

1. NAME OF SYSTEM

Posts/London

2. PURPOSE

There are three systems on this computer that assist post staff. These are related to (a) Finance (b) Payroll and (c) Immigration. The Finance system is a counterpart to the HQs FMS; the Payroll Systems processes the payroll for locally engaged staff and the Immigration System reports on the current immigration cases and visitors visas being handled by the Post. Historical information on closed cases is retained for a period of 10 years.

3. DESCRIPTION

These systems run on an inhouse Data General Computer. The Finance system is the post counterpart of the HQ Financial Management System. The monthly transactions are sent by tape to HQ at month end.

4. SCOPE

- (a) The finance system tracks all expenditures incurred at the Post and insures conformance with section 25 and 26 of the FAA and feeds the HQ FMS.
- (b) The Payroll System processes payroll for the locally engaged staff only for London, Birmingham and Glasgow.
- (c) All cases through the London office only.

5. KEY USERS AFFECTED

- (a) The Financial Officer and the Finance Branch at HQ.
- (b) The payroll desk and personnel at the post.
- (c) The Immigration officers in the post.

6. OPERATED BY

All systems run on the Eclipse Computer at the post.

7. FREQUENCY

- (a) See FMS.
- (b) On demand update of the data base.
- (c) On demand.