EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

MODULE 2

ABC OF ... HUMAN RESOURCES

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Published by the Department of Basic Education
222 Struben Street
Private Bag X 895, Pretoria, 0001
Website: www.education.gov.za or Thuthong

© Department of Basic Education - January 2013 (All rights reserved)
For use in publication please obtain the written permission of the Department.
ISBN:

Contents

A. Introduction 4

1. Purpose of the Module 4

B. Components of this Module 4

2. Module 2: Human Resource Information 5

2.1 Staff Information 7

2.1.1 Educator Information 8

2.1.1a Add New Educator 9

2.1.1b Edit Details of an Educator 12

2.1.1c Remove /Archive an Educator 13

2.1.1d Print Educator Contact list 15

2.1.1e Update the Educator's Subject Training and Experience 15

2.1.1f Maintain Teaching Load 16

2.1.1g Update Educator Subject Teaching Experience 17

2.1.1h Assign Educators to Register Classes 17

2.1.1i Print Register Classes 18

2.1.1j Edit /View Leave and Absences details 19

2.1.2a Add New Non-teaching Staff Member 21

2.1.3b Edit a Non-teaching Staff Member 22

2.1.3c Removing /Archiving a Non-teaching Staff Member 23

2.1.3d Edit/View Leave and Absences 24

2.1.3e Print Non-Teaching Staff Member Contact List 25

2.2 Staff Development and Training Data 25

2.2.1 Maintain Training Categories 26

2.2.2 Maintain INSET Training Records 27

2.2.3 Maintain Development Appraisal Interview Records 28

2.3.4 Printout of DA Interview Records 29

2.3.5 Development Appraisal and Performance Measurement 30

2.4 HR Reports (excluding attendance) 32

2.4.1 EMIS HR reports 32

2.4.2 Attrition Statistics 36

2.4.3 Design HR List 37

2.5 HR Attendance and Leave 37

2.5.1 Blank Attendance Register 37

2.5.2 Maintain Weekly Educator Attendance 38

2.5.3 Maintain Weekly Staff Attendance 40

2.5.4 Human Resource Dashboard 41

2.5.5 Staff Leave Summary Printout 42

2.5.6 View Individual Staff Absences 43

2.5.7 View attendance Statistics (Details) 44

2.5.8 View Attendance Statistics (Summary) 45

C. Summary 46

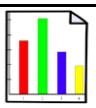
3.1 Quick reference of the sub-menus and their uses: 47

3.2 "How to..." flow diagrams: 49

General Instructions on using this SA-SAMS Manual:

- Click on the **menu option** to open the required screen.
- Fields containing **an arrow** on the side **contains drop-down boxes** with pre-populated information. **Click on the arrow** to display the list and then **click on selected value**.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen**.**

The following symbols are used in the manual to indicate the required action with every screen:

					
Background **Information**	Data used in other modules or pre-captured data needed	Options in **drop-down tables**	Screens that require **capturing**	**Printouts and Reports**	Summary and Stats screens

A. Introduction

1. Purpose of the module

The Human Resource Information Module (Fig. 1) assists schools in the administration of the educators and staff/ public servants' information. It also contains the processing and the administration of leave, absenteeism, training, appraisals and all human resource related data and processes:

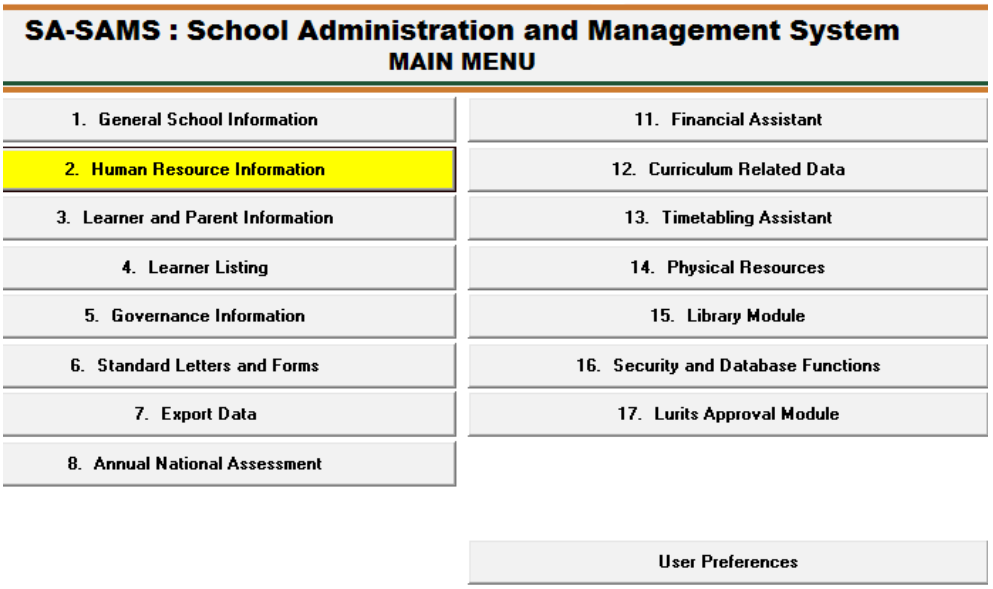


Figure 1: Main Menu

This module contains information that will **assist**:

- The **school management** in completing the Annual School Survey and quarterly reports for the districts.
- The **school administration** by using this **data in other modules** as indicated in the table below.

Module	**Data needed for** (function and Menu no)
1	• Teacher per Bus Route (1.9), School Hostels (1.12), House Groups (1.13) • Educator photos in General Settings (1.16)
3	• Assign grades to classes (3.1.5), Class statistics (3.1.6)
7	• Export Data – ASS and other surveys
11	• SGB Payment of staff
12	• Create Educator / Subject Groups (12.1.14), • Print Educator marks schedules (12.1.17)
14	• Learner Support Materials (14.1)
16	• Set up security functions for module access in Maintain Users (16.12) • Set up access to grades and classes in Marks Capturing Security (16.13)

B. Components of this Module

2. Module 2: Human Resource Information

All the employees' information is captured, maintained and reported in this module.

- This includes educators, non-teaching staff and all public servants employed at the school.
- Educators and non-teaching staff are captured in separate screens.

The **Human Resource Information** module consists of the following components as shown in Figure 2.

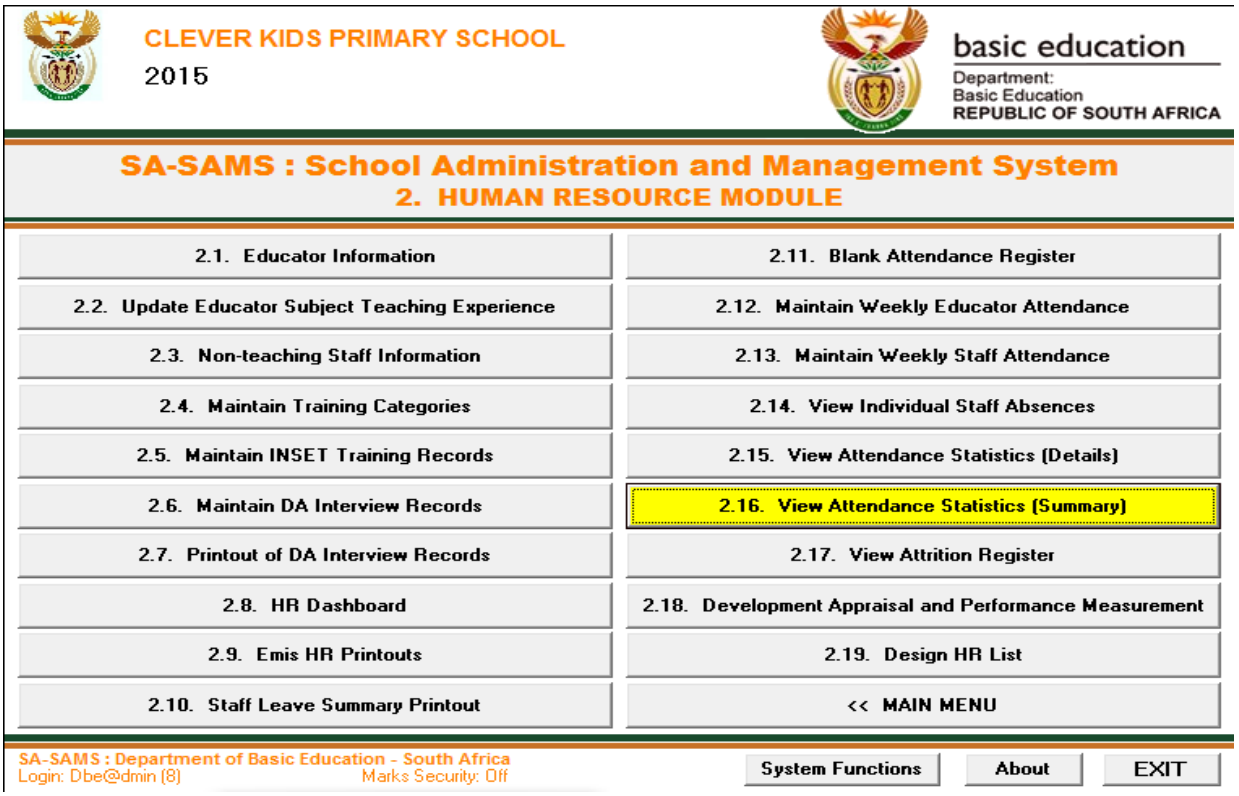


Figure 2: Components of Human Resource Information

The HR Module is divided into 4 sections according to its allocated functions:

2.1 Staff Information (Educators and non-teaching staff captured separately).

2.2 Educator Evaluation & all staff training documented records.

2.3 Staff Attendance

2.4 Summary Reports

The functionalities of the sections are summarised in the table below:

Heading in Manual	Sub – head & (SA-SAMS Menu no)	Functionality
2.1 Staff information	2.1.1 Educator Information (2.1)	→ Educators' details → Subject specialisations & years training → Educator teaching load (of current year) → Edit / View leave and absentee records of the individual → Assign educators to register classes → Educator contact list
	Update Educator Subject Teaching Experience (2.2)	→ Report on updated Educator training & teaching experience for subjects taught the current year
	2.1.2 Staff Public Servant Information (2.3)	→ Staff members (public servants) → Add new staff member → Edit staff member's details → Archive a staff member → Edit / view - leave and absentee records Print - staff contact list
2.2 Educator evaluation & all staff training	2.2.1 Maintain Training Categories (2.4)	→ Add training courses
	2.2.2 Maintain INSET Training Records (2.5)	→ Development and Training
	2.2.3 Maintain DA Interview Records (2.6)	→ Development appraisal interview records → Add new record
	2.2.4 Printout of DA Interview Records (2.7)	→ DAS Appraisal Report
	2.2.5 Development Appraisal and Performance (2.18)	→ General development,performance appraisal
2.3 Summary reports	2.4.1 Emis HR Printout (2.9)	→ Appointment Register / Educator Details / Educator Subject Specialisation / Staff Training
	2.4.2View Attrition Register (2.16)	→ Summary of archived Educators/Staff
2.4 Staff Attendance	2.3.1 Blank Attendance Register (2.11)	→ Blank printout register for educators / staff
	2.3.2 Maintain Weekly Educator Attendance (2.12)	→ Capture absenteeism of educators → Type of leave & documentation
	2.3.3 Maintain Weekly Staff Attendance (2.13)	→ Capture absenteeism of staff → Type of leave & documentation
	2.4.4 HR Dashboard (2.8)	→ Dashboard
	2.3.5 Staff Leave Summary Printout (2.10)	→ Summary record of all staff leave of a certain period of time
	2.3.6 View Individual Absences (2.14)	→ Both Staff and Educator absences indicated

2.1 Staff Information

This section groups all the sub-menus related to educator and non-teaching staff. All the information for educator and non-teaching staff is captured and maintained as summarised in the table below:

Header (SA-SAMS Menu no)		Sub-Menu / Functionality
2.1.1 Educator Information (2.1)	2.1.1a Add New Educator	• Compulsory Information & Additional Details
	2.1.1b Edit Educator	• Educator's details - Compulsory Information & Additional Details - Detail Qualification Types
	2.1.1c Remove or archive an educator	• Educator's details from **Current Educator** list to **Archive List**
	2.1.1d Print educator contact list	• Educator Contact List with names, birthdays, Persal and contact numbers
	2.1.1e Subject years training & teaching	• Add years training and teaching for subjects
	2.1.1f Maintain teaching load	• Update of the educators' subject experience (current year)
	2.1.1g Assign educators to register classes	• Assign educators to register classes • Reassign
	2.1.1h Print Register Classes	• Print Register Classes
	2.1.1i Leave & Absences	• Edit / View / Print Leave and Absentee Records of the Individual
2.1.2 Update Educator Subject Teaching Experience (2.2)		• Report on updated educator training & teaching experience for subjects taught the current year
2.1.3 Staff Public Servant Information (2.3)	2.1.3a Add new Staff Member	• Details of new staff member
	2.1.3b Edit Staff Member	• Member's details - Detail Qualification Types
	2.1.3c Remove or archive a Staff Member	• Archive a staff member
	2.1.3d Print staff member contact list	• Contact List with names, birthdays, designation, Persal and contact numbers
	2.1.3e Leave & Absences	• Edit / View - leave and absentee records of the individual

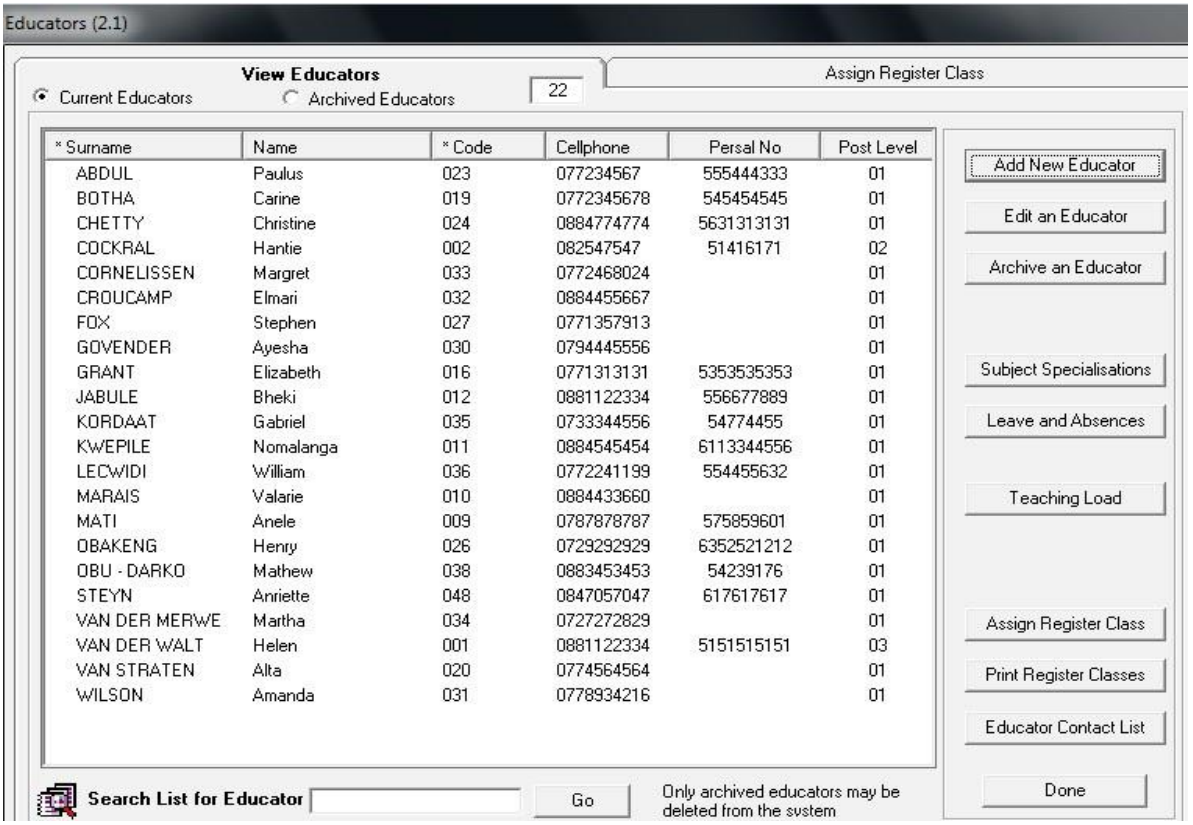
2.1.1 Educator Information (Menu 2.1)

This menu contains only the details of the educators at the school.

- This **part is compulsory** as the information is required by all school surveys and other official school documents.
- Data should be **checked quarterly and updated** when there are any changes.
- Educators cannot be deleted but only Archived.

The educator screen has an option to list **Current Educators** or **Archived Educators** as seen at the top of the screen. (Fig. 3)

- The total number of educators captured is indicated at the top.
- Educators are listed alphabetically with contact number, Persal Number and post level.



* Surname	Name	* Code	Cellphone	Persal No	Post Level
ABDUL	Paulus	023	077234567	555444333	01
BOTHA	Carine	019	0772345678	545454545	01
CHETTY	Christine	024	0884774774	5631313131	01
COCKRAL	Hantie	002	082547547	51416171	02
CORNELISSEN	Margret	033	0772468024		01
CROUCAMP	Elmari	032	0884455667		01
FOX	Stephen	027	0771357913		01
GOVENDER	Ayesha	030	0794445556		01
GRANT	Elizabeth	016	0771313131	5353535353	01
JABULE	Bheki	012	0881122334	556677889	01
KORDAAT	Gabriel	035	0733344556	54774455	01
KWEPILE	Nomalanga	011	0884545454	6113344556	01
LECWIDI	William	036	0772241199	554455632	01
MARAIS	Valarie	010	0884433660		01
MATI	Anele	009	0787878787	575859601	01
OBAKENG	Henry	026	0729292929	6352521212	01
OBU - DARKO	Mathew	038	0883453453	54239176	01
STEYN	Anriette	048	0847057047	617617617	01
VAN DER MERWE	Martha	034	0727272829		01
VAN DER WALT	Helen	001	0881122334	5151515151	03
VAN STRATEN	Alta	020	0774564564		01
WILSON	Amanda	031	0778934216		01

Figure 3: List of Educators

Educators can be **Added, Edited or Archived and details printed** as follows:

2.1.1a Add New Educator

Click on **Add New Educator**. (Fig. 3)

- There are two tabs (**Compulsory Details** and **Additional Details**) that have to be completed. (Figures 4 & 5)
- All the *fields marked in blue* must be completed before you can **Save** the data.
- Fields with arrows are populated from a drop-down box. Options for the drop-down tables are given below.
- Educators need to supply the following numbers: ID or passport, SACE and if applicable the Persal and working permit.
- Educators that are not South African citizens need to enter the passport number, working permit no and date of expiry as shown below.

- Complete the **Actual** position as stated on the letter of appointment.
- Complete the **Acting** position if applicable and update any changes later.
- Enter the total number of **Years of Teaching Experience** and not the experience per grade or per subject.

When finished click on Save.

Click on **Done** to exit screen

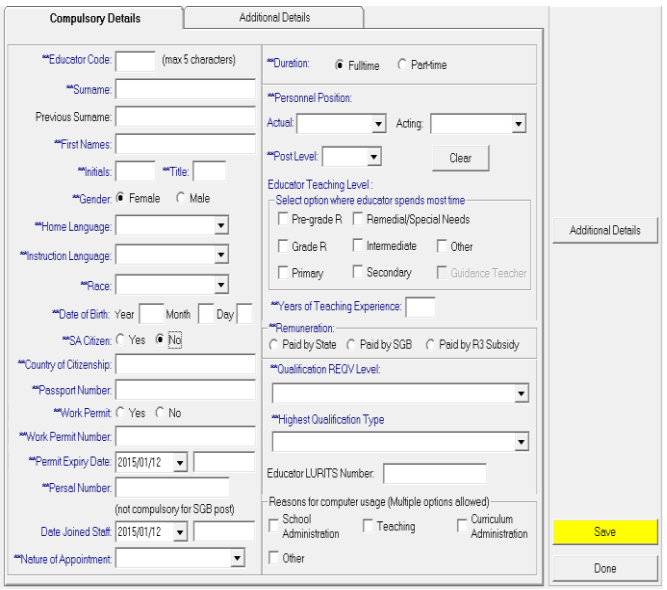


Figure 4: Add New Educator – Compulsory Details Tab 1

The values available for the different drop-down boxes for **Tab 1: Compulsory Details** are tabled below.

Drop-down Field on Screen 2.1	Options
Home Language	• All Official Languages • Sign Language • Other
Instruction Language	• *Same as above*
Race	• African/Black, Asian/Indian, Coloured, White, Other
Nature of Appointment	• Permanent, Temporary, Substitute
Personnel Position	• Prinicipal, Deputy Principal, HOD, Educator, Special Educator, Remedial Educator
Acting	• *Same as above*
Post Level	• 01, 02, 03, 04, 05
Qualification REQV Level	• Without Matric – no training at all • REQV 10:A2 (Matric no training) • REQV 11:A1 (Std 6,7,8,9 + 2 years training) • REQV 12:B(Matric + 1 or 2 years training) • REQV 13:C1 (Matric 3 year BA, BSC etc.) • REQV 13:C2 (Matric 3 years teache training) • REQV 14:D (Matric + 4 years training) • REQV 15:E (Matric + 5 years training) • REQV 16:F (Matric + 6 years training) • REQV 17:G (Matric + 7 years training)
Highest Qualification Type	• Professional Teaching Qualification • Post-Professional Teaching Qualification • First Graduate Academic Qualification • Post-Graduate Academic Qualification

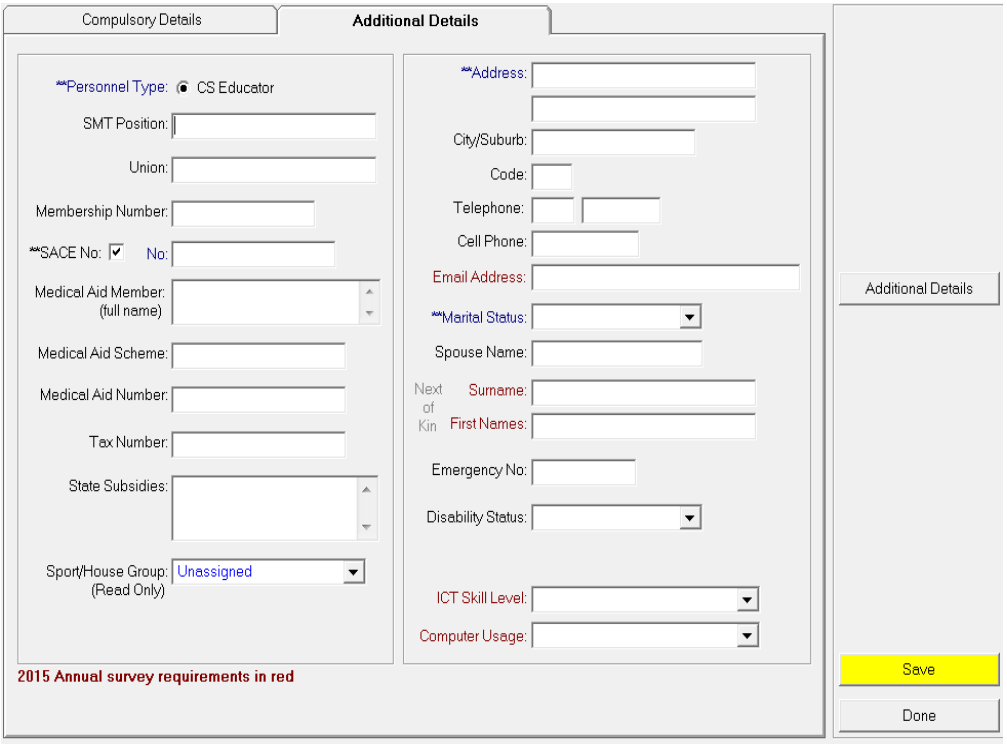


Figure 5: Add New Educator – Additional Details Tab 2

The values available for the different drop-down boxes for **Tab 2: Additional Details** are tabled below.

Drop-down Field on Screen 2.1	Options	
Sport House Group	• Unassigned • House specified in 1.13 Maintain Sport/House Groups	
Marital Status	• Divorced • Married	• Single • Widowed
Disability Status	• Epilepsy • Hearing • Multiple	• Physical • Sight • Other • None
ICT Skill Level	0 = No ICT Skills 1 = Entry Level 2 = Adoption	3 = Adaptation 4 = Appropriation 5 = Innovation
Computer Usage	Daily, Weekly, Monthly, Rarely, Never	

2.1.1b Edit Details of an Educator

Two functions are added to the **Edit an Educator** screen:

- **Insert a photo** of the educator.
- Two screens for capturing **specific qualification** details.

From the Educator List, select the name of the educator you wish to view or to update, then click on **Edit an Educator**. (Fig. 3)

- **Edit / Update** the data on the tab 1 & tab 2. (Figures 4 & 5)
- To add a photo
  - Click on **Browse for Photograph**.
  - Click on **Yes**, then click on **Load Picture**, click on the photo and crop it, click on **Select Thumb**.

- There are two added functions that capture qualification details i.e.
  - **Detail Qualification Types** tab 3 (Fig. 6) to tick the applicable qualification

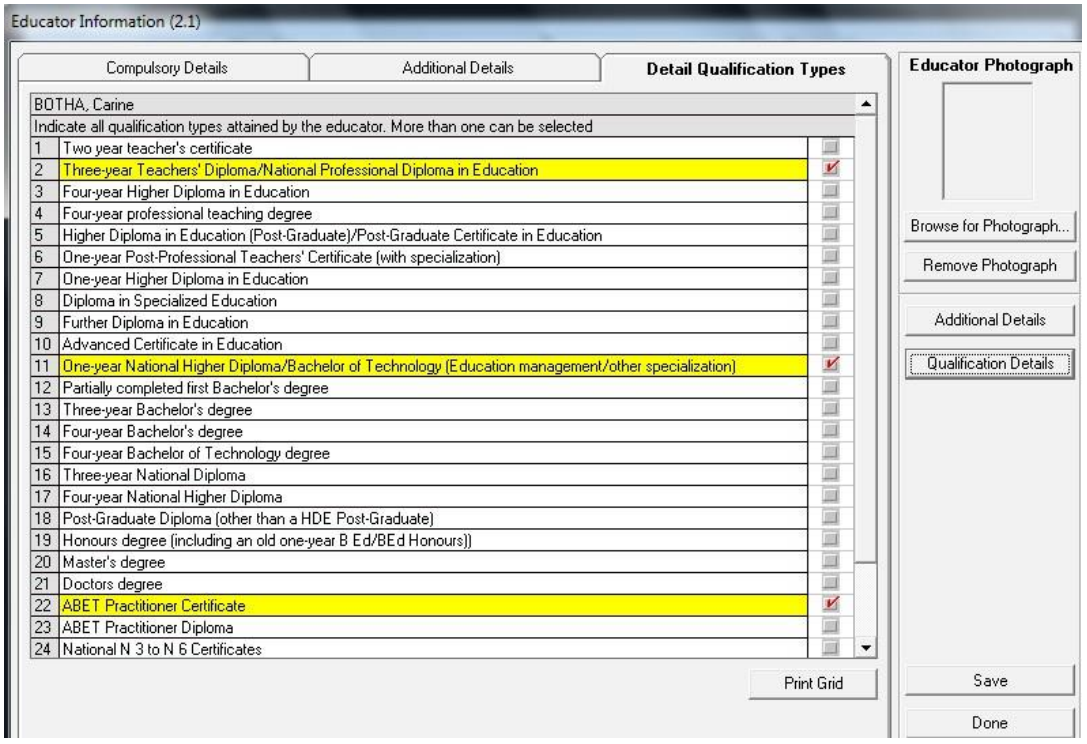


Figure 6: Detail Qualification Types Tab 3

- In **Qualification Details** (Fig. 7) the following relevant information can be captured:
  - Professional Qualification
  - Academic Qualification
  - Universities, Colleges and other Training Institutions attended
  - Other Skills and Areas of Interest.

When finished click on **Save** and then **Done** to exit the screen.

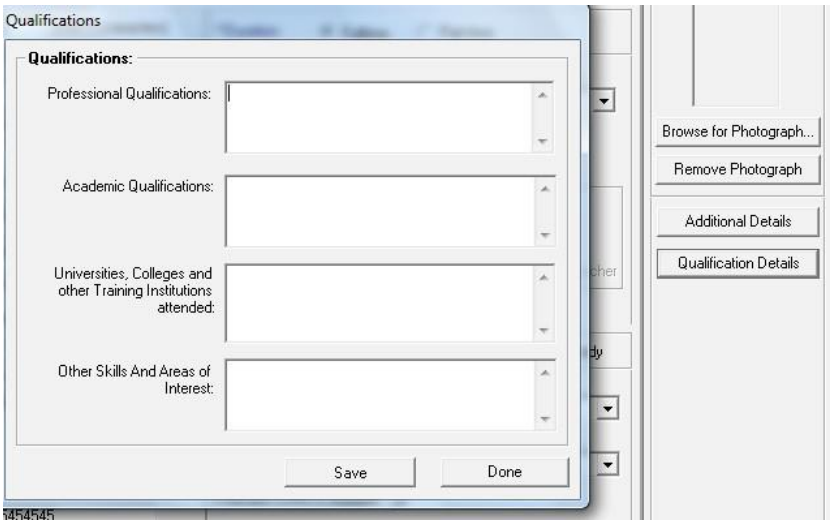


Figure 7: Qualification Details

2.1.1c Remove / Archive an Educator

Educators are **first archived and then deleted** from the system.

- The educator archive is maintained for record keeping purposes.
  - A register class must be reassigned before the educator, assigned to it, can be archived.
  - Details of **returning educators must be restored** from the archive in order to avoid duplicate educators.

To remove an educator from the **Current Educator** list of a school, click on the name of the educator you wish to archive. (Figure 3 or 8)

- Click on **Archive an Educator.** (Figure 3 or 8)

Click on **Archive** and then **Done** to exit the screen.

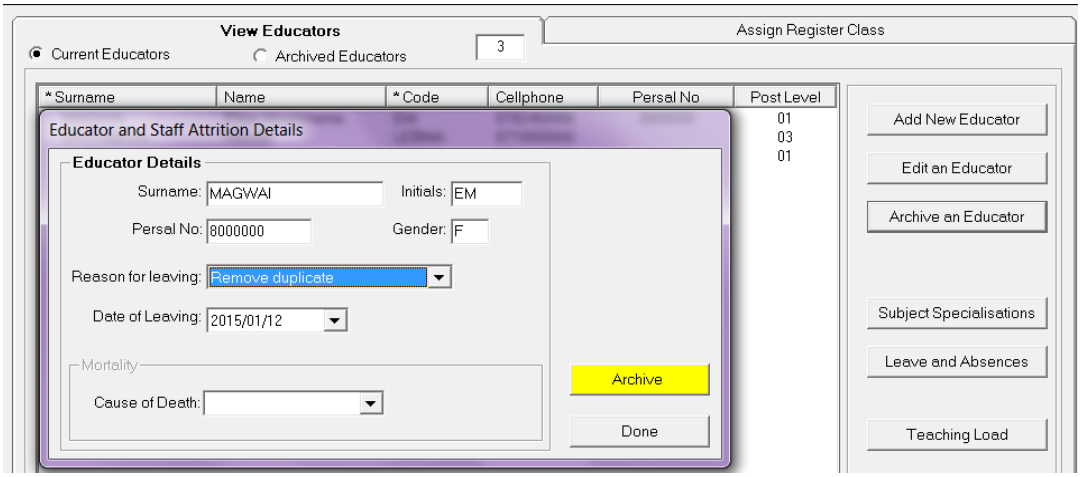


Figure 8: Archive an Educator

Select from the drop-down box the following options:

Drop-down Field	Options
Reasons for Leaving	• Absconded • Death • Dismissal • End of Contract • Promotion • Resignation • Retirement • Seconded • Substitute • Transferred
Cause of Death	• Accident • Illness • Suicide • Violence

To **restore** an educator from the **Archived Educator** list of a school, click on the name of the educator you wish to restore (Fig. 9).

- Click on **Restore Educator.**
- Click on **Yes** on the pop-up screen to confirm.
- Return to the **Current Educators** screen and the selected educator can once again be viewed on the list.

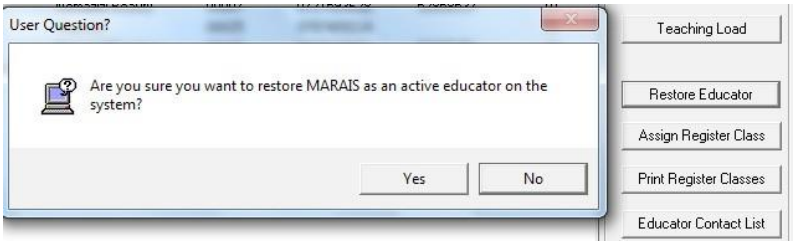


Figure 9: Restore Details of an Archived Educator

To **delete an educator** permanently from the **Archived Educator** list of a school, click on the name of the educator you wish to delete. (Fig. 10)

- Click on **Delete an Educator.**
- Click on **Yes**.

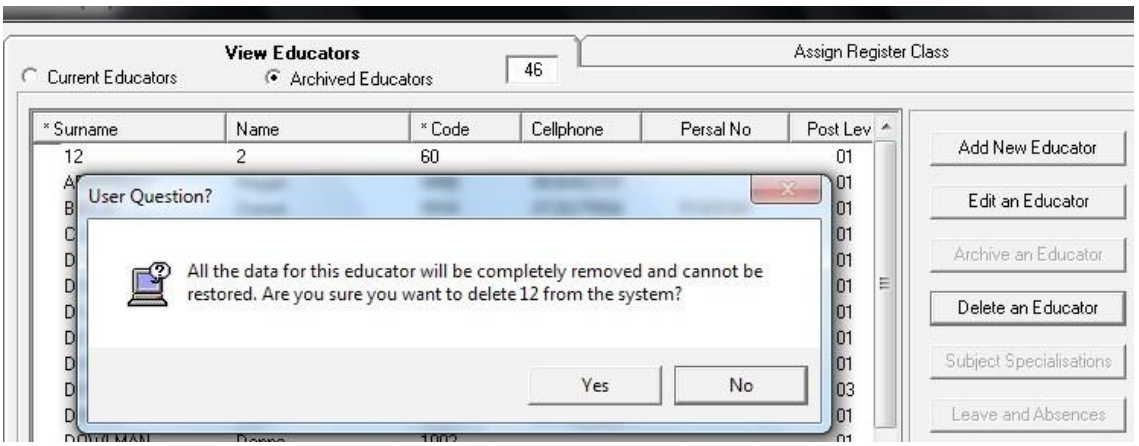


Figure 10: Delete an Educator

2.1.1d Print Educator Contact list

To print a contact list of educators for the school, click on **Educator Contact List**.

- The **Print Setup** window will open and select options or click on **Ok** to continue the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on the printer image to print a contact list of educators, their birthdays and contact no.

When finished click on **Done** to exit the screen.

2.1.1e Update the Educator's Subject Training and Experience

Subject specialisations are annually updated for each educator.

It includes the number of years training received for a subject as well as the number of years of teaching experience acquired in that subject per grade.

Click on an educator in the educator list and click on **Subject Specialisations** (Fig. 11)

- The captured data will be listed on the next screen.
- To **Add/ Edit** a new subject:
    - Click on **Add or Edit Record** to edit/enter training records.
    - Select a subject from the drop-down list.
    - Enter/change the number of years of training and experience in the subject.

When finished click on Save and then Done to exit the screen.

- Continue until all subjects that are/were taught by the educator are captured.

When finished click on **Done** to exit the screen.

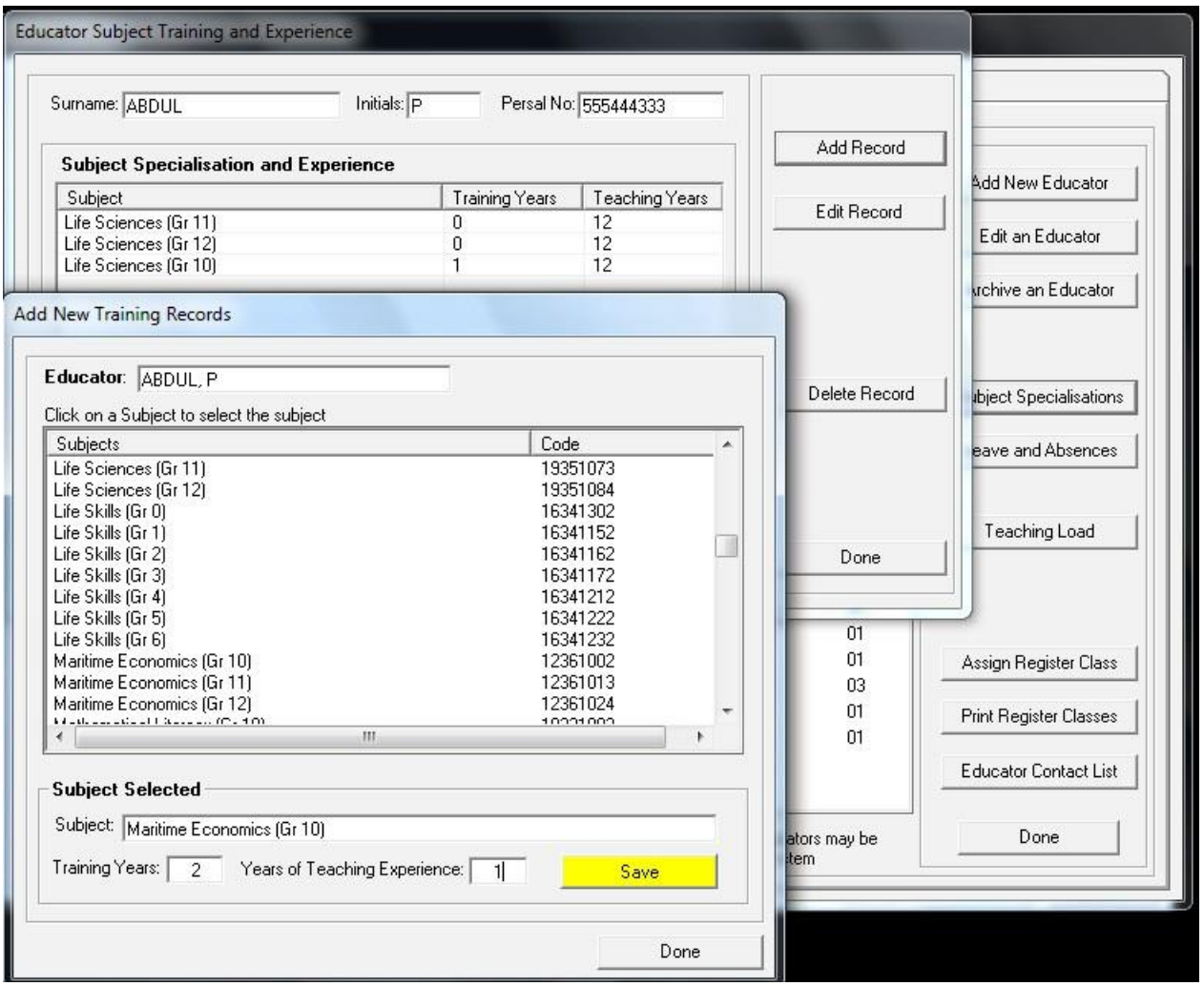


Figure 11: Educator Subject Training and Experience

2.1.1f Maintain Teaching Load

This section is c**ompulsory as it is required for ASS purposes**.

The **level of confidence** (using the scale 1 – 4) in **teaching a subject** of a particular grade is updated annually by every educator.

- After teaching sciences Gr 12 for 15 years you know the curriculum by heart and assign a rating of "4", but starting to teach a new grade needs a rating of "2 or 3".
- Introduction of new curriculum has an effect on the level of confidence.

Click on **an educator** from the educator list and click on **Teaching Load.** (Fig. 3)

- Click on **GO** to populate the subjects and grades offered by the school. (Fig. 12)
- Select the level of confidence from a drop-down list for every subject and grade taught.

When finished click on **Save** and then **Done** to exit the screen.

- To print the **Teaching Load** for the educator**,** click on the **Print** button. (Fig. 10)

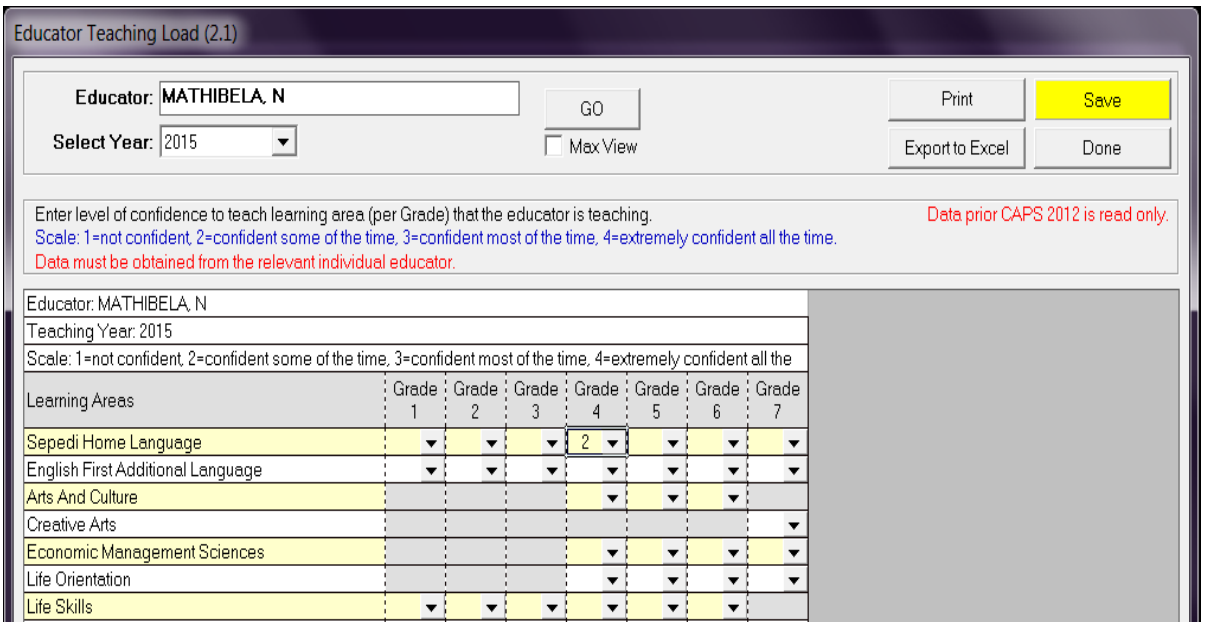
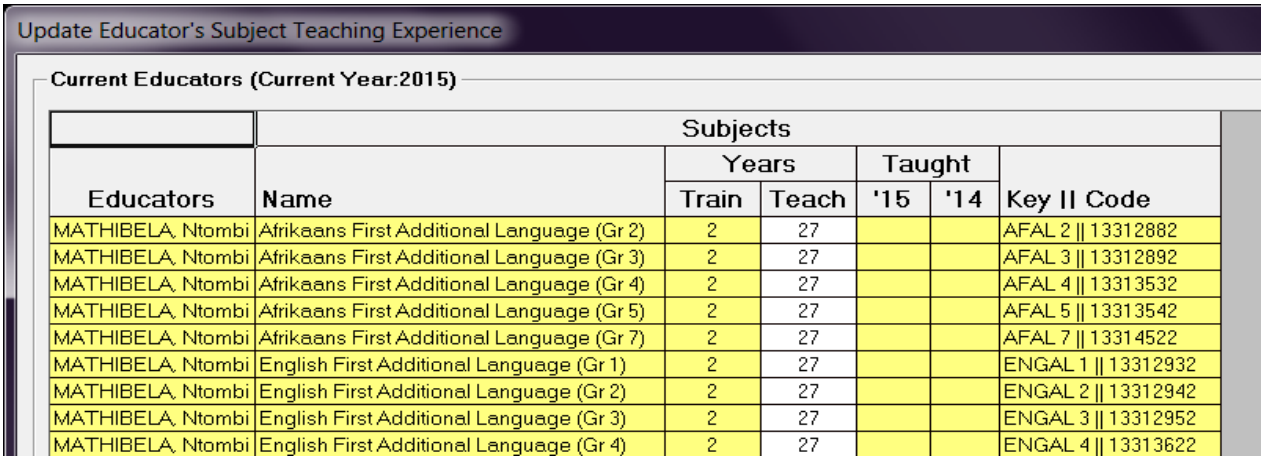


Figure 12: Maintain Teaching Load

2.1.1g Update Educator Subject Teaching Experience (Menu 2.2)

This section is only a report (Fig. 13) on all educators' teaching experience and training per subject. There is no capturing here.

- This report reflects the educator, the subjects taught, the training and teaching experience of each.
- The report is generated as follows:
  - Columns "Years in training and teaching" from 2.1 **Update of Educator Subject Training.** (Fig. 11)
  - Columns "Taught ('13 and '12) from 2.1 **Maintain Teaching Load.** (Fig. 12)



		Subjects				
		Years		Taught		
Educators	Name	Train	Teach	'15	'14	Key II Code
MATHIBELA, Ntombi	Afrikaans First Additional Language (Gr 2)	2	27			AFAL 2 || 13312882
MATHIBELA, Ntombi	Afrikaans First Additional Language (Gr 3)	2	27			AFAL 3 || 13312892
MATHIBELA, Ntombi	Afrikaans First Additional Language (Gr 4)	2	27			AFAL 4 || 13313532
MATHIBELA, Ntombi	Afrikaans First Additional Language (Gr 5)	2	27			AFAL 5 || 13313542
MATHIBELA, Ntombi	Afrikaans First Additional Language (Gr 7)	2	27			AFAL 7 || 13314522
MATHIBELA, Ntombi	English First Additional Language (Gr 1)	2	27			ENGAL 1 || 13312932
MATHIBELA, Ntombi	English First Additional Language (Gr 2)	2	27			ENGAL 2 || 13312942
MATHIBELA, Ntombi	English First Additional Language (Gr 3)	2	27			ENGAL 3 || 13312952
MATHIBELA, Ntombi	English First Additional Language (Gr 4)	2	27			ENGAL 4 || 13313622

Figure 13: Report on Update Educator Subject Teaching Experience

2.1.1h Assign Educators to Register Classes

Educators can be assigned to a register class as follows:

- Select the **Assign Register Class** tab (or click on **Assign Register Class button**). (Fig. 3)
- Click on the **class** and then click on the **educator.** (Fig. 14)
    - Both appear at the bottom of the screen.
    - Type the classroom number and then click on the **Accept** button.
- To remove a class from an educator, click on the class name in the right-hand column.
    - Then click on the **Reassign Class and Educator.**

When finished click on **Save** and then **Done** to exit the screen.

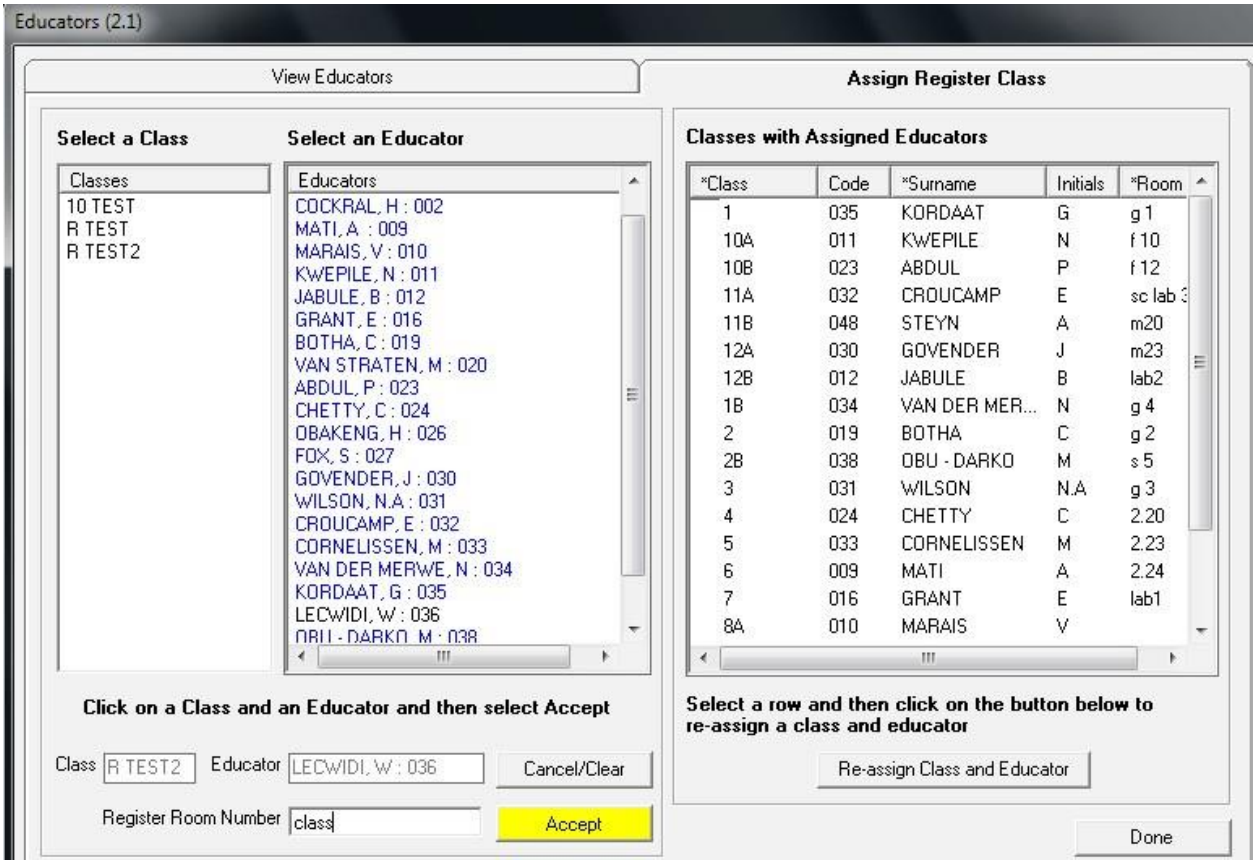


Figure 14: Assign Register Classes

2.1.1i Print Register Classes

To print the Educator class' Registers, click on **printing classes register**.

- The **Print Setup** window will open and select options or click on **Ok** to continue to the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on printer image to print a list of register Classes with educators and classrooms.

When finished click on **Done** to exit the screen.

2.1.1j Edit /View Leave and Absences Details

This section **cannot add or delete Leave and Absence Information**. Leave and Absence information can only be captured in the **Attendance Records** (2.2).

- This section **allows you to Add/ Edit/ Delete Leave Details** (Fig. 15).
- The leave history can be printed for the current period and previous years that are captured. (Fig. 15).

Click on an educator in the educator list and click on **Leave and Absences**.

- The captured data will be listed on the next screen. (Fig. 15).
- Select **Current** year's records or **History** (previous year's records).
- To Add/ Edit/ Delete Leave Details:
  - Click on **Add or Delete Leave Details** to Edit/ Delete details.
  - When finished click on **Save** and then the **Done** to exit the screen.
- To print **Leave Details,** click on **Print.**

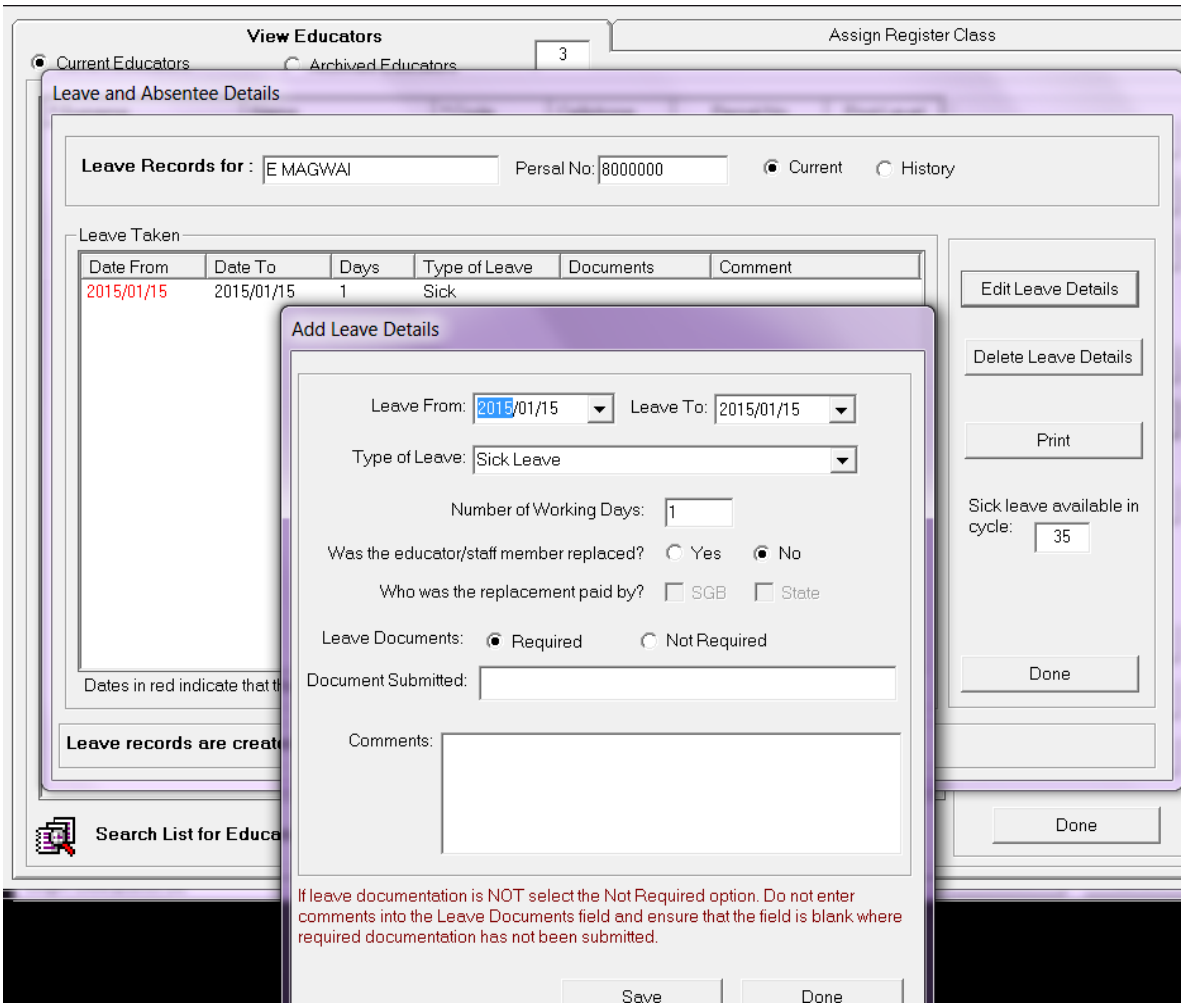


Figure 15: Leave and Absentee Details

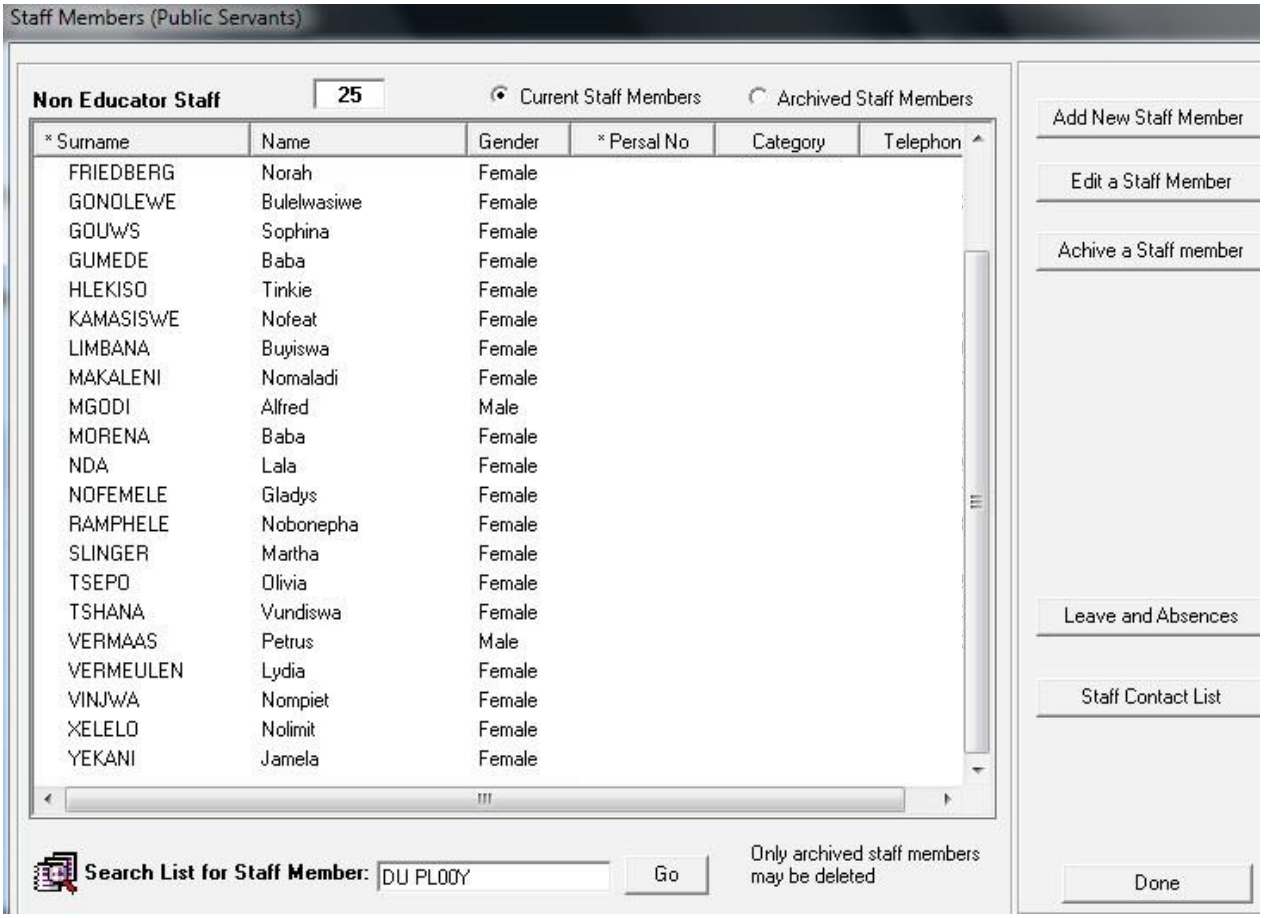
2.1.2 Non-Teaching Staff Information (Menu 2.3)

The Public Servant / Staff Information section contains the details of the non-teaching staff at the school.

- **This part is compulsory** as the information is required by all school surveys and other official school documents.
- Data should be **checked quarterly** and updated when there are any changes.

The staff member screen has an option to list **Current Staff Members** or **Archived Staff Members** selected at the top of the screen. (Fig. 16)

- The total number of non-teaching staff that have been captured is indicated at the top.
- Staff members are listed alphabetically with **contact number, gender, Persal number, category of workplace and contact number.**



* Surname	Name	Gender	* Persal No	Category	Telephon
FRIEDBERG	Norah	Female			
GONOLEWE	Bulelwasiwe	Female			
GOUWS	Sophina	Female			
GUMEDE	Baba	Female			
HLEKISO	Tinkie	Female			
KAMASISWE	Nofeat	Female			
LIMBANA	Buyiswa	Female			
MAKALENI	Nomaladi	Female			
MGODI	Alfred	Male			
MORENA	Baba	Female			
NDA	Lala	Female			
NOFEMELE	Gladys	Female			
RAMPHELE	Nobonepha	Female			
SLINGER	Martha	Female			
TSEPO	Olivia	Female			
TSHANA	Vundiswa	Female			
VERMAAS	Petrus	Male			
VERMEULEN	Lydia	Female			
VINJWA	Nompiet	Female			
XELELO	Nolimit	Female			
YEKANI	Jamela	Female			

Figure 16: List of Staff

Non-teaching staff members can be **Added, Edited or Archived and details Printed** as follows:

2.1.2a Add New Non-teaching Staff Member

Click on **Add New Staff Member**. (Fig. 17)

- Complete all fields as requested.
    - Compulsory Details are marked in blue and must be completed before data can be saved. (Fig. 17)
    - Fields with arrows are populated from a drop-down box. Options for the drop-down tables are given below.
- Complete the **Current** position as stated on the letter of appointment.
- Click on **Save** to save the captured data.
- To capture the next person click on **Next Staff Member** at the bottom of the screen.

When finished with capturing click on **Save** and click on **Done** to exit screen.

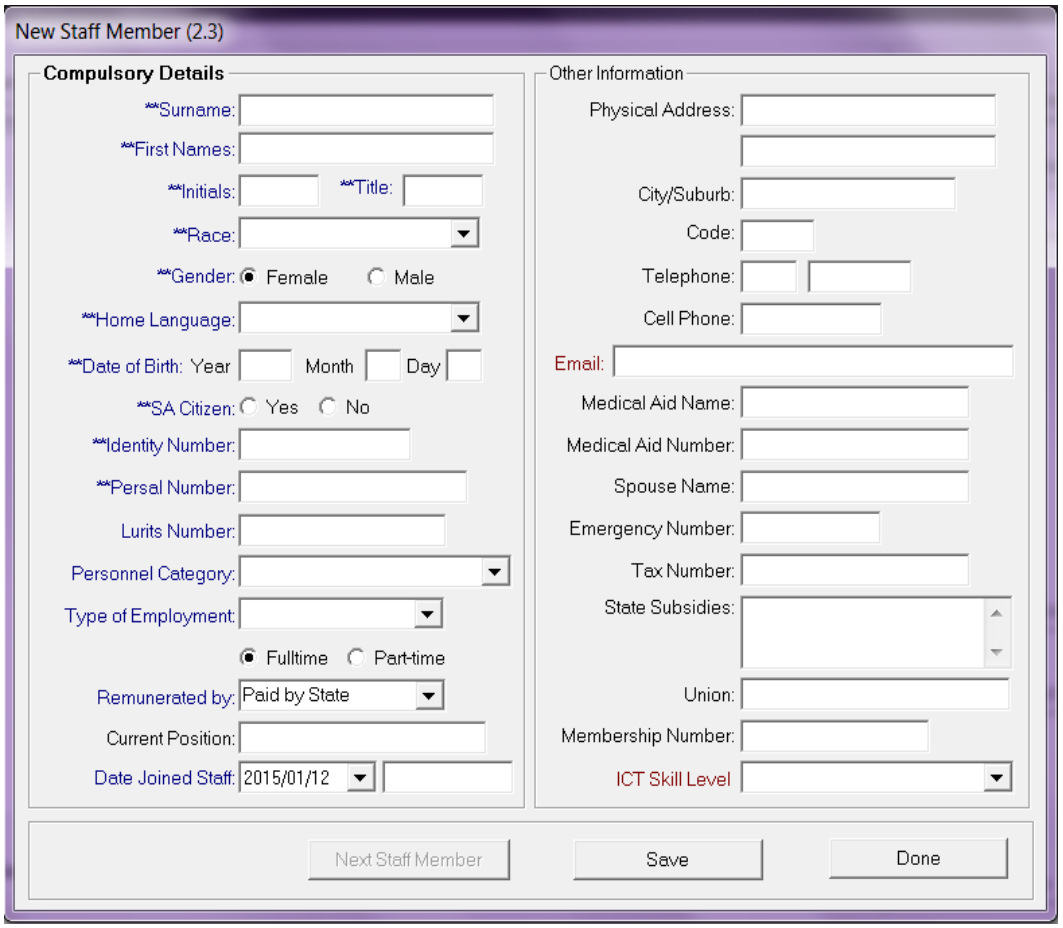


Figure 17: Add New Non-Teaching Staff Member

The values available for the different drop-down boxes are tabled below:

Drop-down Field on Screen 2.3	Options
Race	African/Black, Asian/Indian, Coloured, White, Other
Home Language	• All Official Languages • Sign Language • Other
Personnel Category	• Admin Staff • Food Nutrition Staff • Hostel Staff • Practitioner • Professional Non-Teaching Staff • Support Staff
Type of Employment	Permanent, Temporary, Substitute
Remunerated by	• Paid by State • Paid by SGB • Paid by both State and SGB
ICT Skill Level	0 = No ICT Skills 1 = Entry Level 2 = Adoption 3 = Adaptation 4 = Appropriation 5 = Innovation

2.1.3b Edit a Non-teaching Staff Member

Select the staff member from the list of **Current Staff Members** or **Archived Staff Members** (Fig. 16).

- Edit / Update the data on the screen (Fig. 17).
- Click on **Qualifications** at the bottom of the screen.
    - Add the qualifications and institutions where appicable (Fig. 18).

When finished click o**n Save** and then on **Done** to exit scree**n.**

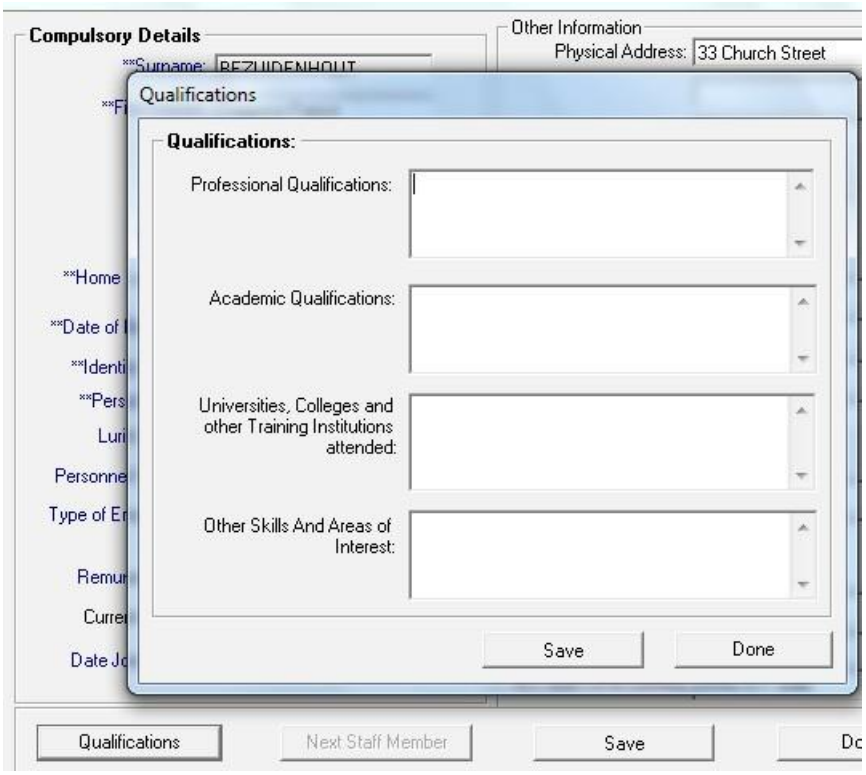


Figure 18: Add/Edit Qualifications for Non-Teaching Staff Members

2.1.3c Removing /Archiving a Non-teaching Staff Member

Staff members **are first archived and then deleted** from the system.

- The staff members' archive is maintained for record keeping purposes.
  - Details of **returning staff members must be restored** from the archive in order to avoid duplication.

To remove a staff member from the **Current Staff Member** list of a school, click on the name of the staff member you wish to archive. (Fig. 18)

- Click on **Archive a Staff Member.** (Fig. 19)

Click on **Archive** and then **Done** to exit the screen.

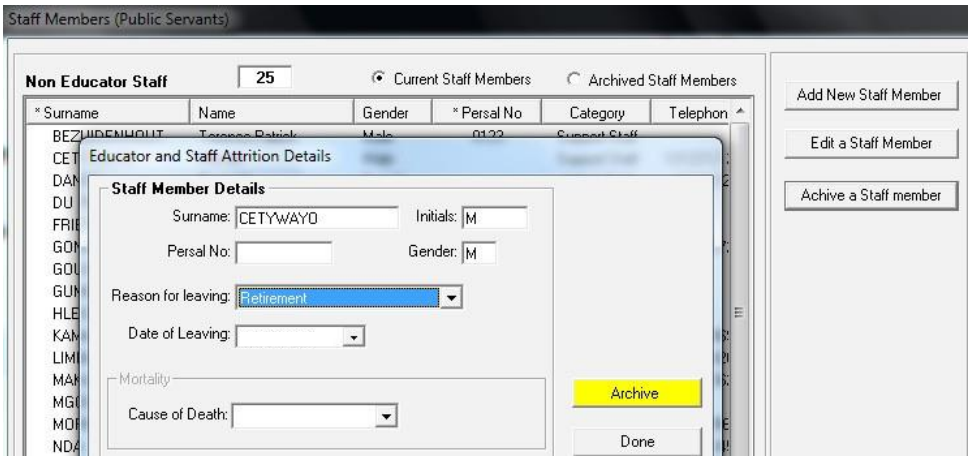


Figure 19: Archive a Staff Member

Select from the drop-down box the following options:

Drop-down Field	Options
Reasons for Leaving	• Absconded • Death • Dismissal • End of Contract • Promotion • Resignation • Retirement • Seconded • Substitute • Transferred
Cause of Death	• Accident • Illness • Suicide • Violence

To **restore** a non-teaching staff member from the **Archived Staff Member** list of a school, click on the name of the staff member you wish to restore (Fig. 20).

- Click on **Restore Staff Member.**
- Click on **Yes** on the popup screen to confirm.
- Return to the **Current Staff Members** screen to view the restored staff member on the list.

Figure 20: Restore Details of an Archived Staff Member

To **delete a non-teaching staff member** permanently from the **Archived Staff Member** list of a school, click on the name of the staff member you wish to delete. (Fig. 21)

- Click on **Delete a Non-Teaching Staff Member.**
- Click on **Yes** to confirm the decision.

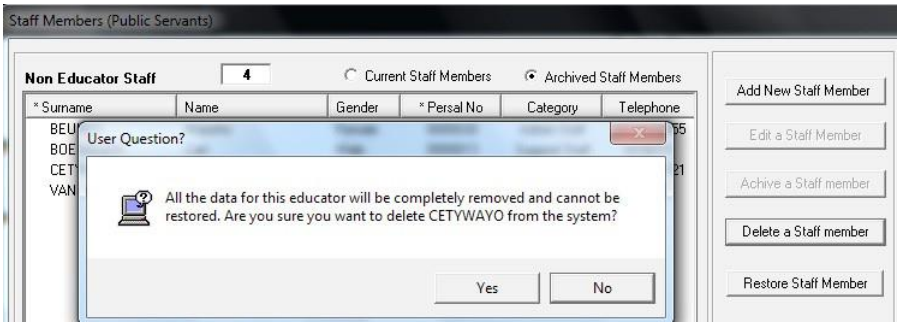


Figure 21: Delete a Staff Member

2.1.3d Edit/View Leave and Absences

This section cannot add or delete Leave and Absence Information. Leave and Absence information can only be captured in the **Attendance Records** (2.2).

- This section allows you to Add/ Edit/ Delete leave details.
- The leave history can be printed for the current period and previous years that are captured.

Click on a staff member in the Staff Member List, click on **Leave and Absences** (Fig. 16)

- The captured data will be listed on the next screen. (Fig. 22)
- Select **Current** year's records or **History** (previous year's records).
- Click on **Add or Delete Leave Details** to edit/delete details.

When finished click on Save and then Done to exit the screen.

- To print **Leave Details,** click on the **Print button.**

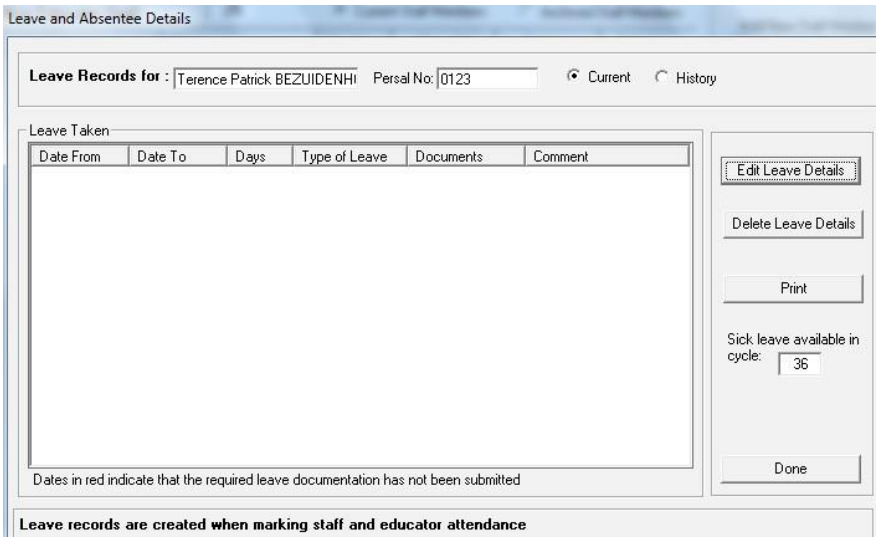


Figure 22 Leave and Absentee Details

2.1.3e Print Non-Teaching Staff Member Contact List

To print a contact list of non-teaching staff members for the school, click on **Staff Member Contact List**.

- The **Print Setup** window will open and select options or click on **Ok** to continue to the Print Preview window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on the printer image to print a contact list of the staff members, their birthdays and contact numbers.

When finished click on **Done** to exit the screen.

2.2 Staff Development and Training Data

This section groups all the sub-menus **related to training**. All the training and development information for educators and staff are captured and maintained in the following screens as summarised in the table below:

Sub- Header (SA-SAMS Menu no)	Functions		
2.3.1 Maintain Training Categories (2.4)	Add new record	Edit record	Delete record
2.3.2 Maintain INSET Training Records (2.5)	Add new record	Edit record	Delete record
2.3.3 Maintain DA Interview Records (2.6)	Add new record	Edit record	Delete record
3.3.5 Printout of DA Interview Records (2.7)	Printed list of all staff's Interview records		
3.3.6 Development Appraisal and Performance Measurement (2.18)	General development and performance appraisal		

Each of the sub-menus is now discussed in the following sections.

2.2.1 Maintain Training Categories (Menu 2.4)

Training categories are recorded in two categories: **Curriculum Based Training** or **School Management Training.**

Record training categories as follows: (Fig. 23)

Click on **Add New:**

- Select the required option: **Curriculum Based** or **School Management**
- Type the category name.

Click on Save

Click on **Edit**

- Click on the **category to edit** on the list.
- Select the required option: **Curriculum Based** or **School Management**
- Edit the category name.

Click on Save

Click on **Delete:**

- Click on the category to be deleted on the list.
- Click on **Delete**

Click on **Done** to exit screen.

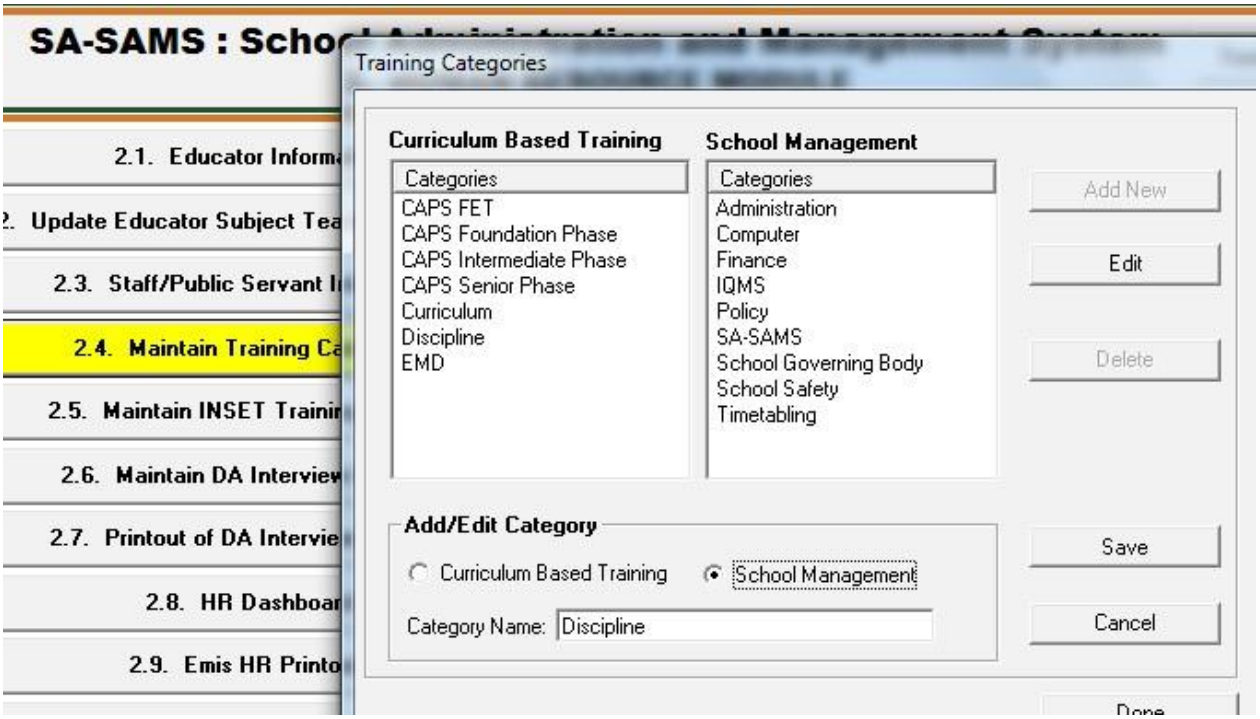


Figure 23: New Subject Training Record

2.2.2 Maintain INSET Training Records (Menu 2.5)

INSET is a vital part of **educator development**. Educators attend workshops/ seminars/ discussion groups given by the Education Department or by contracted Service Providers.

The INSET training is aimed at developing the skills and knowledge of educators to become effective in the classroom and non-educators effective in job performance.

Click on **Maintain INSET Training Records** (2.5) to open the INSET training records maintenance screen (Fig. 24).

- Select either **Educator or Non-Educator** to get the required staff listing.
- Click on the staff member's name.
- The training attended by individual educators is listed. The *hours attended for training* and *hours available for training* are indicated in the middle of the screen.

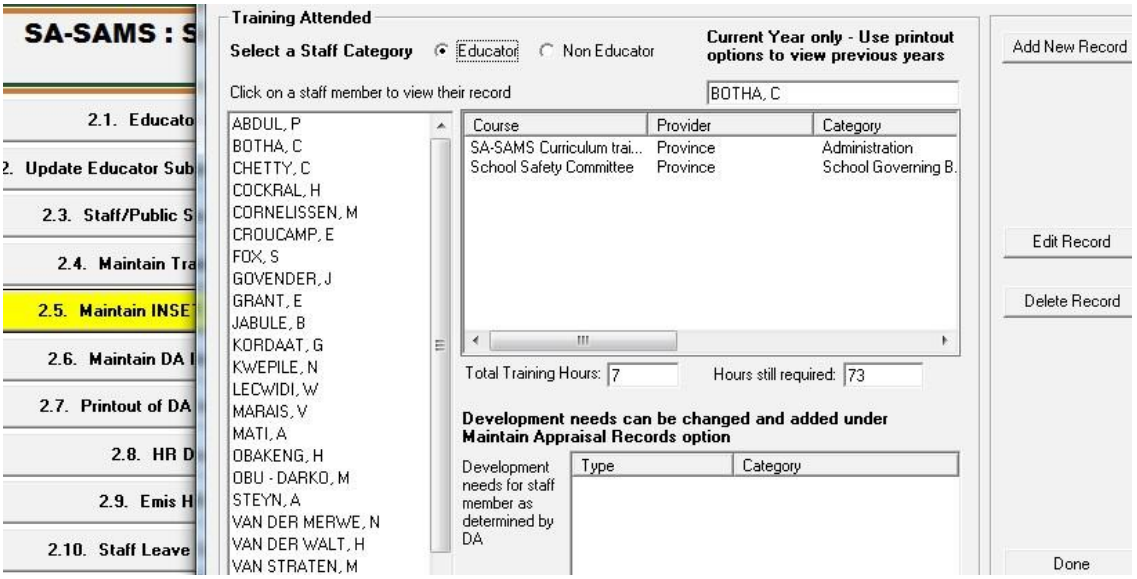


Figure 24: List of INSET Training Received

Click on the **Add New Record:**

- Complete the screen as shown in Figure 25.

Click on the **Save** and click on **Done** to exit the screen.

Click on the **Edit Record**:

- Click on record to edit and click on **Edit Record.**
- Edit the data on the screen as shown in Figure 25.

Click on **Save** and then click on **Done** to exit the screen.

Click on the **Delete Record:**

- Click on record to delete and click on **Delete Record.**
- Click on **Yes** to confirm on the popup screen.

Click on the **Save** and click on **Done** to exit the screen.

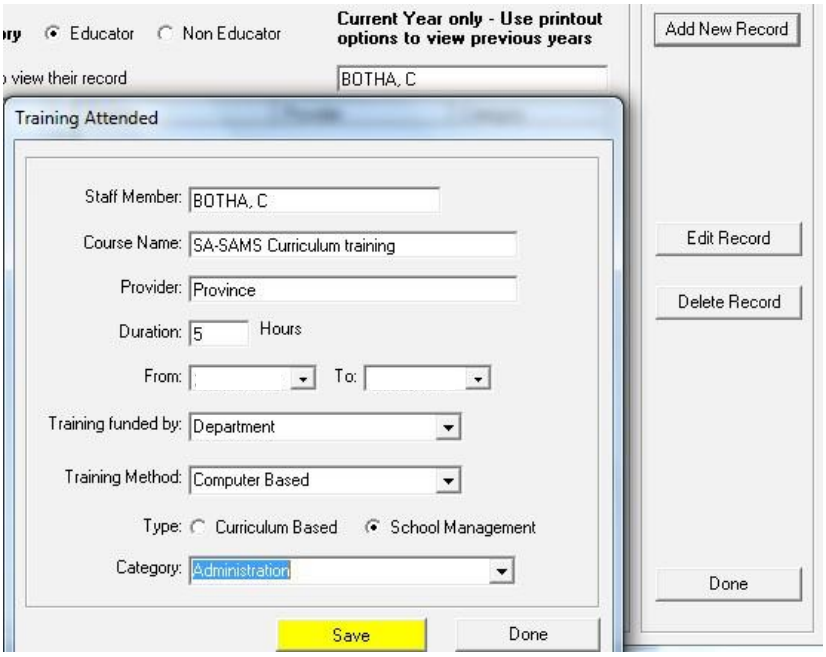


Figure 25: Add / Edit Training Record

2.2.3 Maintain Development Appraisal Interview Records (Menu 2.6)

Click on **Maintain Development Appraisal Interview Records** (2.6) to open the screen.

- Select either **Educator or Non-Educator** to get the required staff listing. (Figure 26).
- Click on the staff member's name.
- Records of the individual's appraisal are listed in the middle of the screen.

Click on the **Add New Record:**

- Complete the screen as shown in Figure 26.

Click on **Save** and click on **Done** to exit the screen

Click on the **Edit Record**:

- Click on record to edit and click on **Edit Record.**
- Edit the data on the screen as shown in Figure 26.

Click on **Save** and click on **Done** to exit the screen.

Click on the **Delete Record:**

- Click on record to delete and click on **Delete Record.**
- Click on **Yes** to confirm on the popup screen.

Click on **Save** and click on **Done** to exit the screen.

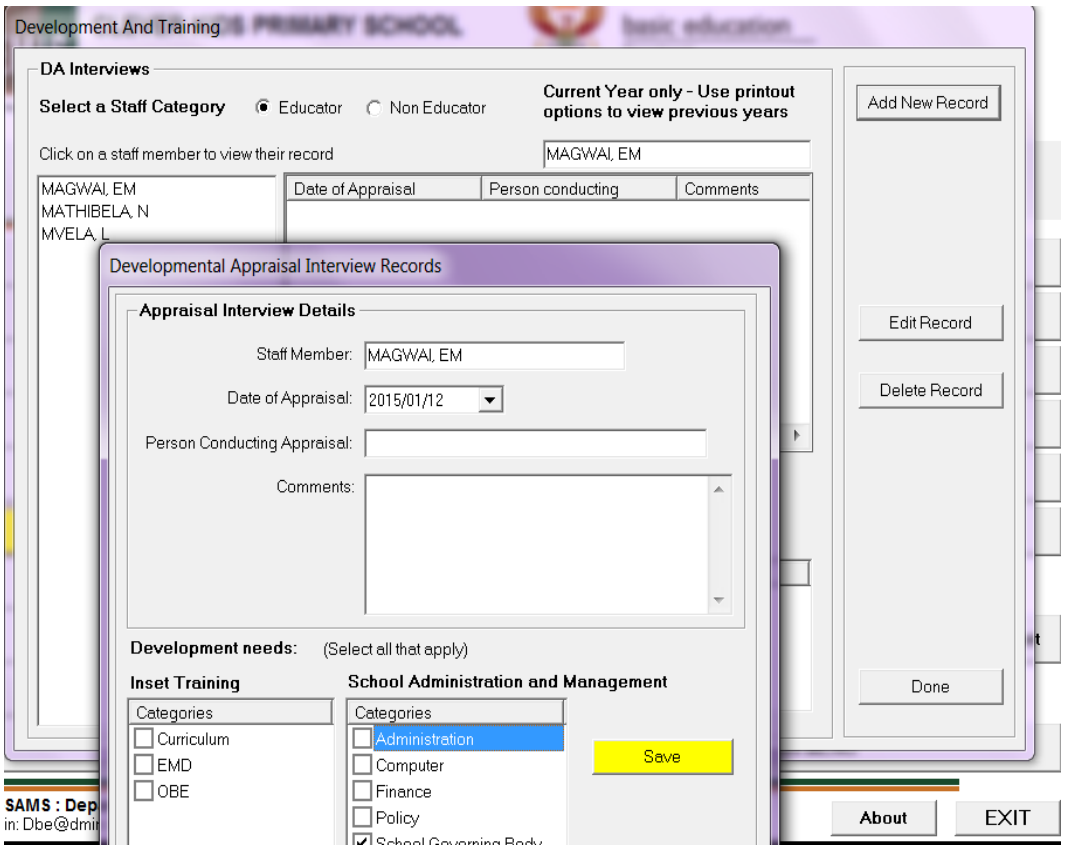


Figure 26: Appraisal Records with Identified Developmental Needs

2.3.4 Printout of DA Interview Records (Menu 2.7)

Click on **Print DA Interview Records** (2.7) to open the screen.

- Select **a period** or select All**.**

- Click on **Print**.

- A list of staff's appraisal can be viewed on Print Preview format. (Fig. 27)
- Click on **Printer icon** to print the list.

Click on **Done** to exit the screen.

SUMMARY OF DA APPRAISALS:

Educators

BOTHA, C Persal Number: 545454545

Date Appraised	Person who conducted Appraisal	Comment
	Principal	

Development Need

School Management SA-SAMS

Training Received

Course Name	Category	From Date	To Date	Hours	Provider	Type
SA-SAMS Curriculum training	Administration			5	Province	School Management
School Safety Committee	School Governing Body			2	Province	School Management

Total Training Hours: 7

Figure 27: Printout of Appraisal Records

2.3.5 Development Appraisal and Performance Measurement (Menu 2.18)

This is a fully functional sub-module that is used for educator/ appraisals according to the ERL signed protocol agreement. All functions of this sub-module are discussed in a separate module called IQMS Module.

ⓘ To gain access to this sub-module it is a prerequisite that “IQMSInstrument.exe” is loaded in the same folder as “edusolSAMS. exe “.

Select an educator from the list (Fig. 28) to complete the appraisal form.

- Select the correct post level for **development appraisal** (Fig. 29)
  - The scores should be completed on the same form by the educator and the DSG.
  - The strengths and recommendations for development, notes on contextual factors have to be completed.
- Complete an appraisal form for all state appointed educators.
- Click on **PGP** to view plan.
- All the evaluated educator’s scores are summarised in **School Summary Score Sheet**: Performance Measurement Summative Evaluation (Fig. 30) and can be printed for submission to the provinces.

Click on **Done** to return to the main HR menu.

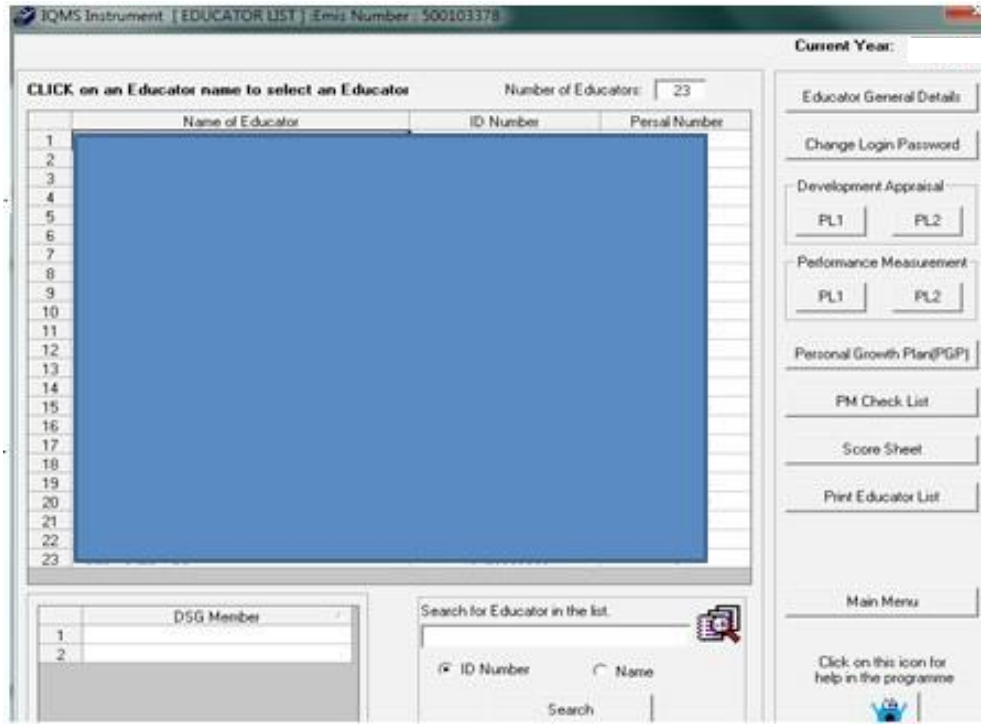


Figure 28: IQMS Opening screen (Educator List)

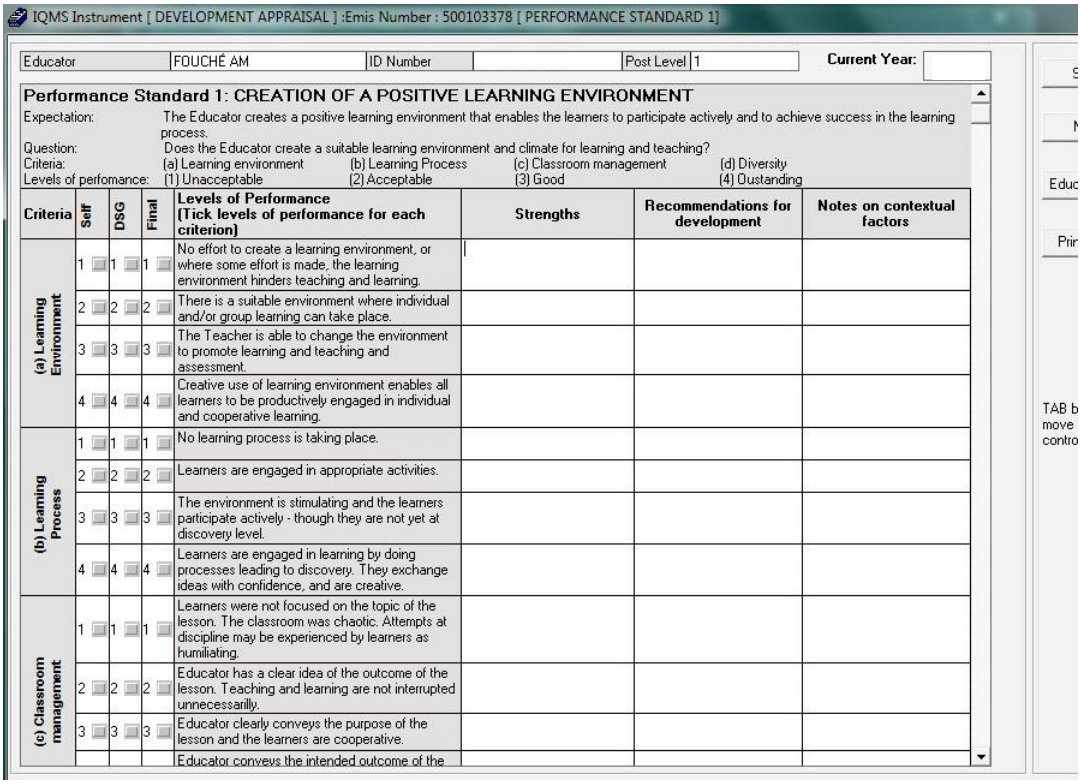


Figure 29: IQMS Instrument (Development Appraisal)

.

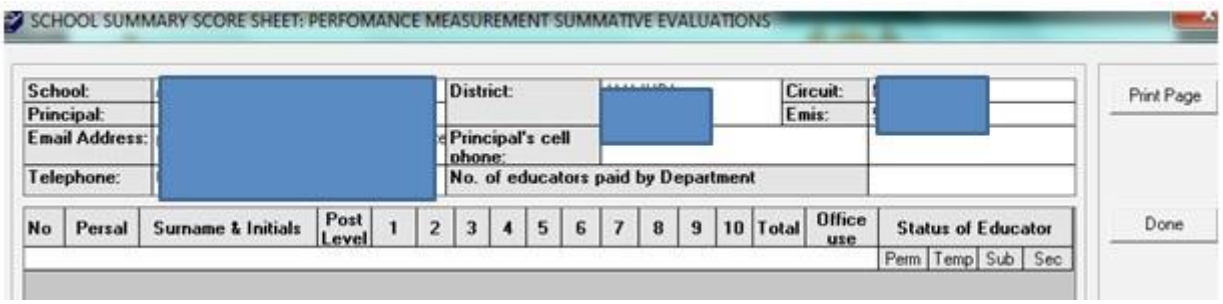


Figure 30: School Summary Score Sheet (Performance Summative Evaluation)

2.4 HR Reports (excluding attendance)

This section groups all the sub-menus related to staff information that will assist the school management with quarterly reports and surveys. The following are available:

2.4.1 EMIS HR Reports (2.9)

2.4.2 Attrition Report (2.16)

2.4.1 EMIS HR reports (2.9)

EMIS HR reports (2.9) summarises all the staff information on training, remuneration and staff establishment. The following reports are available for printing. (Fig. 31)

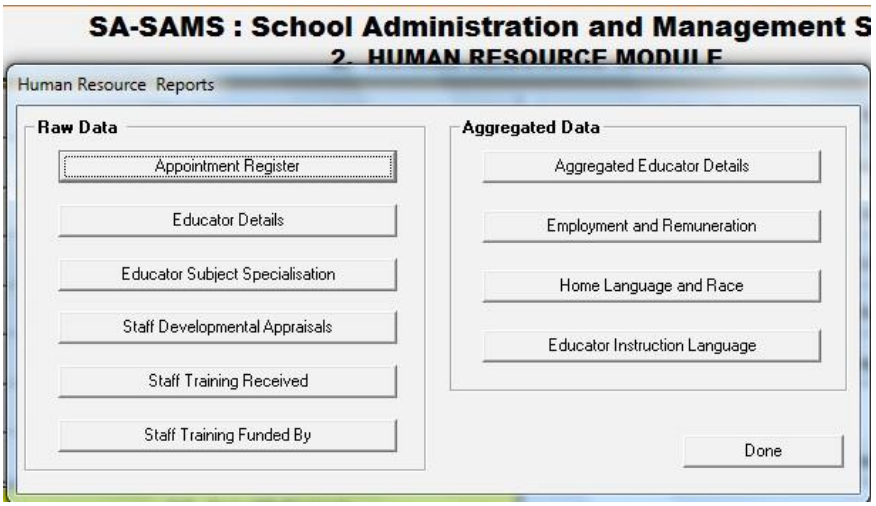


Figure 31: EMIS HR reports

All the reports can be accessed and printed as follows:

- Click on **any report** to open the **Print Setup** window and select the options for printing.
- Tick **No Printer** option at the top of the screen and click **Ok** to view the report on the Preview Window.
- The **Preview Window** gives an indication of what the printed report will look like.
- Click on the **printer image** to print a hard copy of the report

When finished click on **Done** to exit the screen.

The contents of each of the reports are summarised in the table below. Examples of report formats are given in brackets:

EMIS HR Reports – Educators only	Content of Report		
Appointment register for CS Educators (see Fig. 27)	▪ Persal no ▪ Surname & Initials ▪ Gender	▪ Designation ▪ Date appointed ▪ Paid by	▪ Type of appointment (Permanent/ temporary/ substitution), full time or part time.
Educator Details	▪ Persal no ▪ Surname & Initials ▪ Gender	▪ Race ▪ Category ▪ Post Level ▪ REQV	▪ Home language ▪ Instructional Language
Educator Subject Specialisation (see Fig. 28)	Per subject: ▪ years of training	Related educators with: ▪ years of teaching experience	
	Per educator: ▪ years of training	Subjects with: ▪ years of teaching experience	
Staff Development Appraisals (see Fig. 25)	Appraisal per educator:	▪ Date appraised , who appraised, comments ▪ Developmental needs ▪ Training received (type & hours)	
Aggregated Educator Details	Gender	▪ per post category ▪ per post level ▪ per REQV level	
Education Instruction Language	Educators	▪ per language of instruction	

EMIS HR Reports – All staff	Content of Report		
Staff Training Received (see Fig. 29)	Per Educator or Staff member	▪ Course name ▪ Category ▪ Date started ▪ Date ended	▪ Hours ▪ Provider ▪ Method of training ▪ Funded
Staff Training per Category	Summary per category of funding	▪ Staff member ▪ Course name ▪ Duration hours	▪ Provider ▪ Method of training

Employment and Remuneration (see Fig. 30)	No of Staff per category	▪ appointed by State ▪ appointed by SGB
	No of Staff appointed by State	▪ permanent : Full / part time per gender ▪ temporary: Full / part time per gender ▪ substitute: Full / part time per gender
	No of fulltime educators	▪ appointed by State per category ▪ appointed by SGB per category
Home language and race	Staff Categories	▪ gender per race group ▪ gender per language group

Examples of report formats:

APPOINTMENT REGISTER:

CS Educator Appointment Register.

PersalNumber	Surname & Initials	Designation	Date Appointed	Gender		Paid By		Type of Appointment					
				Male	Female	State	SGB	Permanent		Temporary		Substitute	
								Full	Part	Full	Part	Full	Part
555444333	ABDUL, P	Educator	2008/05/27	1		1		1					
545454545	BOTHA, C	Educator	2004/02/01		1	1				1			
5631313131	CHETTY, C	Educator	2006/07/21		1		1			1			
51416171	COCKRAL, H	HOD	1993/01/16		1	1		1					
	CORNELISSEN, M	Educator	2012/01/09		1		1	1					
	CROUCAMP, E	Educator	2011/07/18		1		1	1					

Figure 32: EMIS HR Reports: Appointment Register

RAINING RECEIVED:

OTHA Carine

urse Name	Category	From Date	To Date	Hours	Provider	Method	Funded By
13							
-SAMS Curriculum	Administration			5	Province	Computer Based	Department
ool Safety Committee	School Governing Body			2	Province	Facilitator Based	School Funds
			Total Training Hours:	7			

Figure 33: EMIS HR Reports: Training received per staff member

SUMMARY INFORMATION ON NUMBER OF STAFF:

Category	State		Governing Body		Total	
	Full - time	Part - time	Full - time	Part - time	Full - time	Part - t
Educators	11		11		22	
Admin Staff			2		2	
Support Staff			7		7	
Hostel Staff	11		5		16	

NUMBER OF STAFF REMUNERATED BY STATE:

Category	Permanent				Temporary				Substitute			
	Full - time		Part - time		Full - time		Part - time		Full - time		Part - t	
	M	F	M	F	M	F	M	F	M	F	M	
Educators	3	6			1	1						
Hostel Staff		11										

NUMBER OF STAFF REMUNERATED BY GOVERNING BODY:

Category	Permanent				Temporary				Substitute			
	Full - time		Part - time		Full - time		Part - time		Full - time		Part - t	
	M	F	M	F	M	F	M	F	M	F	M	
Educators	1	9				1						
Admin Staff		2										
Support Staff	4	3										
Hostel Staff		5										

NUMBER OF FULL-TIME EDUCATORS ACCORDING TO TYPE OF EDUCATION: (excludes sub

Paid by	State	Governing Body
Pre - Grade R		1
Gr R		
Primary (Excluding grade R)	1	2
LSEN/SE		
Secondary	8	4
Total	9	7

Figure 33: EMIS HR Reports: Employment and Remuneration

SUBJECT SPECIALISATION BY SUBJECT:

Educator	Formal Training Years	Teaching Experience
Subject: Accounting (Gr 10)		
Code 12351002 Group: 0		
WILSON, N.A	2	1
Subject: Life Sciences (Gr 10)		
Code 19351062 Group: 0		
ABDUL, P	1	12
Subject: Life Sciences (Gr 11)		
Code 19351073 Group: 0		
ABDUL, P		12
Subject: Life Sciences (Gr 12)		
Code 19351084 Group: 0		
ABDUL, P		12
Subject: Maritime Economics (Gr 10)		

Figure 34: EMIS HR Reports: Subject Specialisation per Staff Member

2.4.2 Attrition Statistics (2.16)

Educators/ Staff Attrition are printouts of all educators/ other staff who have been archived.

To access the attrition (archived) information, click on **View Attrition Register**.

- Select the report for **Educators** or non-teaching **Staff**. (Fig. 35)
- Select the report for **All** the staff**,** staff **Paid by the State** or **Paid by the SGB.**
- **Select the period.**
- Click on **print** to display a print preview. (Fig. 36)
- Click on the **Printer icon** to print hard copy report.

Click on **Done** to exit the screen and return to the HR menu.

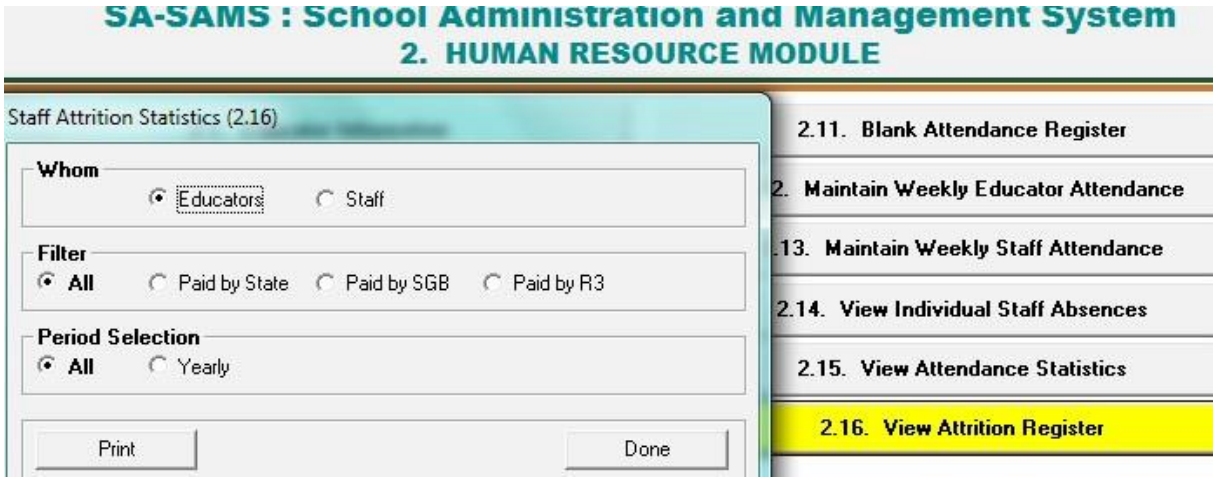


Figure 35: Attrition Reports Selection

REGISTER OF ATTRITION

Staff, All Dates.

Date	Persal No	Surname	Initials	Male	Female	Seconded	Transferred	Retirement	Resignation	Dismissal	Absconded	Cause of Death				Age Range at Death					
												Illness	Accident	Suicide	Violence	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49
2008/06/27	0000014	VAN ALTENA	A		1				1												

Figure 36: Attrition Register per Staff Member

2.4.3 Design HR List (2.19)

To create a list select All, Educators or Staff, select if they should be sorted alphabetically or per gender. (Fig. 37)

- Click on the data fields from the column on the left to add to list. Name and save the **Template** for future reference. If the list is to be viewed by others then select the share option.
- Click on **View grid** to view the list. The school/ provincial logo can be added to the list for **printing** and **export**.
- Click on "Parameters" to move back to the selection screen or click on **Done to** exit the screen.

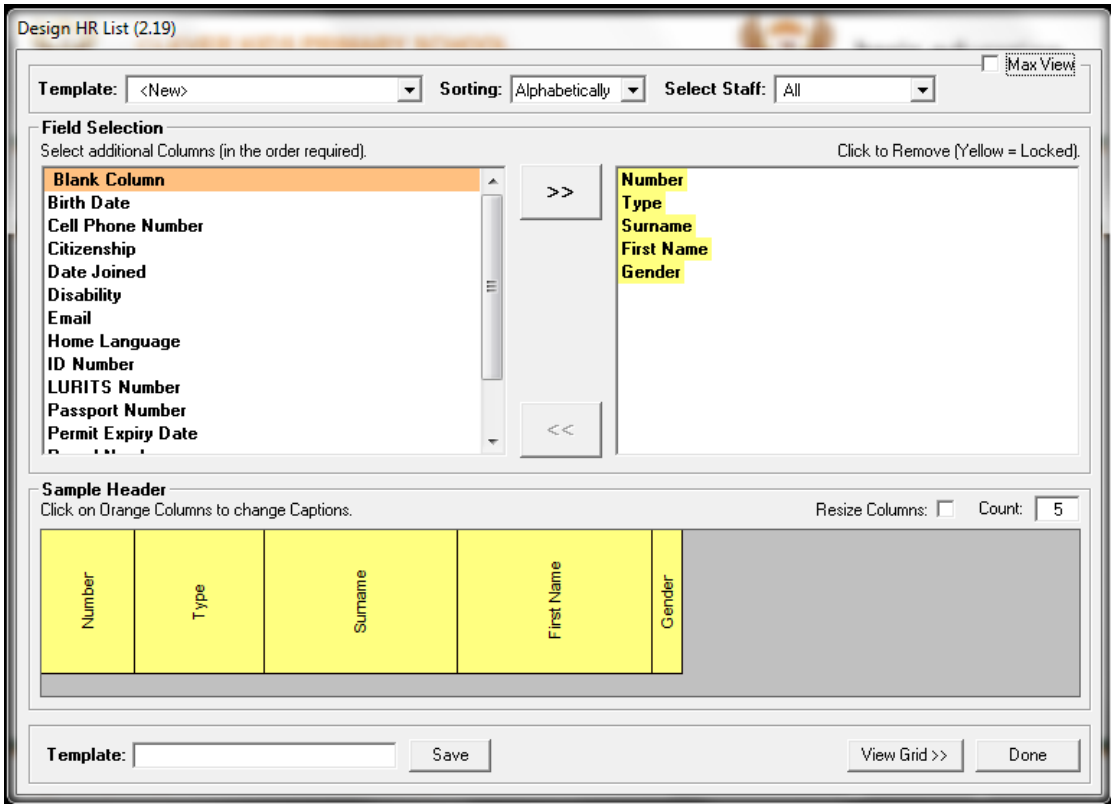


Figure 37: Design HR List

2.5 HR Attendance and Leave

This section groups all the sub-menus related to **attendance and leave information** for educators and staff captured and maintained in the following screens summarised in the table below:

Header (SA-SAMS Menu no)	Functions
2.3.1 Blank Attendance Register (2.11)	→ **Blank Register** for educators staff
2.3.2Maintain Weekly Educator Attendance (2.12)	→ **Capture** absenteeism of educators → type of leave & documentation
2.3.3 Maintain Weekly Staff Attendance (2.13)	→ **Capture** absenteeism of staff → type of leave & documentation
2.3.4 HR Dashboard (2.8)	→ Summary report on the status of the educator's attendance and leave information
2.3.5 Staff Leave Summary Printout (2.10)	→ Summary record of all staff leave of a certain period of time
2.3.6 View Individual Absences (2.14)	→ Both Staff and Educator absences indicated → Summary per person
2.3.7 View Attendance Statistics (2.15)	→ **Summary of attendance** per week, month, **Quarter**, year

2.5.1 Blank Attendance Register (2.11)

Click on **Blank Attendance Register:**

- Select for **Print Register for Educators** or **Staff** and click on **Print** (Fig. 38).
- Click on the print to display a print preview.
- Click on Printer icon to print hard copy report.

Click on Done to exit the screen and return to the HR menu.

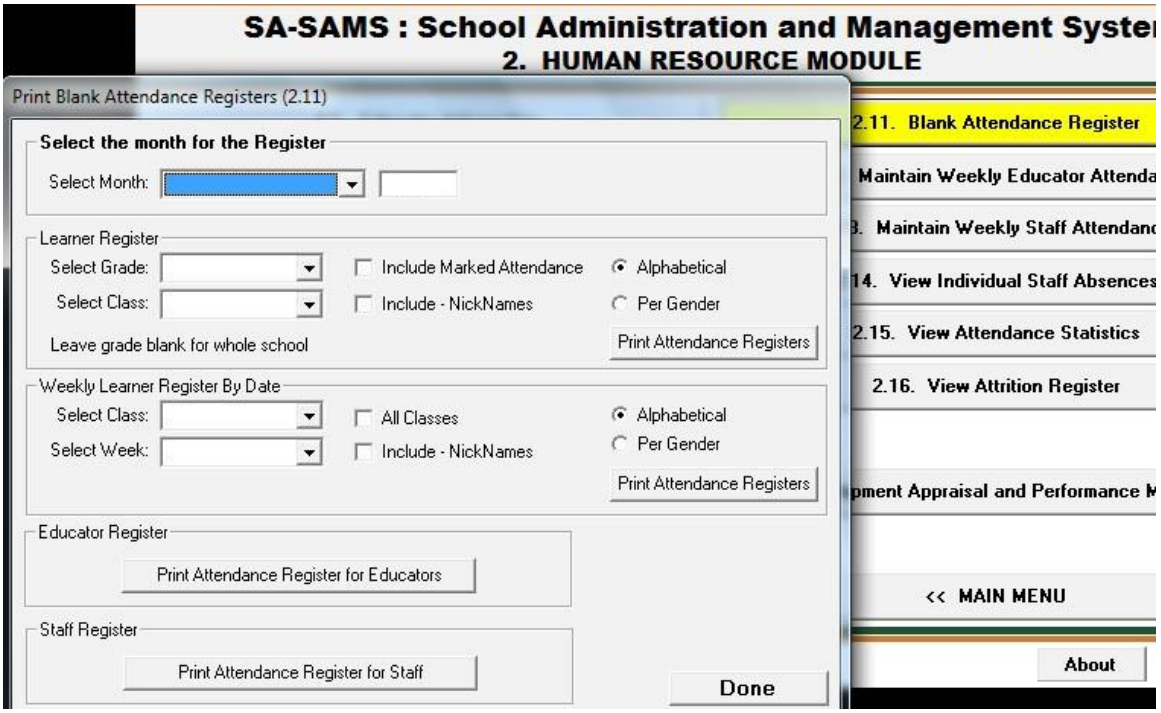


Figure 38: Print Blank Attendance Register

2.5.2 Maintain Weekly Educator Attendance (2.12)

Educator absenteeism with reference to supporting documents is captured per week.
The information is automatically fed into all reports related to staff attendance e.g. Quarterly Reports.

Click on **Maintain Weekly Educator Attendance** (2.12) to open the capturing screen.

- Select the following from the drop-down lists: select the **Year**, select the **Term**. (Fig. 38).
- Select the week by selecting the **Friday of the particular week**.
- Click on **GO** to display a list of the educators.
- **Click on the day** that the educator was absent to populate it with an “a” (Fig. 39).
- Click on **Save** and the **attendance statistics for the week** are updated at the bottom of the screen.
- Click on **Add Leave Records** in order to qualify the absenteeism and maintain reference to documentation.

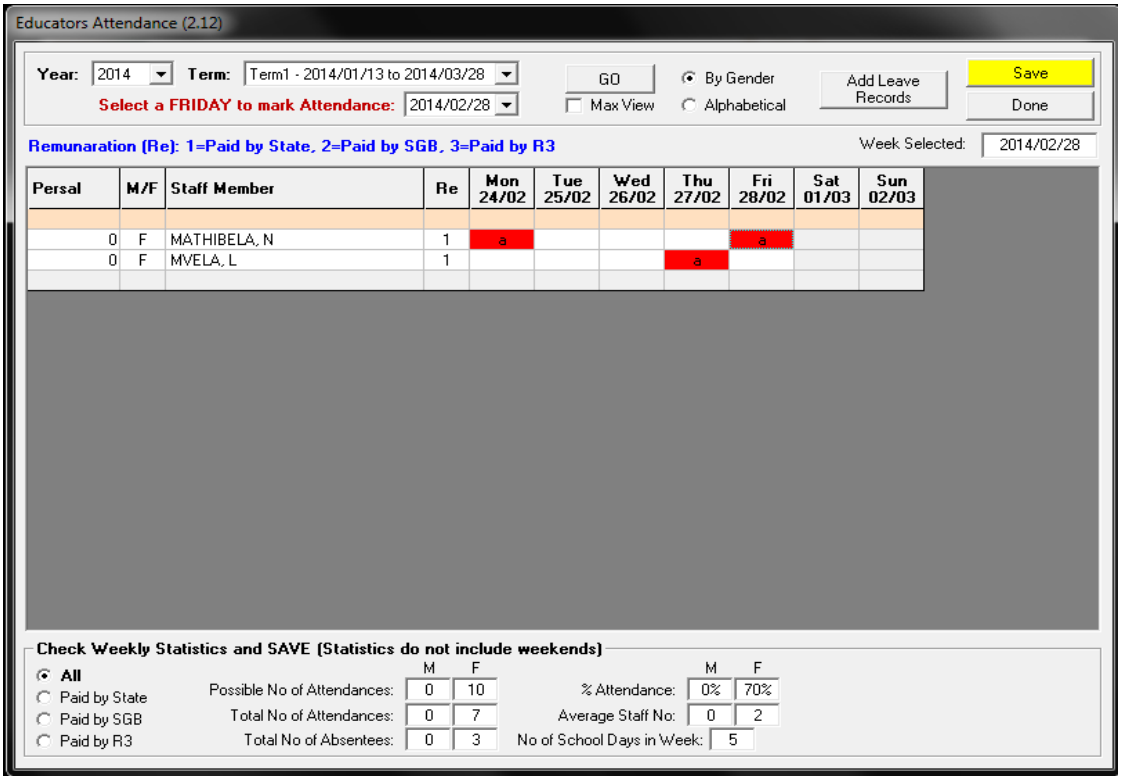


Figure 39: Maintaining Educators Attendance per Week

Click on **Add Leave Records**.

- The educator's name and dates of absenteeism is listed to be completed with reasons and reference to leave documents (Fig. 40).
- Select from the drop-down list a **Reason for Leave, replaced during leave.**
- **Documents required** would be an official reason for absenteeism e.g. medical certificate, training & meeting invitations.
- Click on **Save Leave Records.**
- Leave **days can be split** due to **different reasons e.g.** 2 days sick leave and 1 day family responsibility leave).

Click on **Done** to exit to the previous screen.

Print page continue->

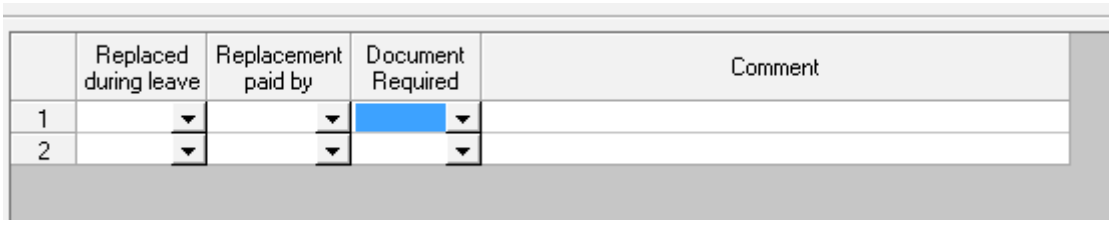


Figure 40: Leave Records for Staff and Educator Absences

2.5.3 Maintain Weekly Staff Attendance (2.13)

Staff absenteeism with reference to supporting documents is captured per week. The information is automatically fed into all reports related to staff attendance e.g. Quarterly Reports.

Click on **Maintain Weekly Staff Attendance** (2.13) to open the capturing screen.

- Select the following from the drop-down lists: select the **Year**, select the **Term**. (Fig. 40).
- Select the week by selecting the **Friday of the particular week**.
- Click on **GO to** display a list of the educators.
- **Click on the day** that the educator was absent to populate it with an “a”.
- Click on **Save** and the **attendance statistics for the week** are updated at the bottom of the screen.
- Click on **Add Leave Records** in order to qualify the absenteeism and maintain reference to documentation (Fig. 40).

Click on **Done** to exit to the previous screen.

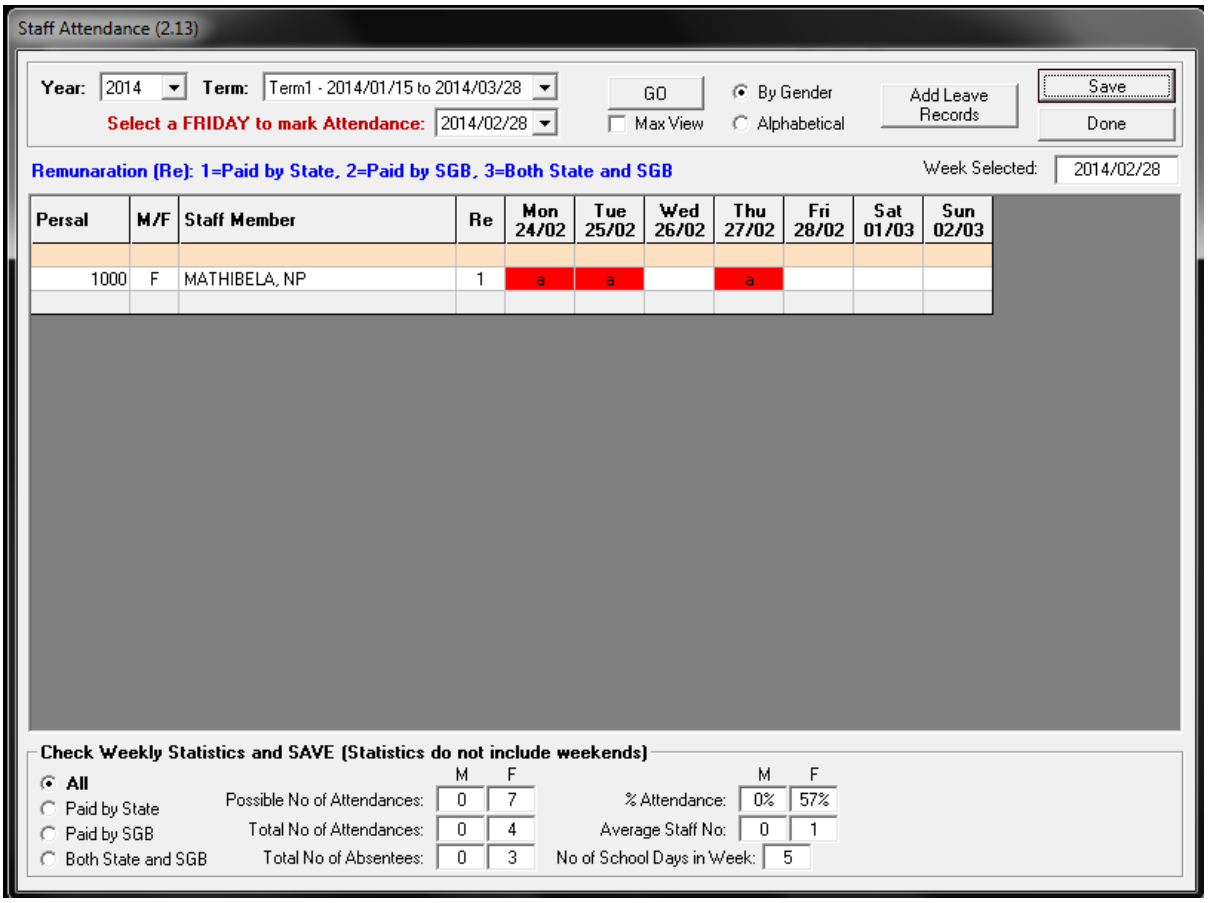


Figure 41: Staff Attendance

2.5.4 Human Resource Dashboard (2.8)

The **HR Dashboard (2.8)** is a summary report on the status of the educator's attendance and leave information (Fig. 41) and is designed to assist with the management of leave and documentation.

This includes:

- A popup opening screen appears if the 8 week rule is disobeyed e.g. if an educator or staff member takes sick leave within 8 weeks of previous sick leave.
- A warning message that appears when a sick certificate is required.
- A warning message that appears if the 36 days sick leave within a cycle has expired.

To access the information click on **HR Dashboard.**

• Click on the **Print** for a hard copy of the print preview (Fig. 41).

Click on **Done** to exit the screen and return to the HR menu.

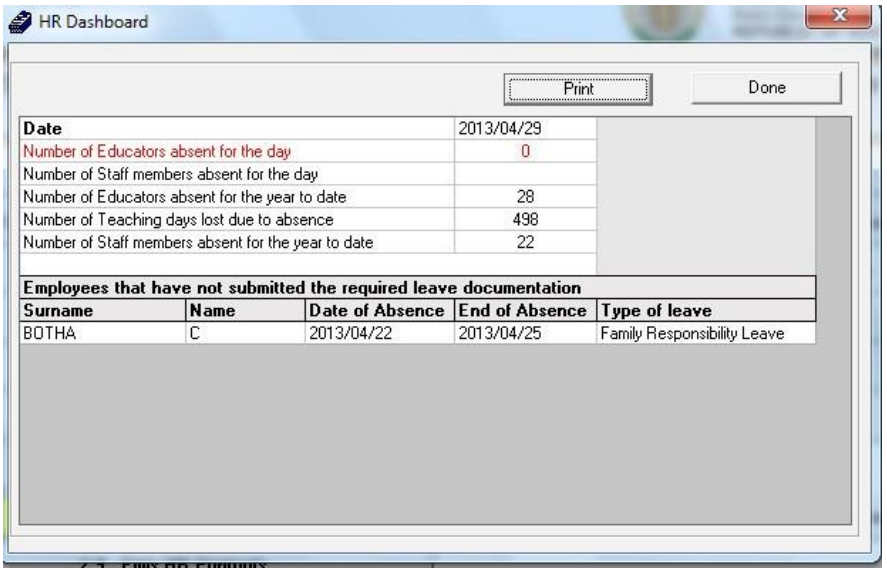


Figure 42: Human Resources Dashboard

2.5.5 Staff Leave Summary Printout (2.10)

The Staff Leave Summaries are the records of educator/ staff attendance for a certain period of time. These records can be used by management to follow absentee patterns and trends of educators and for Quarterly Reports.

Click on **Staff Leave Summary Printout** and select the report on the following criteria (Fig. 43):

- Select for **Educators** or **Non-educators**
  - that are **currently employed** or **archived** or **all**
  - paid by the **State or SGB or all**
  - the period : **Annual , Quarterly, Weekly**, or a specific **date range.**
  - as a **summary** report (totals) or a report with **Details** (per person).
- Click on the **Print** to display a print preview. (Fig. 44)
- Click on **Printer icon** to print hard copy report.

Click on **Done** to exit the screen and return to the HR menu.

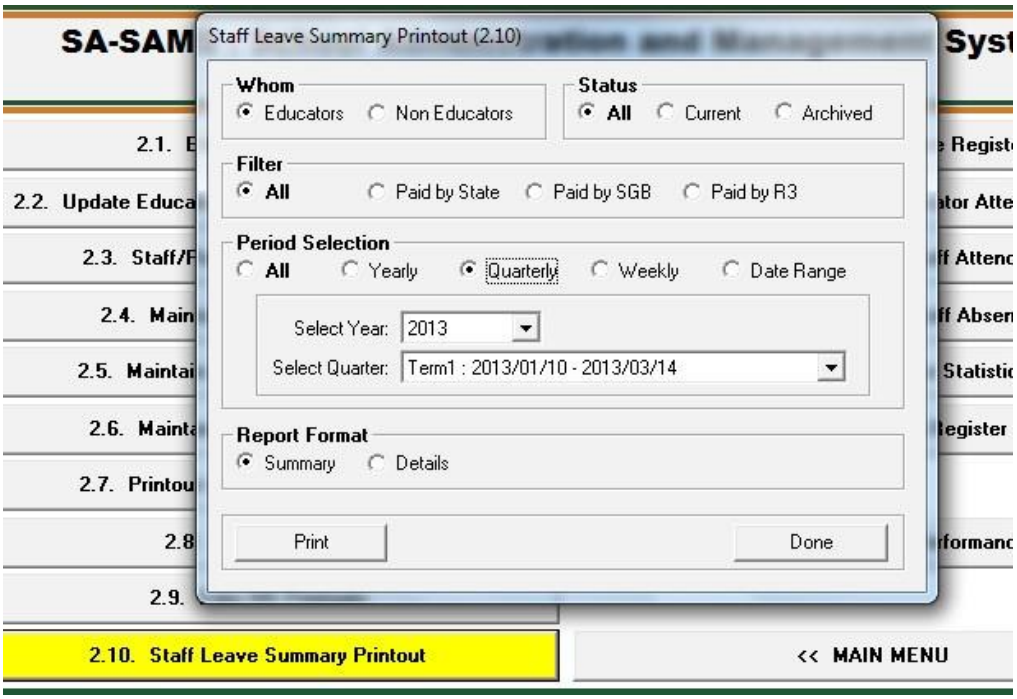
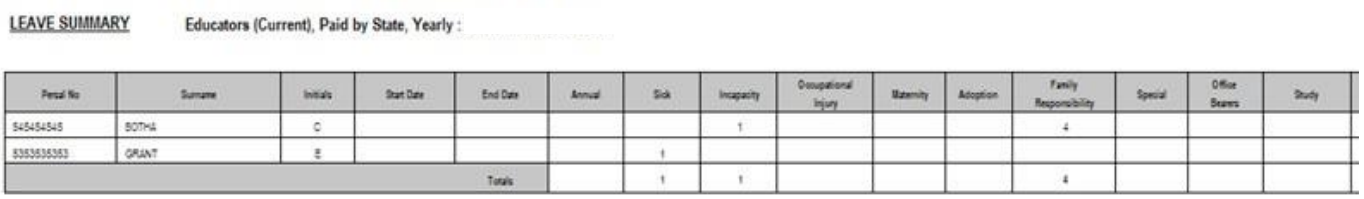


Figure 43: Staff Leave Summary Printout Selection


LEAVE SUMMARY Educators (Current), Paid by State, Yearly :

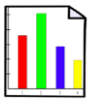
Persal No	Surname	Initials	Start Date	End Date	Annual	Sick	Incapacity	Occupational Injury	Maternity	Adoption	Family Responsibility	Special	Office Bearers	Study
545454545	BOTHA	C					1				4			
5353535353	GRANT	E				1								
				Totals		1	1				4			

Figure 44: Example of a Staff Leave Summary Printout

2.5.6 View Individual Staff Absences (2.14)

A user can view Staff Absentee Records for individual absences for each staff member including educators. (Fig. 45)

- Select a staff member you wish to view.
- Click on **Filter by Date** to view a specific period.



  - Select the **From date** and the **To date** then click on **GO** to view.
- The number of days absent is given and the individual days absent is listed.
- For printouts, click on **Selected Staff Member** to print just one staff member's details

OR

- Click on **All Staff Members** to print out the absenteeism days for the whole staff.

Click on **Done** to exit the screen.

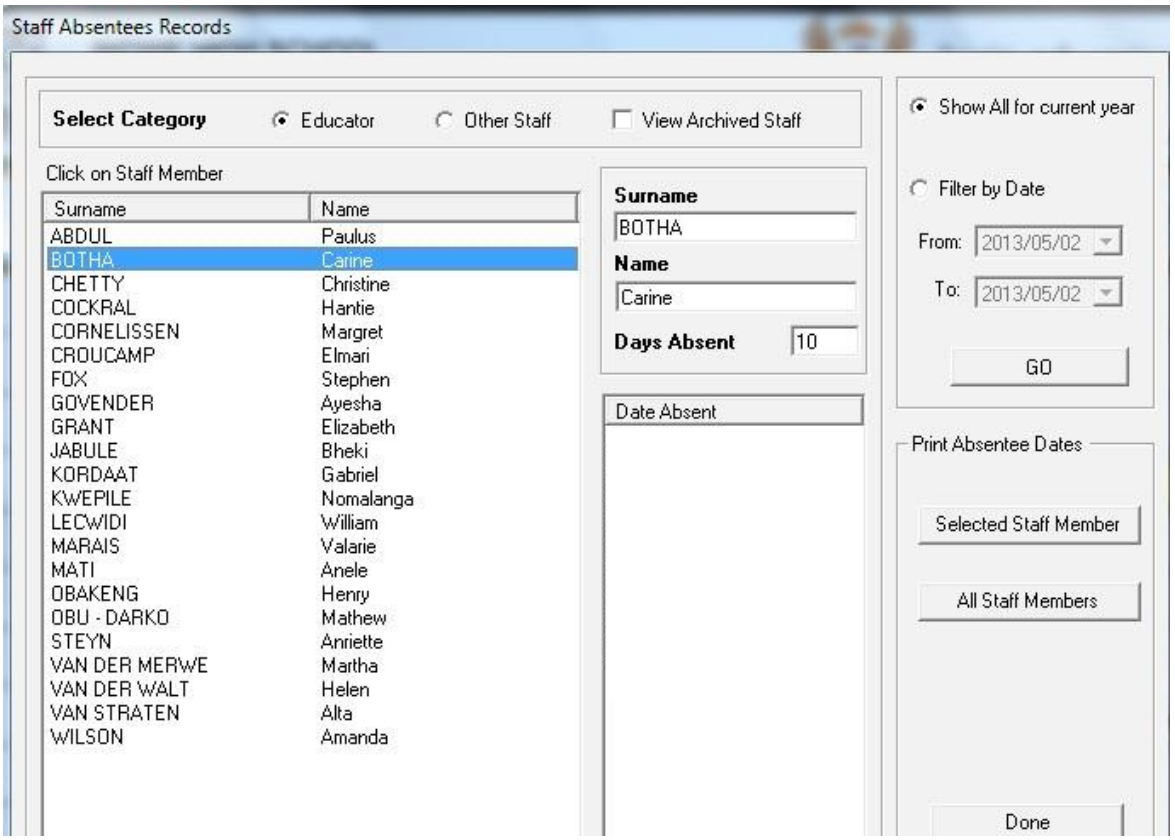


Figure 45: Staff Absentees Records

2.5.7 View Attendance Statistics (Details) (2.15)

Staff Leave Summaries are the records of educator or staff attendance for a certain period of time.

- These reports can be used as quarterly summary reports as required by the Education Department for purposes of record keeping.
- These records can also be used for staff management by the Principal.

Click on **View Attendance Statistics (Details)** (Fig. 46):

- Select the relevant staff group.
- Filter the group according to remuneration:
  - Education Departments are mainly interested in the attendance performance of the educators paid by the State.
- Select the period from the range. Schools need to send a Quarterly Summary Report to the District.
- Click on **Print** for a preview of the report.
  - The report summarises attendance per staff type, per gender, actual numbers and %. (Fig. 47)
- Click on the **printer icon** to print a hard copy.

Click on **Done** to return / exit the screen.

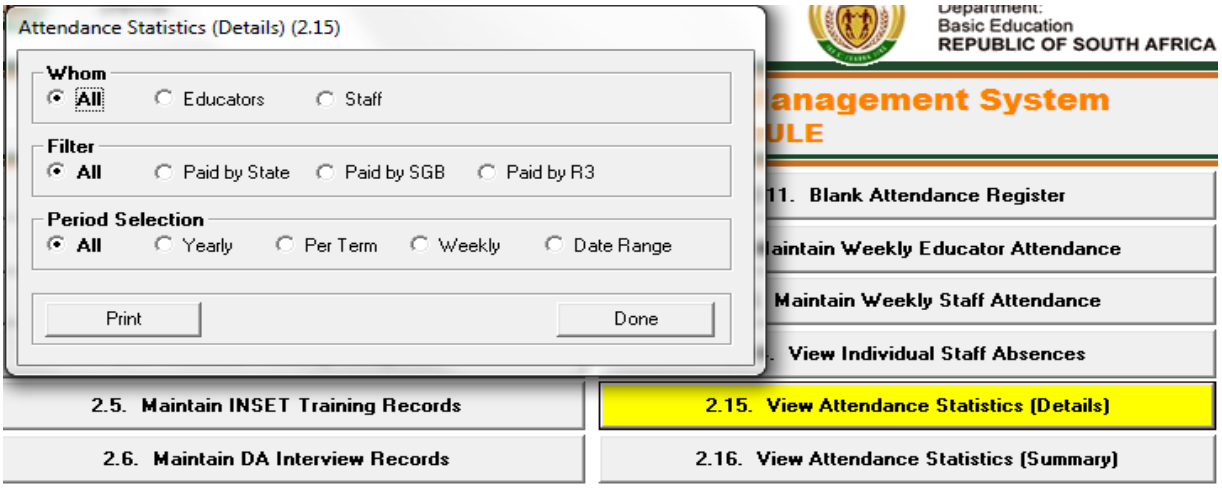
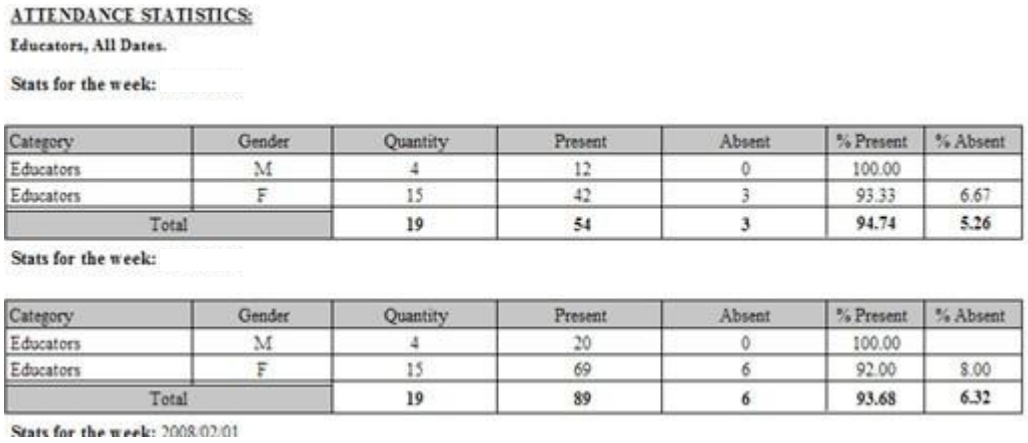


Figure 46: Staff Attendance Statistics



ATTENDANCE STATISTICS:

Educators, All Dates.

Stats for the week:

Category	Gender	Quantity	Present	Absent	% Present	% Absent
Educators	M	4	12	0	100.00	
Educators	F	15	42	3	93.33	6.67
Total		19	54	3	94.74	5.26

Stats for the week:

Category	Gender	Quantity	Present	Absent	% Present	% Absent
Educators	M	4	20	0	100.00	
Educators	F	15	69	6	92.00	8.00
Total		19	89	6	93.68	6.32

Stats for the week: 2008/02/01

Figure 47: View Staff Attendance Statistics

2.5.8 View Attendance Statistics (Summary) (2.16)

Staff Leave Summaries are the records of educator or staff attendance for a certain period of time.

- These reports can be used as quarterly summary reports as required by the Education Department for purposes of record keeping.
- These records can also be used for staff management by the Principal.

Click on **View Attendance Statistics (Summary)** (Fig. 46):

- Select the relevant staff group. (Fig. 48)
- Select according to remuneration:
  - Education Departments are mainly interested in the attendance performance of the educators paid by the State.
- Select the format:
  - Schools need to send a Quarterly Summary Report to the District.
- Click on **View Statistics** for a preview of the report.

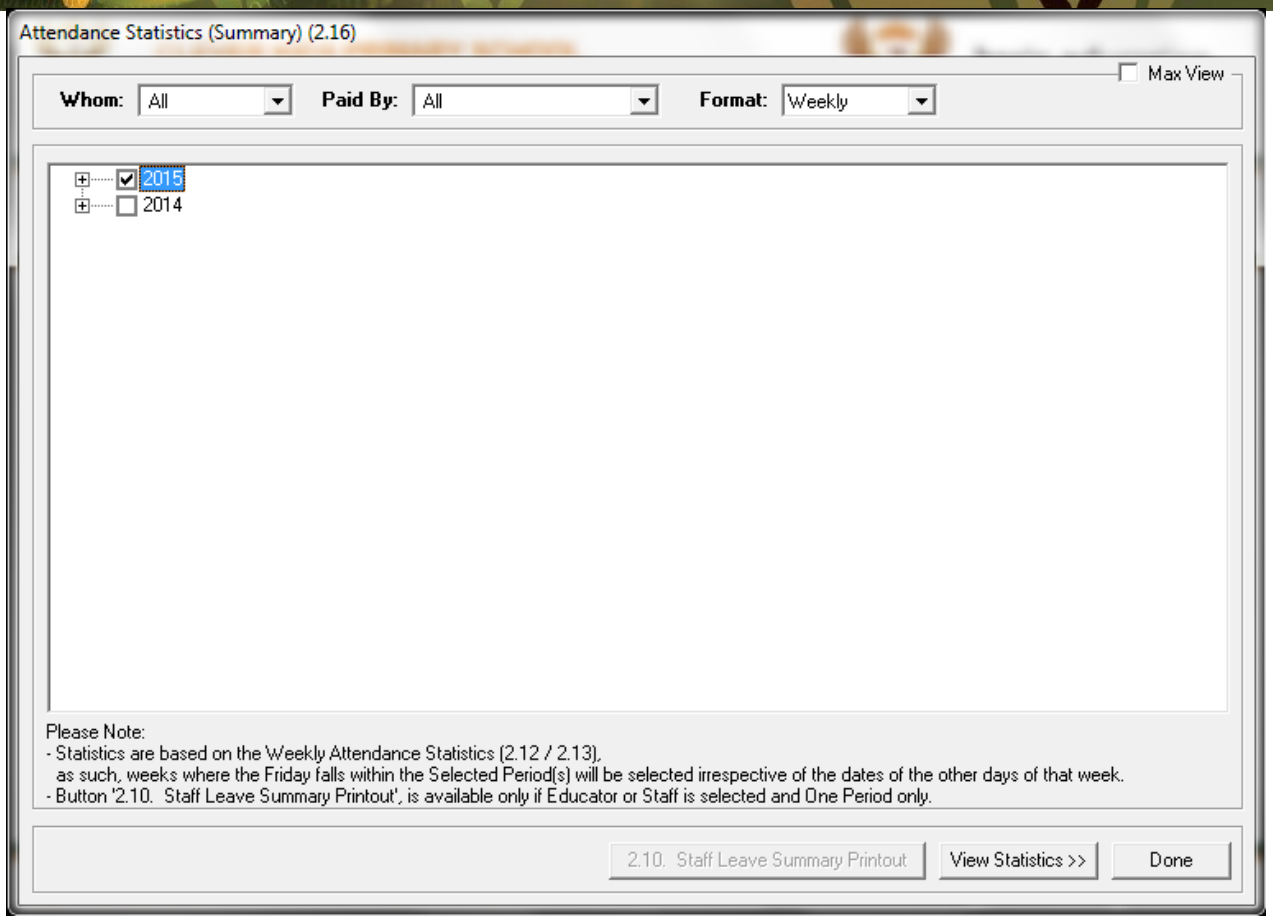


Figure 48: Attendance Statistics (Summary)

C. Summary

The **Human Resource Information** Module assists schools in the administration of the educators and staff/ public servants' information. It also contains the processing and administration of leave, absenteeism, training, appraisals and all human resource related data and processes.

HR module is divided into 4 sections according to its allocated functions:

2.1 Staff Information (Educators and non-teaching staff captured separately).

2.2 Educator evaluation & all staff training documented records.

2.3 Staff Attendance.

2.4 Summary Report

3. Quick reference of the sub-menus and their uses:

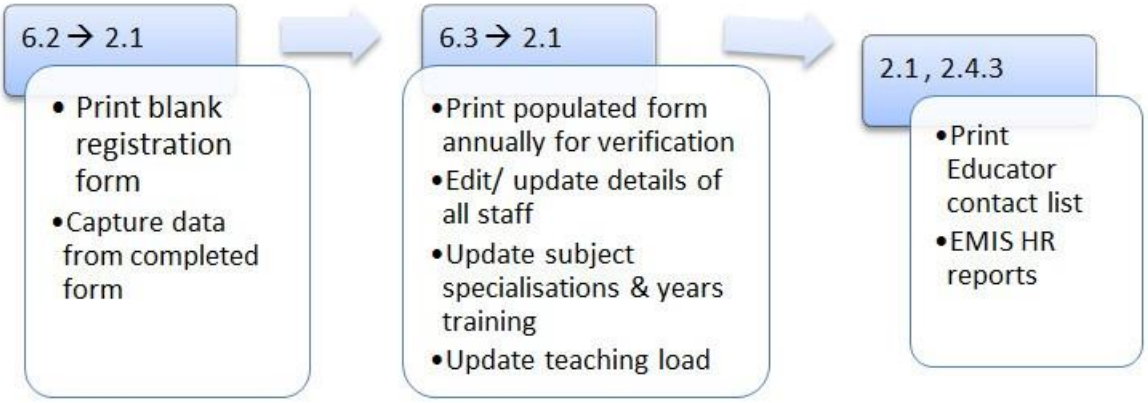
The functionalities of the sections are summarised in the table below:

Heading in Manual	Sub – head & (SA-SAMS Menu no)	Functionality
2.1 Staff Information	2.1.1 Educator Information (2.1)	→ Educators' Details → Subject Specialisations & Years Training → Educator Teaching Load (of current year) → Edit / View leave and absentee records of the individual → Assign Educators to Register Classes → Educator Contact List
	Update Educator Subject Teaching Experience (2.2)	→ Report on updated Educator training & teaching experience for subjects taught the current year
	2.1.2 Staff Public Servant Information (2.3)	→ Staff Members (public servants) → Add New Staff Member → Edit Staff Member's details → Archive a Staff Member → Edit / View - Leave and Absentee records of the individual → Print - staff contact list

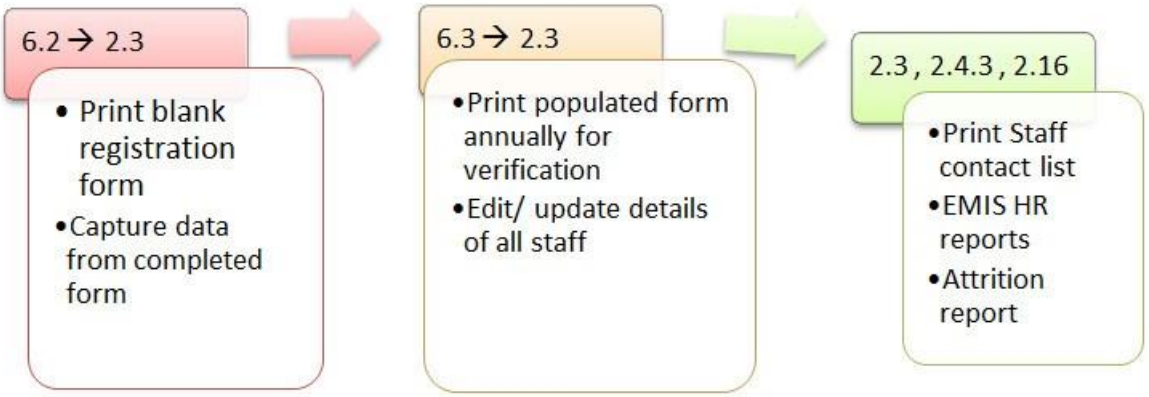
2.2 Educator Evaluation & all staff training	2.2.1 Maintain Training Categories (2.4)	→ Add training courses
	2.2.2 Maintain INSET Training Records (2.5)	→ Development and Training
	2.2.3 Maintain DA Interview Records (2.6)	→ Development appraisal interview records → Add New Record
	2.2.4 Printout of DA Interview Records (2.7)	→ DAS Appraisal Report
	2.2.5 Development Appraisal and Performance Measurement (2.18)	→ General development and performance appraisal
2.3 Summary reports	2.4.1 Emis HR Printout (2.9)	→ Appointment Register / Educator Details / Educator Subject Specialisation / Staff Training /Aggregated Educator Details / Employment Remuneration /Education Institution Language / Raw Data
	2.4.2View Attrition Register (2.16)	→ Summary of archived Educators/Staff
	2.4.3 Design HR List (2.19)	→ Design HR List templates for future use.
2.4 Staff Attendance	2.3.1 Blank Attendance Register (2.11)	→ Blank printout register for educators staff
	2.3.2 Maintain Weekly Educator Attendance (2.12)	→ Capture absenteeism of educators → type of leave & documentation
	2.3.3 Maintain Weekly Staff Attendance (2.13)	→ Capture absenteeism of staff → type of leave & documentation
	2.4.4 HR Dashboard (2.8)	→ Dashboard
	2.3.5 Staff Leave Summary Printout (2.10)	→ Summary Record of all staff leave of a certain period of time
	2.3.6 View Individual Absences (2.14)	→ Both Staff and Educator absences indicated
	2.3.7 View Attendance Statistics (2.15)	→ Summary of attendance per week, month, term, year → Summary per person

3.1 "How to..." flow diagrams:

- ***Capture educator & to quality assure data regularly:***

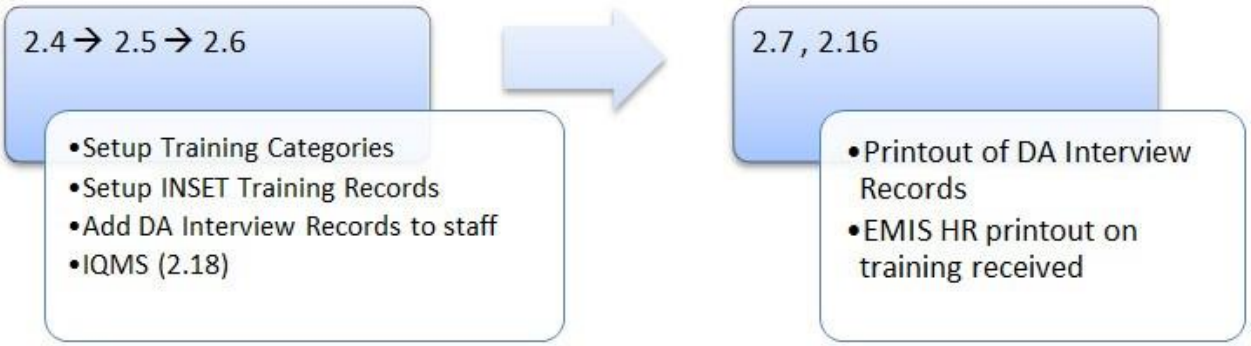


- ***Capture staff member & to verify data regularly:***



- ***Maintain and report on Attendance:***

- ***Reports on Evaluation and Training:***



- ***Report formats available on SA-SAMS are summarised in the tables below:***

EMIS HR Reports – Educators only	**Content of Report**		
Appointment Register for CS Educators (see Fig. 27)	▪ Persal no ▪ Surname & Initials ▪ Gender	▪ Designation ▪ Date appointed ▪ Paid by	▪ Type of appointment (Permanent/ temporary/ substitution), full time or part time.
Educator Details	▪ Persal no ▪ Surname & Initials ▪ Gender	▪ Race ▪ Category ▪ Post Level ▪ REQV	▪ Home Language ▪ Instructional Language
Educator Subject Specialisation (see Fig. 28)	Per subject: ▪ years of training	Related educators with: ▪ years of teaching experience	
	Per educator: ▪ years of training	Subjects with: ▪ years of teaching experience	
Staff Development Appraisals (see Fig. 25)	Appraisal per educator:	▪ Date appraised , who appraised, comments ▪ Developmental needs ▪ Training received (type & hours)	
Aggregated educator details	Gender	▪ per post category ▪ per post level ▪ per REQV level	
Education Instruction Language	Educators	▪ per Language of Instruction	

EMIS HR Reports – All staff	Content of Report		
Staff Training Received (see Fig. 29)	Per Educator or Staff member	▪ Course name ▪ Category ▪ Date started ▪ Date ended	▪ Hours ▪ Provider ▪ Method of training ▪ Funded
Staff Training per Category	Summary per category of funding	▪ Staff member ▪ Course name ▪ Duration hours	▪ Provider ▪ Method of training
Employment and Remuneration (see Fig. 30)	No of Staff per category	▪ appointed by State ▪ appointed by SGB	
	No of Staff appointed by State	▪ permanent : Full / part time per gender ▪ temporary: Full / part time per gender ▪ substitute: Full / part time per gender	
	No of fulltime educators	▪ appointed by State per category ▪ appointed by SGB per category	
Home Language and Race	Staff Categories	▪ gender per race group ▪ gender per language group	

Notes

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person	Telephone	Email
Carinne van der Westhuizen	0123573832	vanderwesthuizen@dbe.gov.za
Pauline Ramphele	0123573287	ramphele.m@dbe.gov.za
Lebogang Mveke	0123573396	mveke.l@dbe.gov.za

EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

basic education

Department:
Baslc Educatlon
REPUBLIC OF SOUTH AFRICA