

MANAGEMENT OF THE ORGANIZATION OF PERSONNEL DOCUMENTS AND ACCOUNTING OPERATIONS RELATED TO PERSONNEL SETTLEMENTS

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Abstract: *Lately in Romania it has been noted that there is a concern for establishing ethical rules of the accounting profession to ensure professionalism, confidentiality and objectivity in performing the management work. The accounting theories underlying the management personnel settlements assists the public entity to meet its objectives through a systematic and methodical approach that evaluates and improves the effectiveness of the management system based on risk management, control and management processes.*

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Introduction

Work is an activity carried out by people. The freedom of work is guaranteed by the Constitution, and the right to work cannot be restricted, so that everyone is free to choose the job and the profession, trade or activity to be performed.

Everyone may not be compelled to work or not to work in any particular job or profession.

At the same time, forced labor performed by a person, for which he has not expressed consent, is prohibited by the law in force.

Workers have the right to pay, negotiation, protection against unfair dismissal and protection of personal data. Within the employment relationship we encounter two forms:

- employee - the person who performs work in return for a salary;
- employer - natural or legal person who, under an employment contract, undertakes to pay to the employee in exchange for the work performed a remuneration called salary.

Salary is the amount of money obtained as a result of the work done. Salary over time has undergone numerous changes in terms of size, significance and forms of pay.

Organizing personnel documents

The activity of enterprises could not take place without the involvement of human resources to be rewarded for their work in the form of salaries, but also in the form of contributions that the company pays on account of wages paid. Both salaries and contributions must be paid by the company regardless of the category of personnel to which the employee belongs, four main types of employees being identified in the literature: workers, operative staff, executive staff, management personnel.

Although the amount of remuneration is different for each category of employees, certain types of benefits can be identified that can be granted regardless of the category of staff to which we refer. A brief overview of the most frequently granted benefits is provided below:

Salary

This is the amount by which the employer remunerates the employee for the work done.

Meal vouchers

They have a nominal value related to a working day, In the first semester of 2022, the nominal value of meal vouchers granted to employees was a maximum of 20.17 lei.

Holiday vouchers

These are value tickets granted to employees on account of expenses that employees make during annual leave. Companies can annually grant holiday vouchers with a maximum value of 6 gross minimum wages per country.

Gift vouchers

They can be given on account of various gifts given to employees and their minor children, but also on account of gifts that are offered to women on the occasion of March 8 or on account of gifts offered on June 1 to employees who have minor children.

Medical subscriptions

These are health insurance premiums borne by the employer on behalf of its own employees. Medical subscriptions with a maximum value of 400 euros annually are not taxable and are thus not subject to social contributions

Reimbursement of transport to the place of work and from the headquarters of the enterprise to the employee's own home

According to the Tax Code, enterprises do not have to pay income tax or social contributions if the remuneration for the transport of employees is provided for in the employee's employment contract or in the company's internal regulations.

Employee profit-sharing

This type of remuneration is assimilated to wages by the Romanian Tax Code, so that the amounts granted for employee participation in profit are subject to taxation rules specific to salary income.

Professional training courses

The expenses related to such courses are generally stipulated in the employment contracts of employees, in the articles of incorporation of the enterprise or in decisions taken at company level. If this rule is observed, then remuneration granted on account of vocational training courses is not considered taxable income and thus is not subject to social contributions.

Sick leave

Remuneration in this category is granted if the employee is temporarily unable to work, but also in case of special situations, such as the birth of a child, care of sick children, care of patients with oncological diseases, etc.

Personal deductions

This form of remuneration is granted to employees in the form of a reduction in the taxable base. To reflect the calculation of personal deductions, we can refer to a particular example, that of a basic salary of 2,550 lei on January 1, 2022, for which the following types of deductions could be granted:

Grid for granting personal deductions

The situation in which the employee finds himself	Amount of deduction (lei)
The employee has no dependents	330
The employee has a dependant	490
The employee has two dependents	650
The employee has three dependents	810
The employee has at least four dependents	1130

Source: Dragoş Cerasela, Deductions from employee income, Wolters Kluwer, November 17, 2021, <https://www.wolterskluwer.com/ro-ro/expert-insights/deduceri-din-venituri-angajati-dragos>

In addition to these types of benefits that are granted relatively frequently by Romanian companies, other forms of remuneration can be identified that are granted occasionally, in certain situations and only within certain types of companies: compensation amounts, adoption aid, non-compete allowance, relocation expenses, night bonuses, weekend bonuses.

Therefore, there are many types of benefits that can be granted to employees, the complexity of the salary and salary-related benefits system being reflected indirectly in the field of personnel settlement accounting, which is, in turn, a very complex one.

How to organize personnel documents

Accounting for settlements with personnel is carried out on the basis of two main categories of documents: primary documents and operative documents.

The first category, that of primary documents, includes the following types of documents:

- payment orders for the payment of salaries;
- documents that help determine and record salary rights:
 - o the list of annual leave allowances;
 - o payroll;
 - o chenzinal advance lists;
 - o summary list of payrolls.
- documents evidencing working time:
 - o the situation of presence at work of employees;
 - o situation of absences;
 - o collective attendance sheets.
- documents indicating the presence of employees at work:
 - o timesheets;
 - o attendance registers.

- documents drawn up at the time of hiring a person (individual employment contract) and containing provisions on the amount of wages and other provisions related to how the work of the new employee will be carried out.

The second category of documents, that of operative documents, includes supporting documents that contribute to the determination and settlement of salary rights related to each employee. An example of an operative document is the payroll, which usually contains the following information: identification data of the company; month and year for which the payroll is drawn up; identification data of the employee; employee's job/position; employment salary; information on time worked; information on salary rights; information on taxes related to salary.

Accounting operations relating to staff settlements

Accounting of staff settlements is carried out mainly using the following accounting accounts:

- account 421 ("Personnel – wages due);
- account 423 ("Staff - material aid due")
- account 425 ("Advances to staff")
- account 426 ("Personnel rights not raised")
- account 427 ("Deductions from wages due to third parties")
- account 428 ("Other payables and receivables in relation to personnel")

How these accounts contribute to recording the different staff settlement operations is as follows:

Payroll registration operations

They are carried out by crediting account 641 "Expenses with staff salaries" and debiting account 421 "Personal wages due"

The amount related to this registration is represented by the fund of gross wages in a given month in the enterprise.

Detention registration operations

This is done by debiting account 421 "Personnel – wages due" and crediting various withholding accounts:

Examples of accounts used to record deductions related to staff salaries

Account number	Account name
427	Deductions from wages and other entitlements due to third parties
444	Payroll income tax
428	Claims in relation to personnel
431	Social security and health insurance contributions

Source: *** General chart of accounts. Function and correspondence of accounts, Rentrop & Straton Publishing House, 2022, pp. 55-58

When analyzing deductions from wages, we must also highlight the weights related to each deduction, as provided in the Tax Code:

- share of pension contribution;
- share of health contribution;
- share of income tax;
- share of insurance contribution for work.

Share of deductions from employees' salaries

Name of detention	Weight
Pension contribution	25%
Health contribution	10%
Contribution to income tax	10%
Work insurance contribution	2,25%

Settlements with employees, social security and social protection occupy an important place in economic theory and practice, exerting a strong influence on working and living conditions of the population, on the quality of life.

It is good to deepen some notions of salary, social insurance, social protection, notions that during the period of transformation our country is going through acquire very special content and connotations, with an impact on the consciousness and living standards of the population.

Salaries, social insurance, social protection are economic levers that ensure the handling of both economic indicators, but especially of the population, thus becoming political levers.

The accounting of these settlements gives another dimension to the notion of wages, offering another angle of view on economic efficiency, angle from which the notion of expenditure appears very visible.

The market economy requires compliance with certain economic rules, of which the one regarding the settlement of incomes and expenditures on a real basis is impossible to circumvent.

Currently, more and more companies are faced with the need to increase productivity and for this they have limited possibilities. One of the least exploited ways to increase performance is to improve human performance. Productivity growth can be achieved by increasing the quantity of products or by improving the quality of labor, information, capital, and the combination of factors.

The first way involves more labor, more capital, more raw materials. Through the second, human resources are involved in all qualitative actions, managers aiming to improve the quality of work by training and better understanding of employees, quality of information, by amplifying communication, by better qualification of staff and combining factors.

Performance evaluation proves to have a special influence on the economic and social activity and organizational climate within a company with direct repercussions on increasing efficiency in general and productivity in particular. Therefore, performance appraisal systems constitute an extremely important part of the management system in general and human resource management in particular.

In order to achieve a correct evaluation of human resources performance, appropriate evaluation criteria are required. Assuming that evaluators are motivated and competent, we must consider the evaluation system in general and evaluation criteria in particular. There are three types of criteria: personality traits, behaviors, and outcome.

The evaluation of personality traits involves evaluating elements such as: dynamism, intelligence, creativity, self-confidence, enthusiasm, sense of responsibility, loyalty, etc. These criteria are difficult to define, to measure, but especially to communicate.

About behaviors and outcomes, some theorists say that one can evaluate results without worrying about how they were obtained. Others, on the contrary, point out that results rarely depend on a single employee and that very good results in the short term can also be achieved through behaviors that in the long run will harm the organization.

Another reason to evaluate behaviors and not just results lies in the effort made by the employee. Thus, a less gifted employee can work hard achieving only average results, while his more gifted colleague can reach the same results effortlessly. It follows that these employees achieve the same result, but through different components. Therefore, it is advisable for their evaluation to refer not only to results but also to components.

The evaluation criteria must always be established by means of job analysis. If changes in employee behaviour are to be desired, they must be linked to important aspects of their work. What is suitable for one job may be totally unsuitable for another.

At the basis of the separation of employees it is necessary to find the criteria for evaluating individual performance. Generally, the criterion defining professional

performance, partial or total, is constructed by the manager from elements specific to the job and position.

The dimensions based on which the assessment of professional performance is made are: flexibility, adaptability, multilateralism, precision, ability to complete the work, compliance with the established deadlines. When evaluating professional performance, the professional experience gained over time is particularly important and should not be neglected.

The relationship between current, momentary professional performances and those defining the general professional level of the individual needs to be analyzed with discernment. Mere spontaneous comparison between people cannot lead to a correct assessment of individual professional performance. The loss of the employee's level of professional performance is mainly due to the manager, who is unable to take him out of routine, repetitive and stereotyped activities, to make him strengthen and strengthen his motivation in the activities he carries out. The most complex activity that needs to be better stimulated is that of creation

When increasing the professional performance of the staff, an important role is played by the manager who has the obligation to ensure the employees an appropriate socio-professional climate.

Conclusion

Incorrect evaluation by the manager of individual professional performance leads to the establishment of an unfavorable climate that has repercussions on labor productivity through non-fulfillment of norms and service duties and inadequate quality of products, works and services. The unfavorable working climate is characterized by a high percentage of delays from the program, absences, high staff turnover rate, failure to perform tasks on deadlines, etc.

The professional failure of employees rests entirely with the manager, i.e. he is not able to achieve results with the team he leads. In this situation, it is necessary to replace the manager and not change the work team.

On the side of increasing the efficiency of the economic activity, there are also the efforts that are currently being made in the line of introducing IT into the Romanian society, starting from the microeconomic level of the economic agent, and tending towards the macroeconomic level of the entire economy.

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