




KWAZULU-NATAL PROVINCIAL ADMINISTRATION

REVIEWED PROVINCIAL PERSAL POLICY

This Reviewed Provincial Policy was approved by the KwaZulu-Natal Provincial Committee of Heads of Department (COHOD) on 22 APRIL 2016.

Signed:



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ACTING DIRECTOR-GENERAL

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KWAZULU-NATAL PROVINCIAL ADMINISTRATION PERSAL (PERSONNEL AND SALARY SYSTEM) USER POLICY

1. INTRODUCTION

- 1.1 The Personnel Salary System (Persal) is the system that is currently being utilised in the Public Service to process all salaries of employees and as a database to store all Human Resource and Salary related data.
- 1.2 An analysis of the management and utilisation of the Persal System has indicated the following areas of weakness:
- (a) Provincial Departments do not have dedicated posts of Persal Controllers on their post establishment and the duties of Persal Controllers are therefore executed by HR Officers, in addition to other Human Resource duties;
 - (b) Users are allocated Persal functions which are not in accordance with the activities contained in their job descriptions and in terms of Annexure A (Persal User Application Form);
 - (c) Poor management and control of Persal Information provided to employees/ persons; and
 - (d) An analysis of help desk queries and Persal audits has indicated that ineffective salary administration and inaccurate information on Persal is contributed to by a lack of capacity building of the users.

2. BACKGROUND

- 2.1 The KwaZulu-Natal Provincial Persal Policy was implemented with effect from 22 February 2010. This policy is being reviewed due to various audit findings and recommendations made by the Auditor-General.
- 2.2 The following stakeholders were consulted and input was received from them which assisted in the review of this policy:-
- (a) Persal Controllers at the Provincial Persal Controllers Forum;
 - (b) HR Managers at the Integrated Provincial Human Resource Management Forum;
 - (c) Office of the Premier : Central Policy Unit;
 - (d) Office of the Premier : Legal Advisory Services;
 - (e) Office of the Premier : HR Policy and Practices;
 - (f) Organised Labour; and

(g) Heads of Departments.

3. PURPOSE

The purpose of this provincial policy is to regulate and manage the usage of the Persal System in the provincial departments of the KwaZulu-Natal Provincial Government and Administration.

4. OBJECTIVES

The objectives of this provincial policy are to:-

- 4.1 Provide guidelines regarding the establishment of a Persal Controller in Provincial departments as well as to define the roles and responsibilities of all role players responsible for managing and utilising the Persal system;
- 4.2 Stipulate provisions relating to security access control;
- 4.3 Provide guidelines regarding Persal training to establish a well trained Persal user group in the Province;
- 4.4 Clearly define the responsibilities of all role-players when disclosing information from Persal;
- 4.5 Clearly define processes to assist in the management and prevention of fraud and corruption on the Persal system; and
- 4.6 Ensure that the information/data captured and stored on the Persal system is accurate, credible, reliable, regularly audited and complies with the National Minimum Information Requirements (NMIR).

5. APPLICABILITY

The provisions of this policy framework shall apply to all employees of the KwaZulu-Natal Provincial Administration and any person who utilises the Persal system.

6. DEFINITIONS AND INTERPRETATION

For the purpose of this policy framework, the following definitions are set out for the terms provided:-

“adaptor address” means the unique network card address of a personal computer, which may also be referred to as the MAC or Physical Address of a

personal computer.

“authoriser” means a user responsible for approving transactions using function #6.8.30 after the transaction has been approved by the reviser.

“Biometric Access Control System (BACS)” is a system implemented by the KZN Provincial Treasury which provides additional access control to the Persal system requiring fingerprint authentication when logging onto and utilising the Persal system.

“complete user ID” means the user ID allocated to a user which enables him/her access to the mainframe.

“Departmental Persal Controller” means the employee who manages the Persal Controller functions within a Provincial Department.

“Employee” means an employee as contemplated in the Public Service Act, 1994, as amended.

“Employer” means the State as an employer in the Province.

“exception reports” means reports which are generated programmatically by the system which reflect those instances where records or transactions do not comply with the required validations of the system.

“IP address” means a 32-bit address used to identify the adaptor address on a network.

“key Persal functions” means a list of specific essential Persal functions identified and grouped per training course.

“OTP” means the Office of the Premier.

“PC” means a Personal Computer.

“password” means a secret combination of letters and numbers which is linked to the user ID.

“PERSAL” means the Personnel and Salary System.

“Persal Controller” means an employee who manages the Persal System and Users within a Provincial Department.

“Persal number” means a unique system generated 8-digit number assigned to each employee who is appointed on the Persal System.

“Persal User ID” means the user ID allocated to a user which enables him/her access to the Persal System.

“person” is someone that is not employed on a Provincial Departments establishment but has been appointed by a Provincial Department to perform functions/duties for a Provincial Department.

“Provincial Persal Controller” means the employee who performs the transversal Persal Controller functions within the Province of KwaZulu-Natal.

“Relief Persal Controller” means the employee who is appointed to perform the functions assigned to the Persal Controller in his or her absence.

“reviser” means a Persal user who is responsible for checking and approving or disapproving another user’s transactions.

“source documentation” means an original record containing the details to substantiate any transaction instated on the Persal system.

“third party” means any person, body or organisation who is not the employer or the employee, including but not limited to financial institutions, insurance institutions, Retailers and Debtors.

“user” means any employee/person who has a user ID to access the Persal system.

7 AUTHORISATION

The development of this provincial policy has been undertaken by reviewing and considering the following legislation and documentation: -

- 7.1 Constitution, 1996
- 7.2 Public Service Act, 1994 (Proclamation No. 103 of 1994) as amended
- 7.3 Public Service Regulations, 2001, as amended

- 7.4 Public Finance Management Act, 1 of 1999
- 7.5 Treasury Regulations, 2005
- 7.6 Electronic Communications and Transactions Act, 25 of 2002
- 7.7 DPSA Public Service Handbook on the functionality of Persal to promote the optimal utilisation of the system, April 2002
- 7.8 National Minimum Information Requirements, DPSA Circular 4 of 2001

The policy for the functional operation of Persal is mainly derived from: -

- 7.9 Basic Conditions of Employment Act, 75 of 1997
- 7.10 Employment Equity Act, 55 of 1998
- 7.11 Employment of Educators Act, 76 of 1998
- 7.12 Financial Intelligence Act, 38 of 2001
- 7.13 Government Employees Pension Law, 21 of 1996
- 7.14 Income Tax Act, 28 of 1997
- 7.15 Labour Relations Act, 66 of 1995
- 7.16 Long-term Insurance Act, 52 of 1998
- 7.17 Medical Schemes Act, 131 of 1998
- 7.18 Promotion of Access to Information Act, 2 of 2000
- 7.19 Regulation of Interception of Communications and Provision of Communication-Related Information Act, 2 of 2002
- 7.20 Short-term Insurance Act, 53 of 1998
- 7.21 Skills Development Act, 97 of 1998
- 7.22 Unemployment Insurance Act, 63 of 2001
- 7.23 Usury Act, 73 of 1968
- 7.24 DPSA Public Service Handbook on Minimum information Inter Operability Standards (MIOS), September 2007
- 7.25 DPSA Minimum Information Security Standards (MISS), 4 December 1996

and Directives issued by: -

- 7.26 National Department of Education
- 7.27 National Department of Health
- 7.28 National Treasury
- 7.29 The Department of Public Service and Administration
- 7.30 KZN Office of the Premier
- 7.31 KZN Provincial Treasury
- 7.32 The South African Revenue Services

8 POLICY PROVISIONS

8.1 Access Control

- (a) The Head of Department or his or her designee in the respective Provincial Departments is responsible for appointing a dedicated Departmental Persal Controller in writing.
- (b) The employee appointed as Departmental Persal Controller must be computer literate, must have passed the Persal Controllers' Course and have extensive knowledge of the functionality and capabilities of the Persal System. The employee should also have thorough knowledge of the Public Service Regulatory Framework and Financial Administration policies and prescripts.
- (c) Once appointed as a Departmental Persal Controller, it is recommended that the employee attends all Persal courses, writes and passes the examination to further improve his/her knowledge of the Persal system, thus enabling him/her to provide efficient support to his/her users.
- (d) The Departmental Persal Controller is responsible for the creation of Persal user IDs for the following employees/persons subject to the completion and approval of the "Persal User Application Form" (Annexure A):
 - (i) Persal Controller;
 - (ii) A person employed within the Public Service who is required to work on Persal, performing functions relevant to his/her duties;
 - (iii) An Internal Auditor or a person from the Office of the Auditor-General who requires access to Persal to audit personnel and/or salary administration records; and
 - (iv) A contract worker, consultant, casual employee or intern employed by a department who is required to work on Persal.
- (e) The Persal Controller is responsible for ensuring that all Persal Users are enrolled on the KZN Biometric Access Control System (BACS) in terms of Provincial Treasury Instruction Note KZN IT-1/2009.
- (f) It is recommended that Persal Controllers, Revisers and Users should be security vetted in terms of the Minimum Information Security Standards.
- (g) The "Undertaking and Acknowledgement of Liability" form (Annexure B) must

be completed and signed in black ink by the user upon receipt of his/her user ID. By signing this document, the user acknowledges that he/she shall be held liable and responsible for all transactions performed using his/her user ID. A copy of the "Undertaking and Acknowledgement of Liability" form must be submitted to the OTP, Directorate: Persal Management and the original form must be filed by the Persal Controller in a secure location.

- (h) A Persal Manager/Controller has the mandate to refuse access, terminate or temporarily withdraw a user's access to the Persal System if:-
 - (i) the user does not sign the "Undertaking and Acknowledgment of Liability" form;
 - (ii) the "Undertaking and Acknowledgement of Liability" form is not submitted to the relevant Persal Controller;
 - (iii) there is suspected misuse of his/her user ID;
 - (iv) there is suspected fraudulent activity;
 - (v) a user ID is not utilised for a period of 30 days; and
 - (vi) a user does not comply with the training requirement as stated in paragraphs 8.3(c) and 8.3(d).
- (i) A Persal Controller must appoint a Relief Persal Controller in the event of him/her being absent from work. The "Appointment of Relief Persal Controller" form (Annexure C) must be completed. The original form must be filed by the Persal Controller in a secure location and a copy retained by the Relief Persal Controller.
- (j) The Persal Controller must ensure that the functions allocated to users are directly related to the activities contained in the user's job description and Annexure A (Persal User Application Form). Relevant motivation and approval by the user's supervisor is required if functions allocated to a user are not related to the activities contained in the user's job description. The Persal Controller and the OTP: Directorate Persal Management reserve the right to restrict the usage of certain functions.
- (k) The "Allocation/Removal of Functions" form (Annexure D) must be completed and submitted to the Persal Controller should the user require additional functions to be allocated or removed.
- (l) The "Allocation/Amendment of User's Reviser" form (Annexure E) must be completed and submitted to the Persal Controller, should there be a need to

change the users' reviser/s.

