



**Stellenbosch**  
UNIVERSITY  
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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:** December 2021

**REGARDING:** REMUNERATION AFFAIRS – 2022

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 2022	DUE DATE		***Diverse Electronic payments	****Sundry Taxable Income (D20)	SALARY PAYABLE 2022
	*Permanent/ Part-time/ Temporary Appointments	**Diverse Payments/ Requisitions		Electronic payments	
January	10 Dec 2021	7 Jan	11 Jan	11 Jan	27 Jan
February	21 Jan	8 Feb	9 Feb	9 Feb	25 Feb
March	22 Feb	8 Mar	8 Mar	8 Mar	25 Mar
April	23 Mar	7 Apr	8 Apr	8 Apr	26 Apr
May	21 Apr	10 May	11 May	11 May	27 May
June	20 May	7 Jun	8 Jun	8 Jun	27 Jun
July	22 Jun	8 Jul	11 Jul	11 Jul	27 Jul
August	22 Jul	10 Aug	10 Aug	10 Aug	26 Aug
September	23 Aug	8 Sep	9 Sep	9 Sep	27 Sep
October	22 Sep	10 Oct	11 Oct	11 Oct	27 Oct
November	21 Oct	9 Nov	10 Nov	10 Nov	25 Nov
December	8 Nov	2 Dec	2 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)	15 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 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 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 2022	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 7	Friday 21	Friday 14	Friday 28
February	Friday 4	Friday 18	Friday 11	Friday 25
March	Friday 4	Friday 18	Friday 11	Friday 25
April	Friday 8	Friday 22	Thursday 14	Friday 29
May	Friday 6	Friday 20	Friday 13	Friday 27
June	Friday 3	Friday 17	Friday 10	Friday 24
July	Friday 8	Friday 22	Friday 15	Friday 29
August	Friday 5	Friday 19	Friday 12	Friday 26
September	Friday 9	Friday 23	Friday 16	Friday 30
October	Friday 7	Friday 21	Friday 14	Friday 28
November	Friday 4	Friday 18	Friday 11	Friday 25
December	Friday 9	-	Thursday 15	-

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