

**MEMORANDUM**

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

**From: Mr JJS Kotzé**

Director: Human Resources (Remuneration, benefits, and administration)

**Subject: REMUNERATION PAY DATES - 2024**

**Date: 9 October 2023**

The Human Resources Division strives to process all payments timeously, realising that prompt payment is a vital link in maintaining excellence at our university. To assist us in this regard, we kindly ask that the due dates below be adhered to.

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

MONTH CONCERNED 2024	DUE DATE		***Decentralised Adhoc Payments - Diverse Payments and Student Payments	*** Decentralised Adhoc Payments - Sundry Taxable Income (D20)	SALARY PAYABLE 2024
	*Permanent/ Part-time/ Temporary Appointment documentation submitted to HR	**Diverse Payments/ Requisitions submitted to HR			
January	13 Dec 2023	8 Jan	12 Jan	12 Jan	26 Jan
February	19 Jan	9 Feb	12 Feb	12 Feb	27 Feb
March	22 Feb	8 Mar	11 Mar	11 Mar	27 Mar
April	25 Mar	8 Apr	12 Apr	12 Apr	26 Apr
May	22 Apr	8 May	10 May	10 May	27 May
June	20 May	7 Jun	10 Jun	10 Jun	27 Jun
July	21 Jun	8 Jul	12 Jul	12 Jul	26 Jul
August	22 Jul	8 Aug	13 Aug	13 Aug	27 Aug
September	23 Aug	9 Sep	13 Sep	13 Sep	27 Sep
October	23 Sep	7 Oct	11 Oct	11 Oct	25 Oct
November	21 Oct	8 Nov	13 Nov	13 Nov	27 Nov
December	8 Nov	3 Dec	6 Dec (From 29 Nov the system is accessible for capturing of payments for December)	6 Dec (From 29 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 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 Decentralised Adhoc Payments - Diverse Payments, Student Payments and Sundry Taxable Income 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 [HRSSC@SUN.AC.ZA](mailto:HRSSC@SUN.AC.ZA)**

MONTH 2024	CLOSING DATE		1st Salary Payable	2nd Salary Payable
	1st Date	2nd Date		
January	Friday 5	Friday 19	Friday 12	Friday 26
February	Friday 2	Friday 16	Friday 9	Friday 23
March	Friday 8	Wednesday 20	Friday 15	Thursday 28
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	-	Wednesday 18	-

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