

# *Expanding Horizons*

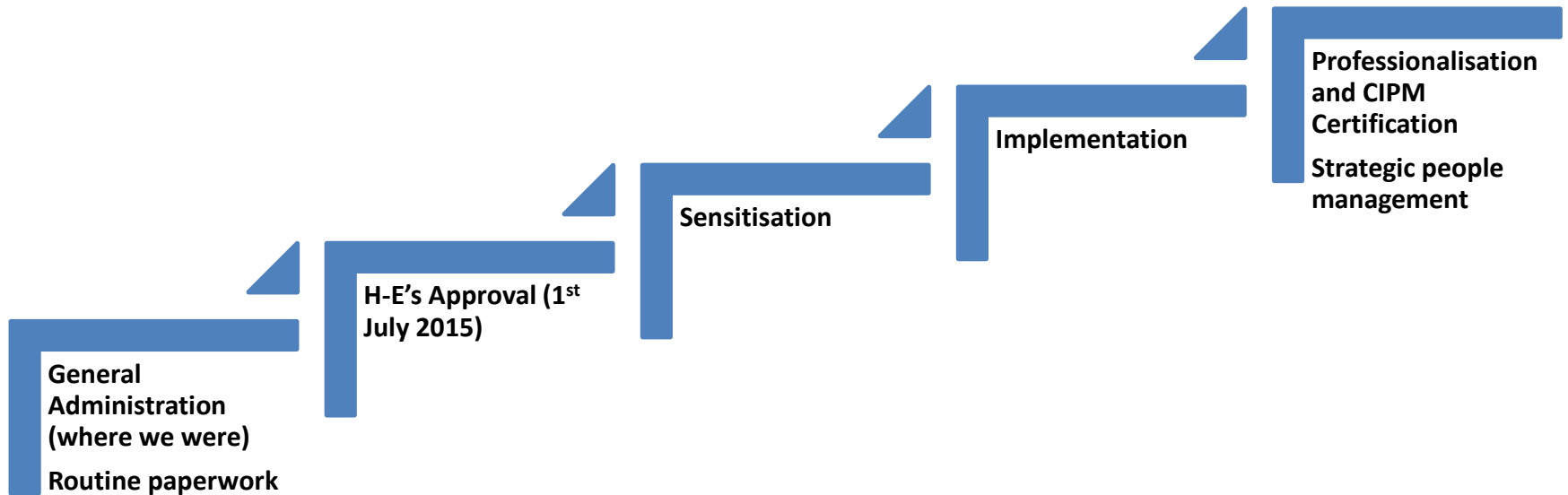
“Utilisation of Human Resource Management Tools” – The Lagos State Experience

by

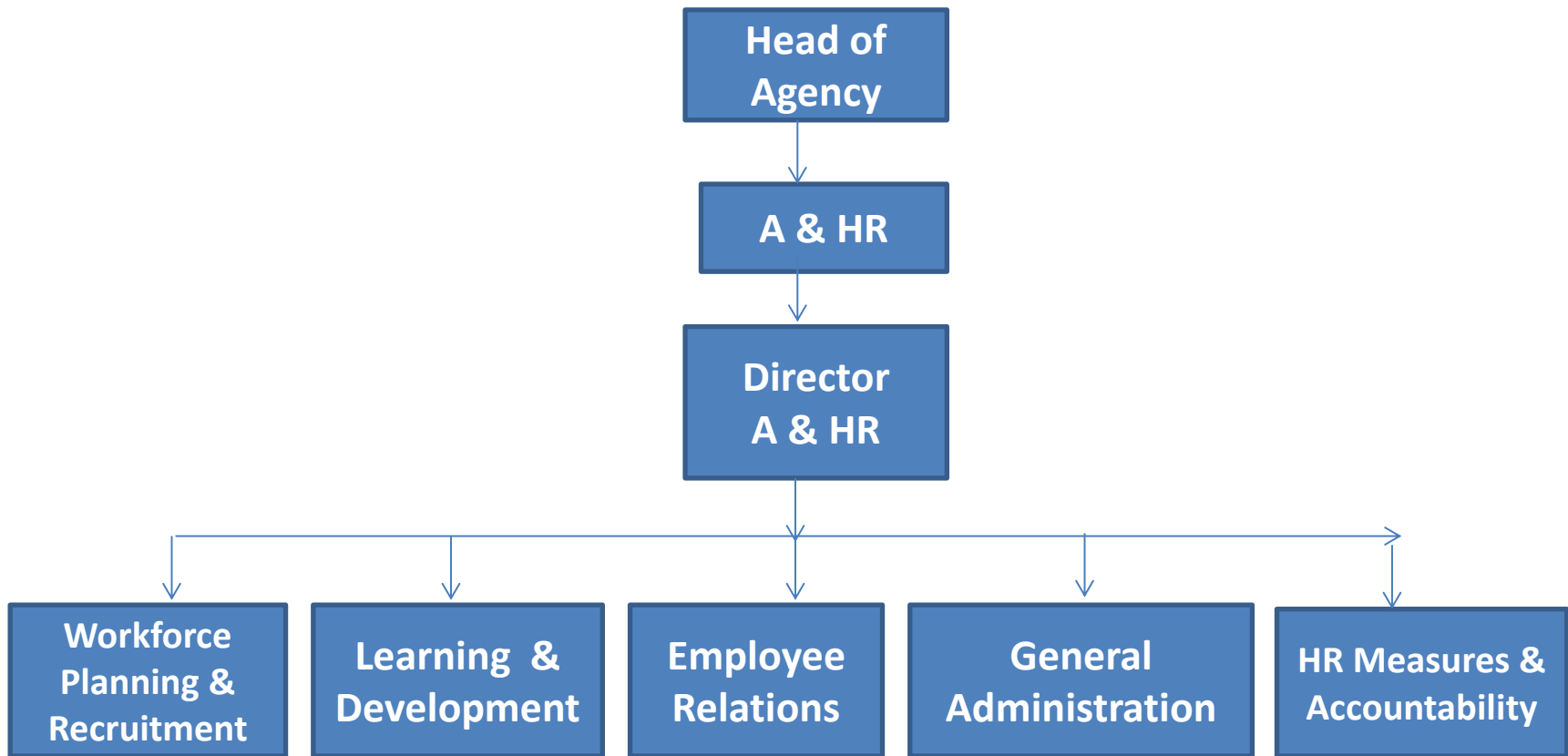
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# HRM Uptake in the Lagos State Public Service



# Strategic Outcome of HRM Uptake - Professionalisation of Administrative Cadre



# Benefits I - Development of Professional HRM Tools

Record Keeping

HR Database

Job Evaluation/  
Classification

Induction Checklist

Structured Interview Guidance

Succession Planning Guidance Template

Absence Tracker

T & D Guidance

Recruitment Summary & Appointment Requisition

Selection Summary Scoresheet

Deployment Template

Recruitment Plan

Performance Management

Exit Interview Questionnaire

HR Operational Guidelines

# Benefits II – Utilisation of HRM Tools

Development of  
Job Descriptions  
and KPIs

HR Guidelines  
input into  
reviewed PSR 2015

Building of  
Organograms and  
development of  
linkages

# Sample Job Description

## PUBLIC SERVICE STAFF DEVELOPMENT CENTRE

<b>Title of the Position:</b>	<b>Location of the job (Department &amp; Division):</b>
Learning & Development Strategist, GL. 13 - 15	Learning & Development Division, (A & HR)
<b>Number of direct subordinates:</b> (2)	<b>Reports to:</b> Director, A & HR
<b>Core purpose of the job</b>	
To ensure that staff have the right knowledge, skills and competencies to meet current and future needs of the Centre in order to actualise its overall business objectives by taking lead in career development, succession planning, talent management, appraisal, training confirmation and conversion.	
<b>Key performance area</b> <b>Core, essential responsibilities/outputs of the position (KPA's)</b>	
<ul style="list-style-type: none"><li>• Appraisal</li><li>• Career Development</li><li>• Succession Planning</li><li>• Talent Management</li><li>• Confirmation</li><li>• Training</li><li>• Learning</li><li>• Maintenance of L &amp; D facilities</li></ul>	

## Earlier Named - ABSENCE TRACKER

## Renamed - TIME AND ATTENDANCE TRACKER



Low Technology



Compatible – can be  
deployed on the lowest  
android



MS-Excel Template  
enough

Low Cost

High Impact

**A low –end HR tool deployed to manage time and attendance.  
Since its introduction, there has been a remarkable reduction in  
absenteeism and lateness.**

