



OFFICE OF THE DIRECTOR: SALARY MANAGEMENT

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TO : DEPUTY DIRECTORS-GENERAL

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS

DISTRICTS DIRECTORS

CMC HEADS AND CIRCUIT MANAGERS

CHIEF EDUCATION SPECIALISTS

SCHOOL PRINCIPALS

DISTRICT DEPUTY DIRECTORS (FINANCE AND HRA)

CLUSTERS

**SUBJECT: PAYROLL MANAGEMENT ELECTRONIC DOCUMENT DELIVERY SYSTEM - EMPLOYEES
WITH NO EMAIL ADDRESS AND CONTACT NUMBERS ON PERSAL SYSTEM**

DATE: 22 AUGUST 2023

- The ECDOE Administration implemented the Electronic Document Delivery (EDD) system for distribution of payslips via email or mobile phones in April 2022.
- It has been established that many employees have reported that they are not receiving their payslips electronically. Many of these cases involve employees who have not submitted an email address and mobile number to Head Office or Districts. Employees are encouraged to submit their email address and contact number to their respective District and Head Office using the attached EDD form and note that only smartphone will be able to access and retrieve electronic payslips.
- The printing of payslips by SITA has been phased out. Hence, it is of utmost important that all employees learn and adapt to the electronic distribution of payslip system as this is a new way of payslip distribution and that we have moved away from hard copies of such. Employees who do not have official email address or smartphones are encouraged to create private email addresses through one of the many free emails service providers such as Gmail or Yahoo Mail etc.
- Reports indicating employees with no email address or cell phone number captured on Persal are distributed to Districts and Head Office, it is imperative that this information is correctly updated on Persal. Districts must distribute these reports to the various CMC's or



Schools, for these employees to complete the attached EDD form for capturing on the Persal system.

Accessing Payslips

- Once employees have completed filling in the EDD form, they will be able to view and download their payslips at their own convenience via their computers or smartphones.
- The EDD system allows documents such as payslips and IRP5's to be distributed electronically to multiple devices. For every payment run, the EDD System encrypts and sorts electronic payslips into the various ECDOE pay points and saves all the encrypted payslips on the EDD System server from where the payslips are released to each employee.
- Once the encrypted payslips are released, the EDD System will email payslip in password-protected portable document format (PDF) to employee via their email address or smartphones. Employees must use 13-digit unique identity number to open their payslips.
- 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 always maintained and adhered to.

Payroll Control Procedures

- The ECDOE is still required to comply with Treasury Regulations 8.3.4, of the PFMA (Act 1 of 1999), which states that the person in charge at the respective pay points must certify on the date of payment that all persons listed on the payroll report are entitled to payment.
- Treasury Regulations 8.3.5 states within ten days of being certified, the payroll must be returned to the payroll section or District office to ensure that all pay point certificates have been received monthly.
- Pay masters are still required to declare that each employee is an active employee of the ECDOE and eligible to receive salary via the People Management Practices System.
- Principals/Admin clerks of the schools to give all Educators EDD form and submit this information to the District Deputy Directors (Finance) or e-mail this to the following officials:
 - 1) Avanda.salusalu@ecdое.gov.za
 - 2) Julie-anne.jonathan@ecdое.gov.za

Yours in quality education.

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