



Province of the  
**EASTERN CAPE**  
EDUCATION

OFFICE OF THE DIRECTOR: SALARY PAYMENT SERVICES  
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TO : DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS  
DISTRICT DIRECTORS  
CMC HEADS AND CIRCUIT MANAGERS  
CHIEF EDUCATION SPECIALISTS  
SCHOOL PRINCIPALS  
DISTRICT DEPUTY DIRECTORS (FINANCE)  
CLUSTERS

DATE : 02 NOVEMBER 2022

## PURPOSE

The purpose of the **Electronic Document Delivery** to ensure that employees can access their pay slips online whenever an employee needs to access them, on desktop or mobile device.

## BACKGROUND AND MOTIVATION

According to the Basic Conditions of Employment Act (**South African Labour Act, 2014**) and **PFMA 1 of 1999** every employee should receive a pay slip before each pay date. The Department will issue **Electronic Document Delivery** of pay slips to save on paperwork and so that the employees can easily keep track digitally of their own pay slips.

**Once the Department Implements Electronic Document Delivery, the following procedure takes effect:**

- Only officials with an e-mail address on Persal will receive their pay slips via e-mail or sms.
- The pay slip will be sent directly to the employee's chosen email address
- Easy access to pay information, at a time to suit the individual employee



*Ikamva eliqaqambileyo!*

- Electronic Document Delivery of pay slips improve privacy and confidentiality and reduces the risk of pay slips being lost or misused.
- 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.
- Principals/Admin clerks of the schools to compile a spreadsheet with persal numbers, cell numbers, addresses and e-mail addresses for all the educators in that particular school and submit this information to the District Deputy Directors (Finance) or e-mail this to the following officials:
  - 1) [Ayanda.salusalu@ecdoe.gov.za](mailto:Ayanda.salusalu@ecdoe.gov.za).
  - 2) [Buyiswa.mbadu@ecdoe.gov.za](mailto:Buyiswa.mbadu@ecdoe.gov.za)
  - 3) [Julie-ann.jonathan@ecdoe.gov.za](mailto:Julie-ann.jonathan@ecdoe.gov.za)
- The District Deputy Directors (Finance) to capture this information on function (#) 4.3.2 on Persal to ensure that every official from EC Education receives the pay slip electronically.
- Find the attached list of employees without e-mail address on Persal system.

Yours in quality education.



**Miss PD MAFU**

**DEPUTY DIRECTOR: DEDUCTIONS AND REBATES**

02/11/2022  
DATE

building blocks for growth.



*Ikamva eliqagambileyo!*