



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](mailto:info@mof.gov.jm)

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

2024 February 27

Circular No. 3

*Cabinet Secretary*  
*Permanent Secretaries*  
*Heads of Departments*  
*Chief Executive Officers*

**Grossing-Up of Temporary Allowances with respect to Circular No. 27 of 2023**

Reference is made to **Circular No. 27** dated October 6, 2023 regarding the *Treatment of Temporary Allowances Under the New Compensation System*. To streamline the process of grossing up temporary allowances, as specified in points 1 and 2 of the aforementioned circular, the Transformation Implementation Unit will provide a template to Ministries, Departments and Agencies.

Ministries, Departments, and Agencies with eligible employees are required to complete the provided template to determine the grossed-up value of Temporary Allowances where required. To ensure accuracy, please adhere to the following instructions:

1. Complete columns A to K on the "Monthly Data Sheet" tab.
2. If the "Selection" column (L) indicates "Contact TIU," please proceed to Sheet 2 and provide the required employee information.
3. Utilize the grossed-up value of the temporary allowance, found in column M, by adding it to the Basic Pay to inform appointment points or when calculating pension for an employee.

The completed template is to be submitted to the Transformation Implementation Unit (TIU) at [executivedirectorTIU@transformation.gov.jm](mailto:executivedirectorTIU@transformation.gov.jm).

If further clarification is needed, please contact either the Transformation Implementation Unit or the Compensation Unit of the Ministry of Finance and the Public Service.

Darlene Morrison, CD  
Financial Secretary