

HR.SOP.III.020

Acting to a Higher Position (Without Extra Pay)

HRD/HPJ

HR Standard Operating Procedure
Target Audience: All Staff

DISCLAIMER

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

DOCUMENT SPECIFICATIONS

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2.0	24.01.2013		S. Amaudruz, HRD/HPJ N. Jeffreys, Comptroller M. Altmaier, Director, HRD	Final approved for publication.

1. INTRODUCTION

1.1. Overview/Description

This Standard Operating procedure describes the steps required to officially register a staff member who has been officially designated to act in a position at a higher grade in accordance with Staff Rule 320.4. Acting to a Higher Position (Without Extra Pay) is the first and obligatory part in the process which, in the case where the acting arrangement continues beyond three months, may lead to HR.SOP.III.021 to request Acting to a Higher Position (With Extra Pay) which applies from the fourth consecutive month of acting duties.

This SOP applies to staff members on fixed-term and continuing appointments who are officially designated to assume temporarily the responsibilities of an established fixed-term position of a higher grade. The acting responsibilities should not normally exceed 12 months in duration. During the first three months no extra pay applies.

1.2. General Guidance / Business Rules

This SOP must be completed prior to requesting Acting to a Higher Position (With Extra Pay) HR.SOP.III.021. Requests for Acting to a Higher Position (With Extra Pay), and must be made before the end of the initial three month acting period.

The position against which staff member acts must be of longer term in nature (not a temporary position), and be established and listed in the HRAP. The staff member's contract duration must continue for the duration for which the Acting arrangement is requested.

Temporary staff members are not eligible for acting duties under Staff Rule 320.4.

A memorandum from the supervisor to the staff member requesting him/her to fully undertake all of the responsibilities of the higher position should be attached to the HR action being submitted.

1.3. Reference Material

1.3.1. Staff Rules

- 320.4

1.3.2. WHO eManual

- III.5.8.100 Performance and Change of Status / Extra pay or Acting pay
- III.3.3.460-520 Salaries / Extra pay or Acting pay

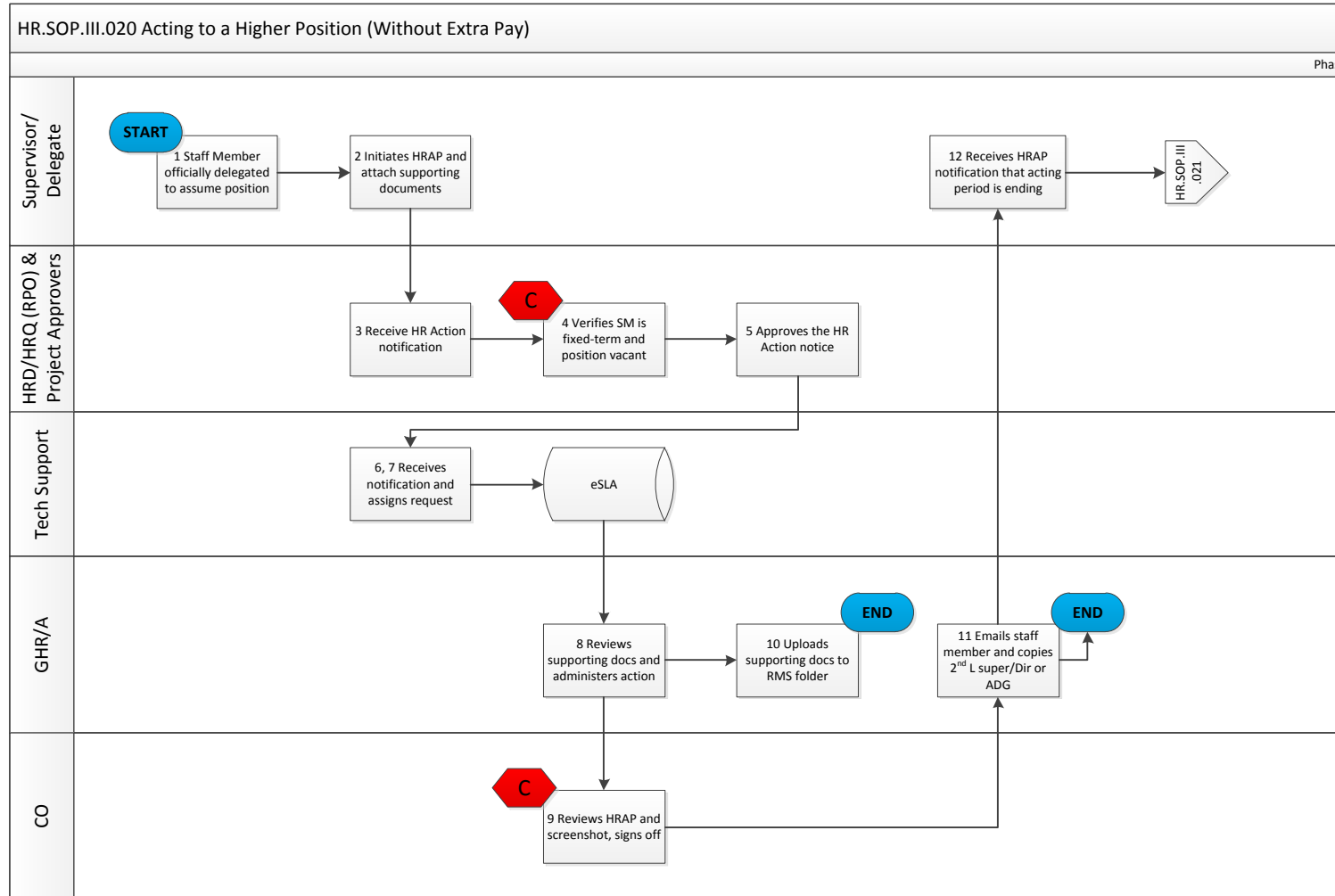
1.3.3. UPKs

- All Staff/HR Action Plan/Change of status/Acting to a higher level position - 5.113, 5.205, 5.103, 5.105 and 5.112

1.3.4. Related SOPs

- HR.SOP.III.021- Acting to a Higher position (with extra pay)

2. PROCESS FLOW



3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1		Off line	Staff member on a fixed-term or continuing appointment is officially designated to assume temporarily the responsibilities of an established position of a higher grade. See WHO e-Manual III.5.8.100	Supervisor
2		GSM input	Initiates HRAP prior to start date of acting arrangement. Navigate in GSM to Manager Self Service (or Employee Self Service for delegate) →the HR Action Plan (HRAP) dashboard: <ul style="list-style-type: none"> • accesses the staff member designated for acting, edit details; • initiates action "Temporary Assignment to a higher level position" (maximum 3 months); and • completes the dates fields • attaches copy of the request to the staff member to act officially on the higher level position to the HRAP details page. 	Supervisor/Delegate
3		GSM input	Receives HR Action notification in worklist	1. HRQ/RPO 2. Project approvers
4	C	GSM input	Verifies: <ul style="list-style-type: none"> • Staff member delegated to act is fixed-term • Contract covers the acting period • Position is vacant • Or, in case of extended sick leave of the normal incumbent, or other relevant reason, double incumbency on the position has been foreseen. 	1. HRQ/RPO quality check 2. Project approvers – decision and budget approval

5		GSM input	Approves the HR Action notification after verification of details.	Project approver(s)
6		GSM approval	Upon receipt of all relevant approvals, the acting to a higher level position action is sent to GHR for processing.	GSM automation
7		GSM	Receives notification for staffing action. Assigns request to GHR Administrator, through eSLA	Technical Support
8		GSM input	<p>Reviews supporting document from Manager which indicates duration of acting. If in order makes a manual calculation for promotion of the staff member from their current grade and step to the acting grade and step to determine the step in higher grade. See HR.SOP.III.026. Change in Grade.</p> <p>Administers action to assign staff member to higher-level position for an initial period of up to 3 months as follows:</p> <ul style="list-style-type: none"> • Select HR Administrator GSC Responsibility • Select Enter and Maintain Screen • Query for Staff Number, e.g. S012345 • Click Assignment Tab and open Assignment Screen • Click Others Tab • Select Extra Information from list of values • Go to Details and complete the following information under Extra Assignment Information Screen: <ul style="list-style-type: none"> • Acting Position Name • Grade of Acting Position • Acting Step • Acting WIGI due Date (12 months from the date acting commences) 	GHR Administrator

			<ul style="list-style-type: none"> • Acting Start Date • Acting End Date • Extra Pay Start Date (3 months from start date of acting) • Extra Pay End Date • Extra Cost Charged to Current Position (Percentage) • Extra Cost Charged to Acting Position (Percentage) • Comments • Click OK • Save • Go to Assignment Screen • Click > and Select Miscellaneous • In Reason Field, select Acting w/o extra pay (1) • Save 	
9	C	Offline	Reviews HRAP and verifies the promotion calculation. Once verified views screenshot to ensure that step on acting level has been correctly entered and signs off on promotion calculation and screen shot.	GHR Certifying Officer
10		RMS input	Files supporting document(s) if any in the staff member folder (RMS) using naming convention, e.g. S012345TemporaryAssignmentHigherLevel2008010	GHR Administrator
11		Offline	Emails staff member to advise Acting without pay for initial three months has been implemented.	GHR Administrator
12		GSM notification	Reviews HRAP for his/her staff regularly and sees a HRAP warning message in the HRAP (2 weeks in advance) that the acting without pay period is ending and that a decision needs to be taken on whether the acting period will be continued (see HR.SOP.III.021 Acting to a Higher Position (With Extra Pay))	Supervisor/delegate

4. KEY RISKS & COMPENSATING CONTROLS

Risks	Compensating Controls	Process Step
<p>Over or under payment occurs when the acting with pay arrangement commences due to:</p> <ul style="list-style-type: none"> Acting Arrangement without pay start date is entered incorrectly. This impacts the acting with pay start dates which triggers the payroll. Error is made in the promotion calculation (manual). 	<p>Certifying Officer reviews and verifies HRAP, promotion calculation and Screenshot and signs off</p>	<p>9</p>
<p>Request is erroneously made for a staff member on a temporary appointment</p>	<p>A HR check in the workflow precedes the project manager flow. GHR check and Certifying officer reviews and verifies staff is on a longer-term appointment.</p>	<p>4 and 9</p>
<p>Fraud and over payment – A staff member acting in a position of his/her own supervisor will receive own leave requests for approval.</p>	<p>WHO relies heavily on the integrity of its staff members. <i>Lack of general GSM validation to be addressed as a cross-functional enhancement in 2013.</i></p>	