

PERSAL USER ACCESS CONTROL FORM
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CREATE NEW USER		AMEND CURRENT USER	
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A. To be completed by the PERSAL User:

DEPARTMENT		USER TIPE	
SUB-DIRECTORATE			
SURNAME			
FULL NAME(S)			
PERSAL NO.		MAINFRAME USER ID	
TELEPHONE NO.		COMPLETE USER ID	
FAX NO.		COMPONENT	
E-MAIL ADDRESS		COMPONENT GROUP	
RSA ID NO. <i>(Attach certified copy ID document)</i>		REGION	

B. Revisor Details:

SURNAME		INITIALS	
PERSAL NO.		PERSAL USER ID	

C. Details of the computer which the User utilized for accessing PERSAL:

PC SERIAL NUMBER		IP ADDRESS	
LU ADDRESS			
IS PERSAL PRINTING FACILITY REQUIRED			

D. Motivation / Reason for creation of a User ID:-

PERSAL USER
(Please print name)

SIGNATURE

DESIGNATION

DATE

APPROVED / NOT APPROVED			
SUPERVISOR			
NAME			
PERSAL NO.		E-MAIL ADDRESS	
TELEPHONE NO.		FAX NO.	
SIGNATURE			
DESIGNATION		DATE	

DEPARTMENTAL PERSAL CONTROLLER / PERSONNEL CONTROLLER / SALARY CONTROLLER			
MAINFRAME USER ID		COMPLETE USER ID	
CONTROLLER SURNAME AND INITIALS		CONTROLLER PERSAL NO.	
CONTROLLER TELEPHONE NUMBER		CONTROLLER FAX NUMBER	
UNDERTAKING AND ACKNOWLEDGEMENT OF LIABILITY FORM RECEIVED (Annexure B)		YES	NO
ATTESTATION OF SECRECY FORM RECEIVED (Annexure C)		YES	NO
SIGNATURE			
DESIGNATION		DATE	

UNDERTAKING AND ACKNOWLEDGEMENT OF LIABILITY

I, _____ (_____), the
(NAME IN FULL) (IDENTITY NUMBER) (PERSAL NUMBER)

undersigned, within the Department of _____, do hereby
acknowledge that I have on this _____ day of _____ 20__ been issued with and
taken receipt of Mainframe User ID _____ and PERSAL User ID _____.

I hereby undertake not to disclose the passwords for the abovementioned User ID's to any other person. I further
undertake that I shall only utilize my User ID's for the purpose for which it was issued. I accept full responsibility for all
transactions processed and approved on the above mentioned User ID's. I further accept liability for any loss, which may
be incurred by the Northern Cape Provincial Government resulting from any irregular transaction processed and approved
on the above mentioned User ID's unless the liability of a third party can be proven. I agree to any steps, which the
Northern Cape Provincial Government may take should I fail to meet my obligations in terms of this document.

Signed at _____ this _____ day of _____ 20__

PERSAL USER
(Please print name)

SIGNATURE

DESIGNATION

DATE

SUPERVISOR
(Please print name)

SIGNATURE

DESIGNATION

DATE

CONTROLLER
(Please print name)

SIGNATURE

DESIGNATION

DATE

ATTESTATION OF SECRECY

I, _____
(NAME IN FULL)

(IDENTITY NUMBER)

(PERSAL NUMBER)

THE UNDERSIGNED, WITHIN THE DEPARTMENT OF _____

DECLARED THAT:

- (1) I have taken note of the content of the Protection of the Information Act, 1982 (Act No. 84 of 1982) and in particular Section 4 of the said Act.

- (2) I understand that I will contravene the provisions of the said Act if I disclose any document or information which I have in my possession or under my control or which is at my disposal by virtue of my official capacity and which relates to a security matter or which may harm the Northern Cape Provincial Government unless it is disclosed to any person to whom:
 - o It is lawfully be disclosed to;
 - o It is in the interest of the Northern Cape Provincial Government; and
 - o I have been authorized by the Member of the Executive Council or an official authorized by him / her, to disclose it (having followed the correct prescribed procedures with regard to the provisions of bullet no. 1 and no. 2 above).

- (3) I understand that the provisions of the said Act will be binding not only during my term of employment but also after termination of my services in the Provincial Government.

(4) I also understand the content of the PERSAL Code of Ethics, undertake and agree to abide by its principles.

(5) I am fully aware of the serious consequences that might result from the breach of the provisions of the said Act, and the PERSAL Code of Ethics.

Signed at _____ this ____ day of _____ 20__

PERSAL USER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

SUPERVISOR *(Please print name)*

SIGNATURE

DESIGNATION

DATE

CONTROLLER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

APPOINTMENT OF A RELIEF PERSAL CONTROLLER
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PART A (To be completed by the Controller)

SURNAME AND INITIALS			
PERSAL NUMBER		ID NUMBER	
MAINFRAME USER ID		PERSAL USER ID	

I HEREBY APPOINT THE FOLOWING 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.

CONTROLLER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

PART B (To be completed by the Relief Controller)

SURNAME AND INITIALS			
PERSAL NUMBER		ID NUMBER	
MAINFRAME USER ID		PERSAL USER ID	

I HEREBY ACCEPT THE APPOINTMENT AS RELIEF CONTROLLER FOR THE ABOVE MENTIONED PERIOD. ALL RESPONSIBILITIES HAVE BEEN EXPLAINED TO ME AND I UNDERSTAND WHAT MY DUTIES WILL BE.

RELIEF CONTROLLER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

PART C: SUPERVISOR (To be completed by the Supervisor)

SURNAME AND INITIALS		PERSAL NUMBER	
ID NUMBER		DESIGNATION	
SIGNATURE		DATE	

TERMINATE PERSAL USER APPLICATION FORM

PERSAL USER

DEPARTMENT		USER TYPE	
SUB-DIRECTORATE			
SURNAME			
FULL NAME(S)			
PERSAL NO.		MAINFRAME USER ID	
TELEPHONE NO.		COMPLETE USER ID	
FAX NO.		COMPONENT	
E-MAIL ADDRESS		COMPONENT GROUP	
IDENTITY NUMBER		REGION	

B. Reason for termination of User ID:-

PERSAL USER
(Please print name)

SIGNATURE

DESIGNATION

DATE

SUPERVISOR

NAME			
PERSAL NO.		E-MAIL ADDRESS	
TELEPHONE NO.		FAX NO.	
SIGNATURE			
DESIGNATION		DATE	

DEPARTMENTAL / PERSONNEL / SALARY CONTROLLER

NAME			
PERSAL NO.		E-MAIL ADDRESS	
TELEPHONE NO.		FAX NO.	
SIGNATURE			
DESIGNATION		DATE	

ALLOCATION OF PERSAL FUNCTIONS TO A NEW PERSAL USER**PERSAL FUNCTIONS:**

Tick the functions required:-

2.1	GENERAL UTILITIES		5.4	DEDUCTIONS	
2.1.1	CALCULATE MAXIMUM FINANCE INSTALLMENTS		5.4.1	GENERAL DEDUCTIONS	
2.1.2	CALCULATE FACTOR / MOTOR FINANCE INSTALLMENT		5.4.2	DISALLOWANCE OF ALLOWANCE	
2.1.3	FACTOR TABLE FOR R1 FOR MOTOR FINANCE INSTALLMENT		5.4.3	GARNISHEE ORDER	
2.1.4	CASH EQUIVALENT – FREE OR CHEAP HOUSING		5.4.4	DEPARTMENTAL DEDUCTIONS	
2.1.5	TEST ACCOUNT NUMBER		5.4.5	AMEND DISALLOWANCE OR MEDICAL ARREARS	
2.1.6	CALCULATE OF WEEKLY TIME SHEETS		5.4.6	MEDICAL DEDUCTION	
2.1.7	LOAD CODES FOR OCCUPATIONAL ADJUSTMENTS		5.4.7	DISCRETIONARY DEDUCTIONS	
2.1.9	SEVERANCE PACKAGE QUOTATIONS		5.4.8	INSTATE INSTALMENTS IRO DISALLOWANCE OF ALL	
2.1.11	FILE TRACKING		5.4.9	MEDICAL DEPENDENTS PRIOR TO CURRENT SCHEME	
2.1.12	EXTERNAL BURSARIES				
2.1.13	ACB CDV ROUTINE (TEST BANK ACCOUNT NUMBER)		5.5	FRINGE BENEFITS AND IRP5 ACCUMULATIONS	
2.1.20	CENTRAL REDEPLOYMENT DATABASE		5.5.1	FRINGE BENEFIT: CASH EQUIVALENT	
2.1.22	REQUIREMENTS FOR HUMAN RESOURCE AUDIT		5.5.2	AMEND: IRP5 ACCUMULATIONS	
2.1.23	STATISTICS SA: INFORMATION FOR EMPLOYMENT SURVEY		5.5.3	MANUAL IRP5 CERTIFICATES	
2.1.25	EXCEPTION REPORT: UPDATES DONE FOR AUDIT		5.5.4	RECALCULATE IRP5-CERTIFICATES	
			5.5.5	CANCEL / REINSTATE: ISSUED IRP5	
2.4	RUN CONTROL		5.5.6	FRINGE BENEFIT: FREE OR CHEAP HOUSING	
2.4.7	ENQUIRY: RUN MASTER RECORD		5.5.7	CREATE / SPLIT IRP5 MASTER	
2.4.8	ENQUIRY: RUN MASTER RECORDS (SCROLL)		5.5.8	AMEND CLOSED IRP5 DETAILS	
			5.5.9	ISSUE OF DUPLICATE IRP5 / IT3A	
2.8	AD HOC REPORTS		5.5.10	IRP5 – DISCONTINUED ORGANISATIONS	
2.8.1	HUMAN RESOURCE PLANNING		5.5.11	UPDATE IRP5 FAILING PRINT VALIDATION	
2.8.2	PERSONNEL ADMINISTRATION				
2.8.3	SALARY ADMINISTRATION		5.6	SALARY ENQUIRIES	
			5.6.1	ENQUIRY: BASIC PARTICULARS	
2.11	QUALIFICATION		5.6.2	ENQUIRY: ALLOW/DEDUCT/PERK INFORMATION	
2.11.3	UPDATE: QUALIFICATIONS		5.6.3	ENQUIRY: IRP5 ACCUMULATIONS	
2.11.4	QUALIFICATIONS: CREATE WORK FILE		5.6.4	ENQUIRY: PAY SLIP	
			5.6.5	ENQUIRY: PAY GROUP DETAILS	
3.2	ORGANISATIONAL STRUCTURE ADMINISTRATION		5.6.6	ENQUIRY: PAY RUN TOTALS	
3.2.1	UPDATE: COMPONENT INFORMATION		5.6.7	ENQUIRY: PAY RUN TOTALS (SCROLL)	
3.2.2	UPDATE: SUBSTRUCTURE OF A COMPONENT		5.6.8	ENQUIRY: WARRANT VOUCHERS	
3.2.3	ENQUIRY: COMPONENT INFORMATION		5.6.9	ENQUIRY: PAY GROUP DETAILS (SCROLL)	
3.2.4	ENQUIRY: SUBSTRUCTURE OF A COMPONENT		5.6.10	SARS GENERATION NUMBER MAINTENANCE	
3.2.5	UPDATE: SUBCOMPONENT INFORMATION		5.6.11	ENQUIRY: ITEM ANALYSIS INDICATORS	
3.2.6	ENQUIRY: SUBCOMPONENT INFORMATION		5.6.12	ENQUIRY: ARCHIVED PAYS LIP	
3.2.7	UPDATE: SUBSTRUCTURE OF A SUBCOMPONENT		5.6.13	PAYMENTS PER ORGANISATION PER PAY DATE	
3.2.8	ENQUIRY: SUBSTRUCTURE OF A SUBCOMPONENT		5.6.14	ENQUIRY CONTROL RECORDS	
3.2.9	COMPONENT MOVEMENT		5.6.15	ARCHIVE OF ARCHIVED PAY SLIP	
3.2.10	SUBCOMPONENT MOVEMENT		5.6.16	ENQUIRY: ALLOWANCE PAYMENTS	
3.2.11	UPDATE: PURPOSE AND FUNCTIONS		5.6.17	ENQUIRY: PAYMENTS PER PERIOD	
3.2.12	ENQUIRY: PURPOSE AND FUNCTIONS		5.6.18	OFFICIALS WHO QUALIFY FOR A PAY PROGRESSION	
3.2.13	REPORT: COMPONENT STRUCTURE				
3.2.14	REPORT: SUBCOMPONENT STRUCTURE		5.7	SALARY REPORTS	
3.2.15	COMPONENT / SUBCOMPONENT LINK REPORT		5.7.1	RESUBMISSION OF SALARY RUN REPORTS	
3.2.16	ENQUIRY: UPWARDS DEPLOYMENT OF COMPONENT STRU		5.7.2	RESUBMISSION OF MONTH END RUN REPORTS	
3.2.17	RESPONSIBILITY REPORT		5.7.3	ACCUMULATED IRP5 ACCUMULATIONS	
3.2.18	ENQUIRY: RESP AND OBJECTIVE COMBINATION		5.7.4	RECALCULATION OF TAX	
3.2.19	MATRIX		5.7.5	SERVICE BONUS REPORT	
3.2.20	REPORT: MATRIX		5.7.6	SIMULATE MANUAL WARRANT VOUCHER	
3.2.21	ENQUIRY: MATRIX		5.7.7	INCREMENT REPORT FOR CONTROL PURPOSES	
			5.7.8	INCREASES WITHHELD FOR A CERTAIN PERIOD	
			5.7.9	REMUNERATION FACTOR REPORT	