- (m) The "Allocation/Amendment of User's Authoriser" form (Annexure F) must be completed and submitted to the Persal Controller, should there be a need to allow a user to authorise transactions.
- (n) For security reasons, it is recommended that each user has his/her own computer to access the system. All user ID's must be restricted to a terminal and/or distribution unless necessary motivation as to why this is not possible is provided and approved by the Persal Manager.
- (o) No transactions can be instated, approved or authorised utilising the Persal Controller user ID. When required, the Persal Controller must create a production ID for him/herself and that production user ID must be restricted to a terminal and/or distribution unless necessary motivation as to why this is not possible is provided and approved by the Persal Manager.
- (p) A user must log off each time he/she leaves the personal computer to prevent misuse of his/her Persal User ID.
- (q) A user is strictly prohibited from utilising the user ID of another employee/person except when appointed as a Relief Persal Controller as in paragraph 8.1(i).
- (r) A Persal password must be 6 to 8 characters in length and alphanumeric. A password must be changed at least every 30 days. A password may not be the same as the previous 24 passwords used. A Persal user ID will be revoked after 3 unsuccessful password attempts or if a user ID is inactive for 30 days.
- (s) A "Persal User ID Reset" form (Annexure G) must be completed by a user and submitted to the Persal Controller for every occurrence where a user ID's password must be reset and the form must be filed in a secure location. The Persal Controller must establish and maintain a register (which must include a unique reference number for each user ID password reset occurrence) of all User ID password resets. A unique reference number must be allocated to each User ID password reset and written on the "Persal/Complete User ID Reset" form (Annexure G). The unique reference number written on the form must be the same as the number captured in the register.
- (t) A user must inform a Persal Controller immediately if he/she no longer requires access to the system by completing and submitting the "Terminate Persal User

Application Form” (Annexure H).

- (u) A supervisor must inform a Persal Controller if a user no longer requires access to the system by completing and submitting the “Terminate Persal User Application Form” (Annexure H).
- (v) Should a user or supervisor not inform a Persal Controller as indicated in (t) and (u) above, a Persal Controller must complete the Annexure H and terminate the user’s access to Persal.
- (w) The OTP: Persal Management is responsible for regulating access to the system during both normal working hours (7am to 5pm), after hours (5pm to 7am) and during weekends. The “Request to access the Persal system after official working hours” form (Annexure I) must be completed and submitted to OTP: Persal Management should a user require access to the system during weekends or after normal working hours.
- (x) All forms utilised to manage access to the system, user profiles and the administration of training must be filed by the Persal Controller in a secure location.
- (y) The activities of the Persal Controller must be independently reviewed at least once per quarter by his/her supervisor to ensure that all user ID maintenance activities performed by the Persal Controller relate to valid and approved documentation. Function 6.3.7 choice 11 (Access Security – User Activity) and 12 (Access security – reset of user ID’s) must be utilised to obtain the activities of the Persal Controller for a specific period. The Persal Controller’s supervisor may obtain the aforementioned reports from the:-
 - (i) Provincial Persal Controller when auditing the Departmental Persal Controller; and
 - (ii) Departmental Persal Controller when auditing a Persal Controller.

8.2 Disclosure Of Persal Information

- (a) A user must keep any information obtained by him/her through the use of the Persal System confidential and take all reasonable steps and precautions to ensure that such information remains strictly confidential and that any person or third party does not obtain unauthorised access thereto.
- (b) Attending to requests for verification of employment by a third party (e.g. Financial Institution, Insurance Institution or Debtor), the third party must

provide all the information and the user may only affirm or refute the correctness of the given information.

- (c) A user may not disclose any personal or other information, stored on the Persal System, regarding an employee or the employer's organisation to any other employee, person or third party unless the employee, person or third party has the necessary authority to receive such information in terms of any relevant legislation (including, but not limited to, the Public Audit Act, 25 of 2004 and the Income Tax Act, 58 of 1962), a court order or relevant departmental delegations of authority.
- (d) The OTP: Persal Management can provide Persal information to the following including but not limited to, the relevant Provincial Departments, SARS and the Auditor-General. In order to obtain Persal information from the OTP: Persal Management, it is necessary for the "Persal Information Request" form (Annexure J) to be completed and signed by the Persal Controller. The OTP: Persal Management reserves the right not to provide Persal information.
- (e) It is the responsibility of any user who has access to extract information from the Persal System in the form of a printed report, work file, electronic report or a screen print to maintain a register of the details of the information supplied and of the person who they provided the information to. At a minimum the following information must be recorded in the register:-
 - (i) Name of requestor;
 - (ii) Contact telephone number of requestor;
 - (iii) Department or institution of requestor;
 - (iv) Name of person collecting the report;
 - (v) ID number of person collecting the report;
 - (vi) Description of information provided/collected;
 - (vii) Signature of person collecting the report; and
 - (viii) Date collected.
- (f) Identification is required prior to releasing information.
- (g) If the information is emailed to the requestor then a copy of the email must be retained and filed.

8.3 Persal Training

- (a) To promote a better understanding of Persal, ensure optimal utilisation of the system and minimise errors, it is necessary to ensure that all Persal Users are properly trained. This will contribute to ensuring that Government has credible and reliable information on its employees that will in turn contribute to informed decision-making in Government.
- (b) A user who is required to attend a Persal training course must complete the “Training Nomination” Form (Annexure K) and submit it to the Persal Controller. The Departmental Persal Controller must ensure that all nominees comply with course prerequisites as per the nomination form. The submission of the “Training Verification” Form (Annexure L) confirms attendance of a course.
- (c) For the purposes of this policy key functions have been identified and grouped per training course (Annexure M reflects the key Persal Functions per course). It is compulsory for all users to attend the Persal Introductory Course and the relevant course/s should he/she be allocated particular key functions.
- (d) Should a learner not pass the relevant course examination after three attempts, the Persal Controller or OTP: Persal Management must temporarily withdraw the user’s access and recommend that the necessary key Persal functions pertaining to the relevant course be removed. Access must be re-instated once the Persal Controller has removed the particular functions or when the learner successfully passes the examination.
- (e) The Persal Controller must remove access to the key Persal functions should an employee not attend the relevant courses and not pass the necessary examinations.
- (f) The OTP: Directorate: Persal Management reserves the right to remove an untrained user’s access to the system.
- (g) The OTP: Directorate: Persal Management reserves the right to turn away or remove a learner from a course depending on the circumstances. The OTP: Persal Management must provide written reasons to Departmental Persal Controllers explaining the circumstances.

8.4 Persal related fraudulent activity

- (a) Once fraudulent activity is suspected, the person who suspects the fraud must report it to the Departmental Persal Controller or OTP: Persal Management immediately.
- (b) The Departmental Persal Controller must temporarily withdraw access to the system from any user who may be involved in alleged fraudulent activities. The OTP: Persal Management must be notified immediately of any alleged fraudulent activity.
- (c) The Departmental Persal Controller must report the alleged fraudulent transaction/s immediately to the Departmental Internal Control/Audit unit for investigation. The Departmental Persal Controller must notify the OTP: Persal Management of the alleged fraudulent activity.
- (d) The Persal Controller must ensure that all relevant Persal evidence and source documents are made readily available to the Departmental Internal Control/Audit unit, auditing company or South African Police Services for the investigation to be conducted.
- (e) The Departmental Persal Controller or Internal Control/Audit Unit must submit progress reports regarding alleged fraudulent activities to the OTP: Persal Management on a regular basis until finalisation of the investigation.
- (f) Any user who has been found guilty of misusing the Persal system by inter alia disclosing confidential Persal information to any other person, shall have disciplinary action taken against him or her.
- (g) Once a Persal user has been found guilty of committing fraudulent activity on Persal, such user must no longer be allowed access to the system.

8.5 Compliance with National Minimum Information Requirements (NMIR)

- (a) The NMIR prescribes that Departments are required to collect and record information in the following areas:-
 - (i) Essential biographical information for all employees;
 - (ii) Current rank and salary information for all employees;
 - (iii) Education, training and development information for all employees;

- (iv) Career incidents within the public service;
- (v) Disciplinary matters;
- (vi) Leave;
- (vii) Organisational and geographical information; and
- (viii) All posts on the fixed establishment.

- (b) To enable effective planning, management and policy development, the Head of Department is responsible for ensuring that all information captured and stored on the Persal system is accurate, credible, reliable, regularly audited and complies with the National Minimum Information Requirements.

9 ROLES AND RESPONSIBILITIES

PERSAL electronically interfaces with different financial systems that are in use in Government including but not limited to financial institutions, pension funds and medical schemes. The normal day to day operation of the system is the responsibility of each Department while National Treasury is responsible for the maintenance and enhancements of the system. In Provincial Administrations, a Persal Management Office is responsible for the rendering of transversal support and services to the Provincial Departments. The effective and efficient utilisation of the Persal System is dependent on the following role players:

9.1 Persal User

- (a) Processes transactions with regard to: -
 - (i) Human Resource Planning (organisation and establishment)
 - (ii) Personnel Administration
 - (iii) Salary Administration
 - (iv) Labour Relations
 - (v) Human Resource Development
- (b) Instates a transaction based on relevant source documentation;
- (c) Maintains the data captured and stored on Persal and ensure it is accurate;
- (d) Corrects/removes exceptions (including Persal audits) on the system; and
- (e) Subjects himself/herself to on-going training and self-development.

9.2 Persal Reviser/Authoriser

- (a) Approves/authorises suspense file transactions in terms of local delegations and Public Service Directives and/or internal departmental policies;
- (b) Approves or authorises a transaction based on relevant source documentation;
- (c) Implements measures to ensure the updating and maintenance of the system

to ensure credible and reliable information;

- (d) Promotes compliance with the National Minimum Information Requirements (NMIR);
- (e) Extracts reports from function #6.8.70 to monitor faulty, rejected transactions and transactions awaiting approval/authorisation in respect of distributions under his/her control, on a weekly basis;
- (f) Ensures that any exceptions reflected on the exception reports are corrected on the system; and
- (g) Subjects himself/herself to on-going training and self-development.

