



OFFICE OF THE HEAD OF DEPARTMENT

Private Bag X 9137, PIETERMARITZBURG, 3200

Anton Lembede Building, 247 Burger Street, Pietermaritzburg, 3201

Enquiries: Ms S Govender

Email: premi.govender@kzndoe.gov.za

Tel: 033 846 5172

**TO : DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS
DISTRICTS DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES**

HRM CIRCULAR NO. 41 OF 2025

SUBJECT: SUBMISSION AND UPLOADING OF TIME & ATTENDANCE REGISTERS AS WELL AS OTHER MANDATORY DOCUMENTS ONTO KWANTU FOR ASSISTANTS APPOINTED IN PHASE V OF BASIC EDUCATION EMPLOYMENT INITIATIVE (BEEI)

1. HRM Circular No. 33 of 2025 was issued directing that the prescribed weekly Attendance Registers (copy attached) be signed daily by the Assistants and signed off weekly by the principals of schools participating in Phase 5 of BEEI.
2. Assistants paid via KWANTU are funded by Department of Employment & Labour. In-keeping with the funding agreement, the payment of their stipends is dependent on the weekly registers being uploaded onto KWANTU every Friday.
3. Concessions have been made for payments of the stipends for the previous months subject to schools e-mailing the registers to the designated officials in the District Offices. However, Schools are reminded that, in addition to the e mailing of the attendance registers, they must still comply with their obligation to upload the duly completed prescribed registers of the Assistants. All Registers for the period June to September must be e mailed to the District Office and uploaded onto KWANTU by no later than 17 October 2025.
4. Going forward, registers must be e mailed every Friday to the District Office and uploaded onto KWANTU by the School. Non-compliance will have the effect of Assistants not being paid their stipend on the last day of the month.
5. Schools are required to also upload the following documents as a once-off for each Assistant appointed at their school:
 - a) Copy of ID Document
 - b) Duly completed "Assumption of Duty" Form
 - c) Z56 or bank letters confirming the bank account details
 - d) Resignation/Termination Letter (if applicable)
6. Principals of Schools with Assistants paid via KWANTU are urged to give the uploading of the aforementioned documents (viz. prescribed Attendance Registers, Copies of ID, Duly completed "Assumption of Duty" Forms, Z56/bank letters confirming banking details and, where applicable, notice of termination letters) their urgent attention in order to secure the timeous payment to Assistants appointed at their schools.
7. *The content of this Circular must be brought to the attention of all employees and officials under your supervision.*

**MR GN NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 14.10.2025**