3.3	ESTABLISHMENT ADMINISTRATION			5.7.10	RANK STATISTICS REPORT
3.3.1	CREATE: POSTS			5.7.11	ALL DEDUCTION OR FRINGE BENEFIT REPORT
3.3.2	AMEND: POSTS			5.7.12	PRINT ADDRESS LABELS
3.3.3	ABOLISH: POSTS			5.7.14	LIST OF PERSONS WHOSE SAL HAVE BEEN FROZEN
3.3.4	ENQUIRY: POSTS			5.7.15	DEPARTMENTAL DEBTS OLDER THAN 12 / 24 MONTHS
3.3.5	FREEZE / RELEASE POSTS			5.7.16	PAYSLIPS
3.3.6	LENDING OUT / CANCEL LENDING OUT: POSTS			5.7.17	LIST OF PAYSLIPS FROM ARCHIVES
3.3.7	ACTIVATE: POSTS APPROVED IN PRINCIPLE			5.7.18	LIST OF TRANSACTIONS FROM ARCHIVES
3.3.8	RESERVE/AMEND/CANCEL RESERVATION: POSTS			5.7.19	DEPARTMENTAL DEDUCTIONS
3.3.9	ENQUIRY: RESERVED POSTS			5.7.20	DEDUCTIONS WHICH EXCEED GROSS SALARY
3.3.11	ENQUIRY: POSTS PER OBJECTIVE			5.7.21	SIMULATE: IRP5 ACCUMULATIONS
3.3.13	COUPLE / UNCOUPLE: POSTS			5.7.22	TRANSACTIONS THAT EXCEEDS THE ACB LIMIT
3.3.14	MASS MOVEMENT OF VACANT POSTS			5.7.23	RESUBMISSION LAST PAY CERTIFICATE
3.3.17	UPDATE: CHANGE OF OBJECTIVE PER COMPONENT			5.7.24	ACTUAL EXPENDITURE REPORTS
3.3.18	COMPARISON SESSION POST AGAINST APPOINTMENTS			5.7.25	PERSONS AGAINST A SPECIFIC RESP / OBJ
3.3.19	MASS ABOLISHMENT OF POSTS			5.7.26	TRANSACTIONS EXCEEDING SUPPL CONTROL LIMITS
3.3.20	REPORTS			5.7.27	EXPENDITURE PER COMPONENT AND PER OFFICIAL
3.3.21	ENQUIRY POST HISTORY – POSTS			5.7.28	EXPENDITURE PER RESPONSIBILITY AND OBJECTIVE
3.3.22	ENQUIRY POST HISTORY – PERSAL NO			5.7.29	ACB VALIDATION (TSR023A) REPORT ENQUIRIES
3.3.23	ENQUIRY ABNORMAL APPOINTMENTS			5.7.30	BACKDATED TERMINATIONS WITHOUT REVERSALS
				5.7.31	TRANSACTIONS EXCEED THE EFT LIMIT
3.5	ESTIMATES – FIXED ESTABLISHMENT			5.7.32	SAP BLOCK – SUPPLEMENTARY RUNS
3.5.1	UPDATE: ESTIMATE DETAILS PER POST			5.7.33	LIMITS EXCEEDED PER DEPARTMENT AND PAYDATE
3.5.2	ENQUIRY: ESTIMATE DETAILS PER POST			5.7.34	CREATE / CHANGE SUPP CONTROL LIMIT PER ORG
3.5.3	ENQUIRY: %PROVISION AND ESTIMATE PERIOD			5.7.35	TRANS AWAITING AUTHORISATION IRO PROG DISALL
3.5.90	REPORTS: FIXED ESTABLISHMENT			5.7.36	ACB RECALLS
				5.7.37	FNB LOAD (VET) REPORT ENQUIRIES
4.2	PERSONNEL PROVISION			5.7.38	FNB EFC70 (UNPAIDS) ENQUIRIES
4.2.1	CREATE: SYSTEM GENERATED ID NUMBER			5.7.39	ENQUIRIES ON ACB (EFC70) UNPAIDS & REDIRECTS
4.2.2	ENQUIRY: SYSTEM GENERATED ID NUMBER			5.7.40	COMMISSION ON DISCRETIONARY AND OTHER DED
4.2.3	CREATE: OFFER			5.7.41	BAS & FMS VET REPORTS
4.2.4	CREATE: ASSUMPTION OF DUTY 1			5.7.42	STANDARD BANK VET REPORTS
4.2.5	CREATE: ASSUMPTION OF DUTY 2			5.7.43	STANDARD BANK UNPAIDS
4.2.6	AMEND: OFFER			5.7.44	ENQUIRY FOR EFT TRANSACTIONS
4.2.7	CANCEL: OFFER			5.7.45	EXPENDITURE PER PROGRAM
4.2.8	ENQUIRY: OFFER			5.7.47	CHANGE IN BANKING DETAILS
4.2.9	ENQUIRY: INCOMPLETE APPOINTMENT			5.7.48	EXCEPTIONS ON SUPPL PAYMENTS PER PERIOD
4.2.10	TRANSLATION IN NATURE OF APPOINTMENT			5.7.49	INACTIVE OBJECTIVES AND RESPONSIBILITIES
4.2.12	ENQUIRY: INCOMPLETE TRANSFERS			5.7.50	HOUSING ALLOWANCE W/O EXISTING HOUSING DED
4.2.13	SHORTENED ASSUMPTION OF DUTY			5.7.52	PAY PROGRESSION PRELIMINARY REPORT
4.2.14	ADDITIONAL PARTICULARS: PART-TIME TEACHERS				
4.2.15	ENQUIRY: QUALIFICATIONS DURING OFFER			5.8	EXTRAORDINARY APPOINTMENTS
4.2.16	CREATE ASSUMPTION BEFORE CURRENT ASSUMPTION			5.8.1	ASSUMPTION OF DUTY
4.2.17	CANCEL SYSTEM GENERATED ID-NUMBER			5.8.2	AMEND: BASIC PERSONAL PARTICULARS
				5.8.3	ENQUIRY: BASIC PERSONAL PARTICULARS
4.3	GENERAL PERSONNEL ADMINISTRATION			5.8.4	SERVICE TERMINATION
4.3.1	ENQUIRY: BASIC INFORMATION			5.8.5	PERIODICAL ALLOWANCES
4.3.2	AMEND: BASIC INFORMATION			5.8.8	AMEND: APPOINTMENT PARTICULARS
4.3.3	AMEND: EMPLOYMENT INFORMATION			5.8.10	REVERSAL OF SUPPLEMENTARY REM PERIODICAL
4.3.4	CREATE: SERVICE RECORD			5.8.11	EXTRAORDINARY APPOINTMENT REPORTS
4.3.5	AMEND: SERVICE RECORD			5.8.13	DEDUCTIONS
4.3.6	CREATE: SECURITY CLEARANCE			5.8.14	MANUALLY ISSUED WARRANT VOUCHERS
4.3.7	AMEND: SECURITY CLEARANCE			5.8.15	OVER-DEDUCTIONS PERIODICAL
4.3.8	ENQUIRY: SECURITY CLEARANCE			5.8.16	ENQUIRY: EMPLOYEES PER PAY POINT
4.3.9	NOMINATION OF BENEFICIARIES FOR PERSAL PAYOUTS			5.8.17	CASUALS LEAVE TRANSACTIONS
4.3.10	CREATE PROFESSIONAL BODY / COUNCIL CERTIFICATE NO			5.8.18	CASUALS LEAVE ENQUIRIES
4.3.11	AMEND: PROFESSIONAL BODY / COUNCIL CERTIFICATE NO			5.8.19	LEAVE REPORT FOR CASUALS
4.3.12	ENQUIRY PROFESSIONAL BODY / COUNCIL CERTIFICATE N			5.8.20	WITHDRAW: SERVICE TERMINATION
4.3.15	BACKDATED AMENDMENT OF JOB TITLE				
4.3.19	CREATE: HEALTH PROFILE			5.9	ELECTRONIC BANKING
4.3.20	AMEND: HEALTH PROFILE			5.9.1	ACB
4.3.21	ENQUIRY: HEALTH PROFILE			5.9.2	ABSA

