



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

SOP File Number:

COS-HRA-PERSAL-02

SOP Version:

v.001

Document Owner:

Chief Director : Corporate Services

STANDARD OPERATING PROCEDURE: PAYMENT OF ALLOWANCE PROCESS

Approval Date	17 August 2018
Commencement Date	17 August 2018
Review Date	17 August 2019
Periodical Review	Annually
Resources	Staff, Stationary, ICT Equipment
Intent of SOP	To provide all role players with specific measures/directives in order to ensure uniformity, effectiveness and efficiency to the PERSAL Audit Controls as required by National Treasury within the department.
Scope	This SOP applies to the Department of Social Development inclusive of all Districts.
Objective(s)	To provide integrated strategic direction and support to achieve good governance at all times.
Definitions	PERSAL - Personnel and Salary Systems SCC – System Change Control

Key Performance Indicator	Number of HR Practices implemented.
Principles	<p>Batho Pele Principle:</p> <p>Consultation: Employees should be consulted on the nature, quantity and quality of services to be provided in order to determine the needs and expectations of the end users.</p> <p>Service Standards: Employees should be told what level and quality of public services they would receive so that they are aware of what to expect.</p> <p>Ensuring courtesy: Employees should be treated with courtesy and respect.</p> <p>Access: All employees should have equal access to the services to which they are entitled</p> <p>Information: Employees should be given full, accurate information about the public services they are entitled to, e.g. through induction training and workshops.</p> <p>Openness and transparency: Employees should be told about process implementation.</p> <p>Redress: The Employer should establish a mechanism for recording any public dissatisfaction by handling complaints fast and efficiently.</p> <p>Participation</p> <p>All line managers and employees are key to the successful implementation of effective and efficient leave Management.</p> <p>Accountability</p> <p>All line managers and employees will be required to account for non-adherence to the provisions of leave Management. Non-compliance will be dealt with in terms of the Disciplinary Code and Procedures.</p>
Compliance Measures	Signing of undertaking and acknowledgement liability form.
Performance Measures	Timeous payment of Allowances to the relevant person.

STEP BY STEP GUIDE
Payment of Allowance Process

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Submit allowance request	<ul style="list-style-type: none"> Submit the allowance request with relevant documentation. 	<ul style="list-style-type: none"> HR Production Clerk 	<ul style="list-style-type: none"> Proof of submission Approved Memorandum Acting Letter Acceptance Letter Bas Report Allocation of function form Attendance register for overtime 	1 Day
2	Verify the documents	<ul style="list-style-type: none"> Check the documents according to the checklist. Write memo for payment approval by the SG. Submit memo for by the SG. 	<ul style="list-style-type: none"> Data Capturers Assistant Director 	<ul style="list-style-type: none"> Verified documents Payment Memo Proof of submission Checklist 	1 Day
3	Approve the payment	Approve payment.	<ul style="list-style-type: none"> Superintendent General 	<ul style="list-style-type: none"> Approved payment documents 	5 Days

4	Submit the approved documents	<ul style="list-style-type: none"> Submit the approved documents to Provincial Treasury. 	<ul style="list-style-type: none"> Departmental Persal Controller 	<ul style="list-style-type: none"> Proof of submission Approved payment documents 	1 Day
5	Verify the availability of funds	<ul style="list-style-type: none"> Check the availability of funds and open the code after 5 days Alert the district supervisor about the opened code through email and telephone to capture the allowances. 	<ul style="list-style-type: none"> Provincial Treasury Persal Controller 	<ul style="list-style-type: none"> Budget print-out Verified Budget print-out 	5 Days
6	Capture Allowance	<ul style="list-style-type: none"> Create acting Post on Function 4.6.8 on Persal. Capture the acting allowance on function 5.3.1 Approve the captured allowance on Persal using function 6.8.20. 	<ul style="list-style-type: none"> HR Practitioner Chief Personnel Officer 	<ul style="list-style-type: none"> Captured Allowance Record 	1 day
7	Pay the allowance	<ul style="list-style-type: none"> Pay the relevant allowance to the official. 	<ul style="list-style-type: none"> Salary section 	<ul style="list-style-type: none"> Paid allowance Record 	1 Day




LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Document Description	Effective Date (if applicable)
DPSA (Persal Policy)	Persal Policy (integrated public service human resources, personnel and salary system for government).	2015/16
DPSA (Provincial Instruction Note 13 of 2016/17	Provincial Instruction Note 13 of 2016/17 (outline the role and responsibilities of various Persal Role players and to provide a frame work to be used by all the departments).	2016/04/01
DPSA (Annexure A to the Instruction Note)	Annexure A to the Instruction Note (Centralisation of authorisation of appointments on Persal System at Provincial Treasury).	2016/17







PROCESS RISKS

Risk Name	Risk Description	Prob-ability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Delay processing of Allowance payment.	Delay processing of allowance payment lead to delay in payment of client allowance due to closer of the code issued by Treasury.	L	L	Payment to ensure that they pay within the code time frame.	Manual

AUTHORISATIONS

Authorization:	Name:	Comments	Signature:	Date:
Director : MIS	N.A.Mazizi			20/11/2018
Director: HRA	A.C.P Booï			20/05/18
Chief Director: Corporate Services	F.S. Myburgh			2/5/2018
Head of the Department	N.Baart	SUBJECT TO STRUCT ALLOWANCE & MODIFICATIONS		17/08/2018
Distribution and Use of SOP	District Directors, all Deputy Directors, Corporate Service Deputy Directors, Service Managers, Area Managers, Assistant Directors			