



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION

FEDERAL MINISTRY OF FINANCE

TREASURY HOUSE

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OAGF/CAD/026/V.III/821

FEDERAL TREASURY CIRCULAR

To:

The Chief of Staff to the President, C-in-C,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
The Head of the Civil Service of the Federation,
The National Security Adviser,
All Special Advisers,
The Chief of Defence Staff/Service Chiefs/Inspector-General of Police,
The Governor, Central Bank of Nigeria,
The Chairman, Federal Civil Service Commission,
The Chairman, Police Service Commission,
The Chairman, Code of Conduct Bureau,
The Chairman, Code of Conduct Tribunal,
The Chairman, Federal Character Commission,
The Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
The Chairman, Federal Inland Revenue Service,
The Chairman, Independent National Electoral Commission,
The Chairman, National Population Commission,
The Chairman, Independent Corrupt Practices and other Related
Offences Commission,
The Chairman, Economic and Financial Crimes Commission,
The Chairman, National Drug Law Enforcement Agency,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
The Executive Secretary, National Judicial Council,
The Chief Registrar, Supreme Court of Nigeria,
The Auditor-General for the Federation,
The Surveyor-General of the Federation,
All Directors-General/Chief Executives of

Extra-Ministerial Offices and Agencies,
The Director of Treasury, Federal Capital Territory Administration,
All Directors of Finance and Accounts/Internal Audit,
All Heads of Accounts,
All Heads of Internal Audit,
The Sub-Treasurer of the Federation,
All Zonal Coordinators,
All Federal Pay Officers,
All Diplomatic Missions

MDA/ROLE PLAYER RESPONSIBILITY AND USER-GUIDELINES ON THE INTEGRATED PERSONNEL PAYROLL INFORMATION SYSTEM (IPPIS)

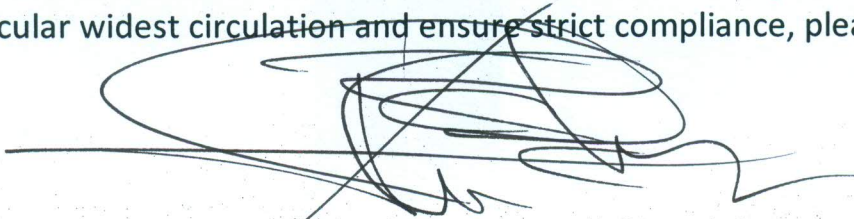
Further to the Treasury Circular Reference Nos. TRY/A6 & B6/2016, OAGF/CAD/026/V.III/31, dated 11th April, 2016; the Office of the Accountant-General of the Federation (OAGF) in line with government policy is decentralizing the payroll processing to enhance efficient and effective payroll administration and control at MDA level. This is to deepen MDAs' participation and involvement in their personnel payroll processing while trusting that MDA/Role-players would stick to Operational Guidelines/Access Control Policy in the discharge of their roles.

2. To ensure successful implementation of payroll decentralization to the MDAs, the OAGF conducted training/workshops for MDA-IPPIS role-players across the six geo-political zones. The objective of the training was to ensure MDAs can process all payroll variations and updates without difficulty and recourse to OAGF. Except for Data Capturing, Database Management and Restricted Policy Controls Areas, MDA role-players have been granted necessary user-access to perform their role effectively on the IPPIS platform. Therefore, variations, inputs and updates shall henceforth be carried out by individual MDA.

4. Consequently, MDA should ensure that only staff with proven integrity and competence is recommended to play roles on the IPPIS platform. MDA shall take responsibility for any error(s) or infraction traceable to them or their role player(s). Role-players are further advised to discharge their duties with utmost integrity and diligence.

5. In addition, MDA and Role players must adhere strictly to **IPPIS User Management and Access Control Policy Guidelines** herein attached to this circular.

6. Accounting Officers, Directors/Heads of Finance & Accounts, Directors of Internal Audit of MDA and other Arms of Government are enjoined to give this Treasury Circular widest circulation and ensure strict compliance, please.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

✓ **Ahmed Idris, FCNA**

Accountant-General of the Federation

**OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
FEDERAL MINISTRY OF FINANCE**

**GUIDELINES ON IPPIS USER MANAGEMENT
AND ACCESS CONTROL POLICY**

IPPIS User Management And Access Control Policy Guidelines

1. **Purpose:**

The purpose of this policy guideline is to set out the requirements for creating and managing IPPIS/MDA role player accounts and access to the IPPIS platform.

2. **Scope:**

This policy applies to all MDA-IPPIS role players requiring User Account to IPPIS platforms or access to network shared areas. It also applies to all system administrators and IT support staff that are responsible for the management of IPPIS platforms. Policy applies to the following account types and access:

- IPPIS Systems/services: Oracle Payroll, Infiniti *ERPCREDIT*, and *SoftSuite*.

3. **MDAs Role Players Account Access**

IPPIS Systems/Services: Access to IPPIS platforms will be granted following a written authorization from MDAs Accounting Officer / Director Human Resources (DHR) or Director of Finance (DFA) or Equivalent position. The access request must be relevant and commensurate with the business need and as follows:

- **Initiator** – This MDA role player is responsible for entering payroll variations and updates for the staff of the MDA only.
- **Reviewer** – This MDA role player usually (Internal Auditor) is responsible for reviewing variations and updates concerning the MDA employee payroll only.
- **Approver** – This MDA role player (Director Human Resources, Director of Finance or the Accounting Officer) is responsible for approving all payroll variations and updates in the platform

4. **MDA Role Player Account Deactivation**

4.1 At the end of MDA role player employment or transfer to another MDA, the Accounting Officer or delegated Director must notify the OAGF IPPIS Office within 24 hours of the employment or transfer of service or any

change that warrants deactivation or withdrawal of IPPIS access rights and privileges.

The following will apply:

4.1.1 Account access will be deactivated based on the end of employment date / transfer or any change that warrants deactivation of IPPIS platform access rights.

4.1.2 A deceased staff member's account will be deactivated upon notification to the IPPIS Secretariat.

5. Managing MDA Role Player User Accounts

5.1 User accounts are only to remain active for the period required for individual users to fulfil the business need for which they have been granted access.

5.2 On first login to a new user account, the user must change the default password assigned to the account.

5.3 Login details must not be shared with others or compromised in anyway and an individual user account must not be used as a generic account. User accounts must not be used to attempt to or gain access to restricted areas in the platform or to attempt to access IPPIS resources and information that have not been authorized for these accounts.

5.4 All person(s) with access to IPPIS Platform is responsible for selecting strong passwords; keeping the passwords secured; and reporting any unauthorized use of accounts.

Again, user must:

5.4.1 Create passwords that conform to best practices for selecting passwords which address length and complexity (using, letters, numbers, signs and special characters).

5.4.2 Not share passwords or user-credentials related to IPPIS platform with any other person(s).

5.4.3 Immediately change passwords and notify the OAGF IPPIS Director, if there is reason to believe that a password has been improperly disclosed, accessed or used by an unauthorized person.

5.4.4 Use privileges associated with an account only for the purpose for which they were authorized and no more.

5.4.5 Use privileged accounts and authorizations only when such privilege is needed to complete a function.

5.4.6 Log off or use screen locking technologies that require authentication when leaving a device unattended.

6. **Responsibility:**

- 6.1 It is the responsibility of each MDA role-players to when this policy applies to adhere fully with its requirements. MDA Accounting Officers or delegated Directors are responsible for implementing this policy within their respective areas of responsibility and to ensure compliance by all IPPIS role players under their direction or supervision.
- 6.2 IPPIS user accounts covered in this policy are only to be created with the appropriate profiles and privileges as defined and authorized by the manager or a designated staff member.
- 6.3 All individuals who access use or manage the IPPIS's IT systems and information is responsible for reporting any breach of this policy to the Accounting Officer.

7. Below are the **DOs** and **Don'ts** of IPPIS Role Players in the MDAs:

S/N	Dos (<i>Permitted Access</i>)	DON'Ts (<i>Restricted Access</i>)
1	Can effect change of Staff Grade Levels (GL) on the platform	Cannot Reverse termination of Staff
2	Effect change of Step on a GL.	Cannot Change Names on the Application
3	Correct job title on the Application	Cannot Change Employee Date of Birth

4	Process current year arrears (Retrospectively)	Cannot effect change of Date of First Appointment
5	Effect Change of Bank details (Individual)	Cannot migrate an Employee on the Application
6	Terminate an Employee Engagement	Cannot Pay Past Year Arrears (Retrospectively)
7	Suspend Staff on the Application	Cannot create element on the Application
8	Reinstate Suspended Staff on the Application	None
9	Effect change of: <ul style="list-style-type: none"> • Address on the system • Tax State • Phone Number • Email Address 	None
10	Effect change of Pension Fund Administrators (PFA) Name and PIN	None
11	Effect change of Trade Union Membership on request	None
12	Effect Interdiction of Staff on the Application.	None
13	Reverse Employee Interdiction on the Application	None
14	Effect Third-party deductions - e.g Cooperative deduction, Union dues, etc.	None
15	Generate various reports: <ul style="list-style-type: none"> • Payroll Reports • Deduction Reports • Pay Slips • Pay History • Payroll Analysis • Disbursement Details • Nominal Roll • Tax Reports 	None

	<ul style="list-style-type: none">• NHF Reports• NHIS Reports• Pension Reports	
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8. **Suspension of User Accounts:**

Any breach to the user account control policy will result in the suspension of the MDA role player account on the IPPIS platform and other necessary disciplinary actions.