4.3.22	CREATE: PURCHASE OF SERVICES		5.9.3	SBSA
4.3.23	ENQUIRY: PURCHASE OF SERVICES		5.9.4	FNB
4.3.24	CANCEL: PURCHASE OF SERVICES		5.9.5	VET / UNPAID REPORTS (FROM 2 JAN 2008)
4.3.25	GRIEVANCES AND REPRESENTATIONS			
4.3.35	INJURY ON DUTY		5.11	IRP5 RECONCILIATION PROCESS
4.3.45	ENQUIRY: ESTIMATION		5.11.1	CHECK IRP5 STATUS
4.3.48	AMEND APPOINTMENT DATE		5.11.2	VALIDATE IRP5 – MARK CSV READY
4.3.50	RECEIVE: SERVICE AND LEAVE RECORD		5.11.3	CREATE CSV FILE
4.3.51	SEND: SERVICE AND LEAVE RECORD		5.11.4	TAX RECONCILIATION STATUS
4.3.52	ENQUIRY: EMPLOYEES PER PAY POINT		5.11.5	MONTHLY TAX AND ACC AMENDMENT TOTALS
4.3.53	LEARNERSHIP		5.11.6	IRP5 ACCUMULATION AMENDMENTS
4.3.54	INTERNSHIP		5.11.7	FIND PERSAL NUMBER BY USING IRP5 / IT3A NUMBER
4.4	PERSONNEL DEVELOPMENT		6.2	CODE FILE
4.4.1	POST TRAINING REQUIREMENTS		6.2.1	TABLE ENQUIRY (BROWSE)
4.4.2	SCHEDULE TRAINING		6.2.2	TABLE ENQUIRY (SCROLL)
4.4.3	REGISTER TRAINING RESULTS		6.2.3	PERSAL FUNCTIONS PER KEYWORD
4.4.4	NOMINATE CANDIDATES		6.2.4	CODE FILE REPORTS
4.4.5	CREATE: TRAINING RESULTS (GROUPS)		6.2.5	CREATE NEW CODE
4.4.6	ENQUIRY: TRAINING RESULTS		6.2.6	AMEND CODE
4.4.8	DEPARTMENTAL COURSES REPORTS		6.2.7	AMEND LINK BETWEEN CODES
			6.2.8	CHANGE SYNONYMS
4.5	SERVICE CONDITIONS AND BENEFITS		6.2.9	CODE ENQUIRY (BROWSE)
4.5.1	ENQUIRY: SERVICE CONDITIONS AND BENEFITS		6.2.10	CODE ENQUIRY (SCROLL)
4.5.2	CONTRACTS / BURSARY SCHEME		6.2.11	CODE ENQUIRY (MULTILEVEL)
4.5.4	LEAVE		6.2.12	SYNONYM ENQUIRY
4.5.5	TRANSPORT		6.2.13	LEAVE VALIDATION RULES
4.5.6	INTEREST FREE LOANS		6.2.14	ENQUIRY: LEAVE VALIDATION RULES (PAGE)
4.5.9	DAY CARE CENTRES		6.2.15	ENQUIRY: LEAVE VALIDATION RULES (SCROLL)
4.5.10	EQUIPMENT		6.2.16	ENQUIRY: ACCRUALS PER GROUP / CATEGORY / NOA
4.5.11	ENQUIRY: LEAVE / LEAVE CREDITS		6.2.17	ENQUIRY: RANKS / SAL CODES PER KEY SCALE TABLE
4.5.13	AMEND: YEARLY LEAVE		6.2.18	ENQUIRY: OCCUPATIONAL CLASSIFICATION
4.5.14	HOME OWNERS DEDUCTIONS		6.2.22	MAINTENANCE OF METADATA
4.5.15	HOME OWNERS ALLOWANCE		6.2.24	USER EXCEPTION REPORTS
4.5.16	ENQUIRY: HOME OWNERS SCHEME		6.2.26	ENQUIRY HIGHER AND LOWER LEVEL COUPLINGS
4.5.17	AMEND LEAVE CREDITS		6.2.27	ENQUIRY: LINK CODES
4.5.18	STATE GUARANTEE SCHEME		6.2.28	PERSAL SUBSYSTEMS FUNCTIONS
4.5.19	STATE GUARANTEE CERTIFICATE		6.2.29	IP ADDRESS
4.5.20	MOTOR FINANCE		6.2.30	CODE LOCATOR
4.5.21	SUBSIDISED MOTOR TRANSPORT – FUEL		6.2.31	ENQUIRY – VERSION COMPARISON
4.5.22	SUBSIDISED MOTOR TRANSPORT – FINANCE		6.2.33	SEARCH FOR POSTAL CODES
4.5.23	SUBSIDISED MOTOR TRANSPORT – MAINTENANCE		6.2.34	SEARCH FOR TOWNS AND SETTLEMENTS
4.6	PERSONNEL UTILISATION		6.3	SECURITY CONTROL
4.6.4	RELOCATION		6.3.1	REGISTER A PERSAL USER AND MAIN FUNCTIONS
4.6.5	TRANSFER		6.3.2	AMEND: PERSAL USER AND FUNCTIONS
4.6.6	MOVEMENT		6.3.3	ENQUIRY: PERSAL USER
4.6.7	PROMOTION / TRANSLATION IN RANK / SALARY CODE		6.3.4	AMEND: USER'S CONTROLLER
4.6.8	AUTHORISATION FOR OVERTIME		6.3.5	AMEND: CONTROL PASSWORD
4.6.9	SENIORITY DATA		6.3.6	RESET: CONTROL / USER PASSWORD
4.6.10	SECONDMENT		6.3.7	REPORTS
4.6.11	AMEND: PROBATION REVIEW		6.3.8	AMEND: LINKS BETWEEN USERS AND REVISORS
4.6.12	ENQUIRY: OVERTIME AUTHORISATION PER ORGANISATIO		6.3.9	ENQUIRY: PERSAL USERS UNDER A CONTROLLER
4.6.13	CANCEL RELOCATION		6.3.10	AMEND: LINKS BETWEEN USERS AND TRANSACTIONS
4.6.14	TERMINATE: SECONDMENTS		6.3.11	ENQUIRY: AFTER HOUR SCHEDULE
4.6.15	ACHIEVEMENT ACKNOWLEDGEMENT		6.3.56	DDD
4.6.16	CANCEL: TRANSFER PHASE I			
4.6.18	PROBATION REVIEW		6.4	JOB SCHEDULING
4.6.19	ENQUIRY: PROBATION REVIEW		6.4.16	ENQUIRY: JOB REQUEST
4.6.20	PERFORMANCE BONUS		6.4.17	ENQUIRY: JOB REQUEST (SCROLL)
4.6.21	EDUCATION PERFORMANCE EVALUATION (IQMS)			
4.6.23	ENQUIRY: PERSONNEL EVALUATION QUESTIONAIRE			

