



Isalathiso: 20190807 - 7688  
Inombolo yefayili: 3/3/2/5  
Imibuzo: KwiZiko leeFoni

INgcaciso eMfutshane yeCandelo lokuGaya nokuKhetha aBasebenzi: 0005/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNtloko zamaziko emfundo, kubasebenzi bezolawulo eZikolweni, kubasebenzi bezolawulo kwii-ofisi zeeSekethe

**Isihloko: Ukuphunyezwa kweenkqubo zokusebenza ngokumiselweyo (SOPs) kokuqeshwa kwabasebenzi ngokungaqhelekanga**

1. ISebe leMfundo leNtshona Koloni (ISebe iWCED) liqwalasele kwakhona iinkqubo zokugaya, ukukhetha nokuqeshwa kwabasebenzi ngokungaqhelekanga, abafana nabasebenzi beziko i-MOD Centre, abancedisi abanika inkxaso, abasebenzi beprojekthi i-High School Intervention Project (HSIP) neprogram enge-HIV, abaququzeleli, abagadi babaviwa nabamakishi ukuba bancedise ngethuba leemviwo, njl. njl.
2. Injongo yale nkqubo ihlaziyiweyo kukuqinisekisa:
  - ubulungisa kwiinkqubo zokugaya, ukukhetha nokuqesha abasebenzi
  - ukuba kuphela ngabasebenzi abagqwesileyo abagaywayo nabaqeshwayo
  - ukuqwalasela ngokufanelekileyo iinkqubo zengqesho neentlawulo
3. Amaziko avumelekile ukupapasha izithuba ezingaqhelekanga yaye kufuneka alandele inkqubo efanelekileyo nengakhethi cala yokugaya nokukhetha abasebenzi.
4. Kuxoxiwe ngokubanzi ngale nkqubo ihlaziywa ngokutsha, kwenziwa yaye kwavunyelwana ngezi SOPs ziqhotyoshelwe apha ngabo bonke abathathi-nxaxheba.
5. Le nkqubo iqalise ukusebenza ukususela kowe-**01 EyoMqungu 2020**.
6. Kucelwa wazise le ngcaciso ibaluleke gqitha bonke abachaphazelekayo ukuze bayithathele ingqalelo.

**ISAYINWE:** NGU-LJ ELY

**USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO**

**UMHLA:** 2019-11-22

**STANDARD OPERATING PROCEDURE: ALL Abnormal Appointments (Employees In and out of Service)**

**Abnormal appointments include? (MOD, Care Support Assistants, HSIP, HIV, Examinations (Facilitators, Invigilators, Markers etc.)**

**Roles and Responsibilities of Role-players**

**1. District/Other directorates at head office**

- Recruits and appoints employees in an abnormal capacity.
- Collects and collates all documentation, signs off and submits to DPB using the relevant templates.
- DMA establishes reasonable deadlines to submit all claims at least two weeks before the end of the financial year to Service Benefits (31 March) in terms of tutor payments.

**2. Recruitment and Selection (DPA):**

<b>Standard process</b>	<b>Exams Deviation 1 (Invigilators and contract Exam Assistants)</b>	<b>Exams Deviation 2 (Exam Assistants – short periods)</b>
<ol style="list-style-type: none"> <li>1. Request advertising of post</li> <li>2. Advertise post via DPA or locally (newspaper/bulletin boards/Social Media etc.)</li> <li>3. Receive applications</li> <li>4. Short listing (Screen or evaluate applications)</li> <li>5. Short listing minutes to be signed off by the chairperson</li> <li>6. Set up interviews</li> <li>7. Interview Minutes to be signed off by the Chairperson Selection/nominations of candidates for appointment</li> <li>8. Approval of the appointment</li> <li>9. Submit nomination documentation to DPA for capturing of the appointment: <ul style="list-style-type: none"> <li>• Nomination form (with details of the nominee)</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Schools post notice with pre-determined criteria (advert), inviting applications</li> <li>2. School receive applications</li> <li>3. School screen applications (based on pre-determined criteria)</li> <li>4. School conducts interviews with selected applicants</li> <li>5. School interviews selected applicants</li> <li>6. School documents the process followed and minutes of the process are signed off by the Principal and the District Office</li> <li>7. Selection/nominations of candidates for appointment</li> <li>8. Schools submit nomination documentation the district office for recommendation/approval. Documents include:</li> </ol>	<ol style="list-style-type: none"> <li>1. Directorate: Examinations post notice on WCED website and University Faculty Website/Notice Boards with pre-determined criteria (advert), inviting applications</li> <li>2. Directorate: Examinations receive applications</li> <li>3. Directorate: Examinations screen applications (based on pre-determined criteria)</li> <li>4. Directorate: Examinations selects successful applicants</li> <li>5. Directorate: Examinations documents the process followed/decision taken and minutes of the process are signed off Head of the Unit.</li> <li>6. Directorate: Examinations submit nomination documentation to DPA for verification of the process</li> </ol>