9.3 **Persal Controller**

- (a) Controls access to Persal and ensures the selective allocation of functions to users in the department;
- (b) Registers and maintains user profiles for users and allocate specific functions in relation to their job descriptions. Detailed motivation and approval by the users supervisor is required if functions allocated to a user are not related to the user's job description;
- (c) Links users to revisers;
- (d) Links authorisers to relevant transaction code/s;
- (e) A Persal Controller may only amend/change a user ID profile based on relevant source documentation;
- (f) Conducts user profile audits by comparing the user ID profiles with the relevant approved application forms at least twice a year. Function 6.3.7 choice 1 (Functions with descriptions for Persal users) and/or 3 (Functions for Persal users) must be utilised to obtain a list of functions allocated to a user. Any functions allocated to a user where there is no supporting documentation must be removed;
- (g) Monitors user activities by running a report on function 6.3.7 choice 8 (Dormant users on the system) every quarter in order to identify users who have not accessed the Persal system for a period of 30 days. The Persal Controller must terminate user access.
- (h) Assesses and records the Persal training needs of the Department in conjunction with section heads, in order to make nominations for training courses, as and when required;
- (i) Monitors and encourages interaction between the users and revisers;
- (j) Identifies and implements Persal control and audit measures;
- (k) Ensures that the Revisers/Authorisers extract reports to monitor faulty, rejected transactions and transactions awaiting approval/authorisation in respect of distributions under his/her control, on a weekly basis;
- (l) Monitors the transactions on the suspense and transaction files and

investigates questionable transactions;

- (m) Ensures that OTP: Persal Management audits and Persal system exceptions are verified, investigated and that corrective action is taken at all times;
- (n) Manages the provision of information and statistics to appropriate parties as per section 8.2;
- (o) Evaluates and recommends changes to the system in line with Departmental policies/procedures to the Departmental Persal Controller;
- (p) Provides continuous support, guidance and training to all Persal role players within the Department; and
- (q) Subjects himself/herself to on-going training and self-development.

9.4 Departmental Persal Controller

- (a) All of the duties/responsibilities of a Persal Controller as per 9.4 above including the following:-
 - (i) Accounts for effective utilisation of the Persal System in the Department;
 - (ii) Ensures that procedure manuals are properly compiled and updated and monitors the implementation thereof;
 - (iii) Attends the monthly Provincial Persal Controllers' Forum and ensures that issues discussed are followed-up and relayed to users under his/her control;
 - (iv) Evaluates and recommends changes to the system in line with Departmental policies/procedures to the Provincial Persal Controller;
 - (v) Interacts with the BAS Controller to ensure that a reconciliation between BAS and Persal is done on a monthly basis; and
 - (vi) Subjects himself/herself to on-going training and self-development.

9.5 Provincial PERSAL Controller

- (a) Overall managerial responsibility for the technical, system support, user support and Persal training in the Province;
- (b) Controls access to Persal and ensures the selective allocation of functions to users in the Province;
- (c) Amends/changes a user ID profile of a Departmental Persal Controller based on relevant source documentation;
- (d) Ensures the orientation of all Persal users;
- (e) Ensures the creation and maintenance of codes on the departmental code file;
- (f) Manages and controls Persal circulars and messages to inform all users in the Province of important Persal issues;
- (g) Monitors and ensure the effective use of the Persal system;
- (h) Ensures professional, effective and efficient interaction between the OTP:

Persal Management and the Provincial Departments;

- (i) Implements Persal control and audit measures;
- (j) Ensures Persal supports the personnel and salary management requirements of the Province;
- (k) Evaluates and recommends/rejects Persal System change requests;
- (l) Manages the provision of information and statistics to appropriate parties;
- (m) Advises Provincial Departments as to the functionality of the Persal system and reports that are available;
- (n) Acts as a Persal Advisor to all Provincial Departments;
- (o) Attends the monthly Provincial Persal Controllers' Forum;
- (p) Ensures compliance with the "Provincial Persal Policy"; and
- (q) Subjects himself/herself to on-going training and self-development.

9.6 Provincial PERSAL Manager

- (a) Takes overall managerial accountability and responsibility for the effective and efficient management of the Persal system in the Province, including capacity building, information and compliance and system and user support;
- (b) Chairs the Provincial Persal Controller's Forum and represents the Province at the National Persal User Forum;
- (c) Ensures that the Persal System supports sound and effective personnel and salary management in the provincial administration;
- (d) Oversees the implementation of audit and control measures (pertaining to personnel and salary management and Persal data);
- (e) Monitors the performance of all Persal Controllers;
- (f) Ensures professional, effective and efficient interaction between the Province and National Treasury (Persal);
- (g) Provides strategic advice to the Management of Provincial Departments and the KZN Executive Council regarding Persal;
- (h) Establishes a well-trained Persal user group (including control & standards for Persal training in the Province);
- (i) Implements measures to ensure a comprehensive and updated primary information source;
- (j) Provides guidelines to the Provincial Persal Controller on information requirements;
- (k) Ensures that technical support of Persal is delivered;
- (l) Ensures that strategic decisions are implemented and maintained;
- (m) Ensures that an effective Persal Management infrastructure is in place and maintained;
- (n) Ensures that the functions and capabilities of Persal are optimally utilised; and
- (o) Subjects himself/herself to on-going training and self-development.

10 MONITORING, EVALUATION AND CONTROL

- 10.1 The responsibility for monitoring and evaluating the compliance of the provisions of this KwaZulu-Natal Provincial Persal Policy resides with the OTP: Persal Management in the Chief Directorate: Strategic Human Resources.
- 10.2 The progress on the implementation of this Provincial Persal Policy must be monitored and evaluated on an annual basis and corrective steps must be taken, where necessary.
- 10.3 Factors influencing the content of this policy such as changes in legislation affecting the functionality of Persal or implementation of new systems will be taken into consideration and the policy document will be amended or reviewed accordingly.
- 10.4 This policy is the official transversal policy of the Province of KwaZulu-Natal and no deviations by Provincial Departments are permitted.

11 IMPLEMENTATION DATE

This policy will come into effect on 24/10/2016.

- Annexure A : Persal User Application Form
- Annexure B : Undertaking & Acknowledgement of Liability
- Annexure C : Appointment of Relief Persal Controller
- Annexure D : Allocate/Removal of Functions
- Annexure E : Allocation/Amendment of user's reviser form
- Annexure F : Allocate/amend Users Authoriser
- Annexure G : Persal User ID reset
- Annexure H : Terminate Persal User Application Form
- Annexure I : Request to access the Persal System after official working hours
- Annexure J : Persal Information Request
- Annexure K : Training Nomination Form
- Annexure L : Training Verification Form
- Annexure M : Key Persal Functions



PERSAL USER APPLICATION FORM

1. Create NEW User

☐

2. Amend CURRENT User

☐

USER DETAILS:-

Surname			
Full Name(s)			
Persal Number		Identity Number	
Job Title Description			
Telephone Number		Fax Number	
E-Mail Address			
Office Number		Floor	
Building Name			
Street Address			
Town			
Department		Component No.	
Component Description			

REVISER DETAILS:-

Surname		Initials	
Persal Number		Persal User ID	

DETAILS OF THE COMPUTER WHICH THE USER WILL UTILISE FOR ACCESSING PERSAL:-

PC Stock Number		PC Operating System	
IP Address			
LU Address			
Adapter/MAC/Physical Address			
Is Persal printing facility required?			

MOTIVATION FOR CREATION OF A USER ID (please attach a copy of signed job description):-

NAME OF USER (Please print name)	SIGNATURE	DATE
--	------------------	-------------

HEAD OF OFFICE / SECTION			
Name			
Persal No.		E-mail	
Telephone No.		Cell No.	
Signature		Date	

APPROVED / NOT APPROVED			
HEAD OF INSTITUTION / DIRECTORATE / REGIONAL DIRECTOR			
Name			
Persal No.		E-mail	
Telephone No.		Cell No.	
Signature		Date	

FOR OFFICE USE ONLY				
Complete ID			Persal ID	
Controller Name			Controller ID	
Controller Tel. No.			Controller Cell No.	
Component			Component group(s)	
Persal Region			Linked to distribution(s)	
Linked to LU address			Undertaking Received	YES NO
Desktop Audit Complete	YES	NO		

SIGNATURE (CONTROLLER)

DATE

Date Revised: February 2016



PERSAL FUNCTIONS

2.1 GENERAL UTILITIES

2.1.1	Calculate maximum finance instalment	<input type="checkbox"/>
2.1.2	Calculate factor/motor finance instalment	<input type="checkbox"/>
2.1.3	Factor table for R1 motor finance instalment	<input type="checkbox"/>
2.1.4	Cash equivalent - free or cheap housing	<input type="checkbox"/>
2.1.5	Test account number	<input type="checkbox"/>
2.1.6	Calculation of weekly time sheets	<input type="checkbox"/>
2.1.7	Load codes for occupational adjustment	<input type="checkbox"/>
2.1.9	Severance package quotation	<input type="checkbox"/>
2.1.10	Purchase of service quotation	<input type="checkbox"/>
2.1.11	File tracking	<input type="checkbox"/>
2.1.12	External Bursary	<input type="checkbox"/>
2.1.13	ACB CDV Routine (Test bank a/c no)	<input type="checkbox"/>
2.1.20	Central redeployment database	<input type="checkbox"/>
2.1.22	Requirements for human resource audit	<input type="checkbox"/>
2.1.23	Statistics SA: information for employment	<input type="checkbox"/>
2.1.24	Function Enquiries	<input type="checkbox"/>
2.1.25	Exception Reports: Updates done for Audit	<input type="checkbox"/>

3.2 ORGANISATIONAL STRUCTURE ADMINISTRATION

3.2.1	Update: Component information	<input type="checkbox"/>
3.2.2	Update: Substructure of a component	<input type="checkbox"/>
3.2.	Enquiry: Component information	<input type="checkbox"/>
3.2.4	Enquiry: Substructure of a component	<input type="checkbox"/>
3.2.5	Update: Sub component information	<input type="checkbox"/>
3.2.6	Enquiry: Sub component information	<input type="checkbox"/>
3.2.7	Update: Substructure of a sub component	<input type="checkbox"/>
3.2.8	Enquiry: Substructure of a sub component	<input type="checkbox"/>
3.2.9	Component movement	<input type="checkbox"/>
3.2.10	Sub component movement	<input type="checkbox"/>
3.2.11	Update: purpose & functions	<input type="checkbox"/>
3.2.12	Enquiry: purpose & functions	<input type="checkbox"/>
3.2.13	Report: component structure	<input type="checkbox"/>
3.2.14	Report: Sub component structure	<input type="checkbox"/>
3.2.15	Component/sub component link report	<input type="checkbox"/>
3.2.16	Enquiry: upwards deploy of comp structure	<input type="checkbox"/>
3.2.17	Responsibility report	<input type="checkbox"/>
3.2.18	Enquiry: Objective & responsibility comb	<input type="checkbox"/>
3.2.19	Matrix for personnel expenses	<input type="checkbox"/>
3.2.20	Report: Matrix for personnel expenses	<input type="checkbox"/>
3.2.21	Enquiry: Matrix for personnel expenses	<input type="checkbox"/>

