



<b>Course No.</b>	<b>SC 403</b>	
<b>Course Title:</b>	<b>TRAINING PROGRAMME ON GOVERNMENT PAYROLL SYSTEM (GPS)</b> “Effective work to ensure accuracy and transparency through efficiency”	
<b>Target Group:</b> Officers in the All Island Services and other Staff Grade Officers, Staff Grade Officers of SOEs	<b>Duration:</b> 04 Days	
<b>Main Subject Areas:</b>		
<ul style="list-style-type: none"> <li>• History and Development milestone of GPS.</li> <li>• DOS Commands required for the use of GPS and running of GPS in 64 bit computers.</li> <li>• Entering earnings and deductions details of the employees in to the Reference Files and Employee Master File and other relevant files for processing of Salaries.</li> <li>• Creating Accounts Report, Pay Sheets, Pay Slips and other required reports for recording salary details, reporting to the General Treasury and for the use of Internal Control purpose.</li> <li>• Creating Formulas Using Other Reference File and Static data for Employee Group.</li> <li>• Usage of Item Detail Reports, Salary Reconciliation and IPR Report to minimize the errors and frauds.</li> <li>• Handling of Errors and do the correction as and when required.</li> <li>• Creating Password and Security Privileges of each password level and keeping the GPS backups.</li> <li>• Rules and regulations need to be considered when payment of personal emoluments.</li> <li>• Required changes to be made in the GPS to process the SLIPS (Sri Lanka Inter Bank Payment System) file.</li> </ul>		
<b>Learning Outcomes:</b> On successful completion of the course, the participants will have the ability to		
<ul style="list-style-type: none"> <li>• Prepare and inspect the salaries through GPS</li> <li>• Develop the internal control systems on GPS</li> </ul>		
<b>Course Fees:</b> Rs.14,000.00	<b>Medium</b>	English
<b>Assessment Method</b>	Group work of preparation of set of bidding document and Group presentation	
<b>Course Coordinator</b>	Mr. Lasantha Gamage	
<b>Contact Person</b>	Poornima – (011-5980294)	

*\*This programme is a paid programme for all participants including those from Government, Provincial Councils and Local Government.*