<ul style="list-style-type: none"> <li>• Minutes of the process</li> <li>• Proof of approval of appointment</li> <li>• Completed MIE Vetting form</li> </ul> <p>10. DPA verifies the process followed</p> <p>11. DPA conducts the MIE Vetting</p> <p>12. DPA submits documentation to DPB for capturing on Persal</p>	<ul style="list-style-type: none"> <li>• Nomination form (with details of the nominee)</li> <li>• Minutes of the process followed</li> <li>• MIE Vetting form</li> </ul> <p>11. District office submits the documentation to the Directorate: Examinations</p> <p>12. Directorate: Examinations submits the documentation to DPA for verification of the process followed</p> <p>13. DPA conducts MIE Vetting</p> <p>14. DPA submits documentation to DPB for capturing on Persal</p> <p>15. Directorate: Examinations receive claim forms and submit claim forms directly to DPB for capturing of payment (if not included in #14)</p>	<p>followed. Documents include:</p> <ul style="list-style-type: none"> <li>• Nomination form (with details of the nominee)</li> <li>• Minutes of the process followed</li> </ul> <p>7. DPA submits documentation to DPB for capturing on Persal</p> <p>8. Directorate: Examinations receive claim forms and submit claim forms directly to DPB for capturing of payment (if not included in #8)</p>
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### 3. DPB:

- DPB receives the complete document pack from DPA. This includes the cover page/checklist and the claim form indicating the period, number of hours worked and amount to be paid per hour for tutor payments. Other abnormal appointments will include the notch. MFT to keep a database of tutor claims submitted and processed
- The MFT databases of Tutor payments are submitted to DMA to certify correct codes are allocated for the service being paid.
- DPB uses PERSAL #5.3.1 (existing employee), #5.8.1 (new appointment – abnormal appointment) and chooses the option to change the objective code and responsibility code to ensure that the payment is made from the correct budget.
- DPB to ensure that a start and end date is captured for all abnormal appointments.  
If user gets prompted to press PF9, it indicates that the financial matrix is incorrect and DMA must be informed to update the financial matrix.
- Before approving the transaction, the approver must ensure that the correct responsibility and objective codes were used during the capturing process, and that all the details captured are correct.
- This transaction is approved at a minimum level of the HRO in DPB.
- The following information guides:

COMP CODE	COMPONENT NAME	SUB COMP	SUBCOMPONENT NAME	RESP	OBJECT	PAY POINT	PAY POINT NAME
999991	TUTORS DISTRICT CENTRAL	000017	MOD TUTORS	2137	010002	999991	TUTORS DISTRICT CENTRAL
		000018	HSIP TUTORS		010191		
999992	TUTORS DISTRICT NORTH	000017	MOD TUTORS	2139	010002	999992	TUTORS DISTRICT NORTH
		000018	HSIP TUTORS		010191		
999993	TUTORS DISTRICT EAST	000017	MOD TUTORS	2138	010002	999993	TUTORS DISTRICT EAST
		000018	HSIP TUTORS		010191		
999994	TUTORS DISTRICT SOUTH	000017	MOD TUTORS	2140	010002	999994	TUTORS DISTRICT SOUTH
		000018	HSIP TUTORS		010191		
999995	TUTORS DISTRICT WEST COAST	000017	MOD TUTORS	2155	010002	999995	TUTORS DISTRICT WEST COAST
		000018	HSIP TUTORS		010191		
999996	TUTORS DISTRICT CAPE WINELANDS	000017	MOD TUTORS	2153	010002	999996	TUTORS DISTRICT CAPE WINELANDS
		000018	HSIP TUTORS		010191		
999997	TUTORS DISTRICT OVERBERG	000017	MOD TUTORS	2324	010002	999997	TUTORS DISTRICT OVERBERG
		000018	HSIP TUTORS		010191		
999998	TUTORS DISTRICT EDEN KAROO	000017	MOD TUTORS	2154	010002	999998	TUTORS DISTRICT EDEN KAROO
		000018	HSIP TUTORS		010191		
180455	DIRECTORATE: CURRICULUM FET (INCLUDING E-LEARNING)	000018	*Matric Support Days *Winter/Spring Schools *Saturday/Afternoon	2313	010191	180455	CURRICULUM FURTHER EDUCATION AND TRAINING
		000019	Telematics	2313	010019		
		000020	MST Tutoring	2313	010073		

