URhulumente weNtshona Koloni

ISebe leMfundo leNtshona Koloni
S Dlamini
ICandelo loLawulo lweMicimbi yeMali
Sindiswa.Dlamini@westerncape.gov.za | 021 467 2739

Inombolo yefayili: 4/4/3/1
Isalathiso: 20220125-9270

ISetyhula: 0007/2022
Umhla wokuphelelwa: 31 Matshi 2022

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe kwiiNqununu, kooTitshala nakuBaqeshwa beNkonzo kaRhulumente

Isishwankathelo esifutshane: *Ukuqaliswa kweSigaba sesiBini sokumiselwa kweprojekthi i-Payslip project*

ISihloko: Ukumiselwa kokusetyenziswa kweepeyisliphu zekhompyutha *(ePayslips*) – ISigaba sesiBini

1. I-arhente i-*State Information Technology Agency* noNondyebo wePhondo leNtshona Koloni (*Western Cape Provincial Treasury)* bayivavanye ngokuyimpumelelo inkqubo yokuhanjiswa kweepeyisliphu zePESALI ngekhompyutha (*electronic delivery process of Persal payslips*) ngokuthunyelwa nge-imeyili kubaqeshwa bakarhulumente ngokweNgcaciso eMfutshane yeCandelo loLawulo lweMicimbi yeMali 0005/2021, yomhla we-28 Septemba 2021.

2. **Isicwangciso sokumiselwa ngezigaba ukusetyenziswa kweepeyisliphu ii-*ePayslips***

   Isigaba sesibini sokumiselwa ukusetyenziswa kweepeyisliphu zekhompyutha sijolise kubaqeshwa abanezi dilesi ze-imeyili: @wcgschools.gov.za. Imbalelwano engaphezulu ngesigaba sesithathu iya kulandela ngexesha elifanelekileyo.

ISIGABA	ABAQESHWA EKUJOLISWE KUBO	UMHLA WOKUPHUNYEZWA
ISigaba 1	Bonke abaqeshwa abaneedilesi ze-imeyili ezino @westerncape.gov.za	Novemba 2021
ISigaba 2	Bonke abaqeshwa abaneedilesi ze-imeyili @wcgschools.gov.za	**Matshi 2022**
ISigaba 3	Abalawuli be-*Electronic document delivery (EDD) system*	Siya kulandela ngexesha elifanelekileyo.

3. **Ukufikelela kwiidilesi ze-imeyili zeZikolo zikaRhulumente weNtshona Koloni (*Western Cape Government (WCG)) Schools*.**

3.1 ICandelo le-*eLearning* leSebe leMfundo leNtshona Koloni (ISebe iWCED) likhuphe iNgcaciso eMfutshane i-*eLearning Minute DEL 0001/2020*, yomhla we-26 Meyi 2020 **(isiHlomelo A**), eyahanjiswa kuwo onke amagosa neyazisa bonke abasebenzi beSebe iWCED (ootitshala nabangengabo ootitshala) kwizikolo zikarhulumente eziqhelekileyo nakwizikolo zemfundo eneemfuno ezizodwa ngendlela yokufikelela kwidilesi ye-imeyili yesikolo sephondo ngokungena kwi-*Office 365 online account*.

3.2 Olu ludidi lwe-*web-based version of Microsoft's Office Suite* olungafikelelwayo zizo naziphi na iisistim zeSebe i*WCED* yaye akukho ziingxaki zokungachaneki kwengcaciso emalunga nezemali (*audit risk)*. I-*Office 365 online account* inika abasebenzi besikolo eSebe iWCED (ootitshala nabangengabo ootitshala) indlela yokufikelela kwiiphakeji epheleleyo eyi-*full bouquet of the Office 365 online applications*.

3.3 Iinkcukacha zokungena okokuqala ngqa (*First-time login details*) ziya kwenziwa zifumaneke kwinqununu kwi-*CEMIS* ukulungiselela ukuba yabelane ngazo nabasebenzi.

3.4 Abasebenzi besikolo beSebe iWCED (ootitshala nabangengabo ootitshala) abaneenkcukacha ezingekafakwa kwi-CEMIS abayi kubanako ukufikelela kwii-akhawunti zabo ze-imeyili ezintsha (*new email account*) de iinkcukacha zabo zifakwe yaye zihlaziywe kwi-*CEMIS*.

3.5 Ukuba kufuneka kufakwe naziphi na iinkcukacha zabasebenzi besikolo beSebe iWCED (ootitshala nabangengabo ootitshala) kwi-*CEMIS* yaye kungekho zi-*login credentials* zibonisiweyo, izikolo kuya kufuneka zinike ingxelo kwi-ofisi yezikolo i-*IT Service helpdesk* (021 834 4690).

3.6 Nicetyiswa ukuba ukusetyenziswa kwale nkonzo nedilesi ye-imeyili yephondo kwenzelwe imisebenzi yemibutho okanye amagosa aqeqeshiweyo, izikolo nemiba yezemfundo kuphela.

