

## From ProGen to Umoja - Key Payslip Changes



PROGEN	UMOJA
<b>FORMAT</b>	
Payslip is attached to email in HTML format.	Payslip is attached to email as a PDF, it is also available in ESS (Employee Self-Service) for viewing at any time in the future.
<b>HEADER</b>	
Pension eligibility is shown on the header.	<ul style="list-style-type: none"> <li>• Pension Remuneration amount is shown, if eligible.</li> </ul>
Does not indicate the organizational unit of the staff member.	<ul style="list-style-type: none"> <li>• Indicates the organizational unit of the staff member.</li> </ul>
<b>SALARY APPORTIONMENT</b>	
Does not show the salary apportionment between the banks.	Shows the salary apportionment between banks, if applicable.
<b>RETRO PAYMENTS</b>	
All retroactive salaries are manually adjusted to appear in the “Adjustments” section.	<ul style="list-style-type: none"> <li>• Retro payments from Umoja are listed in the “Retroactive” column by entitlements.</li> <li>• Retro entitlements and deductions prior to 01 November 2016 (from Progen) are listed as adjustments in the current or retro column depending on data transfer date to Umoja.</li> </ul>
<b>EARNINGS AND DEDUCTIONS</b>	
Only positive amounts are recorded under “Earnings” and “Deductions” section.	<ul style="list-style-type: none"> <li>• A negative amount under the “Earnings” section is a recovery/deduction from net pay.</li> <li>• A negative amount under the “Deductions” section is a payment/addition to net pay.</li> </ul>
<b>MANUAL ADJUSTMENTS</b>	
Manual salary adjustments are recorded in the “Adjustments” Section.	<ul style="list-style-type: none"> <li>• The “Adjustments” section of the pay slip lists recoveries coded as adjustments for the current month or prior periods, and any receivables carried forward from previous payroll runs.</li> <li>• A deduction/recovery under “Adjustments” will be displayed as a negative amount.</li> <li>• A positive amount under “Adjustments” is an addition to the net pay.</li> <li>• Any additional adjustments that will increase or decrease net pay, not listed under “Adjustments” section, will be listed under the “Earnings” or “Deductions” section, depending on the entitlement.</li> </ul>
<b>DANGER PAY</b>	
Payment for prior month.	<ul style="list-style-type: none"> <li>• Pre-payment of the full amount without the submission of attendance records will be displayed in the “Current Month” column.</li> <li>• Adjustments/recoveries based on actual attendance of prior months will be displayed in the “Retroactive” column. Negative amounts are deductions and positive amounts are payments.</li> </ul>

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<b>PRESENTATION OF INSURANCE</b>	
<p>UN subsidy is included in the calculation of total earnings, minus the Premium used to obtain the individual portion.</p> <p>Individual portion + UN subsidy = Premium. The payslip shows the “UN subsidy” and the “Premium”.</p>	<ul style="list-style-type: none"> <li>Individual portion of Health Insurance Premium, is listed under “Deductions” as Medical Insurance Contribution.</li> <li>UN Medical Insurance Subsidy is displayed under “Organization’s Contribution” section and is not included in the net pay calculation.</li> <li>Individual portion + UN subsidy = Premium.</li> <li>The payslip shows the “UN subsidy” and the “Individual portion”.</li> <li>This change does not modify the individual portion paid towards the premium, and does not modify the net pay of the staff.</li> </ul>
<b>PRESENTATION OF PENSION</b>	
<p>Does not display the Pension subsidy paid by the Organization.</p>	<ul style="list-style-type: none"> <li>Staff Member's Pension Contribution is listed under “Deductions”.</li> <li>Organization's Pension Contribution is displayed under “Organization’s Contribution” section and is not included in the net pay calculation.</li> </ul>
<b>FINAL PAY</b>	
<p>All final pay entitlements including last month’s salary are recorded under “Adjustments”.</p>	<p>Withheld salaries and final pay entitlements, disbursed via regular payroll or correction payroll run, will be listed under the “Retroactive” section.</p>
<b>DEPENDENCY ALLOWANCE</b>	
<p>Both Spouse Allowance and Child allowance are listed under “Dependency allowance” as one line.</p>	<p>Spouse allowance, and Dependency allowance (child) are listed separately.</p>
<b>SPECIAL POST ALLOWANCE(SPA)</b>	
<p>The difference between normal salary and salary for higher duty will be recorded in the “Adjustments” section.</p>	<p>The additional salaries are listed under Gross Salary (SPA) and Staff Assessment (SPA).</p>
<b>LANGUAGE ALLOWANCE</b>	
<p>Both 1<sup>st</sup> and 2<sup>ND</sup> (If qualified) language allowances are shown under “Language allowance” as one line in the “Adjustments” Section.</p>	<p>1<sup>st</sup> and 2<sup>nd</sup> (if qualified) language allowances are recoded separately in the “Earnings” section.</p>