



**KWAZULU-NATAL PROVINCE**

**TREASURY**  
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**Norms and Standards**

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# **PROVINCIAL TREASURY**

## **STANDARD OPERATING PROCEDURE**

### **GUIDELINE ON**

### **PAYROLL CONTROL**

**Amended 23 May 2022**

## **INDEX**

1. Purpose
2. Definitions
3. Legislative Framework
4. Payroll Control
5. Roles and Responsibilities of Paymaster/Relief Paymaster/Chief Paymaster
6. Responsibilities of Payroll Control
7. Payroll Control Reports
8. Responsibilities of Human Resource Component
9. Compliance Checklist

## **ANNEXURES**

- |             |  |
|-------------|--|
| Annexure A: | Appointment of Paymaster Letter        |
| Annexure B: | Appointment of Relief Paymaster Letter |
| Annexure C: | Appointment of Chief Paymaster Letter  |
| Annexure D: | Persal Creation/Amendment Form         |
| Annexure E: | Specimen Signature Form                |
| Annexure F: | Payroll Control Spreadsheet            |
| Annexure G: | E-mail Address Capturing Form          |
| Annexure H: | Compliance Checklist: Payroll Control  |

## **1. PURPOSE**

- 1.1 The purpose of this Provincial Treasury Standard Operating Procedure Guideline is to define processes and procedures relating to Payroll Control and ensure compliance with regulatory prescripts and uniformity in application of financial norms and standards.
- 1.2 This Provincial Treasury Standard Operating Procedure Guideline must be read in conjunction with Provincial Treasury Instruction Note No. 11: Payroll and Voucher Control.

## **2. DEFINITIONS**

- 2.1 In this Provincial Treasury Standard Operating Procedure Guideline, unless the context indicates otherwise, a word or expression, to which a meaning has been assigned in the Public Finance Management Act (PFMA), 1999(Act 1 of 1999) and the National Treasury Regulations, has the same meaning and: –

*“Accounting Officer”* means a person referred in section 36 of the PFMA;

*“BAS”* means the Basic Accounting System used by the KwaZulu-Natal Provincial Administration;

*“CFO”* means the Chief Financial Officer referred to in Chapter 2 of the National Treasury Regulations;

*“Date of Payment”* means the “Pay Date” indicated on the Payroll Report SR0008 (01);

*“Delegated official”* means an official who has been delegated powers or being instructed to perform any duties assigned by the accounting officer;

*“Electronic Document Delivery (EDD) system”* means an automated system that allows documents such as payslips to be distributed electronically to multiple devices;

*“Paymaster”* means a person who controls expenditure in respect of salaries and wages and keeps account of the same;

*“Payroll”* means the record of all salary payments to employees including a certification of authenticity and entitlement of such remuneration by the Paymaster;

*“Payslip”* means a document given to an employee detailing salary earned, less tax and other permitted deductions;

*“Persal”* means the personnel salary system of provincial government;

*“PFMA”* means the Public Finance Management Act 1 of 1999;

*“Standard Operating Procedure (SOP)”* means the method of functioning that has been established over time to execute a specific task or react to a specific set of circumstances or situation or process. Standard operating procedures document the

normal or accepted methodology and help form the basis for evaluating conformance with the regulatory framework; and

*“Treasury Regulations”* means the regulations issued by National Treasury in terms of section 76 of the PFMA.

### **3. LEGISLATIVE FRAMEWORK**

3.1 In terms of the PFMA, the Accounting Officer must: -

- a) Keep full and proper records of the financial affairs of the department in accordance with any prescribed norms and standards, as per section 40(1)(a)
- b) In writing, delegate any powers entrusted or delegated to the Accounting Officer in terms of this Act to an official in that department, as per section 44(1)(a), or
- c) Instruct any official in that department to perform any of the duties assigned to the Accounting Officer in terms of this Act, as per section 44(1)(b).

3.2 In terms of the National Treasury Regulations, the Accounting Officer must: -

- a) For all employees, the person in charge at the respective pay-points must certify on the date of payment that all persons listed on the payroll report are entitled to payment, as per paragraph 8.3.4;
- b) Within ten days of being certified, the payroll report must be returned to the Chief Financial Officer. The Accounting Officer must ensure that all pay-point certificates have been received on a monthly basis, as per paragraph 8.3.5; and
- c) Ensure the separation of duties to minimise the incidence of fraud as per paragraph 15.10.1.2(l).

