

# Presidential Youth Employment Intervention

## School Administrator - User Guide



PRESIDENTIAL  
EMPLOYMENT  
STIMULUS

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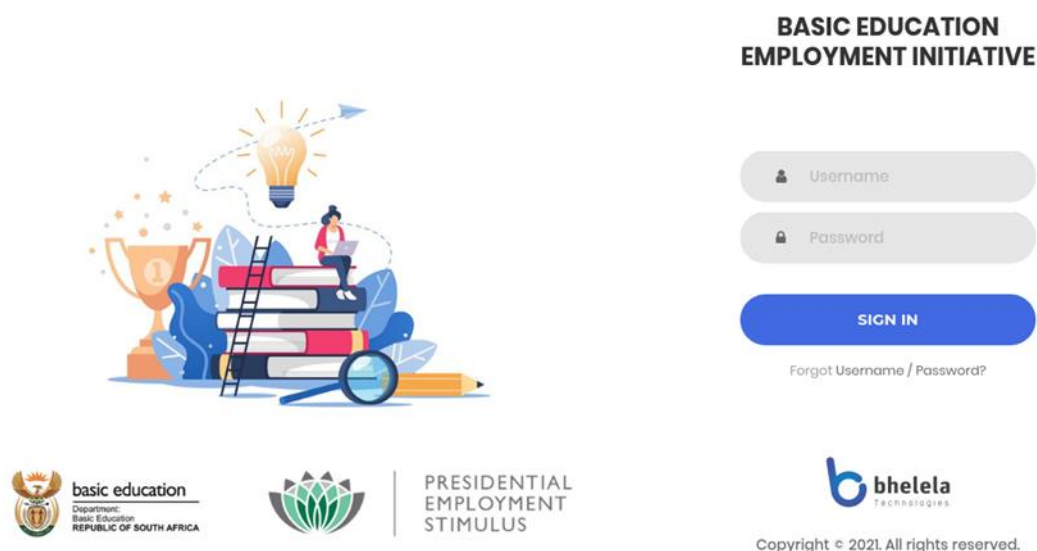
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## **School Administrator** **Log in**

The PYEI DMS system will send you the link with your log in username 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 username and password, then click the sign in button.

## School Administrators Landing page

Profile and log out

Menu Tabs

Search bar

Change background colour

**Employment Initiative**

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

**School Dashboard**  
**A.F Kreil VGK Primere Skool**

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

**Appointed Assistants Statistics Overview**

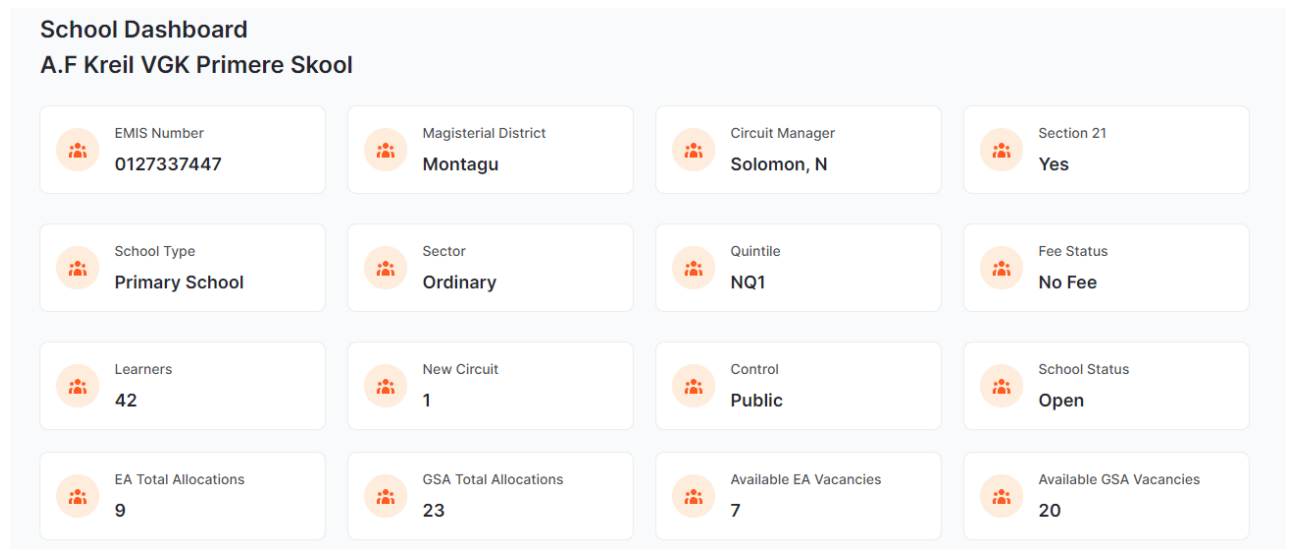
Male EA Total <b>1</b>	Female EA Total <b>1</b>	Male GSA Total <b>0</b>	Female GSA Total <b>3</b>
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**Menu Tabs:**