4.6.26	ENQUIRY: EVAL. PERSONNEL IN THE UPPER STRUCTURE			6.5	ERROR MESSAGE MAINTENANCE
4.6.28	CREATE: ACTING IN HIGHER POST			6.5.3	ERROR MESSAGE ENQUIRY (BROWSE)
4.6.29	AMEND / CANCEL: ACTING IN HIGHER POST			6.5.4	ERROR MESSAGE ENQUIRY (SCROLL)
4.6.30	ENQUIRY: ACTING IN HIGHER POST				
4.6.31	EXCHANGE OF TWO PERSONS IN POSTS			6.6	DOCUMENTATION
4.6.33	RELOCATION WITH THE POST			6.6.6	ENQUIRY: PERSONNEL / SALARY REMARKS
4.6.34	CANCEL MOVEMENT				
4.6.35	MASS RELOCATION OF PERSONNEL AND POSTS			6.7	MESSAGE BROADCASTING
4.6.36	SENIOR / MIDDLE MANAGEMENT PACKAGE			6.7.8	ENQUIRY: MESSAGE DESCRIPTION
4.6.37	MASS MOVEMENT OF POSTS AND PERSONNEL			6.7.10	REPORT: MESSAGES FOR A CERTAIN PERIOD
4.6.38	RELOCATION WITH THE POST TO SPECIFIED POST CLASS			6.7.11	ENQUIRY: MESSAGE DESCRIPTION – HISTORY
4.6.39	PERFORMANCE AGREEMENT				
4.6.40	PROMOTION / TRANSLATION IN RANK / ADJUSTMENT			6.8	SUSPENSE-FILE
4.6.41	DISCLOSURE OF FINANCIAL INTEREST			6.8.10	ENQUIRY: SUSPENSE FILE TRANSACTIONS
4.6.42	CREATE: REPLACEMENT AND ENTRENCHMENT			6.8.20	APPROVAL: SUSPENSE FILE TRANSACTIONS
4.6.43	AMEND / CANCEL: REPLACEMENT / ENTRENCHED POSTS			6.8.30	AUTHORISATION: SUSPENSE FILE TRANSACTIONS
4.6.44	ENQUIRY: REPLACEMENT / ENTRENCHED POSTS			6.8.40	ENQUIRY: LINKS BETWEEN USERS AND REVISORS
4.6.45	PROGRAMMATICAL PAY PROGRESSION			6.8.50	ENQUIRY: FAULTS & REJECTIONS PER DISTRIBUTION
				6.8.51	ENQUIRY: FAULTY TRANSACTIONS
4.7	SERVICE TERMINATION			6.8.60	SUSPENSE FILE UPDATE PROGRAM (THE DRIVER)
4.7.1	SERVICE TERMINATIONS			6.8.70	REPORTS
4.7.2	ENQUIRY: SERVICE TERMINATIONS			6.8.80	ENQUIRY: LINK BETWEEN USERS AND TRANSACTIONS
4.7.3	WITHDRAW: SERVICE TERMINATIONS			6.8.90	ENQUIRY: AUTHORISATION USERS PER ORG
4.7.4	ENQUIRY: DEPARTMENTAL COMMITMENTS				
4.7.5	CHANGE: LIMITATION REASONS			6.9	TRANSACTION FILE
4.7.6	AMEND: SERVICE TERMINATION			6.9.10	ENQUIRY: TRANSACTION FILE TRANSACTIONS
4.7.8	WITHDRAWAL FROM FUND (Z102)				
4.7.9	APPROVAL OF Z102 FOR INTERFACE TO PENSIONS			6.10	DEPARTMENTAL CODE FILE
				6.10.1	TABLE ENQUIRY (BROWSE)
4.8	PERSONNEL ADMINISTRATION REPORTS			6.10.2	TABLE ENQUIRY (SCROLL)
4.8.1	IDENTITY NUMBER REPORTS			6.10.3	TABLE ENQUIRY – USER
4.8.2	NATURE OF APPOINTMENT REPORTS			6.10.4	DEPARTMENTAL CODE FILE REPORTS
4.8.3	ALPHABETICAL LIST OF OFFICIALS			6.10.5	CREATE NEW CODE
4.8.4	NUMERICAL LIST OF OFFICIALS			6.10.6	AMEND CODE
4.8.5	TERMINATION OF SERVICE REPORTS			6.10.7	CHANGE LINK BETWEEN CODES
4.8.6	ALPHABETICAL LIST PER PAY POINT			6.10.8	CHANGE SYNONYMS
4.8.7	ALPHABETICAL RANK CODE LIST PER PAY POINT			6.10.9	CODE ENQUIRY (BROWSE)
4.8.9	LEAVE REPORTS			6.10.10	CODE ENQUIRY (SCROLL)
4.8.10	AGE DISTRIBUTION REPORT			6.10.11	CODE ENQUIRY (MULTILEVEL)
4.8.11	REPORT OF NUMBER OF YEARS SERVED			6.10.12	SYNONYM ENQUIRY
4.8.14	BIRTHDAY LIST			6.10.13	COMPONENT GROUP ENQUIRY
4.8.15	LIST OF APPOINTMENTS PER PERIOD			6.10.14	CREATE GARNISHEE BENEFICIARY
4.8.16	LIST OF DECORATIONS AND AWARDS			6.10.15	ADMISSION TO CODES
4.8.18	SUMMARY OF EDUCATORS PER RVQ			6.10.16	ENQUIRY: ADMISSION TO CODES
4.8.19	STATE GUARANTEES			6.10.17	ENQUIRY: LINK CODES
4.8.20	REPLACEMENT AND ENTRENCHED APPOINTMENTS			6.10.18	CREATE COMPONENT / SUBCOMPONENT
4.8.22	PROMOTION ON PROBATION REPORTS			6.10.19	AMEND COMPONENT / SUBCOMPONENT
4.8.23	OUTSTANDING PROBATION REVIEW REPORTS			6.10.20	ENQUIRY: CIRCUIT AND EMIS CODES
4.8.24	SECURITY CLEARANCES			6.10.21	ENQUIRY: ADMISSION TO CODES PER CODE
4.8.26	ADDITIONAL SERVICE RECORD			6.10.22	TRACK USER CHANGES
4.8.27	DISABLED PEOPLE			6.10.23	FUTURE LINK CODES
4.8.28	DEPARTMENTAL LIABILITIES			6.10.24	ENQUIRY PROGRAM SUBSTRUCTURE
4.8.29	BURSARY INFORMATION REPORT			6.10.26	ENQUIRY HIGHER AND LOWER LEVEL COUPLINGS
4.8.30	CURRICULUM VITAE (CV)			6.10.30	LIST UNCONVERTED PAYPOINTS
4.8.31	LABOUR RELATIONS REPORT				
4.8.32	VERIFICATION REPORTS			6.11	EXCEPTION REPORTS
4.8.33	EQUIPMENT REPORTS			6.11.1	ENQUIRY: EXCEPTION REPORTS
4.8.34	LIST OF TRANSFERS TO OR FROM A DEPARTMENT				
4.8.35	PERFORMANCE AGREEMENT REPORT			6.12	REPORT ENQUIRY
4.8.36	EMPLOYEES NOT ON PAY PROGRESSION KEY SCALE TABLE			6.12.1	ENQUIRIES: REPORTS (ADHOC & SYSTEM REPORTS)
4.8.37	EMPLOYEES QUALIFYING FOR ANNUAL PAY PROGRESSION			6.12.2	ENQUIRIES: FUNCTION REPORTS (EG 7.6.2)
4.8.38	LEARNERSHIP			6.12.3	ENQUIRIES: REPORT FIELDS

