

MANAGE EMPLOYEE REWARDS

UNIT CODE: HRM/OS/BUS/CR/07/6/A

UNIT DESCRIPTION

This unit specifies the competencies required to manage employee rewards. It involves processing employee remuneration, carrying out job evaluation, administering wages and salary of employees, managing insurance covers and claims and undertaking payroll audits

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Process employee remuneration</p>	<p>1.1 Reward management is defined according to SOPs.</p> <p>1.2 Terms related to employee reward management are defined according to SOPs</p> <p>1.3 Objectives of reward management in an organization are highlighted as per the work place policies.</p> <p>1.4 Types of employee rewards are described as per the work place policies.</p> <p>1.5 Components of employee remuneration are highlighted.</p> <p>1.6 Factors influencing employee remuneration and adjustment of salaries by an organization are analysed as per the workplace polies</p> <p>1.7 Wage rate determination is analysed as per the work place polies.</p> <p>1.8 Importance of employee remuneration is underlined as per the SOPs.</p>
<p>2. Carry out job evaluation</p>	<p>2.1 Job evaluation meaning is explained as per the SOPs</p> <p>2.2 The purpose of job evaluation is highlighted as per the SOPs</p> <p>2.3 Methods of carrying out job evaluation are identified as per the SOPs.</p> <p>2.4 Factors to consider when selecting appropriate method of job evaluation are identified as per the work place procures.</p>

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	2.5 Advantages and disadvantages of job evaluation methods are listed as per the SOPs.
3. Administer wages and salary of employees	3.1 Familiarize with the organizations' salary and benefits, human resource policies and manuals. 3.2 Salary levels of joining or promoted of employees is determined as per the work place policies. 3.3 Salary budgets prepared as per the work place procedures General and individual salary reviews. 3.4 Steps in remuneration processing are identified. 3.5 Employee payroll data updated as per the SOPs. 3.6 <i>Statutory and voluntary deduction</i> effected on the payroll in line with legislations, third party contracts and agreements. 3.7 Payroll is run and payroll by-products produced as per the employees' records. 3.8 Payroll by-products submitted to Accounts for disbursement and remittance. 3.9 Salary controls measures are instituting as per the work place polies.
4. Manage insurance covers and claims	4.1 Organization insurance needs and requirements are identified and assessed in line with SOPs. 4.2 Insurance providers are identified as per the SOPs. 4.3 Insurance quotations are obtained as per the SOPs. 4.4 Adequate insurance policies and covers are acquired as per the SOPs. 4.5 Insurance claims received and processed in line with SOPs.
5. Undertake payroll audits	5.1 Payroll cleansing is defined as per the SOPs. 5.2 Payroll data to be cleansed are identified as per the organization policy. 5.3 Primary data collected as per the work place polices. 5.4 Payroll data and primary data are compared.

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	5.5 Discrepancies identified and amended as per the organization procedures. 5.6 Communication within the human resource department is performed.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Statutory and voluntary deduction may include but not limited to:	<ul style="list-style-type: none"> • NHIF • NSSF • PAYE • HELB • WCPS • Third party

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication,
- Data analysis and presentation
- Listening, Organizational
- Team building
- Leadership
- Time management
- Conflict management and resolutions
- Budgeting

- Decision making
- Emotional intelligence
- Interpersonal Relations
- Crisis management
- Analytical skills
- Data analysis and presentation
- Public relations
- Negotiation
- Computer
- SOP
- Operations of the organization
- Emerging issues

Required Knowledge

The individual needs to demonstrate knowledge and understanding of:

- Work place procedures
- Work place procedures
- Human resource procedures and manuals
- Management functions
- Work Planning and documentation
- Dispute resolution procedures
- Legislations, policies and regulations
- Numeracy
- ICT
- Management
- Interpersonal relations
- Emotional intelligence

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Processed employees' salaries wages and benefits. 1.2 Calculated and effected statutory and voluntary deductions. 1.3 Engaged insurance providers in negotiations. 1.4 Processed insurance claims.
2. Resource Implications for competence certification	The following resources should be provided: 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where assessment can take place 2.3 Materials relevant to the proposed activity or tasks
3. Method of assessment	Competency may be assessed through: 3.1 Written questions 3.2 Oral questions 3.3 Observation 3.4 Projects 3.5 Review of portfolios 3.6 Review of third party workplace reports
4. Context for assessment	Assessment may be done in the workplace or in a simulated workplace setting (assessment centers).
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.