

HR.SOP.III.021

Acting to a Higher Position (With 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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1. INTRODUCTION

1.1. Overview/Description

This Standard Operating procedure describes the steps required to initiate the payment of “Acting Pay” to a staff member who has been officially designated to act in a position of higher grade in accordance with Staff Rule 320.4. Acting “*with*” pay can only be initiated if the first three months of the acting arrangement has already been initiated and approved as Acting to a Higher position “*without*” pay - see HR.SOP.III.020 - Acting to a Higher Position (Without Extra Pay).

A staff member on a fixed-term or continuing appointment who is officially designated to assume temporarily the responsibilities of an established position of a higher grade is entitled to extra pay after the first three months as if he/she were promoted to the grade of the acting position. During the first three months no extra pay applies, extra pay applies from the beginning of the fourth month of consecutive acting duties for a period of nine months. The total duration of acting responsibilities should not normally exceed 12 months.

1.2. General Guidance / Business Rules

The staff member holds a fixed-term or continuing appointment which covers the duration of the acting period up to the maximum of 12 months for both the acting without and acting with pay. The position against which staff member acts must be of longer-term in nature and be established and listed in the HRAP.

Relevant action has been taken in the HR plan to increase the funding of the staff member’s current position or the acting position.

Temporary staff members are not eligible for acting duties.

The HRAP for Acting to a Higher Position With Extra Pay can only be initiated after Acting to a Higher Position (Without Extra Pay) has been approved. The Acting With Extra Pay must be requested prior to the initial three months acting period coming to an end. In order to ensure timely processing it is recommended that the HRAP is approved at least one month prior to the acting without pay period.

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 under Staff Rule 320-4
- III.5.8.80 Promotion calculations

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

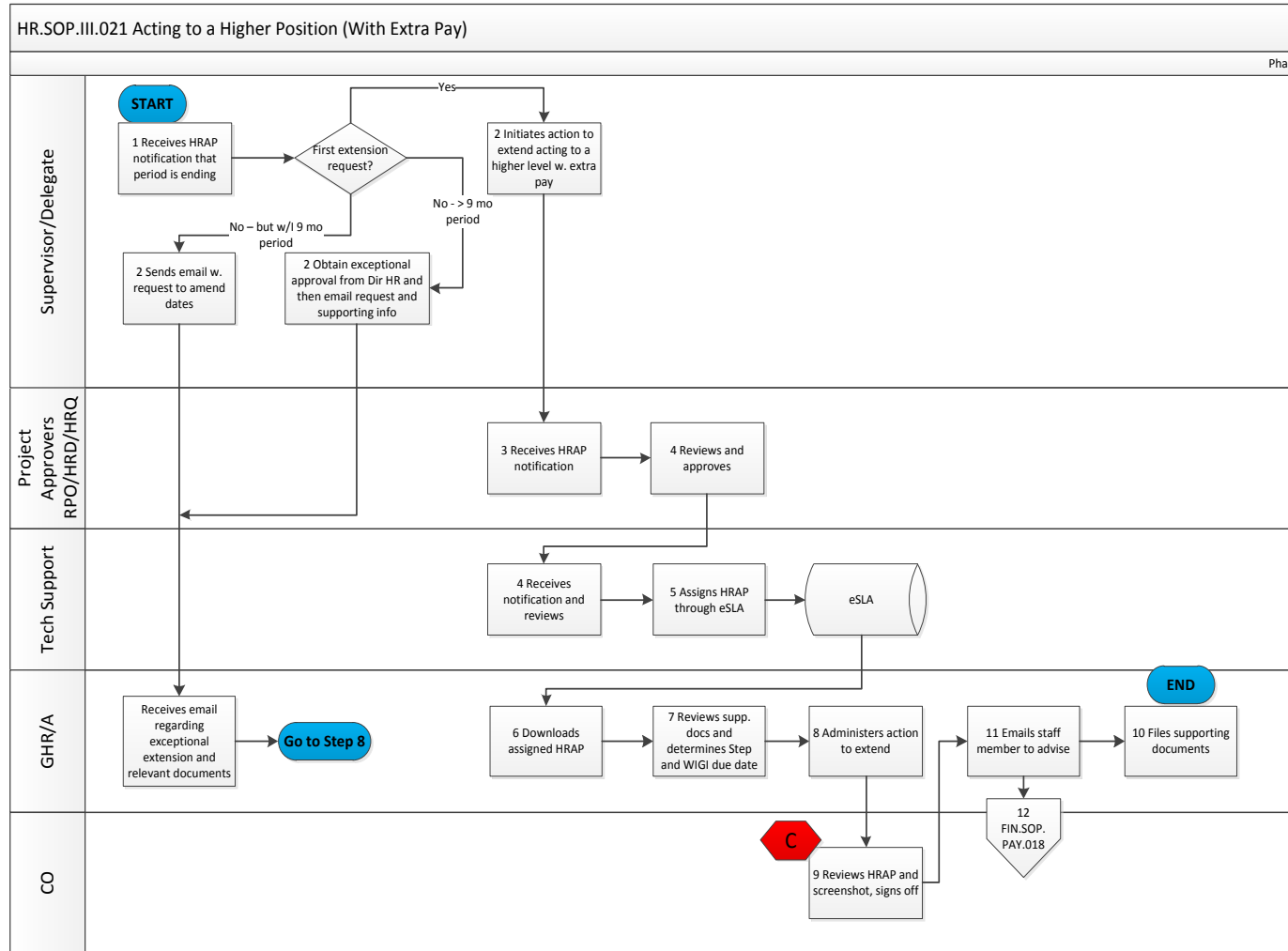
- HR.SOP.III.020 Acting to a Higher Position (No Extra Pay)
- PRP.SOP.II.006 Managing the HR Plan

