



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 846 5533

Human Resource Services
Enquiries: Mr K Naidoo

**To: Deputy Directors-General
Chief Directors
Directors
District Directors
Deputy Directors
PERSAL Users**

HRM CIRCULAR NO. 24 OF 2022

SUBJECT: PAYMENT OF OVERTIME ON PERSAL

1. Department of Public Service and Administration (DPSA) issued Circular 18 of 2017, paragraph 3.2 that states that "an Executive Authority no longer has authority to approve that the overtime compensation may exceed 30 percent of the employee's monthly salary due to exceptional circumstances". The PERSAL system was then configured that payment of overtime exceeding 30% can only be processed on PERSAL per approval by the Minister: DPSA.
2. This circular serves as a reminder to all PERSAL Users to strictly adhere to the directive issued by DPSA as well as Department's overtime policy.
3. Kindly bring the content of this Circular to all PERSAL Users.

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HEAD OF DEPARTMENT: EDUCATION
DATE: 31/5/22