

Job Enrichment Allowance Calculation Form

Employee Information:

- **Employee Name:**
- **Employee ID:**
- **Organisation name:**
- **Department (where applicable):**
- **Division, Section and Unit:**
- **Current Position:**

Vacant Post Information:

- **Vacant Post Title:**
- **Vacant Post Number:**
- **Basic Salary of Vacant Post:**
- **Inducement Allowance of the Vacant Post (where applicable)**
(As per the entry salary table & the revised Scheme of Service)

Calculation of Job Enrichment Duties:

1. **Description of Additional Duties:**
 - (Provide detailed descriptions of the additional duties performed by the employee that qualify as job enrichment. Highlight those duties on the relevant job description)
2. **Percentage of Duties:**
 - (Indicate the percentage of duties and time spent on the additional duty in relation to the employee's regular duties.)
3. **Total Percentage of Job Enrichment Duties:**

Percentage of Additional Responsibilities	Percentage of (Basic Salary + Inducement Allowance)
25%	5%
50%	10%
75%	15%
100%	20%

Job Enrichment Allowance Calculation:

- A. Basic Salary of Vacant Post: SR _____**
- B. Inducement Allowance of the Post: SR _____**
- C. Percentage of Additional Responsibilities: _____**
- D. Percentage of (Basic Salary + Inducement Allowance): SR _____**

E. **Calculated Job Enrichment Allowance = Percentage of (Basic Salary + Inducement Allowance) x Percentage of Additional Responsibilities (CxD) = SR _____**

Approval:

- **Head of HR Post Title:**

- **Head of HR Name:**

- **Head of HR Signature:**

- **Date:**

- **Executive Officer name:**

- **Executive Officer Signature:**

- **Date:**

Notes:

- Ensure all additional duties are clearly described and justified.
- Confirm that the total percentage of job enrichment allowance does not exceed the 20% threshold.
- Attach any relevant supporting documents or explanations.

This form provides a structured way for Human Resource staff to document and calculate the job enrichment duties, ensuring compliance with the set maximum of 20% of the basic salary of the vacant post.

The completed form is to be kept on respective personal files and establishment files for records and audit purposes. A copy of the form with the current and the vacant Job Descriptions is to be forwarded to the authority responsible for Public Administration in addition to the letter issued to the respective employee within two weeks that the allowance has been approved by the organisation.

The authority responsible for Public Administration reserves the right to instruct Government Treasury to stop any payment on payroll where the proper process has not been followed.