

mSCOA REGULATIONS

NATIONAL TREASURY HR AND PAYROLL WORKING GROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
1	MFMA Circular Requirements	Will National Treasury consider issuing guidelines on the archiving of data relating to HR and payroll?	Clarity Required	Carel Kleynhans	City of Cape town	26-Sep-24	26-Sep-24	Kashnee Sewnarain	Completed	Archiving is handled by another process, the Records Management process. The legislative requirement around archiving is also handled by the Archives Act.
2	Level 4 - Develop / Review HR Policies	It is suggested that one need not consult with unions on all types of HR policies. It is suggested that it is only necessary for certain types of policies.	Updated procedures	Carel Kleynhans	City of Cape town	26-Sep-24	26-Sep-24	Mike Steyn	Completed	As a minimum consultation that is prescribed by legislation or regulations should be adhered to. Although this may complicate the approval of policies it may also serve to address and resolve issues up front rather than having to deal with them later. The procedure for this task has been updated to clarify this point.
3	Level 4 - Develop / Review HR Policies	Is there specific legislation that requires one to consult?	Clarity Required	Naiemah Ishmail	City of Cape Town	26-Sep-24	26-Sep-24	Mike Steyn	Completed	Section 16 of the Labour Relations Act requires that employers make all relevant information available to union representatives in order to allow them to monitor the employer's compliance with provisions of the Labour Relations Act, any laws regulating terms and conditions of employment and any collective agreements binding on the parties. The Human Resource Policy Manual published by COGTA also promotes consultation with recognised labour unions in the development of HR
4	Level 4 - Recruit New Staff Member	Consideration must be given to extend reference checks to include life style audits. It should also include criminal record checks and external qualifications checks. Sexual offences must be also considered.	Updated procedures	Carel Kleynhans	City of Cape town	26-Sep-24	26-Sep-24	Mike Steyn	Completed	The verification step in the process has been updated to include criminal records checks. Criminal records check could be done via the SAPS or through other authorised agencies who generally are able to provide quick turnaround on such checks at a reasonable fee. In terms of Lifestyle audits DPSA guidelines recommend that lifestyle audits be done on a regular basis for certain classes of existing government employees. This is however not generally required as a prerequisite during the
5	Level 4 - Appoint New Staff Member	Should there not be an acceptance of offer signed by the new employee?	Updated procedures	Hennie Le Roux	Mossel Bay Municipality	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The formal acceptance of offer of employment has been included in the procedure for the appoint staff member task. An event has also been added to indicate acceptance of the offer. It also includes signature of any other documents such as <u>employment contracts</u> .
6	Level 4 - Appoint New Staff Member	The process should make provision for salary negotiations.	Clarity Required	Not identified	Not identified	26-Sep-24	26-Sep-24	Mike Steyn	Completed	The salary associated to a specific post is linked to the salary band, which is usually included in the advertisement of the vacant post. The salary is also included in the letter of offer. This leave little room for negotiation of salary. Clarification of salary may take place before the candidate accepts the offer.

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7	Level 4 - Appoint New Staff Member	Instead of informing the unsuccessful candidates can one mention in the advert that candidates who do not receive an offer of employment after a predefined period should consider their applications unsuccessful?	Updated procedures	Rajiv Jugoo	eThekweni Municipality	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The procedure was updated to accommodate the possibility of a system generated notification or the option to include a message in the advert as proposed in the question that was raised. It is suggest that people who were shortlisted and interviewed should receive a personal notification.
8	Level 4 - Recruit New Staff Member	Some of the candidates applying for positions do not have access to technology so in some cases manual applications are received.	Clarity Required	Rajiv Jugoo	eThekweni Municipality	26-Sep-24	26-Sep-24	Kashnee Sewnarain	Completed	In todays world people should be able to make a plan to get assistance to submit an application electronically. The problem experienced with manual applications is that it is difficult to keep track of such applications and people challenge the process it becomes difficult to trace the application.
9	Level 4 - Appoint New Staff Member	After appointment, must the signing of the employee contract not be included or does the Onboard new staff member include that?	Clarity Required	Hennie Le Roux	Mossel Bay Municipality	26-Sep-24	26-Sep-24	Mike Steyn	Completed	The signing of the employee contract as well as any other documents, e.g. non-disclosure agreements are included in the "Appoint Candidate" task.