4. **Ukufumana ii-*ePayslips***

4.1 Bonke abaqeshwa abanedilesi ze-imeyili ii-***WCG Schools*** *email addresses* baya kufumana i-imeyili ye-*ePayslip*. Bakuba beyifumene i-*ePayslip email* kwi-*Electronic Document Delivery (EDD) System*, abaqeshwa banokubhalisa ngedilesi ye-imeyili okanye ngenombolo yePESALI ukufumana zonke iipeyisliphu zabo kwikhompyutha. Ilinki yokungena kwi-*EDD System End User Portal* yile ilandelayo: **http://portal.persal.gov.za/PersalEndUser**. Umzekelo we-imeyili ye-*ePayslip* abaqeshwa abaya kuwufumana uqhotyoshelwe apha **njengesiHlomelo B**.

4.2 Bakuba abaqeshwa begqibile ukubhalisa kwi-*EDD System* baya kubanako ukubona nokukhuphela *(download)* ii-*ePayslips* zangoku ngexesha elilungele bona ngokungena kwiikhompyutha zabo okanye kwii-*smartphones*.

4.3 I-*EDD System* ivumela amaxwebhu afana neepeyisliphu ukuba ahanjiswe ngekhompyutha ukuya kwiidivayisi ezininzi. Ngethuba ngalinye lokwenziwa kweentlawulo zabaqeshwa (*payment run*), i-*EDD System* iguqula idatha ibe ziikhowudi (*encrypts*) yaye isote ii-*electronic payslips* ukuya kwiipheyipoyinti ii-*WCED pay points* ezininzi yaye iseyive zonke ii-*encrypted payslips* kwi-*EDD System server* apho iipeyisliphu zikhutshwa khona ukuya kumqeshwa ngamnye.

4.4 Zakuba zikhutshiwe iipeyisliphu ezinedatha eziikhowudi (*encrypted),* i-*EDD System* iya kuthumela nge-imeyili ii-*ePayslips* ziluxwebhu olukwifomathi enepasiwedi ekhuselweyo i-*password-protected portable document format (PDF)* ukuya kubaqeshwa ngokusetyenziswa kweedilesi ze-imeyili zabaqeshwa ii-*WCG email addresses*. Abaqeshwa mabasebenzise inombolo zezazisi ezikhethekileyo ezinamanani ayi-13 (*13-digit unique identity number*) ukuvula ii-*ePayslip* zabo.

4.5 Ngokungqinelana ne-*Protection of Personal Information Act, 2013 (Act 4 of 2013)*, yonke imigqaliselo eyimfuneko ithathelwe ingqalelo yaye mayithotyelwe ngokunjalo ukuqinisekisa ukuba kuhlala kugcinwe ukhuseleko lweenkcukacha zabantu.

4.6 Umqeshwa ngamnye weSebe i*WCED* uya kufumana imanyuwali yabasebenzisi (*user manual)* anokuyifunda nangaliphi na ixesha. Imanyuwali yabasebenzisi *(user manual)* iqulethe ingcaciso ebalulekileyo yabaqeshwa ukulungiselela ukusetyenziswa ngokupheleleyo kwe-*EDD System End User Portal*. Le manyuwali iquka inkcazo yemisebenzi yephothali nee-*capabilities* nemigaqo yezigaba ngezigaba yokungena kwisistim nokuyisebenzisa. Bonke abaqeshwa bamele ukuziqhelisa ngesikhokelo sabasebenzisi **(isiHlomelo C)**.

5. Imigaqo *yolawulo lwepheyiroli*

5.1 Imigaqo yolawulo yepheyiroli yangoku ayiyi kuchatshazelwa kukwamkelwa kwenkqubo *ye-ePayslip* kusetyenziswa i-*EDD System.*

5.2 ISebe i*WCED* kusafuneka lithobele iMimiselo i-*National Treasury Regulation 8.3.4*, ekhutshwe ngowe-15 Matshi 2005, ngokwecandelo 76 le-*Public Finance Management Act, 1999 (Act 1 of 1999),* elicacisa ukuba abantu abaphetheyo kwiipheyipoyinti ezichaphazelekayo mabangqinisise umhla wentlawulo abanelungelo lokuyifumana abantu abadweliswe kwingxelo yepheyiroli.

5.3 Iipheyimasta kusafuneka zichaze ukuba umqeshwa ngamnye ngumqeshwa okhoyo nosebenzayo *(active employee*) weSebe i*WCED* yaye ukufanele ukufumana umvuzo kusetyenziswa i-*People Management Practices System.*

5.4 Ngayo nayiphi na imibuzo nge-*ePayslip* neepeyisliphu kucelwa uqhagamshelane ne-WCED.Payslips@westerncape.gov.za.

6. Kucelwa wazise ngokuqulethwe yile setyhula bonke abaqeshwa abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2022-02-18