



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
STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

February 17, 2023

Circular No 11
Ref. No. 59/20^{IX}

Chief Executive Officers
Executive Agencies &
Public Bodies

**Compensation Restructuring: Executive Agencies and Public Bodies paid through the
Consolidated Fund or Appropriations in Aid (AIA)**

As part of its commitment to the transformation of the public sector, the Government of Jamaica (GOJ) has commenced implementation of a new compensation system. The new system will result in a more rational compensation structure for the Public Sector. Key features of the new compensation system are a common pay spine and the rationalisation and consolidation of allowances into basic pay, as far as possible.

In keeping with the ongoing implementation, conversion templates and the applicable salary scales have previously been provided through the Transformation Implementation Unit of this Ministry. To facilitate completion of the compensation restructure, the following information is to be provided to this Ministry by **February 21, 2023**:

- a) Where the restructured compensation has been implemented, kindly ensure that the first payroll run and conversion listing are submitted to the Transformation Implementation Unit by email to executivedirectortiu@transformation.gov.jm by **February 21, 2023**. If the additional cost of implementation was not submitted to the MOFPS, this is to be submitted via the schedules provided by February 21, 2023.
- b) Where the restructured compensation has not yet been implemented, kindly note that the additional cost of implementation must be submitted to the Public Expenditure Division and the Strategic Human Resource Management Division (Compensation Unit) of this Ministry by **February 21, 2023**. The information should detail the number of positions involved at each grade/level and should be submitted in the format attached. Details of the conversions to the new structure are to be submitted to the Transformation Implementation Unit by email to executivedirectortiu@transformation.gov.jm by **February 21, 2023**.
- c) Also find attached:
 - Compensation Restructure Allocation Requirement Form
 - Template to Capture Gross Compensation per activity.

Please ensure that all schedules are fully completed and returned by **February 21, 2023**. Please note that upon implementation, payroll runs and conversion listings are to be submitted to the Transformation Implementation Unit by email to executivedirectortiu@transformation.gov.jm no later than the date of payment.

In any case of doubt, difficulty, or should you need further clarification, please contact the Public Expenditure Division or the Compensation Units of this Ministry.

Darlene Morrison
Financial Secretary

Attch.

Guide to fi

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Filling out the Establishment and Non-Establishment Sheets

Please fill in both the Establishment Sheet and the Non-Establishment Sheet

Please fill in all areas that apply for each individual.

Note that data being requested is for the full fiscal year of April 1, 2022 through March 31, 2023.

Where a column says Named Allowance please put in the name of the allowance being reported.

Where an individual is in receipt of more Named Allowances than provided for, please insert additional columns.

Note that a column has been provided for Travelling Allowance

With respect to Employer Statutory Payments, please only fill in what is applicable for the particular employer

nns as necessary and ensure they are captured in the relevant total column

er

Compensation Restructure - First Year Requirement (April 1, 20

Name of Entity/Group

For Employees on or linked to the Establishment and paid at the Establish



Employee Count	Employee Name	Post Number	Classification/ Grade Level
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			

37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83

84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130

131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177

178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224

225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271

272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318

319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350

Total

2022 - March 31, 2023)

Compensation Level

				Existing Compensation

Point in Grade	Existing Basic Salary	Travelling Allowance	Named Allowance	Named Allowance
----------------	-----------------------	----------------------	-----------------	-----------------

0.00

0.00

0.00

0.00

EXISTING

Existing Employer Statutory P

Named Allowance	Existing Total Compensation	Employer NIS	Employer NHT	Employer Education Tax
	0.00			

