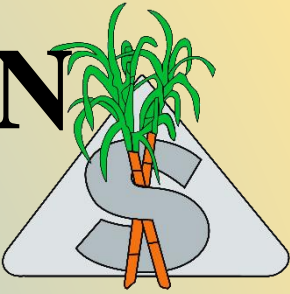




TEAM EXCELLENCE COMPETITION 2023



Innovations for Higher Productivity Sugar Fund Tech

*Digitalization Of
Human Resource Functions*



Fiji
BUSINESS
EXCELLENCE
AWARDS

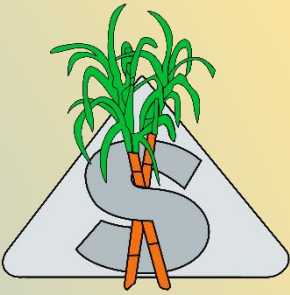


Fiji
BUSINESS
EXCELLENCE
AWARDS



TEAM MEMBERS

Sugar Fund Tech



Prithi Ram

Human Resource
Executive
Project Role:
Tester/Trainer/Implementer



Anald Sharma

Loan Settlement
Officer
Project Role: Tester



Sheetal Shalini

Manager Information
Technology
Project Role: Team
Leader/Implementer



Sarvesh Sagar

Loan Officer
Project Role: Tester



Salanieta Nalotawa

IT Support Officer
Project Role:
Functionality Tester

CODE OF CONDUCT

Participation

Problem Solving

Team Work

Communication

Meeting
Guidelines



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**

ABOUT SUGAR CANE GROWERS FUND

After World War II – need to rehabilitate farms , machines (SCGF) originated in **1946** need for commonwealth sugar exporting countries including Fiji and the United Kingdom to establish and set aside reserve funds. Prices sugar being high – stg \$19- \$31

From **1947** up to the 31st December, **1959**, stg. 2, 597, 210- contributed to general account- 56.5% to the Growers' and 43.5% Millers general account- **until 17th April 1959** . Millers took their shares
Fund as Capital Fund for farming needs

Later, Sugar Cane Growers Fund Authority (Fund) was established by **Act No. 9 of 1984 enacted by the Parliament of Fiji on 26 July 1984**. All monies and Assets of the Sugar Cane Price Support Fund were transferred to the Sugar Cane Growers Fund.

The name changed to Sugar Cane Growers Fund by amendment **Act 12 of 1996** and it decentralised on 2nd Jan 1997.

Head Office
SCGF a corporate body of the Government registered Head Office in Drasa Avenue, Lautoka,

District Offices:
Lautoka, Nadi, Ba, Tavua, Rakiraki, Labasa and Seaqaqa and weekly agency services to Sigatoka;

Vision

To be the premier and sustainable financial service provider for Fiji's sugar cane growers.

Mission

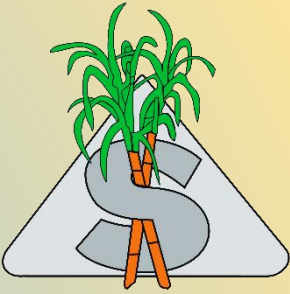
1. Provide very high quality, fair and affordable financial services to all cane growers of Fiji;
2. Be ethical and honest in all our dealings;
3. Enhance livelihood of all that we serve; cane growers;
4. Be sustainable and contribute in transformation of the industry, and
5. Be part of the prosperity journey for all the cane growers

Values

1. **G**rowth-For all stakeholders of SCGF
2. **R**esponsible- in all our dealings across
3. **R**esilient-be there in good times and bad times
4. **O**pportunity-for all stakeholders but prudently
5. **W**illingness-listen, help with compassion
6. **E**mpathy-for all stakeholders
7. **R**esponsive-with dedication and commitment
8. **S**ustainable-for its longevity
9. **I**nnovations-think inside and outside of the box and
10. **I**ntegrity-highest level of integrity and honesty



PROJECT NAME



“Digitalization Of Human Resource Functions”



**Fiji
BUSINESS
EXCELLENCE
AWARDS**

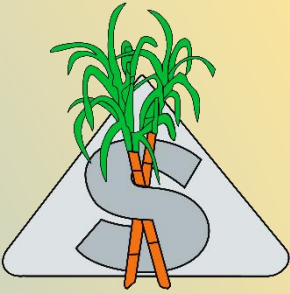


**Fiji
BUSINESS
EXCELLENCE
AWARDS**



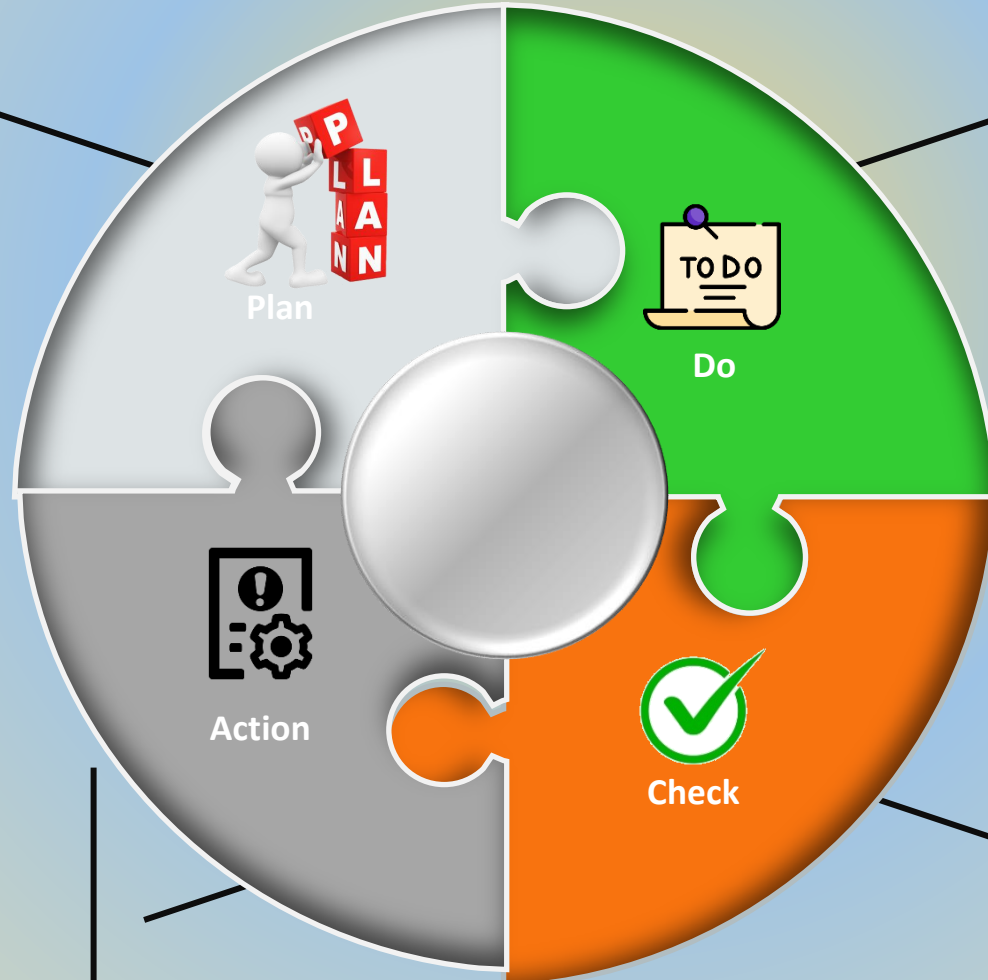
METHOD

PDCA is an iterative design and management method used for the control and continual improvement of processes and products



Plan

1. Team Formation and Meeting
2. Planning
3. Project Selection
4. Problem Identification
5. Problem Analysis
6. Data collection & Analysis



Do

1. Implement Solution
2. Stakeholder Engagement

Check

1. Result Evaluation
2. Impact on Productivity and Sustainability
3. Trends/Benchmark Comparison
4. Tangible and Intangible results

Action

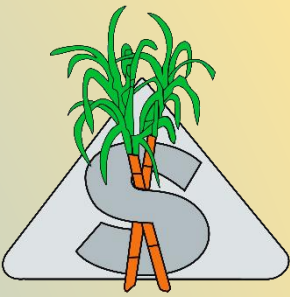
1. Learning outcome
2. Future Project
3. Corporate Social Responsibility