COMPONENT CODE	COMPONENT NAME	SUB COMP	SUB COMPONENT NAME	RESP	OBJECTIVE	PAY POINT	PAY POINT NAME
180968	SUPPORT SERVICES	000011	WCED PROJECTS	2252	010012	180880	CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI)
180885	CTLI SUBSTITUTES	000001	CONTROL SUBCOMPONENT	2252	010211	180880	CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI)

#### 4. DMA

- DMA monitors and quality assures that payments are made from the correct budget using the database sent by DPB: MFTs for Tutor payments.
- DMA to provide District Offices/Other Directorates with a tutor/presenters/facilitators expenditure report monthly.
- DMA to update the financial matrix as and when required.

## Reporting and Monitoring

Report drawn from PT monthly to ensure that tutor payments are being paid and paid from the correct budget.

Weekly PERSAL Share Reports to monitor that ALL abnormal appointments have end dates.

### **Schedule:**

***An updated schedule is available on PERSAL Share: Persalshare:\Organisation 15 Education\AUDITING\TUTOR RULES.***

**Below are the screen dumps for the capturing of Tutor Claims on PERSAL:**

**In-service screen dumps:**

**Below #5.3.1 first screen**

**(Refer to Schedule)**

In the yellow spacing:

Persal No: xxxxxxxx

Allowance Code: 0552

Component: Relevant "Tutor District" Component Code 999991 to 999998

Pay point: Relevant "Tutor District" Paypoint – aligned with component code

Subcomponent: MOD Tutors: 000017

: HSIP Tutors: 000018

Supplementary: Yes

Recurring: No

Action: 1 for instate

PERSAL SINP ALLOWANCES AND EARNINGS:WEST CAPE EDUCATION  
5.03.01(01) GENERAL ALLOWANCES

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PERSALNO...:                     

ALLOWANCE CODE.....: 0552

REFERENCE.....: 01

SUPPLEMENTARY (Y/N)...: y COMPONENT....: xxxxxxxx PAYPOINT.: xxxxxxxx

SUBCOMPONENT.: xxxxxxxx

RECURRING (Y/N).....: n

IDENTITY NUMBER.....: \_\_\_\_\_ \_

ACTION.....: 1 - INSTATE

2 – AMEND

- 3 - TERMINATE
- 4 - CANCEL
- 5 - ENQUIRY

**Responsibility Code: As per schedule**

**Objective: As per schedule (aligned with subcomponent)**

**(Refer to Schedule)**

**Below #5.3.1 second screen**

PERSALNO...: [REDACTED] 01 [REDACTED] DEPARTMENTAL HEAD

ALLOWANCE CODE.....: 0552 SSIP AND RMIP

REFERENCE.....: 01

SUPPLEMENTARY (Y/N)...: Y COMPONENT....: xxxxxxxxxxxx PAYPOINT.: 182000

SUBCOMPONENT.: xxxxxxxxxxxx

RECURRING (Y/N).....: N

IDENTITY NUMBER.....:

START DATE.....: xxxxxxxxxxxx

END DATE.....: xxxxxxxxxxxxxx

MONTHLY AMOUNT.....: xxxxxxxxxxxx

AMOUNT IN ARREARS.....:

% OF BASIC SALARY.....:

RESPONSIBILITY.....: xxxxxxxx

OBJECTIVE.....: xxxxxxxxxxxxxx

SOURCE REFERENCE.....: MIP/YYMM

CALCULATED AMOUNT.....:

In the event that there is multiple payments for the same period (start & end date), change the reference sequentially 01,02.03.... and the same source reference MIP

Please see screen dumps below regarding the loading of tutor payments for persons that are out of service. All out of-service employees should be appointed as abnormal appointments. All out of service employees are appointed on #5.8.1 and payments are made on #5.8.5. To register an abnormal appointment, start with the person's ID number and the nature of appointment is option 17. The objective and responsibility codes are the same as for in service employees.

Please refer to schedule.

Below is the first screen #5.8.1.

PERSAL SINP EXTRAORDINARY APPOINTMENTS:WEST CAPE EDUCATION 2018-08-29  
5.08.01(01) ASSUMPTION OF DUTY 14:02:06.2

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IDENTITY NUMBER.....: [REDACTED]

OR

PERSAL NUMBER.....: [REDACTED]

NATURE OF APPOINTMENT..: 17 17 = PERIODIC REMUNERATION

32 = ABNORMAL APPOINTMENT

03 = SESSION WORKER

NOA 17 IS USED FOR EMPLOYEES THAT ONLY COME IN FROM TIME TO TIME TO DO A SPECIFIC JOB. THESE PEOPLE ARE PAID A ONCE OFF ALLOWANCE ON SUPPLEMENTARY PAY RUNS (EXAMPLE EXAMINATION MARKERS). USE #5.8.5 TO LOAD THIS ALLOWANCE. NOA 32 IS USED FOR EMPLOYEES THAT DO NOT OCCUPY A POST ON THE FIXED ESTABLISHMENT BUT MUST RECEIVE A RECURRING ALLOWANCE EVERY MONTH (EXAMPLE TRADITIONAL LEADERS). USE #5.3.1 TO LOAD THIS RECURRING ALLOWANCE. NOA 03 IS USED FOR MEDICAL PRACTITIONERS THAT WORK A NUMBER OF HOURS IN DIFFERENT COMPONENTS. THESE EMPLOYEES HAVE A NOTCH AND IT IS NOT NECESSARY TO LOAD ANY ALLOWANCE (EXAMPLE DOCTOR WORKING SESSIONS AT DIFFERENT HOSPITALS). USING THE INCORRECT COMBINATION OF NOA AND ALLOWANCE WILL RESULT IN INCORRECT

TAXATION OF THE EMPLOYEE

**Below is the second screen #5.8.1.**

PERSAL SINP ENQUIRY TRANSACTION FILE:WEST CAPE EDUCATION 2018-08-30  
6.09.10(90) ABNORMAL APPOINTMENT 08:17:04.0

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PERSALNO: [REDACTED] 02 [REDACTED] 62001 TEACHER  
OLD/NEW PERSALNO.: ENTER FOR MORE DATA \_  
IDENTITY NUMBER...: [REDACTED] R DATE OF BIRTH: [REDACTED]  
SURNAME.....: [REDACTED] INITIALS.....: [REDACTED]  
FIRST NAMES.....: [REDACTED]  
TITLE....: MS CORRESPONDENCE LANG: E RETAIN APP. DATE:  
DISABLED.: N NATURE OF DISABILITY.: SEVERITY.:  
MARITAL STATUS....: [REDACTED] MARITAL STATUS DATE: [REDACTED]  
POPULATION GROUP...: [REDACTED] AFRICAN GENDER.....: [REDACTED]  
ETHNIC GROUP.....: [REDACTED] HOME LANGUAGE: [REDACTED]  
SPOUSE/LIFE PARTNE: NONE OTHER MAINFRAME ORGANISATION.:  
NATURE OF APPOINT.: 17 PERIODICAL REMU NATURE OF REMUN.: 7 PERIODIC  
SPEC FIELD.....:  
COMPONENT.....: xxxxxxxx TURSORS DIST SUB COMPONENT: xxxxxxxx MOD TURSORS  
RANK/SALARY CODE..: 62001 TEACHER POST/SAL.CODE: 62001 TEACHER  
POST NUMBER.....: NUMBER OF SESSIONS: APPOINTMENT DATE.: 20180701  
OCCUPATION CLASSIFICATION: Z0000000 OTHER OCCUPATIONS  
JOB TITLE.....: 62001 TEACHER

**Below is the third screen #5.8.1.**

PERSAL SINP ENQUIRY TRANSACTION FILE:WEST CAPE EDUCATION 2018-08-30  
6.09.10(V7) ABNORMAL APPOINTMENT 07:36:34.6

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PERSALNR: [REDACTED] 2 \_ [REDACTED] 62001 TEACHER

RESIDENTIAL ADDRESS:

UNIT NUMBER.....: COMPLEX NAME:  
STREET NUMBER....: xxxxxx STREET NAME: xxxxxxxxxx  
SUBURB/FARM NAME.: xxxxxxxxxx  
CITY / TOWN.....: POST. CODE: xxxxx  
DIALLING CODE....: 021  
PHONE NUMBER.....: xxxxxxx  
CELL NUMBER.....: xxxxxxxxxx

POSTAL ADDRESS

UNIT NUMBER.....: COMPLEX NAME..:  
STREET NUMBER....: xx STREET NAME....: xxxxxx  
SUBURB/DISTRICT..: xxxxxxxx  
CITY/TOWN.....: POST. CODE: xxxxxx