1.4. Other

1.4.1. Definitions

- HRD HR Department
- HRQ HQ Recruitment team
- RPO Regional Personnel Officer
- GHR Global Human Resources

2. PROCESS FLOW



3. PROCESS STEPS

| Step | Control (C) | Type | Process | Role / Responsibility |
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| 1 | | GSM notification | <p>Message appears (2 weeks in advance) to manager in HRAP that the acting <u>without</u> pay period is ending and that a decision needs to be taken on whether the acting period will be continued.</p> <p>Ensures that work plan at the lower or higher level is funded. Takes action as necessary. See PRP.SOP.II.006 Managing the HR Plan</p> | Supervisor/Delegate |
| 2a | | GSM input | <p>Initiates request for Acting with Extra pay</p> <p>Prior to the end of the three months acting arrangement without pay, through the HR Action Plan dashboard:-</p> <p>Initiates action “Extend/Modify Acting to a higher level position” to extend beyond the initial three months up to a maximum period of a further nine(9) months.</p> <ul style="list-style-type: none"> • Searches for Action Messages and selects Acting period without pay comes to an end • Click “Go” • Select staff member and “Edit Pencil” • Click on Extend Acting beyond three months period • Enter end date for acting pay period with Extra pay (any period between 1 and 9 months). • Completes the Extra Pay Cost fields , i.e. Charge to “Current” to “Acting” Position as appropriate indicating a “Percentage” in | Supervisor/Delegate |

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| | | | <p>each field which reflects the charging of the extra pay cost decision:</p> <ul style="list-style-type: none"> • <u>if the full payment for the extra pay is to be charged to the staff member's usual position</u> enter 100% in the Current Position field and 0% in the Acting Position field; • <u>if the extra pay costs are only to be made to the Acting position</u> enter 0% in the Current Position field and 100% in the Extra cost position. <p>Add relevant explanation in the Comments field if necessary to explain funding arrangement.</p> <ul style="list-style-type: none"> • Attaches a scanned copy of the initial supporting document for ease of reference for GHR. • Clicks Submit • Go to step 8 | |
| 2b | | Offline | <p>Extension of Acting with Extra pay within the 12 month period:-</p> <p>If the Acting with pay arrangement was initially for less than the full period permitted and has to be extended for a further period up to maximum of 9 months with pay, Updates via the HRAP the period of acting end date and attaches the relevant approval from the Supervisor.</p> <p>Return to steps 1 – 2A.</p> | Supervisor/Project Approvers, HRD/HRQ(RPO) |

