CIRCULAR NO. 17 OF 2017
REF.: TREA 1830

SALARY PAY DAY – SEPTEMBER 2017

Supervising officers in charge of Ministries/Departments are hereby informed that the SALARY PAY DAY for the month of SEPTEMBER has been fixed for WEDNESDAY 27 with the related time table for submission of vouchers as indicated below:-

1. **COMPUTERISED PAYROLLS**

   I. The variation lists should be submitted to the Central Information Systems Division (CISD) not later than **11.00 a.m. on Monday 28 August 2017** to allow for data input and verification.

   II. Payrolls documents (including deduction lists and credit transfer lists) will be sent to each Ministry/Department by CISD not later than **Tuesday 12 September, 2017**.

   III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Thursday 14 September 2017**. Payrolls documents should be detached and properly classified before submission to the Treasury. The Treasury will not accept responsibility for any late payment of salaries in case payrolls are not received by Thursday 14 September 2017.

   IV. CISD FORM 230D in respect of amendments should reach CISD by **Friday 15 September, 2017**.

   V. All payroll data should be input in the Treasury Accounting System (TAS) by **Thursday 14 September, 2017** and approved at latest by **Friday 15 September 2017**. (Both Invoice date and GL date should be Tuesday 26 September 2017).

   VI. Amendments not captured in the CISD Form 230D should be reported in CISD Form 228I. The Form 228I should be sent to the CISD within three days after month end.

2. **MANUAL PAYSHEETS (ACCTS FORM 228 F)**

   All paysheets should reach the Treasury by **Friday 15 September, 2017** at latest.

3. If, for any reason, payment of salary is for a period greater than a month then a copy of CISD Form 228I should also be sent to the National Savings Fund (NSF).

4. Self Accounting Ministries/Departments are requested to submit their application for Remittance in respect of Payroll by **Thursday 21 September 2017 at 10.00 a.m.**

*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.*