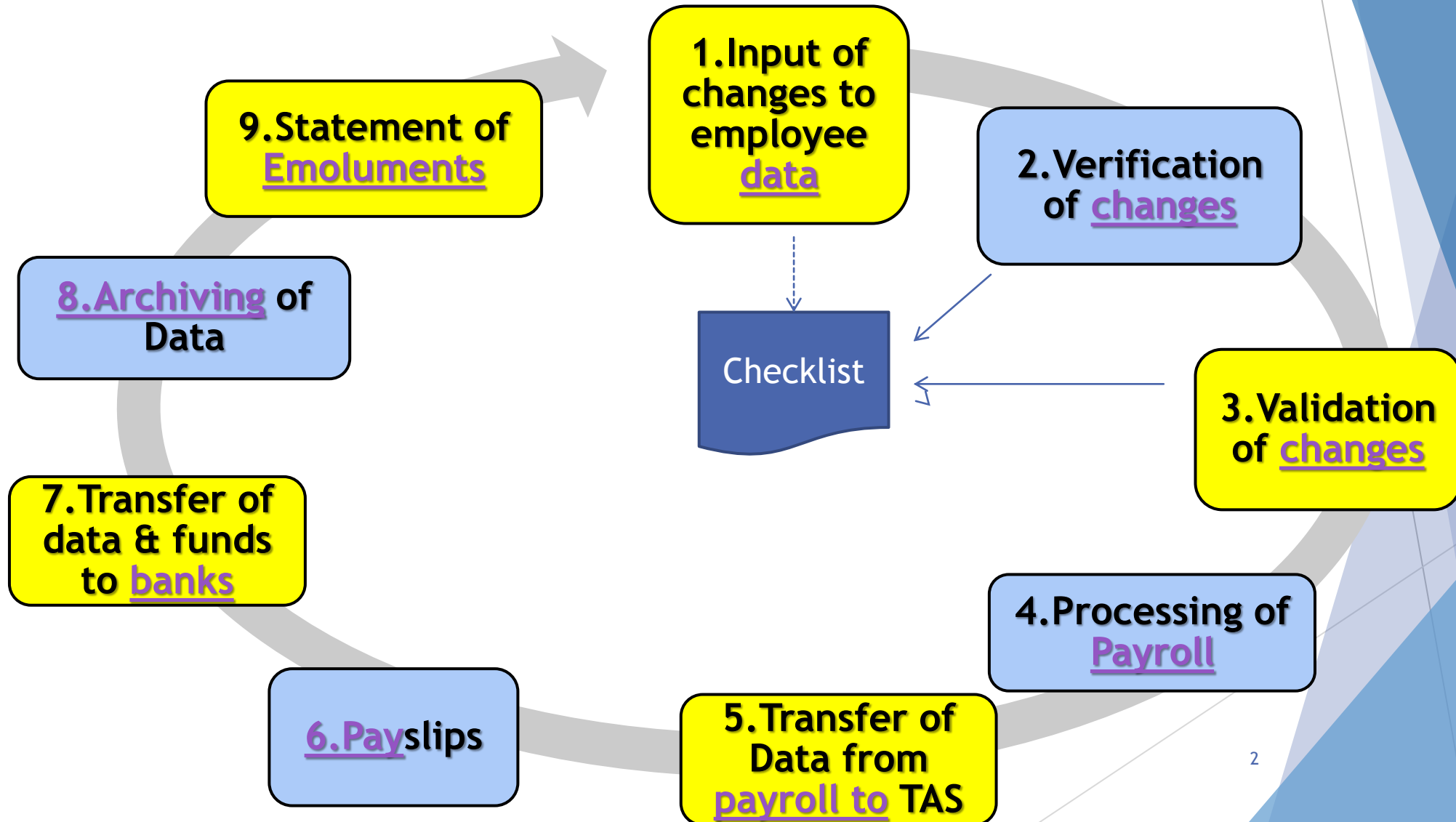# HRMIS/Payroll System New Payroll Process –

By C Romooah

Accountant General

Overview of the payroll process

1. Input of changes to employee data

2. Verification of changes

3. Validation of changes

4. Processing of Payroll

5. Transfer of Data from payroll to TAS

6. Payslips

7. Transfer of data & funds to banks

8. Archiving of Data

9. Statement of Emoluments

Checklist

Input of changes to employee data

- Increase/Decrease in Income
  - Input by HR
  - On basis of authority as and when required or in batches

- Deductions/check Off
  - Input by Finance section
 - On the basis of employee/ 3rd party instructions

Verification of changes

▶ Verification on checklist (input check)

➢ By HR Section for HR matters

➢ By Finance Section for changes iro deductions
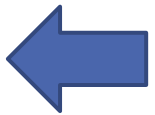
Validation (Approval) of changes

➢ By a different person

  ➢ HR Section for HR matters

  ➢ Finance Section for Deductions

Depends on the level of segregation of duties the system requires
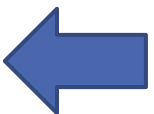
Processing of Payroll

▶ Cut off dates for processing payroll – Treasury Circular

▶ Intermediate payroll runs by Mins/Depts

▶ Central running of payroll by Treasury/CISD

▶ Printing of payroll reports by CISD
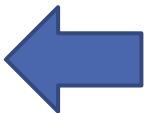
Data from Payroll Module to TAS

▶ Central transfer of data from Payroll Module to TAS by **Treasury**

▶ Validation of invoice (payroll) **by OIC Finance of line Ministries**

▶ Payment of salary

  ▶ OIC Finance for Self Accounting Mins
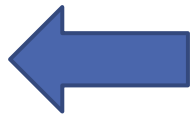
  ▶ Treasury for Non Self Accounting Depts

Payslips

▶ E-payslip (Phase 2) :

➢ **Online** through self service system

➢ **Option** : available to those who opt for hard copies
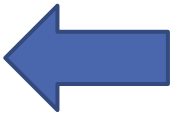
Transfer of Data & Funds

- **Transfer of data** to commercial banks by CISD

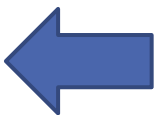- **Transfer of funds** to commercial banks by Treasury

Archiving of Data

- ## Payroll Payment vouchers -7 years (As required under FMM)
  - At Treasury for Non- Self Accounting Mins/Depts
  - At Self Accounting Mins/Depts
- ## Personal Historical Data :
  - 5 years after retirement
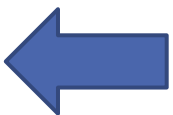
Statement of Emoluments

▶ Printing by CISD

▶ Self service (Phase 2) – Employees can access details of Emoluments

Main Features of the New Payroll System- A Recap

▶ Input of changes to employee data in payroll system at level of line ministries

▶ Generation of payroll reports at level of line ministries

▶ Uploading of deductions centrally- deductions pertaining to all ministries/depts. e.g Mutual Aid

▶ On-line access to employee data- Income & Deductions

▶ Interface between payroll system and TAS

▶ Self service system (Phase 2):

   ▶ E-payslip & Statement of Emoluments on line

   ▶ Facilitate interaction with HR Section iro leave

Way forward

- To complete configuration of reports/PR
- Parallel run
- Fine tuning
- Business Continuity Plan – Payroll Contingency Planning
  - To ensure payment of salary on pay day in the event of a major system failure
- Post implementation issues – Standing committee for payroll monitoring

Q & A

THANK YOU