SOP File Number:		COS-HRA-PERSAL -01
SOP Version:		v.001
Document Owner:		**Chief Director : Corporate Services**

STANDARD OPERATING PROCEDURE: DISTRIBUTION OF PERSAL REPORTS PROCESS

Approval Date	17 August 2018
Commencement Date	17 August 2018
Review Date	17 August 2019
Periodical Review	Annually
Resources	Staff, Stationary, ICT Equipment, Email
Intent of SOP	To provide all role players with specific measures/directives in order to ensure uniformity in the Production of HRIMS reports 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	Batho Pele Principle:
	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.
	Service Standards: Employees should be told what level and quality of public services they will receive so that they are aware of what to expect.
	Ensuring courtesy: Employees should be treated with courtesy and respect.
	Access: All employees should have equal access to the services to which they are entitled
	Information: Employees should be given full, accurate information about the public services they are entitled to, e.g. through induction training and workshops.
	Openness and transparency: Employees should be told about process implementation.
	Redress: The Employer should establish a mechanism for recording any public dissatisfaction by handling complaints fast and efficiently.
	Participation
	All line managers and employees are key to the successful implementation of effective and efficient leave Management.
	Accountability
	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.
Compliance Measures	Signing of undertaking and acknowledgement liability form.
Performance Measures	Good quality Persal reports distributed on time in line with the report requirements.

DISTRIBUTION OF PERSAL REPORTS PROCESS

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Complete the Persal request form	• Fill in the Persal Information Request Form and submit to Persal section.	• Applicant	• Persal Information Request form	1 Day
2	Assess the Request	• Assess the Request. • If Treasury Request, sign and send Request Form to Treasury.	• Persal Controller	• Assessed request	1 Day

3	Extract the requested report	• If a PERSAL Report is required, Retrieve reports on PERSAL.
		• Draw reports as per request i.e.
		  1. Leave Taken Report
		  2. Terminations Report
		  3. Allowances Report
		  4. Expenditure Report
		  5. Establishment Report
		  6. Appointment Report
		• Manipulate Data in MS Excel format.
			• Data Capturers
			• Assistant Director
				• Extracted Reports	2 Days

4	Distribute the requested report	• Print and distribute the reports to various sections. • Email the reports.	• Data Capturers • Assistant Director	• E-mail of sent report	1 day
5.	File proof of distributed reports	• Print the e-mail copy of sent reports • File the copies of e-mails.	• Data Capturers • Assistant Director	• Filed e-mail copies of sent reports.	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 framework 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	Probability (H / M / L)	Impact (H / M / L)	Control Description	System / Manual
Personal information being accessed by the wrong person	Information getting to the wrong hands can results to violation POPI Act.	L	L	Ensure that the information is given to the relevant official by completing the Persal Information Request form	Manual

AUTHORISATIONS

Authorization:	Name:	Comments	Signature:	Date:
Director : MIS	N.A.Mazizi			2017/2016
Director: HRA	A.C.P Booi			02/6/16
Chief Director: Corporate Services	F.S. Myburgh			2/5/2018
Head of the Department	N.Baart	SUBJECT TO STRICT ADHERANCE & monitoring		7/08/2018
Distribution and Use of SOP	District Directors, all Deputy Directors, Corporate Service Deputy Directors, Service Managers, Area Managers, Assistant Directors			