OPERATING PROCEDURE

PROCEDURE FOR ONLINE SALARY ADVANCE

1.0 PURPOSE

This procedure details the process of granting salary advance to staff.

2.0 SCOPE

The procedure covers any staff applying for salary advance.

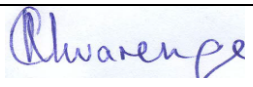
3.0 REFERENCES

- ISO 9001:2015 Standard
- HR&A Risk Register
- Human Resource circulars
- Posta manual.
- Customer service manuals.

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 ABBREVIATION

PMG	-	Postmaster General
GM/HR & Admin	-	GM/Human Resources & Administration
AM/P	-	Assistant Manager/ Payroll
M/P	-	Manager Payroll
IHRM	-	Inspire HRM
ESS	-	Employee Self Service

REF.NO	REVISION NO	ISSUED BY	ISSUE DATE	APPROVED BY	PAGE
PCK-HRD&A/OP/22	**1**		**12/10/2022**		**1**

5.0 RESPONSIBILITIES

The GM/HR & Admin shall be responsible for the implementation of this procedure, risk and mitigation thereof.

6.0 HUMAN RESOURCE SALARY ADVANCE PROCEDURE

6.1 The officer shall apply for salary advance by accessing the IHRM staff portal (ESS)

6.2 Upon successful application the same is forwarded to controlling office/Supervisor for recommendation or rejection. If the application is recommended it then forwarded to RHRO/ HRO/W/AM/W who will approve or reject. If rejected the officer is notified by email automatically.

6.3 Upon approval the case is forwarded to Payroll for recovery and Finance for Payments

7.0 INPUT & OUTPUT

PROCESS	INPUT	OUTPUT	RESOURCES	MEASUREMENT CRETERIA
Salary Advance	Staff salary advance applications	Approval/rejection	budget Computers &printers	No of salary advances processed.

8.0 REVIEW HISTORY

Review	Description	Clause	Author	Effective Date
1	Change of procedure in line with the standard	All	M/ER &W	12/10/2022