



Ministry of Finance  
GOVERNMENT OF SAMOA

# **MINISTRY OF FINANCE**

## **ACCOUNTS DIVISION**

**24<sup>th</sup> – 28<sup>th</sup> September 2012**

**Trainer: Naama P Sinei**  
**Payroll Section, Ministry of Finance**

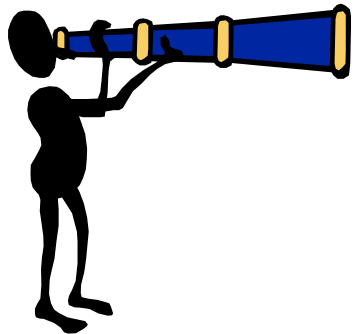
**Coordinated by System Support Unit**



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# TRAINING OBJECTIVES

1. TO IMPROVE THE EFECIENCY AND THE ACCURACY & TIME TAKEN TO PROCESS PAYMENTS TO EMPLOYEES.
2. HR/PAYROLL OFFICERS -KNOW HOW – ENQUIRIES, REPORTS, TIMESHEET ENTRIES, REONCILE PAYROLL TRANSACTION TO LEDGER ACCOUNTS.





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# TRAINING OUTCOME

It is expected that an understanding of the Payroll processes will enable attendees to;

1. **PERFORM THE OPERATIONAL PROCESS OF THE PAYROLL AS REQUIRED WITHIN THE TIMEFRAME**
2. **BE ABLE TO EXTRACT REPORTS FOR CHECKING & VERIFICATION**
3. **UPDATE PAYROLL RECONCILIATIONS**





# REVISION SYSTEM HISTORY

Version	Sections/All	Doc Date	Reason
1	All	05 Jul 2005	Checked and Updated Formatting - GO LIVE
2	All	22 Jan 2007	Release 11.4. Separated from PPP (Payroll Management Functions)
3	All	01 Feb 2007	Release 11.4
4	All	12 Apr 2007	Release 11.3 changes merged into 11.4 User Manual
5	All	02 Dec 2008	Release 11.04 changes to HR /Payroll
6	All	29 Nov 2010	Release 11.08 Massive changes both Payroll and HR



## Reasons for enforcing of Procedures

- Improve internal controls**
- Streamline the processing of pays**
- Make more effective use of the government payroll system via timesheet entries, leaves, overtime, Allw**
- Reduce payroll queries**
- Avoid salary overpayment**
- Clarify responsibilities**
- Spot on any wrong posting**
- Inform Payroll Section for Amendments & Corrections**



## Benefits and Costs of the Refresher

- **More consistent application of procedures**
- **Advantages Consistent pay period for salary/wages employees**
- **Consistency of employees payroll history**
- **Improved pay records**
- **Need to learn and apply new procedures**
- **Stricter timetable for input of pay information(Payroll Calendar)**
- **Can easily detect any discrepancies**



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# Key Issues to Note

- Pay Cycle and Pay Periods
- Salary/Wage Employee Identification Numbers
- Ty15's Specifications
- Payroll Register-TY15's, Allowance, Overtime, Source Documents
- Bank Account BK20's
- Flow Chart (Processes and Procedures)
- Timesheet entries postings-check report against system
- Payroll Reports – Download
- Audit Verifications- Pre audit on a fortnightly basis
- End of Year Process –Chart of Accounts –Templates- People One System





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Pay Cycle - 14 days Paid 10 W/days



Start of PP:	Monday
End of PP:	Sunday
Cut-off:	12 Noon Tuesday

**Same pay period for salary/wages employees**

**Pay Day:**

Salary	Wednesday
Wages	Friday



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# TY15's Procedures

❖ Govt Ministries



❖ Public Service Commission

(if applicable)



❖ Ministry of Finance

( Budget, Aids, Payroll)



❖ Employees





## Ministry of Finance

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- Payroll receives & check TY15A & Cs from MOF budget & B's from Ministry
- Identification Number
- Given & Family Name
- NPF number
- DOB
- Gender
- Position & Supervisor Position code
- Output
- Ministry Code & Location
- Employment Condition
- Salary Grades
- Salary Level
- Allowance
- Deductions
- Bank Account
- Nature of payment
- Signatures Authorization



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## Ministries Responsibility

- Engagements properly approved
- Sufficient funds available
- Timesheet information properly checked, approved registered and post
- Print timesheet report
- Check timesheet entry



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## Ministry of Finance Responsibility

- Checking completeness of information and approvals
- Ensuring right terms & conditions applied
- Timely processing and disbursement of the pays and deductions
- Costing correctly posted and recorded



# END OF YEAR ROLL

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**Budget and Forward Estimates (financial years 2012-13 to 2014-15)  
WAGES, SALARY & ALLOWANCES COSTS ESTIMATES DATA ENTRY**