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



FRAMEWORK

1

**PROJECT PRODUCT
DEFINITION**

2

CUSTOMER



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**

PROJECT OVERVIEW

Process Improvement

Automation & Digitalization of Processes

Aligned to Goals

Organizational Goal

Organizational Capacity, Technology, Channel & Digitalization, Optimize Processes, Products, Policies, Community & Environment, Improve Earnings & Cost Containment

Sustainable Development Goals

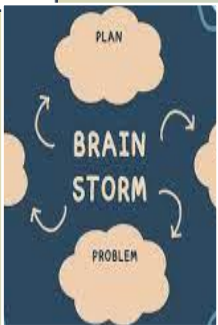
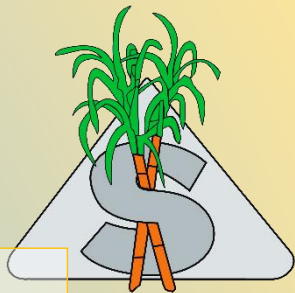
7-Affordable and Clean Energy, 13-Climate Action

Improve Productivity & Efficiency

- Reduce Cost
- Reduce Paper Usage
- Save Time
- Accessibility
- Transparency/Security



TOOLS & TECHNIQUES USED



Brainstorming



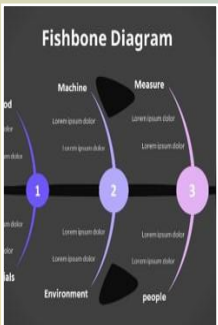
Problem Identification



Decision Matrix



Problem Ranking



Fish Bone Diagram



Pareto Chart



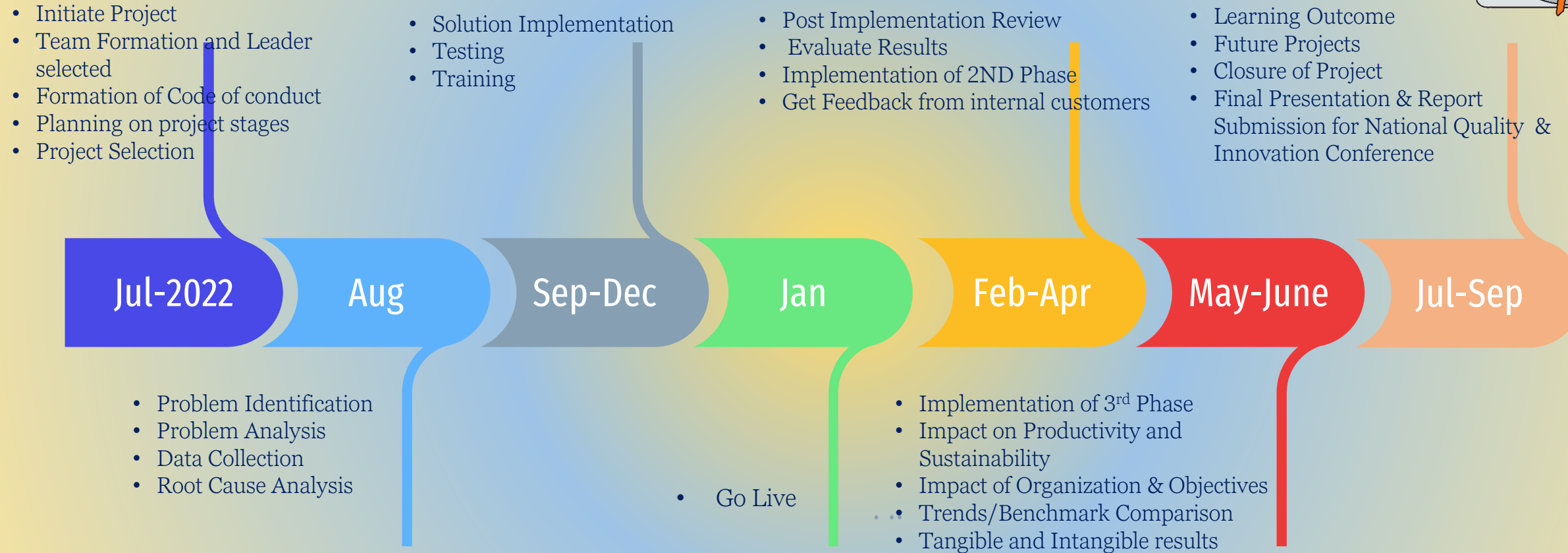
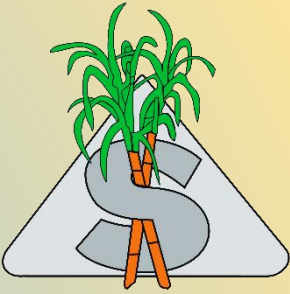
Fiji BUSINESS EXCELLENCE AWARDS



Fiji BUSINESS EXCELLENCE AWARDS



PROJECT TIMELINE



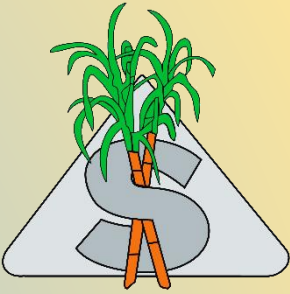
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



BRAINSTORMING



Team
Identifying
issues to
resolve.



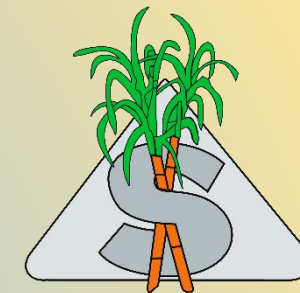
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



PROBLEM IDENTIFICATION



- 1 Lack of Sales Marketing
- 2 Manual Processes for HR Functions- Duplication
- 3 High Paper Usage
- 4 Limited Training for staff
- 5 Lack Of Team Bonding Activity
- 6 Low Registration of Growers on Mobile App



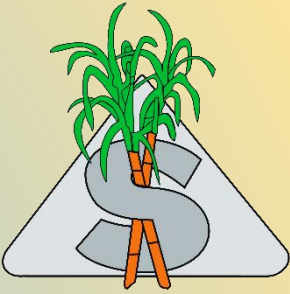
Fiji
BUSINESS
EXCELLENCE
AWARDS



Fiji
BUSINESS
EXCELLENCE
AWARDS



DECISION MATRIX



Each Team Member Gave Points to the Identified Problems on Factors: Urgency to Resolve, Add Value to users/organization al goal, Increase Efficiency and Improve Productivity

1	Lack of Sales Marketing	18
2	Manual Processes for HR Functions- Duplication	22
3	High Paper Usage	20
4	Limited Training for staff	16
5	Lack Of Team Bonding Activity	15
6	Low Registration of Growers on Mobile App	18

**Highest -5
Lowest -1**



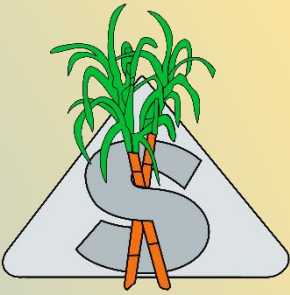
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



PROBLEM RANKING



**Problems Ranked
As Per Scores By
The Team**



**Team identified
“Improvement
on Manual
Process for HR
Functions” as
the project. This
was also one of
the KPI & part of
CEO work plan
after completion
of ICT project.**



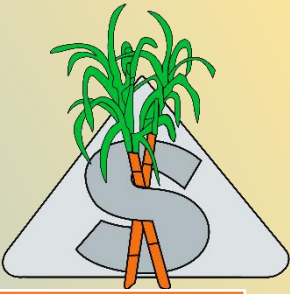
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



TARGET SETTING



S

Specific

Clearly State your Goal

100% automation of HR/Payroll processes

M

Measurable

Ensure you can Measure Success

90% reduction in paper usage for HR functions

A

Attainable

Set Goals you know you can Achieve

Improve Data Integrity
issues/Accountability/Transparency

R

Relevant

Set Goals Relevant to your Career or Education

Eliminate duplicate processes/Data

T

Time-Based

Set a Deadline for Completion

Implement Security



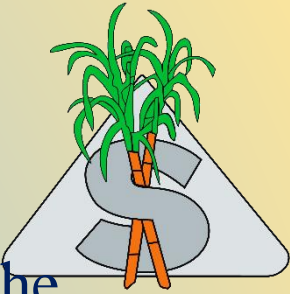
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



CUSTOMERS



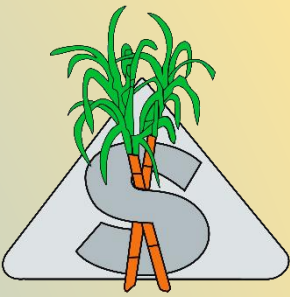
- We have kept both our internal (Staff) & External customers while analyzing the problems as well as defining solutions for implementation.
- Our internal customers have adopted well to the system change process which is implementation of the new HR/Payroll system for managing Human Resource Functions.
- Our External Customers- New recruits now have access to apply for jobs using the recruitment portal which will assist applicants and hiring managers to screen job more efficient, cost effective, tracking of application is easier.
- Our team's main objective was to implement a practical solution that would meet our staff's needs and expectation as well minimize cost for the organization.