4.8.39	PAY PROGRESSION AWARDED		6.12.4	REPORTS: REPORT FIELDS
4.8.40	QUALIFICATIONS		6.12.5	MAINTENANCE: REPORT INFORMATION
4.8.41	EMPLOYEES ACTING IN HIGHER POSTS REPORTS		6.12.6	MAINTENANCE: FIELDS
4.8.42	NOMINATIONS OF BENEFICIARIES FOR PERSAL PAYOUTS			
4.8.43	DRIVERS LICENCES REPORT		7.2	CODE CLASSIFICATION
4.8.44	MANAGEMENT PACKAGE REPORTS		7.2.1	RANK / SALARY CODE CLASSIFICATION
4.8.45	PERFORMANCE BONUSES GRANTED		7.2.2	ENQUIRY: CATEGORY CLASSIFICATION
4.8.46	SPORT REPORTS		7.2.3	REPORTS: RANK / SALARY CODE CLASSIFICATION
4.8.47	EDUCATION PERFORMANCE EVALUATION REPORTS		7.2.4	CLASSIFICATION OF OCCUPATIONS (SASCO)
4.8.48	INTERNSHIP		7.2.5	REPORTS:CLASSIFICATION OF OCCUPATIONS (SASCO)
4.9	PERSONS LEAVING PERSAL		7.5	HUMAN RESOURCE PLANNING
4.9.1	TRANSFER OF A PERSON TO ANOTHER PERSAL BUREAU		7.5.1	REPORTS: ESTABLISHMENT STATUS
			7.5.2	REPORTS: COMPOSITION OF THE ESTABLISHMENT
4.10	GENERAL PERSONNEL ADMIN SUPPORT RECORDS			
4.10.1	ENQUIRY: DRIVERS LICENCE		7.6	HUMAN RESOURCE PROV / UTILISATION
4.10.3	DRIVER LICENCES		7.6.1	REPORTS: HUMAN RESOURCE STATUS
4.10.4	DECORATIONS AND ACKNOWLEDGEMENTS		7.6.2	REPORTS: APPOINTMENT DETAIL
4.10.15	SPORT INFORMATION		7.6.3	REPORTS: PROMOTION DETAIL
4.10.19	CREATE: FOREIGN MISSIONS		7.6.4	REPORTS: SERVICE TERMINATION DETAIL
4.10.20	AMEND: FOREIGN MISSIONS		7.6.5	SUMMARISED REPORTS: APPOINTMENTS
4.10.21	ENQUIRY: FOREIGN MISSIONS		7.6.6	SUMMARISED REPORTS: PROMOTIONS
			7.6.7	SUMMARISED REPORTS: SERVICE TERMINATIONS
4.11	SPECIAL FUNCTIONS: FORCES		7.6.8	REPORTS: HUMAN RESOURCES PER SALARY LEVEL
4.11.21	CREATE: SPECIAL SERVICE RECORD		7.6.9	REPORTS: PERSONNEL TURNOVER
4.11.22	AMEND: SPECIAL SERVICE RECORD		7.6.10	REPORTS: CS EDUCATORS PER SAL & POST LEVEL
4.11.23	ENQUIRY: SPECIAL SERVICE RECORD		7.6.11	REPORTS: QUALIFICATIONS OF THE CS EDUCATORS
4.11.24	CREATE: EXTRANEIOUS DUTY RECORD		7.6.12	REPORTS: REWARDS FOR PERFORMANCE
4.11.25	AMEND: EXTRANEIOUS DUTY RECORD		7.6.13	REPORTS: RACE / GENDER AND AGE DISTRIBUTION
4.11.26	ENQUIRY: EXTRANEIOUS DUTY RECORD			
4.11.27	REPORTS: SPECIAL SERVICE RECORD		7.9	ESTIMATES / PROJECTIONS
4.11.28	CHANGE IN UNIFORM RANK		7.9.1	ENQUIRY: PROJECTIONS
			7.9.2	ENQUIRY: PROJECTIONS (SCOA)
4.12	LABOUR RELATIONS			
4.12.1	GRIEVANCES AND REPRESENTATIONS		7.10	FINANCIAL MANAGEMENT SUPPORT
4.12.2	PROGRESSIVE DISCIPLINARY ACTIONS		7.10.3	ENQUIRIES: PERSONNEL EXPENDITURE
4.12.3	DISCIPLINARY ENQUIRIES		7.10.5	REPORTS: SALARY DISTRIBUTION
4.12.4	SUSPENSIONS		7.10.6	REPORTS: MOTOR FINANCE FOR SENIOR OFFICIALS
4.12.5	LABOUR RELATIONS REGISTER		7.10.8	REPORTS: MANAGEMENT PACKAGE
4.12.6	ENQUIRY: OFFENCES (OLD FUNCTIONS)		7.10.9	ENQUIRY: PERSONNEL EXPENDITURE (SCOA)
4.12.7	CANCEL: OFFENCES / SUSPENSIONS (OLD FUNCTIONS)		7.10.10	REPORTS: PERSONNEL EXPENDITURE PER SAL LEVEL
4.12.8	ENQUIRY: SUSPENSIONS (OLD FUNCTIONS)			
			7.11	AUDIT AND CONTROL
4.13	INTERDEPARTMENTAL TECHNICAL		7.11.1	REPORTS: OVERTIME REMUNERATION
4.13.1	SUB MOTOR TRANSPORT ADMISSION – FINANCE		7.11.2	REPORTS: TERM GUARANTEES NOT REDEEMED
4.13.3	SUB MOTOR TRANSPORT ADMISSION – MAINTENANCE		7.11.4	REPORTS: ANALYSIS OF SICK LEAVE
			7.11.5	REPORTS: ANALYSIS OF LEAVE PER LEAVE CATOGORY
4.16	VERIFICATION		7.11.6	REPORTS: NO VACATION OR SICK LEAVE UTILISED
4.16.1	VERIFICATION: APPOINTMENT DETAIL		7.11.7	REPORTS: AMENDMENTS: BANK DETAIL OF OFFICIALS
4.16.2	ENQUIRY: VERIFICATION OF APPOINTMENT DETAIL		7.11.8	REPORTS: VOLUNTARY SEVERANCE PACKAGE
4.16.3	CANCEL: VERIFICATION OF APPOINTMENT DETAIL		7.11.9	REPORTS: APPOINTMENTS OUT OF ADJUSTMENT
			7.11.10	REPORTS: PROBATIONARY APPOINTMENTS
5.2	BASIC INFORMATION		7.11.11	REPORTS: INJURIES ON DUTY
5.2.1	NOTCH / TARIFF ADJUSTMENT		7.11.12	REPORTS: DUPLICATE ID'S AND PERSAL NUMBERS
5.2.2	PAY PROGRESSION RETENTIONS		7.11.13	REPORTS: LEAVE IN MONETARY VALUE
5.2.3	MEDICAL		7.11.14	REPORTS: SERVICE BONUS LIABILITY
5.2.4	PENSION		7.11.15	REPORTS: STATE GUARANTEE LIABILITY
5.2.5	METHOD OF PAYMENT			
5.2.6	TAX		7.12	EMPLOYMENT EQUITY
5.2.7	UNEMPLOYMENT INSURANCE		7.12.1	EMPLOYMENT EQUITY ACT: EEA2
5.2.8	SERVICE BONUS		7.12.2	STATEMENT OF INCOME DIFFERENTIALS: FORM EEA4
5.2.10	REVERSAL OF SALARY		7.12.3	QUARTERLY EMPLOYMENT STATISTICS