0.00

0.00

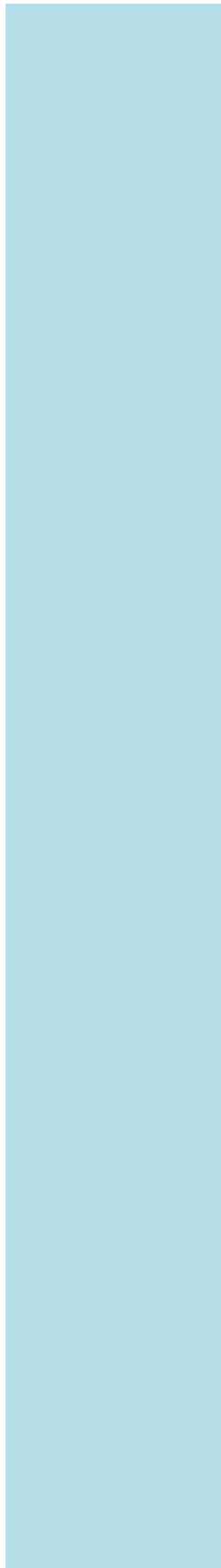
0.00

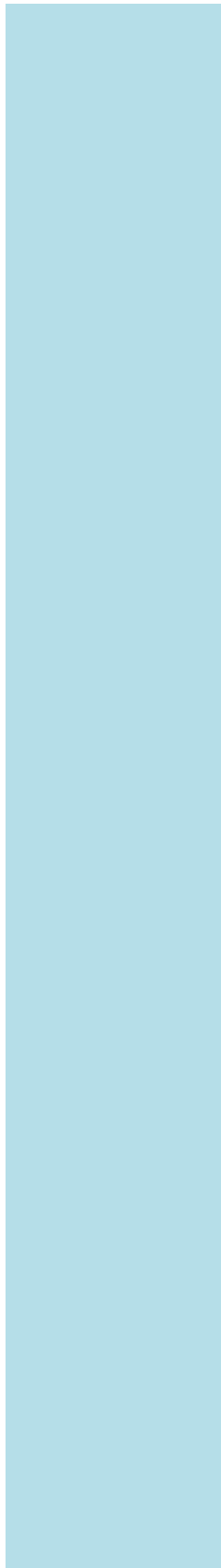
0.00

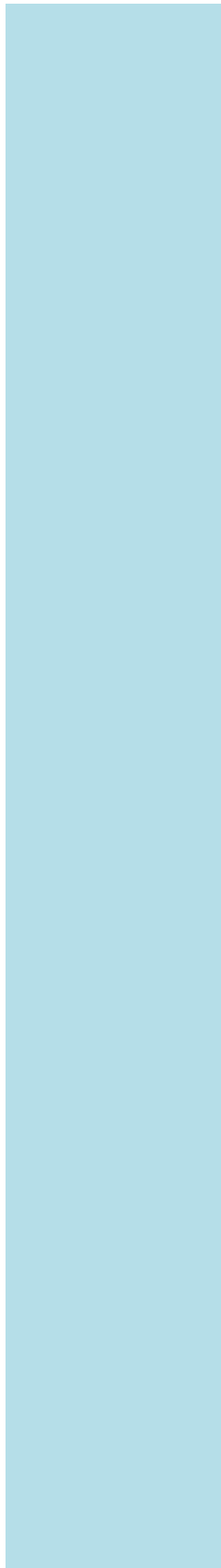


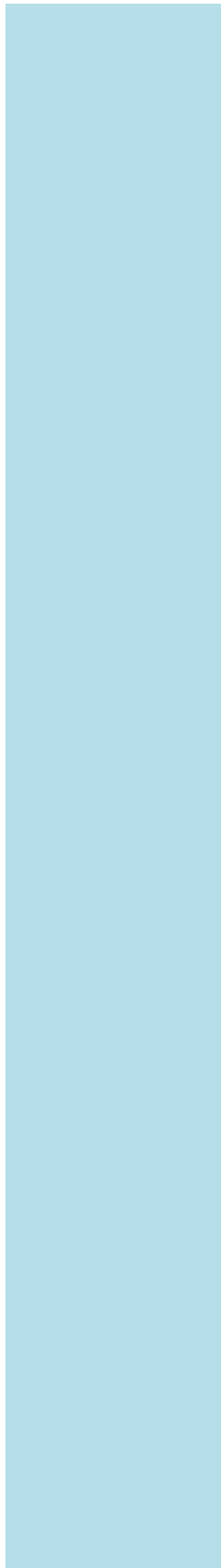
ayments

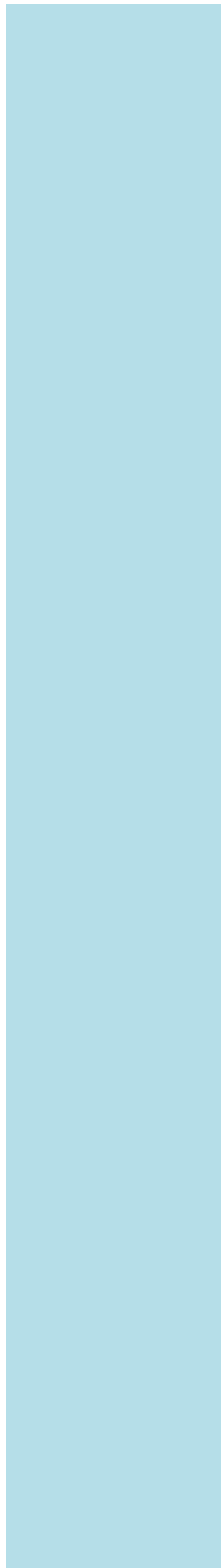
HEART	Existing Total Statutory	Existing Total Requirement	Band Alignment	Point in Band
	0.00	0.00		

