



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>

MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 NATIONAL HEROES CIRCLE  
KINGSTON 4  
JAMAICA

REF NO: 59/31<sup>VIII</sup>

June 11, 2018

CIRCULAR NO. 15

Permanent Secretaries  
Heads of Departments

### Request for Payroll Information

The Government of Jamaica has included in the Fiscal Rules promulgated in Parliament and as one of its on-going commitments under the current Stand-By Agreement with the International Monetary Fund, the management of the Government's wage bill to 9% of GDP.

In order to achieve this, the collection of data with respect to wages and salaries is a fundamental requirement. This is necessary to ensure that the policies and/or decisions being developed or taken in this area are informed by data that is current and accurate.

In this regard the following information is to be submitted from the payroll units/sections of Ministries Departments and Agencies (MDAs) without exception:

1. A summary of the annual payments made to each employee for fiscal year 2017/18. This information should be shown per employee and include the payee's name and TRN.
  - a. Salary (total amount paid per person)
  - b. All allowances broken out by type including acting, travelling and other reimbursable allowances where applicable
  - c. All overtime payments broken out by type
  - d. Any retroactive payments made consequent on a salary increase.

The information requested above should be sent by email to [compayroll@mof.gov.jm](mailto:compayroll@mof.gov.jm) no later than **July 30, 2018**.

2. Copies of the payroll run for the last month of each quarter of the fiscal year 2018/19 and 2019/20. Your submission is to include the run of each payroll in your organization where there is more than one payroll, and must have the names and TRN numbers of each payee. The submission must be completed by the 7<sup>th</sup> of the following month, as below for 2018/19 and 2019/20:
  - a. Q1 (April – June) - By July 7
  - b. Q2 (July – September) - By October 7
  - c. Q3 (October – December) - By January 7
  - d. Q4 (January – March) - By April 7

- e. For Teachers, Administrative Staff in schools and colleges, and the Regional Health Authorities the submission schedule is as below for 2018/19 and 2019/20:

Q1 (April – June)	-	By July 31
Q2 (July – September)	-	By October 30
Q3 (October – December)	-	By January 31
Q4 (January – March)	-	By April 30

The information requested should be sent quarterly by email to [compayroll@mof.gov.jm](mailto:compayroll@mof.gov.jm).

**Please note that the payroll information submitted will be accessed only by the Transformation Implementation Unit's (TIU) Compensation Team and will be treated with the strictest of confidence.**

#### **Human Resource Data**

An updated version of ECensus will be available by August 2018. In this regard, all Heads of HR are required to ensure that the information uploaded into ECensus in respect of their Ministry, Department or Agency (MDA) is correct and current. This is to be completed by September 30, 2018. The Permanent Secretary, Chief Executive Officer or Head of Department will be required to certify that the HR data for their MDA has been checked, brought up to date and is accurate. Thereafter, the data housed in ECensus is to be maintained and kept updated on a monthly basis.

The entities that are exempted from the provision of HR Data through ECensus are those entities that have "gone live" with MyHR+ as stated below:

eGovJamaica Ltd.  
Office of the Services Commission  
Passport, Immigration and Citizenship Agency  
Transport Authority  
National Housing Trust  
Accountant General's Department

In the event that any clarification or additional information is required please contact the TIU at the address above or call the TIU at any of the following numbers 876-932-5361; 876-932-5357; 876-932-5327; 876-932-5322 or 876-932-5393.



Darlene Morrison (Miss)  
Financial Secretary (Acting)