

TREASURY



CIRCULAR No.6 OF 2021

REF.: TREA 1830

SALARY PAY DAY-MAY 2021

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **May 2021** has been fixed for **Thursday 27 May 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 on 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 by CISD as from **Thursday 13 May 2021**.
- III. Payrolls documents should be properly checked and any amendments should be captured and approved on E-Payroll System (CISD FORM 230D) by **Tuesday 18 May 2021**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Tuesday 18 May 2021**. (**Both Invoice date and GL date should be Wednesday 26 May 2021**).
- V. Amendments not captured in the CISD Form 230D should be input and approved on E-Payroll System (CISD F 228I) **by Monday 31 May 2021**.
- VI. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of April 2021 should reach Treasury by Monday 24 May 2021. All Payments for Self-Accounting & Non Self-Accounting Mins/Depts in respect of NSF should be made to MRA by Thursday 27 May 2021. Self Accounting Ministries should submit documents i.r.o CSG to Treasury by 27 May 2021.

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

All paysheets should reach the Treasury by Thursday 20 May 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 by Friday 21 May 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.

**TREASURY
PORT-LOUIS.**

22 APRIL 2021

CENTRAL INFORMATION SYSTEMS DIVISION

SALARY PAYDAY: 27 May 2021

Time-table for processing of Government Payroll for May 2021

FORM 230D for April 2021 to be submitted thru e-payroll at latest on 19.04.2021

FORM AF228I for April 2021 to be submitted at latest on 29.04.21 @ 10.00 am

Tuesday 20.04.21 - Tuesday 04.05.21	Input of payment/deduction variations , Basic Data changes & EDF through e-payroll interface .
Thursday 06.05.21	Correct & Incorrect checklists available on e-payroll system
Friday 07.05.21	Final Amendments to be input through e-payroll Port will be open up to the 9th May.
Thursday 13.05.21	Payroll documents & Payslip available on e-payroll System.
Monday 17.05.21	Delivery of payslips as from 14.00 if lockdown not extended.

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Note: Phone nos. 201-1483, 201-1889, Fax no 201-1484

1. Under no circumstances will bulk data be accepted in Amendment Runs.
2. Please collect documents on date and time as specified above. In case there is a change in time table you will be informed accordingly.