



**agriculture &
rural development**

Department:
Agriculture and Rural Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA




DIRECTORATE: HUMAN RESOURCE MANAGEMENT

PERSAL SYSTEM POLICY

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1. INTRODUCTION

1.1 The North West Department of Agricultural and Rural Development developed this policy to provide uniform and consistent guidelines regarding management, access, and the usage of the PERSAL system in the Department. This policy is aligned with National Treasury's guidelines and prescripts on the management of the PERSAL application.

2. BACKGROUND

- 2.1.1 Following the directives of Section 14 of the Constitution, 1996, provides that everyone has the right to privacy.
- 2.1.2 Following further directives of the Legislature by introducing the Protection of Personal Information Act No. 4 of 2013, which is aimed at promoting the protection of personal information by public and private bodies, and to introduce certain conditions to establish minimum requirements for the processing of personal information, to provide for the establishment of the information regulator to exercise certain powers and to perform certain duties and functions in terms of this act, as well as the Promotion of Access to Information Act. To provide the issuing of code of conduct, to provide for the rights of persons regarding unsolicited electronic communications across the borders of the country and to provide for matters related thereto.
- 2.1.3 In relations to section 38 of PFMA which has been declared unconstitutional by Labour Court judgement – procedure which must be followed as prescribed by Case no: J2185/2016 (Public Servants Association of South Africa obo Olufunmilayo Itunu Obogu against Head of Department Health Gauteng. In terms of this judgement:
- 2.1.3.1 Consent of the employee must be obtained through consultation. An employee must be notified or informed of any judgement obtained against them and for implementation purposes.
- 2.1.4 Failure to adhere to the POPI Act might lead to the Information Adjudicator to pose a sanction.

3. PURPOSE

- 3.1 The purpose of this policy is to regulate a code of conduct and manage the usage of the PERSAL system in the North West Department of Agriculture and Rural Development.

4. OBJECTIVE

The objective of this policy is to:

- 4.1 Provide guidelines to ensure PERSAL is managed and monitored effectively throughout the Department.
- 4.2 Ensure alignment to National Treasury PERSAL notices, directives, policies and practices;
- 4.3 To clearly define processes to assist in the management and prevention of fraud and corruption on the PERSAL system
- 4.4 To ensure that the information/data captured and stored on the PERSAL system is accurate, credible, reliable, regularly audited and complies with the National Minimum Information Requirements (NMIR).z
- 4.5 Provide guidelines regarding PERSAL training to establish a well-trained PERSAL users group in the Department.

5. SCOPE OF APPLICATION

- 5.1 The provisions of this policy document shall apply to all PERSAL users in the North West Department of Agriculture and Rural development.

6. ABBREVIATIONS AND DEFINITIONS

For the purpose of this policy document, meanings and definitions of the terms used in the document are provided below:-

"Adaptor address" means the unique network card address of a personal computer, can also be referred to as the MAC or Physical Address of a personal computer.

"Authoriser" means a user responsible for authorizing transactions using function #6.8.30 after the transaction has been approved by the reviser.

"Complete user ID" means the user ID allocated to a user which enables him/her access to the mainframe.

"Departmental PERSAL Controller" means the employee who manages the PERSAL Controller functions within a Provincial Department

"Employee" is a Public Servant.

"Employer" means the State as an employer in the Province.

"Exception reports" means reports which are generated programmatically by the system which reflect those instances where records or transactions do not comply with the required validations of the system.

"IP address" means a 32-bit address used to identify the adaptor address on a network.

"Key PERSAL functions" means a list of specific essential PERSAL functions identified and grouped per training course.

"PC" means a Personal Computer.

"Password" means a secret combination of letters and numbers which is linked to the user ID.

"PERSAL" means the Personnel and Salary System.

"PERSAL Controller" means an employee who is responsible for registering and maintaining user profiles of users under his/her control, and also for ensuring that users are equipped with the tools, support and training to perform their duties effectively and efficiently on the PERSAL System.

"PERSAL number" means a unique system generated 8-digit number assigned to each employee who is appointed on the PERSAL System.

"PERSAL user ID" means the user ID allocated to a user which enables him/her access to the PERSAL System.

"Provincial PERSAL Controller" means the employee who performs the transversal PERSAL Controller functions within the Province of North West.

"Relief PERSAL Controller" means the employee who is appointed to perform the functions assigned to the PERSAL Controller in his or her absence.

"Reviser" means a PERSAL user who is responsible for checking and approving another user's transactions.

"Third party" means any person, body or organisation who is not the employer or the employee, including but not limited to financial institutions, insurance institutions, Retailers and Debtors.

"User" means any Official/Consultant who has a user ID to access the PERSAL system.

"SOPS" means Standard Operating Procedures

"POPI" means the Protection of Personal Information Act No. 4 of 2013

7. LEGISLATIVE FRAMEWORK

- 7.1 The Constitution of the Republic of South Africa , 1996
- 7.2 Public Service Act, 1994 (Proclamation No. 103 of 1994)
- 7.3 Public Service Regulations, 20016
- 7.4 Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 7.5 Treasury Regulations, 2005
- 7.6 Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002)
- 7.7 Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
- 7.8 Guide on the functionality of PERSAL to promote the optimal utilisation of the system
- 7.9 National Minimum Information Requirements

The policy for the functional operation of PERSAL is mainly derived from: -

- 7.10 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- 7.11 Employment Equity Act, 1998 (Act No. 55 of 1998)
- 7.12 Financial Intelligence Act, 2001 (Act No. 38 of 2001)
- 7.13 Government Employees Pension Law, 1996 (Act No. 21 of 1996)
- 7.14 Labour Relations Act, 1995 (Act No. 66 of 1995)
- 7.15 Long-term Insurance Act, 1998 (Act No. 52 of 1998)
- 7.16 Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- 7.17 Regulation of Interception of Communications and Provision of Communication-Related Information Act, 2002 (Act No. 97 of 1998)
- 7.18 Skills Development Act, 1998 (Act No. 97 of 1998)
- 7.19 Unemployment Insurance Act 2001 (Act No. 63 of 2001)

Directives issued by:

- 7.20 National Treasury
- 7.21 The Department of Public Service and Administration
- 7.22 Department of Finance: PERSAL Support
- 7.23 The South African Revenue Services

8. POLICY PROVISIONS

8.1 Access Control

- 8.1.1 The Head of Department or his/her delegate is responsible for appointing a Departmental PERSAL Controller in writing.
- 8.1.2 The employee appointed as Departmental PERSAL Controller must be computer literate, must have passed the PERSAL Controllers' Course and have extensive knowledge of the functionality and capabilities of the PERSAL system. This employee should also have thorough knowledge of the Public Service Regulatory Framework and Financial Administration policies and prescripts.
- 8.1.3 Once appointed as a Departmental PERSAL Controller, it is recommended that the employee attends all PERSAL courses, writes and passes the examination to further improve his/her knowledge of the PERSAL system, thus enabling him/her to provide efficient support to his/her users.
- 8.1.4 The Departmental PERSAL Controller is responsible for the creation of PERSAL user ID's for the following employees/persons subject to the completion and approval of the "PERSAL User Application Form" (Annexure A):
- 8.1.4.1 Assistant PERSAL Controller - A person employed within the Public Service who is required to work on PERSAL, performing functions relevant to his/her duties.
 - 8.1.4.2 An Internal Auditor - Auditing personnel and/or salary administrators who require access to PERSAL using least privilege principle.
 - 8.1.4.3 Auditor general personnel - A person from the Office of the Auditor-General auditing personnel and salary administration who requires access to PERSAL using least privilege principle.
 - 8.1.4.4 A contract worker, consultant, casual employee or intern employed by a department who is required to work on PERSAL.
- 8.1.5 All PERSAL Controllers, Revisers and Users must be security vetted in terms of the Minimum Information Security Standards

- 8.1.6 The "Undertaking and Acknowledgement of Liability" form (Annexure B) must be completed and signed in black ink by the user upon receipt of his/her user ID. By signing this document, the user acknowledges that he/she shall be held liable and responsible for all transactions done using his/her user ID. A copy of the "Undertaking and Acknowledgement of Liability" form must be submitted to the Department of Finance: PERSAL Support and the original form must be filed by the PERSAL Controller in a **secure location**.
- 8.1.7 A PERSAL Controller has the mandate to refuse access, terminate or temporarily withdraw a user's access to the PERSAL system if:
- 8.1.7.1 The user does not sign the "Undertaking and Acknowledgment of Liability" form.
 - 8.1.7.2 A copy of "Undertaking and Acknowledgement of Liability" form is not submitted to the Department of Finance : PERSAL Support.
 - 8.1.7.3 There is suspected misuse of his/her user ID.
 - 8.1.7.4 There is suspected fraudulent activity.
 - 8.1.7.5 A user ID is not utilised for a period of one (1) month
 - 8.1.7.6 A user does not comply with the training requirement as stated in paragraphs 8.3.4 and 8.3.5.
- 8.1.8 A PERSAL Controller must appoint a Relief PERSAL Controller in the event of him/her being absent from work. Annexure C (Appointment of Relief PERSAL Controller) must be completed. A copy of the form must be submitted to the Department of Finance: PERSAL Support and the original form must be filed by the PERSAL Controller in a secure location.
- 8.1.9 The PERSAL Controller must ensure that the functions allocated to users are directly related to the user's job description. The PERSAL Controller and the Department of Finance: PERSAL Support reserves the right to restrict the usage of certain functions.
- 8.1.10 The "Allocation/Removal of Functions" form (Annexure D) must be completed and submitted to the PERSAL Controller should the user require additional functions to be allocated or removed.

