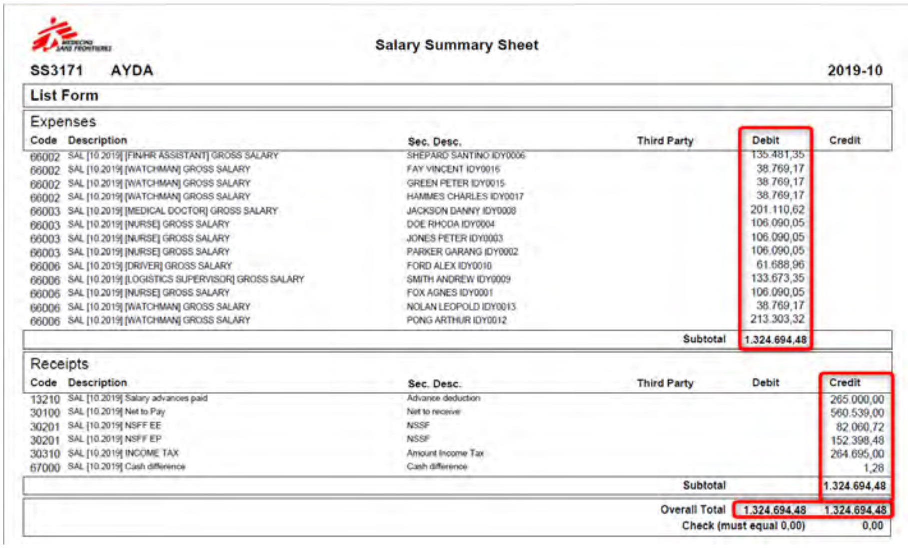
- Period in format YYYYMM
- HOMERE Project Code

Then click on **Valider**.



This report will be generated:

The first part list all the expenses (DEBIT) while the second part all the receipts (CREDIT) from the payroll. As already mentioned, these two amounts overall total MUST be equal. If there is a discrepancy, the HOMERE referent must be contacted without waiting and the export to Finance must be delayed until the problem is found.



Salary Summary Sheet

SS3171 AYDA 2019-10

List Form

Expenses

Code	Description	Sec. Desc.	Third Party	Debit	Credit
66002	SAL [10.2019] [FIN/HR ASSISTANT] GROSS SALARY	SHEPARD SANTINO IDY0006		135.481,35	
66002	SAL [10.2019] [WATCHMAN] GROSS SALARY	FAY VINCENT IDY0016		38.769,17	
66002	SAL [10.2019] [WATCHMAN] GROSS SALARY	GREEN PETER IDY0015		38.769,17	
66002	SAL [10.2019] [WATCHMAN] GROSS SALARY	HAMMES CHARLES IDY0017		38.769,17	
66003	SAL [10.2019] [MEDICAL DOCTOR] GROSS SALARY	JACKSON DANNY IDY0008		201.110,62	
66003	SAL [10.2019] [NURSE] GROSS SALARY	DOE RHODA IDY0004		106.090,05	
66003	SAL [10.2019] [NURSE] GROSS SALARY	JONES PETER IDY0003		106.090,05	
66003	SAL [10.2019] [NURSE] GROSS SALARY	PARKER GARANG IDY0002		106.090,05	
66006	SAL [10.2019] [DRIVER] GROSS SALARY	FORD ALEX IDY0010		61.688,96	
66006	SAL [10.2019] [LOGISTICS SUPERVISOR] GROSS SALARY	SMITH ANDREW IDY0009		133.673,35	
66006	SAL [10.2019] [NURSE] GROSS SALARY	FOX AGNES IDY0001		106.090,05	
66006	SAL [10.2019] [WATCHMAN] GROSS SALARY	NOLAN LEOPOLD IDY0013		38.769,17	
66006	SAL [10.2019] [WATCHMAN] GROSS SALARY	PONG ARTHUR IDY0012		213.303,32	
			Subtotal	1.324.694,48	

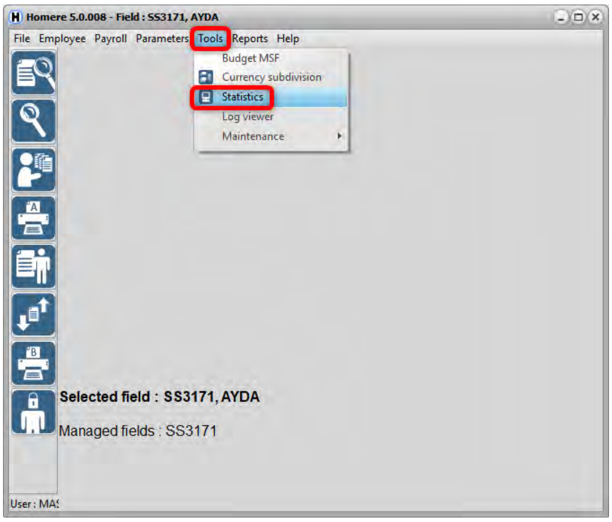
Receipts

Code	Description	Sec. Desc.	Third Party	Debit	Credit
13210	SAL [10.2019] Salary advances paid	Advance deduction			265.000,00
30100	SAL [10.2019] Net to Pay	Net to receive			560.539,00
30201	SAL [10.2019] NSFF EE	NSSF			82.060,72
30201	SAL [10.2019] NSFF EP	NSSF			152.398,48
30310	SAL [10.2019] INCOME TAX	Amount Income Tax			264.695,00
67000	SAL [10.2019] Cash difference	Cash difference			1,28
			Subtotal		1.324.694,48
			Overall Total	1.324.694,48	1.324.694,48
			Check (must equal 0,00)		0,00

3. OCP GENERIC SALARY SUMMARY SHEET >

This model of Salary Summary Sheet has to be used in the field because it summarizes all the salaries and employee/employer contributions calculated for the month per employee.

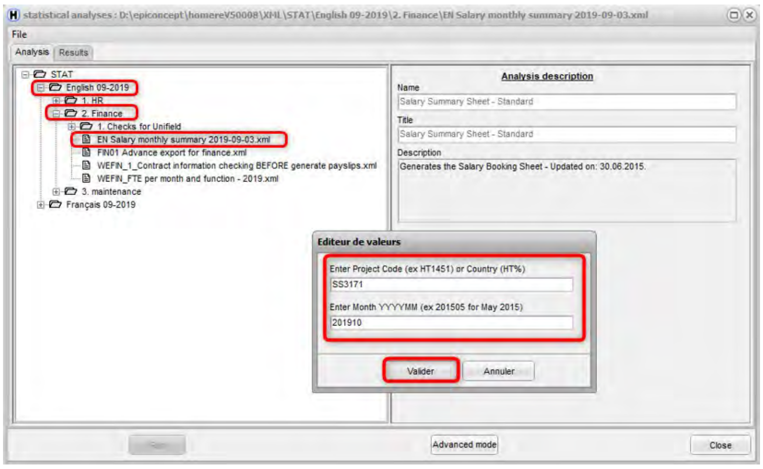
Go to **Tools > Statistics**:



Go to **STAT > English MM_YYYY > Finance** and select the report called **EN Salary monthly summary YYYY–MM–DD.xlm**.

Once you have selected the Salary Summary Sheet, click on **Run** and fill in the 2 following variables:

- Period in format YYYYMM
- HOMERE project code OR country code (do not forget to put % after the country code; for ex: CD%)



Then click on **Valider.**
The report will be generated. This report will be comprised of two parts:

- First page(s) will give you the detail of the salary amounts per employee, such as Advance, Net to PAY, social security (Social Sec.), Other soc., income tax, cash difference(Cash diff), GROSS, MSF Contributions.

MEDECINS SANS FRONTIERES

Salary Monthly Summary

Project:
Period:
Currency: SSP
Status: Closed
14-11-19
Page 1 of 2

	Staff NO	Name	Function	Act. Rate	Proj.	Acc.	Advance Refunds	Net to PAY	Social Contributions & taxes: Social Sec.	Other soc.	Income Tax	Cash diff	TOTAL: GROSS	MSF Contrib
1	IDY0001	AGNES FOX	NURSE	100	SS137	66006	40.000,00 0,00	26.025,00	6.571,95 12.205,05	0,00 0,00	21.288,00 0,00	0,05	93.885,00	12.205,05
2	IDY0002	GARANG PARKER	NURSE	100	SS137	66003	0,00 0,00	66.025,00	6.571,95 12.205,05	0,00 0,00	21.288,00 0,00	0,05	93.885,00	12.205,05
3	IDY0003	PETER JONES	NURSE	100	SS137	66003	0,00 0,00	66.025,00	6.571,95 12.205,05	0,00 0,00	21.288,00 0,00	0,05	93.885,00	12.205,05
4	IDY0004	RHODA DOE	NURSE	100	SS137	66003	0,00 0,00	66.025,00	6.571,95 12.205,05	0,00 0,00	21.288,00 0,00	0,05	93.885,00	12.205,05
5	IDY0006	SANTINO SHEPARD	FIN/HR ASSISTANT	100	SS137	66002	50.000,00 0,00	32.957,00	8.392,65 15.586,35	0,00 0,00	28.545,00 0,00	0,35	119.895,00	15.586,35
6	IDY0008	DANNY JACKSON	MEDICAL DOCTOR	100	SS137	66003	100.000,00 0,00	20.767,00	12.458,18 23.136,62	0,00 0,00	44.749,00 0,00	-0,18	177.974,00	23.136,62
7	IDY0009	ANDREW SMITH	LOGISTICS SUPERVISOR	100	SS317	66006	60.000,00 0,00	21.915,00	8.280,65 15.378,35	0,00 0,00	28.099,00 0,00	0,35	118.296,00	15.378,35
8	IDY0010	ALEX FORD	DRIVER	100	SS317	66006	0,00 0,00	40.445,00	3.821,44 7.096,96	0,00 0,00	10.326,00 0,00	-0,44	54.592,00	7.096,96
9	IDY0012	ARTHUR PONG	WATCHMAN	100	SS137	66006	0,00 0,00	127.791,00	13.213,48 24.539,32	0,00 0,00	47.760,00 0,00	-0,48	188.764,00	24.539,32
10	IDY0013	LEOPOLD NOLAN	WATCHMAN	100	SS137	66006	0,00 0,00	26.891,00	2.401,63 4.460,17	0,00 0,00	5.016,00 0,00	0,37	34.309,00	4.460,17
11	IDY0015	PETER GREEN	WATCHMAN	100	SS137	66002	0,00 0,00	26.891,00	2.401,63 4.460,17	0,00 0,00	5.016,00 0,00	0,37	34.309,00	4.460,17
12	IDY0016	VINCENT FAY	WATCHMAN	100	SS137	66002	15.000,00 0,00	11.891,00	2.401,63 4.460,17	0,00 0,00	5.016,00 0,00	0,37	34.309,00	4.460,17
13	IDY0017	CHARLES HAMMES	WATCHMAN	100	SS137	66002	0,00 0,00	26.891,00	2.401,63 4.460,17	0,00 0,00	5.016,00 0,00	0,37	34.309,00	4.460,17

