

TREASURY



CIRCULAR No.13 OF 2021

REF.: TREA 1830

SALARY PAY DAY- NOVEMBER 2021

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **November 2021** has been fixed for **Friday 26 November 2021** with the related time table for submission of vouchers as indicated below: -

I. 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 12 November 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 **Wednesday 17 November 2021**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Wednesday 17 November 2021**. (**Both Invoice date and GL date should be Thursday 25 November 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 Thursday 18 November 2021**.
- VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 228I) **by Thursday 28 October 2021**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of October 2021 should reach Treasury by **Friday 19 November 2021**. All Payments for Self-Accounting & Non Self-Accounting Mins/Depts in respect of NSF should be made to MRA by **Monday 29 November 2021**. Self Accounting Ministries should submit documents i.r.o CSG to Treasury by **Monday 29 November 2021**.

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

All paysheets should reach the Treasury by **Friday 19 November 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 22 November 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.