CIRCULAR No. 18 OF 2018
REF.: TREA 1830

SALARY PAY DAY – December 2018

Supervising officers in charge of Ministries/Departments are hereby informed that the SALARY PAY DAY for the month of December has been fixed for Thursday 20 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 Wednesday 21 November 2018** 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 **Thursday 6 December 2018**.

   III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Monday 10 December 2018**. 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 Monday 10 December 2018.**

   IV. CISD FORM 230D in respect of amendments should reach CISD by **Tuesday 11 December 2018.**

   V. All payroll data should be input in the Treasury Accounting System (TAS) by **Monday 10 December, 2018** and approved at latest by **Tuesday 11 December 2018.** (Both Invoice date and GL date should be Wednesday 19 December 2018).

   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 **Monday 10 December, 2018** 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 **Friday 14 December, 2018 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.