- 8.1.11 The "Allocation/Amendment of User's Reviser" form (Annexure E) must be completed and submitted to the PERSAL Controller, should there be a need to change the users' reviser/s.
- 8.1.12 The "Allocation/Amendment of transaction codes for the Authoriser" form (Annexure F) must be completed and submitted to the PERSAL Controller, should there be a need to allow a user to authorise transactions.
- 8.1.13 For security reasons, it is recommended that each user, has his/her own computer to access the system. All user ID's must be restricted to a terminal and/or distribution unless necessary motivation as to why this is not possible is provided and approved by the PERSAL Manager.
- 8.1.14 No approval or authorization is allowed on the PERSAL Controller user ID. The PERSAL Controller should create a production ID for him/herself and that production user ID may be restricted to a terminal and/or distribution as far as it is possible.
- 8.1.15 A user must log off each time he/she leaves the personal computer to prevent misuse of his/her PERSAL User ID.
- 8.1.16 A user is strictly prohibited from utilising the user ID of another employee/person except when appointed as a Relief PERSAL Controller as in paragraph 8.1.8.
- 8.1.17 A PERSAL password must be 6 to 8 characters in length and alphanumeric. A password must be changed at least every 30 days. A password may not be the same as the previous 24 passwords used. A PERSAL user ID will be revoked after 3 unsuccessful password attempts or if a user ID is inactive for 30 days.
- 8.1.18 A "PERSAL User ID Reset" form (Annexure G) must be completed by a user and submitted to the PERSAL Controller for every occurrence where a user ID's password must be reset and the form must be filed in a secure location.
- 8.1.19 The PERSAL Controller must establish and maintain a register (which must include a unique reference number for each user ID password reset occurrence) of all User ID password resets. A unique reference number must be allocated to each User ID

password reset and written on the "PERSAL/Complete User ID Reset" form (Annexure G). The unique reference number written on the form must be the same as the number captured in the register.

8.1.20 A user must inform a PERSAL Controller immediately if he/she no longer requires access to the system by completing and submitting the "Terminate PERSAL User Application Form" (Annexure H).

8.1.21 A supervisor/controller of a user must inform the PERSAL Controller immediately in writing if the user no longer requires access to the system by ensuring the user completes and submits the "Terminate PERSAL User Application Form" (Annexure H).

8.1.22 Should a user or supervisor not inform a PERSAL Controller as indicated in (8.1.20) and (8.1.21) above, a PERSAL Controller must complete the Annexure H and terminate the user's access to PERSAL.

8.1.23 The Department of Finance: PERSAL Support is responsible for regulating access to the system during both normal working hours (8:00 to 16:30), after hours (16:30 to 7:00) and during weekends. The "Request to access the PERSAL system after official working hours" form (Annexure I) must be completed and submitted to the Department of Finance: PERSAL Support, should a user require access to the system during weekends or after normal working hours.

8.1.24 All forms utilised to manage access to the system, user profiles and the administration of training must be filed by the PERSAL Controller in a secure location.

8.1.25 The activities of the PERSAL Controller must be independently reviewed at least once per quarter by his/her supervisor to ensure that all user ID maintenance activities performed by the PERSAL Controller relate to valid and approved documentation. Function 6.3.7 choice 11 (Access Security – User Activity) and 12 (Access security – reset of user ID's) must be utilised to obtain the activities of the PERSAL Controller for a specific period. The PERSAL Controller's supervisor may obtain the aforementioned reports from the Departmental controller

Disclosure of PERSAL Information

- 8.2.1 A user must keep any information obtained by him/her through the use of the PERSAL system confidential and take all reasonable steps and precautions to ensure that such information remains strictly confidential and that any person or third party does not obtain unauthorised access thereto.
- 8.2.2 Attending to requests for verification of employment by a third party (e.g. Financial Institutions, Insurance Institutions or Debtor), the third party must provide all the information and the user may only affirm or refute the correctness of the given information.
- 8.2.3 A user may not disclose any personal or other information, stored on the PERSAL system, regarding an employee or the employer's organisation to any other employee, person or third party unless the employee, person or third party has the necessary authority to receive such information in terms of any relevant legislation (including, but not limited to, the Public Audit Act, 2004 (Act No. 25 of 2004) and the Income Tax Act, 1962 (Act No. 58 of 1962)), a court order or relevant departmental delegations of authority.
- 8.2.4 The Department of Finance: PERSAL Support can provide PERSAL Information to the following on written request, including but not limited to, the relevant Provincial Departments, SARS, Provincial Internal Audit and the Auditor-General. In order to obtain PERSAL information from the Department of Finance: PERSAL Support, it is necessary for the "PERSAL Information Request" form (Annexure J) to be completed and signed by the PERSAL Controller. The Department of Finance: PERSAL Support reserves the right not to provide PERSAL information.
- 8.2.5 It is the responsibility of any user who has access to extract information from the PERSAL system in the form of a printed report, work file, electronic report or a screen print to maintain a register of the details of the information supplied and of the person who they provided the information to.

At a minimum the following information must be recorded in the register:-

- 8.2.5.1 A Name of requestor.
 - 8.2.5.2 Contact telephone number of requestor.
 - 8.2.5.3 Department or institution of requestor.
 - 8.2.5.4 Name of person collecting the report.
 - 8.2.5.5 PERSAL number of person collecting the report.
 - 8.2.5.6 Description of information provided/collected.
 - 8.2.5.7 Signature of person collecting the report.
 - 8.2.5.8 Date collected.
- 8.2.6 Positive identification is required prior to releasing information. (Must be in written form by an authorized official)
- 8.2.7 If the information is emailed to the requestor then a copy of the email must be retained and filed.

8.3 PERSAL Training

- 8.3.1 In order to promote a better understanding of PERSAL, ensure optimal utilisation of the system and minimize errors, it is necessary to ensure that all PERSAL Users are properly trained. This will contribute to ensuring that Government has credible and reliable information on its employees that will in turn contribute to informed decision-making in Government.
- 8.3.2 A User who is required to attend a PERSAL training course must complete the "Training Nomination" Form (Annexure K) and submit it to the PERSAL Controller. The Departmental PERSAL Controller must ensure that all nominees comply with course prerequisites as per the nomination form. The submission of the "Training Verification" Form (Annexure L) confirms attendance of a course.
- 8.3.3 For the purposes of this policy key functions have been identified and grouped per training course (Annexure M reflects the key PERSAL Functions per course). It is compulsory for all users to attend the PERSAL Introductory Course and the relevant course/s should he/she be allocated particular key functions.

8.3.4 Should a learner not pass the PERSAL Introduction Course after three attempts, the PERSAL Controller or the Department of Finance: PERSAL Support must temporarily withdraw the user's access to the system until such time as the user passes the examination? In exceptional circumstances, limited access can be granted until such time the user meets the requirements.

8.3.5 Should a learner not pass the relevant course examination after three attempts, the PERSAL Controller or the Department of Finance: PERSAL Support must temporarily withdraw the user's access and recommend that the necessary key PERSAL functions pertaining to the relevant course be removed. Access must be reinstated once the PERSAL Controller has removed the particular functions or when the learner successfully passes the examination.

8.3.6 The PERSAL Controller must remove access to the key PERSAL functions should an employee does not attend the relevant courses and not pass the necessary examinations.

