



OFFICE OF THE ACCOUNTANT-GENERAL OF THE FEDERATION
Integrated Personnel and Payroll Information System (IPPIS)
FEDERAL MINISTRY OF FINANCE

CIRCULAR

TO: Permanent Secretaries/Chief Executives
Of All Ministries Depts.& Agencies (MDAs)

REF: OAGF/IPPIS/1013/I

DATE: 27th Oct., 2025

REQUEST FOR NOMINEES OF MDA DESK OFFICER ROLE PLAYERS

The Office of the Accountant-General of the Federation (OAGF) is undertaking a review and update of all user access and assigned responsibilities on the **Integrated Personnel and Payroll Information System (IPPIS)** platform. This exercise is aimed at ensuring proper user role management, system security, and accountability in payroll operations across MDAs.

2. In line with the above, all MDAs are hereby requested to submit details of their designated **Payroll Desk Officers (Role Players)** who perform operations on the IPPIS platform as outlined in the table below:

USER ROLES AND RESPONSIBILITIES

S/No	USER ROLE	ACCESS LEVEL	ACCESS & RESPONSIBILITY
1	PAYROLL DESK-OFFICER	INITIATOR	i. Can Initiate additional benefit & allowances ii. Can Initiate Retropay Loader (i.e Payment of Current Year Arrears Processing) iii. Can Initiate Bank detail updates (i.e Changes of Bank Account Numbers, etc) iv. Initiate Job pension details update v. Initiate Assignment suspension vi. Can download single employee payslip. vii. Can download bulk monthly payslip viii. Can download monthly payroll analysis ix. Can download payroll checklist x. Can download other payroll reports
	USER ROLE	ACCESS LEVEL	ACCESS & RESPONSIBILITY
2	AUDIT DESK-OFFICER	AUDIT ACCESS	i. Can View only Employee Information & HR related form ii. Can view only payroll related forms and changes with audit trail. iii. Can download single employee payslip. iv. Can download bulk monthly payslip v. Can download monthly payroll analysis vi. Can download payroll checklist vii. Can download other payroll reports viii. Can download monthly HR records
	USER ROLE	ACCESS LEVEL	ACCESS & RESPONSIBILITY
3	PAYROLL REVIEWER	REVIEWING ACCESS	i. Can View only Employee Information & Payroll related form. ii. Can review all Payroll initiated transactions iii. Can download single employee payslip. iv. Can download bulk monthly payslip v. Can download monthly payroll analysis vi. Can download payroll checklist vii. Can download other payroll reports viii. Can download monthly HR records

	USER ROLE	ACCESS LEVEL	ACCESS & RESPONSIBILITY
4	PAYROLL APPROVER (DFA)	APPROVING ACCESS	i. Can View only Employee Information & Payroll related form. ii. Can approve all Payroll initiated transactions iii. Can download single employee payslip. iv. Can download bulk monthly payslip v. Can download monthly payroll analysis vi. Can download payroll checklist vii. Can download other payroll reports viii. Can download monthly HR records

3. Each submission should include the following details:

- Full Name of Officer
- MDA Name
- Designation
- User Role (e.g., Initiator, Reviewer, Approver)
- Email Address
- Phone Number
- IPPIS Number

4. The above information will enable the IPPIS Department to verify, update, and assign appropriate access and responsibilities in line with approved operational roles and security protocols.

5. Kindly note that **only verified and authorized officers** will retain or be granted access to the IPPIS platform.

6. Submissions should reach the **Office of the Accountant-General of the Federation, IPPIS Department**, not later than **two (2) weeks from the date of this publication**, through the designated email address: **roleplayers@ippis.gov.ng**.

7. Please treat this request as **urgent** to ensure uninterrupted access and proper role alignment for your MDA on the IPPIS platform.

Ekwem, V.E.N., FCA
 Director IPPIS
for: Accountant General of the Federation