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In any correspondence on
this subject please quote no.**HRM 7/142/01**

26th February 2024

Responsible Officers

Ministries, Departments, Agencies and Local Governments

**DELAY IN PROCESSING OF SALARY AND PENSION OF FEBRUARY
2024 FOR MINISTRIES, DEPARTMENTS, AGENCIES AND LOCAL
GOVERNMENTS ON HUMAN CAPITAL MANAGEMENT SYSTEM**

Under my letter of even reference dated 1st February 2024, you were informed of the Human Capital Management System (HCM) upgrade that was undertaken from 2nd to 5th February 2024 to incorporate the system enhancements sanctioned for HCM phase 2 implementation.

Whereas the system upgrade was successfully completed and deployed in the HCM production environment, the resultant validations during the transfer of payroll invoices to Integrated Financial Management System (IFMS) that were introduced to ensure accuracy of the payroll and payment information posed some challenges leading to dropping of the entire entity's payroll if any of the information is not aligned as expected. The validations include confirmation that all records in the payroll have the correct Financial Coding Blocks, Financial Coding Block combination, Supplier Number and Supplier Site.

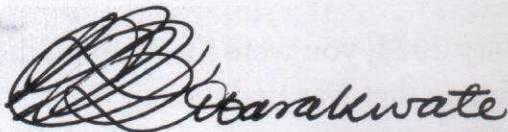
This Ministry, together with the Ministry of Finance, Planning and Economic Development and National Information Technology Authority are jointly working to ensure that invoices with valid data are successfully transferred to IFMS. This task is expected to be completed as soon as possible in any case not later than 28th February 2024.

In the meantime, by close of business on 27th February 2024, Ministry of Public Service will centrally send the payroll invoices of records without errors to IFMS for Entities that have completed payroll calculation and the invoices are ready for transfer to IFMS to enable salary and pension payroll payment for February 2024.

You should ensure that payroll records in the account of the Responsible Officer are only those which have been fully scrutinized and passed for payment. Records with errors in Financial Coding Blocks, Financial Coding Block combination, Supplier Number and Supplier Site will be communicated to the Votes for correction and reprocessing.

In view of the above, it will not be possible to pay salary and pension by the 28th of February 2024 for MDAs and LGs on HCM contrary to the Government payroll cycle timelines.

The inconvenience caused to the Public Officers, Pensioners and Beneficiaries was unintended and is highly regretted.



Gatherine Bitarakwate Musingwiire (Mrs.)
PERMANENT SECRETARY

Copy: Permanent Secretary/Secretary to the Treasury, Ministry of Finance, Planning and Economic Development

Executive Director, National Information Technology Authority.