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CIRCULAR 08 OF 2026

TO	DISTRICT DIRECTORS CORPORATE SERVICES ALL HR OFFICIALS
FROM	HEAD OF DEPARTMENT
DATE	12 APRIL 2026
SUBJECT	ALIGNMENT OF APPOINTMENT CAPTURING WITH SECTION 14A OF THE PUBLIC SERVICE ACT, 1994

1. PURPOSE

The purpose of this circular is to address recurring administrative errors identified during the capturing of appointments on the system, particularly in respect of employees who have resigned from their previous positions and subsequently assumed new roles within the Department or from other Departments. This circular further seeks to ensure alignment with Section 14A of the Public Service Act, 1994, which provides for the continuation of employment without a break in service under certain circumstances.

2. SCOPE

This circular applies to all Human Resource Practitioners/Supervisors responsible for processing appointments and employee records on the system.

3. BACKGROUND.

In terms of Section 14A of the Public Service Act, 1994, an employee appointed to another position in terms of Section 9, without a break in service, shall be regarded as having continuous service. This includes instances where an employee terminates employment in one department and is re-employed in another department, or where an employee moves from one post



to another within the same department without a break in service. Such movements must therefore be managed as continuous service.

It has however, been observed that errors frequently occur when capturing appointment details for employees who have resigned and rejoined the Department or joined from other Departments. These errors mainly relate to the incorrect capturing of original appointment dates, which is inconsistent with the principle of continuous service as provided for in legislation.

4. CAPTURING OF APPOINTMENTS

- 4.1 When processing transactions on function #4.2.5, the system may reflect the original appointment date in line with continuous service provisions as contemplated in Section 14A. Officials are strictly advised not to force the transaction.
- 4.2 HR officials must ensure that the appointment date is correctly verified and, where applicable, retained to reflect the employee's original date of entry into the Public Service in accordance with Section 14A.
- 4.3 Alternatively, officials may print the service record of the employee and use it as a reference when capturing the appointment on function #4.2.3, ensuring that the correct original appointment date is recorded in order to uphold continuous service.
- 4.4 Employees moving between posts, whether within the same department or across departments, must be advised to liaise with their respective Human Resource units to ensure that the implications for their benefits and conditions of service are clearly understood.

5. IMPACT OF INCORRECT CAPTURING

- 5.1 Incorrect capturing of appointment dates undermines the principle of continuous service as provided for in Section 14A and has serious administrative consequences.



- 5.2 This particularly affects employees when they qualify for long service recognition, often resulting in delays or incorrect processing of long service awards on the system, as well as potential negative implications for other service-related benefits.

6. CORRECTION OF ERRORS

- 6.1 For cases that have already been effected, officials are advised that requests for the amendment of the original appointment date do not require submission to the Office of the Head of Department, as these corrections are intended to restore compliance with Section 14A.
- 6.2 A request signed by the delegated authority will be sufficient, as this is regarded as a minor administrative correction aimed at aligning records with the employee's continuous service.

7. RESPONSIBILITY

- 7.1 All HR officials are urged to exercise due diligence and ensure accuracy when processing these transactions, in order to uphold the integrity of employee records and ensure compliance with Section 14A of the Public Service Act, 1994.
- 7.2 Departments must further ensure that employees are adequately supported and guided to avoid any adverse impact on their conditions of service and benefits arising from administrative errors.

8. IMPLEMENTATION

- 8.1 Corporate Services Managers and HR units must bring the contents of this circular to the attention of all affected officials, ensure full compliance, and facilitate the correction of all affected employee records in line with Section 14A of the Public Service Act, 1994.



- 8.2 They must ensure that such errors are corrected promptly and that measures are put in place to prevent recurrence in the future, thereby safeguarding the integrity of employee records and the principle of continuous service.
- 8.3 All corrections must be accurately reflected on the **PERSAL system**, and HR officials must verify that original appointment dates and continuous service details are correctly captured to prevent any adverse impact on employee benefits and conditions of service.

MR M MACHEMBA

HEAD OF DEPARTMENT

12/04/2026

DATE