



MEMORANDUM

To: DEANS, CHAIRPERSONS, HEADS OF DEPARTMENTS AND PERSONNEL

From: Mr JJS Kotzé
Director: Remuneration and Benefits

Subject: REMUNERATION AFFAIRS - 2023

Date: October 22

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 2023	DUE DATE		***Diverse Electronic payments	****Sundry Taxable Income (D20)	SALARY PAYABLE 2023
	*Permanent/ Part-time/ Temporary Appointments	**Diverse Payments/ Requisitions		Electronic payments	
January	9 Dec 2022	6 Jan	11 Jan	11 Jan	27 Jan
February	20 Jan	8 Feb	9 Feb	9 Feb	27 Feb
March	22 Feb	8 Mar	8 Mar	8 Mar	27 Mar
April	23 Mar	6 Apr	11 Apr	11 Apr	26 Apr
May	21 Apr	10 May	11 May	11 May	26 May
June	19 May	7 Jun	8 Jun	8 Jun	27 Jun
July	21 Jun	7 Jul	11 Jul	11 Jul	27 Jul
August	21 Jul	10 Aug	10 Aug	10 Aug	25 Aug
September	23 Aug	8 Sep	8 Sep	8 Sep	27 Sep
October	22 Sep	10 Oct	11 Oct	11 Oct	27 Oct
November	20 Oct	9 Nov	10 Nov	10 Nov	27 Nov
December	8 Nov	1 Dec	1 Dec (From 28 Nov the system is accessible for capturing of payments for December)	1 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.

Wages:

ALL APPLICATIONS SHOULD BE SUBMITTED BEFORE 12:00 ON THE FOLLOWING DATES: PLEASE SEND ALL APPLICATIONS TO LONE@SUN.AC.ZA

MONTH 2023	CLOSING DATE		1st Salary Payable	2nd Salary Payable
	1st Date	2nd Date		
January	Friday 6	Friday 20	Friday 13	Friday 27
February	Friday 3	Friday 17	Friday 10	Friday 24
March	Friday 10	Friday 24	Friday 17	Friday 31
April	Thursday 6	Friday 21	Friday 14	Friday 28
May	Friday 5	Friday 19	Friday 12	Friday 26
June	Friday 9	Friday 23	Friday 15	Friday 30
July	Friday 7	Friday 21	Friday 14	Friday 28
August	Friday 4	Friday 18	Friday 11	Friday 25
September	Friday 8	Friday 22	Friday 15	Friday 29
October	Friday 6	Friday 20	Friday 13	Friday 27
November	Friday 3	Friday 17	Friday 10	Friday 24
December	Friday 8	-	Friday 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