



# **national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

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## **TO ALL PERSAL CONTROLLERS**

### **PERSAL NOTICE NUMBER 363**

#### **ELECTRONIC DELIVERY OF PAY SLIPS VIA E-MAIL - ELECTRONIC DOCUMENT DELIVERY (EDD)**

##### **1. Background and discussion**

Financials Systems (PERSAL) with SITA and selected departments tested the electronic delivery process of PERSAL pay slips via e-mail to Government officials.

SITA acquired a product that is referred to as ELECTRONIC DOCUMENT DELIVERY (EDD) and this product is available to departments on a cost recovery basis. In short EDD entails that employees receive their pay slips electronically in a secure manner the same way that e.g. bank statements and accounts are electronically delivered / received / opened. More information on EDD is available from the SITA contact person supplied at the end of this notice and or user manuals available from SITA.

PERSAL has been adjusted to carry an email address and cellphone number, but due to resource and other constraints we will initially only be able to support the emailing option. Other electronic options e.g. SMS to cellphone is also available on EDD but will only be considered after the testing phase and costing implications has been finalized.

##### **2. Security**

All department are the custodians and owners of their own data and must embrace the accountability to ensure adherence to all security protocols (e.g. POPI Act etc.) and thus familiarize themselves whether EDD could be a feasible and fit for purpose solution. Furthermore, the importance of password protection and all other security protocols must as always be strictly observed, especially in the context of EDD.

Departments that implement EDD, must communicate to all their employees accordingly.

### 3. PERSAL changes and actions

PERSAL was aligned to accommodate the e-mail address of employees. Departments must maintain the correct / updated e-mail address on PERSAL as EDD will e-mail the pay slip to the e-mail address captured on PERSAL.

It is recommended that EDD be implemented for a department when most or all e-mail addresses are updated on PERSAL via function 4.3.2 (Screen print attached for easy reference). **It is strongly advised that only official e-mail addresses are used, and not private addresses.** PERSAL is able to update e-mail addresses programmatically. A SCC (System Change Control) must be registered for this requirement.

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PERSAL BETT      GENERAL PERSONNEL ADMIN:NATIONAL TREASURY      2020-05-20
4.03.02 (A1)      AMEND BASIC INFORMATION                        08:24:54.7

PERSAL NUMBER.....: 13292315
SURNAME.....: BDCJCDBF                                INITIALS...: B

DIALING CODE.....: 111      PHONE NUMBER.: 1234567      CELL PHONE:
E-MAIL ADDRESS...: AA.0000@GOVERNMENT.GOV.ZA
MAGISTERIAL DIST*: PRETORIA 1

RESIDENTIAL ADDRESS      ADDRESS VERIFIED.: Y (Y=YES,N=NO)
UNIT NUMBER.....:      COMPLEX NAME.:
STREET NUMBER...: 111      STREET/FARM...: BBBBBBB STREET
SUBURB/DISTRICT*: ABC
CITY/TOWN*.....:      POSTAL CODE*: 6242

POSTAL ADDRESS
FORMAT.....: 2  1 - STREET ADDRESS
               2 - POST BOX
               3 - PRIVATE BAG

POSTAL SAME AS STREET ADDRESS...: N (Y=YES,N=NO)
  
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Once a department has opted to implement and use EDD, the following procedure takes effect:

- A dedicated Official must be allocated in the Department that will act as a contact person, coordinator and communications point of reference.
- After each processing run (Normal and Supplementary) PERSAL Operations supplies an electronic pay slip data file to SITA.
- SITA then uploads the pay slip data file on EDD and EDD distributes pay slips in PDF format to the e-mail addresses as supplied on the pay slip data file. Take note that all pay slips generated via a processing run is updated on EDD even if no e-mail address was captured on PERSAL.
- Only officials with an e-mail address on PERSAL will receive their pay slips via e-mail and must follow the EDD access security rules to open the pay slip. Officials with no e-mail address on PERSAL will not receive an e-mail but these pay slips will also be available on the EDD system.

- Pay slips will continue to be printed at the various SITA printing Bureaux. If departments have implemented EDD successfully and are satisfied with the electronic pay slips process, security practices and regulatory protocols, and wish to stop the printing of pay slips, a SCC (System Change Control) must be registered.
- It is important to note that Compliance to Treasury Regulation 8.3 still applies and the payroll reports SR0008 (Normal runs) and SR0100 (Supplementary runs) must still be certified and kept for audit purposes.

#### 4. Costing of EDD and SLA'S

Before considering EDD, departments must first discuss the potential expenditure and other implications with SITA. Departments must also acquaint themselves thoroughly with the functionality, the cost involved and the billing scenarios.

Departments must furthermore enter into separate agreements with SITA for EDD and ensure that approved budget is available for EDD.

#### 5. How to start the process?

Departments wanting to utilize EDD must engage directly with SITA to initiate the process. Once all preparatory work and agreements have been established with SITA the department can then register a SCC (System Change Control) for PERSAL to become involved to support the enablement.

#### 6. Contact details

##### SITA

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Your co-operation in bringing the contents of this notice to the attention of all parties concerned is appreciated.



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FOR DIRECTOR-GENERAL: NATIONAL TREASURY  
DATE: 20200721