

MEMORANDUM

To: DEANS, CHAIRPERSONS, HEADS OF DEPARTMENTS AND PERSONNEL

From: Mr JJS Kotzé

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

Subject: REMUNERATION PAY DATES - 2025

Date: 13 March 2025

Through the Rectorate, the University has decided to change the official pay date for staff to the 25th of each month. Where this falls on a weekend, salaries will be paid on the preceding Friday; where the 25th falls on a public holiday, the pay date will be the preceding working day. This change will take effect on 1 June 2025, with the first amended pay date being 25 June.

Our Human Resources Division strives to process all payments timeously, realising that prompt payment helps us maintain our excellence as an institution. All documents for all payrolls excluding Wages (See specific dates for Wages below):

MONTH CONCERNED 2025	DUE DATE		***Decentralised Adhoc Payments - Diverse Payments - Student Payments and Sundry Taxable Income (D20)	SALARY PAYABLE 2025
	*Permanent/ Part-time/ Temporary Appointment documentation submitted to HR	**Diverse Payments/ Requisitions submitted to HR		
January	13 Dec 2024	8 Jan	10 Jan	24 Jan
February	15 Jan	7 Feb	14 Feb	27 Feb
March	14 Feb	7 Mar	14 Mar	27 Mar
April	11 Mar	3 Apr	4 Apr	25 Apr
May	10 Apr	5 May	8 May	27 May
June	12 May	3 Jun	5 Jun	25 Jun
July	11 Jun	3 Jul	8 Jul	25 Jul
August	10 Jul	5 Aug	8 Aug	25 Aug
September	12 Aug	4 Sep	5 Sep	25 Sep
October	10 Sep	2 Oct	7 Oct	24 Oct
November	10 Oct	4 Nov	10 Nov	25 Nov

MONTH CONCERNED 2025	DUE DATE		***Decentralised Adhoc Payments - Diverse Payments - Student Payments and Sundry Taxable Income (D20)	SALARY PAYABLE 2025
	*Permanent/ Part-time/ Temporary Appointment documentation submitted to HR	**Diverse Payments/ Requisitions submitted to HR		
December	5 Nov	28 Nov	2 Dec (From 27 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 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

MONTH 2025	CLOSING DATE		1st Salary Payable	2nd Salary Payable
	1st Date	2nd Date		
January	Friday 10	Friday 24	Friday 17	Friday 31
February	Friday 7	Friday 21	Friday 14	Friday 28
March	Friday 7	Thursday 20	Friday 14	Friday 28
April	Friday 4	Thursday 17	Friday 11	Friday 25
May	Friday 9	Friday 23	Friday 16	Friday 30
June	Friday 6	Friday 20	Friday 13	Friday 27
July	Friday 4	Thursday 17	Friday 11	Friday 25
August	Friday 8	Friday 22	Friday 15	Friday 29
September	Friday 5	Friday 19	Friday 12	Friday 26
October	Friday 10	Friday 24	Friday 17	Friday 31

MONTH 2025	CLOSING DATE		1st Salary Payable	2nd Salary Payable
	1st Date	2nd Date		
November	Friday 7	Friday 21	Friday 14	Friday 28
December	Friday 5	-	Friday 12	-

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