

## Circular No (09) for 2019

### Implementation of Ministerial Development Council's Resolution No (1/3) for 2019 regarding integration of Federal HR Metrics & Payroll

#### **To: All Ministries & Federal Entities**

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavours.

As part of the efforts being made to enhance HR procedures and ensure proper implementation of systems and regulations related to human resources and payroll in the federal government without affecting the confidentiality of data and information; and

Pursuant to The Ministerial Development Council's Resolution No (1/3) for 2019 regarding integration of Federal HR Metrics & Payroll stipulating as follows:

**First:** All federal entities operating the HR Management Information System (BAYANATI) or that will be linked with BAYANATI in the future through Enterprise Service Bus (ESB), must complete their employees' data within a maximum period of two months as per the domains attached with the circular requesting the following:

1. Basic data on existing employees, outsourced staff and those whose service was terminated
2. Data on dependent family members
3. Data on salaries, bonuses and monthly allowances
4. Employee procedures

5. Data on employee performance reviewe
6. Data on training
7. Manpower budget

**Second:** An entity exempted from implementing HR Law in the federal government by a cabinet Resolution shall:

1. Provide real-time data of its employees, including salaries and related procedures such as 'Itimad' Service for electronic approvals as per the Ministerial Development resolutions, whether the concerned entity has its own systems linked to BAYANATI or not.
2. Adopt updates made by a Cabinet Resolution on the entities' organizational structures or grade and salary scales

**Based on the above points, FAHR is looking forward to your cooperation in implementing the provisions of this Resolution prior to submission of the bi-annual report on the integrity and completeness of HR data and payroll to the Cabinet.**

Please be assured that FAHR will provide your rntity with necessary support in implementing this Resolution.

**Dr. Abdurahman Al Awar,**

**Director General,**

**Federal Authority for Government Human Resources**

Issued on: April 21, 2019

Enclosure:

A list of data required along with relevant domains

## list of data required along with relevant domains

| Basic Data   | Data on dependent family members  | Manpower budget   | Data on Training   |
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| <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Full Name</li> <li>• Appointment date</li> <li>• Birth Date</li> <li>• Nationality</li> <li>• Gender</li> <li>• Social Status</li> <li>• Religion</li> <li>• Educational Level</li> <li>• Academic Qualifications</li> <li>• Passport Number</li> <li>- Expiry Date</li> <li>• ID Number</li> <li>• Unified Number</li> <li>• Address</li> <li>• Mobile Tel Number</li> <li>• Email</li> </ul> | <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Dependent's ID Number</li> <li>• Dependent's Full Name</li> <li>• Dependent's Birth Date</li> <li>• Dependent's kinship to Employee</li> <li>• Dependent's Social Status</li> <li>• Is he granted child allowance?</li> <li>• Is he granted Medical Insurance?</li> </ul> <div style="background-color: #8B4513; color: white; text-align: center; padding: 5px; margin: 5px 0;"><b>Salary, Bonuses &amp; Allowances</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Month</li> <li>• Total Salary</li> <li>• Basic Salary</li> <li>• Detailed Salary Components</li> <li>• Classification of Components (Entitled, Deduction, Retirement)</li> <li>• Amount</li> </ul> | <ul style="list-style-type: none"> <li>• Fiscal Year</li> <li>• Position Grade</li> <li>• Total Fund allocated for Grade</li> <li>• Maximum Entitlement</li> <li>• Vacant posts</li> </ul> <div style="background-color: #8B4513; color: white; text-align: center; padding: 5px; margin: 5px 0;"><b>Promotion, Deputation, Loan, Job Title</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Type of Procedure</li> <li>• Date of Procedure</li> <li>• New Job Title</li> <li>• New Position Grade</li> <li>• New Organization Unit</li> <li>• New Workplace</li> <li>• New Basic Salary</li> <li>• Number of Electronic Approval</li> </ul> | <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Name of Training Course</li> <li>• Commencement Date</li> <li>• End Date</li> <li>• Number of Days</li> <li>• Number of Hours</li> <li>• Proposed Individual Development Plan (IDP)</li> <li>• Commencement of IDP</li> <li>• End of IDP</li> <li>• Actual Beginning of IDP</li> <li>• Outcome of IDP</li> </ul> <div style="background-color: #8B4513; color: white; text-align: center; padding: 5px; margin: 5px 0;"><b>Performance Appraisal</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Commencement of Phase 1</li> <li>• End of Phase 1</li> <li>• Phase 1 Results</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Position Grade</li> <li>• Job Title</li> <li>• Organizational Unit</li> <li>• Place of Work</li> <li>• Emirate</li> <li>• Type of Contract</li> <li>• Data on Disability</li> <li>• Is he granted Accommodation?</li> <li>• Is he granted Medical Insurance?</li> <li>• Date of Termination</li> <li>• Reasons for Termination</li> </ul> | <ul style="list-style-type: none"> <li>• Pension Percentage</li> <li>• Recurrence (Recurring monthly/not recurring)</li> </ul> <div data-bbox="600 320 1064 395" style="background-color: #8B4513; color: white; text-align: center; padding: 5px;"><b>Leaves</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Type of Leave</li> <li>• Starting Date</li> <li>• End Date</li> <li>• Number of Days</li> <li>• Classification (Working Days, Normal Days)</li> </ul> <div data-bbox="600 810 1064 885" style="background-color: #8B4513; color: white; text-align: center; padding: 5px;"><b>National Service</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Date of joining National Service</li> <li>• Date of completing service</li> </ul> | <div data-bbox="1077 156 1570 231" style="background-color: #8B4513; color: white; text-align: center; padding: 5px;"><b>Rewards &amp; Incentives</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Reward Category</li> <li>• Reward Type</li> <li>• Reward Date</li> <li>• Reward Reason</li> <li>• Reward Value</li> </ul> <div data-bbox="1077 608 1570 683" style="background-color: #8B4513; color: white; text-align: center; padding: 5px;"><b>Occupational Injuries</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Date of Injury</li> <li>• Injury Description</li> <li>• Place of Injury</li> <li>• Severity of Injury</li> </ul> | <ul style="list-style-type: none"> <li>• Commencement of Phase 2</li> <li>• End of Phase 2</li> <li>• Phase 2 Results</li> <li>• Commencement of Phase 3</li> <li>• End of Phase 3</li> <li>• Phase 3 Results</li> </ul> <div data-bbox="1583 580 2076 655" style="background-color: #8B4513; color: white; text-align: center; padding: 5px;"><b>Violations &amp; Complaints</b></div> <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Date of Violation / Complaint</li> <li>• No of Violation / Complaint</li> <li>• Type of Violation / Complaint</li> <li>• Status of Violation / Complaint</li> <li>• Date of Decision</li> <li>• No of Decision</li> </ul> |
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