

Nazia Shah

From: Shobhna Kiran
Sent: Wednesday, 22 January 2020 12:00 pm
To: Takuia Uakeia; Maketara Metutera; Alamanda Lauti; Olympia Harris; Seone Lolesio; Maryanne Talagi; Debi Futter-Puati; Tureheni File; Robin Havea; `Akapei Latu; Rosiana Lagi; Soseolina Fatuvae; Irene Taafaki; Mautang Baireti; Ruben Bakeo Markward; Buisena Conivalalagi; Joeli Veitayaki; Eirenei Mafi-Afoa; Joseph Bong
Cc: Arti Shusil; Maciu Raikoti; Ranjita Nand; Ajeshni Chand; Avishay Raj; Kolinio Boila; Salanieta Milia; Nazia Shah; Renuka Singh
Subject: Payroll - Pay News and Update 1 2020

Good Afternoon

As we all are now familiar with our Payroll process, moving from Pay 3 and onward, kindly requesting all Regional Accountants to ensure the following are completed;

- All payroll documents are submitted to Payroll before our cut of time. Please refer Payroll 2020 schedule. 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 of Bank files and hence 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.

Please feel free to contact me for any further queries.

Nazia – please update this email on Laucala 2020 News and Update Section.

Good day to All.

Shobhna Kiran | Payroll Manager

Finance Department

The University of the South Pacific, Headquarters & Laucala Campus

Private Mail Bag, Suva, Republic of Fiji

Tel: (679) 323 2807 |

Email: shobhna.kiran@usp.ac.fj | Web: www.usp.ac.fj | 50.usp.ac.fj