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



FRAMEWORK



3

**PROJECT ANALYSIS &
SOLUTIONS
IMPLEMENTATION**



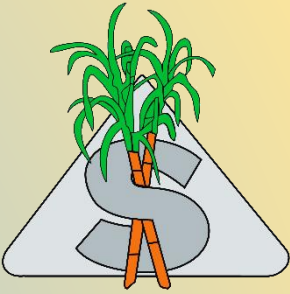
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



PROBLEM STATEMENT



*Manual & Duplication of Processes
for HR functions leads to High paper
usage/Inefficiency/lack of
Transparency, Security and Data
Integrity*



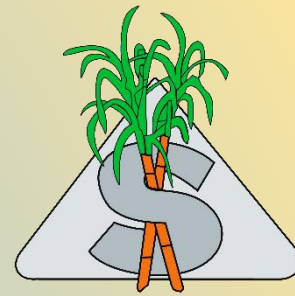
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



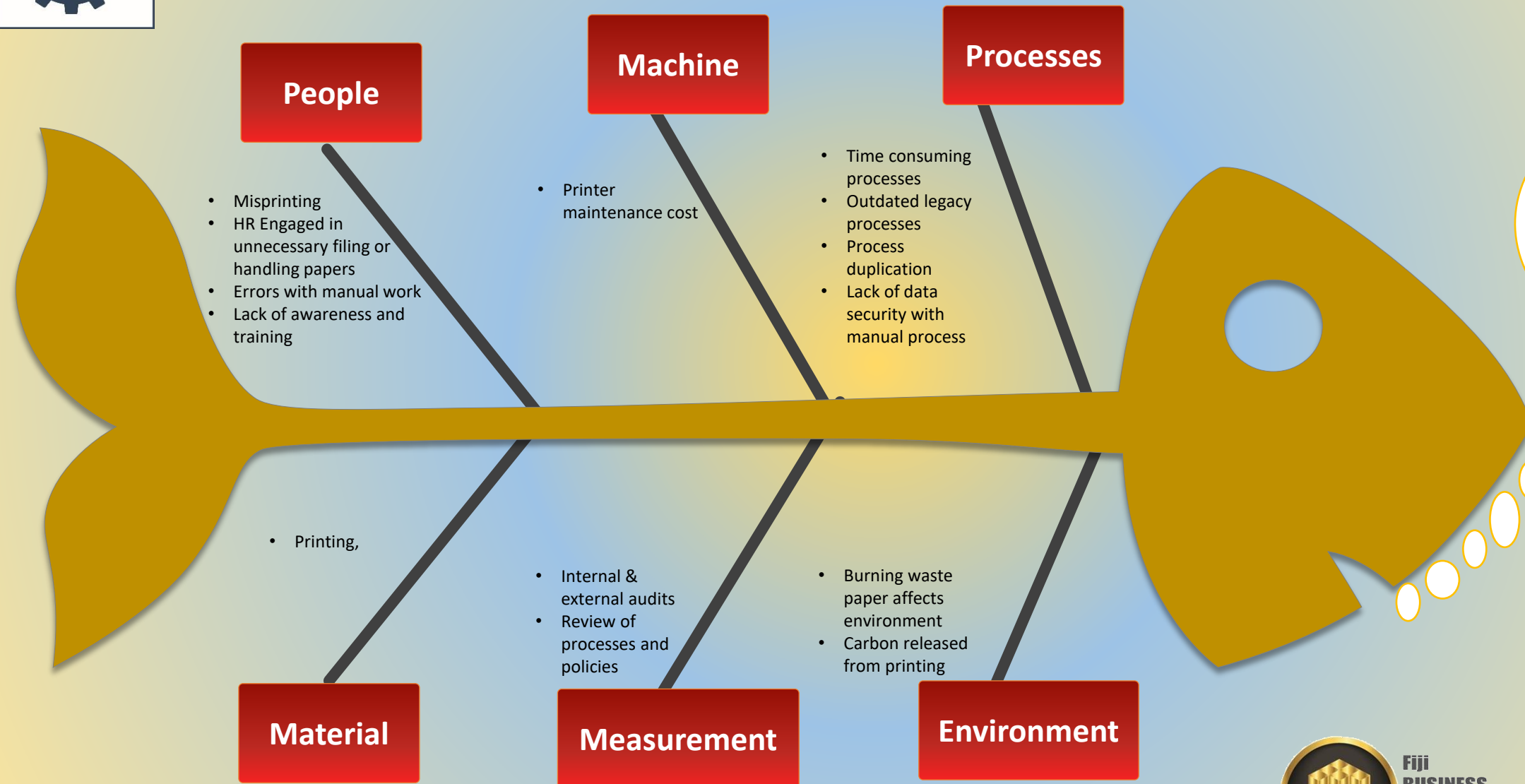
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



FISH BONE DIAGRAM



Manual & Duplication of Processes for HR functions leads to High paper usage/ Inefficiency/lack of Transparency, Security and Data Integrity



