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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Principals, Educators and all Public Service Employees

Short summary: *Introduction of Phase Two of the rollout of the ePayslip project.*

Subject: Rollout of electronic payslips (ePayslips) – Phase two

1. The State Information Technology Agency and Western Cape Provincial Treasury successfully tested the electronic delivery process of Persal payslips via email to government employees, as per Financial Accounting Minute 0005/2021, dated 28 September 2021.
2. **ePayslip phased-rollout plan**

The second phase of the rollout is targeted at employees with @wcgschools.gov.za email addresses. Further communication about the third phase will follow in due course.

PHASE	TARGET CLIENTS	IMPLEMENTATION DATE
Phase 1	All employees with @westerncape.gov.za email addresses	November 2021
Phase 2	All employees with @wcgschools.gov.za email addresses	March 2022
Phase 3	Administrators of Electronic document delivery (EDD)	Follow in due course

3. **Accessing of the Western Cape Government (WCG) Schools email address**

- 3.1 The Western Cape Education Department (WCED) eLearning Directorate issued eLearning Minute DEL 0001/2020, dated 26 May 2020 (**Annexure A**), which was circulated to all officials and informing all WCED school staff (both educators and non-educators) at ordinary public and special schools about access to a provincial school email address through an Office 365 online account.
- 3.2 This is a web-based version of Microsoft's Office Suite with no access to any of the WCED systems and no audit risk. The Office 365 online account gives WCED school staff (both educators and non-educators) access to the full bouquet of the Office 365 online applications.
- 3.3 First-time login details will be made available to the principal on CEMIS to share with the staff.
- 3.4 WCED school staff (both educators and non-educators) whose details have not been captured on CEMIS will not have access to their new email account until their details are captured and updated on CEMIS.
- 3.5 Should any of the WCED school staff (both educators and non-educators) details be captured on CEMIS and no login credentials are displayed, schools will have to report it to the schools' IT Service helpdesk (021 834 4690).
- 3.6 Please be advised that the use of the service and the provincial email are intended for professional, school or education-related engagements only.

4. **Accessing ePayslips**

- 4.1 All employees with **WCG Schools** email addresses will receive an ePayslip email. Once an ePayslip email is received from the Electronic Document Delivery (EDD) System, the employee can register with their email address or Persal number to access all their payslips online. The link to the EDD System End User Portal is as follows: <http://portal.persal.gov.za/PersalEndUser>. An example of the ePayslip email employees will receive is attached as **Annexure B**.
- 4.2 Once employees have completed their registration on the EDD System they will be able to view and download their current ePayslips at their own convenience via their computers or smartphones.
- 4.3 The EDD System allows documents such as payslips to be distributed electronically to multiple devices. For every payment run, the EDD System encrypts and sorts electronic payslips into the various WCED pay points and saves all the encrypted payslips on the EDD System server from where the payslips are released to each employee.

- 4.4 Once the encrypted payslips are released, the EDD System will email ePayslips in password-protected portable document format (PDF) to employees via their WCG email addresses. Employees must use their 13-digit unique identity number to open their ePayslip.
- 4.5 In accordance with the Protection of Personal Information Act, 2013 (Act 4 of 2013), all necessary measures have been taken to ensure that the protection of personal information is always maintained and adhered to.
- 4.6 Every WCED employee will have access to a user manual to reference at any time. The user manual contains all the essential information for employees to make full use of the EDD System End User Portal. This manual includes a description of the portal's functions and capabilities and step-by-step procedures for system access and use. All employees should familiarise themselves with the user guidelines **(Annexure C)**.
5. **Payroll control procedures**
- 5.1 Current payroll control procedures will not be affected by the adoption of the ePayslip process via the EDD System.
- 5.2 The WCED is still required to comply with National Treasury Regulation 8.3.4, issued on 15 March 2005, in terms of section 76 of the Public Finance Management Act, 1999 (Act 1 of 1999), which states that the persons in charge at the respective pay points must certify on the date of payment that all persons listed on the payroll report are entitled to payment.
- 5.3 Pay masters are still required to declare that each employee is an active employee of the WCED and eligible to receive a salary via the People Management Practices System.
- 5.4 For any ePayslip and payslip enquires please contact WCED.Payslips@westerncape.gov.za.
6. Please bring the contents of this circular to the attention of all relevant employees.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-02-18