



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

CFO SUPPORT

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**DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS
ALL STAFF MEMBERS**

FINANCIAL CIRCULAR NO. 6 OF 2024

SUBJECT: PAYMENT OF STIPEND AMOUNTS TO ABNORMAL APPOINTMENT BENEFICIARIES : GUIDELINE OF PERSAL / BAS CODES

1. The payment of stipends amounts to Abnormal Appointment beneficiaries is ongoing at District level, dependant on specific projects and Grants introduced to finance governmental goals.
2. During the past number of financial years, there have been numerous challenges in ensuring that the correct PERSAL codes are used whenever appointing and paying such beneficiaries.
3. In an effort to assist the HR and Finance processing components, a listing of the various codes that need to be used for Chief and Voluntary Food Handlers, Learner Support Agents (HIV), Volunteer Cleaners, School Safety Volunteers and others, the attached schedule of codes relative to each payment type has been compiled. The applicable codes, as indicated, need to be used in order to ensure that the correct budget is charged once the interface from PERSAL to BAS is processed after each payment run.
4. Processing officials are required to ensure that regular checks and balances are performed to ensure that all payments generated on PERSAL are in line with the attached guideline and where deviations are detected, these must be immediately corrected, thus ensuring that the departments funds are correctly utilised.

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

23/8/24
DATE

PERSONAL AND BAS CODES FOR THE CONTROL AND APPOINTMENT OF PERSONNEL UNDER THE VARIOUS GRANTS / PROJECTS						
OBJECTIVE	OBJECTIVE DESCRIPTION	NATURE OF APPOINTMENT	NATURE OF APPOINTMENT DESCRIPTION	SUB PROGRAM DESCRIPTION	JOB TITLE	ALLOWANCE DESCRIPTION
	OBJECTIVE CODE ON PERSONAL		PERSONAL NON CODE	THIS IS THE SUB PROGRAM THAT THE OBJECTIVE CODE LINKS TO ON BAS WHEN THE EXPENDITURE INTERFACES THROUGH THE SUB PROGRAM	PERSONAL JOB TITLE CODE	PERSONAL ALLOWANCE CODE
300908	VOLUNTEER CLEANERS	32	ABNORMAL APPOINTMENT	PUBLIC SECONDARY LEVEL	20550	0518
300909	SCHOOL SAFETY-STUDENT	32	ABNORMAL APPOINTMENT	PUBLIC SECONDARY LEVEL	20089	0518
102576	COND GRANT HW AND AIDS	32	ABNORMAL APPOINTMENT	HIV AND AIDS/SEVERANT	20023	0518
102686	NSNP NON EDUC	32	ABNORMAL APPOINTMENT	CONDITIONAL GRANT - POSE	20010	0518
103010	SOC SEC EMPW INCENT GRANT	32	ABNORMAL APPOINTMENT	CONDITIONAL GRANT - POSE	20011	0518
103030	EPWP INTEGRATED GRANT	32	ABNORMAL APPOINTMENT	CONDITIONAL GRANT - POSE	30590	0518
301162	BOUNCE BACK / WINTER CLASSES	32	ABNORMAL APPOINTMENT	HUMAN RESOURCE DEVELOPMENT	VARIOUS	0177
301180	LEARNERS WITH PROFOUND INT DIS	VARIOUS	EDUCATION SPECIALISTS	LEARNERS W/PROFOUND INTELLECT DIS	VARIOUS	VARIOUS
301142	INFRASTRUCTURE COMP GRANT	VARIOUS	FIXED APPOINTMENT: OFFICER PERMANENT/ PROBATION/ CONTRACT	ADMINISTRATION	VARIOUS	VARIOUS
300919	SCHEMERS-PKG 2-PRIMARY	32	ABNORMAL APPOINTMENT	PUBLIC PRIMARY LEVEL	20091	0518
300919	SCHEMERS-PKG 3-SEC	32	ABNORMAL APPOINTMENT	PUBLIC SECONDARY LEVEL	20091	0518
300919	SCHEMERS-PKG 4	32	ABNORMAL APPOINTMENT	SCHOOLS	20091	0518
300949	PPE FUND - ADMINISTRATION	VARIOUS	VARIOUS	SPECIAL PROJECTS	VARIOUS	VARIOUS
300959	PPE FUND - PRIMARY	32	ABNORMAL APPOINTMENT	SPECIAL PROJECTS	VARIOUS	0518
300969	PPE FUND - SECONDARY	32	ABNORMAL APPOINTMENT	SPECIAL PROJECTS	VARIOUS	0518
300979	PPE FUND - SPECIAL	32	ABNORMAL APPOINTMENT	SPECIAL PROJECTS	VARIOUS	0518
100910	PRE-GRADE R - NON EDUCATORS	VARIOUS	FIXED APPOINTMENT: OFFICER PERMANENT/ PROBATION/ CONTRACT	PRE-GRADE R TRAINING	VARIOUS	VARIOUS
100920	EARLY CHILDHOOD DEV (GRANT)	VARIOUS	FIXED APPOINTMENT: OFFICER PERMANENT/ PROBATION/ CONTRACT	EARLY CHILDHOOD DEV / ECD GRANT	VARIOUS	VARIOUS

OBJECTIVE	STIPEND BENEFICIARIES	MONTHLY AMOUNT	U/P INDICATOR	STATUS
300908	VOLUNTEER CLEANERS	2 388.00	YES	
300909	SCHOOL SAFETY VOL	2 388.00	YES	
300919	COVID SCHEMERS-PKG 2-PRIMARY	2 162.50		Discontinued
300919	COVID SCHEMERS-SEC 300923	2 160.00		Discontinued
300949	COVID SCHEMERS-SPECIAL 300934	2 022.00		Discontinued
102576	HW/ AIDS 100278 PR2	4 700.00	YES	
300910	SOC SEC EMPW INCENTIVE 300910 PR2	2 020.00		Discontinued
103010	SOC SEC EMPW INCENT GRANT - CH	2 171.39	YES	
103030	EPWP INTEGRATED 103030 PR2 CLEANER	1 880.00	YES	
102686	NSNP 102686 WITH PR2 300919	1 827.98	YES	
300949	PPE FUND - PRIMARY 300949	4 031.44		Discontinued
300949	PPE FUND - SECONDARY 300949			Discontinued
300979	PPE FUND - SPECIAL 300979	4 031.44		Discontinued