## **ABSENCE DATA TRACKING TEMPLATE**

### **Instruction for filling the Extended Absence Tracker Application**

**Use 1 for Absent**

**Use 0 for Present from 9am downward**

**Write the arrival time from 9.01 upward and use 24hours format e.g. 9.35, 10.15, 11.00 , 13.50, 14.00etc**



## ABSENCE DATA TRACKING

S/ N	Name	DDU	1	2	3	4	5	LA1	LA2	LA3	LA4	LA5	ACC. LAT ARRIV/8	NO OF DAYS ABSENT	TOTAL NO OF DAYS ABSENT	GRADE LEVEL	LEAVE DAYS ENTITLED	BALANCE OF ANNUAL LEAVE
1	Oshodi B. B.	PROG	14.30	15.00	15.00	11.00	14.00	5.3	6	6	2	5	3	0	3	16	30	27
2	Uche Paul	DG	12.00	7.00	12.00	15.00	15.00	3	0	3	6	6	2	0	3	10	30	28
3	Adefarati Olufunke	P&R	8.00	8.00	9.00	9.00	10.00	0	0	0	0	2	0	0	0	6	21	21
4	Ibrahim J.J.	TECH	10.00	9.00	11.00	12.00	11.00	1	0	2	3	2	1	0	1	4	14	13
5	Dede P.	MCS	9.00	10.00	12.00	10.00	12.00	0	1	3	1	3	1	0	0	7	21	20

## KEYS

LA1 – Number of minutes late in the day 1, LA2 – Number of minutes late in the day 2 etc

ACC. LATE ARRIV/8 = Total number of minutes late in a period/8.

(Accumulated late period of 8 hours = 1 day absent)

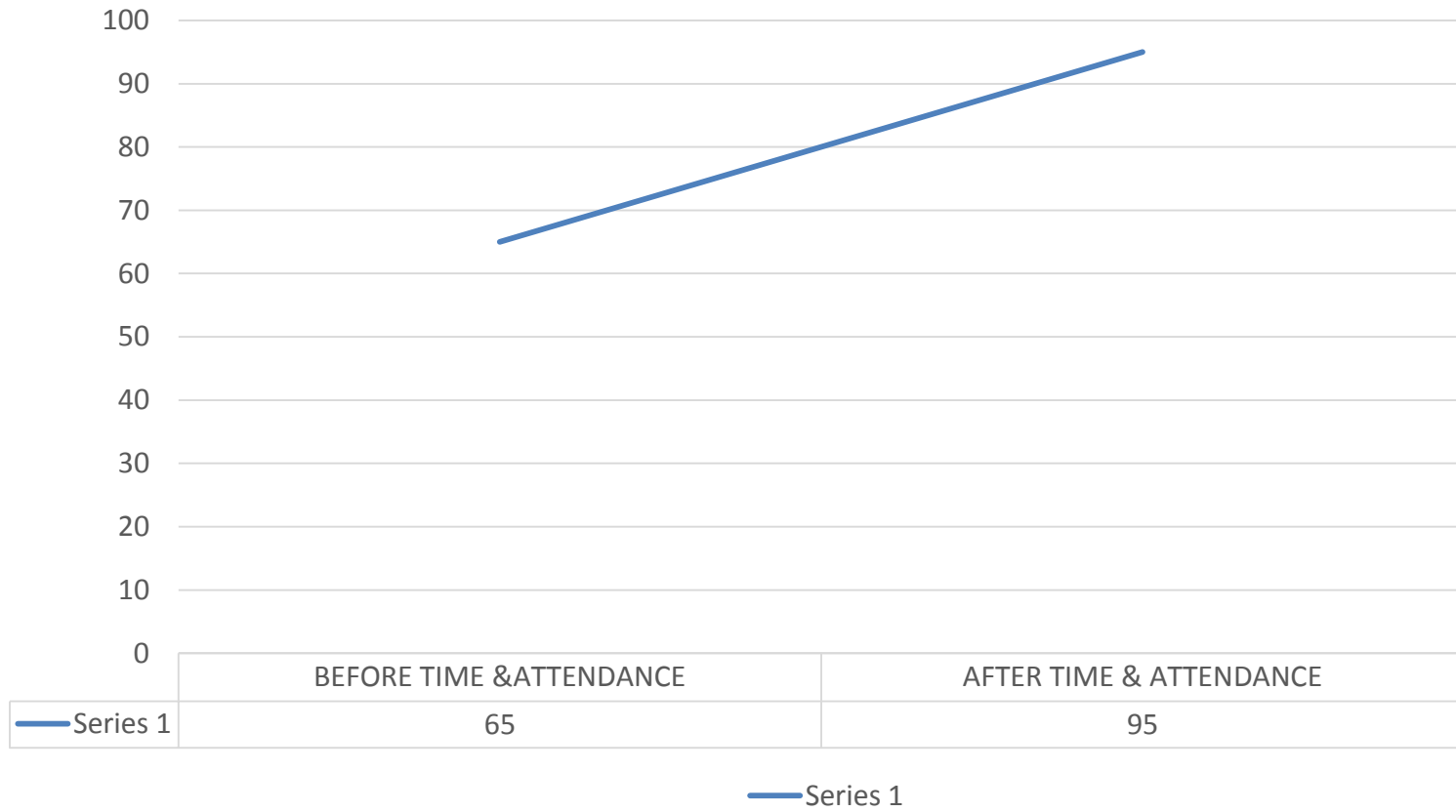
TOTAL NO OF DAYS ABSENT = ACC. LATE ARRIV/8 + NO OF DAYS ABSENT

NO OF LEAVE DAYS ENTITLED is determined by the grade level

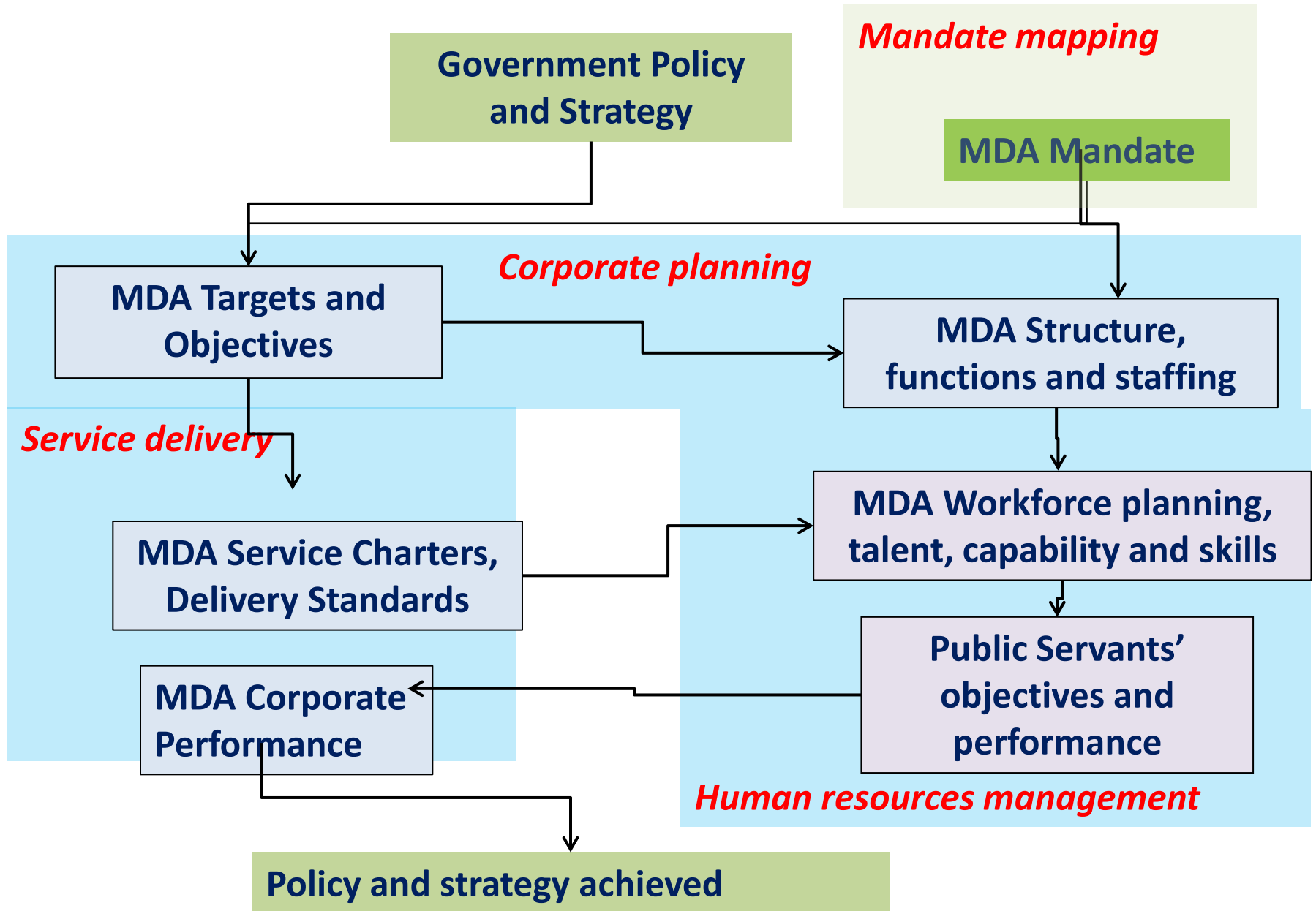
BALANCE OF ANNUAL LEAVE is the difference between Annual Leave and Total number of days absent.

