



UNIVERSITEIT
iYUNIVESITHI
STELLENBOSCH
UNIVERSITY



MEMORANDUM

Office of the Director: Remuneration and Benefits

Tel.: (021) 808-2754
Fax: (021) 808-2484
E-mail: jjsk@sun.ac.za

TO: DEANS, CHAIRPERSONS, HEADS OF DEPARTMENTS AND PERSONNEL

FROM: Mr JJS Kotzé
Director: Remuneration and Benefits

DATE: October 2020

REGARDING: REMUNERATION AFFAIRS – 2021

To ensure that the Human Resources Division processes payments timeously, the due dates given below must be adhered to.

All documents for all payrolls excluding Wages (See specific dates for Wages below):

MONTH CONCERNED 2021	DUE DATE		***Diverse Electronic payments	****Sundry Taxable Income (D20) Electronic payments	SALARY PAYABLE 2021
	*Permanent/ Part-time/ Temporary Appointments	**Diverse Payments/ Requisitions			
January	10 Dec 2020	8 Jan	11 Jan	11 Jan	27 Jan
February	22 Jan	8 Feb	10 Feb	10 Feb	26 Feb
March	22 Feb	8 Mar	9 Mar	9 Mar	26 Mar
April	23 Mar	7 Apr	8 Apr	8 Apr	26 Apr
May	23 Apr	10 May	11 May	11 May	27 May
June	21 May	7 Jun	8 Jun	8 Jun	25 Jun
July	22 Jun	8 Jul	9 Jul	9 Jul	27 Jul
August	23 Jul	10 Aug	10 Aug	10 Aug	27 Aug
September	23 Aug	8 Sep	9 Sep	9 Sep	27 Sep
October	22 Sep	8 Oct	11 Oct	11 Oct	27 Oct
November	22 Oct	9 Nov	10 Nov	10 Nov	26 Nov
December	8 Nov	2 Dec	3 Dec (From 29 Nov the system is accessible for capturing of payments for December)	3 Dec (From 29 Nov the system is accessible for capturing of payments for December)	17 Dec

* Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day on which HEMIS forms regarding temporary appointments and recommendations regarding permanent appointments/promotions/adjustments/ allowances must reach Human Resources.

** Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day on which requests for the payment of any remuneration (requisitions) and acceptances of appointments must reach Human Resources.

*** Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day on which requests for Diverse Electronic payments must be captured and approved on the adhoc payment system.

**** Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day on which requests for Sundry Taxable Income D20 Electronic payments must be captured and approved on the adhoc payment system.

Wages:

ALL APPLICATIONS SHOULD BE SUBMITTED BEFORE 12:00 ON THE FOLLOWING DATES: PLEASE SEND ALL APPLICATIONS TO LONE@SUN.AC.ZA

MONTH 2021	CLOSING DATE		1 st Salary Payable	2 nd Salary Payable
	1 st Date	2 nd Date		
January	8 Friday	22 Friday	15 Friday	29 Friday
February	5 Friday	19 Friday	12 Friday	26 Friday
March	5 Friday	19 Friday	12 Friday	26 Friday
April	9 Friday	23 Friday	16 Thursday	30 Friday
May	7 Friday	21 Friday	14 Friday	28 Friday
June	4 Friday	18 Friday	11 Friday	25 Friday
July	9 Friday	23 Friday	16 Friday	30 Friday
August	6 Friday	20 Friday	13 Friday	27 Friday
September	3 Friday	17 Friday	10 Friday	23 Thursday
October	8 Friday	22 Friday	15 Friday	29 Friday
November	5 Friday	19 Friday	12 Friday	26 Friday
December	10 Friday		17 Friday	

You are reminded that these **dates will be strictly adhered to**. Any request for an appointment/promotion/adjustment/allowance/requisition that reaches Human Resources after the due date will be paid in the following month.

Thank you for your co-operation in this regard.

Japie Kotze