

# TREASURY



**CIRCULAR No. 1 OF 2022**

**REF.: TREA 1830**

## **SALARY PAY DAY- FEBRUARY 2022**

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **February 2022** has been fixed for **Thursday 24 February 2022** 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 **Thursday 10 February 2022**.
- III. Payroll documents should be properly checked and any amendments should be captured and approved in the E-Payroll System (CISD FORM 230D) by **Monday 14 February 2022**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Monday 14 February 2022**. (**Both Invoice date and GL date should be **Wednesday 23 February 2022****).
- 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 Tuesday 15 February 2022**.
- VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 228I) **by Thursday 27 January 2022**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of January 2022 should reach Treasury by **Wednesday 16 February 2022**. All Payments for Self-Accounting & Non Self-Accounting Mins/Depts in respect of NSF should be made to MRA by **Friday 25 February 2022**. Self Accounting Ministries should submit documents i.r.o CSG to Treasury by **Wednesday 23 February 2022**.

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

All paysheets should reach the Treasury by **Wednesday 16 February 2022**.

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 **Friday 18 February 2022**.

**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.**