3.3 This Provincial Treasury Standard Operating Procedure Guideline is issued in terms of Section 18(2)(i) of the PFMA.

3.4 In the event of any inconsistency between this Provincial Treasury Standard Operating Procedure Guideline and related government legislation, such legislation prevails.

### **4. PAYROLL CONTROL**

4.1 The purpose of payroll control is to ensure that all persons listed on the payroll per pay-point are entitled to payment, were employed for the period indicated, to verify expenditure per pay-point and to have preventative measures in place to prevent fraudulent transactions on Persal.

## **4.2 Appointment of Responsibility Manager as Paymaster**

- 4.2.1 The Accounting Officer must appoint the Responsibility Manager or delegated official as the Paymaster, per pay-point, region, institution or department.
- 4.2.2 The appointed Paymaster must complete the "Appointment of Paymaster" Letter **(Annexure A)**.
- 4.2.3 A Relief Paymaster must be appointed by the Accounting Officer to act on the Paymaster's behalf in his/her absence.
- 4.2.4 The appointed Relief Paymaster must complete the "Appointment of Relief Paymaster" Letter **(Annexure B)**.
- 4.2.5 The Paymaster/Relief Paymaster is responsible for duties relative to payroll control. The Paymaster duty sheet should list the relevant functions and duties expected of the Paymaster/Relief Paymaster, in terms of roles and responsibilities.
- 4.2.6 It is recommended, for the purposes of Treasury Regulation 15.10.1.2(l), that the appointed Paymaster/Relief Paymaster does not fall within the ambit of the Human Resource component. This however would be at the discretion of the Accounting Officer of a department.

## **4.3 Appointment of a Chief Paymaster**

- 4.3.1 The Accounting Officer may appoint a Chief Paymaster to fulfil the roles and responsibilities of the Paymaster/Relief Paymaster, as and when required.
- 4.3.2 A Chief Paymaster will assume responsibility when circumstances necessitate, e.g. a Paymaster has not yet been appointed; has terminated service or is absent for an extended period, etcetera.
- 4.3.3 The appointed Chief Paymaster must complete the "Appointment of Chief Paymaster" Letter **(Annexure C)**.

## **4.4 Completion of Persal Forms**

- 4.4.1 The Persal "*Creation or Amendment of Pay-Point on Persal - Departmental Code File*" form must be fully completed for any appointed Paymaster/Relief Paymaster, or Chief Paymaster. **(Annexure D)**.
- 4.4.2 The following fields must be completed for amendments relating to currently appointed Paymasters/Relief Paymasters, or Chief Paymasters, where applicable; i.e. Organisation; Effective Date; Pay-point Code, Paymaster 1; and Paymaster 2 sections.
- 4.4.3 A copy of the appointment letter together with the completed Persal Form must be submitted for updating on Persal to: "*Office of the Premier: Directorate Persal Management: Attention: Persal Support Section*".

## **4.5 Completion of Specimen Signature Forms**

- 4.5.1 The appointed Paymaster/Relief Paymaster/Chief Paymaster must complete specimen signature forms **(Annexure E)**.

- 4.5.2 The completed forms must be retained at the Head or regional office of each department.
- 4.5.3 The delegated official in the designated component must ensure that specimen signature forms are kept up to date, and advise Payroll Control or the designated component of any changes regarding signatories.
- 4.5.4 The Heads of all departments/institutions/regions must ensure that the Payroll Control or designated component validates all signatures on the returned payrolls, once signed and dated by the Paymaster.
- 4.5.5 Any signatures not conforming to the specimen signature forms must be returned to the department/institution/region for clarification, amendment or further investigation.

