



**MEMORANDUM**

**To: DEANS, CHAIRPERSONS, HEADS OF DEPARTMENTS AND PERSONNEL**

**From: Mr JJS Kotzé**

Director: Human Resources (Remuneration, benefits, and administration)

**Subject: REMUNERATION PAY DATES - 2025**

**Date: 08 October 2024**

The Human Resources Division strives to process all payments timeously, realising that prompt payment is a vital link in maintaining excellence at our university. To assist us in this regard, we kindly ask that the due dates below be adhered to.

All documents for all payrolls excluding Wages (See specific dates for Wages below):

| MONTH CONCERNED 2025 | DUE DATE   |  | ***Decentralised Adhoc Payments - Diverse Payments - Student Payments and Sundry Taxable Income (D20) | SALARY PAYABLE 2025 |
|----------------------|--|--|---|---------------------|
|                      | *Permanent/ Part-time/ Temporary Appointment documentation submitted to HR | **Diverse Payments/ Requisitions submitted to HR |   |                     |
| January              | 13 Dec 2024  | 8 Jan  | 10 Jan  | 24 Jan              |
| February             | 15 Jan   | 7 Feb  | 14 Feb  | 27 Feb              |
| March                | 14 Feb   | 7 Mar  | 14 Mar  | 27 Mar              |
| April                | 14 Mar   | 8 Apr  | 9 Apr   | 25 Apr              |
| May                  | 15 Apr   | 8 May  | 12 May  | 27 May              |
| June                 | 15 May   | 6 Jun  | 10 Jun  | 27 Jun              |
| July                 | 16 Jun   | 8 Jul  | 11 Jul  | 25 Jul              |
| August               | 15 Jul   | 8 Aug  | 13 Aug  | 27 Aug              |
| September            | 15 Aug   | 9 Sep  | 10 Sep  | 26 Sep              |
| October              | 15 Sep   | 7 Oct  | 10 Oct  | 27 Oct              |
| November             | 15 Oct   | 7 Nov  | 13 Nov  | 27 Nov              |
| December             | 10 Nov   | 3 Dec  | 2 Dec<br>(From 27 Nov the system is accessible for capturing of payments for December)                | 17 Dec              |

\* Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day on which HEMIS forms regarding temporary appointments and recommendations regarding permanent appointments/promotions/adjustments/ allowances must reach Human Resources.

\*\* Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day which requests for the payment of any remuneration (requisitions) and acceptances of appointments must reach Human Resources.

\*\*\* Please note that, to ensure payment for the MONTH CONCERNED, the DUE DATE is the last day on which requests for Decentralised Adhoc Payments - Diverse Payments, Student Payments and Sundry Taxable Income must be captured and approved on the Adhoc payment system.

## Wages:

**ALL APPLICATIONS SHOULD BE SUBMITTED BEFORE 12:00 ON THE FOLLOWING DATES: PLEASE SEND ALL APPLICATIONS TO [HRSSC@SUN.AC.ZA](mailto:HRSSC@SUN.AC.ZA)**

| MONTH<br>2025 | CLOSING DATE |             | 1st Salary Payable | 2nd Salary Payable |
|---------------|--------------|-------------|--------------------|--------------------|
|               | 1st Date     | 2nd Date    |                    |                    |
| January       | Friday 10    | Friday 24   | Friday 17          | Friday 31          |
| February      | Friday 7     | Friday 21   | Friday 14          | Friday 28          |
| March         | Friday 7     | Thursday 20 | Friday 14          | Friday 28          |
| April         | Friday 4     | Thursday 17 | Friday 11          | Friday 25          |
| May           | Friday 9     | Friday 23   | Friday 16          | Friday 30          |
| June          | Friday 6     | Friday 20   | Friday 13          | Friday 27          |
| July          | Friday 4     | Thursday 17 | Friday 11          | Friday 25          |
| August        | Friday 8     | Friday 22   | Friday 15          | Friday 29          |
| September     | Friday 5     | Friday 19   | Friday 12          | Friday 26          |
| October       | Friday 10    | Friday 24   | Friday 17          | Friday 31          |
| November      | Friday 7     | Friday 21   | Friday 14          | Friday 28          |
| December      | Friday 5     | -           | Friday 12          | -                  |

You are reminded that these dates will be strictly adhered to. Any request for an appointment/ promotion/adjustment/allowance/requisition that reaches Human Resources after the due date will be paid in the following month.

Thank you for your co-operation in this regard.

Japie Kotze