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|---|---|---|---|
| INDRA Philippines Inc. | **ANA ROSA D. PAPA**<br>NEA Data Governance Lead | **NOLLIE B. ALAMILLO**<br>IDD Director | **EDGARDO R. MASONGSONG**<br>NEA Administrator |

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### 1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives in filling out and submitting Data Entry Templates (DET) in the NEA Web Portal. This must be observed in order to successfully provide data on the highest and lowest salary based on the employees' ranks. This information makes sure that an employee receives the right amount of salary and also sees if the salary is compliant with the approved salary scale. This is formed in the Monthly Institutional Report (MIR).

### 2.0 SCOPE

This manual establishes the guidelines of Data Entry Template (DET) standardization, the field mapping from old report to new DET format, and the procedures for the submission of DET031 Salary in the NEA Web Portal System performed by Electric Cooperatives (ECs).

### 3.0 DEFINITION OF TERMS

| | | |
|---|---|---|
| Data Entry Field | - | Intended value of the data entry field. |
| Data Entry Template (DET) | - | Input Templates used to fill out information and submitted by the ECs to the Web Portal for NEA acknowledgement and reports generation. These templates serve as sources of inputs in the generation of reports. |
| Description | - | Brief explanation of the data entry field. |
| DET031 – Salary | - | Data entry template used by the EC to declare their basis for salary. |
| Existing Report | - | Existing report equivalent of the data entry template. |
| Existing Report Field Equivalent | - | Data entry field equivalent in the existing report. |

| | | |
|---|---|---|
| Existing Report Table | - | Section where the data entry field can be located in the existing report. |
| Formula | - | Computation equivalent of the data entry field. |
| List of Values (LOV) | - | Defined values under the dropdown tab. |
| Monthly Institutional Report (MIR) | - | An operational report submitted by the EC to NEA that contains the EC's institutional detail updates for the reporting month. |
| Reporting Month | - | The month covered by the data being reported. This is the data for the month earlier than the current month (Month $X - 1$). |
| Required? (Y/N) | - | Indicates if a field is required to be filled up or not. |
| Source | - | Indicates if field information is a data entry or calculated automatically in the data entry template. |
| Validation Rules | - | Standard values that should be entered in the data entry field or criteria that should be followed. |

## 4.0   ROLES AND RESPONSIBILITIES

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|---|---|---|
| Electric Cooperative (EC) | - | Responsible for accomplishing, submitting, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs. |
| NEA DET Reviewers | - | Responsible for acknowledging/ reviewing the submitted DETs by the ECs. |

## 5.0   MANUALS

The table below presents the definition of each data entry field that corresponds to the columns found in the tables in the DET.

| Data Entry Field | Description | Required? (Y/N) | Source | Formula | Validation Rules | Existing Report | Existing Report Table | Existing Report Field Equivalent |
|---|---|---|---|---|---|---|---|---|
| **EC Name** | The acronym of the Electric Cooperative (EC). *List of dropdown values will refer to Master List – EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).* | Y | Data Entry | **N/A** | Value should be selected from the list of dropdown values. | MIR | MIREPORT | Name of EC |
| **Reporting Year** | The year during which the data is being reported. *List of dropdown values will be years from 2017 to 2070.* | Y | Data Entry | **N/A** | Value should be selected from the list of dropdown values. | MIR | MIREPORT (Header) | Monthly Institutional Report (MIR) for the month of <month> <year> |
| **Reporting Month** | The month during which the data is being reported. *List of dropdown values will be months from January to December.* | Y | Data Entry | **N/A** | Value should be selected from the list of dropdown values. | MIR | MIREPORT (Header) | Monthly Institutional Report (MIR) for the month of <month> <year> |
| **Position** | The different job positions of the employees. *Values in the field are 'Department Managers', 'Middle Management', and 'Associates'.* | Y | Display | **N/A** | None. | MIR | MIREPORT – C.3 Employee's Salary | Position |
| **Ranks** | The ranking of an employee based on salary grade. Examples of salary grade are SG 12, SG 20, SG 26, etc. | Y | Data Entry | **N/A** | None. If the value is automatically changed into date format, put an apostrophe (') at the beginning of the value. | MIR | MIREPORT – C.3 Employee's Salary | Ranks |
| **Highest Salary** | The amount received by an employee whose salary | Y | Data Entry | **N/A** | Value should be a numerical value. | MIR | MIREPORT - C.3 | Highest |

| Data Entry Field | Description | Required? (Y/N) | Source | Formula | Validation Rules | Existing Report | Existing Report Table | Existing Report Field Equivalent |
|---|---|---|---|---|---|---|---|---|
| | grade is the highest. | | | | | | Employee's Salary | |
| **Lowest Salary** | The amount received by an employee whose salary grade is the lowest. | Y | Data Entry | **N/A** | Value should be a numerical value. | MIR | MIREPORT – C.3 Employee's Salary | Lowest Salary |
| **Date of Approval** | The date when the salary is approved by NEA. | N | Data Entry | **N/A** | Date must be earlier than date today.<br><br>Date format should be **MM/DD/YYYY.** | MIR | MIREPORT – C.3 Employee's Salary | Date of Approval |
| **Reference/ Basis** | The basis of the salary approved by NEA. | Y | Data Entry | **N/A** | None. | MIR | MIREPORT - C.3 Employee's Salary | Reference/Basis (NEA, CBA, DOLE, etc.) |

## 6    PROCEDURE

## 7    REFERENCE

**NEA BIT Support Process**



NEA BIT Support Process.pdf

## 8    ATTACHMENTS

## 9    RECORDS