8.3.7 The Department of Finance: PERSAL Support reserves the right to remove a user's access to the system on a written instruction from the MEC/HOD of the Department.

8.3.8 The Department of Finance: PERSAL Support reserves the right to turn away or remove a learner from a course depending on the circumstances. The Department of Finance: PERSAL Support must provide written reasons to Departmental PERSAL Controllers explaining the circumstances.

8.4 **PERSAL related fraudulent activity**

8.4.1 Once fraudulent activity is suspected, the person who suspects the fraud must report it to the Departmental PERSAL Controller immediately.

8.4.2 The Departmental PERSAL Controller must temporarily withdraw access to the system from any user who may be involved in alleged fraudulent activities. The Department of Finance: PERSAL Support must be notified immediately of any fraudulent activity.

8.4.3 The Departmental PERSAL Controller must report the alleged fraudulent transaction/s immediately to the Departmental Internal Control/Audit unit for investigation.

- 8.4.4 The PERSAL Controller must ensure that all relevant PERSAL evidence and source documents are made readily available to the Departmental Internal Control/ Audit unit, Provincial Internal Audit, Auditor General of South Africa, Office of the Premier Forensic unit or a company appointed for the investigation to be conducted.
- 8.4.5 The Departmental PERSAL Controller or Internal Control/ Audit Unit must submit progress reports regarding alleged fraudulent activities to the Department of Finance: PERSAL Support on a regular basis until finalisation of the investigation.
- 8.4.6 Once a PERSAL user has been found guilty of committing fraudulent activity on PERSAL, such user must no longer be allowed access to the system.
- 8.4.7 Any user, who has been found guilty of misusing the PERSAL system i.e. disclosing confidential PERSAL information to any other person, shall have disciplinary action taken against him or her.

8.5 Compliance with National Minimum Information Requirements (NMIR)

- 8.5.1 The NMIR prescribes that Departments are required to collect and record information in the following areas:-
- 8.5.1.1 Essential biographical information for all employees.
 - 8.5.1.2 Current rank and salary information for all employees.
 - 8.5.1.3 Education, training and development information for all employees.
 - 8.5.1.4 Career incidents within the public service.
 - 8.5.1.5 Disciplinary matters.
 - 8.5.1.6 Leave.
 - 8.5.1.7 Organisational and geographical information.
 - 8.5.1.8 All posts on the fixed establishment.
 - 8.5.1.9 Equipment
- 8.5.2 To enable effective planning, management, and policy development, the Head of Department is responsible for ensuring that all information captured and stored on the PERSAL system is accurate, credible, reliable, regularly audited and complies with the National Minimum Information Requirements.

9 ROLES AND RESPONSIBILITIES

9.1 PERSAL electronically interfaces with different financial systems that are in use in Government e.g., financial institutions, pension funds and medical schemes. The normal day to day operation of the system is the responsibility of each Department while National Treasury is responsible for the maintenance of the system and enhancements. In Provincial Administrations, a PERSAL Support Office is responsible for the rendering of transversal services to the different Departments.

9.2 The effective and efficient utilisation of the PERSAL System is dependent on the following role players: Users, Revisers, Departmental PERSAL Controllers, Personnel Controller, Salary Controller, Provincial PERSAL Controller and the Provincial PERSAL Manager. The responsibilities of the aforementioned role players are reflected below.

9.3 The duties of a User are as follows:

9.3.1 Processing of transactions with regard to: -

9.3.1.1 Human Resource Planning (organisation and establishment)

9.3.1.2 Personnel Administration

9.3.1.3 Salary Administration

9.3.1.4 Labour Relations

9.3.1.5 Human Resource Development

9.3.2 A user may only instate a transaction based on relevant source documentation.

9.3.3 Maintains the data captured and stored on PERSAL and ensure it is accurate.

9.3.4 Corrects/removes exceptions (including PERSAL audits) on the system.

9.3.5 Subjects himself/herself to on-going in-house training and self-development.

9.4 The duties of the PERSAL Reviser/Authoriser are as follows:

9.4.1 Approves/authorises suspense file transactions in terms of local delegations and Public Service Directives and/or internal departmental policies.

9.4.2 A reviser/authoriser may only approve or authorise a transaction based on relevant source documentation.

9.4.3 Implements measures to ensure the updating and maintenance of the system to ensure credible and reliable information.

- 9.4.4 Promotes compliance with the National Minimum Information Requirements (NMIR).
- 9.4.5 Extracts reports to monitor faulty, rejected transactions and transactions awaiting approval/authorisation in respect of distributions under his/her control, on a regular basis.
- 9.4.6 Ensures that any exceptions reflected on the exception reports are corrected on the system.
- 9.4.7 Subjects himself/herself to on-going in-house training and self-development

9.5 The duties of the Personnel and Salary Controller are as follows :

- 9.5.1 Controls access to PERSAL and ensures the selective allocation of functions to users in the division.
- 9.5.2 Registers and maintains user profiles for users and allocates specific functions in relation to their job description.
- 9.5.3 Links users to revisers.
- 9.5.4 Links authorisers to relevant transaction code/s.
- 9.5.5 A Personnel/Salary Controller may only amend/change a user ID profile based on relevant source documentation.
- 9.5.6 Monitors and encourages interaction between the users and revisers.
- 9.5.7 Accounts for effective utilisation of the PERSAL System in the Department.
- 9.5.8 Identifies and implements PERSAL control and audit measures.
- 9.5.9 Ensures that procedure manuals are properly compiled and updated and monitors the implementation thereof.
- 9.5.10 Ensures that the Revisers/Authorisers extract reports to monitor faulty, rejected transactions and transactions awaiting approval/authorisation in respect of distributions under his/her control, on a daily basis.
- 9.5.11 Monitors the transactions on the suspense and transaction files and follows up questionable transactions
- 9.5.12 Ensures that exceptions (including PERSAL audits) are verified, investigated and that corrective action is taken at all times.
- 9.5.13 Manages information including monitoring and data compliance.
- 9.5.14 Manages the provision of information and statistics to appropriate parties.
- 9.5.15 Evaluates and recommends changes to the system in line with Departmental policies/procedures to the Departmental PERSAL Controller.

9.5.16 Interacts with the BAS Controller to ensure that a reconciliation between BAS and PERSAL is done on a monthly basis.

9.5.17 Subjects himself/herself to ongoing in-house training and self-development.

9.6 The duties of the Departmental PERSAL Controller are as follows:

- 9.6.1 Monitors and ensures the effective use of the PERSAL system in the department.
- 9.6.2 Controls access to PERSAL and ensures the selective allocation of functions to users in the department.
- 9.6.3 Assesses and records the PERSAL training needs of the Department in conjunction with section heads, in order to make nominations for training courses, as and when required.
- 9.6.4 Responsible for the creation and maintenance of departmental codes on the departmental code file.
- 9.6.5 Evaluates and recommends/rejects requested changes to the PERSAL system to the Provincial PERSAL Controller.
- 9.6.6 Manages and controls PERSAL circulars and messages and brings important issues to the attention of all users in the Department.
- 9.6.7 Ensures professional, effective and efficient interaction between the PERSAL User Support and the Provincial Departments.
- 9.6.8 Responsible for the composition and maintenance of departmental manuals and procedures;
- 9.6.9 Act as PERSAL advisor in their department.
- 9.6.10 Implements PERSAL control and audit measures.
- 9.6.11 Conducts user profile audits by comparing the user ID profiles with the relevant approved application forms on a quarterly basis. Function 6.3.7 choice 1 (Functions with descriptions for PERSAL users) and/or 3 (Functions for PERSAL users) must be utilised to obtain a list of functions allocated to a user. Any functions allocated to a user where there is no supporting documentation must be removed.
- 9.6.12 Monitors user activities by running a report on function 6.3.7 choice 8 (Dormant users on the system) every month in order to identify users who have not accessed the PERSAL system for a period of 30 days. The Departmental PERSAL Controller must terminate user access.

9.6.13 Provides continuous support, guidance and training to all PERSAL role players within the Department.

9.6.14 Subjects him/herself to ongoing in-house training and self-development.

10. MONITORING, EVALUATION AND CONTROL

10.1 The Directorates of Human Resource Management and Financial Administration shall monitor and ensure adherence to all provisions of this policy with the overall monitoring done by the Provincial PERSAL Support Office in the Provincial Department of Finance.

10.2 This policy is subject to review every five years or when necessary to ensure that, is aligned to current legislation and working conditions. If and when this policy or provision is amended, the amended policy thereof will supersede this one.