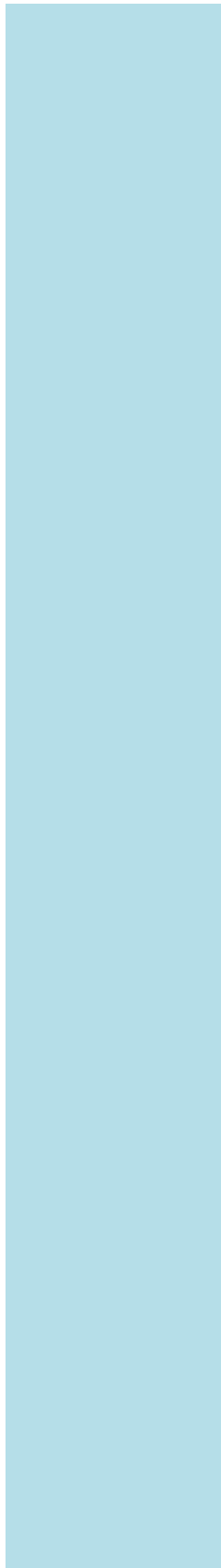


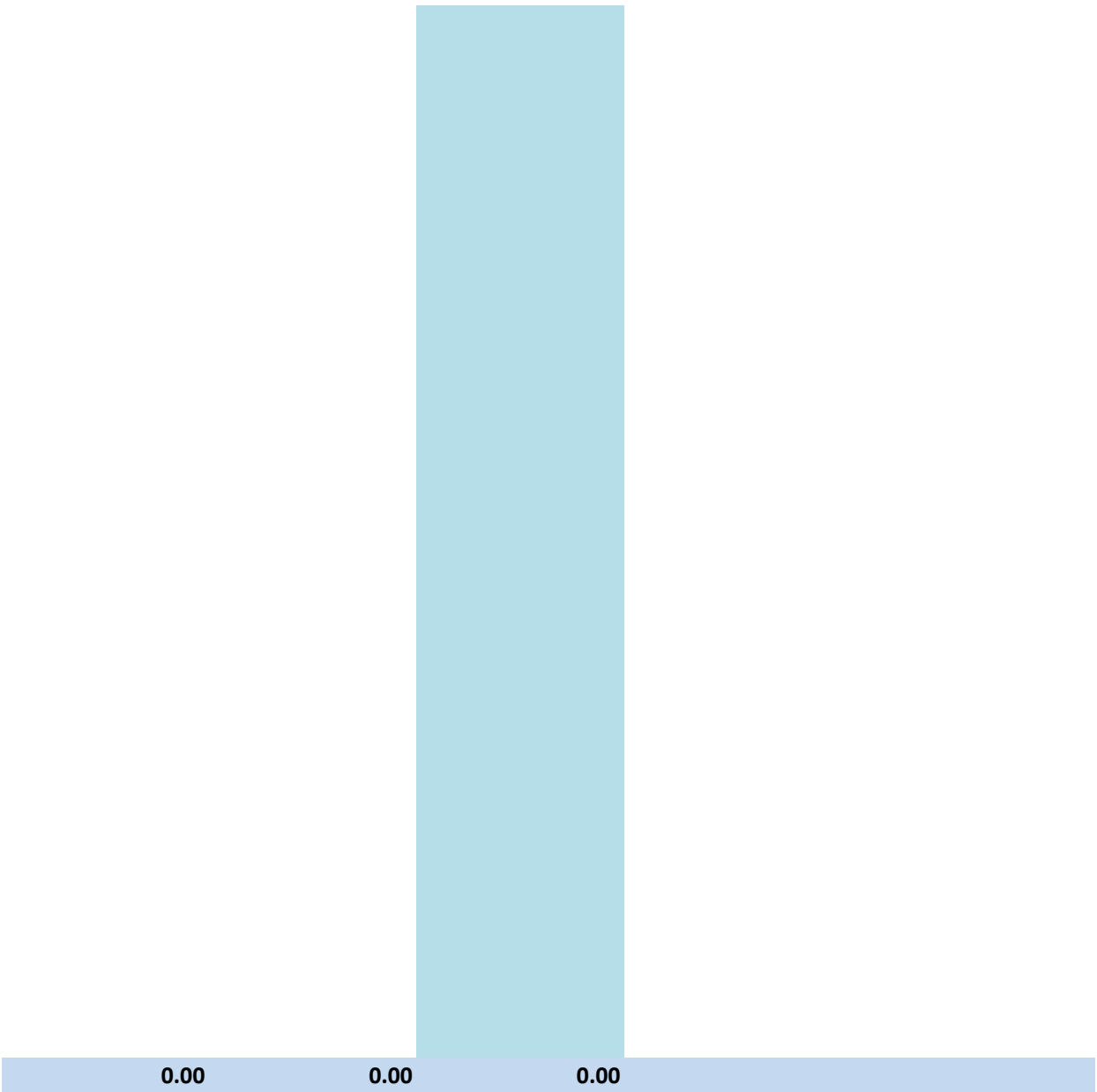












				NEW
New Compensation				

New Basic Salary	Temporary Allowance	Any Unabsorbed Allowance	New Total Compensation	Employer NIS
				0.00

0.00

0.00

0.00

0.00

0.00

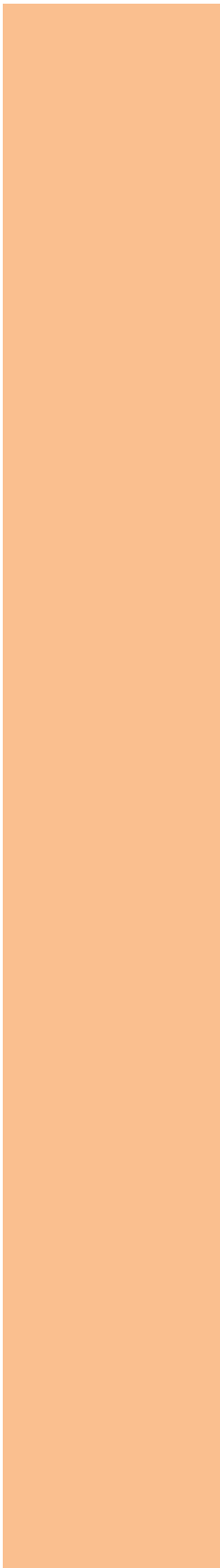
New Employer Statutory Payments

Employer NHT	Employer Education Tax	HEART	New Total Statutory	New Total Requirement
			0.00	0.00









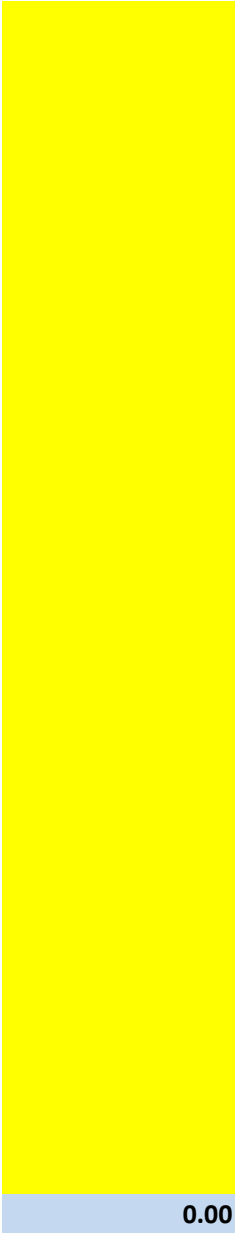






**Additional
Allocation
Required**

0.00



Compensation - April 1, 2022 - March 31, 2023

Name of Entity/Group

For Employees not on or linked to the Establishment



Employee Count	Employee Name	Classification/ Grade Level
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		

42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141

142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191

192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241

242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291

292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341

342
343
344
345
346
347
348
349
350

Total



Existing Compensation

Point in Grade	Existing Basic Salary	Travelling Allowance	Named Allowance	Named Allowance
-----------------------	------------------------------	-----------------------------	------------------------	------------------------