3.3 ESTABLISHMENT ADMINISTRATION

3.3.1	Create: Posts	<input type="checkbox"/>
3.3.2	Amend: Posts	<input type="checkbox"/>
3.3.3	Abolish: Posts	<input type="checkbox"/>
3.3.4	Enquiry: Posts	<input type="checkbox"/>

3.3.5	Freeze/release: posts	<input type="checkbox"/>
3.3.6	Lending out/cancel lending out: posts	<input type="checkbox"/>
3.3.7	Activate: posts approved in principle	<input type="checkbox"/>
3.3.8	Reserve/cancel reservation: posts	<input type="checkbox"/>
3.3.8	Enquiry: reserved posts	<input type="checkbox"/>
3.3.10	Enquiry: abolished posts	<input type="checkbox"/>
3.3.11	Enquiry: posts per objective	<input type="checkbox"/>
3.3.13	Couple/uncouple posts	<input type="checkbox"/>
3.3.14	Mass movement of vacant posts	<input type="checkbox"/>
3.3.17	Update: Change of object per component	<input type="checkbox"/>
3.3.18	Comparison: Sessions and appointments	<input type="checkbox"/>
3.3.19	Mass abolishment of posts	<input type="checkbox"/>
3.3.20	Reports3.3.21 - Enquiry post history - posts	<input type="checkbox"/>
3.3.22	Enquiry post history - Persal number	<input type="checkbox"/>
3.3.23	Enquiry abnormal appointments	<input type="checkbox"/>

3.5 ESTIMATES - FIXED ESTABLISHMENT

3.5.1	Update: estimate details per post	<input type="checkbox"/>
3.5.2	Enquiry: estimate details per post	<input type="checkbox"/>
3.5.3	Enquiry: % provision & estimate period	<input type="checkbox"/>
3.5.90	Reports: fixed establishment	<input type="checkbox"/>

4.2 PERSONNEL PROVISIONING

4.2.1	Create: system generated id number	<input type="checkbox"/>
4.2.2	Enquiry: system generated id number	<input type="checkbox"/>
4.2.3	Create: offer	<input type="checkbox"/>
4.2.4	Create: assumption of duty 1	<input type="checkbox"/>
4.2.5	Create: assumption of duty 2	<input type="checkbox"/>
4.2.6	Amend: offer	<input type="checkbox"/>
4.2.7	Cancel: offer	<input type="checkbox"/>
4.2.8	Enquiry: offer	<input type="checkbox"/>
4.2.9	Enquiry: incomplete appointment	<input type="checkbox"/>
4.2.10	Translation in nature of appointment	<input type="checkbox"/>
4.2.12	Enquiry: incomplete transfers	<input type="checkbox"/>
4.2.13	Shortened assumption of duty	<input type="checkbox"/>
4.2.14	Additional particulars: part time teachers	<input type="checkbox"/>
4.2.15	Enquiry: qualifications during offer	<input type="checkbox"/>
4.2.16	Previous assumption of duty	<input type="checkbox"/>
4.2.17	Cancel System Generated System ID-Number	<input type="checkbox"/>

4.3 GENERAL PERSONNEL ADMINISTRATION

4.3.1	Enquiry: basic information	<input type="checkbox"/>
4.3.2	Amend: basic information	<input type="checkbox"/>
4.3.3	Amend: employment information	<input type="checkbox"/>
4.3.4	Create: service record	<input type="checkbox"/>

4.3.5	Amend: service record	<input type="checkbox"/>
4.3.6	Create: security clearance	<input type="checkbox"/>
4.3.7	Amend: security clearance	<input type="checkbox"/>
4.3.8	Enquiry: security clearance	<input type="checkbox"/>
4.3.16	Create: hints and bonus	<input type="checkbox"/>
4.3.17	Amend: hints and bonus	<input type="checkbox"/>
4.3.18	Enquiry: hints and bonus	<input type="checkbox"/>
4.3.19	Create: health profile	<input type="checkbox"/>
4.3.20	Amend: health profile	<input type="checkbox"/>
4.3.21	Enquiry: health profile	<input type="checkbox"/>
4.3.22	Create: purchase of service	<input type="checkbox"/>
4.3.23	Enquiry: purchase of service	<input type="checkbox"/>
4.3.24	Cancel: purchase of service	<input type="checkbox"/>
4.3.25	Grievances and representations	<input type="checkbox"/>
4.3.35	Injury on duty	<input type="checkbox"/>
4.3.45	Enquire: estimated pension	<input type="checkbox"/>
4.3.48	Amend appointment date function	<input type="checkbox"/>
4.3.50	Receive: Service and Leave records	<input type="checkbox"/>
4.3.51	Send: Service and Leave records	<input type="checkbox"/>
4.3.52	Enquiry: Employees per pay point	<input type="checkbox"/>
4.3.53	Learnership	<input type="checkbox"/>
4.3.54	Internship	<input type="checkbox"/>
4.3.99	Enquiry by Surname	<input type="checkbox"/>

4.4 PERSONNEL DEVELOPMENT

4.4.1	Post training requirements	<input type="checkbox"/>
4.4.2	Schedule training	<input type="checkbox"/>
4.4.3	Register training results	<input type="checkbox"/>
4.4.4	Nominate candidates	<input type="checkbox"/>
4.4.5	Create: training results (groups)	<input type="checkbox"/>
4.4.6	Enquiry: training results	<input type="checkbox"/>
4.4.8	Departmental courses report	<input type="checkbox"/>

4.5 SERVICE CONDITIONS AND BENEFITS

4.5.1	Enquiry: service conditions and benefits	<input type="checkbox"/>
4.5.2	Contracts	<input type="checkbox"/>
4.5.4	Leave	<input type="checkbox"/>
4.5.5	Transport	<input type="checkbox"/>
4.5.6	Interest free loans	<input type="checkbox"/>
4.5.9	Day care centres	<input type="checkbox"/>
4.5.10	Equipment	<input type="checkbox"/>
4.5.11	Enquiry: leave/leave credits	<input type="checkbox"/>
4.5.13	Amend: yearly leave	<input type="checkbox"/>
4.5.14	Home owners deduction	<input type="checkbox"/>
4.5.15	Home owners allowance	<input type="checkbox"/>
4.5.16	Enquiry: home owners scheme	<input type="checkbox"/>

