

**SKILLS FRAMEWORK FOR HUMAN RESOURCE  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Workforce Engagement					
<b>TSC</b>	Compensation Management					
<b>TSC Description</b>	Manage the implementation, review and administration of compensation to employees					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>HRS-HRM-2012-1.1</b>	<b>HRS-HRM-3012-1.1</b>	<b>HRS-HRM-4012-1.1</b>	<b>HRS-HRM-5012-1.1</b>	
		Process data and documentation required for compensation management	Administer compensation to employees	Implement compensation management processes	Develop compensation programmes and processes	
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Types of employee compensation</li> <li>Compensation system procedures</li> <li>Documentation required for administering compensation management</li> <li>Legal and ethical considerations related to compensation management</li> </ul>	<ul style="list-style-type: none"> <li>Legislative policies related to compensation management</li> <li>Features of compensation systems</li> <li>Components of compensation structure</li> <li>Organisational policies and procedures that impact the compensation management processes</li> <li>Privacy and confidentiality considerations that govern all compensation-related transactions</li> <li>Formulas to calculate compensation payout</li> <li>Impact of compensation processes on employees and the organisation</li> <li>Organisational procedures on reporting format and templates</li> </ul>	<ul style="list-style-type: none"> <li>Industry codes of practice related to compensation management</li> <li>Organisational policies and procedures impacting compensation requirements</li> <li>Models and methods for managing compensation systems</li> <li>Market trends and developments related to compensation management and processing</li> </ul>	<ul style="list-style-type: none"> <li>Relationship between compensation and organisational strategies</li> <li>Emerging trends and developments impacting compensation management</li> <li>Types of financial analysis for evaluating compensation management processes</li> <li>Models and methods for measuring the effectiveness of compensation processes</li> </ul>	
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Gather information required to perform compensation calculation</li> <li>Input data into compensation systems to support processing and calculating activities</li> <li>Process routine</li> </ul>	<ul style="list-style-type: none"> <li>Consolidate information required to perform compensation calculation</li> <li>Calculate base salary, allowances and other components of compensation in accordance with</li> </ul>	<ul style="list-style-type: none"> <li>Identify legal and regulatory requirements impacting compensation management activities</li> <li>Align compensation management activities with legal and regulatory requirements</li> <li>Engage stakeholders to</li> </ul>	<ul style="list-style-type: none"> <li>Review emerging compensation management trends and processes to understand current job market</li> <li>Develop compensation structures which reflect organisation and labour</li> </ul>	
	<ul style="list-style-type: none"> <li>No more than ten (10) Abilities items</li> <li>Should reflect the ability to carry out the Key Tasks</li> </ul>					

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		<p>compensation and related administration reports</p> <ul style="list-style-type: none"> <li>Disseminate endorsed documentation to relevant parties</li> </ul>	<p>organisational policies and procedures</p> <ul style="list-style-type: none"> <li>Reconcile calculations with compensation allocations to ensure accuracy</li> <li>Review compensation and related administration reports</li> <li>Implement annual review cycles as per plan</li> <li>Deliver reports in the requested formats</li> <li>Engage authorised parties to obtain approval for payments</li> <li>Activate payments in accordance with organisational policies and procedures</li> <li>Update records to ensure accuracy and completion of compensation processing</li> </ul>	<p>obtain approval on compensation administration procedures</p> <ul style="list-style-type: none"> <li>Liaise with organisational departments to obtain compensation information</li> <li>Verify compensation calculations and documentation to audit anomalies</li> <li>Resolve issues related to compensation policies and procedures</li> <li>Formulate plans for annual reviews</li> <li>Develop processes and systems for gathering data and feedback on effectiveness of compensation programmes</li> <li>Review current compensation management trends and practices</li> <li>Recommend improvements to compensation management processes</li> </ul>	<p>market conditions</p> <ul style="list-style-type: none"> <li>Develop processes and procedures which support the compensation structures</li> <li>Engage key stakeholders to gain commitment and approval on compensation processes and procedures</li> <li>Align compensation programmes and practices with organisational budgets</li> <li>Analyse measurement data and feedback to identify potential improvements</li> <li>Refine compensation programmes, policies and processes</li> </ul>	
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