

# HUMAN RESOURCES **QUICK** GUIDE



021 808 2753

021 808 4207

021 808 4829



2015



UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

The Client Service Centre (CSC) is the first point of contact with the Human Resources Division for both internal and external clients. The CSC strives to always provide all our clients with an efficient and professional service.

The friendly and ever-helpful CSC team:



Omega Alexander  
CSC: Manager



Illana Oliver  
CSC: Officer



Ricardo Steyn  
Administrative  
Officer

All calls to the following numbers put you into direct contact with the CSC:

021 808 2753

021 808 4207

021 808 4829

If, due to high call volumes, your call is not answered immediately you are more than welcome to e-mail your enquiry to [sun-e-HR@sun.ac.za](mailto:sun-e-HR@sun.ac.za). Such e-mails are answered as soon as possible on the same day.

Most of your enquiries can be answered immediately by the highly-trained CSC staff.

## CONTACT CSC REGARDING THE FOLLOWING MATTERS:

- **Remuneration**

- o Remuneration dates  
<http://www0.sun.ac.za/hr/wp-content/uploads/2014/12/Remuneration-Affairs-2015.pdf>
- o Loading accumulative-leave payout if it is more than 20 days (If less than 20 days, the applicant can capture it directly on the *Oracle* leave system)
- o Confirmation of employment
- o Confirmation of bank details to client
- o Confirmation of new employee's details
- o Wage cheques
  - Available on Fridays from 12:00
  - The previous week's signed wage lists should be submitted for record-keeping purposes
- o Salary slips
  - Clients who cannot print information themselves via *SUN Employee Self Service* may request it from the CSC

- **Enquiries regarding advertised positions**

- **Leave**

- o **ALL** leave enquiries should be directed to the CSC
- o With the exception of **annual leave, sick leave** and **leave of absence**, the CSC captures **all leave types** on the *Oracle* leave system
- o The CSC regularly provides training on the use of the *Oracle* leave system to leave administrators in faculties/support services
- For leave enquiries in **your environment**, please contact your **leave administrator** directly

- Who is your leave administrator? Click on one of the links below:

<http://www0.sun.ac.za/hr/wp-content/uploads/2015/03/2015-Verlofadministrateurs-Stellenbosch.pdf> or  
<http://www0.sun.ac.za/hr/wp-content/uploads/2015/03/2015-Verlofadministrateurs-Tygerberg.pdf>

- **Correspondence**

- Research opportunity
- Once-off study opportunity
- Long leave
- Confirmation of employment
- Address confirmation
- Visa letters – please send the completed request form for visa letters (<http://www0.sun.ac.za/hr/wp-content/uploads/2014/04/Request-for-Visa-Letter.doc>) directly to Ricardo Steyn at [rzsteyn@sun.ac.za](mailto:rzsteyn@sun.ac.za)

- **Policies/procedures/forms**

- More information on **HR** can be obtained at: <http://www0.sun.ac.za/hr/>
- Information on **policies and procedures** is available from: <http://www0.sun.ac.za/hr/documents/policies-and-procedures/>
- Information on the different **HR forms** is available at: <http://www0.sun.ac.za/hr/documents/hr-forms/>

## PRACTITIONERS AND OTHER STAFF

You may contact your environment's practitioner by telephone or e-mail. Walk-in enquiries at their offices are welcome. Most of the Human Resources Practitioners for the faculties can be found at their respective faculties. The Human Resources

Practitioners for the support service environments can be found at the Human Resources Division.

## Who does what?

### Who can I contact in connection with...

Environment	Person responsible
AgriSciences	Sherrill February <a href="mailto:sf2@sun.ac.za">sf2@sun.ac.za</a> Room 1021B, JS Marais Building, Faculty of AgriSciences Tel 021 808 2602
Arts and Social Sciences	Belinda Coetzee <a href="mailto:wrightb@sun.ac.za">wrightb@sun.ac.za</a> Room 488, Faculty of Arts and Social Sciences Tel 021 808 4594
Economic and Management Sciences  and  University of Stellenbosch Business School (USB)	Keith Robain <a href="mailto:krobain@sun.ac.za">krobain@sun.ac.za</a> Room 709, CGW Schoemann Building Tel 021 808 9460  Keith Robain <a href="mailto:krobain@sun.ac.za">krobain@sun.ac.za</a> Room 445, USB, Bellville Park Campus Tel 021 918 4335
Education	Sherrill February <a href="mailto:sf2@sun.ac.za">sf2@sun.ac.za</a> Dean's Office, Faculty of Education Tel 021 808 2602
Engineering	Abigail Lackay <a href="mailto:alackay@sun.ac.za">alackay@sun.ac.za</a> Human Resources Tel 021 808 9610

Environment	Person responsible
Law	Kristin Rutgers <a href="mailto:krutgers@sun.ac.za">krutgers@sun.ac.za</a> Human Resources Tel 021 808 4906
Medicine and Health Sciences	Fides Claassens <a href="mailto:fides@sun.ac.za">fides@sun.ac.za</a> Room 1063A, Clinical Building, Faculty of Medicine and Health Sciences, Tygerberg Campus Tel 021 938 9670  Fawzia Allie <a href="mailto:fawzia@sun.ac.za">fawzia@sun.ac.za</a> Room 1061, Clinical Building, Faculty of Medicine and Health Sciences, Tygerberg Campus Tel 021 938 9674
Military Science	Louis Siebert <a href="mailto:ljs1@sun.ac.za">ljs1@sun.ac.za</a> Room 1066, Clinical Building, Faculty of Medicine and Health Sciences, Tygerberg Campus Tel 021 938 9128
Science	Marzelle Benade <a href="mailto:mbenade@sun.ac.za">mbenade@sun.ac.za</a> Room 2017, Al Perold Building, Faculty of Science Tel 021 808 2264
Theology	Kristin Rutgers <a href="mailto:krutgers@sun.ac.za">krutgers@sun.ac.za</a> Human Resources Tel 021 808 4906

Environment	Person responsible
<b>Rector's Division</b> <ul style="list-style-type: none"> <li>Centre for Inclusivity</li> <li>Corporate Marketing</li> <li>Development and Alumni Relations</li> <li>Office of the Ombudsman</li> </ul>	Chené Roux <i>cmroux@sun.ac.za</i> Human Resources Tel 021 808 9059
<b>Chief Operating Officer</b> <ul style="list-style-type: none"> <li>Finance               <ul style="list-style-type: none"> <li>Purchasing and Provision Services</li> <li>Vehicle Fleet</li> </ul> </li> <li>Commercial Services               <ul style="list-style-type: none"> <li>Accommodation Services</li> <li>Botanical Garden</li> </ul> </li> <li>Langenhoven Student Centre               <ul style="list-style-type: none"> <li>Letting Office</li> <li>Matie Shop</li> <li>Matie Milk</li> </ul> </li> <li>InnovUS &amp; Commercialisation</li> <li>Gymnasium (Coetzenburg and Tygerberg)</li> <li>Head: Human Resources Housing Office</li> <li>Woordeboek vir Afrikaanse Taal (WAT)</li> </ul>	Susan Visagie <i>sjv3@sun.ac.za</i> Human Resources Tel 021 808 3673
<b>Chief Operating Officer</b> <ul style="list-style-type: none"> <li>Facilities Management Facilities Services Planning and Development Property Services Risk Management and Campus Security</li> </ul>	Sello Molapo <i>sdm@sun.ac.za</i> Division of Facilities Management, Hammanshand Road, Stellenbosch Tel 021 808 4648
<b>Vice-Rector: Social Impact, Transformation and Personnel</b> <ul style="list-style-type: none"> <li>Community Interaction</li> <li>Maties Sport</li> <li>Campus Health Service</li> <li>Strategic Initiatives and Human Resources</li> <li>Word Fest</li> <li>Legal Services</li> <li>Transformation Office</li> <li>University Museum</li> <li>The Office for Institutional HIV Coordination</li> <li>Advancement</li> </ul>	Shuaib Patel <i>spatel@sun.ac.za</i> Human Resources Tel 021 8089611

Environment	Person responsible
<p><b>Vice-Rector: Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>• Division Students Affairs Centre for Student Structures and Communities Centre for Student Counselling and Development</li> <li>• Division for Prospective Students Centre for Student Recruitment and Career Counselling Bursaries and Loans Centre for Admission &amp; Residence Placement Contact and Client Services</li> <li>• Division for Academic Administration/ Registrar Institutional Registrar's Functions Student Administration Stellenbosch Student Administration Tygerburg Student Administration Bellville Park</li> <li>• Division for Institutional Research &amp; Planning Institutional Research Academic Planning &amp; Quality Assurance Student Information Systems Institutional Information</li> <li>• Division for Learning and Teaching Enhancement Centre for Teaching and Learning Centre for Learning Technologies Language Centre</li> </ul>	<p>Maryke King <a href="mailto:mking@sun.ac.za">mking@sun.ac.za</a> Human Resources Tel 021 808 2759</p>
<p><b>Vice-Rector: Research, Innovation and Postgraduate Studies</b></p> <ul style="list-style-type: none"> <li>• Library and Information Service</li> <li>• Division Research Development</li> <li>• Postgraduate and International Office</li> <li>• Information Technology</li> <li>• STIAS</li> </ul>	<p>Chené Roux <a href="mailto:cmroux@sun.ac.za">cmroux@sun.ac.za</a> Human Resources Tel 021 808 9059</p>



Environment	Person responsible
<b>CHIEF DIRECTOR: STRATEGIC INITIATIVES AND HUMAN RESOURCES</b>  Personal Assistant Chriszelda Adendorff Tel 021 808 2994 <a href="mailto:chrisz@sun.ac.za">chrisz@sun.ac.za</a>	Prof Tobie de Coning    Human Resources Administration Block B, 2 <sup>nd</sup> Floor Tel 021 808 4588 <a href="mailto:tjdc@sun.ac.za">tjdc@sun.ac.za</a>
<b>Client Service Centre</b>  <a href="http://www0.sun.ac.za/hr/contact-us/">http://www0.sun.ac.za/hr/contact-us/</a>	Johanna van Niekerk <a href="mailto:jvn@sun.ac.za">jvn@sun.ac.za</a> Human Resources Tel 021 808 9328
<b>Employment Equity and the Promotion of Diversity</b>  <a href="http://www0.sun.ac.za/hr/employment-equity/">http://www0.sun.ac.za/hr/employment-equity/</a>	Sello Molapo <a href="mailto:sdm@sun.ac.za">sdm@sun.ac.za</a> Division of Facilities Management, Hammanshand Road, Stellenbosch Tel 021 808 4648
<b>Employee Relations (Labour Affairs)</b>  <a href="http://www0.sun.ac.za/hr/documents/policies-and-procedures/#employee-relations">http://www0.sun.ac.za/hr/documents/policies-and-procedures/#employee-relations</a>	Danie Mouton <a href="mailto:drmouton@sun.ac.za">drmouton@sun.ac.za</a> Human Resources Tel 021 808 3726
<b>Employee Wellness</b>  <a href="http://www0.sun.ac.za/hr/wellness/">http://www0.sun.ac.za/hr/wellness/</a>	Maureen Kennedy <a href="mailto:maureenk@sun.ac.za">maureenk@sun.ac.za</a> Human Resources Tel 021 808 4824  Ricardo Steyn <a href="mailto:rzsteyn@sun.ac.za">rzsteyn@sun.ac.za</a> Human Resources Tel 021 808 2755

<b>Management Information Systems</b>	Wessel Nolte <i>nolte@sun.ac.za</i> Tel 021 808 3326
<b>Personnel Provisioning and Planning</b>	Johan Loubser <i>jtl@sun.ac.za</i> Human Resources Tel 021 808 4847  Luchelle Davids <i>ldavids@sun.ac.za</i> Human Resources Tel 021 808 2369
<b>Remuneration, Benefits and Administration</b>  <a href="http://www0.sun.ac.za/hr/documents/remuneration-and-benefits/">http://www0.sun.ac.za/hr/documents/remuneration-and-benefits/</a>	Japie Kotzé <i>jjsk@sun.ac.za</i> Human Resources Tel 021 808 2754  Peter-John Kirsten <i>pkirsten@sun.ac.za</i> Human Resources Tel 021 808 3740  Charné Pool <i>chamep@sun.ac.za</i> Human Resources Tel 021 808 9271
<b>Medical – Discovery Health</b> (Alexander Forbes Representative on campus)  <a href="http://www0.sun.ac.za/hr/documents/policies-and-procedures/#medical-benefits">http://www0.sun.ac.za/hr/documents/policies-and-procedures/#medical-benefits</a>  Office hours in Stellenbosch: Mondays/Tuesdays and Thursdays from 08:00–16:00  Office hours at Tygerberg: Wednesdays from 08:00–13:00   Alexander Forbes, 40 Dorp Street, Stellenbosch: Fridays from 08:30 – 16:00	Marie-Louise du Toit <i>afhealth@sun.ac.za</i> Human Resources Tel 021 808 4827         Clinical Building, Faculty of Medicine and Health Sciences Human Resources Division, Tygerberg Campus Tel 021 938 9636

Environment	Person responsible
<b>Shared Service Centre</b> <ul style="list-style-type: none"> <li>Disability Insurance</li> <li>Surety Scheme</li> </ul>	Marius Swart <a href="mailto:mjswart@sun.ac.za">mjswart@sun.ac.za</a> Human Resources Tel 021 808 2744
<b>Talent Management</b> (Mentorships/Staff Development/On-boarding) <a href="http://www0.sun.ac.za/hr/mentoring/">http://www0.sun.ac.za/hr/mentoring/</a> <a href="http://www0.sun.ac.za/hr/staff-development/">http://www0.sun.ac.za/hr/staff-development/</a> <a href="http://www0.sun.ac.za/hr/su-connect/">http://www0.sun.ac.za/hr/su-connect/</a>	Almene Potgieter <a href="mailto:ap@sun.ac.za">ap@sun.ac.za</a> Human Resources Tel 021 808 4590  Alvira Albertus <a href="mailto:alvira@sun.ac.za">alvira@sun.ac.za</a> Human Resources Tel 021 808 2966

**Please rate our service:**

<http://www0.sun.ac.za/hr/feedback/>

## HUMAN RESOURCES

*Human Resources focuses on professional and stream-lined service-delivery to the benefit of Stellenbosch University's strategic initiatives, which includes the optimal support of the management of its human capital. Human Resources also strives to always provide a professional consultation service to all staff members.*