



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

16 April 2019

## CIRCULAR NO. 5

Permanent Secretaries  
Heads of Department  
The Chief Personnel Officer

### UPDATING RECORDS IN ECENSUS II

Reference is made to this Ministry's Circular No. 15 dated June 11, 2018 requesting the quarterly provision of payroll data and the updating of ECensus on a monthly basis from all Ministries, Departments, and Agencies (MDAs). As stated, the Government of Jamaica has included in the fiscal rules promulgated in Parliament and as one of its ongoing commitments under the current Stand-By Agreement with the International Monetary Fund, the management of the Government's wage bill to 9% of gross domestic product (GDP). The collection of accurate data in respect to wages, salaries and employment is a fundamental requirement in achieving this.

To better enable the collection of this data, the ECensus system has been revamped and updated. The new version of ECensus went live in January this year and HR teams are hereby reminded that the records in ECensus must be updated on an ongoing basis and we urge you to do this consistently – **at least monthly**.

Please note that those MDAs that have **gone live** with MyHR+ are **not** required to maintain the data on ECensus. This remains a requirement of ALL other MDAs. Please contact the ECensus team at [Ecensus.support@mof.gov.jm](mailto:Ecensus.support@mof.gov.jm) for any technical assistance required.

A handwritten signature in black ink, appearing to read 'D. Morrison'.

Darlene Morrison (Miss)  
**Financial Secretary**