10.3 Factors influencing the content of this policy such as changes in legislation affecting the functionality of PERSAL or implementation of new systems i.e. Biometric Access Control will be taken into consideration and the policy document will be amended or reviewed accordingly.

11. COMMENCEMENT OF THE POLICY

11.1 This policy shall be implemented by the Department with effect from the date of approval and signature by the Head of Department.

10. APPENDICES/ANNEXURES

Annexure A : PERSAL User Application Form

Annexure B : Undertaking & Acknowledgement of Liability

Annexure C : Appointment of Relief PERSAL Controller

Annexure D : Allocate/Removal of Functions

Annexure E : Allocation/Amendment of user's reviser form

Annexure F : Allocation/Amendment of transaction codes for the Authoriser

Annexure G : PERSAL Complete User ID reset

Annexure H : Terminate PERSAL User Application Form

Annexure I : Request to access the PERSAL system after official working hours

- Annexure J : PERSAL Information Request
- Annexure K : Training Nomination Form
- Annexure L : Training Verification Form
- Annexure M : Key PERSAL Functions
- Annexure N : Compliance Checklist



PERSAL USER APPLICATION FORM

User

1. Create NEW

Surname			
Full Name(s)			
PERSAL Number		Identity Number	
Job Title Description			
Telephone Number		Fax Number	
E-Mail Address			
Office Number		Floor	
Building Name			
Street Address			
Town			
Department		Component No.	
Component Description			

REVISER DETAILS:-

Surname		Initials	
PERSAL Number		PERSAL User ID's	

Surname		Initials	
PERSAL Number		PERSAL User ID's	

DETAILS OF THE COMPUTER WHICH THE USER WILL UTILISE FOR ACCESSING PERSAL:-

PC Stock Number		PC Operating System	
IP Address			
LU Address			
Adapter/MAC Address			
Is PERSAL printing facility required?			

MOTIVATION/REASON FOR CREATION OF A USER ID:-

NAME OF USER
(Please print name)

SIGNATURE

DATE

TEAM LEADER OF THE SECTION			
Name & Surname			
PERSAL No.	E-mail		
Telephone No.		Cell No.	
Signature		Date	

APPROVED / NOT APPROVED			
DEPARTMENTAL CONTROLLER			
Name & Surname			
PERSAL No.	E-mail		
Telephone No.		Cell No.	
Signature		Date	

FOR OFFICE USE ONLY			
Complete ID		PERSAL ID	
Controller Name		Controller ID	
Controller Tel. No.		Controller Cell No.	
Component		Component group(s)	
PERSAL Region		Linked to distribution(s)	
Linked to LU address		Undertaking Received	YES NO
Desktop Audit Complete	YES NO		

*NB. A COPY OF ID.DOCUMENT & TRAINING CERTIFICATE MUST BE ATTACHED BEFORE THE APPLICATION CAN BE PROCESSED.

SIGNATURE (CONTROLLER)

DATE

4.6.18	Probationary review	<input type="checkbox"/>			
4.6.19	Enquiry: probationary review	<input type="checkbox"/>			
4.6.20	Merit award	<input type="checkbox"/>			
4.6.21	Education performance evaluation (iqms)	<input type="checkbox"/>			
4.6.22	Personnel evaluation questionnaire	<input type="checkbox"/>			
4.6.23	Enquiry: eval. personnel in upper structure	<input type="checkbox"/>			
4.6.24	Create: acting/replace/entrenched posts	<input type="checkbox"/>			
4.6.25	amend: acting/replace/entrenched post	<input type="checkbox"/>			
4.6.26	Enquiry: acting/replace/entrenched post	<input type="checkbox"/>			
4.6.27	Exchange of two persons in posts	<input type="checkbox"/>			
4.6.28	Relocation with the post	<input type="checkbox"/>			
4.6.29	Cancel: movement	<input type="checkbox"/>			
4.6.30	Mass relocation of personnel and posts	<input type="checkbox"/>			
4.6.31	Senior management package	<input type="checkbox"/>			
4.6.32	Mass movement of personnel and posts	<input type="checkbox"/>			
4.6.33	Relocation with the post to specific post class	<input type="checkbox"/>			
4.6.34	Performance agreement	<input type="checkbox"/>			
4.6.35	Promotion/Translation in rank/adjustment	<input type="checkbox"/>			
4.6.36	Disclosure of Financial interest	<input type="checkbox"/>			
4.6.37	Create: replacement and entrenchment	<input type="checkbox"/>			
4.6.38	Amend/cancel: replacement/entrenched posts	<input type="checkbox"/>			
4.6.39	Enquiry: replacement/entrenched posts	<input type="checkbox"/>			
4.6.40	Programmatically pay progression	<input type="checkbox"/>			
4.6.41		<input type="checkbox"/>			
4.6.42		<input type="checkbox"/>			
4.6.43		<input type="checkbox"/>			
4.6.44		<input type="checkbox"/>			
4.6.45		<input type="checkbox"/>			
4.7	SERVICE TERMINATION	<input type="checkbox"/>			
4.7.1	Service termination	<input type="checkbox"/>			
4.7.2	Enquiry: Service termination	<input type="checkbox"/>			
4.7.3	Withdrawal of service termination	<input type="checkbox"/>			
4.7.4	Enquiry: Departmental commitment	<input type="checkbox"/>			
4.7.5	Change: limitation reason	<input type="checkbox"/>			
4.7.6	Amend: service termination	<input type="checkbox"/>			
4.7.7	Withdrawal from fund (Z102)	<input type="checkbox"/>			
4.7.8	Approval of Z102	<input type="checkbox"/>			
4.7.9		<input type="checkbox"/>			
4.8	PERSONNEL ADMINISTRATION REPORTS	<input type="checkbox"/>			
4.8.1	Identity number reports	<input type="checkbox"/>			
4.8.2	Nature of appointment reports	<input type="checkbox"/>			
4.8.3	Alphabetical list of official's	<input type="checkbox"/>			
4.8.4	Numerical list of official's	<input type="checkbox"/>			
4.8.5	Terminations of service reports	<input type="checkbox"/>			
4.8.6	Alphabetical list per pay point	<input type="checkbox"/>			
4.8.7	Alphabetic rank code list per pay point	<input type="checkbox"/>			
4.8.8	Leave report	<input type="checkbox"/>			
4.8.9	Age distribution report	<input type="checkbox"/>			
4.8.10	Report of number of years served	<input type="checkbox"/>			
4.8.11	Seniority reports	<input type="checkbox"/>			
4.8.12	Birthdays list	<input type="checkbox"/>			
4.8.13	List of appointments per period	<input type="checkbox"/>			
4.8.14	List of decorations and awards	<input type="checkbox"/>			
4.8.15	Summary of educators per RVQ	<input type="checkbox"/>			
4.8.16	Government guaranteed housing loans	<input type="checkbox"/>			
4.8.17	Replace and entrenched appointments.	<input type="checkbox"/>			
4.8.18	Promotion on probation reports	<input type="checkbox"/>			
4.8.19	outstanding probation review reports	<input type="checkbox"/>			
4.8.20		<input type="checkbox"/>			
4.8.21		<input type="checkbox"/>			
4.8.22		<input type="checkbox"/>			
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4.8.99		<input type="checkbox"/>			
4.9	PERSO'S LEAVING PERSAL	<input type="checkbox"/>			
4.9.1	Transfer of person to another bureaux	<input type="checkbox"/>			
4.10	GENERAL PERS ADMIN SUPPORT RECORD	<input type="checkbox"/>			
4.10.1	Enquiry drivers licences	<input type="checkbox"/>			
4.10.2	Driver licences	<input type="checkbox"/>			
4.10.3	Decoration and acknowledgement	<input type="checkbox"/>			
4.10.4	Create: sport	<input type="checkbox"/>			
4.10.5	Create: foreign missions	<input type="checkbox"/>			
4.10.6	Amend: foreign missions	<input type="checkbox"/>			
4.10.7	Enquiry: foreign missions	<input type="checkbox"/>			
4.10.8		<input type="checkbox"/>			
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4.10.10		<input type="checkbox"/>			
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4.10.27		<input type="checkbox"/>			
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4.11	SPECIAL FUNCTIONS: FORCES	<input type="checkbox"/>			
4.11.1	Create: special service record	<input type="checkbox"/>			
4.11.2	Amend: special service record	<input type="checkbox"/>			
4.11.3	Enquiry: special service record	<input type="checkbox"/>			
4.11.4	Create: extraneous duty record	<input type="checkbox"/>			
4.11.5	Amend: extraneous duty record	<input type="checkbox"/>			
4.11.6	Enquiry: extraneous duty record	<input type="checkbox"/>			
4.11.7	Reports: special service record	<input type="checkbox"/>			
4.11.8	Change in uniform rank	<input type="checkbox"/>			
4.12	PERSONNEL OFFENCES/SUSPENSIONS	<input type="checkbox"/>			
4.12.1	Grievances and representations	<input type="checkbox"/>			
4.12.2	Progressive disciplinary actions	<input type="checkbox"/>			
4.12.3	Disciplinary enquiries	<input type="checkbox"/>			
4.12.4	Suspensions	<input type="checkbox"/>			
4.12.5	Labour relations register	<input type="checkbox"/>			
4.12.6	Enquiry: Offences (old functions)	<input type="checkbox"/>			
4.12.7		<input type="checkbox"/>			
4.12.8		<input type="checkbox"/>			
4.12.9		<input type="checkbox"/>			
4.12.10		<input type="checkbox"/>			
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4.12.62		<input type="checkbox"/>			

5.4.9	Medical dependents prior to current scheme	<input type="checkbox"/>	5.7.21	Simulate IRP5 accumulations	<input type="checkbox"/>	6.2.5	Create new code	<input type="checkbox"/>
5.5	FRINGE BENEFITS & IRP5 ACCUMUL.		5.7.22	Transactions that exceeds the ACB limit	<input type="checkbox"/>	6.2.6	Change code	<input type="checkbox"/>
5.5.1	Fringe benefit: cash equivalent	<input type="checkbox"/>	5.7.23	Re submission last pay certificate	<input type="checkbox"/>	6.2.7	Change links between codes	<input type="checkbox"/>
5.5.2	Amend : IRP5 accumulations	<input type="checkbox"/>	5.7.24	Actual expenditure reports	<input type="checkbox"/>	6.2.8	Change synonym	<input type="checkbox"/>
5.5.3	Manually issued IRP5 certificate	<input type="checkbox"/>	5.7.25	Persons against a specific responsibility/objective	<input type="checkbox"/>	6.2.9	Code enquiry (browse)	<input type="checkbox"/>
5.5.4	Recalculate IRP5 - certificates	<input type="checkbox"/>	5.7.26	Transactions exceeding suppl. control limits	<input type="checkbox"/>	6.2.10	Code enquiry (scroll)	<input type="checkbox"/>
5.5.5	Cancel: issued IRP5	<input type="checkbox"/>	5.7.27	Expenditure per component and per official	<input type="checkbox"/>	6.2.11	Code enquiry (multilevel)	<input type="checkbox"/>
5.5.6	Fringe benefit: free or cheap housing	<input type="checkbox"/>	5.7.28	ACB Validation report enquiries	<input type="checkbox"/>	6.2.12	Synonym enquiry	<input type="checkbox"/>
5.5.7	Creates/split IRP5 master	<input type="checkbox"/>	5.7.30	Backdated terminations without reversals	<input type="checkbox"/>	6.2.13	Leave validation rules	<input type="checkbox"/>
5.5.8	Amend closed IRP5 details	<input type="checkbox"/>	5.7.31	Transactions exceed the EFT limit	<input type="checkbox"/>	6.2.14	Enquiry: leave validation rules (page)	<input type="checkbox"/>
5.5.9	Issue of duplicate IRP5/IT3A	<input type="checkbox"/>	5.7.32	Sap block- supplementary runs	<input type="checkbox"/>	6.2.15	Enquiry: leave validation rules	<input type="checkbox"/>
5.5.10	Irp5 - discontinued organisation	<input type="checkbox"/>	5.7.33	Limits exceeded per department & pay date	<input type="checkbox"/>	6.2.16	Enquiry: Leave validation rules per NOA	<input type="checkbox"/>
5.5.11	Update Irp5 Failing Print Validation	<input type="checkbox"/>	5.7.34	Create/change suppl control limit per organisation	<input type="checkbox"/>	6.2.17	Enquiry: Ranks/sal codes per key scale	<input type="checkbox"/>
5.6	SALARY ENQUIRIES		5.7.35	Trans awaiting authorisation iro prog disallowance	<input type="checkbox"/>	6.2.18	Enquiry: Occupational Classification	<input type="checkbox"/>
5.6.1	Enquiry: basic particulars	<input type="checkbox"/>	5.7.36	Acb recalls	<input type="checkbox"/>	6.2.22	Maintenance of Metadata	<input type="checkbox"/>
5.6.2	Enquiry: allowances/deduction/perk information	<input type="checkbox"/>	5.7.37	Fnb load (vet) report enquiries	<input type="checkbox"/>	6.2.24	Users' Exception reports	<input type="checkbox"/>
5.6.3	Enquiry : IRP5 accumulations	<input type="checkbox"/>	5.7.38	Fnb efc70 (unpaid) enquiries	<input type="checkbox"/>	6.2.26	Enquiry higher and lower level coupling	<input type="checkbox"/>
5.6.4	Enquiry: pay slip	<input type="checkbox"/>	5.7.39	Enquire on acb (efc70) unpaids & redirects	<input type="checkbox"/>	6.2.27	Enquiry link codes	<input type="checkbox"/>
5.6.5	Enquiry: pay group details	<input type="checkbox"/>	5.7.40	Commission on discretionary and other deductions	<input type="checkbox"/>	6.2.28	PERSAL subsystems functions	<input type="checkbox"/>
5.6.6	Enquiry: pay run totals	<input type="checkbox"/>	5.7.41	Bas & fms vet reports	<input type="checkbox"/>	6.2.29	Ip address	<input type="checkbox"/>
5.6.7	Enquiry: pay run totals (scroll)	<input type="checkbox"/>	5.7.42	Standard bank vet reports	<input type="checkbox"/>	6.3	SECURITY CONTROL	
5.6.8	Enquiry : warrant voucher	<input type="checkbox"/>	5.7.43	Standard bank unpaids	<input type="checkbox"/>	6.3.1	Register a PERSAL user and main functions	<input type="checkbox"/>
5.6.9	Enquiry: pay group details	<input type="checkbox"/>	5.7.44	Enquiry for eft transactions	<input type="checkbox"/>	6.3.2	Amend: PERSAL user and functions	<input type="checkbox"/>
5.6.10	Sars generation number maintenance	<input type="checkbox"/>	5.7.45	Expenditure per program	<input type="checkbox"/>	6.3.3	Enquiry: PERSAL User	<input type="checkbox"/>
5.6.11	Enquiry: item analysis indicators	<input type="checkbox"/>	5.7.47	Change in banking details	<input type="checkbox"/>	6.3.4	Amend: user's controller	<input type="checkbox"/>
5.6.12	Enquiry: archived pay slip	<input type="checkbox"/>	5.7.48	Outstanding supplementary payments per period	<input type="checkbox"/>	6.3.5	Amend: control password	<input type="checkbox"/>
5.6.13	Payments per organisation per pay date	<input type="checkbox"/>	5.7.49	Inactive objectives and responsibilities	<input type="checkbox"/>	6.3.6	Reset: control/user password	<input type="checkbox"/>
5.6.14	Enquiry: control records	<input type="checkbox"/>	5.7.50	Housing allowance w/o existing housing deduction	<input type="checkbox"/>	6.3.7	Reports	<input type="checkbox"/>
5.6.15	Archive of archived pay slips	<input type="checkbox"/>	5.8	EXTRAORDINARY APPOINTMENTS		6.3.8	Amend: links between users and revisors	<input type="checkbox"/>
5.6.16	Enquiry: Allowance payments	<input type="checkbox"/>	5.8.1	Assumption of duty	<input type="checkbox"/>	6.3.9	Enquiry: PERSAL users under a controller	<input type="checkbox"/>
5.6.17	Enquiry: payments per period	<input type="checkbox"/>	5.8.2	Amend: basic personal particulars	<input type="checkbox"/>	6.3.10	Amend: links between users and transactions	<input type="checkbox"/>
5.7	SALARY REPORTS		5.8.3	Enquiry: basic personal particulars	<input type="checkbox"/>	6.3.11	Enquiry - after hour schedule	<input type="checkbox"/>
5.7.1	Re submission of salary run reports	<input type="checkbox"/>	5.8.4	Service termination	<input type="checkbox"/>	6.4	JOB SCHEDULING	
5.7.2	Re submission of month end run reports	<input type="checkbox"/>	5.8.5	Periodical allowances	<input type="checkbox"/>	6.4.16	Enquiry: Job Request	<input type="checkbox"/>
5.7.3	Accumulated IRP5 accumulations	<input type="checkbox"/>	5.8.8	Amend: appointment particulars	<input type="checkbox"/>	6.4.17	Enquiry: Job Request (Scroll)	<input type="checkbox"/>
5.7.4	Recalculation of tax	<input type="checkbox"/>	5.8.10	Reversal of salary	<input type="checkbox"/>	6.5	ERROR MESSAGE MAINTENANCE	
5.7.5	Service bonus report	<input type="checkbox"/>	5.8.11	Extraordinary appointment reports	<input type="checkbox"/>	6.6	DOCUMENTATION	
5.7.6	Simulate manual warrant voucher	<input type="checkbox"/>	5.8.13	Deductions	<input type="checkbox"/>	6.7	MESSAGE BROADCASTING	
5.7.7	Increment report for control purposes	<input type="checkbox"/>	5.8.14	Manually issued warrant voucher	<input type="checkbox"/>	6.8	SUSPENSE - FILE	
5.7.8	Increase withheld for a certain period	<input type="checkbox"/>	5.8.15	Over - deductions periodic	<input type="checkbox"/>	6.8.10	Enquiry: Suspense File Transactions	<input type="checkbox"/>
5.7.9	Remuneration factor report	<input type="checkbox"/>	5.8.16	Enquiry: Employees per pay point	<input type="checkbox"/>	6.8.20	Approval: Suspense File Transactions	<input type="checkbox"/>
5.7.10	Rank statistics reports	<input type="checkbox"/>	5.8.17	Casuals Leave transactions	<input type="checkbox"/>	6.8.30	Authorisation: Suspense File transactions	<input type="checkbox"/>
5.7.11	Allowances/deductions or fringe benefit report	<input type="checkbox"/>	5.8.18	Casuals Leave enquiries	<input type="checkbox"/>	6.8.40	Enquiry: Links between Users and Revisors	<input type="checkbox"/>
5.7.12	Print address labels	<input type="checkbox"/>	5.8.19	Reports casuals leave	<input type="checkbox"/>	6.8.50	Enquiry: Faults & Rejections per Distribution	<input type="checkbox"/>
5.7.14	List of people whose salaries have been frozen	<input type="checkbox"/>	5.8.20	withdraw: service termination	<input type="checkbox"/>	6.8.51	Enquiry: Faulty Transactions	<input type="checkbox"/>
5.7.15	Departmental debts older than 12 - 24 months	<input type="checkbox"/>	6.1	SYSTEM MANAGEMENT		6.8.60	Suspense File Update Program (The Driver)	<input type="checkbox"/>
5.7.16	Pay slips	<input type="checkbox"/>	6.2	CODE FILE		6.8.70	Reports	<input type="checkbox"/>
5.7.17	List of pay slips from archives	<input type="checkbox"/>	6.2.1	Table enquiry (browse)	<input type="checkbox"/>	6.8.80	Enquiry: Link between Users and Transactions	<input type="checkbox"/>
5.7.18	List of transactions from archives	<input type="checkbox"/>	6.2.2	Table enquiry (scroll)	<input type="checkbox"/>	6.8.90	Enquiry: Authorisation Users per Organisation	<input type="checkbox"/>
5.7.19	Departmental deductions	<input type="checkbox"/>	6.2.3	Table enquiry (user)	<input type="checkbox"/>			
5.7.20	Deductions which exceed gross salary	<input type="checkbox"/>	6.2.4	Batch processing	<input type="checkbox"/>			