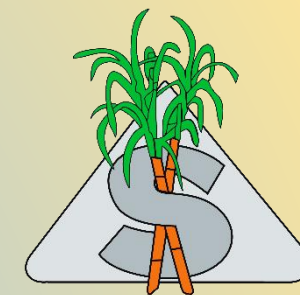
Fiji BUSINESS EXCELLENCE AWARDS



Fiji BUSINESS EXCELLENCE AWARDS



CHECK SHEET



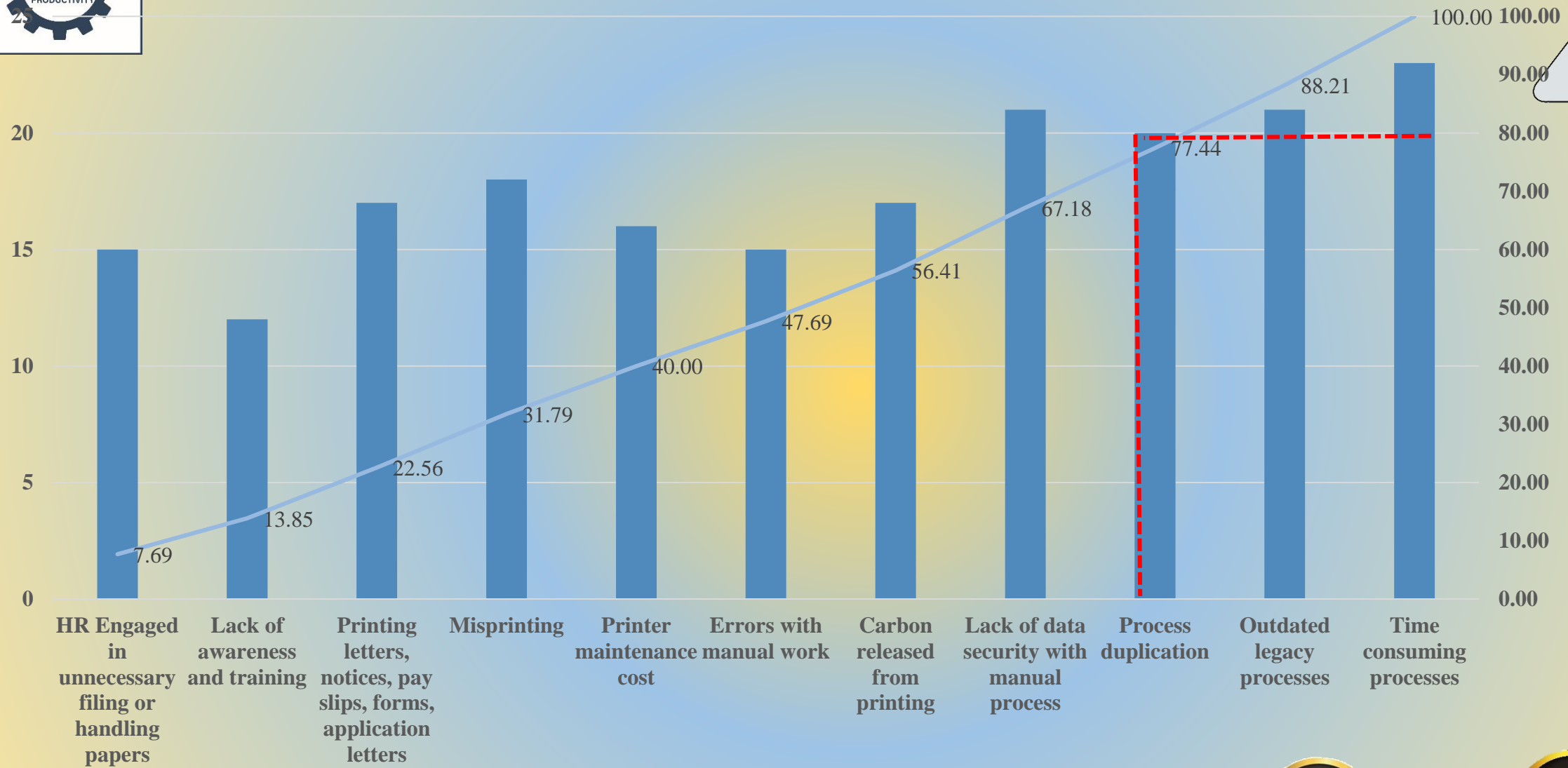
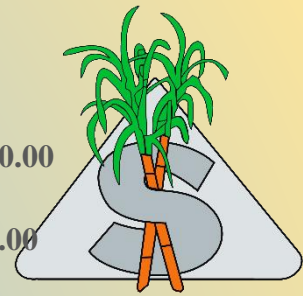
Identified Root Cause	Sheetal	Prithi	Anald	Sarvesh	Salanieta	Total	%of Total	Cumulative %
HR Engaged in unnecessary filing or handling papers	4	3	3	3	2	15	7.69	7.69
Lack of awareness and training	2	3	2	3	2	12	6.15	13.85
Printing letters, notices, pay slips, forms, application letters	4	4	3	3	3	17	8.72	22.56
Misprinting	4	5	3	3	3	18	9.23	31.79
Printer maintenance cost	3	4	3	3	3	16	8.21	40.00
Errors with manual work	4	4	2	3	2	15	7.69	47.69
Carbon released from printing	3	4	3	4	3	17	8.72	56.41
Lack of data security with manual process	5	5	4	3	4	21	10.77	67.18
Process duplication	4	5	4	3	4	20	10.26	77.44
Outdated legacy processes	5	4	5	4	3	21	10.77	88.21
Time consuming processes	5	5	4	5	4	23	11.79	100.00
						195	100	



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



PARETO CHART



■ Total — Cumulative %



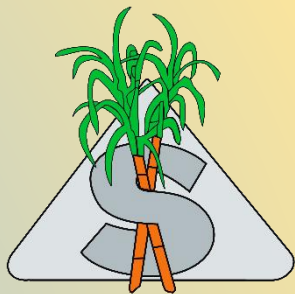
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



SOLUTION ANALYSIS



Factors to Consider:

- Cost
- Timeframe
- Resources
- Impact on Productivity, Efficiency, Sustainability, Organizational Goals

No	Identified Solution		Factors				
			Cost.	Timeframe	Availability of Resources	Impact on Productivity/Efficiency/Sustainability/Organizational goals	
		Weight	5	5	5	5	
1	Streamline Manual Process- Remove time-consuming tasks		4(20)	2(10)	3(15)	1(5)	50
2	Implement HR System separate from payroll		3(15)	3(15)	4(20)	3(15)	65
3	Implement HR/Payroll Solution and Integrate with Financial System		3(15)	3(15)	4(20)	5(25)	75
4	Design solution in Ms Excel(Forms)		4(20)	2(10)	3(15)	2(10)	55



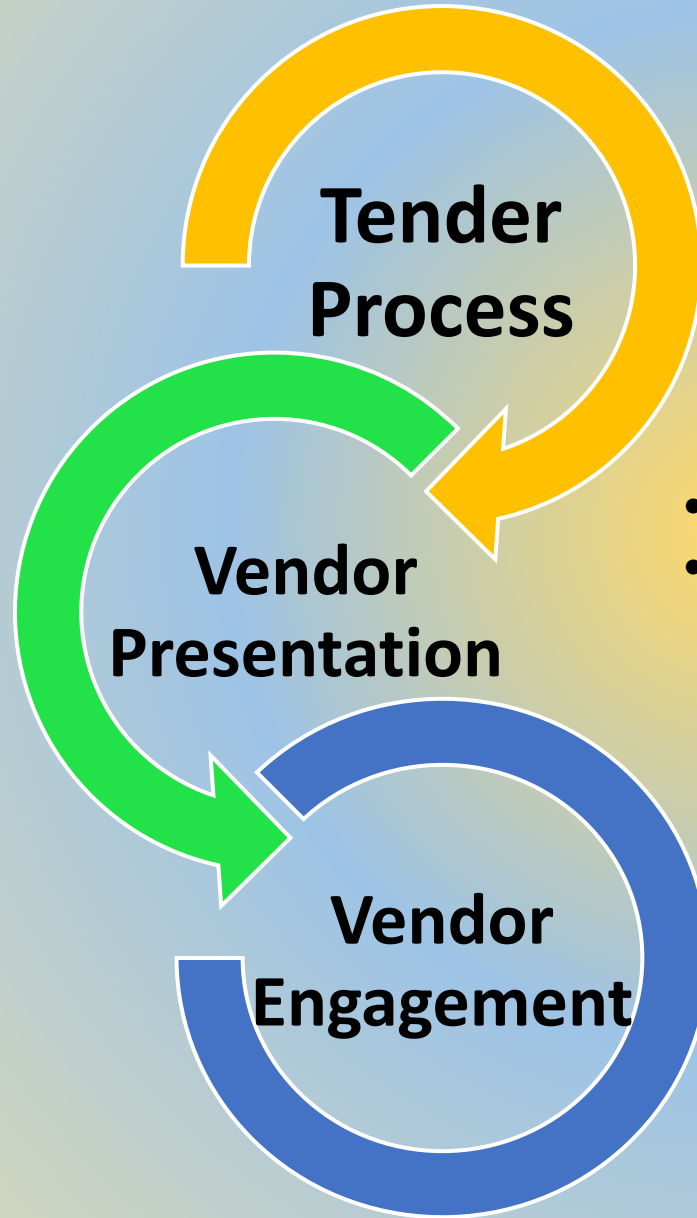
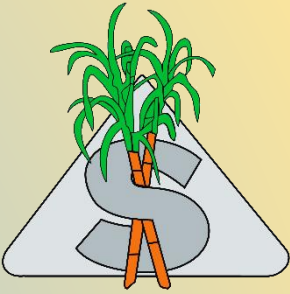
BUSINESS EXCELLENCE AWARDS



Fiji BUSINESS EXCELLENCE AWARDS



SOLUTION IMPLEMENTATION



- Vendors to submit their bid

- Vendors Invited to present their solution.
- Following factors considered : **Business Requirement, System Maturity, Functionality, Technical Support, Commercial, Timeline**

- Edge Business Solution engaged to implement Link Soft Software



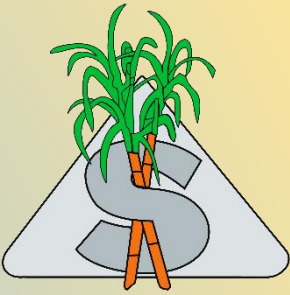
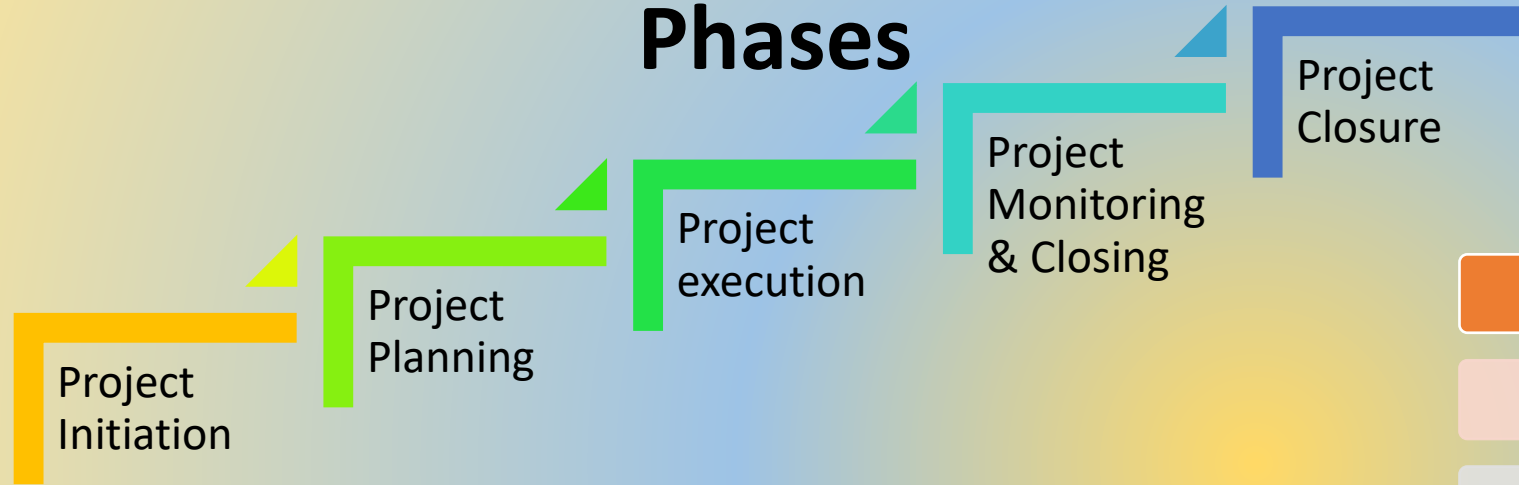
Fiji
BUSINESS
EXCELLENCE
AWARDS



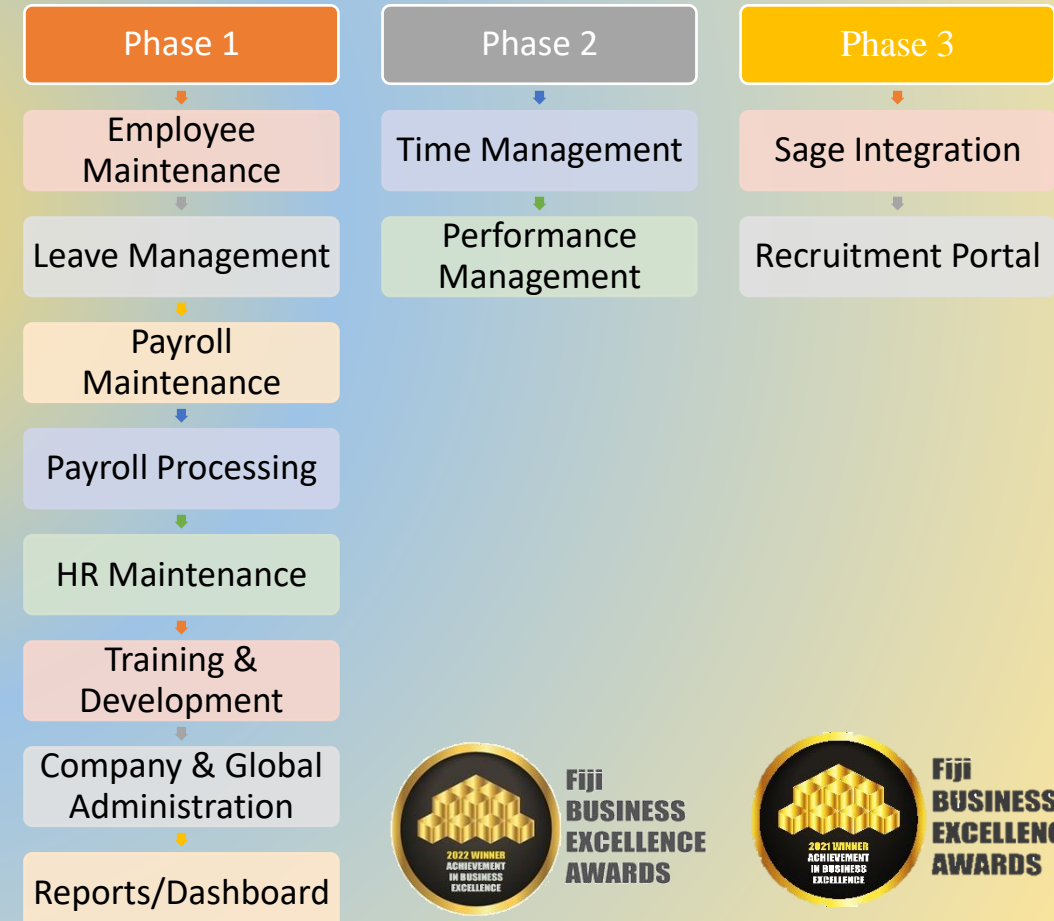
Fiji
BUSINESS
EXCELLENCE
AWARDS



Project Management Phases



Implementation Phases

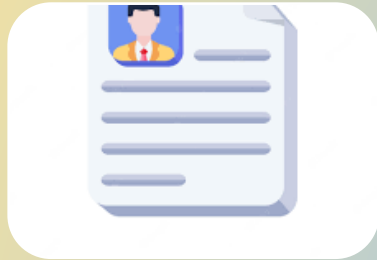


**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**

SYSTEM FUNCTIONALITY



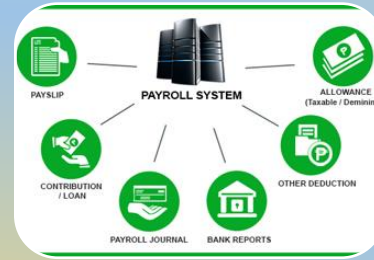
Employee Profile



Leave Management



Time & Attendance Management



Payroll Processing



Payroll & HR Maintenance



Induction & Probation



Health & Safety



Performance Management



Business Intelligence



Company Administration



Global Administration



Recruitment



Training & Development



Integration



Asset Management



Help Desk

Sugar Cane Growers Fund - LinkSOFT Portal

Welcome Sheetal ! [Log Out]
Licencee: Sugar Cane Growers Fund
Powered by Link Technologies - Australia, 14.70.0426.GA

HomeMy AccountReportsNotes / JournalChange CompanyLog OutHelp

Vacancy Applications

Vacancy Management

Employee Profile

Leave Management

Time Management

Payroll Processing

Payroll & HR Maintenance

Induction & Probation

Health & Safety

Performance Management

Training & Development

Asset Management

Helpdesk

Helpdesk Maintenance

Business Intelligence

Integration

Company Administration

Global Administration

Change Password

Every user should change their **password** and add a "Security Question" and "Answer". The "Security Question" and "Answer" is used to validate the user at "Password Recovery".

You can change your password by selecting "Change Password" from the menu. Follow the instructions on the "Change Password" form. Keep in mind that the "Password" and "Question-Answer" are case-sensitive.

Basic Tips on Using the Portal

The menus listed on the side panel are the menu items your administrator has allowed you to use. You can navigate through the menu items using the side panel. You can search for a menu item using the "Search for menu items" panel. If you cannot find the menu item, ask your Administrator to give you access.

