
District Memorandum No. 04/2021

To: Circuit Managers
Cluster Leaders/IDSO's
Principals of ALL Schools

From: P Galego (Ms)
District Director

Date: 26th January 2021

Subject: PAYMENT OF EA's AND GSA's STIPEND AT SCHOOLS

The following steps outlines the position regarding the payment of stipends to EA's and GSA's at schools.

1. All stipends for the month of January will be paid through schools and not through the PERSAL system.
2. Any outstanding payment/s from previous month/s will continue to be processed by Head Office.
3. The funds for the payment of Assistants (EA's and GSA's) will be transferred to schools in the form of a grant.
4. The Assistants will receive a stipend of R 3 500 (Three thousand five hundred rands) less 1% UIF. This means that the stipend payable to each Assistant should be R 3 465,00 (Three thousand four hundred and sixty-five rands). The GDE will manage the R 35,00 (Thirty-five rands) (1%) as UIF contribution.
5. The schools are responsible for ensuring that the list of Assistants is up to date and every Assistant has signed the PYEI contract, with all supporting documents attached.
6. Only Assistants who had signed the PYEI contract and confirmed as employed by the 15th January 2021, are to be paid for the month of January 2021.
7. Where an Assistant was employed post the announcement of the school's opening (to the 15th February 2021), no payment should be made for the month of January 2021.
8. Assistants employed after the announcement by DBE that schools will open on the 15th February 2021, will be paid from February 2021.
9. No Assistant should be paid if s/he does not appear on the school and district list.
10. All Assistants appearing on the list should have their full details completed, including their roles and contact details. This is critical for verification and auditing purposes.

"Take charge"

Office of the Director – Tshwane West District

(Mabopane, Winterveldt, Ga-Rankuwa, Soshanguve, Kameeldrift, Rosslyn, Akasia, Pretoria North, Mountain View, Roseville, Capital Park, Hercules, Pretoria West, Lotus Garden)
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11. All Assistants should complete the timesheet for the month of January 2021, starting on the 4th January 2021. The dates 4th -24th January 2021 should be indicated as “school holiday (SH)”. The time sheet is attached herewith.
12. It is the responsibility of the school to ensure that the payments are correct and legitimate.
13. It is the responsibility of the school to ensure that each Assistant has been allocated a specific role in line with the “Needs-Analysis” exercise completed by the school.
14. No payment should be made where an Assistant has not completely and accurately signed the PYEI contract.
15. No Assistant should be included or employed who is above the youth age of 35 years, as this will be a direct violation of the terms of the contract.
16. No Assistant should be paid whose details are not recorded or incomplete. This includes the ID number, full names, contact details (contact number/s; and e-mail address) and fingerprints for police clearance.
17. All contracts are to be signed and initialled on each page by the Assistant and the Principal. Schools are required to keep a copy at the school for their own records and forward to (2) copies to the District Office.
18. The Project Team at the District Office will reconcile the school lists, together with the contracts sent and the timesheets.
19. The grants will be transferred to the schools before the end of January 2021.
20. Schools will be required to send their payment report to the District Office (For attention: Mr Patrick Mmatli) between the 05th February 2021 and 09th February 2021.
21. Where discrepancies are detected, the schools will be required to account for such.

Thank you



PC Galego (Ms)
District Director
Tshwane West

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