# TIME & ATTENDANCE FOR STAFF

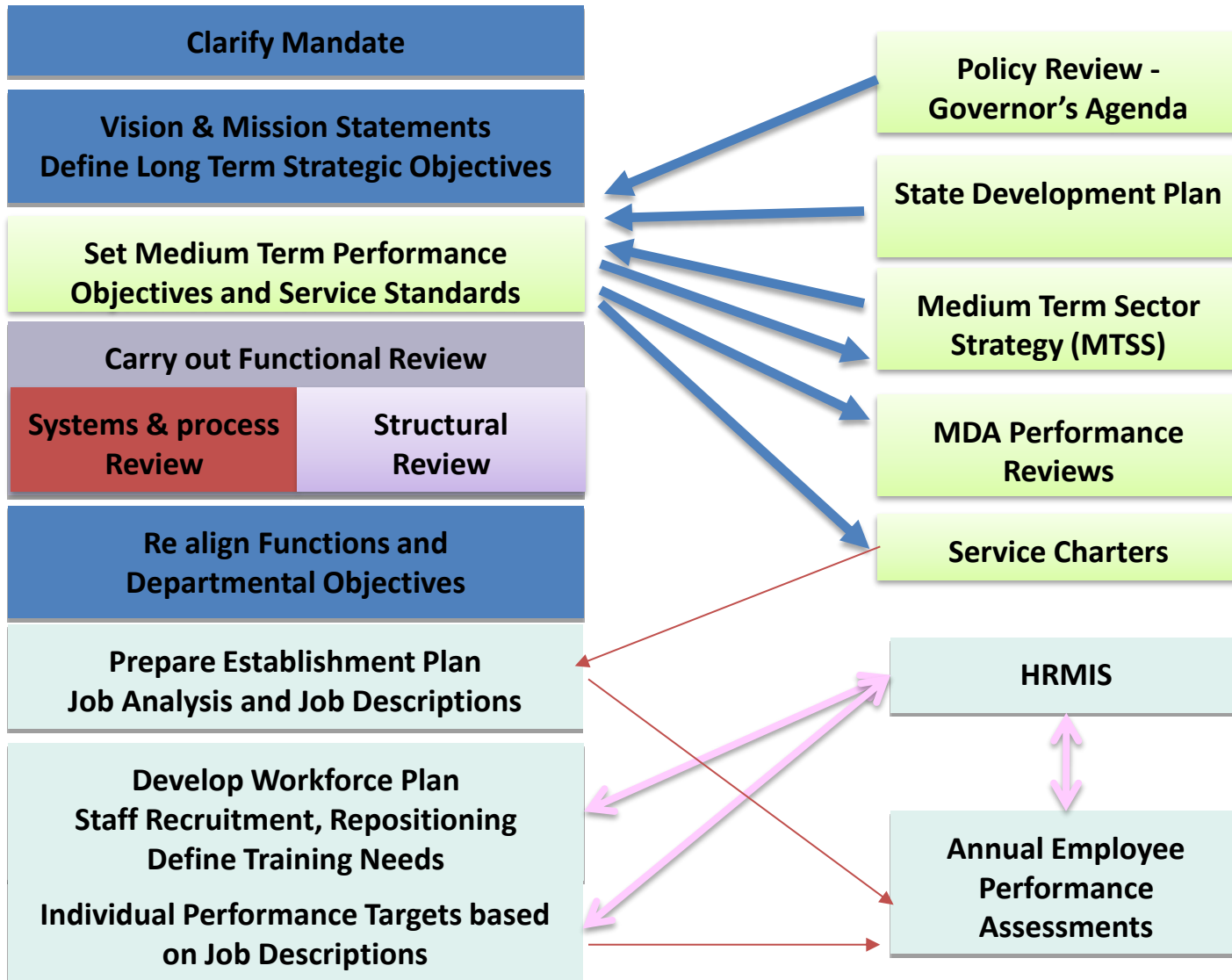
GRAPH 1



# PSM Linkages



# Holistic view



THANK YOU