10	Level 4 - Termination of Staff	One may need to make provision for an extra step to recover any damages from a staff member before they leave employment.	Updated procedures	Carel Kleynhans	City of Cape town	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The recovery of damages has been included as part of the "Determin if debts are to be recovered from staff member" task.
11	Level 4 - Transfer of Staff	The integration to the IT process when a staff member services are terminated should also be included for transfers and secondments as it may also impact whether a staff member's system access should be changed.	Updated procedures	Carel Kleynhans	City of Cape town	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The "Transfer Staff", "Second Staff" and "Appoint New Staff Member" processes have been updated to include integration to the "IT System Requirements Management" process as suggested.
12	Level 4 - Transfer of Staff	Does this include cases where an official would move from one department to another as a result of an organigram change?	Clarity Required	Hennie Le Roux	Mossel Bay Municipality	26-Sep-24	26-Sep-24	Mike Steyn	Completed	Yes - that would typically be a case where the need for a transfer originates from the operational requirements of the municipality.
13	Level 4 - Transfer of Staff	In the case of ill health one may consider transferring an employee to another more suitable position in another department. Would that also be considered as a transfer?	Updated modelling	Carel Kleynhans	City of Cape town	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The Manage Staff Incapacity process deals with staff members incapacitated due to ill health and caters for the scenario where an employee may be redeployed to another position. Should that position be in another department it could trigger the transfer process. The Manage Staff Incapacity process has been updated to reflect the integration
14	Level 4 - Transfer of Staff	May a contract employee be transferred into another position as a permanent employment with the same contract conditions and then terminated on contract termination date.	Clarity Required	Unkown	Unknown	26-Sep-24	26-Sep-24	Mike Steyn	Completed	No. A contract employee cannot be transferred into a permanent employee position. The recruitment process should be followed in such a case and the contractor should apply for the position. Due process should be followed ensuring that all candidates are given a fair chance to apply for the
15	Level 4 - Termination of Staff	On termination due to dismissal, what is the official termination date considering that an employee will be dismissed on the 27 July then the Presiding Officer (P.O) issues the award ten days later, then the employee is given seven days to appeal but subsequently fails to appeal and the termination is confirmed after the pay day of the following month on the 28 of August, between the two dates which one is to be confirmed as the termination date?	Clarity Required	Wandile Mtebele	Unknown	26-Sep-24	26-Sep-24	Mike Steyn	In progress	According to Carel the date specified by the PO is the date that is the official termination date. If the employee is not terminated from the payroll in that month a debtor should be raised the monies recovered from the employee.

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16	Level 4 - Termination of Staff	Consider some sort of document that is issued on termination to all departments, e.g. debtors, IT, etc, to trigger the necessary actions by the various parties.	Updated procedures	Cristina da Cruz	Umhlathuze Municipality	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The procedure for the "Offboard staff member" task has been amended to include a notification to all relevant departments as a control to ensure that all departments are aware of the termination and have taken the necessary actions. Specific integration points has also be included to the payroll process, asset management and IT processes.
17	Level 4 - Promote Staff	Does the process make provision for demotions?	Updated modelling	Cindy Prinsloo	George Municipality	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The Promote Staff process has been updated to accommodate the demotion of staff as well. This is triggered by Manage Staff Discipline process.
18	Level 4 - Develop Staff Skills	Extensive consultation takes place with unions during the development of the WSP	Updated procedures	Carel Kleynhans	City of Cape town	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The procedure for the "Develop Workplace Skills Plan (WSP)" task has been updated to include consultation with stakeholders, including unions.
19	Level 4 - Record Time Worked	There does not appear to be provision made for the reconciliation of time worked, nor does it appear that the risks associated with negative or positive time difference on payroll has been taken into account.	Updated modelling	Carel Kleynhans	City of Cape town	26-Sep-24	15-Nov-24	Mike Steyn	In progress	The process has been updated to include a tasks to reconcile time worked with inputs from both leave management and overtime management processes. Further investigation may be required on how to address the impact of time difference on the payroll process. This may also need further consideration during the systems requirements phase to address this requirement.
