



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, Pietermaritzburg, 3200

Directorate: Human Resource Services

Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5172

Email : [Premi.Govender@kzndoe.gov.za](mailto:Premi.Govender@kzndoe.gov.za)

Enquiries: Ms S. Govender

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

### HRM CIRCULAR NO. 33 OF 2025

#### **TIME & ATTENDANCE REGISTERS MAINTAINED FOR ASSISTANTS APPOINTED IN PHASE V OF BASIC EDUCATION EMPLOYMENT INITIATIVE (BEEI)**

1. The "Contract for Education Assistants and General School Assistants placed in schools as part of the Basic Education Employment Initiative (BEEI): Phase V" as component of Presidential Employment Stimulus (PES), hereafter referred to as "the Contract", contained all the terms and conditions for employment of the Assistants, i.e. the Education Assistants (EAs) and the General School Assistants (GSAs).
2. In terms of the Contract, every school principal must keep written records of, *inter-alia*, Attendance Registers to control, monitor, and report on the attendance of the Assistants. The attached prescribed Attendance Register must be utilised for this purpose.
3. Payment of stipends is dependent on the attendance of the Assistants. Pro rata payment may be made for any periods of unauthorised absence as well as leave not provided for in the Contract. Therefore, there must be proper leave management by the school to ensure that the leave entitlement is not exceeded.
4. The weekly Attendance Registers must be signed daily by the Assistants and signed off weekly by the School Principal. These Registers must also be properly filed and made available for presentation when required, e.g. during monitoring and audit processes.
5. Assistants appointed at Primary, Combined and LSEN Schools are paid via the KWANTU Payment System (KPS), and attendance will be marked using both the register and the biometrics. In the event that the biometrics uploading of attendance is problematic, the physical weekly Attendance Registers must be uploaded onto the KWANTU Payment System every Friday, to ensure that prior to the release of stipends, the tallying of attendance and registers is done. The schools will be provided with the necessary training on the use of biometrics and uploading of registers on the KWANTU Payment System.
6. The completeness and accuracy of registers and the biometrics contribute towards to compliance of the BEEI Phase V.
7. The content of this Circular must be brought to the attention of all employees and officials under your supervision.

**MR G.N. NGCOBO**

**HEAD OF DEPARTMENT: KZN EDUCATION**

**DATE: 18/07/2025**