



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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Human Resource Services

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**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE & DISTRICTS
DEPUTY DIRECTORS AT HEAD OFFICE & DISTRICTS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR NO. 37 OF 2022

SUBJECT: PAYSLEIPS PRINTOUT FOR EMPLOYEES WITH NO EMAIL ADDRESS AND CONTACT NUMBERS CAPTURED ON PERSAL SYSTEM

1. The Kwazulu-Natal Provincial Administration implemented the electronic delivery of payslips via email in April 2021 and the department had issued HRM circular no.15 of 2021 and HRM circular no.8 of 2022 in this regard.
2. It has been established that many employees have reported that they are not receiving their payslips electronically nor manually in print form. Many of the cases involve employees who have not submitted an email address or a mobile number to HR. Employees are encouraged to submit their email address and contact number to their respective district and Head Office HR offices using the attached form which must have a school stamp for validation and note that only Smart cellphones will be able to access and retrieve electronic payslips.
3. Employees who do not have an email address or cellular phone number captured on PERSAL will still have their payslips printed manually, as it used to be prior to the EDD, the manual payslips are still printed and distributed by SITA, however the printing of payslips will be phased out soon. **Hence, it is of utmost importance that all employees learn and adapt to the electronic distribution of payslip system as this is the new way of payslip distribution and that we are moving away from hard copies of such.** Employees who do not have official email addresses or smartphones are encouraged to create private email addresses through one of the many free email service providers such as Gmail, Yahoo! Mail, or iCloud Mail etc.
4. Reports indicating employees with no email address or cellphone number captured on PERSAL are distributed on monthly basis to all Districts and Head Office HR offices, it is imperative that this information is correctly updated on PERSAL. Districts must distribute these reports to the various Circuits, etc for these employees to complete the attached form for capturing on the EDD.
5. It would be appreciated if the contents of this circular can be brought to the attention of all employees within the department.

**MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION**

3/11/22
DATE



KWAZULU-NATAL DEPARTMENT OF EDUCATION

ELECTRONIC PAYSALIP DELIVERY E-MAIL ADDRESS CAPTURING FORM

PART A (To be completed by the Employee)

FULL NAME: _____

PERSAL No. _____ RANK: _____

NAME OF SCHOOL/OFFICE: _____

DISTRICT: _____ CIRCUIT: _____

ID NUMBER:

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CELL NUMBER :

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E-MAIL ADDRESS:

I hereby agree to receive my payslips electronically at the e-mail address specified above and take responsibility for the safeguarding of the passwords linked to the e-mail account and the electronic payslips sent to me.

Signed at _____ this _____ day of _____
20____.

(SIGNATURE OF EMPLOYEE)

PART B (FOR OFFICE USE ONLY)

E-mail address captured on PERSAL by:-

Name _____

Signature _____

Date _____