

Nazia Shah

From: Shobhna Kiran
Sent: Wednesday, 23 December 2020 9:40 am
To: Maketara Metutera; Takuia Uakeia; Eirenei Mafi-Afoa; David Leniu; Joeli Veitayaki; Soseolina Fatuvae; Rosiana Lagi; Robin Havea; 'Akapei Latu; Mautang Baireti; Brad Carte; Leila Galo; Patricia Rodie; Tureheni File; Lavenia Tatauyaca; Debi Futter-Puati; Alamanda Lauti; Sarina Tamakin; Jennifer Harris; Seone Lolesio; Maryanne Talagi; Joseph Bong; Buisena Conivalalagi; Ruben Markward
Cc: Arti Shusil; Ranjita Nand; Maciu Raikoti; Ajeshni Chand; Avishay Raj; Kolinio Boila; Jone Nemani; Salaseini Malo; Irfaan Khan; Neelam Nand; Nazia Shah; Archana Razak
Subject: RE: Payroll - Pay News and Update 1 2021
Attachments: 2021 Pay Schedule.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning

As we all are now familiar with our Payroll process [and its timelines](#), moving from Pay 1 and onward, kindly requesting all Regional Accountants to ensure the following are completed;

- All payroll documents are submitted to Payroll via drop box as per Payrolls cut of time. Please refer Payroll 2021 schedule (attached) and the same is uploaded on Payroll Website. Documents received after the cut of dates will be processed in following pay
- The CALC should be finalized a day before the banking day which is Tuesday by 11am (Fiji Time). Failure in finalizing the CALC on time will result in late submission or automatic roll over to next pay process which will result in late pay out to staffs.

In cases where your drop box is inaccessible, please advise us immediately and we will make arrangement to send the necessary report through your email.

For your campus payroll queries you may contact the respective payroll staffs as below;

- Arti Shusil on extension: 32873 Email: arti.shusil@usp.ac.fj
 1. Kiribati Campus
 2. Samoa Campus
 3. Tuvalu Campus
- Maciu Raikoti on extension:32369 Email: maciu.raikoti@usp.ac.fj
 1. Tonga Campus
 2. Marshall Campus
 3. Solomon Island Campus
- Ranjita Nand on extension:32720 Email: ranjita.nand@usp.ac.fj
 1. Cook Campus
 2. Nauru Campus
 3. Niue Campus
 4. Vanuatu Campus
- Ajeshni Chand on extension 32585 Email: ajeshni.chand@usp.ac.fj

For ALL Student Intern Pay.

HR Team – please ensure necessary Staffs pay Records are amended within Payroll time frame as we will not allow any Re-extracts of staffs records.

Please feel free to contact me for any further queries.

Nazia – please update this email on Laucala 2021 News and Update Section.

Good day to All.

Shobhna Kiran |

Payroll Manager

Finance Department

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