

TREASURY



CIRCULAR No. 4 OF 2025

REF.: TREA 1830

SALARY PAY DAY- MAY 2025

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **May 2025** has been fixed for **Monday 26 May 2025** with the related time table for submission of vouchers as indicated below: -

1. COMPUTERISED PAYROLLS

The following procedures should be followed:

- I. Variation should be input and approved in the E-Payroll System as per CIRD time table.
- II. Payrolls documents (including deduction lists and credit transfer lists) will be available on the E-Payroll System of each Ministry/Department as from **Monday 12 May 2025**.
- III. Payroll documents should be properly checked and any amendments should be captured and approved in the E-Payroll System (CIRD FORM 230D) by **Wednesday 14 May 2025**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Friday 16 May 2025**. (Both **Invoice date** and **GL date** should be **Friday 23 May 2025**).
- V. The following Payroll documents -Payroll Summary sheet, Payroll Control Statement (Pay list), Payroll Control Statement (Summary Deduction List), Summary of Payment into Bank and Payroll Control Statement-Deposit Repaid should be submitted to **Treasury Examination Section by 13.00 hrs on Monday 19 May 2025**.
- VI. Amendments not captured in the CIRD Form 230D should be input and approved in the E-Payroll System (CIRD AF 228I) by **Friday 25 April 2025**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of April 2025 should reach Treasury by Monday 19 May 2025. All Payments for Self-Accounting & Non-Self-Accounting Ministries/Departments in respect of NSF should be made to MRA by **Tuesday 27 May 2025**. Self-Accounting Ministries should submit documents i.r.o CSG to Treasury by **Friday 23 May 2025**.

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

All paysheets should reach the Treasury by **Monday 19 May 2025**.

3. Summary Contribution Listing from CIRD in respect of CSG should be amended to include any amount with respect to Manual Paysheet, if not already included in the listing.
4. Self-Accounting Ministries/Departments are requested to submit their application for Remittance in respect of Payroll to the Treasury by **Tuesday 20 May 2025**.

The contents of this Circular should be brought to the attention of all officers dealing with payroll and the above time table should be strictly adhered to.