0.00

0.00

0.00

0.00

EXISTING

Existing Employer Statutory P

Named Allowance	Existing Total Compensation	Employer NIS	Employer NHT	Employer Education Tax
----------------------------	--	---------------------	---------------------	-----------------------------------

0.00

0.00

0.00

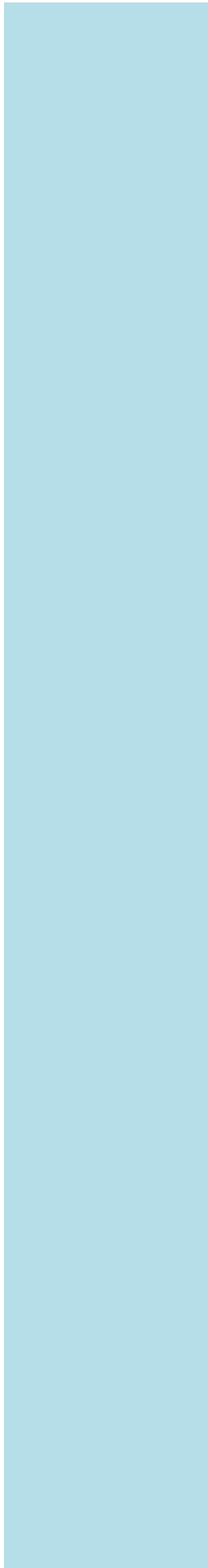
0.00

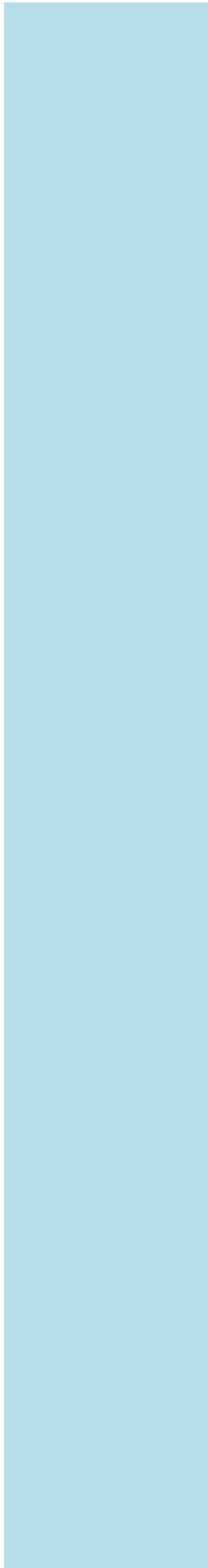
0.00

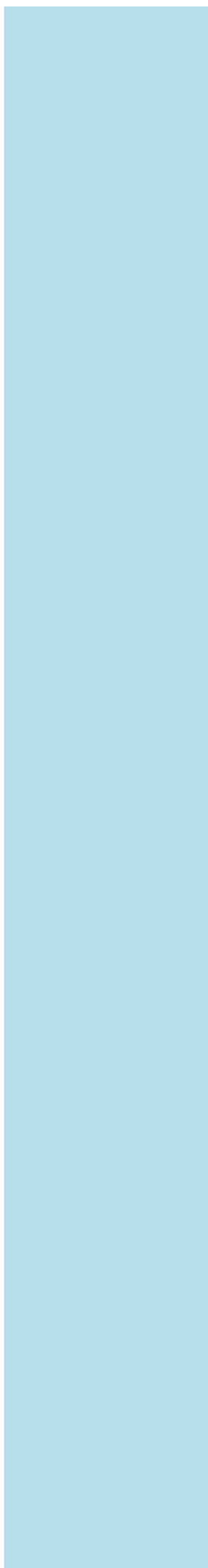


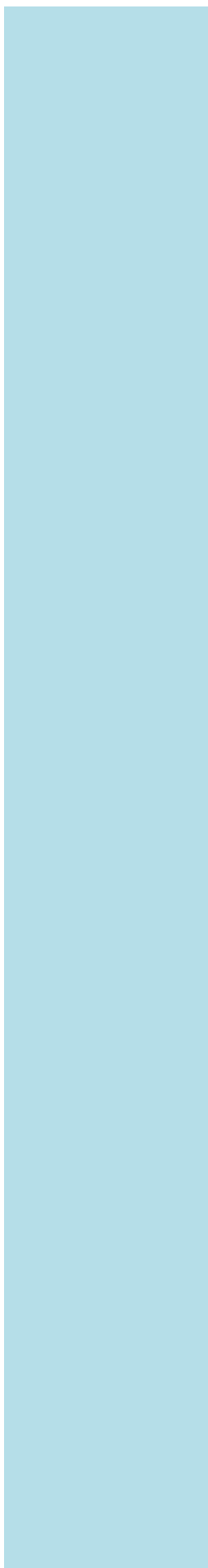
