

# Presidential Youth Employment Intervention School Governing Board - User Guide



PRESIDENTIAL  
EMPLOYMENT  
STIMULUS

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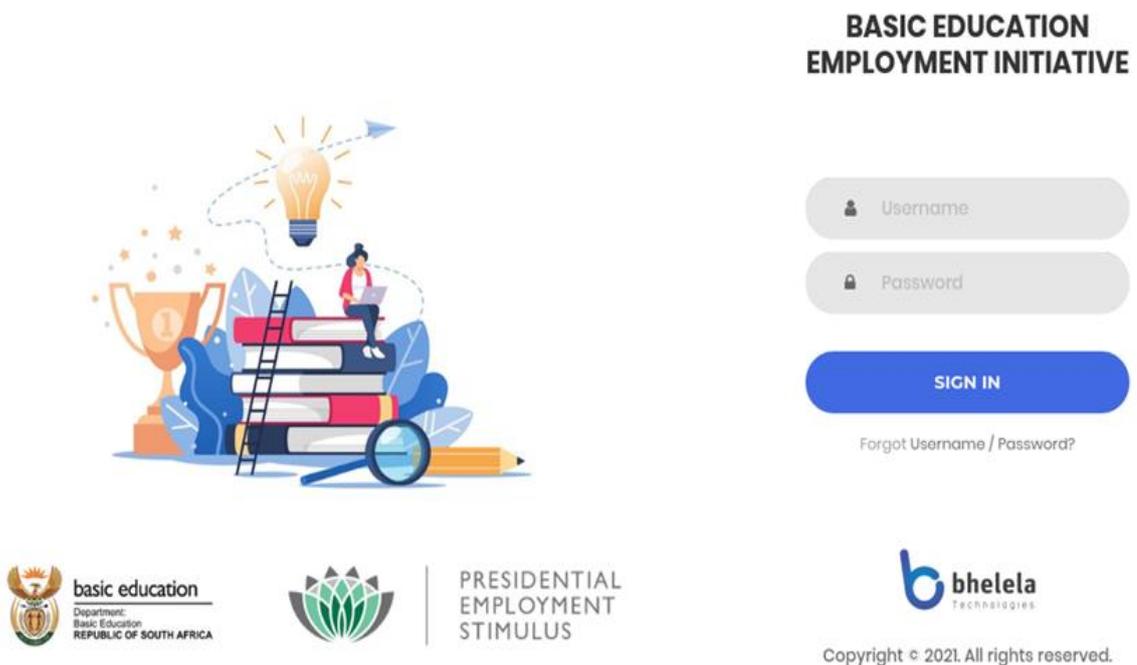
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## SGB User Guide

The PYEI-DMS system will send you the link with your log in and password. You will receive the Email from Basic Education Employment Initiative. The link to the system will take you to the following home screen.



Enter your user name and password and click sign in.

## SGB Landing Page

Tabs

Search bar

Change background colour

Profile and log out

Employment Initiative

- Dashboard
- Recruitment
- Assistants
- Terminations
- Support & Helpdesk

Search for schools by name, province, district, etc...

### School Dashboard

#### A.F Kreil VGK Primere Skool

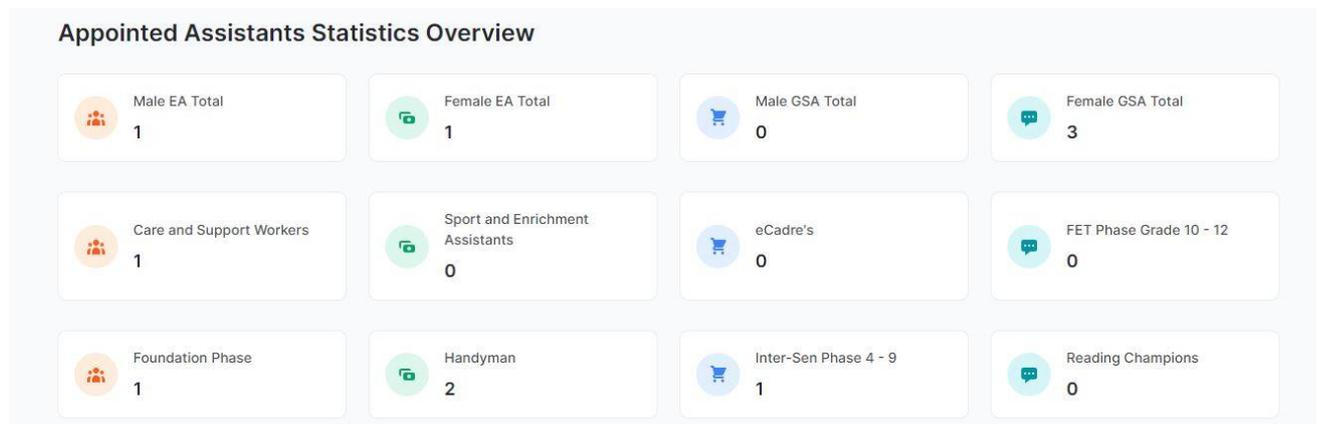
0 Assistants In A.F Kreil VGK Primere Skool are still awaiting approval. [View more --](#)

Additional Allocations Requests

EMIS Number 0127337447	Magisterial District Montagu	Circuit Manager Solomon, N	Section 21 Yes
School Type Primary School	Sector Ordinary	Quintile NQ1	Fee Status No Fee
Learners 42	New Circuit 1	Control Public	School Status Open
EA Total Allocations 9	GSA Total Allocations 23	Available EA Vacancies 7	Available GSA Vacancies 20

## Dashboard Tab

On logging in, the School dashboard will open. This will give you a summary of the school details such as the school type, number of learners, the circuit manager, the sector, the school status etc. You are also able to view how many educator assistants and General School assistants are allocation to the school.



You are able to view the Appointed Assistants Statistics of the school.

## Recruitments Tab

As the role of the SGB, this role is the only role that has the functionality to accept or decline the Assistants application to be an EA/GSA.

The dashboard for the recruitment, where you will view school level assistants' appointment waiting list, is shown as follows:

## Assistants Awaiting Appointment

ASSISTANT	SCHOOL	PROVINCE	DISTRICT	CRIMINAL CHECK	ID VERIFICATION	ACTION
Sinead Joubert	A.F Kreil VGK Primere Skool	Western Cape	Cape Winelands	Pending	Pending	<a href="#">Update Status</a>



### Assistant Verification & Appointment

[View Assistants Documents](#)

<p>Recommendation From</p> <p>A.F Kreil VGK Primere Skool</p>	<p>ID Number</p> <p>8906022843189</p>	<p>Date of Birth</p> <p>02-06-1989</p>	<p>Age</p> <p>32</p>
<p>Citizenship</p> <p>Permanent Resident</p>	<p>Gender</p> <p>Female</p>	<p>Matric</p> <p>Yes</p>	<p>Highest Qualification</p> <p>None in None</p>

### Update Sinead Joubert's Status

ID Verification

Criminal Check

Appointment Status

Appointment Status Comment

Appointment Category

Contract Start Date

Contract End Date

[Update Recommendation Status](#)

This is where you will find the relevant details for the waiting appointed assistant.

This is where you will Appoint or Decline an assistants' application, Verify ID & Criminal check, Set Contract start & End Dates and appoint them to a certain category for the EA/GSA roles.

## Assistant Tab

On the Assistants Tab dashboard, you'll see Assistants who have been appointed at the school.

### Appointed Assistants

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9
Mo Sebetseba	01-10-1995	Female	South African Citizen	EA	Foundation Phase
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW

## Termination Tab

View assistant's termination list and view/download assistants' termination letter.

Terminations & Resignations				
ASSISTANT NAMES	APPOINTMENT	TERMINATION REASON	TERMINATION DATE	TERMINATION LETTER
Naphtaly Smenyomfs	EA - FET Phase Grade 10 - 12	Got a better work offer.	2021-06-30	<a href="#">View</a>
Noziphiwe Tshabalala	GSA - LSA	Got a better work offer.	2021-07-22	<a href="#">View</a>
Akhona Dukuza	EA - Foundation Phase	Underperformance	2021-08-09	<a href="#">View</a>
Naphtaly Sebetseba	EA - Foundation Phase	Got a better work offer.	2021-09-28	<a href="#">View</a>
Naphtaly Sebetseba	EA - Foundation Phase	AWOL	2021-09-30	<a href="#">View</a>
Songo Dukuza	EA - Foundation Phase	passed on	2021-10-22	<a href="#">View</a>
Kiera Mawing	GSA - SEA	resigned	2021-10-22	<a href="#">View</a>
Akhona Mbobo	GSA - Handyman	resigned	2021-10-20	<a href="#">View</a>
Tello Khodumo	GSA - SEA	passed on	2021-10-25	<a href="#">View</a>
Akhona Dukuza	GSA - SEA	death	2021-10-21	<a href="#">View</a>

## Support and Helpdesk

Access to helpdesk

Notes: