

# TREASURY



**CIRCULAR No. 9 OF 2020**

**REF.: TREA 1830**

## **SALARY PAY DAY – AUGUST 2020**

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **AUGUST** has been fixed for **Thursday 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 27 July 2020** 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 **Wednesday 12 August 2020**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Friday 14 August 2020 3.00 p.m.** 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 Friday 14 August 2020 3.00 p.m.**
- IV. CISD FORM 230D in respect of amendments should reach CISD by **Friday 14 August 2020**.
- V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Friday 14 August 2020**. (**Both Invoice date and GL date should be Wednesday 26 August 2020**).
- 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**.
- VII. Payment voucher in respect of NSF should reach Treasury by **Thursday 06 August 2020 3.00 p.m.** All payments for self-accounting & non-self-accounting departments should be made to MRA by **Tuesday 11 August 2020**.

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

All paysheets should reach the Treasury by **Friday 14 August 2020 3.00 p.m** 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 21 August 2020 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.**