



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

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Human Resource Services  
Enquiries: Mr K Naidoo

**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. 28 OF 2024**

#### **SUBJECT: AMENDMENT OF CELLPHONE NUMBER OR EMAIL ADDRESS FOR ELECTRONIC DISTRIBUTION OF PAYSLEIPS (E-PAYSLEIPS)**

1. The Department of Education released the HRM Circular No. 8 of 2022- Electronic distribution of E-payslips, in compliance with the implementation of the electronic delivery of payslips via email by the Kwazulu-Natal Provincial Administration in April 2021.
2. During the initial implementation phase, employees were required to complete forms indicating the email address they wanted their payslips delivered to and Human Resources were required to capture the email address on PERSAL. The Electronic Document Delivery (EDD) system also had the capability to deliver payslips via SMS to mobile cell phones (for smartphones) therefore employees could also provide their mobile numbers so their e-payslip link could be delivered via SMS to their mobile number. The email addresses and mobile numbers had to be captured onto PERSAL by departmental Human Resource Practitioners.
3. The method used to deliver the e-payslips is as follows:
  - a) If an email address was captured on PERSAL, those employees will receive their e-payslip via the email address on PERSAL.
  - b) If an email address and mobile number was captured on PERSAL, those employees will receive their e-payslip via the email address on PERSAL.
  - c) If a mobile number and NO email address was captured on PERSAL, those employees will receive their e-payslip link via SMS and only smartphones can open the e-payslip.
4. It has been established that most employees requiring the amendment of cellphone number or email address are going to SITA, employees are advised that should they need to update these details for receiving their payslips electronically, should submit a signed EDD Form with the School stamp for those in schools or head of directorate for those in offices to their relevant HR Offices in their respective Districts or Head Office. These details must be changed on PERSAL for the payslips to be sent electronically, therefore, HR Units are responsible for amending / capturing on Persal not SITA.



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9. 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**

**DATE**



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**KWAZULU-NATAL DEPARTMENT OF EDUCATION**

**ELECTRONIC PAYSリップ 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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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 \_\_\_\_\_