4.5.17	Amend leave credits	<input type="checkbox"/>	4.7.3	Withdrawal of service termination	<input type="checkbox"/>	4.8.47	Education performance evaluation reports	<input type="checkbox"/>
4.5.18	State guarantee scheme	<input type="checkbox"/>	4.7.4	Enquiry: Departmental commitment	<input type="checkbox"/>	4.8.48	Internship	<input type="checkbox"/>
4.5.19	State guarantee certificate	<input type="checkbox"/>	4.7.5	Change: limitation reason	<input type="checkbox"/>	4.9	PERSONS LEAVING PERSAL	
4.5.20	Motor finance	<input type="checkbox"/>	4.7.6	Amend: service termination	<input type="checkbox"/>	4.9.1	Transfer of person to another bureau	<input type="checkbox"/>
4.5.21	Subsidised motor transport – Fuel	<input type="checkbox"/>	4.7.8	Withdrawal from fund (Z102)	<input type="checkbox"/>			
4.5.22	Subsidised motor transport – Finance	<input type="checkbox"/>	4.7.9	Approval of Z102	<input type="checkbox"/>			
4.5.23	Subsidised motor transport - Maintenance	<input type="checkbox"/>				4.10	GENERAL PERS ADMIN SUPPORT RECORD	
4.6	PERSONNEL UTILISATION		4.8	PERSONNEL ADMINISTRATION REPORTS		4.10.1	Enquiry drivers licences	<input type="checkbox"/>
4.6.4	Relocation	<input type="checkbox"/>	4.8.1	Identity number reports	<input type="checkbox"/>	4.10.3	Driver licences	<input type="checkbox"/>
4.6.5	Transfer	<input type="checkbox"/>	4.8.2	Nature of appointment reports	<input type="checkbox"/>	4.10.4	Decoration and acknowledgement	<input type="checkbox"/>
4.6.6	Movement	<input type="checkbox"/>	4.8.3	Alphabetical list of officials	<input type="checkbox"/>	4.10.15	Create: sport	<input type="checkbox"/>
4.6.7	Promotion/translation in rank	<input type="checkbox"/>	4.8.4	Numerical list of officials	<input type="checkbox"/>	4.10.16	Amend: sport	<input type="checkbox"/>
4.6.8	Authorisation for overtime	<input type="checkbox"/>	4.8.5	Terminations of service reports	<input type="checkbox"/>	4.10.17	Enquiry: sport	<input type="checkbox"/>
4.6.9	Seniority data	<input type="checkbox"/>	4.8.6	Alphabetical list per pay point	<input type="checkbox"/>	4.10.19	Create: foreign missions	<input type="checkbox"/>
4.6.10	Secondment	<input type="checkbox"/>	4.8.7	Alphabetic rank code list per pay point	<input type="checkbox"/>	4.10.20	Amend: foreign missions	<input type="checkbox"/>
4.6.11	Amend: probation review	<input type="checkbox"/>	4.8.9	Leave report	<input type="checkbox"/>	4.10.21	Enquiry: foreign missions	<input type="checkbox"/>
4.6.12	Enquiry: overtime authorisation per org	<input type="checkbox"/>	4.8.10	Age distribution report	<input type="checkbox"/>	4.11	SPECIAL FUNCTIONS: FORCES	
4.6.13	Cancel: relocation	<input type="checkbox"/>	4.8.11	Report of number of years served	<input type="checkbox"/>	4.11.21	Create: special service record	<input type="checkbox"/>
4.6.14	Terminate secondments	<input type="checkbox"/>	4.8.13	Seniority reports	<input type="checkbox"/>	4.11.22	Amend: special service record	<input type="checkbox"/>
4.6.15	Achievement acknowledgement	<input type="checkbox"/>	4.8.14	Birthday list	<input type="checkbox"/>	4.11.23	Enquiry: special service record	<input type="checkbox"/>
4.6.16	Cancel: transfer phase 1	<input type="checkbox"/>	4.8.15	List of appointments per period	<input type="checkbox"/>	4.11.24	Create: extraneous duty record	<input type="checkbox"/>
4.6.18	Probational review	<input type="checkbox"/>	4.8.16	List of decorations and awards	<input type="checkbox"/>	4.11.25	Amend: extraneous duty record	<input type="checkbox"/>
4.6.19	Enquiry: probational review	<input type="checkbox"/>	4.8.18	Summary of educators per category	<input type="checkbox"/>	4.11.26	Enquiry: extraneous duty record	<input type="checkbox"/>
4.6.20	Performance bonus	<input type="checkbox"/>	4.8.19	State Guarantees	<input type="checkbox"/>	4.11.27	Reports: special service record	<input type="checkbox"/>
4.6.23	Enquiry: Personnel evaluation questionnaire	<input type="checkbox"/>	4.8.20	Replace and entrenched appointments.	<input type="checkbox"/>	4.11.28	Change in uniform rank	<input type="checkbox"/>
4.6.26	Enquiry: eval. personnel in upper structure	<input type="checkbox"/>	4.8.22	Promotion on probation reports	<input type="checkbox"/>	4.12	PERSONNEL OFFENCES/SUSPENSIONS	
4.6.28	Create: acting/replace/entrenched posts	<input type="checkbox"/>	4.8.23	Outstanding probation review reports	<input type="checkbox"/>	4.12.1	Grievances and representations	<input type="checkbox"/>
4.6.29	Amend: acting/replace/entrenched post	<input type="checkbox"/>	4.8.24	Security clearances	<input type="checkbox"/>	4.12.2	Progressive disciplinary actions	<input type="checkbox"/>
4.6.30	Enquiry: acting/replace/entrenched post	<input type="checkbox"/>	4.8.26	Additional service record	<input type="checkbox"/>	4.12.3	Disciplinary enquiries	<input type="checkbox"/>
4.6.31	Exchange of two persons in posts	<input type="checkbox"/>	4.8.27	Disabled people	<input type="checkbox"/>	4.12.4	Suspensions	<input type="checkbox"/>
4.6.33	Relocation with the post	<input type="checkbox"/>	4.8.28	Departmental liabilities	<input type="checkbox"/>	4.12.5	Labour relations register	<input type="checkbox"/>
4.6.34	Cancel: movement	<input type="checkbox"/>	4.8.29	Bursary information report	<input type="checkbox"/>	4.12.6	Enquiry: Offences (old functions)	<input type="checkbox"/>
4.6.35	Mass relocation of personnel and posts	<input type="checkbox"/>	4.8.30	Curriculum Vitae (CV)	<input type="checkbox"/>	4.12.7	Cancel: offences/suspensions (old function)	<input type="checkbox"/>
4.6.36	Senior management package	<input type="checkbox"/>	4.8.31	Labour relations report	<input type="checkbox"/>	4.12.8	Enquiry: suspensions (old function)	<input type="checkbox"/>
4.6.37	Mass movement of personnel and posts	<input type="checkbox"/>	4.8.32	Verification reports	<input type="checkbox"/>	4.12.9	Financial misconduct reporting data	<input type="checkbox"/>
4.6.38	Relocation with the post to specific post class	<input type="checkbox"/>	4.8.33	Equipment reports	<input type="checkbox"/>	4.13	INTERDEPARTMENTAL TECHNICAL	
4.6.39	Performance agreement	<input type="checkbox"/>	4.8.34	List of transfers to or from a department	<input type="checkbox"/>	4.13.1	Subsidised motor transport: admission – Finance	<input type="checkbox"/>
4.6.40	Promotion/Translation in rank/adjustment	<input type="checkbox"/>	4.8.35	Performance agreement report	<input type="checkbox"/>	4.13.3	Subsidised motor transport admission - Maintenance	<input type="checkbox"/>
4.6.41	Disclosure of Financial interest	<input type="checkbox"/>	4.8.36	Employees not on Pay progression key scale	<input type="checkbox"/>	4.16	VERIFICATION	
4.6.42	Create: Replacement and entrenchment	<input type="checkbox"/>	4.8.37	Employees qualifying for annual pay progression	<input type="checkbox"/>	4.16.1	Verification: Appointment detail	<input type="checkbox"/>
4.6.43	Amend/Cancel: Replacement/entrenched posts	<input type="checkbox"/>	4.8.38	Learnership	<input type="checkbox"/>	4.16.2	Enquiry: Verification of app. detail	<input type="checkbox"/>
4.6.44	Enquiry: Replacement/entrenched posts	<input type="checkbox"/>	4.8.39	Pay progression awarded	<input type="checkbox"/>	4.16.3	Cancel: Verification of app. detail	<input type="checkbox"/>
4.6.45	Programmatical pay progression	<input type="checkbox"/>	4.8.40	Qualifications	<input type="checkbox"/>			
			4.8.41	Employees acting in higher posts reports	<input type="checkbox"/>	5.1	SALARY MAINTENANCE	
4.7	SERVICE TERMINATION		4.8.42	Nomination of beneficiaries for Persal payouts	<input type="checkbox"/>	5.2	BASIC INFORMATION	
4.7.1	Service termination	<input type="checkbox"/>	4.8.43	Drivers licences report	<input type="checkbox"/>	5.2.1	Notch/tariff adjustment	<input type="checkbox"/>
4.7.2	Enquiry: Service termination	<input type="checkbox"/>	4.8.44	Management package reports	<input type="checkbox"/>			
			4.8.45	Performance bonuses granted	<input type="checkbox"/>			
			4.8.46	Sport reports	<input type="checkbox"/>			

