



CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 5 OF 2012

OFFICE OF SHARED SERVICES – ROLL OUT OF AGENCY PAYROLL SYSTEMS

In December 2011, Cabinet approved decommissioning the Department of Finance Shared Services. Departments and authorities affected by this decision will be required to establish their own payroll systems. The program is being managed by the Decommissioning Office at Shared Services and is overseen by the Decommissioning Steering Group.

The Department of Commerce Labour Relations Public Sector Directorate (**PSD**) reminds agencies that any replacement agency payroll system build must reflect existing employment conditions as currently provided for in industrial instruments and other authorised arrangements.

No new provisions may be incorporated without first receiving approval from the Executive Director Labour Relations.

Each Chief Executive Officer will be required by the Decommissioning Steering Group to verify in writing that the above conditions have been satisfied prior to the go-live date of a replacement payroll system.

Please contact your PSD Labour Relations Adviser for the appropriate interpretation and application of existing employment conditions arising from agency payroll system builds.

BOB HORSTMAN
EXECUTIVE DIRECTOR
LABOUR RELATIONS

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