Payment

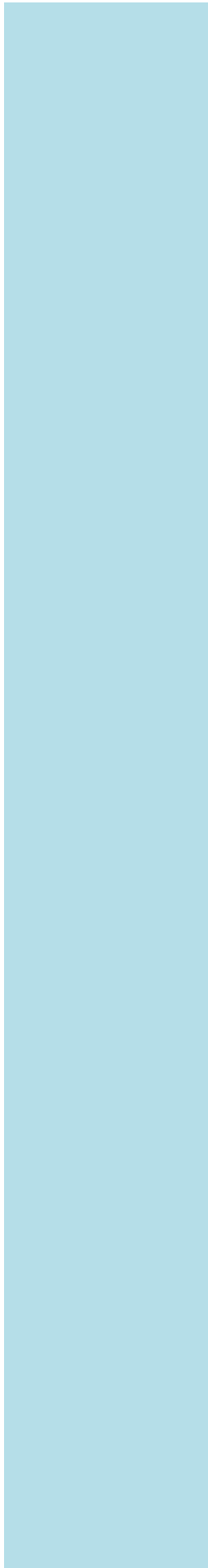
HEART	Existing Total Statutory	Existing Total Requirement
	0.00	0.00

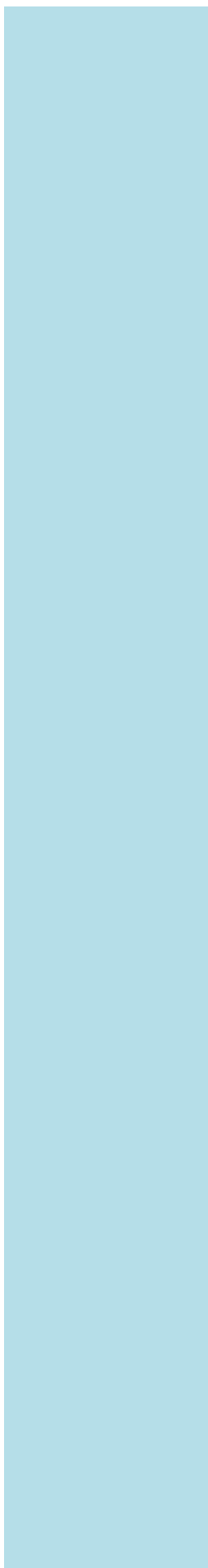


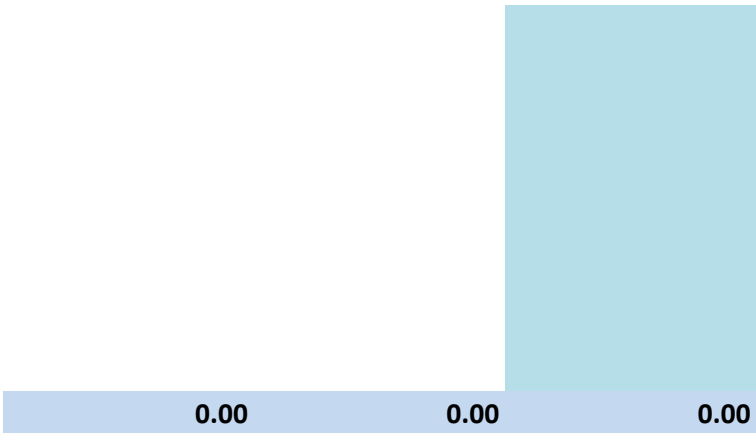












	:	:	:	:
--	---	---	---	---

GUIDE

1. The information provided should reflect INCREMENTAL amounts.
2. Column "K", Incremental New Rate Total January to March, the calculation of the 2.5% adjustment must be guided

d by Circular 25.