Reports allow you to view data based on filters. Reports can be accessed from the menu "Business Intelligence ~> Reports". When the report is selected, the list of filters will appear below the selected report. Select your filters and select the option to "View" the report.

Support

Our [online helpdesk](#) allows our customers to log their issues as well as review the status of their calls and search our extensive knowledge base for answers to common questions. Our Online help file can be accessed through [this link](#). You can also email support at Support@LinkTechnologies.com.au

Office hours are Monday to Friday, 8 AM to 5 PM except on public holidays.

You can search our internal call logs at [this link](#).

Sugar Cane Growers Fund - LinkSOFT Portal

Welcome Sheetal ! [Log Out]
Licencee: Sugar Cane Growers Fund
Powered by Link Technologies - Australia, 14.70.0426.GA

HomeMy AccountReportsNotes / JournalChange CompanyLog OutHelp

Search for menu items

Recruitment

Employee Profile

Leave Management

Leave Allocation

Leave Balance

Leave Applications

Leave Calendar

Leave Approvals

Leave Adjustments

Leave Transactions

Leave Analysis

Process Leave

Process End of Month

Leave Codes

Time Management

Payroll Processing

Payroll & HR Maintenance

Calendar Selection Parameters

Time Zone: (UTC+12:00) FijiEmployee: Anald Robindra Sharma [All Employees: Refresh]

Legend: Planned = Pink, Applied = Blue, Approved = Green, Taken = Orange

September - October 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25 September	26	27	28	29	30	1 October
Litiana Rawei (Annual Leave - Approved) To 4 Oct						
2	3	4	5	6	7	8
From 25 Sep Litiana Rawei (Annual Leave - Approved)	Litiana Rawei (Annual Leave - Approved) To 9 Oct		Litiana Rawei (Annual Leave - Approved) To 9 Oct			
Sarvesh Prasad Vidya Sagar (Annual Leave - Approved)		Sarvesh Prasad Vidya Sagar (Annual Leave - Approved) To 9 Oct				
9	10	11	12	13	14	15
Show more		Sarvesh Prasad Vidya Sagar (Annual Leave - Approved) To 18 Oct		Show more		
16	17	18	19	20	21	22
From 11 Oct Sarvesh Prasad Vidya Sagar (Annual Leave - Approved)		Sarvesh Prasad Vidya Sagar (Annual Leave - Approved) To 24 Oct		Show more		
23	24	25	26	27	28	29
From 19 Oct Sarvesh Prasad Vidya Sagar (Annual Leave - Approved)						

Sugar Cane Growers Fund - LinkSOFT Portal

Welcome Sheetal ! [Log Out]
Licencee: Sugar Cane Growers Fund
Powered by Link Technologies - Australia, 14.70.0426.GA

HomeMy AccountReportsNotes / JournalChange CompanyLog OutHelp

Recruitment

Employee Profile

Employee Maintenance

Employee Profile

Employee Pay Setup

Achievements

Career Preference

Curricular Activities

Dependents

Discipline

Exit Maintenance

Experience

Issuable Items

License

Meeting Calendar

Meetings

Membership

GeneralPersonalTaxServicePay DetailsNotes and Attachments

Contact Information

Employee: Sheetal Shalini [E005]

Email: sheetal@scgf.com.fj

Phone Home:

Phone Office: 9987793

Phone Mobile: 9976522

Residential Address

Address 1:

Address 2:

Address 3:

City: Lautoka, Fiji

Postcode:

Postal Address

Address 1:

Address 2:

Address 3:

Emergency Contact

Name: Sharmila Roshan

Phone: 9525686

Commands

Update

Dashboard for user: Sheetal

Employee Reviews

Enter text to search...

Drag a column header here to group by that column

Review Date	Employee	Position
No data to display		

Contract Expiry

Exit Response

My Pay Details

My Tasks

User: e014RoleCompanyWorkflow

Maintain user roles

Available Roles:

☐ Administrator☐ Helpdesk User☐ Payroll & HR Admin☐ Payroll Authorozation Officer☐ Performance Appraisal-CEO 1☐ Performance Appraisal-CEO 2☐ Performance Appraisal-Managers☐ System Administrator

Add selected role to user

Delete Selected Role

User is in these roles:

☐ All Users☐ Employee Self Serve

Remove selected role from user

New Role

Type in a new role here

Create role

User: e014RoleCompanyWorkflow

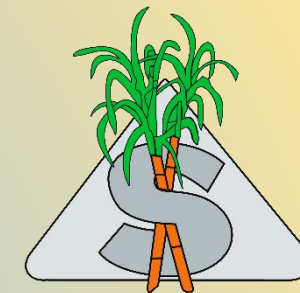
Enter text to search...

Drag a column header here to group by that column

#	Workflow Name	Workflow
▶	Leave Management	Leave Approval_Lending
▶	Pay Processing Approval	
▶	Performance Management	PMS Approval Workflow_Lending
▶	Purchase Order Approver	
▶	Purchase Request Approver	
▶	Time Management	



TANGIBLE RESULTS /VALUE CLARITY



Value Added From Solution Implementation	Tangible Results
Reduction in paper usage	Around 7,874 paper Reduced
Staff Productivity Improved	
Productivity Improved for HR	
Cost Saving on toner, paper	Approx. \$21,354.03 saved per year(paper, toner and HR costs)
Time saving doing manual process	



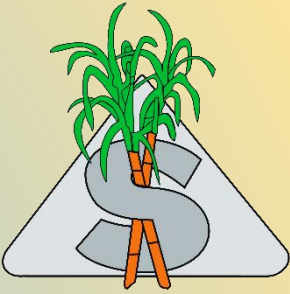
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



STAKEHOLDER ENGAGEMENT



Board



CEO & Management



Staff



Vendor

Email

Board Paper Reporting

Conducting Training/

User Acceptance Testing

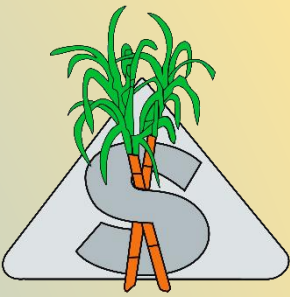
Meetings With Vendor



Fiji
BUSINESS
EXCELLENCE
AWARDS



Fiji
BUSINESS
EXCELLENCE
AWARDS



Check

FRAMEWORK

4

**IMPACT ON
PRODUCTIVITY &
SUSTAINABILITY**

5

INNOVATION



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**

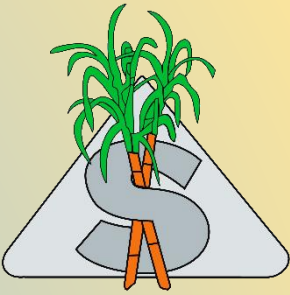


Impact on
Organization goals &
Objectives

Technology, Channel & Digitalization	Processes, Products & Policies	Community and Environment	Organization Capacity	Improve Earnings & Cost Containment
•Implementation of Human Resource system to replace paper based processes	•Optimizing processes..	•Contribution towards reduction in paper.	•HR integrated System Implementati on	•Reduce Costs

- Turnaround time for leave approval & PMS.
- System based processes produced quality reports and Iterative Dashboards.
- Duplication of processes have been eliminated
- Data Quality and Integrity has improved.
- System Generated Logs available for Audit
- De-centralized solution allows all users to interact with the system.
- Easier to interpret data to information.

Does the solution
enhance
Productivity /Quality



Impact on Sustainability



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



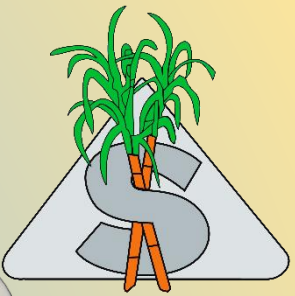
**Fiji
BUSINESS
EXCELLENCE
AWARDS**

PRODUCTIVITY MEASUREMENT

HR & Payroll Processes	Before	Time	After System Implementation	Time
Leave Management	<p>Procedures for Leave Application:</p> <ul style="list-style-type: none"> • Leave application was done manually on forms • For example, staffs working at Districts, after filling the application forms and then form was submitted to Line Officers/Managers. • From Line Officers forms was submitted to Managers or CEO for approvals • After approvals then forms were submitted to HR for filing records and updates of outstanding balances. 	Almost a day was taken for leave approvals	<p>Now all processes are done online for following</p> <ul style="list-style-type: none"> • Leave Allocation Entitlements • Employees Leave Balances • Leave Applications • Leave Calendar • Leave Approvals 	Est time of approval is 30 mins
Performance Management	<p>Procedures for Manual PMS:</p> <ul style="list-style-type: none"> • PMS was done manually on 4 pages of document • For example, staffs working at Districts, after filling the document and then document was submitted to Line Officers/Managers for appraisal. • From Line Officers document was submitted to Managers for further comments and appraisal. • Then the appraisal was submitted to HR for final rating calculations • The final document was then submitted to CEO for final comments and signing. 	Almost 2 weeks was taken for completion of PMS	<p>Now:</p> <ul style="list-style-type: none"> • Ability to conduct employee's appraisal-online • One-page document • System calculates the ratings 	<p>Now: Employees can complete their PMS in 20 minutes.</p> <p>Within a week the whole process of PMS can be completed.</p>



PROJECT STANDARDIZATION



Staff Training
conducted for
staff to
familiarize and
adapt to the
system



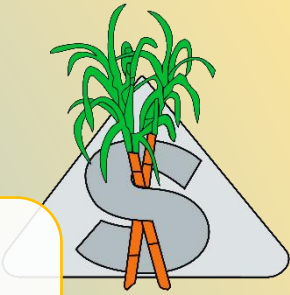
Fiji
BUSINESS
EXCELLENCE
AWARDS



Fiji
BUSINESS
EXCELLENCE
AWARDS



INNOVATION



Value Adding

- The change of system has added value to the Organization and its staff.
- The solution has improved Quality of work
- Implemented within the allocated Time, Budget and Resources. The project may not have had much impact on the profit but it has reduced 7874 paper usage which has impacted Environment Sustainability.

Breakthrough in Innovation

- The project has been breakthrough in Innovation for SCGF as implementation of the new system has made large impact on the efficiency of the Human Resource Functions.

Game Changer

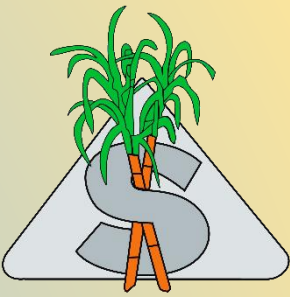
- The project has been Game changer for SCGF and its staffs and we are proud that we are keeping up with the latest changes in Information Technology- *cloud computing, digitization, process improvement and security.*
- vast changes to the operations of the Human Resource Section- moving from paper based system to an automated solution. Work is done is more faster and efficient way and results/ output in form of reports can be generated at any time as there is no need to separately compile data in Excel.



Fiji
BUSINESS
EXCELLENCE
AWARDS



Fiji
BUSINESS
EXCELLENCE
AWARDS



Action

FRAMEWORK

6

RESULTS/FUTURE PLANS



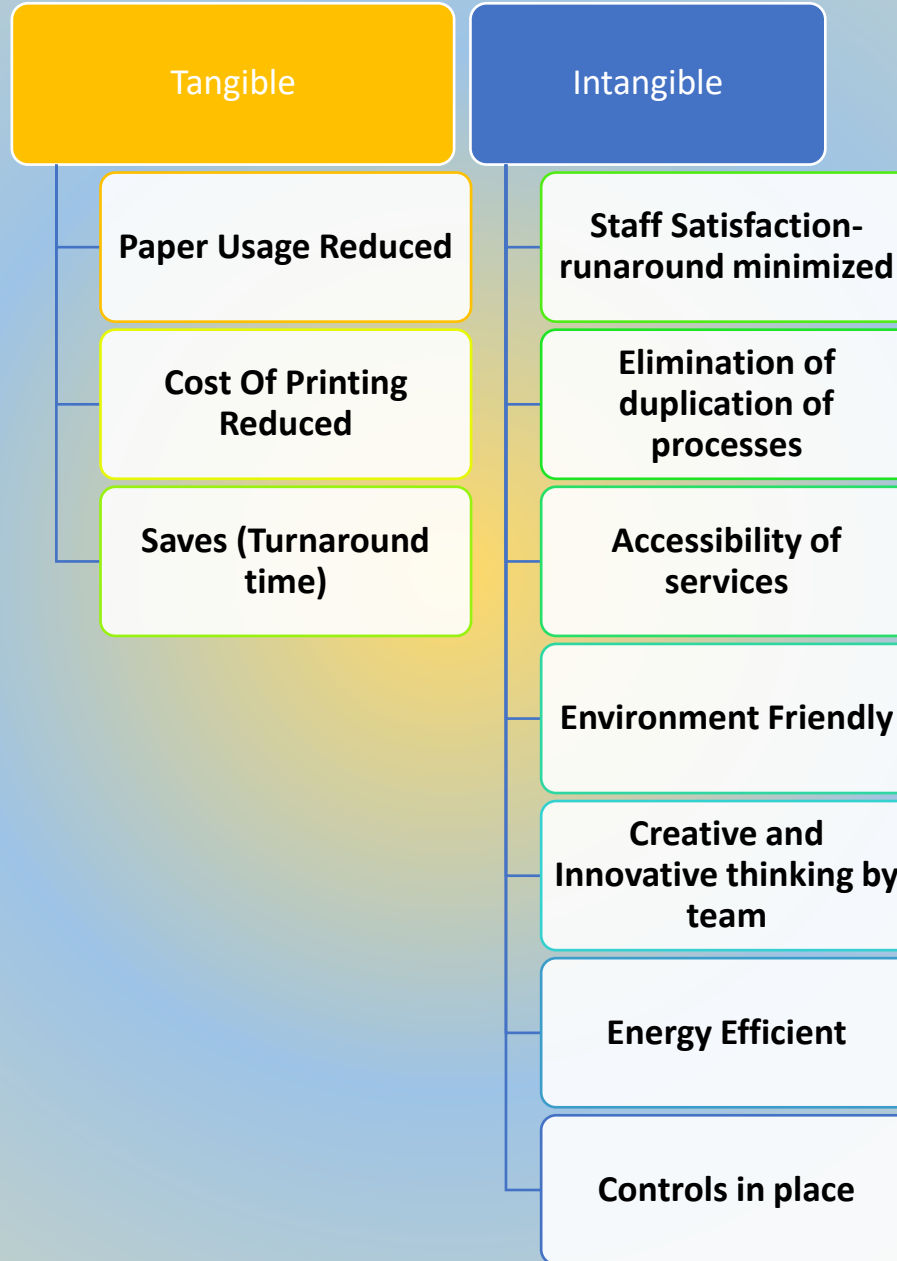
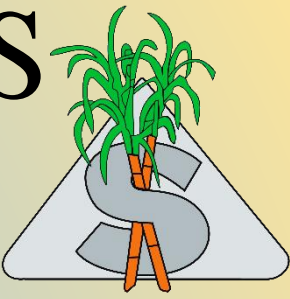
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



