

**Welcome:**

- * Atika Imtiaz– Assistant Manager, Performance Management
- * Khurram Abbas– Section Manager Sub D, Sukkur
- * Rafaket Hussain- Section Manager Sub D, Faisalabad
- * M. Nabeel–CS&L Supervisor, Wah Cantt
- * Adnan Ghazi– CS&L Supervisor, Burewala
- * Hamid Rauf– CS&L Supervisor, DIK
- * Umair Ahmed– Supplier Supervisor, Peshawar
- * S. Alam Bacha– Supplier Supervisor, Islamabad

Farewell:

- * Farwa Zaidi- Assistant Manager, Performance Management
- * Hamna Akhtar– Head of HR
- * Anwar Kamal– Head of IT

Key Vacancies:

- * Section Supervisor–Karachi
- * CS&L Supervisor-Kasur
- * Supplier Supervisor-Quetta
- * Warehouse Supervisor– Okara

Send your referrals to HR to assist in filling these vacancies and winning referral reward

No. of referral rewards given last month=5

SNEAK PEAK INTO THE LAST MONTH**Dubai HR Forum**

The Third Annual Abudawood HR Forum was held on 2-3/7/2013 in Dubai in which Kiran Ali & Munyba Khan participated on behalf of ADP HR to share the function's achievements and discuss the plans and activities for the coming year. Discussion on several topics was undertaken and the areas that ADP HR has to tap on were highlighted. Several achievements made by ADP HR were taken notice by the Corporate and were discussed to be replicated in other markets as well. The 2 day forum was a great medium of interaction between Corporate HR and ADP HR.

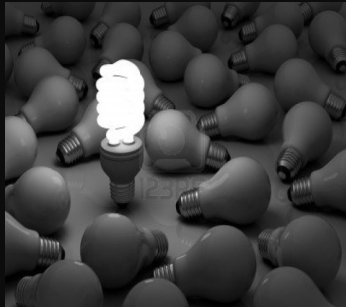
IDP Process

The IDP process was in full swing in July carried out by Performance Management team. Major tasks included coordinating and monitoring the process to ensure that it is closed in time and followed prudently. Liaison was ensured with IT to resolve glitches and support the team in following the timelines.

Coordination with Functional Heads was carried out to discuss, align and challenge the promotions. Each promotion was looked at in comparison to the entire function in order to ensure that only deserving candidates are promoted. Detailed work was done on promotions that has enabled HR to give reasons and justifications for any promotion recommendation that has been declined. Every promotion was discussed with the CM and decided upon. An in depth promotion analysis has been prepared to give a holistic view of the promotion exercise.

The exercise successfully got completed by announcing employee promotions across the Company and disbursing performance letters to every individual. The letters also incorporated increment details with respect to employee's ratings.

Tip of the Month



MANAGE YOUR ENERGY NOT YOUR TIME

Physical energy

Eat small meals and light snacks every three hours.

Spiritual energy

Live your core values. For instance, if consideration is important to you but you're perpetually late for meetings, practice intentionally showing up five minutes early for meetings.

Emotional energy

Defuse negative emotions—irritability, impatience, anxiety, insecurity—through deep abdominal breathing.

Vote of Thanks

HR would specially like to extend warm thanks to the **CBD** and **CS&L** teams for their constant support in Non-Management workforce hiring since April onwards. Last fiscal year, the organization saw a colossal wave of resignations and dismissals that has never happened before in the history of ADP due to the extensive Verification project but with utmost team effort, high level of support and collaboration among CS&L, CBD and HR, this cataclysm was adroitly managed. The current situation might not be impeccable but it is definitely worthy of applause.



GROUNDS COVERED

* EXIT INTERVIEW ANALYSIS FOR NON-MANAGEMENT

The compilation of quarterly exit interviews was completed. The analysis was prepared highlighting the main areas of concern that require management attention, in order to bring in the improvements and to get control of the attrition rate of the non-management employees. The analysis was divided into various segments, such as level & department wise segregation, to acquire a better understanding of functional operations. It also provided us with the insight into areas that contributed positively in the progress of ADP. The major demotivating factors identified for improvement were work stress and less work life balance. In continuation to the analysis, a few recommendations were also put forward to uplift the work life quality of the employees. HR plans to work on these lines and implement strategies this year.

* SALARY INCREMENTS AND BONUS

Analysis and working on employee salary increments and bonus was done last moth. New Salaries for FY2013-2014 have been disbursed to all the employees effective July 2013. Bonus has also been paid with the July salaries. In addition, working on new tax slabs was thoroughly done and the new slabs have been incorporated in FY13-14 salaries. Tax working has also been validated by tax consultants to ensure legal compliance.

* 3PL LEAVE ENCASHMENT

Leave encashment was disbursed to 3PL employees who have completed one year or more with ADP (period ending June 2013). It was given before Eid so that the employees could utilize it as an alternative to annual bonus.

HR ANNOUNCEMENTS OF THE MONTH

GRADUATE TRAINEE PROGRAM

All the preliminary work for ADP's first ever GTP has been done. Final interviews are to be scheduled to select the best talent to become a part of ADP's contractual workforce for 2 years.

3PL PERFORMANCE APPRAISALS

Annual performance appraisal for 3PL has been initiated to reward those who have performed well in past fiscal year. An in depth analysis will be shared with CM to give comprehensive view of performance

management for 3PL staff.

RENEWAL OF INSURANCE POLICIES

Health and Life Insurance policies' terms have been finalized with EFU Life and Allianz EFU. New policy for FY/ 2013-2014 is now effective.