CSM

Civil Service Management

Kampala, Uganda

The FreeBalance Accountability Suite™ is the only public financial management solution designed exclusively for government.

(CSM) Civil Service Management is one of the six core product pillars within the FreeBalance Accountability Suite™.

Comprised of a number of modules that can be implemented individually or as part of a unified solution, the **CSM pillar enables governments to manage the civil service cycle.**

The FreeBalance Accountability Suite™

CSM · GTM · PFM · GRM · PEM · GPM

Modules

The CSM modules provide a fully integrated web-based human resource information management and payroll system designed exclusively for government. From recruitment through retirement, Civil Service Management delivers a complete government HR solution.

- **Affiliations and Contributions**
- **Benefits and Actuary Management**
- **Benefits Management**
- **Capacity Building and Training**
- **Civil Service Movement**
- **Civil Service Performance Appraisal**
- **Civil Service Planning**
- **Civil Service Recruitment**
- **Employee Self-Service**
- **Financial Disclosure**
- **Member Loan Management**
- **Payment Management**
- **Pension Management**
- **Payroll**
- **Time and Attendance**
- **Talent Management**
- **Travel and Subsistence**
- **Workforce Management**

CSM Modules

(CSAC) Affiliations and Contributions

Centralized repository of all pension fund income data. Controls contribution collection process and integrated with financial modules to record revenue.

(CSBA) Benefits and Actuary Management

Supports benefits and services to pension fund members. Integrated with payroll and actuarial valuations.

(CSBM) Benefits Management

Supports insurance, bonuses, training payments and loans for civil servants.

(CSCB) Capacity Building and Training

Increases government capacity through training, capacity building programs, succession planning and pay for performance.

(CSFD) Financial Disclosure

Supports civil servant financial information.

(CSML) Member Loan Management

Pension fund loan management. Supports core processes including loan application, trigger analysis and protocolization, settlement and release of funds.

(CSMV) Civil Service Movement

Supports movement of employees through the work cycle.

(CSPA) Civil Service Performance Appraisal

Provides appraisers and employees with a comprehensive perspective of employee performance history, work plans and development plans.

(CSPL) Civil Service Planning

Comprehensive civil service planning, budgeting and in-year forecasting tool for effective salary expenditure management.

Features

Human Resources
- Supports civil service reform and management including movement, capacity building, salary planning, performance appraisal and recruitment.

Payroll and Pensions
- Supports government rules for payroll and pensions.

Benefits and Self Service Supports
- Civil service benefits, travel and subsistence, and self-service portals.

CSM Modules

(CSPM) Payment Management
Manages the payment approval process.

(CSPN) Pension Management
Supports each employee retirement plan and includes approval date, status, employee information and benefit plan.

(CSPR) Payroll
Maintains payroll integrity from linked salary scales, assignments, bonuses and other benefits.

(CSRC) Civil Service Recruitment
Supports the entire internal and external recruitment cycle including citizen self-service.

(CSSS) Employee Self-Service
Enable employees to complete leave applications, review leave availability and attendance history, submit travel and leave requests, and other actions as configured.

(CSTA) Time and Attendance
Manages overtime, vacation, shift work and links the appropriate codes.

(CSTM) Talent Management
Allows employees to explore multiple career paths.

(CSTS) Travel and Subsistence
Manages all employee business-related trips.

(CSWM) Workforce Management
Repository of employee information such as job description, awards, appraisal scores, disputes, etc.

Benefits

Civil Service Workforce Management
- Manages recruitment, performance appraisal, dispute management and retention processes.

Payroll and Pensions
- Manages payments to hourly and salary staff and pensions to former civil servants.

Salary Planning
- Salary forecasting and the ability to model changes to pay grades, vacancies and union agreements.

Payment and Benefits Management
- Manages payment cycle including approval, EFT, secure cheques and pay vouchers.

Position and Establishment Management
- Sets the establishment for the civil service, pay grades and position scales.

Civil Service Reform
- Manages vendors including vendor authorization, certifications and ratings.

Capacity Management
- Increases government capacity through training, capacity building programs, succession planning and pay for performance.

Benefits Management
- Supports insurance, bonuses, training payments and loans for civil servants.

FreeBalance Accountability Suite™

Parliament Hill, Ottawa, Canada

The FreeBalance Accountability Suite™ is available in six base configurations to meet different Government Resource Planning (GRP) requirements

GPM — **Government Performance Management**

Performance management empowers government to achieve better results through access to data. Tying performance directly to budgeting allows for improved outcomes.

PFM — **Public Financials Management**

Commitment accounting and budget management are unique to the public sector, enabling budgetary and commitment controls. This includes budget and commitment accounting, assets and inventory.

PEM — **Public Expenditure Management**

Public expenditure management reflects all functions related to government spending. This includes expenditures, purchasing, procurement, grants and social programs.

GTM — **Government Treasury Management**

Treasury management enables governments to manage debt and investments. Treasury Management includes bank reconciliation and cash management.

GRM — **Government Receipts Management**

Governments raise revenue and collect receipts through a number of means. This includes non-tax revenue, taxation and billing and receipts.

CSM — **Civil Service Management**

Civil service management enables governments to manage the civil service cycle from recruitment through retirement. This includes human resources and workforce, payroll, pensions, benefits and self-service.

FreeBalance is a purpose-led organization dedicated to improving citizen wellbeing around the world

Lake Victoria, Uganda

FreeBalance Overview

We believe strongly in fiscal transparency and accountability and our products help bring the power of open government to citizens and decision-makers around the world.

With a successful track record of almost 40 years and operations in 25+ countries,

FreeBalance has unparalleled experience in public finance reform and is a specialized Business-to-Government (B2G) firm.

FreeBalance is a proud signatory of the UN Global Compact.

39 years	25+ countries	$425bn budgets	580k civil servants	890m citizens
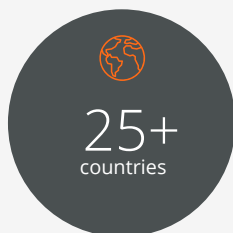
Tegucigalpa, Honduras

Supported International Standards

The FreeBalance Accountability Suite™ supports the highest international standards for fiscal management and accounting, including those from:

- United Nations
- International Monetary Fund
- World Bank
- International Financial Reporting Standards (IFRS)
- International Federation of Accountants (IFAC)
- Millennium Challenge Corporation (MCC)

Solid Foundation

The FreeBalance Accountability Platform™ is a web-based, Java-powered platform designed for government financial management. Our applications support centralized environment but are also flexible enough to accommodate decentralized and hybrid models.

Contact FreeBalance

info@freebalance.com
www.freebalance.com