Werwing en Keuringsminuut: 0005/2019

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure (Hoofkantoor en distrikskantore), Kringbestuurders, Hoofde van opvoedkundige inrigtings, Skooladministratiewe personeel en administratiewe personeel by Kringkantore

Onderwerp: Implementering van standaard bedryfsprosedures (SBP’s) vir ongewone aanstellings

1. Die Wes-Kaap Onderwysdepartement (WKOD) het die werwings-, keurings- en aanstellingsprosesse van ongewone aanstellings hersien, soos personeel vir die Massa-deelname; Geleentheid en toegang: Ontwikkeling en groei (MGO)-sentrum, ondersteuningsassistentie vir versorging, personeel vir die Hoërskoolintervensieprojek (HSIP) en vir die MIV-program, faciliteerders en nasieners om tydens eksamens te help, ens.

2. Die gewysigde proses is bedoel om te verseker dat:
   • billikheid tydens die werwings-, keurings- en aanstellingsprosesse plaasvind
   • slegs die beste personeel gewerf en aangestel word
   • logiese vloei tydens verwerking van aanstellings en betalings plaasvind


4. Die hersiene proses is breedvoerig bespreek, en die aangehegte SBP’s is ontwikkel en ooreengekom deur alle rolspelers.

5. Die proses sal met ingang van 01 Januarie 2020 geïmplementeer word.


GETEKEN: LJ ELY
ADJUNK-DIREKTEUR-GENERAAL: KORPORATIEWЕ DIENSTE
DATUM: 2019-11-22
ABNORMAL APPOINTMENTS SOP

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):

<table>
<thead>
<tr>
<th>Standard process</th>
<th>Exams Deviation 1 (Invigilators and contract Exam Assistants)</th>
<th>Exams Deviation 2 (Exam Assistants – short periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request advertising of post</td>
<td>1. Schools post notice with pre-determined criteria (advert), inviting applications</td>
<td>1. Directorate: Examinations post notice on WCED website and University Faculty Website/Notice Boards with pre-determined criteria (advert), inviting applications</td>
</tr>
<tr>
<td>2. Advertise post via DPA or locally (newspaper/bulletin boards/Social Media etc.)</td>
<td>2. School receive applications</td>
<td>2. Directorate: Examinations receive applications</td>
</tr>
<tr>
<td>3. Receive applications</td>
<td>3. School screen applications (based on pre-determined criteria)</td>
<td>3. Directorate: Examinations screen applications (based on pre-determined criteria)</td>
</tr>
<tr>
<td>4. Short listing (Screen or evaluate applications)</td>
<td>4. School conducts interviews with selected applicants</td>
<td>4. Directorate: Examinations selects successful applicants</td>
</tr>
<tr>
<td>5. Short listing minutes to be signed off by the chairperson</td>
<td>5. School interviews selected applicants</td>
<td>5. Directorate: Examinations documents the process followed/decision taken and minutes of the process are signed off by the Principal and the District Office</td>
</tr>
<tr>
<td>6. Set up interviews</td>
<td>6. School documents the process followed and minutes of the process are signed off by the Principal and the District Office</td>
<td>6. Directorate: Examinations selects successful applicants</td>
</tr>
<tr>
<td>7. Interview Minutes to be signed off by the Chairperson Selection/nominations of candidates for appointment</td>
<td>7. Selection/nominations of candidates for appointment</td>
<td>7. Directorate: Examinations documents the process followed/decision taken and minutes of the process are signed off by the Principal and the District Office</td>
</tr>
<tr>
<td>8. Approval of the appointment</td>
<td>8. Schools submit nomination documentation the district office for recommendation/approval. Documents include:</td>
<td>8. Directorate: Examinations submit nomination documentation to DPA for verification of the process</td>
</tr>
<tr>
<td>9. Submit nomination documentation to DPA for capturing of the appointment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Nomination form (with details of the nominee)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

    | Minutes of the process | Nomination form (with details of the nominee) | followed. Documents include: |
    |------------------------|-----------------------------------------------|-----------------------------|
    | Proof of approval of appointment | Minutes of the process followed | Nomination form (with details of the nominee) |
    | Completed MIE Vetting form | MIE Vetting form | Minutes of the process followed |

10. DPA verifies the process followed
11. DPA conducts the MIE Vetting
12. DPA submits documentation to DPB for capturing on Persal

7. DPA submits documentation to DPB for capturing on Persal
8. Directorate: Examinations receive claim forms and submit claim forms directly to DPB for capturing of payment (if not included in #8)
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.

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

<table>
<thead>
<tr>
<th>COMPONENT CODE</th>
<th>COMPONENT NAME</th>
<th>SUB COMP</th>
<th>SUBCOMPONENT NAME</th>
<th>RESP</th>
<th>OBJECTIVE</th>
<th>PAY POINT</th>
<th>PAY POINT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>180968</td>
<td>SUPPORT SERVICES</td>
<td>000011</td>
<td>WCED PROJECTS</td>
<td>2252</td>
<td>010012</td>
<td>180968</td>
<td>CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI)</td>
</tr>
<tr>
<td>180885</td>
<td>CTLI SUBSTITUTES</td>
<td>000001</td>
<td>CONTROL SUBCOMPONENT</td>
<td>2252</td>
<td>010211</td>
<td>180885</td>
<td>CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI)</td>
</tr>
</tbody>
</table>
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

PERSALNO...:  
ALLOWANCE CODE.......: 0552
REFERENCE.........: 01
SUPPLEMENTARY (Y/N)...: Y COMPONENT....: xxxxxxxx PAYPOINT.: xxxxxxxxx
SUBCOMPONENT.: xxxxxxxxx
RECURRING (Y/N)....: n
IDENTITY NUMBER....: _____________ _

ACTION................: 1 - INSTATE
2 – AMEND

ABNORMAL APPOINTMENTS SOP
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...: ___________ 01 ____________ DEPARTMENTAL HEAD

ALLOWANCE CODE........: 0552 SSIP AND RMIP
REFERENCE.............: 01
SUPPLEMENTARY (Y/N)...: Y COMPONENT....: xxxxxxxxxxx PAYPOINT.: 182000
SUBCOMPONENT.: xxxxxxxxx
RECURRING (Y/N).......: N
IDENTITY NUMBER.......:

START DATE...........: xxxxxxxxx
END DATE...............: xxxxxxxxxx
MONTHLY AMOUNT........: xxxxxxxx
AMOUNT IN ARREARS.....:
% OF BASIC SALARY......:
RESPONSIBILITY.......: xxxxxxxx
OBJECTIVE.............: xxxxxxxxxx
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.

<table>
<thead>
<tr>
<th>PERSAL SINP</th>
<th>EXTRAORDINARY APPOINTMENTS: WEST CAPE EDUCATION</th>
<th>2018-08-29</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.08.01(01)</td>
<td>ASSUMPTION OF DUTY</td>
<td>14:02:06.2</td>
</tr>
</tbody>
</table>

IDENTITY NUMBER........: _____________
OR
PERSAL NUMBER........: ____________

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

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

  PERSALNO: __________ 02 __________  62001 TEACHER
  OLD/NEW PERSALNO.: ENTER FOR MORE DATA __________
  IDENTITY NUMBER: ____________  R  DATE OF BIRTH: ____________
  SURNAME..........: ____________  INITIALS.....:  ____________
  FIRST NAMES.......: ____________
  TITLE.....: MS  CORRESPONDENCE LANG: E  RETAIN APP. DATE: ____________
  DISABLED.: N  NATURE OF DISABILITY.:  SEVERITY.:  ____________
  POPULATION GROUP.: --  AFRICAN  GENDER............:  ____________
  ETHNIC GROUP......:  ____________  HOME LANGUAGE:  ____________
  SPOUSE/LIFE PARTNE: NONE  OTHER MAINFRAME ORGANISATION.:  ____________
  NATURE OF APPOINT.: 17  PERIODICAL REMU NATURE OF REMUN.: 7 PERIODIC SPEC FIELD:  ____________
  COMPONENT..........: xxxxxxxxx  TURORS DIST SUB COMPONENT: xxxxxxxxx  MOD TUTORS
  RANK/SALARY CODE..: 62001 TEACHER  POST/SAL.CODE: 62001 TEACHER
  POST NUMBER.......:  ____________  NUMBER OF SESSIONS:  ____________
  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