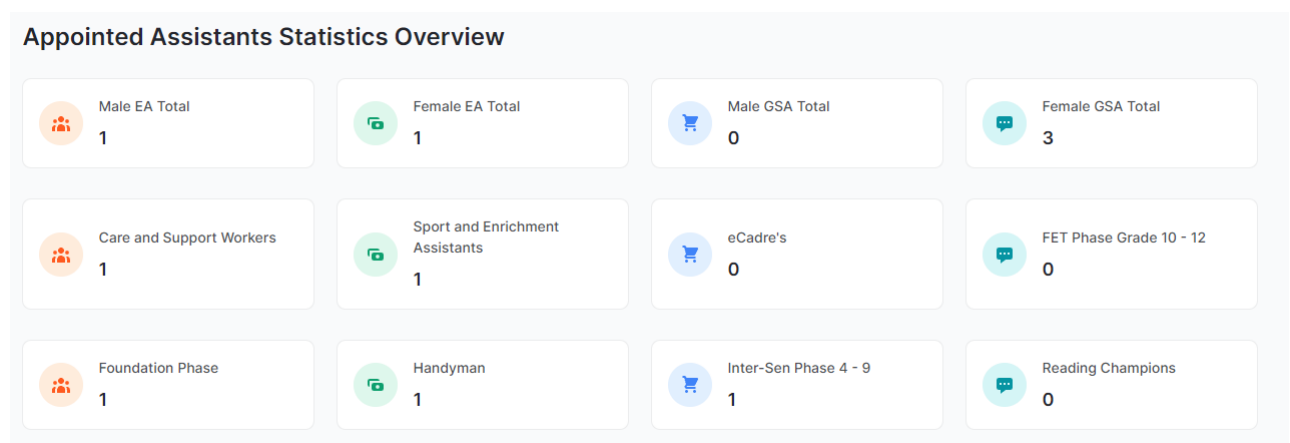
- Dashboard
- Recruitment
- Assistants
- Human Resources
- Terminations
- Performance
- Payroll
- Training
- Surveys
- Certificates
- Complaints
- Notices
- Reports
- Support & Helpdesk

