

TREASURY



CIRCULAR No. 12 OF 2023

REF.: TREA 1830

SALARY PAY DAY- NOVEMBER 2023

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **November 2023** has been fixed for **Tuesday 28 November 2023** with the related time table for submission of vouchers as indicated below: -

1. **COMPUTERISED PAYROLLS**

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 **Tuesday 14 November 2023**.
- III. Payroll documents should be properly checked and any amendments should be captured and approved in the E-Payroll System (CISD FORM 230D) by **Thursday 16 November 2023**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Friday 17 November 2023**. (Both **Invoice date** and **GL date** should be **Monday 27 November 2023**).
- 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 13.00 hrs on Monday 20 November 2023**.
- VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 228I) by **Friday 27 October 2023**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of October 2023 should reach Treasury by Friday 17 November 2023. All Payments for Self-Accounting & Non-Self-Accounting Ministries/Departments in respect of NSF should be made to MRA by Wednesday 29 November 2023. Self-Accounting Ministries should submit documents i.r.o CSG to Treasury by Friday 24 November 2023.

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

All paysheets should reach the Treasury by **Friday 17 November 2023**.

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 **Wednesday 22 November 2023**.

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.