

Appendix 5A: Compensation of Employees – Nominal Roll

COMPENSATION OF EMPLOYEES



MDA:
Department:
Cost Centre:.....
Programme:

Breakdown of Salaries of Staff

SN	Name	Position	Level	SSSS Step	Monthly Salary	Annual Salary
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15					-	-

HEAD OF BUDGET

HEAD PPME

CHIEF DIRECTOR

.....

.....





REPUBLIC OF GHANA

COMPENSATION OF EMPLOYEE-GOG FORM / IGF

MDA/MMDA NAME:
 DEPARTMENT:
 COST CENTRE:
 PROGRAMME:

STAFF NAME	STAFF NUMBER	GRADE		BASIC	TYPE(S) OF ALLOWANCES							
		LEVEL	STEP	SALARY	Accom	Transport	Househelp	Garden Boy	Utilities (Water, Phone Electricity)	Entertainment	Clothing	Security (Night /Day Watchman
				-								
							-	-	-	-	-	-

SIGN.....
 NAME OF COST CENTRE HEAD

SIGN.....
 NAME OF CHIEF DIRECTOR/DIRECTOR



FINANCIAL CLEARANCE REPORTING / MONITORING TEMPLATE

NAME OF MDA.....

SPECIFIC COST CENTRE

REPORTING MONTH

SN	COST CENTRE	NO. OF FINANCIAL CLEARANCE APPROVED	EFFECTIVE DATE OF FINANCIAL CLEARANCE	NO. PLACED ON PAYROLL	NO. OUTSTANDING	REMARKS IF ANY



Compensation of Employees (Replacement / Recruitment / Contract Appointment Costing)

NAME OF MDA :

DEPARTMENT:

COST CENTRE

PROGRAMME:

S/N	Category of Staff	Basic Salary	Possible Allowance	SSF	Possible Recruitment Budget Available
				-	

NAME OF HR MANAGER

DATE SIGNED

