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Financial Accounting Minute: 0005/2021

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

Subject: Implementation of electronic payslips (e-Payslips)

1. The Western Cape Education Department (WCED) will be launching a new project, namely the e-Payslip project, which aims to distribute payslips electronically to staff.
2. This correspondence aims to create an awareness of this innovation.
3. In the fiscal framework where budget cuts are a reality, the need for greater efficiencies is crucial. The need to rethink, reshape key business processes and make a massive push to digitise and automate processes has become urgent to improve productivity within government.
4. The e-Payslip project, therefore, is intended to replace the current manual processes which are costly and have lengthy turnaround times for staff in receiving hardcopy payslips. This project will enable all employees to view their e-Payslips and download them at their own convenience via computers or smartphones.
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 adhered to and always maintained.
6. The WCED will implement the e-Payslips project in a phased approach for the period October 2021-March 2022 and will continue with the physical distribution of payslips until such time that the implementation is successfully completed.
7. Further communication will follow in due course to ensure that employees are well informed of the distribution and access to e-Payslips.

SIGNED: LJ ELY
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
DATE: 2021-09-28