



Efficacy of Payrolls on Public and Private Universities Salary Administration in Nigeria

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ABSTRACT: This study investigated the efficacy of payrolls on public and private universities salary administration in Nigeria. Payroll is a mechanism for employee's salary administration in public and private organizations in Nigeria. Payroll itemize the number of staffs that are paid salaries in organizations. A recruited staff, who has undergone series of interviews and was successfully given certificate of employment, that staff is obliged to visit accounts office. The officer responsible for opening staff account, will state the modalities required for the new staff account to be opened. If the new staff eventually opens the account, the account number the bank will give the new staff will be used to compute or prepare the payroll. Opening of account is different from payroll. A legally recruited staff of public and private universities must be pay rolled before salary is paid to that staff, whether lecturer or non- academic staff. Pay is an official financial document that contains names of employees, the amount due to be paid to the employees, their ranks and services rendered. Payroll is prepared on monthly basis. The reason for preparing payroll on monthly basis is to ascertain number of staffs that have retired. Payroll identifies names of newly employed staffs. Payroll is a list that warrants the payment of staffs. It is a document that presents list of employees whom their salaries will be approved for payment. When salaries are approved for payment, it increases staff efficiency, effectiveness or work in progress. Regular payment of salaries after payroll is approved fixes the organization to higher productivity, vision or higher expectations. When payroll is not submitted for approval, it keeps many staffs into confusions. Payroll is a yard stick for payment of employee's stewardship. It is a pivot for expectation of salary on every month end. From the above expositions, it is recommended that bursars and other accounts officers should prepare staffs or employees payrolls on time and submit them for approval. This would enable organizations to pay salaries to their staffs on every month end.

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KEY WORDS: Efficacy of Payroll on Salary Administration in this modern world, Use of Payrolls on Salary Administration in Public and Private Universities in Nigeria, Procedure for Preparation of payrolls in Public and private Universities in Nigeria, Types of Payroll, Evidence of Time keeping on Payroll Preparation

INTRODUCTION

Pay rolling is a modern technique used by modern organizations to ensure the payment of their staffs or employees. Payrolls are written documents stored in organizations desktops, lap tops in accounts office. Hard copies of payrolls are kept in confidential accounts files. In modern technological and professional way, payroll is written and archived in office desk tops and lap tops in accounts or payroll offices in both private and public organization in Nigeria.

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Efficacy of Payroll on Salary Administration in this modern world

In this new age, computers, such as desk tops, lap tops, pam tops, and mobile phones, can perform in million folds what human beings cannot do with their bare hands. The Efficacy of payrolls computations for salary administration have enormously endeared many benefits to many small and large scale businesses in Nigeria. In the past, crude business men could not ascertain number of workers they have, so they did their businesses primitively and eventually wallow into colossal loss. In those days, payments were made to people off hand without payroll indicating staff ranks and salaries due to each staff. Every decision reached between staffs and their employee were done through oral agreement. This situation, has resulted to big controversies between staffs, their directors and managers in organizations. It is without doubts that most business men in the past were illiterates who go about their businesses with crude shallow business knowledge they acquired long ago from apprentice training. The impacts of inadequate business skills and knowledge has constrained vast majority of business men from achieving their feats in their businesses. It is still saddening that those business men were unable to manage their business well. However, their businesses failed to blossom to their expectations and gradually degenerated into a crash. It is appalling and unrewarding that many owners and stewards in the ancient times, do not know how to prepare their pay rolls. The worsts that affect some medium scale businesses even in this modern age, include: inability of business owners to keep accurate records of expenses accrued to their businesses. Some large scale businesses that have few workers are unable to keep accurate payroll of their staff. However, because of inadequate business experiences or managerial acumen, they intermittently, merge their personal accounts with their business accounts and so fall apart in their businesses woefully.

Use of Payrolls on Salary Administration in Public and Private Universities in Nigeria