## **5. ROLES AND RESPONSIBILITIES OF PAYMASTER/RELIEF PAYMASTER/CHIEF PAYMASTER**

- 5.1 The Paymaster/Relief Paymaster and Chief Paymaster, when required, must undertake the following roles and responsibilities:
  - a) Certify the payroll on the "Date of Payment (Pay-date)" of the payroll (Not the salary effective date).
  - b) Certify that all persons listed on the payroll were employed during the period indicated.
  - c) Certify that all persons were entitled to the salary paid.
  - d) Ensure that all persons listed on the payroll sign the payroll report on receipt of the salary advice, only if mandated by the Accounting Officer of a department.
  - e) Certify that payrolls were received and distributed to the relevant pay-points.
  - f) Verify expenditure per pay-point.
  - g) Certify that persons are entitled to service bonus payments.
  - h) Discrepancies in the payroll report must immediately be reported to Human Resource component, so that corrective action can be undertaken timeously and thereafter endorse in writing on the payroll if a person is not entitled to a payment and state the reason; i.e. absconded and date, etcetera.
  - i) Advise Human Resource component of any changes regarding terminations, resignations etc.
  - j) Ensure certified payroll reports are returned to the Payroll Control or designated component at the Head or regional office, within ten days of being certified on the date of payment of the payroll.
  - k) Retain a copy of all Persal Payroll Control Reports for record purposes.

## **6. RESPONSIBILITIES OF PAYROLL CONTROL OR DESIGNATED COMPONENT**

6.1 The payroll control or designated component must undertake the following responsibilities:

- a) Distribute payroll control reports on monthly basis to the various pay-points.
- b) Ensure that all payroll control reports are returned by the Paymaster or delegated official to the Payroll Control or designated component.
- c) Check all returned payrolls against the Control Payroll Report [SR0008(04)].
- d) Ensure payroll control reports are returned within ten days of the date of payment for normal and supplementary processing runs.
- e) Maintain a payroll control spreadsheet of all returned payrolls (**Annexure F**).
- f) Ensure the payroll is certified by the Paymaster/Relief Paymaster or Chief Paymaster, as applicable.
- g) Verify signatories against specimen signature forms.
- h) Ensure signatories not conforming to specimen signature forms are returned to the department/region/institution for clarification, amendment or investigation.
- i) Review signatories of Paymaster/Relief Paymaster/Chief Paymaster annually.
- j) Provide reports monthly to the CFO on outstanding payroll control reports.
- k) Retain all appointment letters, specimen signatures, payroll control reports etc. for audit purposes.

## **7. PAYROLL CONTROL REPORTS**

7.1 The following Persal reports are printed monthly per pay-date (15<sup>th</sup> and last working day of the month), for all normal and/or supplementary processing runs:

- Persal Report SR0101(01): Summarised Payroll
- Persal Report SR0008(04): Control Payroll
- Persal Report SR0008(05): Payroll Without Salary Information
- Persal Report SR204(01): Service Bonus Report
- Persal Report SR0100 (04): Supplementary Payroll
- Persal Report SR0100(05): Supplementary Payroll without Salary Information

## **7.2 Purpose of Persal Reports**

### **7.2.1 Persal Report SR0101(01): Summarised Payroll**

#### **Purpose:**

- This report is a summary of allowances, deductions, employer contributions and net salary per pay group, region, pay-point and pay-date for all normal and supplementary processing runs.

#### **Procedure:**

- The Paymaster or delegated official at the department/region/institution must verify the expenditure per pay-point, and that all persons listed on the payroll were employed during the period indicated.
- The report must be retained for record and audit purposes.

### **7.2.2 Persal Report SR0008(04): Control Payroll**

#### **Purpose:**

- This report is used to monitor and track distribution of payroll and to monitor the return of certified payrolls.

#### **Procedure:**

- The delegated official must ensure that all payrolls are received and distributed to relevant pay-points at the department, region or institution.
- All payroll reports, once certified by the Paymaster or delegated official, must be returned to the Payroll Control or designated component at the Head or regional office.
- The returned payrolls must be checked against the Payroll Report [SR0008(05)].
- The reports must be retained for record and audit purposes.

### **7.2.3 Persal Report SR0008(05): Payroll Without Salary Information**

#### **Purpose:**

- This report reflects particulars of all payments affected on a normal salary processing run.

#### **Procedure:**

- The Paymaster or delegated official must retain one copy at Head or regional office.
- The second copy must be distributed to the respective pay-points with printed salary advices of employees who don't receive electronic payslips.
- The Control Payroll Report SR0008(04) is used as a record for distribution purposes.
- The Paymaster or delegated official must certify that all persons listed on the payroll were employed during the period indicated, including certification that the person was entitled to the salary paid.



- All payroll reports, once certified by the Paymaster or delegated official, must be returned to the Payroll Control or designated component at the Head or regional office.
- The report must be retained for record and audit purposes.
- Employees are only required to sign the Payroll Report SR0008 (05) on receipt of the salary advice, if mandated by the Accounting Officer of a department.
- Employees who have updated their e-mail addresses on the Persal system will receive their salary advice via the Electronic Document Delivery System on e-mail.

#### **7.2.4 Persal Report SR204(01): Service Bonus Report**

**Purpose:**

- This report is distributed to the department/region/institution and is used to monitor the payment of service bonus.

**Procedure:**

- The service bonus payable must be checked and compared with personnel records.
- The Paymaster must certify that persons are entitled to the payment, the amount was correctly calculated, and that any leave without pay was taken into account.
- The reports must be retained for record and audit purposes.

#### **7.2.5 Persal Report SR0100(04): Supplementary Control Payroll**

**Purpose:**

- This report is used to monitor and track the distribution of the payroll and to monitor the return of certified payrolls.

**Procedure:**

- The delegated official must ensure that all payrolls are received and distributed to the relevant pay-points at departments/regions/institutions.
- After certification of the payrolls by the Paymaster or delegated official at the pay-points, the payrolls must be returned to the Payroll Control or designated component at Head or regional office, and must be checked against the Payroll Report [SR100(05)].
- The reports must be retained for record and audit purposes.

#### **7.2.6 Persal Report SR0100(05): Supplementary Payroll without Salary Information**

**Purpose:**

- This report reflects particulars of all payments, excluding salary information for supplementary processing runs.

**Procedure:**

- The delegated official must retain one copy at head or regional office and distribute the second copy to the respective pay-points with the salary advices of employees who don't receive electronic payslips.
- All payroll reports, once certified by the Paymaster or delegated official, must be returned to the Payroll Control or designated component at the Head or regional office.
- The reports must be retained for record and audit purposes.
- Employees are only required to sign the Payroll Report SR0100(05) on receipt of the salary advice, if mandated by the Accounting Officer of a department.
- Employees who have updated their e-mail addresses on the Persal system will receive their salary advice via the Electronic Document Delivery System on e-mail.

**8. RESPONSIBILITIES OF HUMAN RESOURCE COMPONENT**

- 8.1 The Human Resource Component must draw reports on Persal, using function 6.8.70 (Transaction Reports) and function 3.3.20 (Establishment Reports); including appointment and termination reports, on a regular basis to ensure that no fraudulent transactions or "ghost employees" are on the payroll.
- 8.2 Attention must be paid to sessional, periodic and abnormal appointments. Reports can be drawn on Persal using function 5.8.11 (Extraordinary Appointment Reports).
- 8.3 Procedures and processes must be put in place to prevent fraudulent transactions being effected on the Persal system.
- 8.4 All Persal User ID's and passwords must remain confidential at all times to prevent fraudulent transactions.
- 8.5 The delegated official within Human Resource Component must download Employee Detail File Report on a monthly basis to monitor if e-mail addresses of all employees, including newly appointed employees are captured on the Persal system. The E-mail Capturing Form (Annexure G) must be completed by employees in order to request to receive their salary advice via e-mail. The thoroughly completed form must be submitted to Human Resource Component or designated component for capturing.

**9. COMPLIANCE CHECKLIST**

- 9.1 Compliance checklists ensure consistency in application of procedural requirements and financial norms and standards and facilitate compliance monitoring with regulatory requirements, policy and procedural frameworks.

- 9.2 The compliance checklist, attached as Annexure H, should be implemented or adapted, where applicable, to support departmental requirements.

**ANNEXURE A**

<p align="center"><b>(NAME OF DEPARTMENT)</b></p> <p align="center"><b>APPOINTMENT OF A PAYMASTER</b></p> <p><b>REGION: ..... PAY-POINT: .....</b></p> <p align="center"><b>(DIRECTORATE/COMPONENT)</b></p>
---

**PAYMASTER DETAILS**

I \_\_\_\_\_

Rank \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Hereby appoint the following official to perform the duties of a Paymaster:

SURNAME: \_\_\_\_\_

FULL NAMES: \_\_\_\_\_

IDENTITYNUMBER: \_\_\_\_\_

PERSAL NUMBER: \_\_\_\_\_

RANK: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPOINTED PAYMASTER**

**ANNEXURE B**

<p align="center"><b>(NAME OF DEPARTMENT)</b></p> <p align="center"><b>APPOINTMENT OF A RELIEF PAYMASTER</b></p> <p><b>REGION: ..... PAY-POINT: .....</b></p> <p align="center"><b>(DIRECTORATE/COMPONENT)</b></p>
--

**RELIEF PAYMASTER DETAILS**

I \_\_\_\_\_

Rank \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Hereby appoint the following official to perform the duties of a Relief Paymaster:

SURNAME: \_\_\_\_\_

FULL NAMES: \_\_\_\_\_

IDENTITYNUMBER: \_\_\_\_\_

PERSAL NUMBER: \_\_\_\_\_

RANK: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPOINTED RELIEF PAYMASTER**

**ANNEXURE C**

<p align="center"><b>(NAME OF DEPARTMENT)</b></p> <p align="center"><b>APPOINTMENT OF A CHIEF PAYMASTER</b></p> <p><b>REGION: ..... PAY-POINT: .....</b></p> <p align="center"><b>(DIRECTORATE/COMPONENT)</b></p>
---

**CHIEF PAYMASTER DETAILS**

I \_\_\_\_\_

Rank \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Hereby appoint the following official to perform the duties of a Chief Paymaster:

SURNAME: \_\_\_\_\_

FULL NAMES: \_\_\_\_\_

IDENTITYNUMBER: \_\_\_\_\_

PERSAL NUMBER: \_\_\_\_\_

RANK: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPOINTED CHIEF PAYMASTER**

ANNEXURE D

**CREATION OR AMENDMENT OF PAY POINT ON PERSAL - DEPARTMENTAL CODE FILE**

TABLE 800 - PAY POINT (LOWER LEVEL)      TABLE 817 - REGION CODE (HIGHER LEVEL)

(NB: PLEASE INSERT ONE LETTER PER BLOCK)

CREATE NEW CODE AMEND EXISTING CODE	(SELECT ACTION TO BE TAKEN)	ORGANISATION EFFECTIVE DATE	CODE (YYYY/MM/DD)
LONG DESCRIPTION		TELEPHONE DIALLING CODE	
SHORT DESCRIPTION		TELEPHONE NUMBER	
ADDRESSEE			
POSTAL ADDRESS			
POSTAL CODE	REGIONAL SERVICE COUNCIL CODE (TABLE 135)	HIGH LEVEL CODE (REGION CODE ON TABLE 817)	
UNIT NUMBER	COMPLEX NAME		
STREET NUMBER	STREET / FARM NAME		
SUBURB / DISTRICT			
CITY / TOWN	POSTAL CODE		
PAY MASTER 1 SURNAME	PAY MASTER INITIALS		
PAY MASTER PERSAL NO.	PAY MASTER E-MAIL		
PAY MASTER 2 SURNAME	PAY MASTER INITIALS		
PAY MASTER PERSAL NO.	PAY MASTER E-MAIL		

<b>REQUESTOR DETAILS</b>			
SURNAME:	INITIALS:		
DESIGNATION:			
SIGNATURE:	DATE:		

<b>PERSAL CONTROLLER DETAILS</b>			
SURNAME:	INITIALS:		
DESIGNATION:			
SIGNATURE:	DATE:		

**ANNEXURE E**

**PAYMASTER/RELIEF PAYMASTER/CHIEF PAYMASTER SPECIMEN SIGNATURE FORM**  
**(Kindly print in black ink)**

1. Department/institution/region: \_\_\_\_\_
2. Address of department/institution/region:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Region code: \_\_\_\_\_
4. Pay-point/s: \_\_\_\_\_
5. Full names: \_\_\_\_\_
6. Surname: \_\_\_\_\_
7. Identity number: \_\_\_\_\_
8. Persal Number: \_\_\_\_\_
9. Date appointed as Paymaster/Relief/Chief Paymaster: \_\_\_\_\_
10. Rank of Paymaster/Relief/Chief Paymaster: \_\_\_\_\_
11. Appointed by: \_\_\_\_\_ Date: \_\_\_\_\_
12. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**SPECIMEN SIGNATURES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# ANNEXURE F

## PAYROLLS 2022/2023 FINANCIAL YEAR

RUN NO	RUN DATE	PAYDATE "Salary Effective Date"	DISTRIBUTION DATE	DATE REPORTS ARE TO BE RETURNED TO CFO OFFICE	SECTION	SECTION	SECTION	SECTION	SECTION	SECTION
					0001	0002	0003	0004	0005	0006
PAYROLLS DISTRIBUTED TO SECTIONS (PLEASE CHOOSE YES/NO IN APPROPRIATE SECTION/PAYPOINT IN LINE WITH CORRESPONDING RUN NO.)										
842	01 April 2022	30 April 2022	01 May 2022	10 May 2022	YES	YES	YES	YES	YES	YES
843	01 April 2022	30 April 2022	01 May 2022	10 May 2022	YES	YES	YES	NO	YES	NO
2238	04 April 2022	04 April 2022	01 May 2022	10 May 2022	NO	NO	YES	NO	NO	NO
2239	11 April 2022	11 April 2022	01 May 2022	10 May 2022	NO	NO	YES	YES	NO	NO
DATE PAYROLLS RECEIVED BACK FROM SECTIONS (PLEASE PROVIDE DATE IN LINE WITH CORRESPONDING RUN NO.)										
842					04-May-22			05-May-22		
843					04-May-22					
2238										
2239								05-May-22		
OUTSTANDING PAYROLLS FROM SECTIONS (PLEASE TICK APPROPRIATE SECTION/PAYPOINT IN LINE WITH CORRESPONDING RUN NO.)										
842					-	✓	✓	-	✓	✓
843					-	✓	✓	-	✓	
2238							✓			
2239							✓	-		
AGE ANALYSIS IN DAYS (NUMBER OF DAYS IT TOOK TO RECEIVE PAYROLLS IN LINE WITH CORRESPONDING RUN NO.)										
842					3			4		
843					3					
2238										
2239								4		

Sections/Components

Pay-points for each component

Outstanding Payroll Reports highlighted in red

**ANNEXURE G****ELECTRONIC PAYSリップ DELIVERY****E-MAIL ADDRESS CAPTURING FORM**

The Electronic Document Delivery system (EDD) will provide a platform to enable employees to receive their payslips in a portable document format (pdf) via email and in future via mobile phone. It is therefore necessary to update the email addresses and mobile phone numbers of all employees on the PERSAL system. It is recommended that official e-mail accounts be utilised, however private e-mail accounts can also be used.

Employees must complete this form in order to receive their electronic pay slip via e-mail.

This form must be submitted to the Human Resource Management Section or Payroll Control Section of your department (as per your departments internal arrangements).

**PART A (To be completed by the Employee)**

I, Surname and Initials: \_\_\_\_\_

Persal No.: \_\_\_\_\_ ID Number: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Department: \_\_\_\_\_

Directorate/Section: \_\_\_\_\_

hereby elect to receive my pay slip electronically via e-mail at the following e-mail address: -

***(insert your selected e-mail address neatly in the space above)***

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: \_\_\_\_\_

**ANNEXURE H****COMPLIANCE CHECKLIST: PAYROLL CONTROL**

<b>ACTION</b>		<b>YES/NO</b>
1.	Appointment of Responsibility Manager as Paymaster (PM).	
2.	Appointment of Relief Paymaster (RPM).	
3.	Appointment of Chief Paymaster (CPM), as required.	
4.	Specimen signature forms signed by PM, RPM and CPM.	
5.	PM, RPM and CPM advised of roles and responsibilities, in writing.	
6.	Payroll reports distributed monthly.	
7.	Payroll reports certified by PM or RPM or CPM, as applicable.	
8.	Payroll reports returned within ten days of being certified.	
9.	Payroll control reports returned to Payroll control or designated component.	
10.	Payroll control roles and responsibilities undertaken by Payroll control or designated component.	
11.	Copies of payroll control reports retained for reference and audit purposes.	
12.	Monthly report provided to CFO on outstanding payroll control reports.	
13.	Persal creation/amendment of Pay-point form completed for Paymaster/Relief Paymaster.	
14.	All appointment letters, specimen signatures ,Persal creation/amendments forms, payroll control reports etc. retained for audit purposes.	