## **Dashboard Tab**

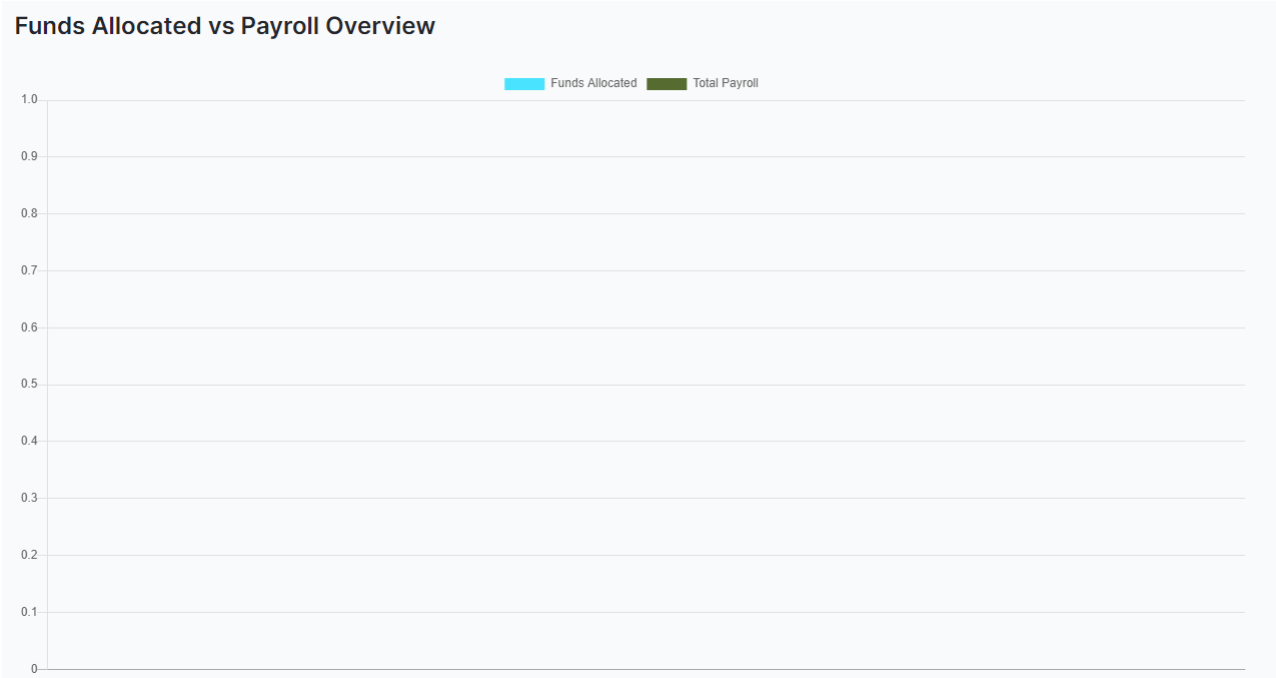
On logging in, the School Admin dashboard will open. This will give you a summary of the EMIS Number Magisterial district, Circuit Manager, Section 21 status, School Type, Sector, Quintile, Fee Status, Learners, New Circuit, Control, School Status, EA Total Allocation, GSA Total allocation, Available EA Vacancies, Available GSA Vacancies.



## **Appointed Assistants Statistics Overview**



**Funds Allocated vs Payroll Overview.**



**Recruitment Tab**

On the recruitment tab you are able to view Recommendations and Assistants pending appointment waiting list.

**Recommendations**

1 Assistant Recommendations are still awaiting appointment. (See Table Below) [Add New Assistant Recommendation +](#)

**Assistants Pending Appointment**

ASSISTANT NAMES	SCHOOL	PROVINCE	DISTRICT	CRIMINAL CHECK	ID VERIFICATION	STATUS	EDIT
Naphtaly Sebetseba	A.F Kreil VGK Primere Skool	Western Cape	Cape Winelands	Cleared	Verified	Not Appointed.	<a href="#">Update</a>

The criminal check will either be Cleared or Pending and ID Verification on Verified or Pending.

**Adding a new assistant**

Click on the Add New Assistant recommendation highlighted in blue at the top of the right hand side. The following tab will open up to verify the ID Number.

Only EA's and GSA that were registered with SA Mobi will be allowed to be captured.

**Assistant Recommendation**

Enter ID Number

[Verify ID Number](#)

## Assistants Tab

On the Assistants Tab that's when you'll see Assistants who've been appointed at the school.

**Appointed Assistants**

[Assign Mentor to Assistant](#)

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW ASSISTANT	ATTENDANCE
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	<a href="#">View Profile</a>	<a href="#">View / Add</a>
Mo Sebetseba	01-10-1995	Female	South African Citizen	EA	Foundation Phase	<a href="#">View Profile</a>	<a href="#">View / Add</a>
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman	<a href="#">View Profile</a>	<a href="#">View / Add</a>
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW	<a href="#">View Profile</a>	<a href="#">View / Add</a>
Tello Khodumo	17-04-1993	Female	South African Citizen	GSA	SEA	<a href="#">View Profile</a>	<a href="#">View / Add</a>

From that tab you will be able to assign a mentor to the Assistant by clicking the highlighted Blue tab at the top left hand corner.

**Assign Mentor to Assistant**

Assistant Name

Mentor

[Assign Mentor](#)

Only mentors loaded on the DMS system will be able to be assigned.

## Terminations and Resignations Tab

On this tab there is a snap shot of all the terminations that have taken place at the school. Allowing you to view the termination letter.