  PERSALNR: __________ 2 __________  62001 TEACHER
  RESIDENTIAL ADDRESS:
  UNIT NUMBER......:  ____________  COMPLEX NAME:
  STREET NUMBER....: xxxx  STREET NAME: xxxxxxxxx
  SUBURB/FARM NAME.: xxxxxxxxx
  CITY/TOWN........:  ____________  POST. CODE: xxxx
  DIALLING CODE....: 021
  PHONE NUMBER.....: xxxxxx
  CELL NUMBER......: xxxxxxxxx

  POSTAL ADDRESS
  UNIT NUMBER......:  ____________  COMPLEX NAME:  ____________
  STREET NUMBER....: xx  STREET NAME: xxxxxxx
  SUBURB/DISTRICT.: xxxxxxx
  CITY/TOWN........:  ____________  POST. CODE: xxxx
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

PERSALNO: __________ 02 __ ___________ 62001 TEACHER
WAY OF PAYMENT......: 4 DEPOSIT - SAVINGS
DEPOSIT INSTITUTION: ___ CAPITEC BANK LTD
CONTROLLING BRANCH.: ___________ CAPITEC BANK CPC
ACCOUNT NUMBER.....: ___________
ACC HOLDER NAME....: ________________
ACC HOLDER RELATIONSHIP: 1 (1=OWN/2=JOINT/3=THIRD PARTY) NOTCH:
SALARY START DATE:
PAY POINT: xxxxxx TUTORS DIST NORTH SCALE TYPE.: NONE
OBJECTIVE...........: xxxxxx OBJECTIVE PERCENTAGE.: 100
TAX AUTHORITY.......: 0099 TAX RSA UIF: N
TAX NUMBER: __________ TAX DIRECTIVE NR:
OTHER INCOME........: TAX PERCENTAGE......:
AUTHORISATION.......: xxxxxxx AUTHORISATION DATE..: ________
CITIZENSHIP.........: xxxxxxxx CITIZENSHIP DATE: xxxxxxxx
NATIONALITY.........: xxxxxxxx NATIONALITY DATE: xxxxxx
PASSPORT NUMBER......: PAY GROUP: __
WORK PERMIT NUMBER...:
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

PERSALNO: __________ 02 __ ___________ 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....: xxxxxxx
SERVICE TERM. TYPE....: CONTRACT EXPIRY
SERVICE TERM. REASON..:
AUTHORISATION.......: xxxxxxx

ABNORMAL APPOINTMENTS SOP
AUTHORISATION DATE.....: xxxxxxxx
Below is the payment screen.

**First screen #5.8.5:**

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

<table>
<thead>
<tr>
<th>PERSALNO:</th>
<th></th>
</tr>
</thead>
</table>

| 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:**

<table>
<thead>
<tr>
<th>PERSAL NO:</th>
<th>02 _</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEACHER</td>
<td>TEACHER</td>
</tr>
</tbody>
</table>

| IDENTITY NUMBER.......: |
| ALLOWANCE CODE....: | 0552 SSIP AND RMIP |
| REFERENCE.........: | 1 |
| SUPPLEMENTARY........: Y |
| COMPONENT:         | xxxxxxx |
| PAYPOINT..:        | xxxxxxx |
| RECURRING...........: N |
| PERIOD WORKED: -START.: | xxxxxxx |
| -END...: | xxxxxxx |
| MONTHLY AMOUNT.........: | xxxxxxx |
| TARIFF................: |
| DAYS WORKED..........: |
| OR |
| HOURS WORKED..........: MINUTES: |
| RESPONSIBILITY.......: xxxxx |
| OBJECTIVE.............: xxxxxxx |
| SOURCE REFERENCE......: xxxxxxx |
| CALCULATED AMOUNT.....: |