5.2.2	Increment details	<input type="checkbox"/>	5.5.6	Fringe benefit: free or cheap housing	<input type="checkbox"/>	5.7.25	Persons against a specific responsibility/objective	<input type="checkbox"/>
5.2.3	Medical	<input type="checkbox"/>	5.5.7	Create/split IRP5 master	<input type="checkbox"/>	5.7.26	Transactions exceeding suppl. control limits	<input type="checkbox"/>
5.2.4	Pension	<input type="checkbox"/>	5.5.8	Amend closed IRP5 details	<input type="checkbox"/>	5.7.27	Expenditure per component and per official	<input type="checkbox"/>
5.2.5	Method of payment	<input type="checkbox"/>	5.5.9	Issue of duplicate IRP5/IT3A	<input type="checkbox"/>	5.7.28	Expenditure per responsibility and objective	<input type="checkbox"/>
5.2.6	Tax	<input type="checkbox"/>	5.5.10	IRP5 – discontinued organisation	<input type="checkbox"/>	5.7.29	ACB Validation report enquiries	<input type="checkbox"/>
5.2.7	Unemployment insurance	<input type="checkbox"/>	5.5.11	Update IRP5 failing print validation	<input type="checkbox"/>	5.7.30	Backdated terminations without reversals	<input type="checkbox"/>
5.2.8	Service bonus	<input type="checkbox"/>				5.7.31	Transactions exceed the EFT limit	<input type="checkbox"/>
5.2.9	Accumulations - zero salary	<input type="checkbox"/>	5.6	SALARY ENQUIRIES		5.7.32	Sap block – supplementary runs	<input type="checkbox"/>
5.2.10	Reversal of salary	<input type="checkbox"/>	5.6.1	Enquiry: basic particulars	<input type="checkbox"/>	5.7.33	Limits exceeded per department & pay date	<input type="checkbox"/>
5.2.11	Freeze of salary	<input type="checkbox"/>	5.6.2	Enquiry: allowances/deduction/perk information	<input type="checkbox"/>	5.7.34	Create/change suppl control limits per organisation	<input type="checkbox"/>
5.2.12	Cancel unfinished supplementary record	<input type="checkbox"/>	5.6.3	Enquiry : IRP5 accumulations	<input type="checkbox"/>	5.7.35	Trans awaiting authorisation iro prog disallowance	<input type="checkbox"/>
5.2.13	Trade union details	<input type="checkbox"/>	5.6.4	Enquiry: pay slip	<input type="checkbox"/>	5.7.36	ACB recalls	<input type="checkbox"/>
5.2.14	Contract workers – amend employers contribution	<input type="checkbox"/>	5.6.5	Enquiry: pay group details	<input type="checkbox"/>	5.7.40	Commission on discretionary and other deductions	<input type="checkbox"/>
5.2.15	Retain medical benefit	<input type="checkbox"/>	5.6.6	Enquiry: pay run totals	<input type="checkbox"/>	5.7.44	Enquiry for eft transactions	<input type="checkbox"/>
			5.6.7	Enquiry: pay run totals (scroll)	<input type="checkbox"/>	5.7.45	Expenditure per program	<input type="checkbox"/>
			5.6.8	Enquiry : warrant voucher	<input type="checkbox"/>	5.7.47	Change in banking detail	<input type="checkbox"/>
5.3	ALLOWANCES AND EARNINGS		5.6.9	Enquiry: pay group details	<input type="checkbox"/>	5.7.48	Outstanding supplementary payments per period	<input type="checkbox"/>
5.3.1	General allowances	<input type="checkbox"/>	5.6.11	Enquiry: item analysis indicators	<input type="checkbox"/>	5.7.49	Inactive objectives and responsibilities	<input type="checkbox"/>
5.3.2	Overtime	<input type="checkbox"/>	5.6.12	Enquiry: archived payslip	<input type="checkbox"/>	5.7.50	Housing allowance w/o existing housing deduction	<input type="checkbox"/>
5.3.3	Hourly/daily remuneration	<input type="checkbox"/>	5.6.13	Payments per organisation per pay date	<input type="checkbox"/>	5.7.51	Pay progression summary report per key scale / org	<input type="checkbox"/>
5.3.4	Standby/shift allowance	<input type="checkbox"/>	5.6.14	Enquiry: control records	<input type="checkbox"/>	5.7.52	Pay progression preliminary report	<input type="checkbox"/>
5.3.5	Production bonus	<input type="checkbox"/>	5.6.15	Archive of archived pay slips	<input type="checkbox"/>			
5.3.6	Over-deduction	<input type="checkbox"/>	5.6.16	Enquiry: Allowance payments	<input type="checkbox"/>	5.8	EXTRAORDINARY APPOINTMENTS	
5.3.7	Abnormal payment	<input type="checkbox"/>	5.6.17	Enquiry: payments per period	<input type="checkbox"/>	5.8.1	Assumption of duty	<input type="checkbox"/>
5.3.8	Manually issued warrant vouchers	<input type="checkbox"/>	5.6.18	Officials who qualify for a pay progression	<input type="checkbox"/>	5.8.2	Amend: basic personal particulars	<input type="checkbox"/>
5.3.9	Off day compensation	<input type="checkbox"/>				5.8.3	Enquiry: basic personal particulars	<input type="checkbox"/>
5.3.10	Lump sum payments	<input type="checkbox"/>	5.7	SALARY REPORTS		5.8.4	Service termination	<input type="checkbox"/>
5.3.11	Subsistence and travelling payment	<input type="checkbox"/>	5.7.1	Re submission of salary run reports	<input type="checkbox"/>	5.8.5	Periodical allowances	<input type="checkbox"/>
5.3.12	Daily compensation	<input type="checkbox"/>	5.7.2	Re submission of month end run reports	<input type="checkbox"/>	5.8.8	Amend: appointment particulars	<input type="checkbox"/>
5.3.13	Housing allowances	<input type="checkbox"/>	5.7.3	Accumulated IRP5 accumulations	<input type="checkbox"/>	5.8.10	Reversal of salary	<input type="checkbox"/>
5.3.14	Shift work	<input type="checkbox"/>	5.7.4	Recalculation of tax	<input type="checkbox"/>	5.8.11	Extraordinary appointment reports	<input type="checkbox"/>
5.3.15	Management allowances	<input type="checkbox"/>	5.7.5	Service bonus report	<input type="checkbox"/>	5.8.12	Enquiry : IRP5 accumulations	<input type="checkbox"/>
			5.7.6	Simulate manual warrant voucher	<input type="checkbox"/>	5.8.13	Deductions	<input type="checkbox"/>
5.4	DEDUCTIONS		5.7.7	Increment report for control purposes	<input type="checkbox"/>	5.8.14	Manually issued warrant voucher	<input type="checkbox"/>
5.4.1	General deduction	<input type="checkbox"/>	5.7.8	Increase withheld for a certain period	<input type="checkbox"/>	5.8.15	Over - deductions periodic	<input type="checkbox"/>
5.4.2	Disallowance of allowance	<input type="checkbox"/>	5.7.9	Remuneration factor report	<input type="checkbox"/>	5.8.16	Enquiry: Employees per pay point	<input type="checkbox"/>
5.4.3	Garnishee order	<input type="checkbox"/>	5.7.10	Rank statistics reports	<input type="checkbox"/>	5.8.17	Casuals Leave transactions	<input type="checkbox"/>
5.4.4	Departmental deductions	<input type="checkbox"/>	5.7.11	Allowances/deductions or fringe benefit report	<input type="checkbox"/>	5.8.18	Casuals Leave enquires	<input type="checkbox"/>
5.4.5	Amend disallowance LWP/ medical arrears	<input type="checkbox"/>	5.7.12	Print address labels	<input type="checkbox"/>	5.8.19	Leave report for casuals	<input type="checkbox"/>
5.4.6	Medical deductions	<input type="checkbox"/>	5.7.14	List of persons whose salaries have been frozen	<input type="checkbox"/>	5.8.20	Withdraw: service termination	<input type="checkbox"/>
5.4.7	Discretionary deductions	<input type="checkbox"/>	5.7.15	Departmental debts older than 12 – 24 months	<input type="checkbox"/>			
5.4.8	Instate instalments i.r.o disallowance of allowance	<input type="checkbox"/>	5.7.16	Pay slips	<input type="checkbox"/>			
5.4.9	Medical dependents prior to current scheme	<input type="checkbox"/>	5.7.17	List of pay slips from archives	<input type="checkbox"/>			
			5.7.18	List of transactions from archives	<input type="checkbox"/>	6.1	SYSTEM MANAGEMENT	
5.5	FRINGE BENEFITS & IRP5 ACCUMUL.		5.7.19	Departmental deductions	<input type="checkbox"/>	6.2	CODE FILE	
5.5.1	Fringe benefit: cash equivalent	<input type="checkbox"/>	5.7.20	Deductions which exceed gross salary	<input type="checkbox"/>	6.2.1	Table enquiry (browse)	<input type="checkbox"/>
5.5.2	Amend : IRP5 accumulations	<input type="checkbox"/>	5.7.21	Simulate IRP5 accumulations	<input type="checkbox"/>	6.2.2	Table enquiry (scroll)	<input type="checkbox"/>
5.5.3	Manually issued IRP5 certificate	<input type="checkbox"/>	5.7.22	Transactions that exceeds the ACB limit	<input type="checkbox"/>	6.2.3	Table enquiry (user)	<input type="checkbox"/>
5.5.4	Recalculate IRP5 - certificates	<input type="checkbox"/>	5.7.23	Re submission last pay certificate	<input type="checkbox"/>	6.2.4	Batch processing	<input type="checkbox"/>
5.5.5	Cancel: issued IRP5	<input type="checkbox"/>	5.7.24	Actual expenditure reports	<input type="checkbox"/>	6.2.5	Create new code	<input type="checkbox"/>
						6.2.6	Change code	<input type="checkbox"/>

6.2.7	Change links between codes	<input type="checkbox"/>
6.2.8	Change synonym	<input type="checkbox"/>
6.2.9	Code enquiry (browse)	<input type="checkbox"/>
6.2.10	Code enquiry (scroll)	<input type="checkbox"/>
6.2.11	Code enquiry (multilevel)	<input type="checkbox"/>
6.2.12	Synonym enquiry	<input type="checkbox"/>
6.2.13	Leave validation rules	<input type="checkbox"/>
6.2.14	Enquiry: leave validation rules (page)	<input type="checkbox"/>
6.2.15	Enquiry: leave validation rules	<input type="checkbox"/>
6.2.16	Enquiry: Leave validation rules per NOA	<input type="checkbox"/>
6.2.17	Enquiry: Ranks/sal codes per key scale	<input type="checkbox"/>
6.2.18	Enquiry: Occupational Classification	<input type="checkbox"/>
6.2.22	Maintenance of Metadata	<input type="checkbox"/>
6.2.24	Users' Exception reports	<input type="checkbox"/>
6.2.25	Update approval and authorisation on trans	<input type="checkbox"/>
6.2.26	Enquiry higher and lower level coupling	<input type="checkbox"/>
6.2.27	Enquiry link codes	<input type="checkbox"/>
6.2.28	Persal subsystem function	<input type="checkbox"/>
6.2.29	IP address	<input type="checkbox"/>
6.2.30	Code locator	<input type="checkbox"/>
6.2.31	Enquiry – version comparison	<input type="checkbox"/>
6.2.33	Search for postal codes	<input type="checkbox"/>
6.2.34	Search for towns and settlements	<input type="checkbox"/>
6.2.35	Branch locator	<input type="checkbox"/>
6.2.36	Key scale codes enquiry	<input type="checkbox"/>
6.3 SECURITY CONTROL		
6.3.3	Enquiry: Persal User	<input type="checkbox"/>
6.3.7	Reports	<input type="checkbox"/>
6.3.9	Enquiry: Persal users under a controller	<input type="checkbox"/>
6.4 JOB SCHEDULING		
6.4.16	Enquiry: Job Request	<input type="checkbox"/>
6.4.17	Enquiry: Job Request (Scroll)	<input type="checkbox"/>
6.5 ERROR MESSAGE MAINTENANCE		
6.6 DOCUMENTATION		
6.7 MESSAGE BROADCASTING		
6.8 SUSPENSE – FILE		
6.8.10	Enquiry: Suspense File Transactions	<input type="checkbox"/>
6.8.20	Approval: Suspense File Transactions	<input type="checkbox"/>
6.8.30	Authorisation: Suspense File transactions	<input type="checkbox"/>
6.8.40	Enquiry: Links between Users and Revisors	<input type="checkbox"/>
6.8.50	Enquiry: Faults & Rejections per Distribution	<input type="checkbox"/>
6.8.51	Enquiry: Faulty Transactions	<input type="checkbox"/>
6.8.60	Suspense File Update Program (The Driver)	<input type="checkbox"/>
6.8.70	Reports	<input type="checkbox"/>
6.8.80	Enquiry: Link between User's and Transactions	<input type="checkbox"/>
6.8.90	Enquiry: Authorisation Users per Organisation	<input type="checkbox"/>

6.9 TRANSACTION FILE

6.9.10	Transaction File Transactions	<input type="checkbox"/>
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6.10 DEPARTMENTAL CODE FILE

6.10.1	Table Enquiry (Browse)	<input type="checkbox"/>
6.10.2	Table Enquiry (Scroll)	<input type="checkbox"/>
6.10.3	Table Enquiry – User	<input type="checkbox"/>
6.10.4	Batch Processing	<input type="checkbox"/>
6.10.5	Create New Code	<input type="checkbox"/>
6.10.6	Change Code	<input type="checkbox"/>
6.10.7	Change Link between Codes	<input type="checkbox"/>
6.10.8	Change Synonyms	<input type="checkbox"/>
6.10.9	Code Enquiry (Browse)	<input type="checkbox"/>
6.10.10	Code Enquiry (Scroll)	<input type="checkbox"/>
6.10.11	Code Enquiry (Multilevel)	<input type="checkbox"/>
6.10.12	Synonym Enquiry	<input type="checkbox"/>
6.10.13	Component Group Enquiry	<input type="checkbox"/>
6.10.14	Create Garnishee Beneficiary	<input type="checkbox"/>
6.10.15	Admission to Codes	<input type="checkbox"/>
6.10.16	Enquiry: Admission to Codes	<input type="checkbox"/>
6.10.17	Enquiry: Link Codes	<input type="checkbox"/>
6.10.18	Create Component/Subcomponent	<input type="checkbox"/>
6.10.19	Amend Component/Subcomponent	<input type="checkbox"/>
6.10.20	Enquiry: Circuit and EMIS Codes	<input type="checkbox"/>
6.10.21	Enquiry: Admission to codes per code	<input type="checkbox"/>
6.10.26	Enquiry Higher and Lower level couplings	<input type="checkbox"/>
6.10.30	List unconverted pay point	<input type="checkbox"/>

6.12 REPORT ENQUIRY

6.12.1	Enquiries: Persal Reports	<input type="checkbox"/>
6.12.2	Enquiries: Function Reports	<input type="checkbox"/>
6.12.3	Enquiries: Report Fields	<input type="checkbox"/>
6.12.4	Reports: Report Fields	<input type="checkbox"/>
6.12.5	Maintenance: Report Information	<input type="checkbox"/>
6.12.6	Maintenance: Fields	<input type="checkbox"/>