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| | | | <p>For Exceptional extensions beyond the maximum 9 month (with pay) period:- If in exceptional circumstances, unforeseen circumstances have not permitted the position to be filled, an Offline process is required to obtain exceptional approval from Director HRD (see WHO e-Manual III.3.3) to extend the acting with pay period as follows:-</p> <ul style="list-style-type: none"> • Supervisor submits fully justified memorandum to Director HRD requesting extension beyond 12 months. Director HRD considers and approves or obtains DG approval for P.6 and above, based on the merits of the request. • If approved Supervisor sends Memo signed by Director, HRD or DG as appropriate to gschrservices@who.int indicating :- <ul style="list-style-type: none"> ○ Acting Position Name ○ Grade of Acting Position ○ Acting Start Date ○ Acting End Date Percentages to which the cost of the extra pay is to be charged. • Go to Step 8. | |
| 3 | | GSM approval | <p>Receives GSM worklist notification to approve the HRAP for acting with Pay.</p> <ol style="list-style-type: none"> 1. HRD/HRQ(RPO) reviews acting position and reasons for the acting pay, ensures arrangement is valid and in accordance with the Staff rules and staff member has agreed to the arrangement. 2. Project Approvers review request for accuracy ensuring funding is available in either the staff member’s current position or the acting | <ol style="list-style-type: none"> 1. HRD/HRQ (RPO) 2. Project Approvers |

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| | | | <p>position. If in agreement, approves.</p> <p>Upon receipt of all relevant approvals (HRQ/RPO and project approvers), the acting to a higher level position action will be sent with a funds check to GSC for processing.</p> | |
| 4 | | GSM | Receives and reviews the HRAP notification | Technical Support |
| 5 | | Offline | Assigns HRAP through eSLA Programme | Technical Support |
| 6 | | GSM | Downloads assigned HRAP | GHR Administrator |
| 7 | | Offline | <p>Reviews any supporting documents and determines through a standard promotion calculation :-</p> <ul style="list-style-type: none"> • the step at which the staff member will be placed in the higher grade for the period of acting up to one year; and • for exceptional case of acting pay exceeding one year, the WIGI due-date. <p>NB: Acting WIGI is only granted when beyond 12 months and with proper approvals.</p> | GHR Administrator |
| 8 | | GSM input | <p>Administers action to extend acting period and administers acting pay to a higher-level position by completing the following actions:</p> <p>Reviews the step level entered at the time of implementing Acting Arrangement without Extra Pay to ensure no WIGI has been accorded since that date:-</p> | GHR Administrator |

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| | | | <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 completes the information under Extra Assignment Information Screen: • Acting Position Name • Grade of Acting Position • Acting Step • Acting WIGI due Date Date • Acting Start Date • Acting End Date <p>Completes the following further steps :</p> <ul style="list-style-type: none"> • Extra Pay Start Date • 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 with extra pay (1) • Save | |
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| | | | <p>Perform the following steps to enter elements:</p> <p>Go to HR Administrator GSC Responsibility</p> <ul style="list-style-type: none"> • Select Element Entry-HRM • Query for Staff Number e.g. S012345 • Date Track to the effective Extra Pay Start Date • Search element Extra Pay and enter Extra Pay Start Date • Save • Search element Extra Pay Information • Ignore the screen WHO Cost Allocation Flexfield and press OK • Click Entry Values Tab <p>Enter following information:</p> <ul style="list-style-type: none"> • Acting up Position Name • Acting up Grade • Acting up Step • Acting up Start Date • Acting up End Date • Extra Pay Start Date • Extra Pay End Date • Save | |
| 9 | C | Offline | Reviews HRAP, promotion calculation sheet previously submitted for Acting without Pay and verifies step and GSM Screenshot and signs off. | 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 |

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| 11 | | Offline | GHR email staff member to advise of acting with pay for duration stipulated in the memorandum and other relevant information. | GHR Administrator |
| 12 | | | FIN.SOP.XII.PAY.018 Payroll run | PAY |

3. KEY RISKS & COMPENSATING CONTROLS

| Risks | Compensating Controls | Process Step |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Over or underpayment due to errors entered in the Acting Arrangement Start Date or Extra Pay Start Date: (a) extra pay for correct duration; and (b) supervisory approvals for staff reporting to Acting position holder. | Certifying Officer reviews HRAP and Screenshot and signs off | 9 |
| Over or underpayment due to incorrect calculation of the promotion level at the higher level. | GHR Certifying Officer verifies calculation before approving the entry to GSM. | 2 |
| Fraud and over payment – A staff member acting in a position which is normally the position of his/her own supervisor will receive any GSM approval request – including a request for acting pay and leave requests for approval. | WHO relies heavily on the integrity of its staff members. <i>Lack of general GSM validation to disable the possibility for a staff member to approve any GSM transaction relating to him/her to be addressed after R12 implementation.</i> | |