Public and private universities in Nigeria are part of large and medium scale businesses in Nigeria that make use of payrolls for staff salary administration in Nigeria (Linn, 1956). Payrolls are documents that identify number of staff or employees that are due for payment. In this modern time, payrolls are used by medium and large scale businesses to ascertain staff strength and detect ghost workers. Payroll is used to find out if some workers are overpaid or not. It enables organizations to budget for new facilities, equipment and consumables for their staffs and ensure the equitable distribution of those logistics in organizations. Organizations that look down on efficient payroll administration in their organizations falls apart woefully with hitches and itches of uneasy recovery. In public and private universities, payrolls contain list of staff both, academic and non- academic that are entitled to be paid. In private and public universities, pay rolls identifies staff strength, amount due for each staff and the type of services rendered by each staff respectively. Payrolls are yardstick for effective staff audit (Okereke, 2000). University bursars and other accounts officers whom the chief accountants can hold in trust are those responsible for preparing academic and non - academic staff pay rolls. Chief accountants of universities are responsible for pay roll administration in public and private universities. Payroll preparation is carefully planned, designed and supervised by the chief account officers of private and public universities. On the other hand, payrolls are planned, designed, organized and coordinated under the auspices of chief accounts officer of organizations that are not private and public universities but the procedure for payroll preparations in organizations are the same (Agunanne, 2005). Pay roll is signed and approved by university vice chancellors on administration. In public universities, payrolls are presented to the accountant general of state and federal government before staff salaries are approved for payment. Payrolls are documents that contains lists of staff authorized to be paid in organizations. Payrolls are important business records. They are used by medium and large scale business for payment of salaries. Both private and public universities knew the efficacy of payrolls, so, they make effective use of payrolls on staff salary administration in Nigeria (Ogbonnaya, 2000). When payroll are submitted and salaries are paid, it reinforces atmosphere of business progress and staff motivation (Olayiwole, 2001). Payrolls shows how effective administer and manage staff on staffs salary delay and non -payment. Payrolls is a document that stands as basis for organizations goodwill and work in progress. When staff salaries are not paid, due to the delay on payroll preparation, it demoralizes staffs morale. Effective teaching or work in progress observed in public and private universities, emanated from public and private universities management readiness to accept prepared payroll and their readiness to pay staff salaries as at when due. Payrolls are prepared and safe guarded by accounts clerks especially those accounts officers the chief accountant has approved to do so. Payrolls are used for defense against court cases emanating from aggrieved staffs that are short changed. Payrolls identifies members of staff that are legally recruited and employed in organizations. Payrolls guards against frauds. Payroll identify and all manners of mistakes, negligence's, during staff salary postings or staff salary administration (Nwagwu, 2000 & Anyaogu, 2021).

Procedure for Preparation of payrolls in Public and private Universities in Nigeria

Payrolls are prepared manually or electronically. Payrolls preparation are important responsibilities of bursars or skilled accounts clerks designated for such responsibilities. Public and private universities payrolls are carefully prepared, showing number of academic and non- academic staff that are at work in both private and public universities. Retired staff, laid off staff are not included in new payrolls, especially after retirement notice have been acknowledged. In the same vein, names of laid off staffs are not included in payrolls. Except when their payroll gratuity is mandatorily needed. Payroll preparation in public and private universities are careful and painstaking responsibilities of concerned accounts clerks and chief accountants. If due care is not exhibited in payroll preparation it dovetails to loss of cash. Payrolls are prepared in different forms. They include:

1. Preparation of individual staff earning ledger accounts

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2. Preparation of deductions on staffs salary account
3. Preparation of the various earnings due for each staff
4. Preparation of payroll journals as many copies as possible

It is ideal to note that payroll preparations are not a hit and miss affair. Payroll is not done in a hurry, so that serious mistakes will not occur. In private universities, mistakes made on pay roll is bored by the private university owner. Payroll preparation is an orderly, careful, scheduled and defined operation (Ezra, 1969). It is sacrosanct that mistakes occurs on every human adventures. Accounts officers are bound to make mistakes especially, when they hurry over the preparation of payrolls. Despite the degree of hurries or persuasions, accounts clerks should endeavor to prepare payrolls with utmost carefulness. Carefree attitudes should be expunged in dealing with the treasures of organizations (Asechemie, 1995). To ensure effective pay roll preparation, all staff serving in various departments, whether public or private organizations must be checked to ascertain if they are currently at work. A weekly or semimonthly reports are needed for undeterred payroll preparation or administration (Adesina 1980, Hallack, 1969 & F.M.E, 1993).

Types of Payroll

Payrolls prepared in government establishments are also, payrolls prepared in private organizations. Payroll preparation is of two types: First, payroll for regular payments for services rendered are processed as payrolls. Second, all services, purchases, orders, contracts including invoices or claims are processed as payrolls. In view of these two forms of payrolls, the first payroll is considered the most important on staff salary administration (Oshisami, 1984).

Evidence of Time keeping on Payroll Preparation

Payroll is a document that authorize the release of funds for payment. Vast majority of organizations have keyed into staff pay rolling to actualize their mission, vision and philosophy. The ethics on salary administration hinged on the fact that workers should be paid for every work done. Some biblical injunctions admonished that workers deserves their wages. In practical terms, workers that could deserve their wages are workers that actually performed their responsibilities in organizations where they are employed. It is of no doubt that some workers do not work but, expects their salaries to be paid at the end of the month. Lack of staff efforts to actualize the goals in their organizations reduces productivity and goodwill of organizations. In practical terms, some organizations have provided modalities through which staff can clock in and clock out after daily working hours in organizations. On the other hand, organizations have provided effective staff monitoring, supervision and appraisal to consider staffs that are diligent to their responsibilities in organizations. In a piece mill, staffs that refuse to work should not expect salaries because they are monitored and supervised at work. These determined how they staffs are paid.

Adopted Payroll Chart Showing Ideas of Payrolls Prepared in Public and Private Universities

| S/N | NAMES Of STAFFS | AMOUNT DUE | STAFFS RANKS OR POSITION |
|-----|--------------------------|------------|--------------------------|
| 1. | NWAGWU OKORIE | 500,000 | PROF. |
| 2. | EMMANUEL EZE CAJETAN | 400,000 | ASSO. PROF |
| 3. | NGOZI OKORIE EZE | 200, 000 | SENIOR LECTURER |
| 4. | NNEBEMCHI GLORY EMMANUEL | 160,000 | LECTURER I |
| 5. | EZRA SHEDRACH MICHAEL | 150, 0000 | LECTURER 11 |
| 6. | MICHAEL JOSHUA JEROME | 130,000 | ASSISTANT LECTURER |
| 7. | CATHRINE FAITH JOACHIM | 100,000 | GRADUATE ASSISTANT |

STATEMENT OF THE PROBLEM

Inadequate preparations of payroll preparation retards the efforts that supposed to be put at work by lecturers and nonacademic staffs. It is no more a new case that during payment at month end, some lecturers and non- academic staff's names miss out on payrolls. In most cases it takes a long time before amendment are made on payrolls especially in respect of affected staffs. Time delayed during preparation of payrolls and time lag for payment of staffs affects staff morale and reduces the goodwill of organizations. In the same vein, inclusion and frequent exclusion of staff allowances affects the morale of lecturers. These misnomers triggers some negative economic consequences on lecturers and non- academic staffs in public and private universities in Nigeria. For example, lack of leave allowances, hospital ward rope and conference allowances discourages vast majority of lecturers and non-academic staffs of public and private universities from putting in their best efforts towards realizing the goals of their educational institutions. Accounts clerks should ponder on the hitches and sufferings lecturers and non-academic staffs undergo especially, when their salaries are not paid as at when due. Speedy treatment of deficiencies contained on payrolls could enable staffs solve their personal problems on time. Effective payroll preparation and administration are panacea for staffs efficiency and effectiveness in organizations.

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Concept of Payroll

Pay is an official accounting document kept by highbrowed accounts officers in organizations. Payrolls are prepared in public and private universities and endorsed for payment of staffs salaries. Effective administration of staffs salaries increases work in progress and encourages moral suasion among staffs. A well prepared payroll shows how skillfull accounting staffs are in organizations (Oshisami, 1984). Timely prepared payroll and perhaps timely payment of staff's salaries encourages efficiency, effectiveness of workers at work. No staff will be happy if his or her salary is not paid. Payroll enables organizations to be aware of their staffs' strength. Payroll identifies the number of workers or employees that are legally authorized to be paid (Nwagwu, 2000). It contains the different amounts due to be paid to staffs. Payroll is carried with absolute carefulness and painstakingness. It identifies the ranks and positions of staffs in their respective organizations. Delay on payroll preparation and delay in payment of staff salaries possess quantum of psychological and economic effects to staffs.

Maslow Theory of Motivation

This theory was propounded by Maslow in the year (1943). Maslow classified his theory into five human needs. The first part of the theory were need for food, air, rest and physical exercise. The second part of the theory were need for protection, shelter, food, money. The third were need to love and be loved by others, the fourth were need for belonging and association. The fifth need were need for self-actualization. However, the second part of this theory is related to this study, explained that man need shelter, food, money. Human beings need food, shelter and money. For example, man needs money to build house, buy food, clothing to protect him or herself from extreme handedness of the sun, wind and cold. Man also need money to buy food and live a healthy life. Without these needs man will not survive. Man will go into extinction. The relatedness of this theory to this study is that man should be paid salary on time to enable man provide his needs and seek for other protections that preserves life. Therefore, timely preparation of the payroll will swiftly encourage timely payment of academic and non- academic staff's salary in public and private universities in Nigeria.

RECOMMENDATIONS

The following recommendations were glued from this study

1. Chief accountant, bursars and accounts clerks should endeavor to prepare payroll on time in public and private universities in Nigeria. This would reduce most of the staff's problems at home.
2. Payrolls clerks should endeavor to check staffs deductions that, discourage lecturers and non- academic staff's zeal in rendition of academic services. This would enable lecturers and non -academic staffs to put more efforts to their responsibilities in public and private universities in Nigeria.

CONCLUSION

Payrolls are important document carefully prepared by chief accountants and accounts clerks. They are kept in confidential rooms. Hard and soft copies of payrolls are kept and secured in secret rooms. Payrolls documents are not treated with levity. The rise or fall of organization is dependent how payrolls are prepared and secured in organization. Payrolls are corner stone for measuring staffs strength in organizations. Payrolls are prepared to compensate staffs on services rendered. Payrolls enables payroll officers to know who is a junior or senior staff in organizations. It is prepared to enable organizations to be aware of the total number of their staff members. Payrolls helps to fish out ghost workers in organizations. A well computed staff payrolls enables management of public and private sector organizations to obtain needed financial and non - financial logistics for the government and their private owners. Payrolls identifies number of staffs paid by organizations. Staff payrolls stands as bench marks for persuading staffs on efficient and effective production. A well prepared staffs payrolls are pride and posing dignity to management of organizations. Deficiencies observed in payrolls demoralizes affected staffs. Affected staffs however, seek amendments of the payroll. Payroll sometimes, showcases other entitlements due for some staffs. Payrolls are keys that identify when staff should be anticipating their salaries.

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