TANGIBLE/INTANGIBLE RESULTS



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



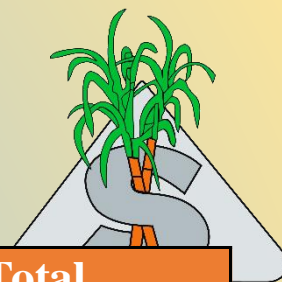
**Fiji
BUSINESS
EXCELLENCE
AWARDS**

Cost Benefit Analysis/ ROI/ Analytical tools & Techniques

Paper Reduction in Areas	Number of Paper	Number of Staff	Total Papers	Comments
Staff KPI	4	35	140	4 pages KPI signoff for each staff per year
PMS	8	35	280	4 page per pms so 2 pms per year so total 8 pages
Application printing for Vacancy	10	50	500	10 page per applicant..so I have taken 50 as number of applicants for 2 vacancy
Interview Questionnaire	7	16	448	7 Pages-1 set- 2 Interview- 8 shortlisted each for 4 panelist
Training Evaluation Form	34	35	1190	for 2022-Internal plus inhouse-(28+6)
Training Attendance	34	35	1190	for 2022-Internal plus inhouse-(28+6)
Time & Attendance	26	1	26	26 pays for which book photocopy of attendance was done
Leave	10	35	350	10 form per staff- sickleave,annual,breavement,study
Payroll Printing-Reports	20	26	520	1 report-20 pages total pay-26
Payslip Printing	26	35	910	26 pays- 35 staff
FNPF Contrbution Payment-Printing	26	1	26	
FRCS	26	1	26	
Maintaining Employee Staff File	50	35	1750	50 pages per file (CV,Certificates,Copy of Items,Letters etc)
Exit Interview	3	2	6	
Total Wastage-5% of total Print			394	Includes paper misfed,mis-priniting
			7756	Total Papers
			16	Total Reems Paper
			\$162.87	Paper Cost (10.50) per reem
			\$1,551.13	Toner cost (20 cents average black/white and colour
			\$1,714.00	Total Cost



COST BENEFIT ANALYSIS/ ROI/ ANALYTICAL TOOLS & TECHNIQUES



Quantitative Analysis	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Total
Non-recurring Costs								
LinkSoft Initial	\$15,354.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,354.10
Total-Non Recurring Costs	\$15,354.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,354.10
Recurring Cost-								
Cloud Server for Payroll	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$3,210.00
AMC For Link Soft	\$0.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$710.00	\$4,260.00
Total Recurring Cost	\$535.00	\$1,245.00	\$1,245.00	\$1,245.00	\$1,245.00	\$1,245.00	\$1,245.00	\$22,824.10
Benefits								
Cost Saving (A4 Paper)	\$162.87	\$162.87	\$162.87	\$162.87	\$162.87	\$162.87	\$162.87	\$1,140.08
Cost Saving (Printer Toner)	\$1,551.13	\$1,551.13	\$1,551.13	\$1,551.13	\$1,551.13	\$1,551.13	\$1,551.13	\$10,857.91
Cost Saving - Human Resource	\$20,885.03	\$20,885.03	\$20,885.03	\$20,885.03	\$20,885.03	\$20,885.03	\$20,885.03	\$146,195.21
Total Benefits	\$22,599.03	\$22,599.03	\$22,599.03	\$22,599.03	\$22,599.03	\$22,599.03	\$22,599.03	\$158,193.20
Net Benefits	\$6,709.93	\$21,354.03	\$21,354.03	\$21,354.03	\$21,354.03	\$21,354.03	\$21,354.03	\$134,834.10



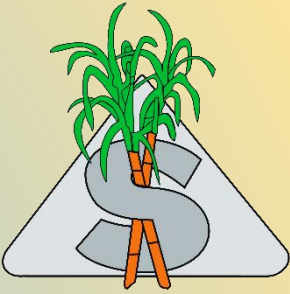
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



POSITIVE IMPACT



The solutions implemented as part of the project has positively impacted our staff/HR personnel in the following ways:

- a. Reduction in manual cumbersome processes;
- b. Time management
- c. System generated reports
- d. Healthier work environment - less paper usage and carbon
- e. Cost Saving on printing/paper
- f. Availability of Information
- g. Accuracy of Data



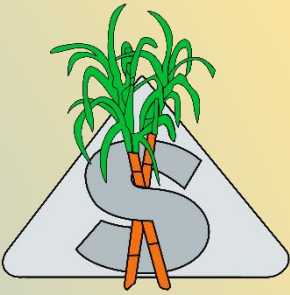
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



FUTURE TREND



SCGF plans to continue improving its business processes by implementing innovative ideas which will improve customer service, increase efficiency and productivity as well as minimize cost and contribute to Green ICT.

Some of the future implementations that the team will work on are:

1. Further improve on integrating HR system Time/attendance for branch offices
2. Reduce overall printing by 25%
3. E-Service/ Digital Literacy Program for our customers-Internal & External
4. Look into other areas that requires automation



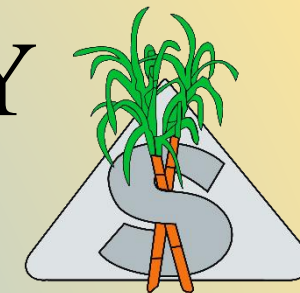
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



CORPORATE SOCIAL RESPONSIBILITY



As part of the our Green ICT Project - Offset/ Reversal of Carbon Emission, SCGF has planted 700 seedlings in the month of September with the help of Ministry of Forestry.

(Third from left) Ministry of Forestry Forest Guard Leveni Duvuduvukula; Sugarcane Growers Fund Information Technology Support officer and company green champion Salanota Nalotawa (sixth from left) and chief Sugarcane Growers Fund Chief Executive Officer Raj Sharma hold a soursop seedling with staff and members of the Ministry of Forestry at the Agroforestry plot in Lololo, Lautoka on September 17, 2022. Photo: Salote Qalubau

Sugarcane Growers Fund staff support initiative

SALOTE QALUBAU
LAUTOKA

Staff from the Sugarcane Growers Fund (SCGF) have now become the first stakeholder group to have planted more than 600 seedlings at an agroforestry plot of land in Lololo, Lautoka.

This is in support of Government's initiative to plant 30 mil-

lion trees in 16 years.

The team planted trees and fruit seedlings like dawa, soursop, mango, banana, pineapple and native tree seedlings like damanu and marota.

Sugarcane Growers Fund chief executive officer, Raj Sharma, said the initiative was also a great team bonding activity.

"As a country, we have been championing climate change," Mr Shar-

ma said.

"We have been championing the planting of trees which is a good initiative and I must acknowledge our staff for taking their time out today to be here.

"We'll also work with the ministry wherever possible to get more seedlings and distribute it to the farmers.

"We've got a lot of initiatives, we've got the paperless environ-

ment that we are working to, most of our work processes have been on a technology basis."

Ministry of Forestry Forest Guard Leveni Duvuduvukula said the plot of land would be used for seed sourcing since the Ministry of Forestry usually travelled up to Nadarivatu to collect seeds.

Edited by Ranoba Baos

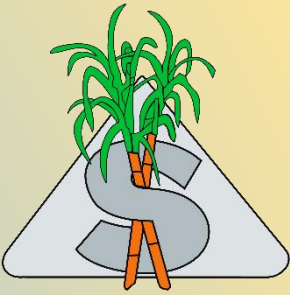
Feedback: salote.qalubau@fijisun.com.



Fiji
BUSINESS
EXCELLENCE
AWARDS



Fiji
BUSINESS
EXCELLENCE
AWARDS



Our SCGF Social Club Officials With HR Assistant Assisting Victims of School Bus Accident with food vouchers



Our SCGF social club members were out to help Mr. Suliano Waqavanua with a wheel chair. He was admitted at Lautoka Hospital and his daughter was out visiting offices. Club President Mr. Nilesh Karan with other officials handed over the wheelchair to Mr. Waqavanua at the Lautoka Hospital.



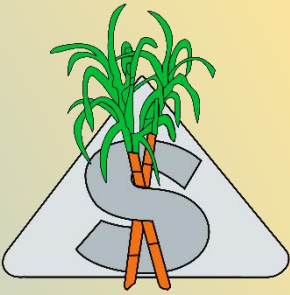
**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



CONCLUSION



We have achieved the following after complete implementation of the project:

- Cost saving on printing
- Achieving the following pillars of key performance areas
 - Technology, Channel & Digitalization
 - Processes, Products & Policies
 - Community and Environment
 - Organizational Capacity
 - Improve Earnings & Cost Containment
- Reduce paper usage and wastage
- Reforestation program- planted 700 trees with Ministry of Forestry
- Improve Productivity and Efficiency for staff and HR personnel
- Transparency, Security and Data Integrity

The project has been Game changer for SCGF and we are proud that we are keeping up with the latest changes in Information Technology- *cloud computing, digitization, process improvement and security.*



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



**Fiji
BUSINESS
EXCELLENCE
AWARDS**



Thank you

www.scgf.com



Email
enquiries@scgf.com.fj



Phone
6650777
9989627

Follow us on:



LinkedIn

