

# TREASURY



**CIRCULAR No.14 OF 2021**

**REF.: TREA 1830**

## **SALARY PAY DAY- DECEMBER 2021**

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **December 2021** has been fixed for **Friday 17 December 2021** with the related time table for submission of vouchers as indicated below: -

### 1. **COMPUTERISED PAYROLLS**

Pending revision to FMM, the following procedures should be followed:

- I. Variation should be input and approved in the E-Payroll System as per CISD 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 **Friday 3 December 2021**.
- III. Payroll documents should be properly checked and any amendments should be captured and approved in the E-Payroll System (CISD FORM 230D) by **Tuesday 7 December 2021**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Tuesday 7 December 2021**. (**Both Invoice date and GL date should be Thursday 16 December 2021**).
- 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 Wednesday 8 December 2021**.
- VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 228I) by **Friday 26 November 2021**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of November 2021 should reach Treasury by **Wednesday 15 December 2021**. All Payments for Self-Accounting & Non Self-Accounting Mins/Depts in respect of NSF should be made to MRA by **Wednesday 29 December 2021**. Self Accounting Ministries should submit documents i.r.o CSG to Treasury by **Tuesday 21 December 2021**.

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

All paysheets should reach the Treasury by **Friday 10 December 2021**.

3. Summary Contribution Listing from CISD 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 **Monday 13 December 2021**.

***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.***