

HRMS Change Control Form

Beacon Hill Office Park - Corner of Hargreaves Road and Hockley Close - Private Bag X0039 - Bhisho - 5605 - REPUBLIC OF SOUTH AFRICA

www.ecdsd.gov.za Scan and email to: sdimssupport@ecdsd.gov.za Confirm form received by telephone at:

Tel. HO: (043) 605 5534 /5080 /5014 / 5510/5565

Tel. EL: (043) 705 5638 Mthatha: (047) 532 4305 Sarah Baartman: (046) 636 1484

For office use only

TO: **SDIMS SUPPORT**

FROM: PAYPOINT NAME _____

DATE: _____

CHANGE ON: LEAVE ID. _____
OUTSTATION ID. _____

ATTENDANCE ID. _____

Date Changed:

DD/MM/YYYY

Changed By: _____

FIELD TO BE CHANGED:

ATTENDANCE SUPERVISOR	<input type="checkbox"/>	DEACTIVATE USER	<input type="checkbox"/>	REMOVE MEMBER FROM ATTENDANCE REGISTER	<input type="checkbox"/>
CHANGE DELEGATION	<input type="checkbox"/>	CHANGE SIGNATURE	<input type="checkbox"/>	DELETE/EDIT RECOMMENDED LEAVE	<input type="checkbox"/>
ADD/CHANGE HR PERSON	<input type="checkbox"/>	UPDATE USER PROFILE	<input type="checkbox"/>	DELETE/EDIT APPROVED LEAVE	<input type="checkbox"/>
CHANGE SUPERVISOR	<input type="checkbox"/>	CAPTURE ATTENDANCE BACKLOG	<input type="checkbox"/>	DELETE/EDIT APPROVED OUTSTATION	<input type="checkbox"/>
SECONDMENT	<input type="checkbox"/>	CAPTURE LEAVE (BACKDATED)	<input type="checkbox"/>	RE-DIRECT LEAVE TO A NEW SUPERVISOR	<input type="checkbox"/>
TRANSFER MEMBER	<input type="checkbox"/>	CAPTURE OUTSTATION (BACKDATED)	<input type="checkbox"/>	RE-DIRECT OUTSTATION TO A NEW SUPERVISOR	<input type="checkbox"/>

CHANGE DETAILS:

REASON FOR CHANGE:

REQUESTING OFFICER

NAME AND SURNAME:	_____	PERSAL NO:	_____
SIGNATURE:	_____	CONTACT NO:	_____

APPROVAL OFFICER

NAME AND SURNAME:	_____	PERSAL NO:	_____
SIGNATURE:	_____	CONTACT NO:	_____

NOTE:

- Requesting Officer is the Official who is requesting change that needs to be made on the system.
- Approval Officer can be a Supervisor of the Requesting Officer OR Responsibility Manager OR HR Manager who is approving the change.
- No changes will be implemented if the above information is not completed OR not signed by any of the two Officers.





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