**Below is the fourth screen #5.8.1.**

PERSAL SINP ENQUIRY TRANSACTION FILE:WEST CAPE EDUCATION 2018-08-30  
6.09.10(B2) ABNORMAL APPOINTMENT 08:36:26.0

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PERSALNO: [REDACTED] 02 [REDACTED] 62001 TEACHER  
WAY OF PAYMENT.....: 4 DEPOSIT - SAVINGS -  
DEPOSIT INSTITUTION: [REDACTED] CAPITEC BANK LTD  
CONTROLLING BRANCH.: [REDACTED] CAPITEC BANK CPC  
ACCOUNT NUMBER.....: [REDACTED]  
ACC HOLDER NAME.....: [REDACTED]  
ACC HOLDER RELATIONSHIP: 1 (1=OWN/2=JOINT/3=THIRD PARTY) NOTCH:  
SALARY START DATE: NOTCH TYPE..: NONE  
PAY POINT: [REDACTED] TUTORS DIST NORTH SCALE TYPE..: NONE  
OBJECTIVE.....: [REDACTED] OBJECTIVE PERCENTAGE.: 100  
TAX AUTHORITY.....: 0099 TAX RSA UIF: N  
TAX NUMBER: [REDACTED] TAX DIRECTIVE NR: TAX DEPENDANTS:  
OTHER INCOME.....: TAX PERCENTAGE.....:  
AUTHORISATION.....: [REDACTED] AUTHORISATION DATE.: [REDACTED]  
CITIZENSHIP.....: [REDACTED] CITIZENSHIP DATE: [REDACTED]  
NATIONALITY.....: [REDACTED] NATIONALITY DATE: [REDACTED]  
PASSPORT NUMBER.....: PAY GROUP: [REDACTED] PERIODICAL RENUM  
WORK PERMIT NUMBER....: WORK PERMIT EXP. DATE:  
STATUS UPDATED DISTR 152002 2 BATCH 10932 3

**Below is the last screen #5.8.1.**

PERSAL SINP ENQUIRY TRANSACTION FILE:WEST CAPE EDUCATION 2018-08-30  
6.09.10(C2) ABNORMAL APPOINTMENT 12:07:30.4

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PERSALNO: [REDACTED] 02 [REDACTED] 62001 TEACHER  
ENTER FOR MORE DATA \_  
\*\*\*\*\*  
\* THIS SERVICE TERMINATION WAS ADVISED WITH THE APPOINTMENT: \*  
\* A SEPARATE SERVICE TERMINATION TRANSACTION WITH A \*  
\* DIFFERENT BATCH NR/SEQUENCE NR WILL BE CREATED ON THE \*  
\* SUSPENSE FILE AFTER UPDATING OF THE APPOINTMENT \*  
\* TRANSACTION \*  
\*\*\*\*\*  
SERVICE TERM. DATE.....: [REDACTED]  
SERVICE TERM. TYPE.....: CONTRACT EXPIRY  
SERVICE TERM. REASON...:  
AUTHORISATION.....: [REDACTED]

AUTHORISATION DATE.....: xxxxxxxx

Below is the payment screen.

**First screen #5.8.5:**

PERSAL SINP EXTRAORDINARY APPOINTMENTS:WEST CAPE EDUCATION 2018-08-30  
5.08.05(01) PERIODICAL ALLOWANCES 07:10:12.3

PERSALNO: \_\_\_\_\_

ALLOWANCE CODE.....: 0552

REFERENCE.....: 01

SUPPLEMENTARY (Y/N)...: Y COMPONENT: 999992 PAYPOINT..: 182000

RECURRING (Y/N).....: N

IDENTITY NUMBER.....: \_\_\_\_\_

ACTION.....: \_ 1 - INSTATE

5 - ENQUIRY

**Below second screen #5.8.5:**

PERSAL NO: \_\_\_\_\_ 02 \_ \_\_\_\_\_ TEACHER

IDENTITY NUMBER.....: \_\_\_\_\_

ALLOWANCE CODE.....: 0552 SSIP AND RMIP

REFERENCE.....: 1

SUPPLEMENTARY.....: Y COMPONENT: xxxxxxxx PAYPOINT..: xxxxxxxx

RECURRING.....: N

PERIOD WORKED: -START.: xxxxxxxx

-END...: xxxxxxxx

MONTHLY AMOUNT.....: xxxxxxxx

TARIFF.....:

DAYS WORKED.....:

OR

HOURS WORKED.....: MINUTES:..

RESPONSIBILITY.....: xxxxxx

OBJECTIVE.....: xxxxxxxx

SOURCE REFERENCE.....: xxxxxxxx

CALCULATED AMOUNT.....: