



HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA:

Enquiries: Jose Daniel . Tel 040 6084638

*Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

**TO: CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS (SALARY PAYMENTS & HRA)
DEPUTY DIRECTORS: HRP&PS (H/O & D/O)
DEPUTY DIRECTORS: FINANCE (H/O& D/O)
DEPUTY DIRECTORS: CLUSTER OFFICE(A&B)
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS**

FROM: HEAD OF DEPARTMENT

DATE: 24 OCTOBER 2019

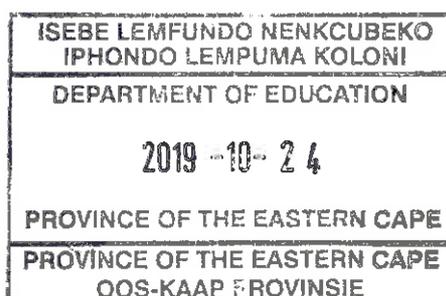
**SUBJECT: YEAR END ARRANGEMENTS FOR THE TIMELY PROCESSING OF
APPOINTMENTS / SALARY PAYMENTS**

1. Your attention is drawn to the directive of the Head of Department issued under Human Resource Administration, 8 March 2019, Departmental closure between 17 December 2019 to 31 December 2019. Many staff members will be on annual leave since they have number of available leave days. Limited staff will be available at the Head Office during the above period to attend to only exceptional administrative issues to ensure service delivery.

YEAR END ARRANGEMENTS FOR THE TIMELY PROCESSING OF APPOINTMENTS AND SALARY PAYMENTS

2. As indicated on numerous occasions, the current service standard is that employees must be paid their salaries within thirty (30) days after assumption of duty. The latest appointments on the suspense file waiting for authorization is 427. Deputy Directors are reminded to clear these transactions in the suspense file by 8 November 2019.
3. In view of Para 1 and 2, Department has decided to make the following year end arrangements for the timely processing of appointments and salary payments of employees. No appointments should be done after Friday, 15 November 2019. This includes substitute educator's appointment. All the projected costing list for signature should be emailed to Mrs Aviwe Myaluza by Friday, 8 November 2019. You are requested to plan well ahead to avoid any hurry at the last moment.
4. All these appointment documents should be pre-audited by ICU before the appointment pack is submitted to the Treasury for Authorization of salary payments. Due to these administrative processes and to meet the deadline you are required to submit all outstanding appointment packs to HRA attention: Ms Nobesuthu Ntonga / Mrs Aviwe Myaluza by no later than 15:00 on Wednesday, 20 November 2019. The last payment process run is scheduled for Wednesday, 18 December 2019.

- **NO LATE SUBMISSION WILL BE ACCEPTED BY HRA AND DISTRICT DIRECTORS WILL HAVE TO DEAL WITH ENQUIRIES AND COMPLAINTS REGARDING OUTSTANDING SALARY PAYMENTS. THE DISTRICT DIRECTORS ARE KINDLY REQUESTED, NOT TO MAKE ANY DEMANDING REQUESTS REGARDING THE LATE SUBMISSION OF FILES WITH SENIOR MANAGERS.**



Ikamva eliqazambileyo!

YEAR END ARRANGEMENTS FOR THE TIMELY PROCESSING OF APPOINTMENTS AND SALARY PAYMENTS

5. It is of critical importance that all new appointees must receive their salary payments before 4 December 2019. Deputy Directors: HRA&P must personally quality assure the appointment packs before submission to prevent unnecessary rejections and delays.
6. If you need any further information regarding this Internal Memo, please contact Mr Jose Daniel at jose.daniel@ecdoe.gov.za , Tel 040 608 4638.
7. Kindly bring the contents of this circular to the attention of all employees under your supervision. Your full co-operation in this matter is appreciated.



**TS KOJANA
HEAD OF DEPARTMENT**

24/10/2019

DATE

