Improvement and Standardization of the Remuneration Process of Engineering Lecturer Professors

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Abstract

Human beings invest plenty of time carrying out various tasks for an employer or company to generate a salary. Salaries must satisfy the personnel who provide services to earn income [1]. After conducting a study on the remuneration processes of lecturers at a post-secondary institution using the DMAIC methodology, it was determined that the personnel in charge of the processes need to standardize it to satisfy professors' needs, such as counting a highly efficient. This standardization should come into force for the semester from August to December 2024 and will take 30 days to 3 months to be fully implemented. According to the research, the time taken by the remuneration process will decrease from 4 weeks and five days to 14 days, and the receipt of the salary will go from one month after the professors sign the contract to 15 days after signing the contract.

Key Terms — DMAIC method, Improvement Remuneration, Standardization.

Problem Statement

The remuneration process, traditionally completed every quarter or semester, has become inefficient, taking up to two months to finalize by the beginning of 2024. This delay is attributed to the lack of standardization and structured tools, which had previously enabled the process to be completed in about 10 days in 2016 [2]. Additionally, complications arise when lecturers exceed a 12-credit academic load, requiring directors to validate contracts through multiple procedures, further extending the process.

To streamline and improve the remuneration process, standardizations, and tools such as the Gantt chart and DMAIC methodology are proposed. These tools aim to eliminate inadequate processing, overproduction, and defects, ensuring contracts are delivered on time. By implementing these strategies, post-secondary institutions can enhance the efficiency of their remuneration processes and alleviate dissatisfaction among lecturers.

Methodology

The DMAIC strategy will be used to implement improvements and standardize the remuneration process. This methodology is an essential part of the Six Sigma instruments and can be carried out along with Lean procedures or worked individually to satisfy and have a highly efficient project [6]. The abbreviation DMAIC is related to five phases that are part of this strategy.

Phase	Description
Define (D)	Define the problem and determine the objectives.
Measure (M)	The potential to examine a procedure's ability to achieve specifications
Analyze (A)	Identify the crucial reason for the variation and deficiencies
Improve (I)	increases the execution of the process by addressing and eliminating the reason from its source
Control (C)	Maintain the improvements obtained in previous phases.

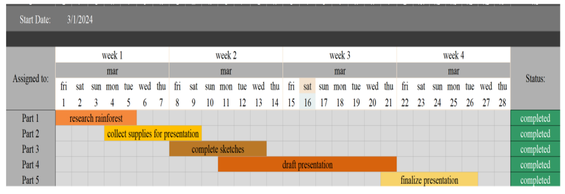

Figure 1: Project Plan Timetable

Results and Discussion

DEFINE PHASE

Process Name: Improvement and Standardization of Contract Process of Engineering Lecturer Professors

S	I	P	O	C
Suppliers	Inputs	Process	Outputs	Customers
Human Resources	Professors	START	Official Calculations	Professors
Department	Documentation	DEPARTMENT	of Human Resources	
Registrar	Number of Courses	ACADEMIC DEAN	Finances	
	Contract Pay	VICE-RECTOR'S OFFICE	Remuneration	
		HUMAN RESOURCES	Department	
		ACCOUNTING		
		REMUNERATION		
		END		

Figure 2: SIPOC Diagram

MEASURE PHASE

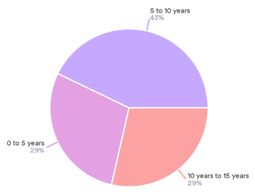

Figure 3: How long have you worked at the institution?:

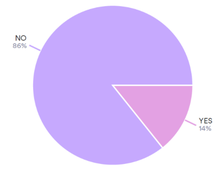

Figure 4: Are you satisfied with the remuneration process for lecturers?

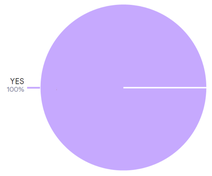

Figure 5: Should the remuneration process for lecturers improve?

ANALYZE PHASE

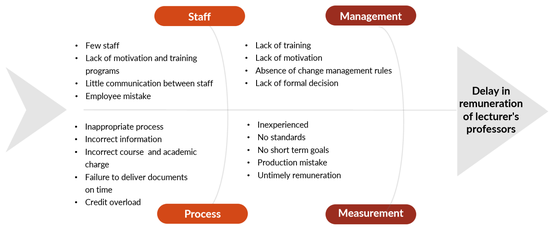

Figure 6: Fishbone Diagram

WASTE	POTENTIAL WASTE
TRANSPORTATION	Movement documents excessive
INVENTORY	Limited contract production
MOTION	Excess time spent in the process
WAITING	Obtain information from another department to complete one's work
OVERPROCESSING	Reworking of contracts
OVERPRODUCTION	Duplicate contracts due to wrong details
DEFECTS	Process time increases. Poorly drafted contracts Lack of documents Poorly professors' remuneration
SKILLS	Overqualified professors Low qualified staff

Figure 7: TIMWOODS Analysis

IMPROVE PHASE

The improvements that will be implemented in the remuneration process. Finalization can take 30 days to three months.

1. Decrease speed remuneration delivery.
2. Eliminate wrong information, course, and academic charge.
3. Provide training and motivation to employees.
4. Streamline communication between departments.
5. Set goals.
6. Standardize and normalize the process.
7. Hire trained employees.

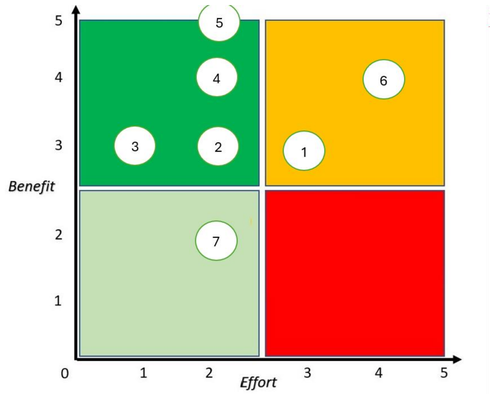

Figure 8: Benefit and Effort Matrix

CONTROL PHASE

Standards that the process must follow to be a successful

1. Payment should be granted 15 days after contract signing.
2. Establish an itinerary with key dates and steps for an efficient process.
3. Deliver professors' documents one week before classes begin.
4. Provide training for current and new personnel.
5. Double-check contract information to reduce processing time.
6. Implement brief communications to keep parties informed.
7. Professors with excessive academic loads receive an additional contract without validation, taking a maximum of 2 days if necessary.
8. Each department should take one day for relevant procedures.
9. Acquire trained personnel as needed.
10. The process should take a maximum of fifteen days to complete.
11. The process should take at most fifteen days to complete.

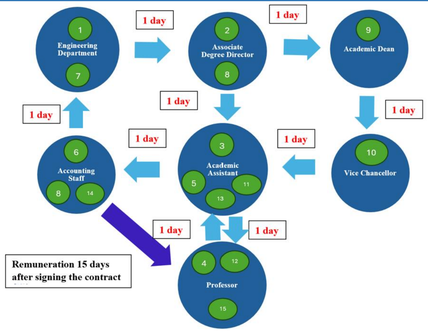

Figure 9: Critical Path Standardization of the remuneration process.

Conclusions

The research and implementations discussed offer several advantages, primarily in standardizing remuneration processes for engineering lecturers. The tools utilized have notably improved the process, with benefits including:

- Reduced communication time between departments, increased staff productivity and motivation, and clearer goal establishment.
- Standards and improvements are not limited to engineering professors but can be applied institution-wide, benefiting both the client and the institution itself.
- Expanding these practices to other departments could lead to a more efficient remuneration process, despite potential external factors.

The project has successfully met its objectives, streamlining the remuneration process from four weeks and five days to 14 days, and reducing payment processing time from one month to 15 days. These improvements could potentially reduce processing time from 30 days to three months, marking a significant achievement considering the previous inefficiencies over the past five years. The project's success is further evidenced by the smooth collaboration and commitment of all involved parties in obtaining the necessary information for the investigation.

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