



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>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

REF NO: 59/31^{VIII}

February 4, 2022

Circular No. 5

Cabinet Secretary
Permanent Secretaries
Heads of Departments & Agencies

Compensation Review – Salary Data Request

As you are aware the Government of Jamaica has conducted a review of its current compensation system with the aim of arriving at a competitive and sustainable compensation system for public officers. As the Government moves toward implementation of the restructured compensation system it is imperative that we have full visibility of all individual's salaries, allowances and pension arrangements. **In this regard, the attached spreadsheet MUST be completed for ALL members of staff (Permanent, Temporary or Casual) by March 15, 2022.**

In 2018 the Ministry of Finance and the Public Service sent out two circulars with on-going data requests. The circulars are: Circular No 15, Ref. No 59/31 dated June 11, 2018, requesting payroll information on a quarterly and annual basis and Circular No. 5, Reference No. 59/20 dated April 16, 2019, requesting the continuous updating of employee records in ECensus 2 by HR units monthly. Unfortunately, the request to update the information in ECensus 2 has had a low compliance rate and therefore we now need to urgently collect the data.

The need for current and accurate data is essential for ensuring that all individuals are accounted for in the detailed costing of the proposed compensation structure. The completed spreadsheets are to be returned by email to the following address:

executivedirectortiu@transformation.gov.jm

Any delay in fulfilling this request within the required timeline is likely to delay implementation of the new compensation structure for the entity that is not compliant. The Ministry of Finance and the Public Service therefore asks that this request be treated with the utmost urgency.

If any clarification or additional information is required, please contact the Transformation Implementation Unit at any of the following numbers: (876)816-4474; (876)816-4588; (876)676-4848 (Ext. 1524 or 1526); or by email at the address provided above.

Darlene Morrison
Financial Secretary

Special Extra Ordinary
Special Forces Allowance
Special Hospital Responsibility
Special Instructor
Special Pharmacist Allowance
Special Responsibility
Special Skills Premium
Special Teachers' Allowance
Special Trades Pay
Specialty
Spectacle
Staff Qualification Pay
Standby/ On-Call Allowance
Steward Allowance
Subsistence Allowance
Supervisory/ Supervisors
Supper
Supper (Special)
Tailoring
Taxi
Technical Allowance
Telephone
Tradesman Allowance
Trained Graduate Increment
Training
Transport Allowance (Teacher)
Transportation
Travelling Allowance
Uniform
Uniform (Security Forces)
Uniform Materials
Unsupervisory Allowance
Upkeep of Kits
Vacation
VIP Allowance
VIP Protection Allowance
Vocational Duty Allowance
Washing
Washing of Gowns
Working on Water Pay

Night Court
Office
One Off
Out of Base
Outstation
Overtime
Pay Out
Pension
Per Diem
Personal Pensionable
Plain Clothes
Polygrapher Allowance
Porterage
Post of Special Responsibility
Pre- Trained Teachers' Increment
Primary Care Incentive
Professional Materials
Project Premium
Protective Clothing
Protective Clothing Allowance
Protective Shoes
Provision of Housing
Public Holiday Compensation
Qualification Increments
Rating
Ration Allowance
Refreshment
Refreshment (Special Constabulary)
Reimbursable Expenses
Relocation
Remote Inducement
Remote inducement allowance (Hardship)
Robing
Rostered Hourly Duty
Rural Incentive
Salary Related
Security Allowance
Seniority Allowance
Seniority Lumpsum Allowance
Service Pay
Sessional Rates
Severe Weather Allowance
Shift (School Principals)
Shift Premium
Shoes
Special (Duty)
Special Allowance (General)

Fees for Lecturers
Fees for post mortem
Field
Fixed Upkeep
Flying Qualification Pay
Foreign Services
Forensic Scenes Of Crime Allowance
Full Motor Vehicle Upkeep Allowance
Full Upkeep
Full Upkeep N/V
Fully Maintained Car
Funeral Grant
Furniture
Gowns
Graduate Allowance
Gratuity
Hardlying Allowance
Health Insurance Schemes
Honorarium
Housing Allowance
In lieu of private practice
In lieu of quarters
Incentive
Incharge
Increment
Increments for Completing Courses
Initial Outfit Allowance
Instructor
Instructor Allowance (Security
Intelligence
Journal
Laundry (General)
Laundry (Uniformed Groups)
Library
Library Incentive Allowance
Life Insurance - Benefits to be checked
Location Incentive
Long Service Increment
Lunch
Maintenance of Equipment
Meal
Mileage
Motor Cycle
Motor Vehicle (Fixed)
Mounted Troop
Narcotics Hazard Allowance
New allowance

Accident Insurance - Benefits to check
Acting
Add Hours
Additional Pay
Administrative Allowance
Allowance in lieu of Call Rooms
Arrears
Asso Specialists Pay
Basic Pay
Books, Software, Technology Allowance
Call-Out/ Emergency Allowance
Canine Allowance
Casual Mileage
Ceremonial Dress
Class Pay
Clothing
Command Pay/ Staff Pay
Commuted Overtime
Commuted Taxi
Commuted Upkeep
Commuted Upkeep N/V
Compulsory Week-end Ward Sessions
Continuing Education & Professional Development Allowance
Continuing Legal Professional Development Allowance
Contributory Pension
Coordinators' Allowance
Court Visits
Death in Service
Death in the line of duty
Degree Allowance
Detective
Discomfort
Dismemberment and Disability
Disturbance Allowance
Diver Qualification Pay
Domestic Allowance
Driving Allowance
Duty
Duty Allowance for Vocational Agriculture/ Vocational Duty Allowance
Education Grant
Education/Scholarships
Emergency Duty/On Call
Entertainment
Family Visit

Instructions:

Complete tabs in this workbook titled "Salary info" and "Allowance info" for each employee within your organization. The entry of the allowance information is illustrated below, note the instructions for each field.

TRN	Allowance	Amount	Allowance not listed	Amount2
628543654	Administrative Allowance	\$ 2,345.00		
	Acting	\$ 16,245.00		
			Water Allowance	\$ 2,364.00
	Add Hours	\$ 12,301.00		
	Office	\$ 2,356.00		
123456789	Arrears	\$ 12,365.00		
147852369	Incentive	\$ 1,253.00		
147852369	Supper	\$ 789.00		
147852369	Taxi	\$ 1,000.00		

Instructions:

Complete tabs in this workbook titled "Salary info" and "Allowance info" for each employee within your organization.

The entry of the salary information is illustrated below, note the instructions for each field.

The information provided should be for the employees' **substantive** post (that is the post to which they are employed or appointed in).

TRN	Full Name	Post Number	Post Title	Classification	Basic Salary
123-456-789	John Doe	258963	Research Officer	SOG/ST 6	\$ 236,451.00
123456789	Mary Doe	369852	Immigration Officer	LEVEL 5	\$ 364,598.00
123-456-789	John Doe	258963	Research Officer	SOG/ST 6	\$ 236,451.00