Terminations & Resignations				
Terminate Assistant's Contract				
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>

Should you have an assistant that is being terminated you will click the blue highlighted tab "Terminate Assistant's Contract". The following tab will open:

### Assistant Termination

#### Assistant being Terminated

Mo Sebetseba

#### Termination Type

Dismissal

#### Reason

Termination Reason

#### Termination Date

yyyy / mm / dd

#### Letter of Termination

[Browse...](#) No file selected.

Select the EA / GSA from the drop down arrow.

Select the Termination type and reason and complete the termination date.

Upload the letter of termination by uploading the file.

Click submit termination.

[Submit Termination](#)



## Performance Tab

View assistants' performance rating list, history and add a new performance rating.

Assistant Performance					
ASSISTANT NAMES	MENTORED BY	JOB CLASS	APPOINTMENT CATEGORY	VIEW PAST PERFORMANCES	ADD NEW PERFORMANCE
Naphtaly Sebetseba	William Bobo	EA	Inter-Sen Phase Gr 4-9	<a href="#">View Ratings</a>	<a href="#">Add Rating</a>
Mo Sebetseba	William Bobo	EA	Foundation Phase	<a href="#">View Ratings</a>	<a href="#">Add Rating</a>
Naphtaly Sebetseba	William Bobo	GSA	Handyman	<a href="#">View Ratings</a>	<a href="#">Add Rating</a>
Tsepo Mooi	William Bobo	GSA	CSW	<a href="#">View Ratings</a>	<a href="#">Add Rating</a>
Tello Khodumo	William Bobo	GSA	SEA	<a href="#">View Ratings</a>	<a href="#">Add Rating</a>

To add a new performance rating click “add rating”

The following tab will appear:

**Assistant Performance**

[View Previous Ratings](#)

**Add Mo Sebetseba's Performance Rating**

**Month**  
October-2021

**1. Attendance**

**2. Reliability**

Slide the circle under the performance to rate the EA / GSA

## Payroll Tab

View School payroll history and add a payroll.

A.F Kreil VGK Primere Skool's Assistants on Payroll				
ASSISTANT NAMES	MENTORED BY	JOB CLASS	APPOINTMENT CATEGORY	ADD NEW PAYROLL
Naphtaly Sebetseba	William Bobo	EA	Inter-Sen Phase Gr 4-9	<a href="#">Add Payroll</a>
Mo Sebetseba	William Bobo	EA	Foundation Phase	<a href="#">Add Payroll</a>
Naphtaly Sebetseba	William Bobo	GSA	Handyman	<a href="#">Add Payroll</a>
Tsepo Mooi	William Bobo	GSA	CSW	<a href="#">Add Payroll</a>
Tello Khodumo	William Bobo	GSA	SEA	<a href="#">Add Payroll</a>

Click on Add Payroll

×

Select the Assistants Name and month and save payroll.

Payroll (A.F Kreil VGK Primere Skool)

Assistant Name

Mo Sebetseba

Month

October-2021

Save Payroll

## Training Tab

View Available training course list and also able to view assistants who have registered for the training.

Assistants Training Schedule			
Available Courses on Academy			
SCHOOL	COURSE	TRAINING FROM	VIEW REGISTERED ASSISTANTS
All	Orientation (Compulsory)	2021-06-07 16:31:06	<a href="#">View</a>
All	SoP for COVID-19	2021-06-23 15:12:36	<a href="#">View</a>
All	NSSF (Compulsory)	2021-06-23 15:13:11	<a href="#">View</a>
All	ICT Skills (Compulsory)	2021-06-23 15:13:51	<a href="#">View</a>
All	Curriculum	2021-06-23 15:14:08	<a href="#">View</a>
All	eCadre (ICT)	2021-06-23 15:14:48	<a href="#">View</a>
All	Handymen	2021-06-23 15:15:05	<a href="#">View</a>
All	Reading Champions	2021-06-23 15:15:27	<a href="#">View</a>
All	Learner Support Agents (LSA)	2021-06-23 15:16:10	<a href="#">View</a>
All	Child and Youth Care Worker (CYCW)	2021-06-23 15:17:02	<a href="#">View</a>
All	Financial Literacy	2021-07-02 10:52:17	<a href="#">View</a>

## Surveys Tab

View available surveys and also can take a survey.

### School Admin Surveys

#	DATE CREATED	SURVEY CODE	SURVEY TITLE	TAKE SURVEY URL
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## Certificate Tab

School Administrator is able to view appointed assistants document list. And can also view and download appointed assistants' certificates.

### Appointed Assistant Certificates & Qualifications

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW ASSISTANT
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	<a href="#">View Certificates</a>
Mo Sebetseba	01-10-1995	Female	South African Citizen	EA	Foundation Phase	<a href="#">View Certificates</a>
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman	<a href="#">View Certificates</a>
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW	<a href="#">View Certificates</a>
Tello Khodumo	17-04-1993	Female	South African Citizen	GSA	SEA	<a href="#">View Certificates</a>

## Complaints Tab

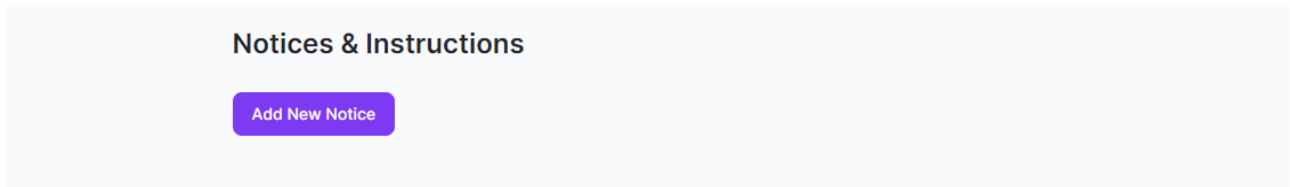
View complaints details of assistants' and also update complaints status

### Assistant Complaints

ASSISTANT NAMES	COMPLAINT TITLE	JOB CLASS	MENTOR	STATUS	VIEW COMPLAINT / TAKE ACTION
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Resolved	<a href="#">View Details</a>
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	<a href="#">View Details</a>
Naphtaly Sebetseba	training	EA	Mentor Motshwaedi	Resolved	<a href="#">View Details</a>
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Pending Action	<a href="#">View Details</a>
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	<a href="#">View Details</a>

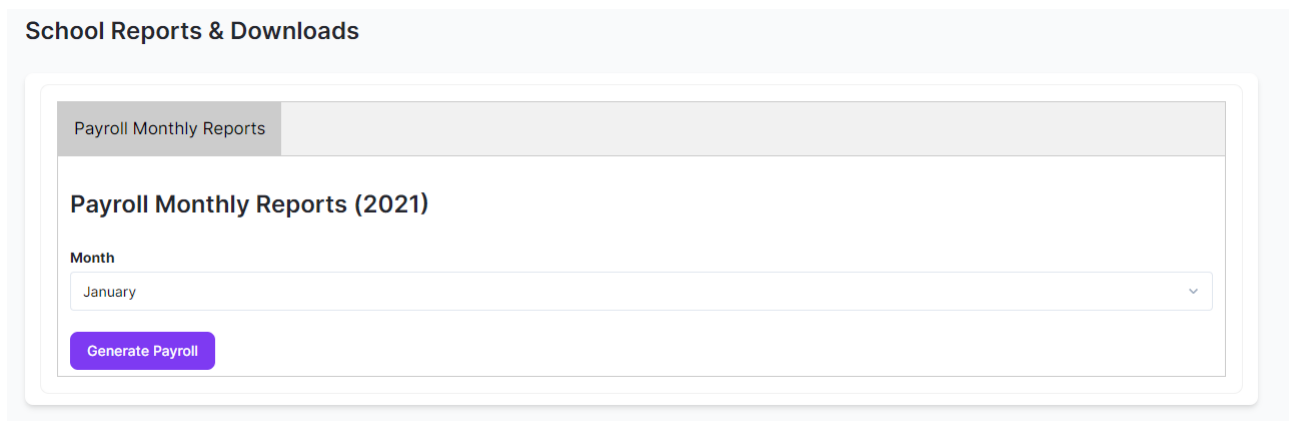
## **Notices Tab**

View notices, add new notice and view achieved notices.



## **Reports Tab**

Access School level reports and generate school reports



## **Support and Helpdesk**

Access to helpdesk

Please ensure that you create an account in order for you to log a ticket.

Notes: