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# MEMORANDUM

Office of the Director: Remuneration and Benefits

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**TO:** DEANS, CHAIRPERSONS, HEADS OF DEPARTMENTS AND PERSONNEL

**FROM:** Mr JJS Kotzé  
Director: Remuneration and Benefits

**DATE:** 13 December 2018

**REGARDING:** REMUNERATION AFFAIRS – 2019

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 2019	DUE DATE		***Diverse Electronic payments	****Sundry Taxable Income (D20) Electronic payments	SALARY PAYABLE 2019
	*Permanent/ Part-time/ Temporary Appointments	**Diverse Payments/ Requisitions			
January	11 Dec 2018	9 Jan	9 Jan	8 Jan	25 Jan
February	21 Jan	11 Feb	11 Feb	11 Feb	27 Feb
March	20 Feb	11 Mar	11 Mar	11 Mar	27 Mar
April	20 Mar	9 Apr	9 Apr	8 Apr	26 Apr
May	18 Apr	9 May	9 May	9 May	27 May
June	22 May	10 Jun	10 Jun	10 Jun	27 Jun
July	20 Jun	10 Jul	10 Jul	10 Jul	26 Jul
August	22 Jul	8 Aug	8 Aug	8 Aug	27 Aug
September	21 Aug	11 Sep	11 Sep	11 Sep	27 Sep
October	20 Sep	9 Oct	9 Oct	9 Oct	25 Oct
November	22 Oct	11 Nov	11 Nov	11 Nov	27 Nov
December	8 Nov	3 Dec	3 Dec (From 28 Nov the system is accessible for capturing of payments for December)	2 Dec (From 28 Nov the system is accessible for capturing of payments for December)	18 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.

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*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](mailto:LONE@SUN.AC.ZA)**

MONTH 2019	CLOSING DATE		1 <sup>st</sup> Salary Payable	2 <sup>nd</sup> Salary Payable
	1 <sup>st</sup> Date	2 <sup>nd</sup> Date		
January	Friday 4	Friday 18	Friday 11	Friday 25
February	Friday 1	Friday 15	Friday 8	Friday 22
March	Friday 8	Friday 22	Friday 15	Friday 29
April	Friday 5	Friday 19	Friday 12	Friday 26
May	Friday 10	Friday 24	Friday 17	Friday 31
June	Friday 7	Friday 21	Friday 14	Friday 28
July	Friday 5	Friday 19	Friday 12	Friday 26
August	Thursday 8	Friday 23	Friday 16	Friday 30
September	Friday 6	Friday 20	Friday 13	Friday 27
October	Friday 4	Friday 18	Friday 11	Friday 25
November	Friday 8	Friday 22	Friday 15	Friday 29
December	Friday 6		Friday 13	

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