5.2.11	FREEZE OF SALARY			7.12.4	EMPLOYMENT EQUITY REPORT: EEA2	
5.2.12	CANCEL OF UNFINISHED SUPPLEMENTARY RECORD			7.12.5	INCOME DIFFERENTIALS STATEMENT: EEA4	
5.2.13	TRADE UNION DETAILS					
5.2.14	CONTRACT WORKERS – AMEND EMPLOYERS CONTR			7.13	POWERSTATS	
5.2.15	RETAIN MEDICAL BENEFIT			7.13.1	POWERSTATS	
5.3	ALLOWANCES AND EARNINGS				OTHER	
5.3.1	GENERAL ALLOWANCES					
5.3.2	OVERTIME					
5.3.3	HOURLY / DAILY REMUNERATION					
5.3.4	STANDBY / SHIFT ALLOWANCE					
5.3.5	PRODUCTION BONUS					
5.3.6	OVER-DEDUCTION					
5.3.7	ABNORMAL PAYMENT					
5.3.8	MANUALLY ISSUED WARRANT VOUCHERS					
5.3.9	OFF DAY COMPENSION					
5.3.10	LUMP SUM PAYMENTS					
5.3.11	SUBSISTENCE AND TRAVELLING PAYMENTS					
5.3.12	DAILY COMPENSATION					
5.3.13	HOUSING ALLOWANCES					
5.3.14	SHIFT WORK					
5.3.15	MANAGEMENT ALLOWANCES					
					PLEASE ATTACH A COPY OF THE USER'S JOB DESCRIPTION	

PERSAL USER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

SUPERVISOR *(Please print name)*

SIGNATURE

DESIGNATION

DATE

CONTROLLER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

ALLOCATION / REMOVAL OF FUNCTIONS
--

ALLOCATE:		REMOVE:	
------------------	--	----------------	--

Please could you **ALLOCATE / REMOVE** the under mentioned **PERSAL** function(s) to / from the following **PERSAL** user: -

SURNAME		INITIALS	
PERSAL NUMBER		IDENTITY NUMBER	
MAINFRAME USER ID		PERSAL USER ID	
FUNCTIONS TO BE ALLOCATED		FUNCTIONS TO BE REMOVED	

**PLEASE ATTACH A COPY OF THE USER'S JOB DESCRIPTION*

PERSAL USER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

SUPERVISOR *(Please print name)*

SIGNATURE

DESIGNATION

DATE

CONTROLLER *(Please print name)*

SIGNATURE

DESIGNATION

DATE

RESET FORM

TO:		PERSAL SUPPORT AND ADMINISTRATION	
FAX NO.:	053 – 8314 254	SIGNATURE:	
FROM:		DATE RESET:	
DATE:		TIME RESET:	
		BAPER ID USED	

DEPARTMENT OF	
----------------------	--

REVOKED ID

MAINFRAME USER ID.:		PERSAL USER ID.:	
		DATE:	
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		

DEPARTMENTAL PERSAL CONTROLLER'S DETAILS

PERSAL NUMBER		IDENTITY NUMBER	
SURNAME AND INITIALS			
MAINFRAME USER ID		PERSAL USER ID	
DECLARATION: I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE MAINFRAME USER ID(S) AND PERSAL USER ID(S) BELONGING TO THE FOLLOWING USER(S), ARE TO BE RESET.			
SIGNATURE			
DESIGNATION		DATE	

USERS' DETAILS

PERSAL NUMBER	SURNAME AND INITIALS	MAINFRAME USER ID	USER ID	SIGNATURE	DESIGNATION

SUPERVISOR

SURNAME AND INITIALS			
SIGNATURE			
DESIGNATION		DATE	

REQUEST TO ACCESS FUNCTIONS BLOCKED BY #5.1.34

The Manager: PERSAL Support and Administration
 Provincial Treasury
 Fax No.: 053 – 8314 254

IT IS HEREBY REQUESTED THAT THE FOLLOWING OFFICIAL BE GRANTED ACCESS TO A FUNCTION ON PERSAL CURRENTLY BLOCKED BY #5.1.34:

FUNCTION REQUIRED		
DEPARTMENT		
INSTITUTION CODE		
SURNAME AND INITIALS		
PERSAL NUMBER		
MAINFRAME USER ID		
PERSAL USER ID		
RELIEF USER	YES	NO
RELIEF FOR USER ID		
REASON FOR RELIEF ACCESS		
RELIEF PERIOD		
DISTRIBUTION		

**All relevant fields must be completed*

PERSAL USER		
SURNAME AND INITIALS		
SIGNATURE		
DESIGNATION		DATE

SUPERVISOR		
<i>I HEREBY CONFIRM THAT THE ABOVE USER HAS THE NECESSARY AUTHORITY TO PROCESS TRANSACTIONS ON THE FUNCTION(S) AS REQUESTED ABOVE</i>		
SURNAME AND INITIALS		
SIGNATURE		
DESIGNATION		DATE

CONTROLLER		
SURNAME AND INITIALS		
SIGNATURE		
DESIGNATION		DATE

ADD / REMOVE REVISOR(S)

ADD REVISOR		REMOVE REVISOR	
--------------------	--	-----------------------	--

PLEASE ALLOCATE / AMEND THE REVISOR(S) OF THE USER AS INDICATED BELOW:-

USER DETAILS

MAINFRAME USER ID		COMPLETE USER ID	
SURNAME AND INITIALS		PERSAL NO.	
SIGNATURE			
DESIGNATION		DATE	

NEW REVISOR (TO BE ADDED)

MAINFRAME USER ID		COMPLETE USER ID	
SURNAME AND INITIALS		PERSAL NO.	
SIGNATURE			
DESIGNATION		DATE	

OLD REVISOR (TO BE REMOVED)

MAINFRAME USER ID		COMPLETE USER ID	
SURNAME AND INITIALS		PERSAL NO.	
SIGNATURE			
DESIGNATION		DATE	

SUPERVISOR

MAINFRAME USER ID		COMPLETE USER ID	
SURNAME AND INITIALS		PERSAL NO.	
SIGNATURE			
DESIGNATION		DATE	

DEPARTMENTAL PERSAL CONTROLLER / HR CONTROLLER / SALARY CONTROLLER

MAINFRAME USER ID		COMPLETE USER ID	
SURNAME AND INITIALS		PERSAL NO.	
SIGNATURE			
DESIGNATION		DATE	

REQUEST TO ACCESS THE PERSAL SYSTEM AFTER OFFICIAL WORKING HOURS

TO: THE MANAGER: PERSAL SUPPORT AND ADMINISTRATION
PROVINCIAL TREASURY
FAX: 053 – 8314254

THE DEPARTMENT OF _____ REQUEST THAT THE PERSAL SYSTEM BE
AVAILABLE AFTER HOURS FROM _____ TO _____.

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY THE REQUEST TO ACCESS THE PERSAL SYSTEM AFTER OFFICIAL WORKING HOURS:

- **A COPY OF THE SUBMISSION WHERE APPROVAL WAS GRANTED FOR OVERTIME BY THE DEPARTMENT AND DETAILED REASONS WHY THE REQUESTED TRANSACTIONS CAN'T BE PERFORMED DURING OFFICIAL WORKING HOURS;**
- **A LIST REFLECTING THE PERSAL USER ID'S, THE USER'S SURNAME AND INITIALS AND THE FUNCTIONS / TRANSACTIONS THAT WILL BE UTILIZED BY EACH USER DURING THE OVERTIME PERIOD. THE LIST SHOULD ALSO INDICATE WHICH USER ID WILL BE APPROVING OR AUTHORIZING TRANSACTIONS AFTER OFFICIAL WORKING HOURS.**

DEPARTMENTAL PERSAL CONTROLLER

THE DEPARTMENTAL PERSAL CONTROLLER CONFIRMS THAT ALL USER ID'S SUBMITTED WITH THIS REQUEST ARE ACTIVE USERS ON THE PERSAL SYSTEM.