- On the very last page, you will find one that gives you the summary of the amounts sent to finance with one column summarizing the amounts sent to finance as “Débit” and one column summarizing the amounts sent to finance as “Crédit”:

SAGA Débit		SAGA Crédit	
66002 - Coord/Admin	222.822,00	560.539,00	30100 Net to Pay
66003 - Medical	459.629,00	0,00	30100 Bank
66005 - Non Med	0,00	265.000,00	13210 Advances
66006 - Log	489.845,00	0,00	13210 Proxy
66007 - Non medical premises	0,00	0,00	14012 Contrib MSF
		0,00	13210 Other refund
		0,00	64110 Transportation
		0,00	65310 Telephone
		0,00	66230 Health costs
66100 - MSF contrib - SS	152.398,48	152.398,48	30201 SS MSF
		82.060,72	30201 SS EE
66110 - MSF contrib - taxes	0,00	0,00	30310 Payroll taxes MSF
		264.695,00	30310 Payroll taxes EE
66130 - MSF contrib - other	0,00	0,00	30202 Other MSF
		0,00	30202 Other Employee
67000 - Cash difference		1,28	
Currency : SSP	**1.324.694,48**	**1.324.694,48**	

Payment in LOCAL currency (*)	Exchange rate	Amount
30201 Social Security	0	0,00
30202 Other organism	0	0,00
30310 Payroll Taxes	0	0,00
13210 Advances	0	0,00
30100 Net to pay	0	0,00

(*) XOF for CD, KHR for KH, USD for SS

The most important part of this table is that the total amounts of the two columns should always match. If they don’t, the HOMERE Referent should be contacted.

F11 – HOW TO SEND THE UPDATED DATABASE ATTACHED DOCUMENTS TO HR

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.008 +	02/12/2019	A4 – Introduction to HOMERE data management and parameters A8 – How to send/receive the database – PER – DOC A8.A – OCP_How to upload PER and DOC on Epifiles (Coordination only) A8.B – OCP_How to secure and exchange Homere data

When?

Because once the payroll process has been completed, the data relating to it must be sent to the coordination and headquater.

Why?

Because sharing data after payroll is the only way to give access to the updated database

What to be careful with?

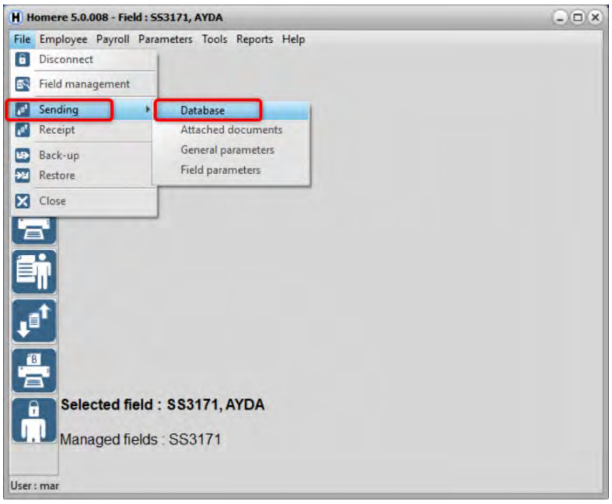
It is important to understand the difference between the different ways of sharing databases.
It is also required to leave the file name automatically generated by HOMERE.

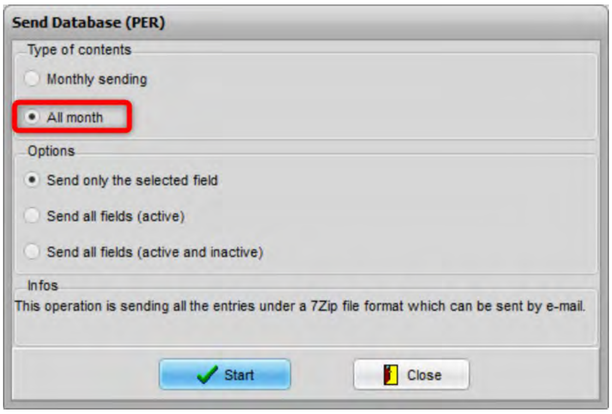
How?

Follow me.

1. SENDING THE UPDATED DATABASE (PER_ALL)>

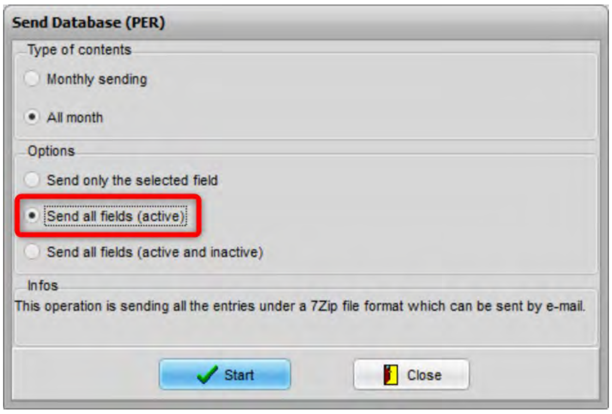
Go to **File > Sending** and choose **Database** (PER)



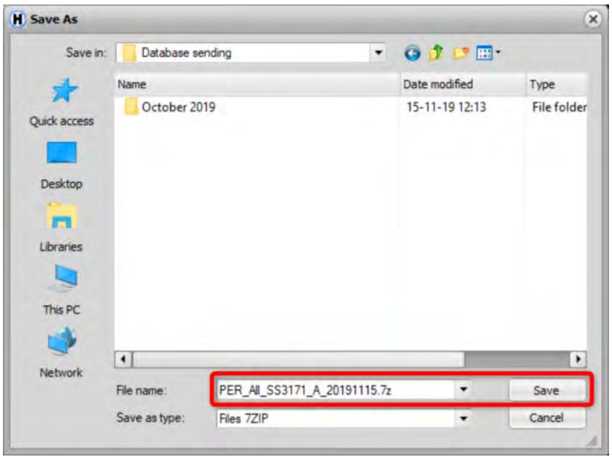


You will first have the choice between the type of content:

Choose **All month** then in the Options, select **Send all fields (active):**

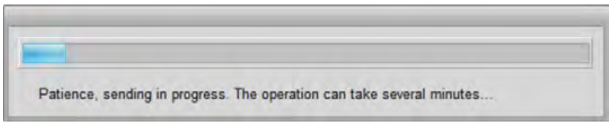


Click on **Start** and save the file created in the specific folder where all the PER sent every month are saved:



The File name that appears should never be modified.

A window will pop up regarding the progress of the creation of your PER_All_FIELDCODE_A_YYYYMMDD.zip file:

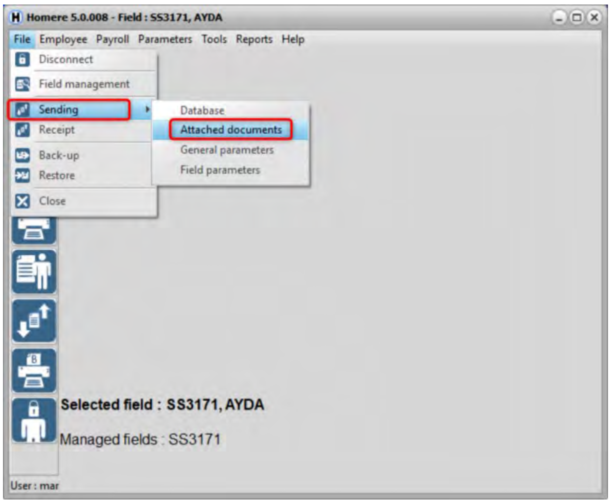


And then a confirmation message will appear once it is done:

Retrieve the .zip file and share the updated database with the coordination/headquarter.

2. SENDING THE UPDATED ATTACHED DOCUMENTS (DOC_ALL)>

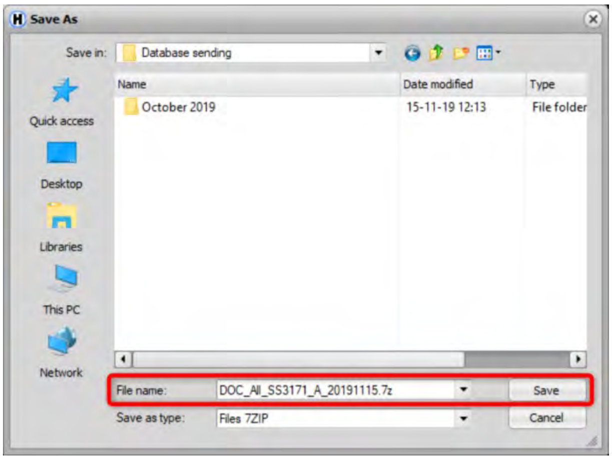
Go to **File > Sending** and choose **Attached documents** (DOC)



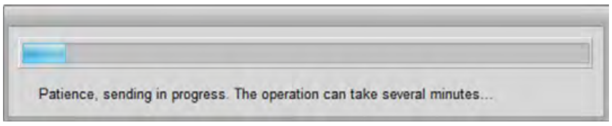
In the Options part, select **Send all fields (active):**

Click on **Start** and save the file created in the specific folder where all the DOC sent every month are saved:

The File name that appears should never be modified.



A window will pop up regarding the progress of the creation of your DOC_All_FIELDCODE_A_YYYYMMDD.zip file:



And then a confirmation message will appear once it is done:

Retrieve the .zip file and share the updated attached document with the coordination/headquarter.

F12 – HOW TO EXPORT PAYROLL FILES TO FINANCE

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	02/12/2019	A8 – How to send or receive a database – PER–DOC

When?
As soon as all the mandatory checks have been made, the salary summary sheet is approved, and the month is closed.

Why?
For OCB, because the salary data must be sent to the finance department so that they can import it into their financial management software and for OCP, it is only applicable for missions using Unifield. This export makes it possible to reconcile/detail the payments made as part of the payroll and the cash outflows.

What to be careful with?
The month must have been closed before the extraction of the files or it won't work. The right files must be created for the import.

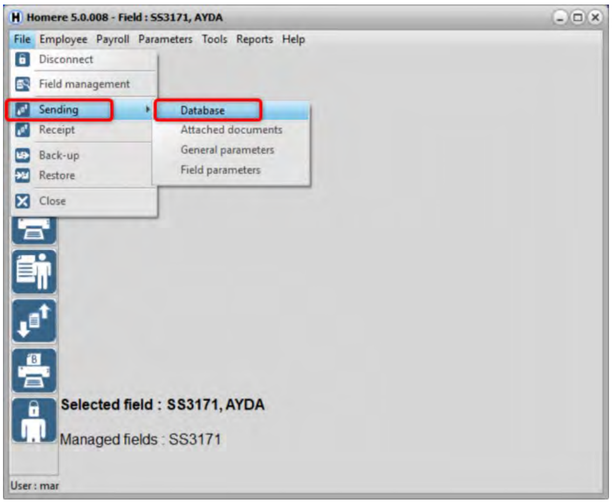
How?
There are 2 files to be sent to finance for the import:

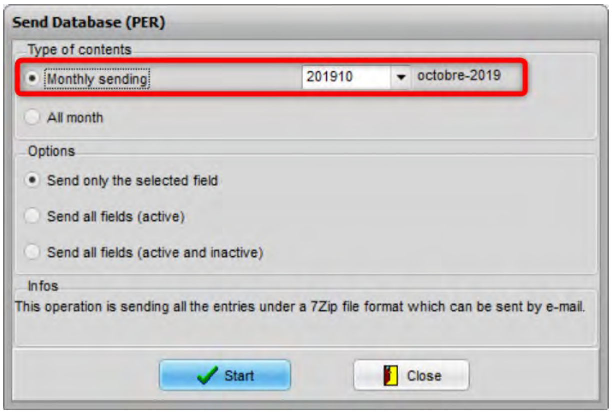
- The monthly database, also called the PER_MONTH **(1)**
- A specific zip file that includes all the debit and credit amounts of the payroll month (ex. gross salary, employee and employer' taxes and social contributions, advance paid, cash difference)

➔ for the second file, there is a difference between the OCB **(2)** and the OCP **(3)** file.

1. SENDING THE MONTHLY DATABASE (PER_MOIS) >

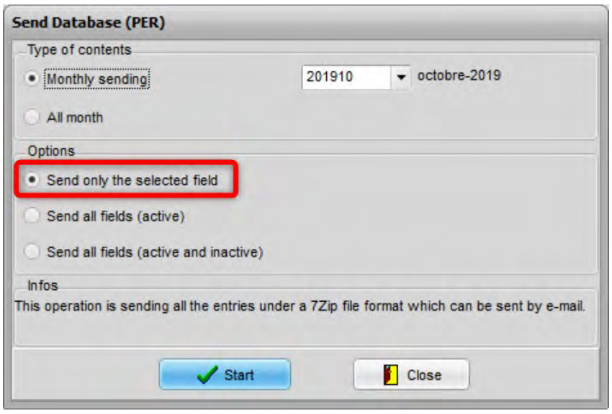
Go to **File > Sending** and choose **Database** (PER)

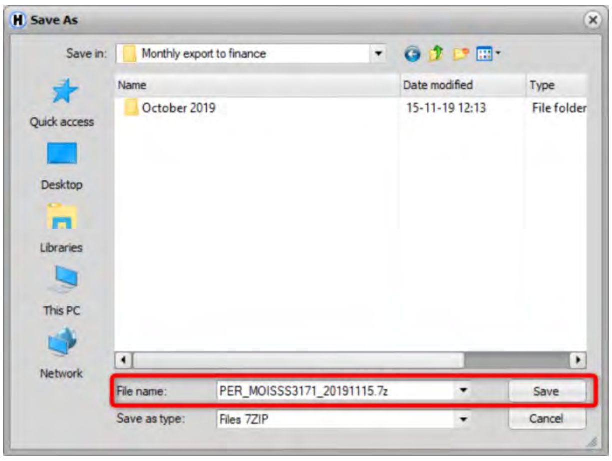




In the type of content, choose **Monthly sending** and the month of the payroll closed;

Then in the Options, select **Send only the selected field:**

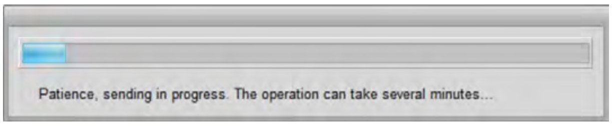




Click on **Start** and save the file created in the specific folder where all the PER sent every month are saved:

The File name that appears should never be modified.

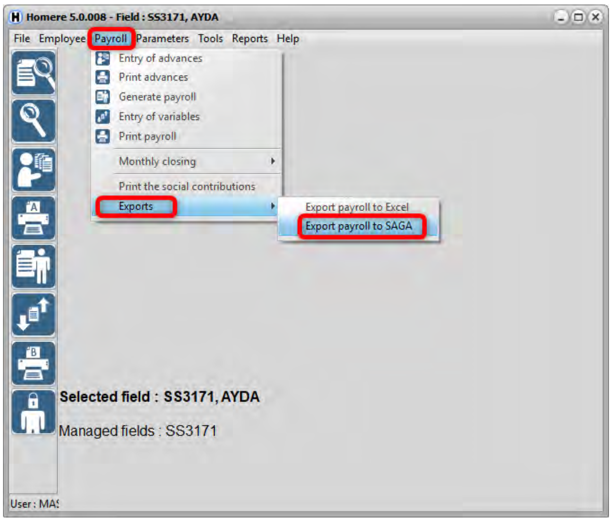
A window will pop up regarding the progress of the creation of your PER_MOISFIELDCODE_YYYYMM.zip file:

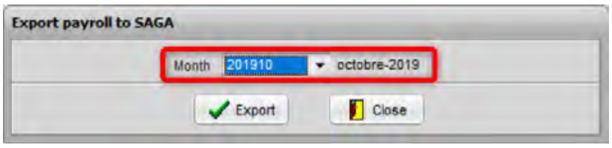


And then a confirmation message once it is done:

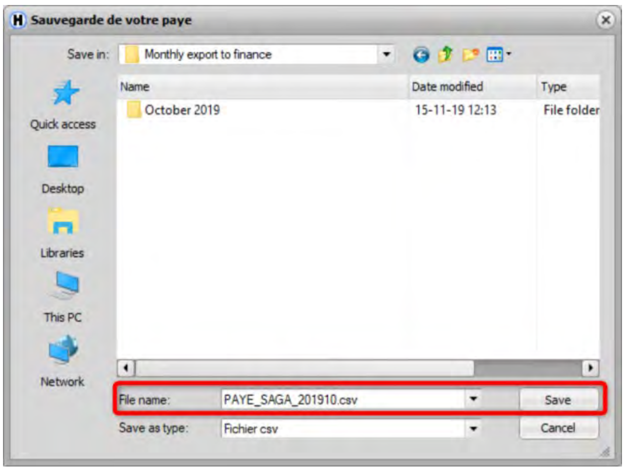
2. OCB EXPORT PAYROLL TO SAGA >

Go to **Payroll > Exports > Export payroll to SAGA:**





Then select the month for which you want to do the export to the finance accounting software and click on **Export:**



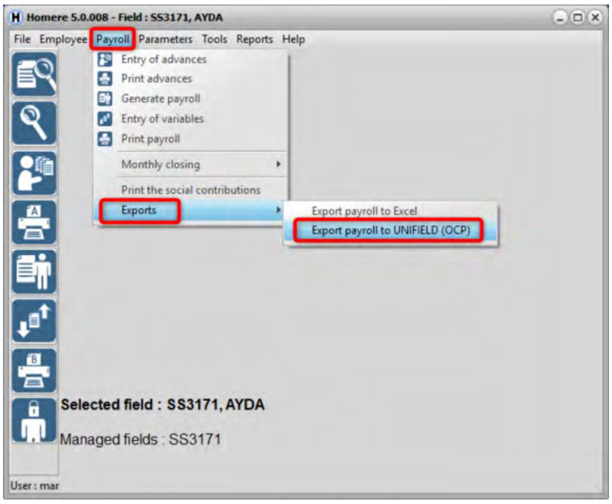
Save the PAYE_SAGA_YYYYMM.csv on a specific folder on your computer:

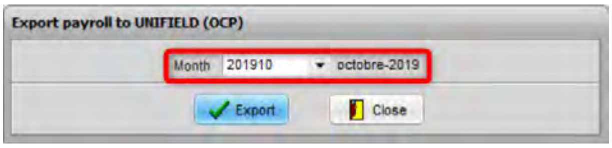
The File name that appears should never be modified.

Share the zip file generated and the PER_MOIS with the accounting responsible.

3. OCP EXPORT PAYROLL TO UNIFIELD >

Go to **Payroll > Exports > Export payroll to UNIFIELD (OCP):**



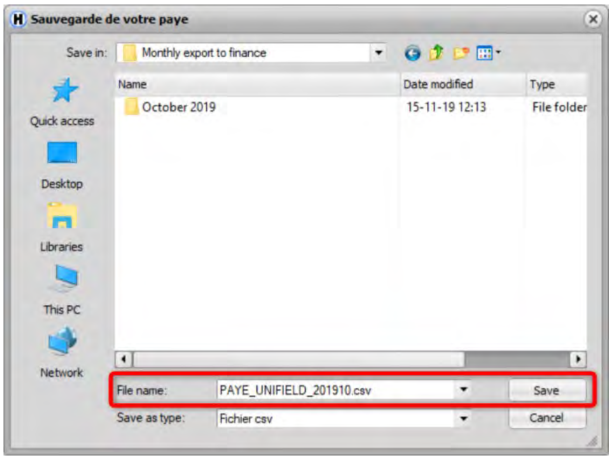


Then select the month for which you want to do the export to the finance accounting software and click on **Export:**

Save the PAYE_UNIFIELD_YYYYMM.csv on a specific folder on your computer:

The File name that appears should never be modified.

Share the zip file generated and the PER_MOIS with the accounting responsible.



F13 – HOW TO PRINT THE MONTHLY SUMMARY OF MOVEMENTS

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
HR Manager Assistant, HR Manager, HRCO Assistant, PAM	V5.0.001 +	02/12/2019	F6 – How to control payroll data

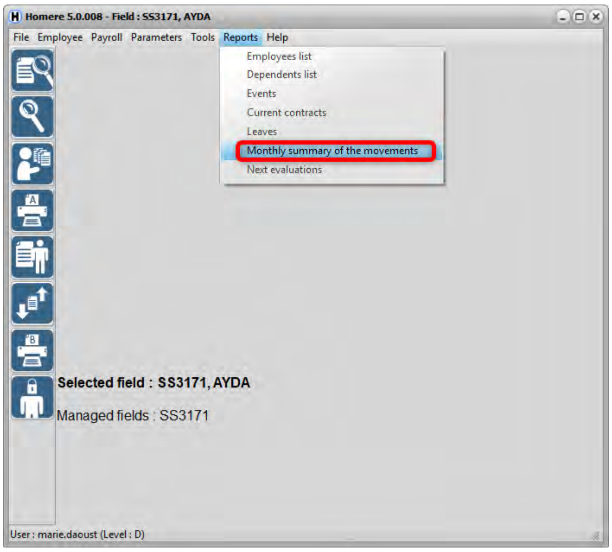
When?
When the payroll has been done for a month or any time you want to have an overlook at the movements in the project.

Why?
Because this report is a good report to check the accuracy of all the movements in the project during the month.

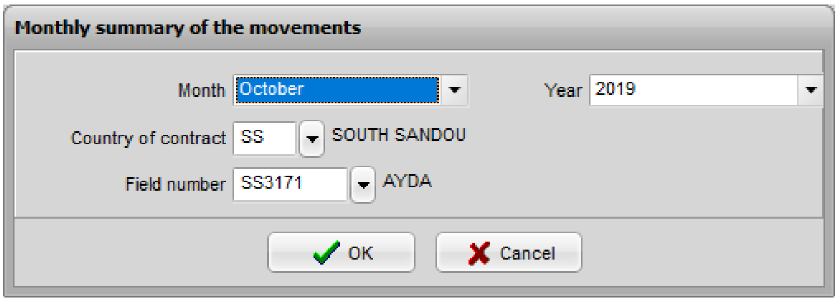
What to be careful with?
The payroll data appearing in this report can be manually added by the HOMERE referent depending on the project needs, so make sure you request all the relevant data to appear in this report.

How?
Follow me.

Go to **Reports > Monthly summary of the movements:**



This window will pop–up:



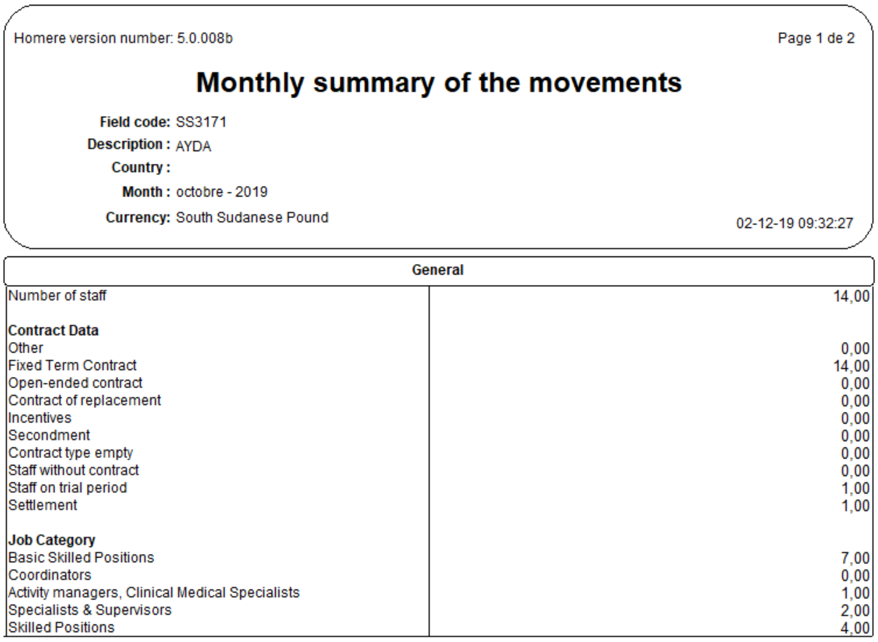
Select the month, the country of contract and the field you want to analyze and click on **Ok.**

A report with 3 different parts will be created:

- General,
- Salary datas,
- Administrative life of the missions.

1. GENERAL >

The first part of the report will give you the overview of the number of employees for the month, the current contract types, the settlement(s) done and the repartition of the contracts between the existing job categories:



Homere version number: 5.0.008b

Page 1 de 2

Monthly summary of the movements

Field code: SS3171
Description : AYDA
Country :
Month : octobre - 2019
Currency: South Sudanese Pound

02-12-19 09:32:27

General	
Number of staff	14,00
Contract Data	
Other	0,00
Fixed Term Contract	14,00
Open-ended contract	0,00
Contract of replacement	0,00
Incentives	0,00
Secondment	0,00
Contract type empty	0,00
Staff without contract	0,00
Staff on trial period	1,00
Settlement	1,00
Job Category	
Basic Skilled Positions	7,00
Coordinators	0,00
Activity managers, Clinical Medical Specialists	1,00
Specialists & Supervisors	2,00
Skilled Positions	4,00

2. SALARY DATAS >

This second part of the report will summarize the data coming from payroll rubrics that have been previously selected as important information from the payroll:

Salary datas	
Amount Settlement Total	154.455,28
Severance payment	73.174,42
Amount retirement package	0,00
Advance deduction	215.000,00
Amount of extra hours worked for part time contract	0,00
Amount NSSF Employee	69.846,63
Addition amount for loyalty	31.034,00
Basic Salary without loyalty	775.840,00
Transport allowance	36.480,00
Amount for paid leaves	57.888,36
Gross salary	997.809,00
Amount of overtime on rest days/public holidays	0,00
Amount of overtime on weekdays	0,00
Net to receive	487.137,00
Amount Income Tax	225.824,00
Acting allowance	0,00
Amount NSSF Employer	129.715,17
Amount for notice period not performed	23.392,50
Amount of hours worked on public holidays	0,00
Highest net salary of the month	127.791,00
Lowest net salary of the month	11.891,00
Medium net salary of the month	44.285,18

If you want to add some payroll rubrics in this report, request it to the HOMERE Referent.

3. ADMINISTRATIVE LIFE OF THE MISSION >

The third part of this report will give you the details of all the administrative events in the mission for the month, such as the new hiring, the transferred employees, the new contract(s) and their type as well as the events encoded for the month:

Administrative life of the mission	
New hiring	1,00
Number of transferred staff files	0,00
New contract of the month	
Other	0,00
Fixed Term Contract	1,00
Open-ended contract	0,00
Contract of replacement	0,00
Incentives	0,00
Secondment	0,00
Settlement	1,00
Events of the month	
Work accident	0,00
Disciplinary measures	1,00
Career path	0,00
Detachment	1,00
Evaluations	0,00
Evaluation to be done	0,00
Expatriation	0,00
Training received	2,00

CHAPTER G / REPORTS

G1.A – OCB_TASKS LIST PRESENTATION

TARGET GROUP	HOMERE VERSION	LAST UPDATED	LINKED TECHNICAL SHEETS
All HOMERE users	V5.0.001 +	02/12/2019	For HR Manager Assistant: **HR_Manager_Assistant_2018_EN.pdf** For HR Manager: **HR_Manager_2018_EN.pdf** For PDM: **PDM_TaskList_2019_EN.pdf** For PAM/HRCO Assistant: **HRCoAssistant_TaskList_2018_EN.pdf** For HRCO: **HRCo_TaskList_2018_EN.pdf**

When?
The tasks list comprises the actions to be performed in HOMERE according to OCB policy and must be done on a different frequency: they can be monthly, quarterly or yearly.

Why?
The tasks list has been developed to ensure that the integrity of HOMERE database and to make sure that each position knows what is expected from them in HOMERE.
The use of tasks list is the guarantee for the implementation and the follow-up of the HR policies such as evaluation, training, proof of life etc. as well as the finance routines, such as payroll verification reports(PVR), salary advances check, accountancy code.
On the technical side, the tasks lists are guides to fill in correctly the information in the database as well as the guarantee that project and mission data can be recovered in case of major technical or other forced major issues that can occur in missions.

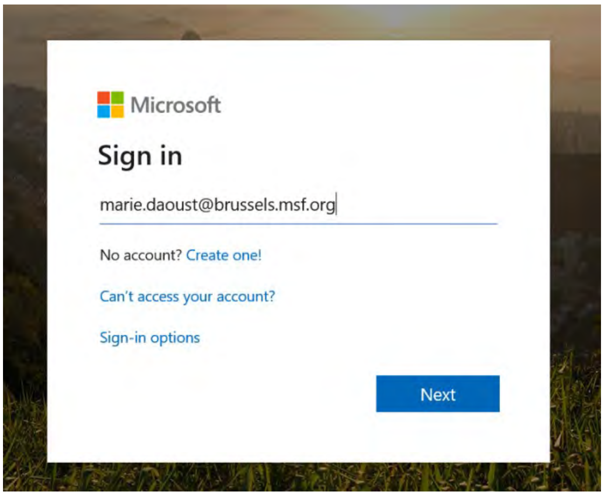
What to be careful with?
It is really important to always refer to the tasks list to know the actions and checks expected from your position. The tasks list is part of each position's accountability.
The tasks list is based on generic job profile for each position, each change of tasks list must be justified by a change of position and job description. The access level in HOMERE is defined by the tasks list according to the level of responsibility of the position.

How?
Follow me.

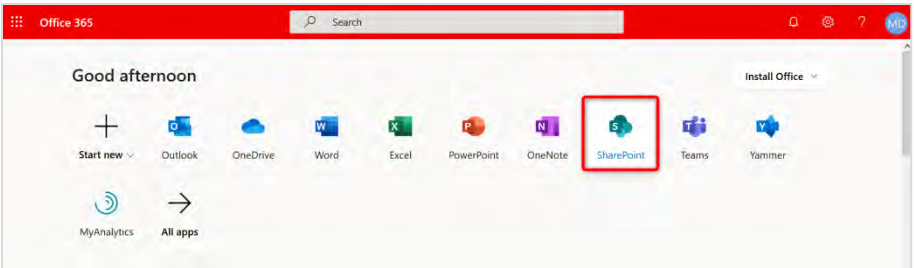
1. DOWNLOAD THE TASKS LIST LINKED TO YOUR POSITION >

This first step is only for the case you haven't received the tasks list linked to your position.

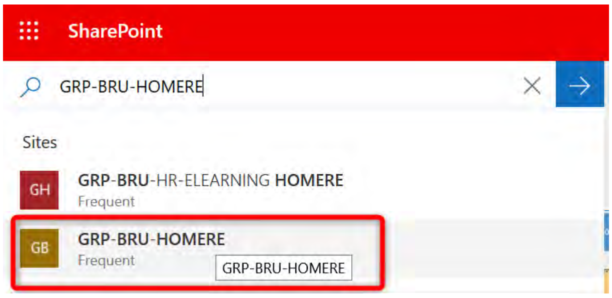
- Connect on your Office 365 account (https://login.microsoftonline.com) and enter your MSF email and password.



- Once connected, click on the upper left icon and select the icon "SharePoint":

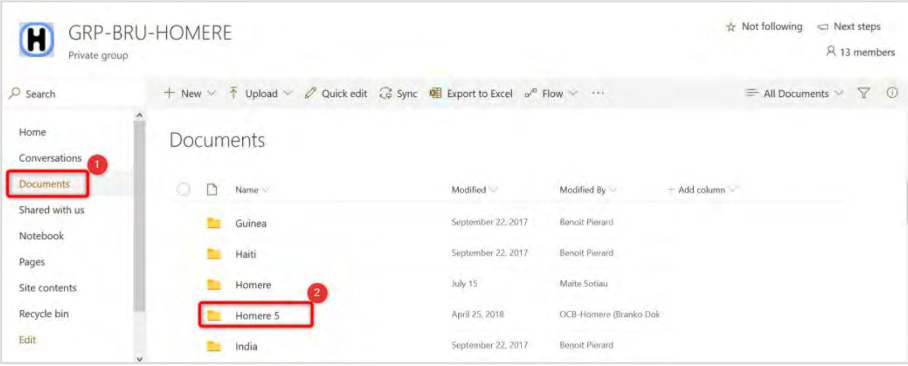


- Look for the GRP–BRU–HOMERE group (*https://msfintl.sharepoint.com/sites/grp–ocb–homere/Shared%20Documents/Forms/AllItems.aspx*):

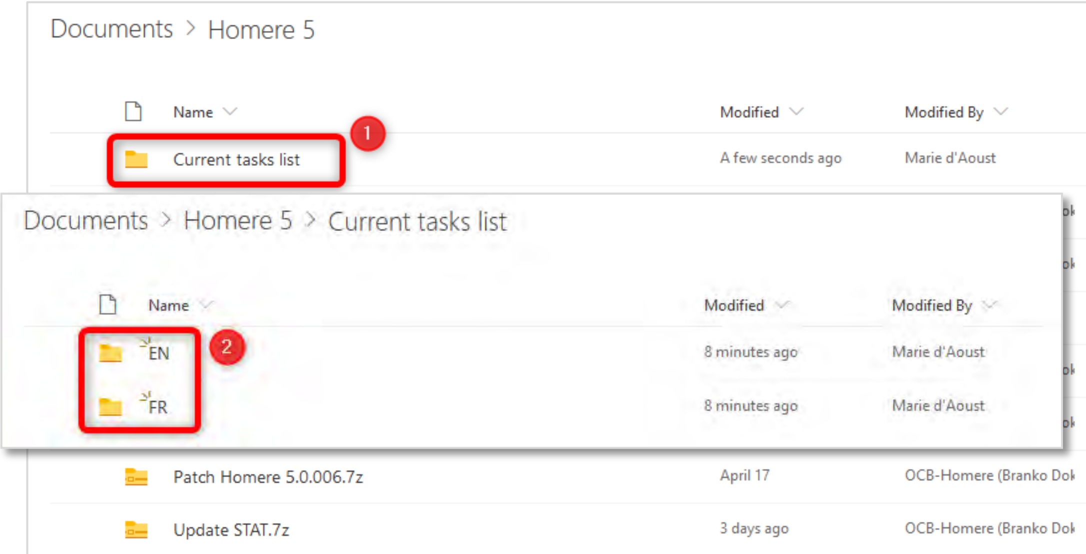


- If you don't have access to the "Documents" folder, request it:

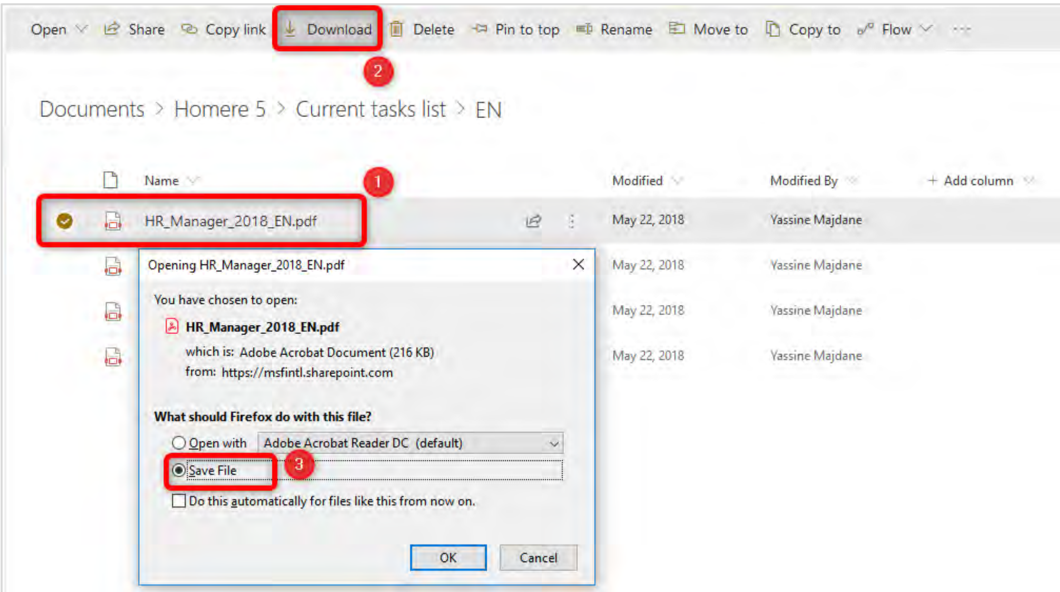
- Once in the HOMERE group, click on "Documents **(1)**" and select the "HOMERE 5" folder **(2)**:



- Select the "Current tasks list" folder and then your language ("EN"/"FR"):



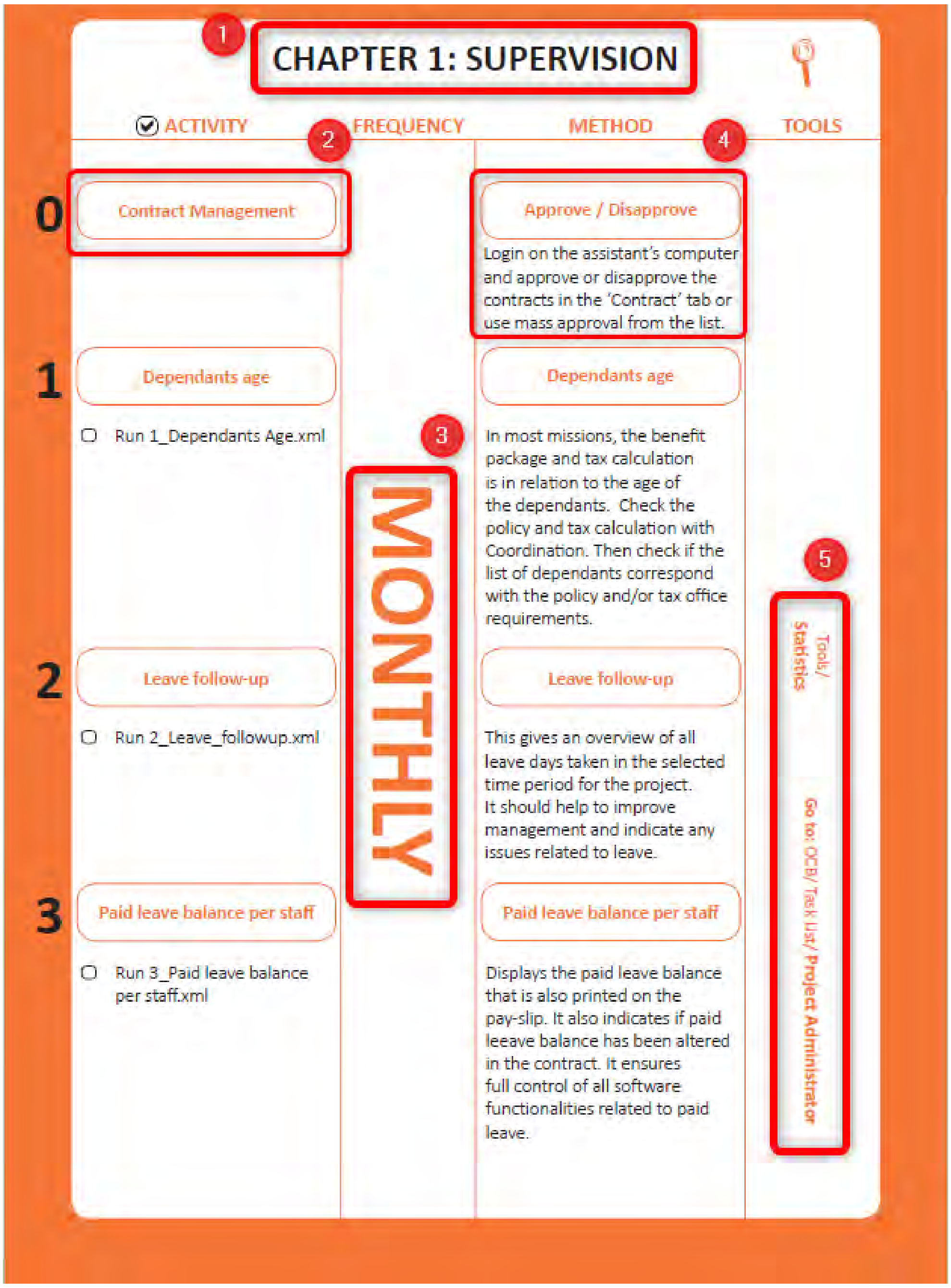
- Select the tasks list linked to your position **(1),** click on Download **(2)** and save it **(3):**



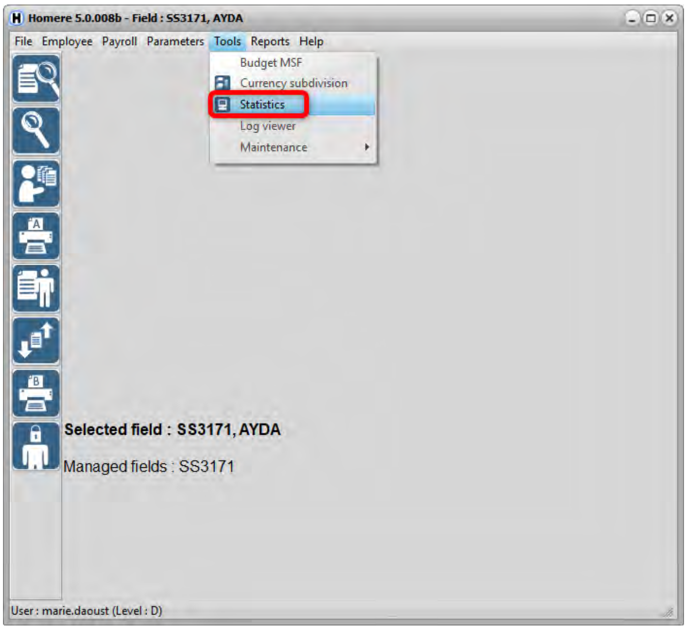
2.RUN THE REPORTS FROM YOUR TASKS LIST >

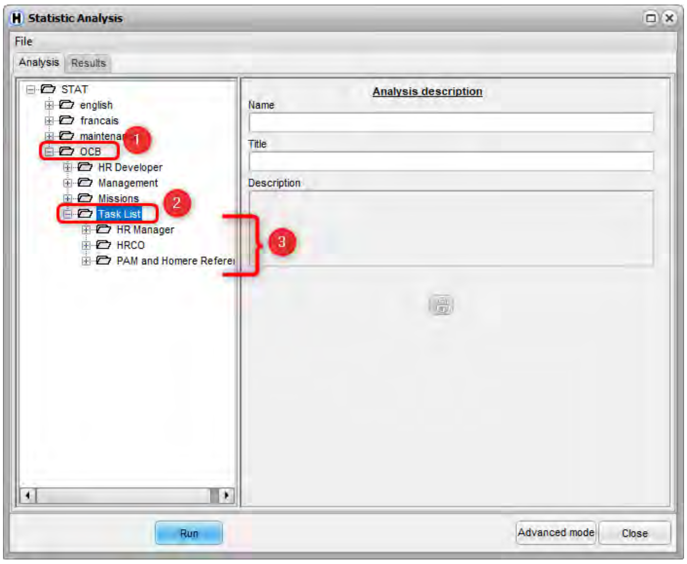
Once you have opened your tasks list, you will see that there is a series of instructions and explanations about what actions are expected from you in HOMERE, with the following split:

- **(1)** Chapter: each chapter is defined according to the purpose it has
- **(2)** Activity: summarizes the type of activity you are supposed to realize
- **(3)** Frequency: gives you the detail of how often you should realize this activity
- **(4)** Method: gives you the method to use to realize the activity
- **(5)** Tools: when applicable, this part gives you the details of where to run the report in HOMERE



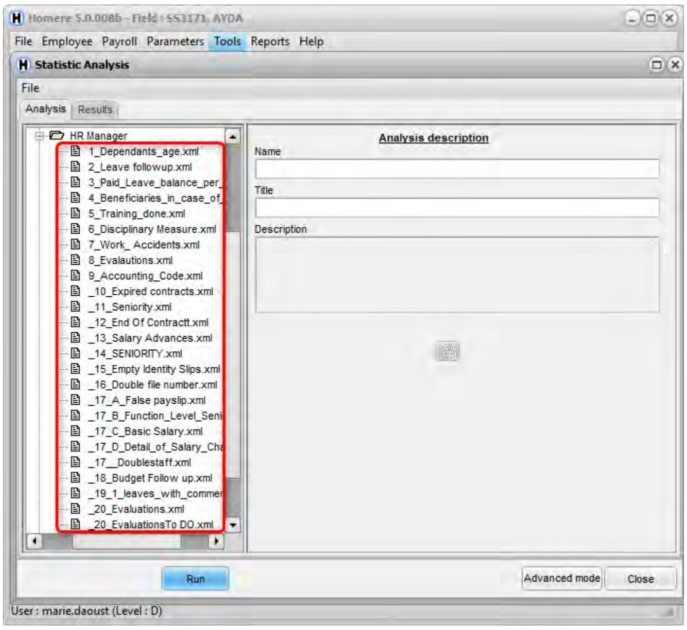
All the reports to be run through the tasks lists can be found in **Tools > Statistics:**



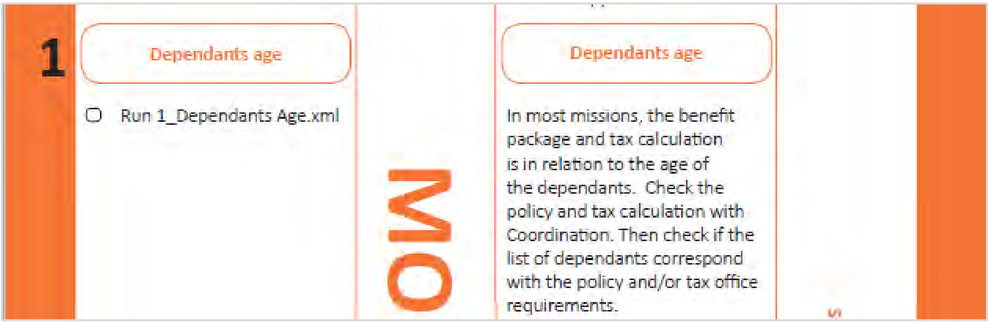


Then by opening the OCB folder **(1)** then the Task List subfolder **(2)** and then selecting your position **(3):**

Once there, you'll see a series of reports, the ones that are linked to an activity:

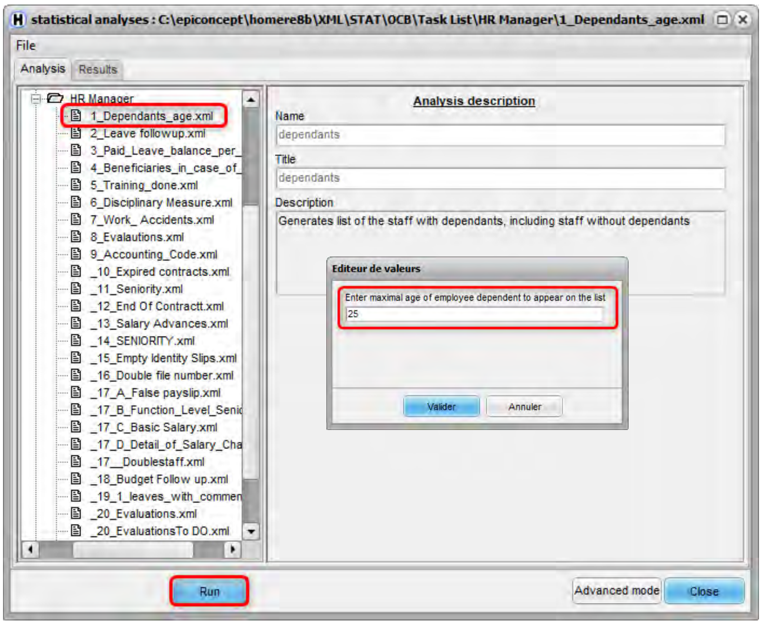


For example, in the "HR Manager Tasks list", the activity number 1, to be performed on a monthly basis is "Run_1_Dependants_age.xml"



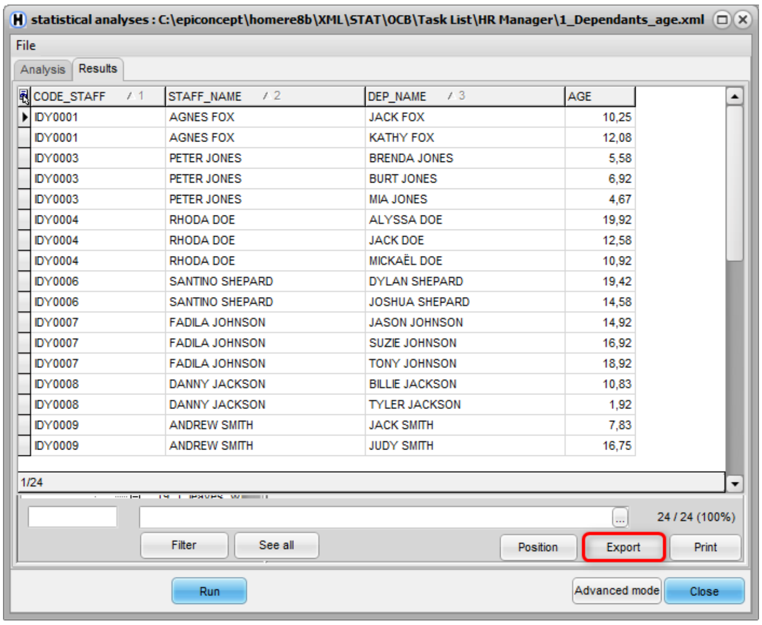
The task is to check that the dependents registered in HOMERE are linked to the mission policy regarding the dependents age, ie. that there are no dependents registered with an age that's above the policy or without a school certificate.

If the mission policy says that there can be dependents only until 25 and that all the dependents between 18 and 25 should have a certificate that attests there are still attending school in order to remain under MSF health covering.

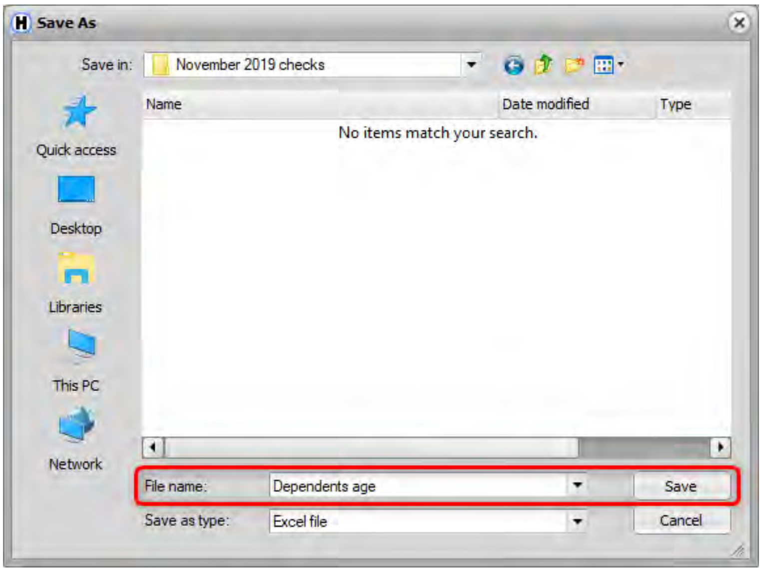


In such case, the report has to be run with as maximum age as "25":

Once you have clicked on "Valider", this report will be created:



To analyze the data, it is best to export the file and save it in a specific folder:



Open the excel file and look at how many dependents above 18 but under 26 are registered and check in their file if they have a school certificate. If not, contact the employee to receive one or remove the dependents from the employee file.

G2 – OCP_QUICK AUDIT

HOMERE Monthly quick database Audit

The objective of this tool is to systematize Homere monthly checks for each user level and dispatch those checks among the different users.
Audit points by level were defined according to job descriptions and responsibilities of each concerned position.
Some of the audit points are on several levels as they might concern several users but on a different point of view (some users will only check data entry whereas others will analyse and compare them)

Doing this quick audit is critical to a good maintenance of Homere, which is our only national staff follow up software on a quantitative side (a big proportion of the budget is generated in Homère), as well as on the qualitative side (allowing to follow up on competences, career path but also on limits and disciplinary issues of our national staff) in an objective and professionnal way. It is every user's level responsibility to ensure that audits are regularly done.

It is all the more necessary to improve the database quality as we always are in a high staff turnover context.
Homere Référent: Responsible for the technical development of the software, for its adaptation to various needs (users',financial auditors', HR department's...) and for the harmonization of practices among users in order to further analyze data.
HRO: Responsible for the HR strategy, the HR policies, and the team composition as well as the HR Budget, of his Desk countries
HRCo: Responsible for the country's staff follow up, its HR budget including the payroll, for the definition and implementation of HR policies and local legal frame.
HRManager: Coordinates and supervises administrative procedures, MSF HR policies (contracts, IR's implementation...) and payroll procedure within the country.
Field Admin: Responsible for the good implementation of HR policies, administrative procedures of all staff working on the project. Responsible as well for expenses done on the project (including payroll)

In this tool audit points are divided into 2 categories: the priorities/compulsory checks and those called "to go further" for a deeper analysis of the database.
For each audit point listed in the 1st left hand column, you will find the corresponding type of verification in another column as well as the tool to be used for this check in a 3rd one.
But you will soon know them all by heart :)...

NB: Check tools priviledged in this document are printings and statistics as they are the most analytical ones (some manual checks remain when no other option exists yet).

In some cases a normal search or an advanced one can of course also be used.

MONTHLY REPORTING

Upon monthly closure every user should send its check excel exports as follows :
ADMIN >> to the HRManager
HRM >> to the HRCo
HRCo >> to the HRO + copy to the Homère Referent
HRO >> to the HRCo + copy to the Homère Referent
Homere referent >> to the HRCo + copy to the HRO
The document to be used can be as the template proposed hereafter.

Check HOMERE EXAMPLE MM YYYY.xls

This is only an example, of course it will depend on the checks to be done by the user and some of the check are not in it (csv export of the pay, organigram...). In any case the file should go along with a narrative!

Homère Monthly Quick Database Audit Homère: *Homère Referent*		
Compulsory checks	**Methodology**	
Items to be checked	Check Type	Details/détails
Project codes	Statistics	E32 - Missing Project Code
Accounting codes	Statistics	E35 - Missing Accounting Code
Attached documents (pdf, jpg...)	Manual check or statistic	>> Random check of some persons >> E33 and E34 working ONLY if the box attached file Y/N is correctly filed in the Homère contract file of the staff.
Entry date vs. Contract date	Statistics	E46 - Entry date and 1st contract (both dates should match)
FTE for double payslip	Statistics	E17 - FTE for one month by function or E18 - for 1 year by function and name E 43 FTE for 1 year by function and name or E 45 FTE for one year by job ranking
Job ranking	Statistics	E30 - Job ranking check
Job category	Statistics	E 49 - Staff count by pool
Type of contrat	Statistics	E02 - Number of contracts by type
Seniority	Statistics	E05 - Seniority from the last payslips
Contract expired	Manual check or statistic	>> Search for an employee in "current contracts", then sort by End of contract date >> E28 - Missing end dates in closed contracts
Trial period expired	Manual check or statistic	>> Search of an employee with "trial period", then check dates >> E29 - Outdated trial period
Empty lines	Manual check	>> Search of an employee for all contracts (not only current ones - for that unckeck all boxes), then sort by name (empty lines will appear at the beginning or the end depending on alphabetical order)
"To go further" checks		
Items to be checked	Check Type	Details
Randomly other levels' checks		Cf. Chosen check

Homère Monthly Database Audit : *HR Officer Desk*		
Compulsory checks	**Methodology/Méthodologie**	
Items to be checked/Points de vérification	Check Type	Details
Evaluations	Printings or statistics	>> Printings - events/evaluations to do and evaltuations or -Printings/Next evaluations >> E13 - Evaluations older than a year and E14 - No évaluation completed
Expatriation/detachement	Printings or statistics	>> Printings - Employees list/Candidate for detachment or Printings - events - detachment/expat >> E11 - detachement and E44 expatriation
Training	Printings or statistics	>> Printings - events - Training done/to be done >> E24 - training follow up et E15 - Events list
Leave Balance	Printings or statistics	>> Printings - leaves >> E19 - remaining leaves
Overtime	Printings or statistics	>> Printings - Print the social contributions - excel export - setting cf. Guide "Printing of social contributions" >> E38 - A rubric per month over a year
FTE: Match Homere/Budget	Statistics	E43 - FTE for 1 year by function and E45 - FTE for 1 year by job ranking
Confidential - disciplinary	Printings	Printings - events - disciplinary measures
Financial statistics	Statistics	Under development
Seniority	Statistics	E05 - seniority from the last payslips
Reasons for settlements	Statistics	E06 - settlement by name with comments
"To go further" checks		
Items to be checked	Check Type	Details
Nb sick leaves	Printings or statistics	>> Printings - leaves >> E20 sick leaves per year and E21 type of leaves by staff
Nb of delocalized	Advanced search	Advanced Search - relocated staff
Nb of work accidents and sicknesses	Printings	Printings - events - Work accident and professional disease

Type of contract	Statistics	E02 - Number of contracts by type
Staff representatives list	Employee search	Normal employee search (with Staff representative box checked)
Nb of male and females, average age	Statistics	E 48 Staff number per gender
Out of salary grid salaries	Printings and statistics	>>Printigs - employees list - contracts for which the base salary is outside the scale >> E42 - Off scale salary
Homère Monthly Database Audit : *HR Coordinator*		
Compulsory checks	**Methodology**	
Items to be checked	Check Type	Details
Evaluations	Printings or statistics	>> Printings - events/evaluations to do and evaluations or - Printings - Next evaluations >> E13 - Evaluations older than a year and E14 - No évaluation completed >> E23 - Evaluation follow up (current month or month to come)
Expatriation/detachement/to be followed staff	Printings or statistics	>> Printings - employees list/candidate for detachment/to be followed or Printings - events - detachment/expat >> E11 - detachement and E44 expatriation
Training	Printings or statistics	>> Printings - events - training done/to be done >> E24 - training follow up and E15 - events list
Leave Balance	Printings or statistics	>> Printings - leaves >> E19 - remaining leaves
Overtime	Export, printings or statistics	>> csv export of the pay >> Printings - Print the social contributions - excel export - setting cf. Guide "Printing of social contributions" >> E38 - A rubric per month over a year
Confidential - disciplinary	Printings	>> Printings - events - disciplinary measure (this allows as well to check the content: attachment and comments) >> E15 Events list >> E 47 - Disciplinary measures
Financial statistics	Statistics	Under development
Seniority	Statistics	E05 - Seniority from the last payslips

Reasons for settlement (field settlement should be validated by coordination)	Statistics	E06 - settlement by name with comments
Salaries-Advances	Statistics	E39 - Advances check
Salary vs. Previous month: Base salary, overtime, public holidays, seniority, taxes	Export, printings	>> csv export of the pay >> Printings - Print the social contributions - excel export - setting cf. Guide "Printing of social contributions"
Nb sick leaves	Printings or statistics	>>Printings- leaves >> E20 - sick leaves per year and E21 - type of leave per staff
Type of leaves	Printings or statistics	>>Printings- leaves >> E21 - type of leave per staff
Dependants	Statistics	E08 - Children over 18 years old (to be adapted to each country and check relevant certificates)
New contracts: seniority/date/type de contrat	Manual check	Check: closing of previous contract, date of current contract, seniority in month prior to the contract, paid leave balance...(if a big quantity of contracts were renewed/created at the same time, then previous checks already give a rough idea about these points)
Match: Organigramme/ Homère / Budget	Manual check	Employees' list printing by subdivision (if they exist) can help as well as statistic E43 - FTE by year and by function
"To go further" checks		
Items to be checked	Check Type	Details
Nb of relocated staff	Advanced search	Advanced search - relocated staff
Staff representatives list	Employee search	Normal employee search (with Staff representative box checked)
FTE especially for budget preparation	Statistiques	E43 - FTE by function per year and E45 - FTE for 1 year by job ranking

Homère Monthly Database Audit : *HR Manager*		
Compulsory checks	**Methodology**	
Items to be checked	Check Type	Details
Salary advances	Statistics	E39 - Advances check
Salary vs. previous month: basic, overtime, PH, seniority, taxes	Export, Printings	>> csv export of the pay >> Printings - Print the social contributions - excel export - setting cf. Guide "Printing of social contributions"
Data entry concerning staff: employees age, dependants, birthdate (accuracy), beneficiary in case	Statistics	E25 - Missing staff birthdate E26 - Missing beneficiary in case of death E27- Missing dependants birthdate
Events registration and accuracy	Printings or statistics	>> Printings - events - chose period and event >> E15 - Events list - to be sorted by date and then by employee
Leave balance	Printings or statistics	>> Printings - leaves >> E19 - remaining leaves
Evaluations' attachement	Printings/Statistics and manual	>>Printings - events/evaluations to do and evaluations or - Printings - Next evaluations or E23 - Evaluations follow up >> For evaluations done, check that attachments and comments are there.
Trainings registration	Printings/Statistics and manual	>> Printings - events - training done/to be done or E24 - training follow up and E15 - events list >> For trainings done check that all required data is entered
Empty lines	Manual check	>> Search of an employee for all contracts (not only current ones - for that unckeck all boxes), then sort by name (empty lines will appear at the beginning or the end depending on alphabetical order)
Contract expired	Manual check or statistics	>> Search for an employee in "current contracts", then sort by End of contract date >> E28 - Missing end dates in closed contracts
Trial Period espired	Manual check or statistics	>> Search of an employee with "trial period", then check dates >> E29 - Outdated trial period
Job Category	Statistics	E 49 - Count by pool
Job ranking	Statistics	E30 - Job ranking check
Accounting codes	Statistics	E35 - Missing Accounting Code
Project codes	Statistics	E32 - Missing Project Code
Match organigram/Homere	Manual check	Employees' list printing by subdivision (if they exist) can help
Entry date vs. Contract date	Statistics	E46 - Entry date and 1st contract (both dates should match)
"To go further" checks		
Items to be checked	Check Type	Details
Other attached documents: contracts, job profiles	Manual check or statistics	>> Random check of some employees >> >> E33 and E34 working ONLY if the box attached file Y/N is correctly filed in the Homère contract file of the staff.

Presence of commentsfor events and SDTC	Statistics	E06 - settlement by name with comments
Homère Monthly Database Audit : Field Administrator		
Compulsory checks	**Methodology**	
Items to be checked	Check Type	Details
Salary advances	Statistics	E39 - Advances check
Salary vs. previous month: basic, overtime, PH, seniority	Export, printings	>> csv export of the pay >> Printings - Print the social contributions - excel export - setting cf. Guide "Printing of social contributions"
Events: compassionate leaves, disciplinary	Printings or statistics	>> Printings - events - chose period and event >> E15 - Events list - to be sorted by date and then by employee
Data entry concerning staff: employees age, dependants, birthdate	Statistics	E25 - Missing staff birthdate E26 - Missing beneficiary in case of death E27- Missing dependants birthdate
Leave balance	Printings or statistics	>> Printings - leaves >> E19 - remaining leaves
Evaluations	Printings or statistics	>> Printings - events/evaluations to do and evaluations or - Printings - Next evaluations (allows attachment check) >> E13 - Evaluations older than a year and E14 - No évaluation completed >> E23 - Evaluation follow up (current month or month to come)
Trainings	Printings or statistics	>> Printings - events - training done/to be done >> E24 - training follow up and E15 - events list
Empty lines	Manual check	>> Search of an employee for all contracts (not only current ones - for that uncheck all boxes), then sort by name (empty lines will appear at the beginning or the end depending on alphabetical order)
New contracts (seniority/date/type de contrat/closing the previous contract)	Manual check	Check: closing of previous contract, date of current contract, seniority in month prior to the contract, paid leave balance...(if a big quantity of contracts were renewed/created at the same time, then previous checks already give a rough idea about these points)
Contracts expired	Manual check or statistics	>> Search for an employee in "current contracts", then sort by End of contract date >> E28 - Missing end dates in closed contracts
Trial period expired	Manual check or stastics	>> Search of an employee with "trial period", then check dates >> E29 - Outdated trial period
Settlement	Statistics	E06 - settlement by name with comments (check that amounts are correct ant comments well filled)
Match: Homère/organigram/budget	Manual check	Employees' list printing by subdivision (if they exist) can help as well as statistic E43 - FTE by year and by function
"To go further" checks/Vérifications pour aller plus loin		
Items to be checked	Check Type	Details
Other attached documents: contracts, job profiles	Manual check or statistics	>> Random check of some employees >> E33 and E34 working ONLY if the box attached file Y/N is correctly filed in the Homère contract file of the staff.

HAVE A GOOD WORK WITH HOMERE !

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MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS