

Navrae  
Enquiries        **A SMIT**  
IMibuzo  
  
Telefoon  
Telephone       **021 467 2692**  
IFoni  
  
Faks  
Fax                **021 461 3656**  
IFeksi



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**Wes-Kaap Onderwysdepartement**

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**Western Cape Education Department**

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**ISEBE leMfundo leNtshona Koloni**

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Verwysing  
Reference       **3/1/4/7/1/1**  
ISalathiso

**ACCOUNTING SERVICES MINUTE: 0002/2008**

**TO: DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES, AND EDUCATIONAL INSTITUTIONS**

**INTRODUCTION OF PAYROLL REPORT WITHOUT SALARY INFORMATION AT PAYPOINTS**

1. We refer to Accounting Service Minute 0011/2007, dated 2007/08/08.
2. With effect from 1 April 2008, a **payroll report without salary information**, in addition to the payroll report with salary information already in use, will be made available to paypoints and must be completed as a payroll certificate.
3. The purpose of the payroll report without salary information, is to
  - 3.1. secure the signatures of persons listed on this payroll report for receipt of their salary advices;
  - 3.2. establish confidentiality of salary information; and
  - 3.3. conduct a staff roll-call of employees on the paypoint establishment.
4. The normal certification of **the payroll report with salary information**, in terms of Accounting Services Minute 0011/2007, must continue and must be returned, **together with the payroll report without salary information**, to the following address

Director: Accounting Services  
For attention: Mrs A Smit  
Paysheet Control Section (7<sup>th</sup> Floor)  
Western Cape Education Departement  
Private Bag X9114  
Cape Town  
8000

5. You are required to make your own copies of the above-mentioned documentation for record purposes.
6. Your co-operation will be appreciated.

SIGNED: RM MATLI  
**HEAD: EDUCATION**  
DATE: 2008:03:07

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MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE / NCEDA  
UBHALE IINOMBOLO ZESALATHISO KUYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000  
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

**INBELSENTRUM /CALL CENTRE**

INDIENSNEMING- EN SALARISNAVRAE/EMPLOYMENT AND SALARY QUERIES ☎0861 92 33 22  
VEILIGE SKOLE/SAFE SCHOOLS ☎ 0800 45 46 47