20	Level 4 - Record Time Worked	What are the maximum hours that a shift worker work in a month, and may a shift worker work overtime or emergency overtime?	Clarity Required	Wandile Mtebele	Unknown	26-Sep-24	26-Sep-24	Mike Steyn	Completed	The Basic Conditions of Employment Act governs the hours that may be worked by shift workers. The limit is 45 hours per week. Generally workers may not work more than 9 hours per day if they work 5 day weeks or 8 hours per day if they work a 6 day week. Agreements can however be reached with bargaining councils to increase the number of hours worked in a single day as long as the 45 hours per
21	Level 4 - Manage Overtime	Shift workers are sometimes required to work more than the maximum normal hours in a month in order to accommodate the shift plan for the month. These additional hours are treated as overtime and automatically processed by the system and don't require authorisation.	Clarity Required	Carel Kleynhans	City of Cape town	26-Sep-24	26-Sep-24	Kashnee Sewnarain	Completed	When the planning of the shifts takes place the planned overtime is known and by implication approved when the shift plan is approved. So by implication, one can consider approved overtime. There must however be a check to make sure the hours were in fact worked before the overtime hours
22	Level 4 - Manage Overtime	When time off in lieu of overtime is taken there should be an interface to leave management to account for time off and enable the monthly time recon to be done,	Update modelling	Eddie van Schalkwyk	InzaloEMS	26-Sep-24	26-Sep-24	Mike Steyn	Completed	Process has been updated to include an interface with the Manage Leave process.
23	Level 4 - Manage Leave	The leave approval process should make provision for a two step approval with the immediate supervisor recommending the leave and the supervisors manager approving the leave.	Update modelling	Cindy Prinsloo	George Municipality	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The process has been updated to include an optional recommendation step to accommodate scenarios where a two step approval may be

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24	Level 4 - Manage Leave	The process would need to accommodate injury on duty (IOD) leave.	Updated modelling	Cindy Prinsloo	George Municipality	26-Sep-24	15-Nov-24	Mike Steyn	In progress	The Manage Leave process has been updated to reflect an integration from a Manage Injury on Duty process. This process may however need further investigation and may need to be elaborated further. May need to allow for leave type to be changed if leave initially taken as sick leave is later classified as IOD related. This would require further investigation.
25	Level 4 - Manage Leave	Special leave must be approved by the Municipal Manager	Updated procedures	Carel Kleynhans	City of Cape town	26-Sep-24	15-Nov-24	Mike Steyn	Completed	The procedure for the Approve request for leave task has been updated to indicate that special leave may require the approval of the Municipal Manager / Accounting Officer.
26	Level 4 - Manage Leave	The system should be able to handle a situation where the leave approval workflow should be able to be delegated if the official who is supposed to approve the leave is not available for an extended period.	Clarity Required	Eddie van Schalkwyk	InzatoEMS	26-Sep-24	26-Sep-24	Mike Steyn	In progress	Suggestion noted. Will be considered during the system requirements phase. This should be generalised for all workflows.
27	Payroll Management	Slide 74 - Calculate estimates for ward committee remuneration - At a Business Process workshop held on 24/06/2024, NT mentioned that Ward Committee members need to be included in Payroll process.	Clarity Required	Cristina da Cruz	City of Cape Town	03-Oct-24	30-Nov-24	Kashnee Sewnarain	In progress	This matter has been included in the consultation matters for discussion with SARS. However, NT has modelled this to be included in payroll, as this is an individual being paid frequently, and therefore needs to be declared to SARS in this regard.
28	Level 4 - Determine / Review Staff Establishment	Slide 28 - last part end of process "Staff establishment approved by Municipal Manager" - Final Approval should be by Council (MM recommend) Regulation 6 (4 - 6)	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Process has been updated to include the review by the Council before it is submitted to the MEC for review as well as final approval by the Council.
29	Level 4 - Recruit New Staff Member	Slide 33 - Interview Candidate - Interview should swap places with the conduct competency assessment.	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Process has been updated as suggested.
30	Level 4 - Appoint New Staff Member	Slide 34 - Inform unsuccessful candidates - Appoint candidate (Block should be here) followed by new block, Accept appointment, then inform unsuccessful candidates and then onboard new staff member.	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	The process was updated based on similar comments received during the work group session on the 26th of Sept.
31	Level 4 - Promote Staff	Slide 36 - Promotion due to the notch progression - This is not a promotion it is only salary increase. According to the regulations Section 24 it is only in the case where you are appointed in post that is higher in a salary level or job grade.	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	The process has been updated accordingly.
32	Level 4 - Promote Staff	Slide 36 - Promotion due to successful application for new position - This is part of the normal recruitment process. You may not promote to a higher post level/grade without following a recruitment process.	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	The process has been updated to indicate the scenario where an existing staff member is "promoted" after having successfully been through the recruitment process.
33	Level 4 - Terminate Services	Slide 40 - Offboard Staff member - Please also add that assets department also be notified and assets under control are handed over.	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Process has been updated accordingly.

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34	Level 4 - Establish Performance Management and Development System	Slide 43 - It seems that the consultation process is omitted from this workflow.	Updated procedures	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	The procedure for the "Develop / review performance management process and policies" task has been updated to include consultation with relevant stakeholders.
35	Level 4 - Monitor and Evaluate Performance	Slide 45 - Identify developmental initiatives to address poor performance (if relevant) - Need to include a step for moderation (2 levels of moderation) (process described as per next slide 46 should be built in here.	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	No change made. The moderation is covered in the next process and only takes place after the initial evaluation is done.
36	Level 4 - Manage Bursaries	Slide 50 - Notify accounts receivable to record debtor on system - Can you please provide guidance why a debtor is created with initial recognition?  Follow-up: When should the expense be accounted for?	Clarity Required	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	In terms of accounting practices one cannot treat this as an expense as it conditional to the student passing. If the person does not pass they would need to repay the debt. Depending on the policy and agreement entered into with the student the expense will only be realised when agreement milestones have been reached, e.g. a year of studies have been completed and the student has passed.
37	Level 4 - Address Staff Grievances	slide 55 - Grievance resolved - What is the process if not resolved?  Must be referred to the Bargaining Council	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Process has been updated to include bargaining council step.
38	Level 4 - Manage Staff Incapacity	Slide 57 - Institute disciplinary proceedings against staff member - Change to poor performance investigation	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Process has been updated as suggested.
39	Level 4 - Manage Staff Incapacity	Slide 57 - Manage staff discipline - Manage Staff Performance	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Dealt with as part of previous point.
40	Level 4 - Manage Overtime	Slide 61 - A decision block should be added to ask the following: 1) encashment, (then consider budget) 2) time off in Lieu (no need to consider budget)	Updated procedures	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	A note has been added to the procedure for the "Confirm that budget is available for overtime" task to indicate that the budget check is not required if one plans to give time off for overtime worked.
41	Level 4 - Manage Leave	Slide 62 - Add: parental, adoption and commissioning parental leave Unpaid should be a separate circle Study leave is part of special leave	Updated modelling	Hennie Le Roux	Mossel Bay Municipality	11-Oct-24	15-Nov-24	Mike Steyn	Completed	Process has been updated as suggested.
42	Payroll Management	Slide 13 - Test against the central database for contracts with any 'organs of state' / "persons in the service of state" and supply the central database with employees' and related parties' details. - NT must provide a mechanism to compare the central database in bulk.	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	In progress	Further discussion will be held with OCPO. However, process has been modelled to incorporate monthly upload of employee data to the CSD
43	Payroll Management	Slide 13 - Supply the central database with the identification (ID) numbers of employees, councillors and related parties. - Should be amended to include passport numbers and	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	In progress	Further discussion will be held with OCPO. The CSD requirements would need to incorporate this.
44	Payroll Management	Slide 13 - Creation of "invoices" for 3rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds; - Reference to invoice/remittance advice based on payment schedule on active employee database.	Input provided	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Noted

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45	Payroll Management	Slide 13 - Provide for an employee portal to update personal information and re-produce documents. - Must be restricted for cross-correlation between personal data and allowances ie: housing subsidy - Validation to potential conflict of interest if applicable	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Included in HR Process
46	Payroll Management	Slide 15 - Payroll - Integrate with the time management system. - Must integrate with time and shift systems. Must be date driven integration on real-time basis	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Incorporated under payroll management - prepare monthly payroll
47	Payroll Management	Slide 18 - Bonus and leave provisions was not being calculated and recorded monthly. There is no monthly calculation of bonus provision. - Provisions for Bonus payment must be in line with municipality's remuneration policy on payment of bonuses (ie November). Re-alignment of budget provisions will be done as and when staff leave the employment of the municipality before the planned bonus	Clarity Required	E Jacobs	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Agreed However, please note that this relates to annual bonus (which needs to accrue as service is rendered) as well as performance bonuses.
48	Payroll Management	Slide 18 - Lack of seamless integration with the budget module.	Clarity Required	E Jacobs	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Integration to the budget system is done via Budget and Financial Planning Process Group.
49	Payroll Management	Slide 20 - Provision for bonuses and leave calculation estimates to be addressed in the Provisions Process and linked the HR and Payroll Process. - See comment above for Bonus estimates. Leave provisions budgeted base on past trends but also impacted by when staff members leaving employment which is not available and difficult to predict at the time when the budget is completed. However re-alignment of period plans are done during the year.	Clarity Required	E Jacobs	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Noted
50	Payroll Management	Slide 61 - Manage Overtime - Refer previous comment - reconciliation of time is missing.  - In the payroll cycle, specifically in cases of emergency overtime, budget is not available, will be paid and the budget correct afterwards. Very specifically in protection of assets, public unrest and circumstances which can be defined as acts of God.  - No forfeiting rules for time in lieu of is noted. System validation rules to be built in.	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Incorporated in time management process
51	Payroll Management	Slide 63 - System configuration to apply BCEA, MCA, or regulations where applicable	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Review parameter setup has been edited to include this
52	Payroll Management	Slide 64 - Payroll Management and Reporting - Submit monthly payroll claims for processing - Await NT feedback on minimum requirements for micro-loans	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	NT is not in a position to issue guidance on microloans. This is based on the individual, and therefore cannot be regulated in this regard. Municipality to consider internal wellness processes to address this.
53	Payroll Management	Slide 64 - Payroll Management and Reporting - Submit new appointments and terminations - Deduction sequence must be defined, statutory and court orders first, service benefits, 3rd parties ie, insurances micro-loans	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Incorporated under procedures for "update personnel changes on system"

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54	Payroll Management	Slide 64 - Payroll Management and Reporting - Update payroll document management - No step for corrections after updates and reporting.	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Updated
55	Payroll Management	Slide 65 - Review Parameter Setup - Missing parameters must include time- and wage types, shift systems, as it determines ROP	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Updated - Integration from leave and time management system to payroll
56	Payroll Management	Slide 67 - Submit changes to records - Review record change request - Bank detail changes must be accompanied by additional verification over and above supporting documents from the bank due to the existence of fraud.	Updated procedures	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Incorporated in procedures
57	Payroll Management	Slide 67 - Submit changes to records - Request amendment on change request - Integration to other components, ie Revenue systems, staff housing, DOI's and allowance components must be considered.	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	In progress	Further consideration will be considered in terms of integration to other systems
58	Payroll Management	Slide 68 - Submit HR Mandatory Deductions - Must be added: IT88 from SARS	Updated procedures	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Included in procedures
59	Payroll Management	Slide 69 - Submit appointments, terminations and amendments to salary adjustments - Damages and loss to employer, fraud or misrepresentation must be considered as an additional step to be reviewed in view to litigation. Withholding of remuneration, taking legislation into	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Included in review procedures
60	Payroll Management	Slide 70 - Submit requested deductions - Provided there is income	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Agreed, Updated the model accordingly
61	Payroll Management	Slide 71 - Review compliance - Review compliance with municipal policies - Can also include council resolutions	Updated procedures	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Agreed, Included in the procedures
62	Payroll Management	Slide 71 - Review compliance - Review compliance with legislation - Review compliance includes regulations and legislation	Updated procedures	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Agreed. Included in procedures
63	Payroll Management	Slide 71 - Review compliance - Review compliance as required with bargaining agreement - Collective agreements	Updated modelling	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Replaced bargaining with collective
64	Payroll Management	Slide 72 - Update personnel changes - Link salary and benefits on the system - Missing - link time data ie: shift systems, work schedules	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	This is to be effected in the time management process
65	Payroll Management	Slide 72 - Update personnel changes - Process for promotions/transfers must be separately mapped as it includes adding and delimiting wage types etc on the system into entitlement and to remove system access which is not required going forward.	Clarity Required	R Theron	City of Cape Town	22-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	Removing system access occurs in the HR process, not payroll. The adding of wage types etc, is determined via HR and accommodated in "link salary and benefits on the system"