6.9 TRANSACTION FILE

6.9.10 Transaction File Transactions

6.10 DEPARTMENTAL CODE FILE

6.10.1 Table Enquiry (Browse)

6.10.2 Table Enquiry (Scroll)

6.10.3 Table Enquiry – User

6.10.4 Batch Processing

6.10.5 Create New Code

6.10.6 Change Code

6.10.7 Change Link between Codes

6.10.8 Change Synonyms

6.10.9 Code Enquiry (Browse)

6.10.10 Code Enquiry (Scroll)

6.10.11 Code Enquiry (Multilevel)

6.10.12 Synonym Enquiry

6.10.13 Component Group Enquiry

6.10.14 Create Garnishee Beneficiary

6.10.15 Admission to Codes

6.10.16 Enquiry: Admission to Codes

6.10.17 Enquiry: Link Codes

6.10.18 Create Component/Subcomponent

6.10.19 Amend Component/Subcomponent

6.10.20 Enquiry: Circuit and FMIS Codes

6.10.21 Enquiry: Admission to codes per code

6.10.22 Track user changes

6.10.23 Future Link Codes

6.10.24 Enquiry Program Substructure

6.10.26 Enquiry Higher and Lower level couplings

6.12 REPORT ENQUIRY

6.12.1 Enquiries: PERSAL Reports

6.12.2 Enquiries: Function Reports

6.12.3 Enquiries: Report Fields

6.12.4 Reports: Report Fields

6.12.5 Maintenance: Report Information

6.12.6 Maintenance: Fields

7 MANAGEMENT INFORMATION

7.2 CODE CLASSIFICATION

7.2.1 Rank/salary code classification

7.2.2 Enquiry: category classification

7.2.3 Reports: rank/salary code classification

7.2.4 Classification of occupations (SASCO)

7.2.5 Reports: classification of occupations

7.5 HUMAN RESOURCE PLANNING

7.5.1 Reports: establishment status

7.5.2 Reports: composition of the establishment

7.6 HUMAN RESOURCE PROVISIONING AND

UTILISATION

7.6.1 Reports: human resource status

7.6.2 Reports: appointment detail

7.6.3 Reports: promotion detail

7.6.4 Reports: service termination detail

7.6.5 Summarised reports: appointments

7.6.6 Summarised reports: promotions

7.6.7 Summarised reports: service terminations

7.6.8 Reports: human resource per salary level

7.6.9 Reports: personnel turnover

7.6.10 Reports: CS educators per salary & post level

7.6.11 Reports: qualifications of the CS Educators

7.6.12 Reports: rewards for performance

7.6.13 Reports: race/gender and age distribution

7.9 ESTIMATES/PROJECTIONS

7.9.1 Enquiry: projections

7.9.2 Enquiry: projections (scoa)

7.10 FINANCIAL MANAGEMENT SUPPORT

7.10.3 Enquiries: personnel expenditure

7.10.5 Reports: salary distribution

7.10.6 Reports: motor finance for senior official's

7.10.8 Reports: management package

7.10.9 Enquiry: Personnel Expenditure (Scoa)

7.10.10 Reports: Personnel Expenditure per Salary Level

7.11 AUDIT AND CONTROL

7.11.1 Reports: overtime remuneration

7.11.2 Reports: terminations guarantees not redeemed

7.11.4 Reports: analysis of sick leave

7.11.5 Reports: analysis of leave per leave category

7.11.6 Reports: no vacation or sick leave utilised

7.11.7 Reports: amendments: bank details of officials

7.11.8 Reports: voluntary severance package

7.11.9 Reports: appointments out of adjustments

7.11.10 Reports: probationary appointments

7.11.11 Reports: injuries on duty

7.11.12 Reports: duplicate ids and PERSAL numbers

7.11.13 Reports: leave in monetary value

7.11.14 Reports: service bonus liability

7.11.15 Reports: state guarantee liability

7.12 EMPLOYMENT EQUITY

7.12.1 Employment equity act: EEA2

7.12.2 Statement of income differentials: From EEA4

7.12.3 Quarterly employment statistics

7.12.4 Employment equity report: eea2

7.12.5 Income differentials statement: eea4

OTHER: _____

NAME OF USER
(Please print name)

SIGNATURE

DATE

RECOMMENDED BY:

NAME OF TEAM
LEADER OF THE
SECTION
(Please print name)

SIGNATURE

DATE

APPROVED / NOT APPROVED:

NAME OF
DEPARTMENTAL /
PROVINCIAL
CONTROLLER
(Please print name)

SIGNATURE

DATE

Date Revised:



UNDERTAKING AND ACKNOWLEDGEMENT OF LIABILITY

I, _____ (Name in full) (_____ (Identity Number) , _____ (PERSAL Number)), the

undersigned, within the Department of _____, do hereby

acknowledge that I have on this _____ day of _____ 20 _____ been issued with and

taken receipt of PERSAL User Id _____ / _____.

