

ENROLMENT PROCEDURE

- Log on to **Sun-e-HR**
- Select **Sun Employee Self Service**
- Select **Training and Development, Learner Home**
- Go to **Human Resources**
- Select the course that you want to attend. Click on **Course Name**, then **Offering Name** and then **Class Name**
- Click on the **Enrol** button, then on **Review** and then **Submit** to complete the process
- Your application will be sent to your line manager for approval (**Placed**)
- After that the HR course administrator will **accept, reject** or **cancel** the application

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