

## **PART 18 – PAYROLL MANAGEMENT**

### **DIVISION 1 - GENERAL**

1. The Public Service payroll constitutes a major share of overall government expenditure and is related to the number of Public Service positions in National, Provincial and Local Level Governments approved by the Department of Personnel Management and the overall staff ceiling laid down for each year.
2. The payroll for public servants and teachers in Provincial and Local-level Governments shall be processed from Administrative, Staffing and Teachers Service Grants provided under Section 92 of the Organic Law on Provincial and Local-level Government.
3. Payroll for public servants provided under Administrative Support Grants covers the following categories of public servants:
  - (a) Offices of Provincial and District Administrators.
  - (b) Extended services of the National Departments and agencies.
  - (c) Teaching Service
  - (d) Other staff as provided for in Section 78 of the Organic Law.
  - (e) Provincial and Local Level Government Secretariat staff as provided under Section 68 (4) of the Public Service (Management) Act.
4. Recruitment of personnel into Public Service positions by National, Provincial and Local level Governments is normally not allowed unless approvals are given and included in the calculation of the Staffing Grant or Personal Emoluments.
5. Recruitment of personnel into non public service positions by National, Provincial and Local level Governments should be catered for separately by Provincial and Local level Government payroll through internally generated revenue.
6. Although this payroll is processed centrally by the Information Technology Division (ITD) of the Department of Finance for public servants, it is the responsibility of the Departmental Head to ensure the following:
  - the total staff on strength does not exceed the approved staff ceiling.
  - the payment of salaries is not made to persons who have resigned from the Public Service, or are absent from duty without approval or not eligible for salary payment for other reasons.

- the expenditure charged to the items under "Personnel Emoluments" [vote] is within the Warrant Authority, and CFC allocation and
  - the payroll expenditure is reconciled monthly with individual payments made to the staff engaged by them.
7. It is also essential that the salaries are cost coded to the right expenditure votes and that necessary amendments are made quickly, so that cost codes reflect the actual activities on which staff are engaged.
  8. Although recruitment of staff is made by the Department of Personnel Management and the payroll is processed centrally by the Department of Finance, Departmental Heads remain ultimately responsible for managing personal activities and engaging staff.

## **DIVISION 2 - PAYROLL PROCEDURES**

9. Departmental Staff Sections are responsible for providing information on salary payment to be made to national and expatriate staff respectively. The information is transmitted to the Management Information Systems (MIS), using appropriate variation advice forms issued by the Department of Finance.
10. The Departments of Education, Defence (Uniformed Personnel) and Civil Aviation process their own payroll including the payroll of expatriate staff employed by them.
11. Salaries of Officers of the Public Service may be paid direct to a bank account as required by the officer, or by cheque which may be exchanged for cash at a Government Cash Office. Pay cheques may also be negotiated at banks and bank agencies. It is usual for cheques to be issued only at provincial outstations where there is no Government Cash Office.
12. Salaries may not be paid direct to savings accounts unless prior approval is obtained from banks.
13. Where an Officer is entitled to receive salary which cannot be paid along with the normal salaries, eg., when proceeding on leave or returning from leave he will receive a "special pay". This will be paid by cheque only.
14. Where an Officer is paid by encashable cheque, the Department of Finance will forward to the Provincial Treasury an encashable cheque for the officer, which may be cashed on identification by the payee named on the cheque. Encashable cheques may also be negotiated at banks and bank agencies.
15. Where an Officer is absent from the Province (or his home station) on payday his cheque will be held until his return (if he is returning to the Province (or station) unless advice to the contrary is received from the Department of Finance.

16. Where an Officer has been transferred his cheque will be handed to the Provincial representative or officer in charge of the station who will forward it to his new post and advise Headquarters of the change.

### **DIVISION 3 - SPECIAL PAY PROCEDURE**

17. Where special pay is payable, for example where an officer goes on leave or returns from leave to duty, the Department of Finance will send a telex (or fax) authority to Provincial Treasury giving the personal file number, name of payee, variation number, date on which it should be paid, the amount of pay due and the Management Information System (MIS) cheque number. On receipt of the telex authority, a Finance Form 84 will be raised for payment. In the case of the National Capital District (NCD), cheques will be processed directly by the Department of Finance.
18. The Provincial Treasury at the time of raising FF 84 will charge the payments to the Special Pay Account.
19. In the case of the Department of Education, and Defence (Uniformed Personnel) payments of salary are made direct from Departmental Headquarters of these departments and queries are handled by them.
20. Should a telex be received for an Officer who has been transferred to another Province, no payment will be made and a telex will be sent to the Department of Finance Headquarters quoting the Finance Telex number and the name of the officer, confirming that payment has not been made or transferred. Department of Finance Headquarters will send a telex advising payment to the officer's new location.
21. When an Officer resigns, telex and facsimile advice must be sent to the staff and salary section of the employing Department. No further payment will then be made to the officer without authorisation from the Department of Finance.
22. All queries concerning an Officer's pay will be referred to the Personnel Officer of the Department employing the officer.

### **DIVISION 4 - PREPARATION OF WAGES SHEETS**

23. Officers responsible for preparing wages sheets will use Finance Form 10. Wage sheets should be prepared in quadruplicate and show the pay period, name and title of each employee, their fortnightly wage rate and tax and other deductions and the net amount due to each employee.
24. Wages Sheet will be checked by another officer who will sign in the space provided, that the rates, period, deductions additions, and other information are accurate and that the correct persons are being paid.
25. The Financial Delegate will satisfy himself that the check above has been carried out and that funds are available to meet the payment.

26. The correct vote or expenditure item and the correct Cash Fund Certificate will be written on the pay sheet.

**27. Casual Labour**

27.1 Casual labourers working on road projects may have wage sheets prepared by the officer in charge.

27.2 Overtime payable to casual labour and labourers may be included on Finance Form 10 when preparing fortnightly wages.

**DIVISION 5 - OVERTIME ETC**

**28. Overtime for Officers**

Approval must be obtained from supervisors before an officer may work any extra hours. Overtime sheets for officers of the public service will be prepared in Finance Form 83 entitled Overtime and Shift Allowance Statement.

**29. Payment Procedures – Paymaster**

Part 16 of this Manual deals in detail with the procedures to be followed by Paymasters and Assistant Paymasters, which must be read and understood by all officers whose duties cover payment of salaries, wages and overtime.

**30. Overpayment of Salaries etc**

Part 19 of this Manual provides details of procedures to be followed for the repayment of salary and wage entitlements.