7 MANAGEMENT INFORMATION

7.2 CODE CLASSIFICATION

7.2.1	Rank/salary code classification	<input type="checkbox"/>
7.2.2	Enquiry: category classification	<input type="checkbox"/>
7.2.3	Reports: rank/salary code classification	<input type="checkbox"/>
7.2.4	Classification of occupations (SASCO)	<input type="checkbox"/>
7.2.5	Reports: classification of occupations	<input type="checkbox"/>

7.5 HUMAN RESOURCE PLANNING

7.5.1	Reports: establishment status	<input type="checkbox"/>
7.5.2	Reports: composition of the establishment	<input type="checkbox"/>

7.6 HUMAN RESOURCE PROVISIONING AND UTILISATION

7.6.1	Reports: human resource status	<input type="checkbox"/>
7.6.2	Reports: appointment detail	<input type="checkbox"/>
7.6.3	Reports: promotion detail	<input type="checkbox"/>
7.6.4	Reports: service termination detail	<input type="checkbox"/>
7.6.5	Summarised reports: appointments	<input type="checkbox"/>
7.6.6	Summarised reports: promotions	<input type="checkbox"/>
7.6.7	Summarised reports: service terminations	<input type="checkbox"/>
7.6.8	Reports: human resources per salary level	<input type="checkbox"/>
7.6.9	Reports: personnel turnover	<input type="checkbox"/>
7.6.10	Reports: CS educators per salary & post level	<input type="checkbox"/>
7.6.11	Reports: qualifications of the CS Educators	<input type="checkbox"/>
7.6.12	Reports: rewards for performance	<input type="checkbox"/>
7.6.13	Reports: race/gender and age distribution	<input type="checkbox"/>

7.9 ESTIMATES/PROJECTIONS

7.9.1	Enquiry: projections	<input type="checkbox"/>
7.9.2	Enquiry: projections (SCOA)	<input type="checkbox"/>

7.10 FINANCIAL MANAGEMENT SUPPORT

7.10.3	Enquiries: personnel expenditure	<input type="checkbox"/>
7.10.5	Reports: salary distribution	<input type="checkbox"/>
7.10.6	Reports: motor finance for senior officials	<input type="checkbox"/>
7.10.8	Reports: senior management package	<input type="checkbox"/>
7.10.9	Standard Chart of Accounts (SCOA) Economic report	<input type="checkbox"/>
7.10.10	Reports: personnel expenditure per salary level	<input type="checkbox"/>

7.11 AUDIT AND CONTROL

7.11.1	Reports: overtime remuneration	<input type="checkbox"/>
7.11.2	Reports: terminations guarantees not redeemed	<input type="checkbox"/>
7.11.4	Reports: analysis of sick leave	<input type="checkbox"/>
7.11.5	Reports: analysis of leave per leave category	<input type="checkbox"/>
7.11.6	Reports: no vacation or sick leave utilised	<input type="checkbox"/>
7.11.7	Reports: amendments: bank details of officials	<input type="checkbox"/>
7.11.8	Reports: voluntary severance package	<input type="checkbox"/>
7.11.9	Reports: appointments out of adjustments	<input type="checkbox"/>
7.11.10	Reports: probationary appointments	<input type="checkbox"/>
7.11.11	Reports: injuries on duty	<input type="checkbox"/>
7.11.12	Reports: duplicate id's and Persal numbers	<input type="checkbox"/>
7.11.13	Reports: leave in monetary value	<input type="checkbox"/>
7.11.14	Reports: service bonus liability	<input type="checkbox"/>
7.11.15	Reports: state guarantee liability	<input type="checkbox"/>
7.11.16	Cancelled leave transactions	<input type="checkbox"/>

7.12 EMPLOYMENT EQUITY

7.12.1	Employment equity act: EEA2	<input type="checkbox"/>
7.12.2	Statement of income differentials: From EEA4	<input type="checkbox"/>
7.12.3	Quarterly employment statistics	<input type="checkbox"/>

7.14 DATA FILES

7.14.1 Establishment structure ☐

OTHER: _____

REVISED: July 2015

**UNDERTAKING AND ACKNOWLEDGEMENT OF LIABILITY**

I, _____ (Name in full) _____ (Identity Number) _____ (Persal Number), the

undersigned, within the Department of _____, do hereby

acknowledge that I have on this _____ day of _____ 20 _____ been issued with and

taken receipt of Persal User Id _____ / _____.

I hereby undertake not to disclose the passwords for the abovementioned User ID to any other person. I undertake not to share my Persal User ID access with any other person and I further undertake that I shall only utilise my User ID for the purpose for which it was issued.

I agree to keep any information obtained by me through the use of the abovementioned User ID strictly confidential and agree not to disclose any information I should obtain from the use of my User ID to any other employee, person or third party unless the employee, person or third party has the necessary authority to receive such information in terms of any relevant legislation (including, but not limited to, the Public Audit Act, 2004 (Act No. 25 of 2004) and the Income Tax Act, 1962 (Act No. 58 of 1962)), a court order or relevant departmental delegations of authority. Furthermore, I also concede that it is my responsibility to ensure that when disclosing any information obtained from the use of my User ID, the person/organisation I disclose such information to has the necessary authority to receive such information.

I acknowledge that security systems to protect users from being accused of illegal payments or incorrect payments are in place.

I accept responsibility for all transactions approved by myself. I further accept responsibility for any loss, if proven guilty at a disciplinary hearing, which may be incurred by the KwaZulu-Natal Provincial Government, resulting from any irregular transaction processed and approved by myself unless partial or full responsibility of any other party or parties is proven, in which instance, I am liable to the employer to the extent to which I am responsible and I am absolved from any liability only if the full responsibility of any other party is proven.

I agree that appropriate steps, in terms of law, may be taken by the KwaZulu-Natal Provincial Government, should it be proven that I have failed to meet my obligations in terms of this document: provided that, any internal sanctions imposed on me by the KwaZulu-Natal Provincial Government may only be so imposed after a disciplinary hearing and all due processes thereto has been conducted." It is noted that a disciplinary hearing and any criminal litigation may run concurrently and separately from one another, i.e. one having no bearing on the other.

Signed at _____ this _____ day of _____ 20 _____.

(Signature of User)

(Name of Head of Office)

(Signature of Head of Office)

(Date)

(Name of Head of Directorate/
Regional Director)

(Signature of Head of Directorate/
Regional Director)

(Date)

(Name of Controller)

(Signature of Controller)

(Date)

**APPOINTMENT OF A RELIEF PERSAL CONTROLLER**

- Both the Persal Controller and the relief Persal Controller must sign this document. It should be completed prior to the absence of the Persal Controller.
- The responsibilities and duties attached to this appointment should be explained to the relief Persal Controller.
- The Persal Controller must complete the Persal User ID Reset form (annexure G) and submit the signed form to the relevant Provincial/Departmental Controller, in order for the Controller password to be reset.
- The Persal Controller must inform all relevant users of the appointment of a relief controller.
- Both the Persal and Relief Persal Controller must keep a copy of this document (annexure C).

PART A (To be completed by the Persal Controller)

I, Surname and Initials: _____

Persal No.: _____ ID Number: _____

Department: _____ Location: _____

User ID: _____

Hereby appoint the following person to be relief controller during the period of my absence that will be from _____ to _____. I hereby confirm that all responsibilities have been explained to the relief controller.

Signature of controller: _____ Date: _____

PART B (To be completed by Relief Persal Controller)

I, SURNAME AND INITIALS: _____

PERSAL NO: _____ ID NUMBER: _____

DEPARTMENT: _____ LOCATION: _____

USERID: _____

Hereby accept the appointment as relief controller for the above period. All responsibilities have been explained to me and I understand what my duties will be.

Signature of relief controller: _____ Date: _____

AS WITNESSES: -

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

**ALLOCATION/REMOVAL OF FUNCTIONS**

Attention	Persal Controller
Fax Number	

From Section/Institution	
Telephone Number	
E-mail Address	

Please allocate/remove the following function(s) to/from the Persal user mentioned below:-

Surname		Initials	
Persal Number		Persal User ID	
E-mail Address			
Functions to be <u>ADDED</u>		Functions to be <u>REMOVED</u>	

NAME OF USER
(Please print name)

SIGNATURE

DATE

RECOMMENDED BY:-

NAME OF SUPERVISOR (Please print name)

SIGNATURE

DATE

APPROVED / NOT APPROVED

NAME OF HEAD OF INSTITUTION/
DIRECTORATE/REGIONAL
DIRECTOR (Please print name)

SIGNATURE

DATE

Date Revised: February 2016





AMEND USER'S REVISER

Annexure E

Attention	Persal Controller
Fax Number	

From Section/Institution	
Telephone Number	
E-mail Address	

Please amend the reviser(s) of the user as indicated below:-

USER DETAILS

Surname		Initials	
Persal Number		Persal User ID	

OLD REVISER(S) (TO BE REMOVED)

Name		User ID	
Name		User ID	

NEW REVISER(S) (TO BE ADDED)

Name		User ID	
Name		User ID	

RECOMMENDED BY:-

NAME OF HEAD OF OFFICE/
SECTION (Please print name)

SIGNATURE

DATE

APPROVED / NOT APPROVED

NAME OF HEAD OF INSTITUTION/
DIRECTORATE/REGIONAL
DIRECTOR (Please print name)

SIGNATURE

DATE

Date Revised: February 2016



**ALLOCATION/AMENDMENT OF USER'S AUTHORISER**

Attention	Persal Controller
Fax Number	

From Section/Institution	
Telephone Number	
E-mail Address	

Please allocate/remove the following transaction code/s to/from the Persal Authoriser as indicated below:-

AUTHORISER DETAILS

Surname		Initials	
Persal Number		Persal User ID	

TRANSACTION CODE(S) TO BE:-

<u>ADDED</u>		<u>REMOVED</u>	

NAME OF AUTHORISER
(Please print name)

SIGNATURE

DATE

RECOMMENDED BY:-

NAME OF HEAD OF OFFICE/
SECTION (Please print name)

SIGNATURE

DATE

APPROVED / NOT APPROVED

NAME OF HEAD OF INSTITUTION/
DIRECTORATE/REGIONAL
DIRECTOR (Please print name)

SIGNATURE

DATE



Persal User ID Reset Form

Requests to reset the **Persal User ID** (second user ID) must be submitted directly to the Persal Controller. The Persal Controller must reset the Persal User ID.

USER'S DETAILS

User ID/s : _____ (Persal ID)

User's Name : _____ Persal Number : _____
(Please print name)

User's Email Address : _____

Department : _____ Region/Institution : _____

Fax Number : _____ Telephone Number : _____

Reason for reset :

Wrong password used		Not used for more than 30 days	
New user logging on for the first time		Forgot password	
Didn't follow correct log on procedure		Access suspended	
Appointed as Relief Controller			

Signature of Persal User : _____ Date : _____

SUPERVISORS DETAILS

Supervisors Name : _____
(Please print name)

Supervisors Signature : _____ Date : _____

CONTROLLER DETAILS (To be completed by Persal Controller)

Persal User ID reset by Persal Controller at #6.3.6

YES	NO
-----	----

Name : _____ Persal Number : _____
(Please print name)

Controller User Id : _____

Controller Signature : _____ Date : _____

Relief Controller :

YES	NO
-----	----

 Date appointed : _____

Unique reference no. : _____

**TERMINATE PERSAL USER APPLICATION FORM**

Surname			
Full Name(s)			
Persal Number		Identity Number	
Mainframe ID		Persal User ID	
Telephone Number		Fax Number	
E-Mail Address			
Office Number		Floor	
Building Name			
Street Address			
Town			
Department		Component No.	
Component Description			

REASON FOR TERMINATION OF USER ID:-

NAME OF USER (Please print name)	SIGNATURE	DATE
-------------------------------------	-----------	------

HEAD OF OFFICE / SECTION			
Name			
Persal No.		E-mail	
Telephone No.		Cell No.	
Signature		Date	

FOR OFFICE USE ONLY			
Controller Name		Controller ID	
Controller Tel. No.		Controller Cell No.	

SIGNATURE (CONTROLLER)

DATE

Date Revised: February 2016





REQUEST TO ACCESS THE PERSAL SYSTEM
AFTER OFFICIAL WORKING HOURS

Annexure I

The Department/Institution _____ requests that the Persal system be available after hours.

From date: _____ To date: _____.

(Please note that requests for longer than one week will NOT be considered)

The Persal system will only be available after official working hours on Mondays to Wednesdays from 17:00 to 20:00 and on Sundays from 8:00 to 15:00.

List of Persal user IDs (i.e. 2K., 4C. or J2.. etc.) requiring access:-

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Reason for requesting access after official hours:-

Persal Controller Verification:-

The Persal Controller confirms that all user IDs submitted with this request are active users on the Persal system.

Controller's Name: _____ Tel No: _____

Controller's e-mail address: _____

Controller's Signature: _____ Date: _____



PERSAL INFORMATION REQUEST FORM

Annexure J

SECTION A – FULL DETAILS OF PERSON REQUESTING THE DATA	
Persal No. / ID Number	
Surname & Initials	
Department / organisation	
Telephone No.	
Email Address	
Cell No.	

SECTION B – DATA REQUIREMENTS			
Persal System	<input type="checkbox"/>	Impromptu	<input type="checkbox"/>
Vulindlela	<input type="checkbox"/>	Ad-Hoc	<input type="checkbox"/>
(indicate with an 'X' in the relevant box)			
Description & intended use of data required:			
Report criteria:			
Region/s			
Component/s			
Pay point/s			
Period			
Run number / run date			
Other			
Fields required (i.e race, gender, salary level, post type etc...)			

SECTION C – DECLARATION BY PERSON REQUESTING THE DATA	
<p>I acknowledge that the data I receive from The Office of the Premier, Directorate: Persal Management will be treated as confidential and be kept secure at all times. I will only communicate this data to authorised parties in accordance with the provisions of the KwaZulu-Natal Provincial Persal Policy. The data will be used for its intended purpose only and will be disposed of when no longer required.</p>	
Signature of person requesting the data	Date

SECTION D – DEPARTMENTAL APPROVAL	
Persal Controller	<input type="checkbox"/>
Relief Persal Controller	<input type="checkbox"/>
Directorate Head	<input type="checkbox"/>
(indicate with a 'X' in the relevant box)	
APPROVED	<input type="checkbox"/>
NOT APPROVED	<input type="checkbox"/>
(indicate with a 'X' in the relevant box)	
<p>I acknowledge that the data provided by The Office of the Premier, Directorate: Persal Management will be uploaded to the Departmental Persal Controller on the Persal Upload system and forwarded by the Departmental Persal Controller to the relevant person requesting the data.</p>	
Signature	Date

SECTION E – FOR OFFICE USE ONLY			
Name of authoriser	Signature of authoriser	Date	Database No.

Date Revised: February 2016





PERSAL TRAINING NOMINATION FORM

Training Centre: Invesco Centre, Chatterton Road, First floor, Room 40. Pietermaritzburg

Annexure K

1. DETAILS OF NOMINEE

Persal No : _____
Surname & Initials : _____
Department : _____
Section : _____
Identity Number : _____
Persal User ID : _____
E-mail Address : _____
Phone number : _____
Cellular number (in case of emergency): _____

2. PREVIOUS COURSE DETAILS

Has the nominee attended and passed the Introduction course:

YES

NO

3. COURSE TO ATTEND

Course : _____
Course Date : _____
Training Centre : _____

Please indicate if you have basic computer skills :

YES

NO

Nominee's Signature : _____
Date : _____

4. SUPERVISOR/SECTION HEAD CONFIRMATION

Surname & Initials : _____
Phone number : _____
Fax number : _____
E-mail Address : _____
Designation : _____

It is hereby certified that the nominated member is currently in a post where the knowledge of the course which he/she is nominated is required. After the course, the nominee will apply the skills and knowledge acquired through the learning process in his/her work environment.

Signature : _____
Date : _____

5. PERSAL CONTROLLER

Surname & Initials: _____
Phone Number: _____
Signature: _____
Date: _____

COURSE REQUIREMENTS

- Successful completion of the Persal Introductory Course is a pre-requisite for all Persal Courses.
- Employees must be computer literate.
- A Persal User ID must be allocated to nominee by Persal Controller.
- All examinations are conducted as closed book.
- Users must achieve a pass mark of 70% to obtain a certificate.
- In order to re-write the examination, a pass mark from 65 % to 69% must be obtained.
- If less than 65% is obtained, officials will be required to re-attend the entire course.
- All courses commence at **8:30**.
- Employee(s) attending Persal course(s) must carry their original **Identity Document** and a copy thereof.

For further information please contact:

TRAINING ADMINISTRATION

Enquiries: Ms Beverley Bradbury
Phone: 033-328 1718
Fax: 086-547 9400
E-mail: beverly.bradbury@kznpremier.gov.za
Or visit our website:
<http://persal.kwazulunatal.gov.za>

Date Revised: February 2016





PERSAL TRAINING VERIFICATION FORM

Training Centre: Invesco Centre, Chatterton Road, Room 40. Pietermaritzburg

Annexure L

1. DETAILS OF NOMINEE

Persal No : _____
Surname : _____
Initials : _____
Department : _____
Course name : _____
Course start date : _____
Signature : _____
Date : _____

2. SUPERVISOR/SECTION HEAD - CONFIRMATION

I hereby confirm the above employee **WILL**
attend the course concerned :

YES

NO

IF NO ABOVE

The above employee **WILL NOT** attend the course concerned due to
the following reason :

Name : _____
Designation : _____
Signature : _____
Date : _____

NB: Cancellations must be reported at **least 2 working days**
prior to the commencement of the course in order for a
suitable replacement to be found.

3. PERSAL CONTROLLER

Surname : _____
Initials : _____
Signature: _____
Date: _____

Please note that:

- Verification forms must be submitted three working days prior to the start of the course. Failure to submit the Verification form will result in immediate cancellation.
- If a student misses more than two hours or a day during training he/she will be turned away for the remainder of the course.
- Incidents of students absconding during the week of the course will be reported to the Supervisor/Section Head and Persal Controller.
- In cases where a user cannot attend a course and is replaced by another user, a formal letter must be submitted to the OTP: Persal Management. The letter must be signed by the Departmental Persal Controller and carried by the replacement user attending the course or it can be faxed to the Training Coordinator - Ms B. Bradbury.
- Persal Certificates will **only** be issued to users who have passed the examination and where a copy of identity document was submitted.
- Due to financial constraints, this office does not provide tea or lunch.
- **Course times : -**
Commence 08h30
Tea 10h00 - 10h15
Lunch 12h30 - 13h30
Finish 15h00
- Anyone arriving **after 8h45** will not be admitted to the course and will be replaced by backup nominees.

Date Revised: February 2016





LIST OF KEY PERSAL FUNCTIONS PER COURSE

Annexure M

COURSE	KEY FUNCTIONS	FUNCTION DESCRIPTION
Introduction to Persal	Any function on the Persal system	
Establishment	#3.2 #3.3 #4.6 #6.10.18/19	Organisational Structure Administration Establishment Administration Personnel Utilisation Create/Amend Component/Subcomponent
Leave	#4.5.4 #4.5.11 #4.5.13 #4.5.17	Advising leave transactions Enquiry leave/leave credits Amend : yearly leave Amend leave credits
Allowances & Deductions	#5.3 #4.6.8, 4.6.12, 5.3.2 #5.4	Allowances & Earnings Overtime functions Deductions
Housing	#4.5.14 #4.5.18 #5.3.1	Home Owners Deduction Guarantee Scheme General allowance
Persal Controllers	#6.3 #6.10.9 #6.10.13	Security Control Code enquiry Component group enquiry
Personnel Administration	#4.2.1 to #4.2.10 #4.3 #4.5 #5.6.1 to #5.6.4 #4.6 #4.9.1 #5.2.1 #5.2.4 #5.2.5 #4.7	Personnel Provision General Personnel Administration Service Conditions & Benefits Salary Enquiries Personnel Utilisation Persons leaving Persal Notch tariff Adjustment Pension Method of payment Service terminations



LIST OF KEY PERSAL FUNCTIONS PER COURSE

Annexure M

COURSE	KEY FUNCTIONS	FUNCTION DESCRIPTION
Bursary	4.5.2 2.1.12 4.7.4 4.4 4.8.29	Contracts/Bursary Scheme External Bursary Departmental Commitments Personnel Development Bursary information
SMS/MMS	4.6.36	SMS Package
Abnormal Appointments	5.8	Extraordinary Appointments
Service Terminations	4.7 5.3.7	Service termination Abnormal payments
Labour Relations	4.12	Personnel offences/suspensions
Medical Aid	5.4.6 5.4.5 5.3.6	Instate /terminate/ cancel medical deduction Spreading of medical arrears Over-deductions

Course Requirements

- Successful completion of the Persal Introductory Course is a pre-requisite for all Persal Courses.
- Officials must be computer literate.
- A Persal User ID must be allocated to the nominee by the Persal Controller prior to attending the course.