**The Ombudsman's Office**

**Wages and Salary Budget Section**

Salaries or Wages /Casual	Position Type	Employee Number	Employee Surname	Employee First/Other Name	Designation	Allowance Natural Account (if applicable)	Output/Cost Centre Attribution				Salary and Allowances 2011-12
							2011-12	2012-13	2013-14	2014-15	GROSS PERSONNEL COSTS TOTAL
1 Salaries	Occupied	127003	SEIULI	MAUALAIVAO P.	ASSISTANT OMBUDSMAN		Output 1	Output 1	Output 1	Output 1	86,496.00
1 Salaries	Occupied	127008	ETEUATI	VAIAO	PRINCIPAL INVEST.OFFICER		Output 1	Output 1	Output 1	Output 1	46,989.00
1 Salaries	Occupied	127014	SAENA	SEIAO	OFFICE MANAGER		CSU 1	CSU 1	CSU 1	CSU 1	46,989.00
1 Salaries	Occupied	127412	SEIULI	IETITAIA	SENIOR ACCOUNTS CLERK		CSU 1	CSU 1	CSU 1	CSU 1	23,362.00
1 Salaries	Occupied	127015	IOANE	ASOFOLAU	CLERICAL OFFICER		CSU 1	CSU 1	CSU 1	CSU 1	12,840.00
PLEASE INSERT ROW ABOVE THIS LINE IF NEEDED (FORMAT ACCORDINGLY)											

5 Salaries  
- Wages

**216,676**

Id Numb	Family N	Given Name	Title	Job Title	Level	Salary	6%	FTE	*Payroll	*Payroll Outp	*Payroll Output Desc	Employee C	HRHMN
127003	SEIULI	Maualaivao	Mr	Primary Investigator	CS31 ACEO / CS \$81600	81600	86496	1.0000	OB	12910000	OB 2910 - 1.0 Administrative	PSC - Salary	CS31
127008	ETEUATI	Vaiao	Mr	Investigation Officer	SG15 Special Grades \$44266	44266	46989	1.0000	OB	12910000	OB 2910 - 1.0 Administrative	PSC - Salary	SG15
127014	SAENA	Seiao	Mrs	Secretary Investigator	SG15 Special Grades \$44266	44266	46989	1.0000	OB	12991000	OB 2991 - 99.1 Central Se	PSC - Salary	SG15
127015	IOANE	Asofolau	Ms	Office Clerk	A061 Psc \$12096	12096	12840	1.0000	OB	12991000	OB 2991 - 99.1 Central Se	PSC - Salary	A061
127412	SEIULI	Ietitaia	Mr	Junior Investigator	A101 PSC \$22008	22008	23362	1.0000	OB	12991000	OB 2991 - 99.1 Central Se	PSC - Salary	A101
762454						204236	216676	5.0000					



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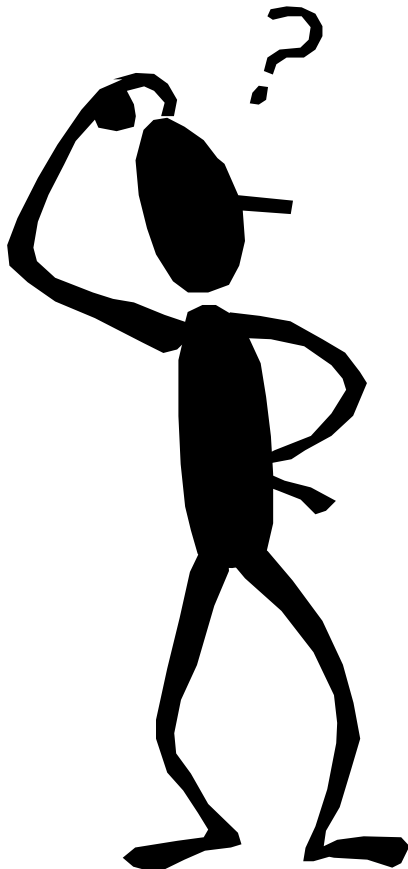
# QUESTIONS?





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## Need Help?



Please contact the Payroll  
Section of the Ministry of  
Finance.

PH:34302/34384

OR





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## SYSTEM SUPPORT

For Finance One support please contact the System Support team on telephone 34398 or by emailing [f1support@mof.gov.ws](mailto:f1support@mof.gov.ws).

Please assist us by ensuring that you do not contact individual staff members within the Ministry of Finance Accounting and Financial Services team in relation to support calls.

Directing all support calls to our System Support team will ensure that all calls are logged in Service Request Desk in order that the Systems team can:

- Respond in a timely and effective way;
- Monitor and manage the cause and resolution of all support issues being raised; and
- Ensure your support call is directed to the person best-placed to resolve your issue