

**From:** Nave Naidoo <[nave.aidoo@uct.ac.za](mailto:nave.aidoo@uct.ac.za)>  
**Sent:** Friday, 10 April 2020 11:02  
**To:** FHS HODs-group <[fhshods-group@uct.ac.za](mailto:fhshods-group@uct.ac.za)>  
**Subject:** HR Request: Lockdown Electronic Process - Reminder

Dear Colleagues  
(This Group includes, Heads of Departments, Units, Divisions and related Administrators)

Hope everyone is well.

This notice serves as a reminder of the HR forms process during lockdown:

**(1) Electronic Submission Process:**

- Indicate your department and the type of form attached in the subject line.
- E-signatures / thread of email correspondence must indicate approval from all authorities (fundholder, Area Finance Manager and HoD etc.) as per council approved HR DOA.
- Adobe digital signatures are not allowed, but electronic signatures are allowed. Please contact ICTS to set this up for you.
- Resolve all queries with your HR Practitioner or HR Administrator before submission to the DFO email address.

**(2) HR Administrator Submissions:**

Once the HOD and Finance have approved, the following forms are to be sent **directly to your HR Administrator via email:**

1. HR100a Ad hoc
2. HR100a Paid on Claim
3. HR106
4. HR107
5. HR109

**(3) Director of Operations Submissions:**

Submission deadlines are the 27<sup>th</sup> of the month. (Should this be a public holiday or weekend, the preceding day will apply)

Once the HOD and Finance have approved, the following forms are to be sent to the Faculty: Director Operations **via email to** [DFO.Approvals@uct.ac.za](mailto:DFO.Approvals@uct.ac.za)

1. HR100a T1
2. HR100a T2
3. HR100a Permanent
4. HR105a
5. HR105b

**(4) HR Practitioner Submissions:**

Documentation for the processes below to be submitted electronically with relevant approval/signatures to your **HR Practitioner directly.**

- Appointments Without Advertisement (AWA)
- Appointment of retired staff - post-retiree appointments
- Requests to initiate recruitment processes
- Selection Committee Reports
- RRR Proposals to the Employee Relations Management Committee
- Honorary Appointments
- Position Evaluation forms and requests
- Probations
- Staff Tuition Fee forms
- Request for leave conversions

If you are unclear about whom to email HR documentation to during this period, please email your HR Practitioner for guidance.

Kind regards



**Nave Naidoo CA (SA)**  
**UCT FACULTY OF HEALTH SCIENCES**  
**Director: Faculty Operations (DFO)**

Dean's Office, Barnard Fuller Building. Anzio Road,  
Observatory

Email : [Nave.Naidoo@uct.ac.za](mailto:Nave.Naidoo@uct.ac.za)

Telephone: +27 21 406 6574

Mobile: + 27 81 273 2636

Disclaimer - University of Cape Town This email is subject to UCT policies and email disclaimer published on our website at <http://www.uct.ac.za/main/email-disclaimer> or obtainable from +27 21 650 9111. If this email is not related to the business of UCT, it is sent by the sender in an individual capacity. Please report security incidents or abuse via <https://csirt.uct.ac.za/page/report-an-incident.php>.