I hereby undertake not to disclose the passwords for the abovementioned User ID to any other person. I further undertake that I shall only utilize my User ID for the purpose for which it was issued.

I agree to keep any information obtained by me through the use of the abovementioned User ID strictly confidential and agree not to disclose any information I should obtain from the use of my User ID to any other employee, person or third party unless the employee, person or third party has the necessary authority to receive such information in terms of any relevant legislation (including, but not limited to, the Public Audit Act, 2004 (Act No. 25 of 2004) and the Income Tax Act, 1962 (Act No. 58 of 1962)), a court order or relevant departmental delegations of authority. Furthermore, I also concede that it is my responsibility to ensure that when disclosing any information obtained from the use of my User ID, the person/organisation I disclose such information to have the necessary authority to receive such information.

I accept full responsibility for all transactions processed and approved on the abovementioned user ID. I further accept liability for any loss, which may be incurred by the North West Provincial Government resulting from any irregular transaction processed and approved on the abovementioned user ID unless the liability of a third party can be proven.

I agree to any steps, which the North West Provincial Government may take should I fail to meet my Signed

at _____ this _____ day of _____ 20 _____

obligations in terms of this document.

(Signature of User)

(Name of Departmental Controller)

(Signature of Departmental Controller)

(Date)



APPOINTMENT LETTER OF A RELIEF PERSAL CONTROLLER

- Both the controller and the relief controller must sign this document. It should be completed prior to the absence of the controller.
- The responsibilities and duties attached to this appointment should be explained to the relief.
- On the date of handing over, the controller should contact the PERSAL Help Desk in order that the controller password may be reset.
- The controller must inform all subordinates of the appointment of a relief controller.
- The controller must keep a copy of this document.
- A copy must be submitted to PERSAL User Support.

PART A (To be completed by controller)

I, Surname and Initials: _____

PERSAL No.: _____ ID Number: _____

Department: _____ Location: _____

User ID: _____

Hereby appoint the following person to be relief controller during the period of my absence that will be from _____ to _____. I hereby confirm that all responsibilities have been explained to the relief controller.

Signature of controller: _____ Date: _____

PART B (To be completed by relief controller)

I, Surname and Initials: _____

PERSAL No.: _____ ID Number: _____

Department: _____ Location: _____

User ID: _____

Hereby accept the appointment as relief controller for the above period. All responsibilities have been explained to me and I understand what my duties will be.

Signature of relief controller: _____ Date: _____

AS WITNESSES: -

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____



ALLOCATION/REMOVAL OF FUNCTIONS

Annexure D

Attention	Departmental PERSAL Controller/Provincial PERSAL Controller
Fax Number	
From (Surname & Initial)	
Telephone Number	
E-mail Address	

For removal/allocation of functions on PERSAL, an appointment letter and copy of an ID of the user must be attached.

Please allocate/remove the following function(s) to/from the PERSAL user mentioned below:-

Surname		Initials	
PERSAL Number		PERSAL User ID	
Functions to be <u>ADDED</u>		Functions to be <u>REMOVED</u>	

_____	_____	_____
NAME OF USER (Please print name)	SIGNATURE	DATE

RECOMMENDED BY:-

_____	_____	_____
NAME OF TEAM LEADER OF THE SECTION (Please print name)	SIGNATURE	DATE

APPROVED / NOT APPROVED

_____	_____	_____
NAME OF DEPARTMENTAL/PROVINCIAL PERSAL CONTROLLER (Please print name)	SIGNATURE	DATE



AMEND USER'S REVISER

Annexure E

Attention	PERSAL Controller
From	
Fax. Number	
Telephone Number	
E-mail Address	

Please amend the reviser(s) of the user as indicated below:-

USER DETAILS

Surname		Initials	
PERSAL Number		PERSAL User ID	

OLD REVISER(S) (TO BE REMOVED)

Surname & Initials		User ID	
Surname & Initials		User ID	

NEW REVISER(S) (TO BE ADDED)

Surname & Initials		User ID	
Surname & Initials		User ID	

RECOMMENDED BY:-

**NAME OF TEAM LEADER IN THE
 OFFICE/ SECTION (Please print name)**

SIGNATURE

DATE

APPROVED / NOT APPROVED

**NAME OF DEPARTMENTAL PERSAL
 CONTROLLER (Please print name)**

SIGNATURE

DATE



ALLOCATION/AMENDMENT OF TRANSACTION CODES FOR THE AUTHORISER

Attention	<i>Departmental PERSAL Controller/Provincial PERSAL Manager</i>
Fax Number	
From	
Telephone Number	
E-mail Address	

Please allocate/remove the following transaction code/s to/from the PERSAL Authoriser as indicated below:-

AUTHORISER DETAILS

Surname		Initials	
PERSAL Number		PERSAL User ID	

TRANSACTION CODE(S) TO BE:-

<u>ADDED</u>		<u>REMOVED</u>	

NAME OF AUTHORISER
 (Please print name)

SIGNATURE

DATE

RECOMMENDED BY:-

NAME OF TEAM LEADER OF THE OFFICE/ SECTION
 (Please print name)

SIGNATURE

DATE

APPROVED / NOT APPROVED

DEPARTMENTAL CONTROLLER
 (Please print name)

SIGNATURE

DATE



PERSAL / Complete User ID Reset Form

Requests to reset the **Complete User ID** (first user ID) and **PERSAL User ID** (second user ID) must be submitted directly to the PERSAL Controller. The PERSAL Controller must request the **Complete User ID** (first user ID) to be reset by the Department of Finance: IT.

Mark applicable choice with an X:-

Complete ID	<input type="checkbox"/>	PERSAL ID	<input type="checkbox"/>	BOTH	<input type="checkbox"/>
-------------	--------------------------	-----------	--------------------------	------	--------------------------

USER'S DETAILS

User ID/s : _____ (Complete ID) _____ (PERSAL ID)

User's Name : _____ PERSAL Number : _____
 (Please print name)

Department : _____ Region/Institution : _____

Fax Number : _____ Telephone Number : _____

Reason for reset :

Wrong password used	<input type="checkbox"/>	Not used for more than 30 days	<input type="checkbox"/>
New user logging on for the first time	<input type="checkbox"/>	Forgot password	<input type="checkbox"/>
Didn't follow correct log on procedure	<input type="checkbox"/>	Access suspended	<input type="checkbox"/>
Appointed as Relief Controller	<input type="checkbox"/>		<input type="checkbox"/>

Signature of PERSAL User : _____ Date : _____

SUPERVISORS DETAILS

Supervisors Name : _____
 (Please print name)

Supervisors Signature : _____ Date : _____

CONTROLLER DETAILS (To be completed by PERSAL Controller)

Name : _____ PERSAL Number : _____
 (Please print name)

Controller User Id : _____ Telephone Number : _____

Controller Signature : _____ Date : _____

Relief Controller : YES NO Date appointed : _____

FOR OFFICE USE ONLY: -

Complete User ID submitted to PERSAL Management

Name: _____

Signature: _____

Date: _____

PERSAL User ID reset by PERSAL Controller at #6.3.6: -

Name: _____

Signature: _____

Date: _____

Date Revised: _____



REQUEST TO ACCESS THE PERSAL SYSTEM
AFTER OFFICIAL WORKING HOURS

Annexure I

To : Departmental PERSAL Controller

Fax : _____

The Department/Institution _____ request that the PERSAL system be available after hours from _____ to _____ for the period: _____ to _____.

The following documentation must accompany the request to access the PERSAL System after official working hours:-

- (a) Copy of the submission where approval was granted for overtime by the department and detailed reasons why the requested transactions cannot be performed during official working hours;
- (b) List reflecting the PERSAL user IDs (i.e. 1Y., 2Y.. or 3Y.. etc.), the user's surname & initials and the functions/transactions that will be utilised by each user during the overtime period. The list should also indicate which user ID will be approving or authorizing transactions after official working hours.

Departmental PERSAL Controller

The Departmental PERSAL Controller confirms that all user IDs submitted with this request are active users on the PERSAL system.

Controller's Name : _____ Tel No : _____

Controller's Signature : _____ Date : _____

Comments by Directorate: PERSAL Management

Provincial PERSAL Controller

Date

Date Revised:

PERSAL INFORMATION REQUEST FORM

SECTION A - REQUESTOR DETAILS

ID or PERSAL No.	
Name	
Dept/Organisation	
Telephone No.	
Fax No.	
E-mail address	
Cell no.	

SECTION B - DATA REQUIRED

PERSAL System	<input style="width: 20px; height: 20px;" type="checkbox"/>	Format of the report:	<input style="width: 20px; height: 20px;" type="checkbox"/>	Hardcopy <input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	Electronic <input style="width: 20px; height: 20px;" type="checkbox"/>
----------------------	---	------------------------------	---	--	---	--

For electronic reports please supply preferred software package(Word/Excel)and the e-mail address
Brief explanation of information/action required:

(PLEASE ENSURE THAT YOU SPECIFY THE COMPONENT WITH OR WITHOUT SUBSTRUCTUE/REGION
/PAY POINT/ALLOWANCE CODE/DEDUCTION CODE/PERIOD ETC.WHICH IS APPLICABLE TO YOUR REQUEST)

Display Fields:(e.g.Fields rquired-PERSAL number,pay point,identity number,salary level rank etc)

Sorting:(e.g:Sorted per PERSAL number); Page break: e.g pay point,region or component)

Fields required (eg. surname, initials, PERSAL number, job title description, p/ point description, etc.):

PURPOSE OF THE REQUEST:

Request approved by:.....H/R Manager/Departmental PERSAL Controller (Print the name & surname)
--

(Print the name & surname
Signature.....Date:.....Contact Telephone number:.....

For Persal Support : office use only:Request processed byCompletion Date
JOB REQUEST.....WORK FILE NAME.....

SECTION C : APPROVAL

Persal Controller / Head of Institution/Directorate/Regional Director :

APPROVED / NOT APPROVED

Name	
Date	
Signature	
Remarks:	

SECTION D : DATA PROVIDED

Description of Report/Information provided:

I acknowledge that I have requested and will receive upon approval confidential data of the North West Provincial Administration in electronic or hardcopy format. I understand that this data is complete and/or correct as of the date required. It is expected that I will do the following:

1. Handle this information in a confidential manner, keeping it secure at all times.
2. Communicate this information ONLY to parties authorised to have access to it in accordance with the provisions of NWPA.
3. Use this information only for its intended purpose.
4. Properly dispose of this information when it is no longer needed.

Signature of
requestor

Date

SECTION E : FOR OFFICE USE ONLY

Authorised by:

Responsible
person:

Database
No.:

Signature

Comments:

Date revised:

PERSAL TRAINING NOMINATION FORM

Annexure K

1. DETAILS OF NOMINEE

PERSAL No : _____
 Surname : _____
 Initials : _____
 Department : _____
 Section : _____
 Identity Number : _____
 PERSAL User ID : _____
 Phone : () _____

5. PERSAL CONTROLLER

Surname: _____
 Initials: _____
 Signature: _____

2. PREVIOUS COURSE DETAILS

Course	Year
_____	_____
_____	_____
_____	_____

3. COURSE TO ATTEND

Course : _____
 Course Date : ____/____/____(dd/mm/yy)
 Training Centre : _____

Please indicate if you have basic computer skills :

YES NO

Signed : _____
 Date : ____/____/____(dd/mm/yy)

4. SUPERVISOR/SECTION HEAD CONFIRMATION

Name and Surname : _____
 Phone : () _____
 Fax : () _____
 E-mail Address : _____
 Rank : _____

It is hereby certified that the nominated member is currently in a post where the knowledge of the course which he/she is nominated is required. After the course, the nominee will apply the skills and knowledge acquired through the learning process in his/her work environment.

Signed : _____
 Date : ____/____/____(dd/mm/yy)

COURSE REQUIREMENTS

- Successful completion of the PERSAL Introductory Course is a pre-requisite for all PERSAL Courses
- Officials must be computer literate
- A PERSAL User ID must be allocated to nominee by PERSAL Controller
- All examinations are conducted as closed book
- In order to pass the examination and obtain a certificate, a pass mark of 70% and above must be achieved
- In order to re-write the examination a pass mark from 65 %to 69% must be obtained
- If less than 65% is obtained officials will be required to re-attend the entire course.

COURSES OFFERED

Course	Duration
Introduction to PERSAL	5 days
Personnel Administration	5 days
Leave	5 days
Medical Aid	5 days
Labour Relations	3 days
Service Terminations	5 days
Bursary	2 days
PERSAL Controllers	5 days
Establishments	5 days
Allowances and Deductions	5 days
Housing	3 days
SMS/MMS	4 days

**PERSAL TRAINING
VERIFICATION FORM**

Annexure L

1. DETAILS OF NOMINEE

PERSAL No : _____
Surname : _____
Initials : _____
Department : _____
Course name : _____
Course start date : _____
Signed : _____
Date : ____/____/____ (dd/mm/yy)

2. SUPERVISOR/SECTION HEAD - CONFIRMATION

*I hereby confirm the above official **WILL** attend the course concerned :*

Signed : _____
Date : ____/____/____ (dd/mm/yy)

OR

*The above official **WILL NOT** attend the course concerned due to the following reason :*

Signed : _____
Date : ____/____/____ (dd/mm/yy)

NB : Any cancellations must be reported at **least 3 working days** prior to the commencement of the course in order for a suitable replacement to be found.

3. PERSAL CONTROLLER

Surname: _____
Initials: _____
Signature: _____
Date : ____/____/____ (dd/mm/yyyy)

Please note that:

- Verification forms must be submitted three working days prior to the start of the course. Failure to submit the Verification form will result in immediate cancellation.
- If a student misses a day or part of a day he/she will be reported to his/her Team Leader unless the permission has been given by the Tutor .
- Incidents of students absconding during the week of the course will be reported to the Supervisor/Section Head and PERSAL Controller.
- **Course times : -**

Commence	08h45)
Tea	10h00 - 10h15
Lunch	12h30 - 13h30
Finish	15h30
- Anyone arriving **after 8h45** will not be admitted to the course and will be replaced by backup nominees, unless reason are given Trainer prior to that.



LIST OF KEY PERSAL FUNCTIONS PER COURSE

COURSE	KEY FUNCTIONS	FUNCTION DESCRIPTION
Bursary	#4.7	Service terminations
	#4.5.2	Contracts/Bursary Scheme
	#2.1.12	External Bursary
	#4.7.4	Departmental Commitments
SMS/MMS	#4.4	Personnel Development
	#4.8.29	Bursary information
Abnormal Appointments	#4.6.36	SMS Package
Service Terminations	#5.8	Extraordinary Appointments
Labour Relations	#4.7	Service termination
	5.3.7	Abnormal payments
Medical Aid	#4.12	Personnel offences/suspensions
	#5.4.6	Instate Terminate/ cancel medical deduction
Management Information	#5.4.5	Spreading of medical arrears
	5.3.6	Over-deductions
	#3.3.20	Establishment administration reports
	#3.5.90	Establishment estimates reports
	#4.8	Personnel reports
	#5.7	Salary reports
	#6.2.4	Central code file reports
#6.10.4	Departmental code file reports	
	#7	Management information

Course Requirements Successful completion of the Persal Introductory Course is a pre-requisite for all Persal Courses.

- Officials must be computer literate.

Date Revised:



COMPLIANCE CHECKLIST

Annexure N

This form is used as an Internal control measure to ensure that logical access management PERSAL is adequate and effective. This should be used for each user id that is issued, reactivated and deactivated.

FUNCTIONS	YES	NO	N/A	COMMENT
New User ID - Issued				
[1] Completed and approved PERSAL form				
[2] Attached Certified copy of ID				
[3] Attached copy of appointment letter				
[4] Attached copy of training certificate				
[5] Attached copy of Job description				

Modification of User access				
[1] Completed and approved PERSAL form				
[2] Attached copy of Job description				
[3] Motivation letter from supervisor				
[4] If temporary, Copy of letter of delegation				

Reactivate account / Rest ID				
[1] Completed and approved reset ID form				
[2] Attached evidence on PERSAL to determine if user still employee within the Department				

Deactivate account				
[1] Completed and approved PERSAL form				
[2] Attached evidence to support deactivation of PERSAL user account				

I certify that the control procedures for the function performed for the PERSAL User-ID is in accordance with the Departmental PERSAL policy and supported by appropriate evidence.

**NAME OF DEPARTMENTAL PERSAL
 CONTROLLER (Please print name)**

SIGNATURE

DATE

*Compliance Checklist
 North West Department of Agriculture and Rural
 Development
 PERSAL Policy*