DEPARTMENTAL PERSAL CONTROLLER
(Please print name)

DEPARTMENTAL PERSAL CONTROLLER'S SIGNATURE

DESIGNATION

DATE

COMMENTS BY: THE MANAGER: PERSAL SUPPORT AND ADMINISTRATION

PROVINCIAL PERSAL CONTROLLER

PROVINCIAL PERSAL CONTROLLER'S SIGNATURE

DESIGNATION

DATE

PERSAL INFORMATION REQUEST FORM
--

SECTION A: REQUESTOR DETAILS

PERSAL NUMBER		IDENTITY NUMBER	
SURNAME AND INITIALS			
DEPARTMENT			
TELEPHONE NUMBER		FAX NUMBER	
CELLPHONE NUMBER		EMAIL ADDRESS	

SECTION B: DATA REQUIRED

PERSAL SYSTEM		FORMAT OF THE REPORT	HARDCOPY
VULINDLELA			ELECTRONIC
AD HOC REPORT			
CONTROL D			
DETAILED DESCRIPTION OF THE INTENDED USE OF THE REPORT / DATA			
DESCRIPTION OF REPORT			
REPORT CRITERIA			
PERIOD			
RUN DATE(S)			
RUN NUMBER(S)			
PAY POINT(S)			
COMPONENT(S)			
OTHER			
FIELDS REQUIRED (EG. SURNAME, PERSAL NUMBER, NOTCH, RANK CODE ETC.)			

SECTION C: DATA PROVIDED

DESCRIPTION OF REPORT / INFORMATION PROVIDED			
I acknowledge that I have requested and will receive upon approval confidential data of the Northern Cape Provincial Government in electronic or hardcopy format. I understand that this data is complete and / or correct as of the date required. It is expected that I will do the following: Handle this information in a confidential manner, keeping it secure at all times. Communicate this information ONLY to parties authorized to have access to it in accordance with the provisions of Northern Cape Provincial Government. Use this information only for its intended purpose. Properly dispose of this information when it is no longer needed.			
SURNAME AND INITIALS OF REQUESTOR		SIGNATURE OF REQUESTOR	
DESIGNATION		DATE	

SECTION D: APPROVAL**DEPARTMENTAL PERSAL CONTROLLER /SUPERVISOR:**

		APPROVED	NOT APPROVED	
SURNAME AND INITIALS			SIGNATURE	
DESIGNATION			DATE	
REMARKS				

SECTION E: PERSAL SUPPORT AND ADMINISTRATION

REPORT / INFORMATION / AD HOC REPORT / CONTROL D REPORTS REQUESTED:			
SURNAME AND INITIALS		SIGNATURE	
DESIGNATION		DATE	
REMARKS			

PERSAL TRAINING – NOMINATION FORM					
DETAILS OF NOMINEE				DEPARTMENTAL PERSAL CONTROLLER	
PERSAL NUMBER				SURNAME	
SURNAME				INITIALS	
FULL NAMES				SIGNATURE	
DEPARTMENT				DESIGNATION	
SUB DIRECTORATE				DATE	
IDENTITY NUMBER					
MAINFRAME USER ID					
PERSAL USER ID				COURSES OFFERED	
CONTACT NUMBER				COURSE	DURATION
PREVIOUS COURSE DETAILS				SUPPORTING SUBSYSTEMS COURSE	5 DAYS
COURSE(S)		YEAR		PERSONNEL MANAGEMENT I COURSE	5 DAYS
				PERSONNEL MANAGEMENT II COURSE	5 DAYS
				ESTABLISHMENT COURSE	5 DAYS
				LEAVE ADMINISTRATION COURSE	5 DAYS
				SALARY MANAGEMENT COURSE	10 DAYS
				PERSAL CONTROLLER COURSE	5 DAYS
COURSE TO ATTEND				LABOUR RELATIONS COURSE	3 DAYS
COURSE					
TRAINING CENTRE			PRE-REQUISITES		
PLEASE INDICATE IF YOU HAVE BASIC COMPUTER SKILLS			YES	NO	<ul style="list-style-type: none"> * Successful completion of the Supporting Subsystems Course is a pre-requisite for all PERSAL Courses; * Nominated officials must be computer literate; * All examinations are conducted as closed book; * In order for a Departmental PERSAL Controller, Personnel Controller and Salary Controller to be nominated for the PERSAL Controller Course, he / she must have completed all on the PERSAL Courses; * In order to pass the examination and obtain a certificate, a pass mark of 70% must be achieved for all PERSAL Courses, except for the course in Supporting Subsystems where it is 80%; * Candidates that fail the course will have to repeat the course.
SIGNATURE OF NOMINEE					
DESIGNATION					
DATE					
SUPERVISOR CONFIRMATION					
It is hereby certified that the nominated official 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					
SURNAME AND INITIALS					
PHONE NUMBER					
FAX NUMBER					
EMAIL ADDRESS					
SIGNATURE					
DESIGNATION					
DATE					

PERSAL TRAINING – VERIFICATION FORM			
DETAILS OF NOMINEE		DEPARTMENTAL PERSAL CONTROLLER	
PERSAL NUMBER		SURNAME	
SURNAME		INITIALS	
FULL NAMES		SIGNATURE	
DEPARTMENT		DESIGNATION	
SUB DIRECTORATE		DATE	
COURSE NAME			
COURSE START DATE		PLEASE NOTE THAT:-	
SIGNATURE		<ul style="list-style-type: none"> ▪ Verification forms must be submitted three (3) working days prior to the start of the course. Failure to submit the Verification Form will result in immediate cancellation; ▪ If a candidate misses a day or part of a day he / she will be turned away for the remainder of the course; ▪ Incidents of candidates absconding during the week of the course will be reported to the respective departments; ▪ Training starts strictly at 08H00 and finishes at 16H00; ▪ A daily attendance register will be signed by officials; ▪ NO lunch will be served, only tea and coffee will be supplied during tea breaks 	
DESIGNATION			
DATE			
SUPERVISOR CONFIRMATION			
I HEREBY CONFIRM THE ABOVE OFFICIAL WILL ATTEND THE COURSE CONCERNED:			
SURNAME		FOR FURTHER INFORMATION PLEASE CONTACT:	
INITIALS			
SIGNATURE			
DESIGNATION			
DATE			
OR			
THE ABOVE OFFICIAL WILL NOT ATTEND THE COURSE CONCERNED DUE TO THE FOLLOWING REASON/S:		MS. D. NEL MANAGER: PERSAL SUPPORT AND ADMINISTRATION TELEPHONE NUMBER: 053 – 8308 237 FAX NUMBER: 053 – 8314 254	
SURNAME		MR. N. MOHAMAD ASSISTANT MANAGER 053 – 8308 377 (T)	
INITIALS			
SIGNATURE			
DESIGNATION			
DATE			
NB: ANY CANCELLATIONS MUST BE REPORTED AT LEAST 3 WORKING DAYS PRIOR TO THE COMMENCEMENT OF THE COURSE IN ORDER FOR A SUITABLE REPLACEMENT TO BE FOUND		MR. P. KWAENG ASSISTANT MANAGER 053 – 8308 245 (T)	
		MS. L. JACOBS ASSISTANT MANAGER 053 – 8308 462 (T)	