

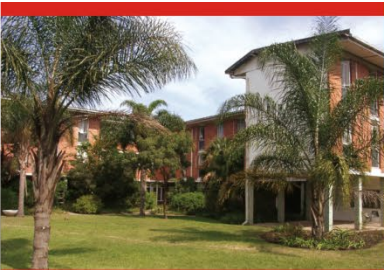


UNIVERSITY OF TM
KWAZULU-NATAL
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INYUVESI
YAKWAZULU-NATALI

HR PANEL DISCUSSION: THE BENEFITS & CHALLENGES OF WEB APPOINTMENTS

2022 ITS UserGroup Conference

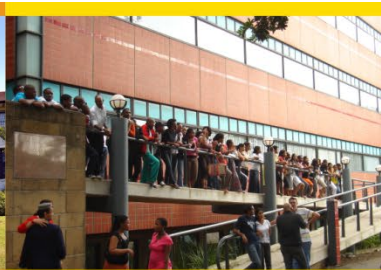
Presented by: Mrs Shalini Raman



EDGEWOOD CAMPUS



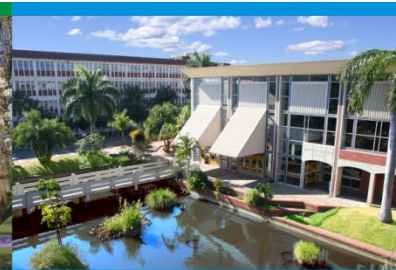
HOWARD COLLEGE CAMPUS



NELSON R MANDELA SCHOOL OF MEDICINE



PIETERMARITZBURG CAMPUS



WESTVILLE CAMPUS

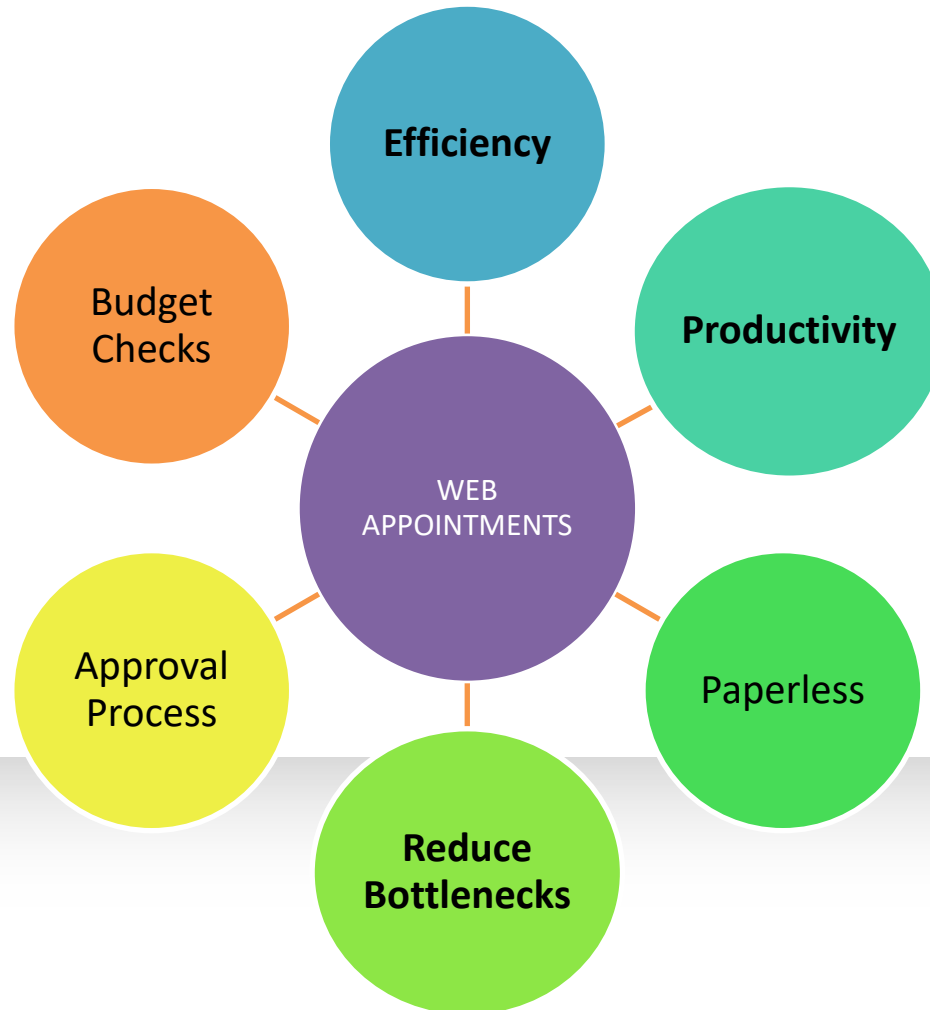
INSPIRING GREATNESS



- UKZN has a devolved model- 4 Academic Colleges & 9 Professional Services/Support divisions.
- Decentralised appointments – capture and approval undertaken at School/Department level
- Appointments < 1 year - decentralized
- Appointments > 1 year and permanent appointments - centralized
- Web appointments system – operational from 2011: fixed term and temporary appointments

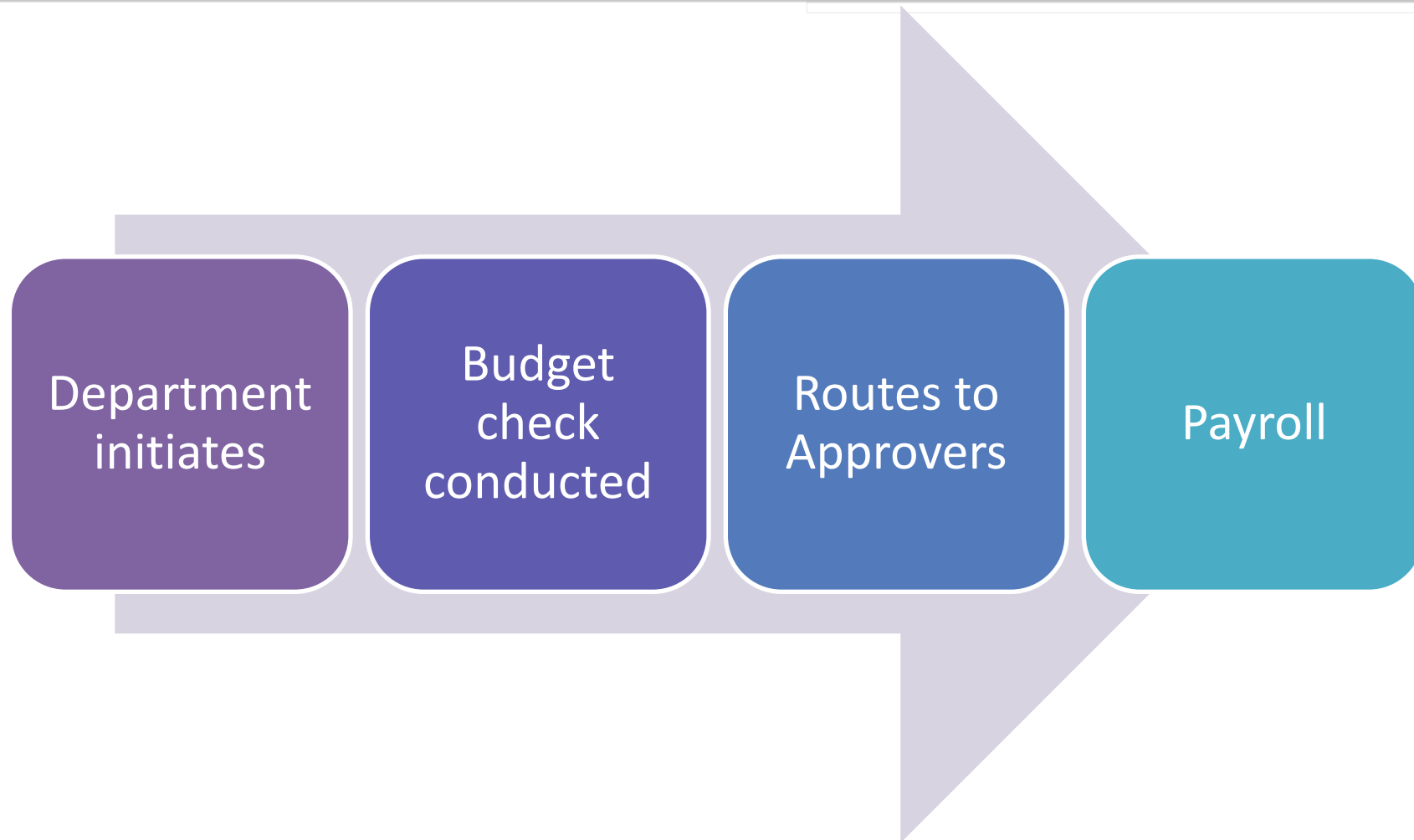


- Distribute the workload and responsibility for the appointment of temporary and fixed-term contract staff to departments outside HR, with little/minimal involvement from HR.
- Volume of fixed term contracts being processed is high – an average of 3000 appointments per month





THE PROCESS FLOW





- Control weaknesses identified by Internal Audit
- Continuous renewal of fixed term contracts: dire consequences in terms of EE Act
- HR was not part of the recruitment/appointment process for fixed-term contracts initially



SYSTEM ENHANCEMENTS IMPLEMENTED

- Prevent 1st and 2nd approvers from approving their own appointments
- Prevent requester from capturing their own appointment
- Prevent capture on pensioner numbers
- PAAPRI error for incorrect period selected
- Allow for requesters to delete incorrectly uploaded documents



SYSTEM ENHANCEMENTS IMPLEMENTED.....

- Validate appointment of students to check that student is registered
- Validate and alert requester if staff appointment for the period conflicts with another appointment of that staff for the same period
- Fixed term contracts are routed to HR for vetting/approval prior to being routed to the 1st and 2nd approvers



- Generate/review report of employees with multiple staff numbers and bank account details.
- Accept/Send back for correction functionality for Payroll staff
- Validation on the line manager where people are appointed with line managers that are inactive. This will also be a validation on our leave system.



- Controls to be in place beside system enhancements, are process changes, updated procedure manual and policy updates
- Further control weaknesses have been identified which has to be addressed urgently.