



# Improvement in the Data Collation Process for Bonus & Salary Increment

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## INTRODUCTION

### Before 2017

- **2 separate templates** to collect data for annual Bonus / Salary Increment exercises and Union's survey questionnaire
- **Highly cumbersome and inefficient** due to large data collected within a 3 months period
- Institutions using **different basis** for their data extraction hence making **data analysis difficult, inaccurate and inconsistent**

### 2017 Onwards

- Since 2016, SI payout month has been **changed from Oct to Jul** hence data collection frequency needs to be reviewed
- Template is enhanced to **incorporate required information for submission to Union** prior to the Bonus / Salary Increment negotiation
- Institutions only need to **extract data once** instead of 2-3 times
- **Enhance quality of data analysis** with consistent basis

## METHODOLOGY

### plan

- Compare current data templates for bonus and SI
- Draw out objectives and identify essential fields
- Build in auto-filled fields to reduce calculation errors
- Establish guidelines and basis to facilitate clarity



### study

- Post-implementation review and evaluation
- Analyze data and verify based on past years' data results
- Address gaps in the proposed template
- Propose further enhancements to the template to achieve desirable outcome



### act

- Send proposed template to respective end users to gather feedback
- Constant improvement and trial & error
- Present to Group HR Heads to address concerns and garner buy-in
- Plan and inform the HR Heads on the actual implementation

### do

- Pre-implementation communication to all institutions' HR users 3 weeks prior to implementation date
- Constant reminder on the implementation of new template
- Roll out as per planned
- Gather feedback and inform relevant stakeholders of improvements along the way
- Confirm data extracted from spreadsheet with end users for submission to Union



## RESULTS

- Time taken in data collection was reduced from **6 weeks to 3 weeks**
- Respective institutions only need to liaise with **1 party** (SHR) instead of **2 parties** (SHR + Union)
- **Consistent data**, making it useful for data analysis
- Information collected have **multiple use** (e.g. for Bonus, Salary Increment, Collective Agreement, etc.)



## CONCLUSION

- Stakeholders are **receptive to change** as the time for data collection was **significantly reduced**
- Template is **continuously reviewed and refined** in preparation for coming year
- Feedback gathered and gaps are identified for the template to be **more robust and user-friendly**.

