



## Workshop Program

Thursday, 5 October 2023	
08:30 – 09:30	Registration
09:30 – 09:55	Workshop announcements and welcome: Peet du Plessis, RAEI Organiser
<b>Session 1:</b> Workshop 10:00 – 11:00	<i>Taxation &amp; Statutory update workshop</i> Facilitator: Dumisa Sihawu, Head of Global Employer Services, BDO Tax Services
<b>11:00 – 11:20</b>	<b>Refreshments</b>
<b>Session 2:</b> Workshop 11:20 – 12:15	<i>Taxation &amp; Statutory update workshop - continued</i>
<b>Session 3:</b> Presentation 12:15 - 13:10	Topic: <i>The SARS auto assessments - how does it affect employees? Plus, reasons for the MATC (medical aid tax credits) not reflecting on the assessments.</i> Consultants from SARS presenting: Mr Qamani Mjali and Mrs Anthea Wilson
<b>13:10 – 14:00</b>	<b>Lunch</b>
<b>Session 4:</b> Break-away groups 14:00 – 15:10	<p><b>Group A: Facilitators:</b> Melanie Jattiem, Rhodes &amp; Mr Muzi Mathe, Northlink College  <b>Venue:</b> Main venue  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Four-day work week – can this trend work in a higher education institution administration?</li> <li>• How to maintain data integrity/accuracy of data. <ul style="list-style-type: none"> <li>○ Internal verification / validation of documents received form HRM.</li> <li>○ Capturing auditing mechanisms put in place to ensure accuracy of data monthly.</li> <li>○ Impact on reporting.</li> </ul> </li> </ul> <p><b>Group B: Facilitators:</b> Kaylin Hollenbach, UWC &amp; Peet du Plessis, RAEI Admin  <b>Venue:</b> Break-away venue  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Service Excellence within the Payroll environment. <ul style="list-style-type: none"> <li>○ Institutions can compare how they manage queries, special requests via perhaps an automated Helpdesk, Helpdesk Mailbox.</li> <li>○ Service level agreements with departments</li> <li>○ Staff structuring. Are there dedicated persons responsible only for monitoring payroll related queries, are they split per nature of query?</li> </ul> </li> <li>• To what extent do we empower / allow staff to view / update information via a system self-service. <ul style="list-style-type: none"> <li>○ What do institutions have in place to inform staff members on updates relating to their remuneration?</li> </ul> </li> </ul>
15:10 – 15:30	Refreshments
<b>Session 4 (continued):</b> 15:30 – 16:00	Feedback from the two break-away group discussions.
<b>Session 5:</b> Team building 16:00 – 16:50	<p>Teamwork Fun Event – <b>“Make a video clip”</b> – Delegates from various institutions are allocated to teams for this event to promote interaction between colleagues of other institutions, and to win the prizes.</p> <p><b>Rules for the Team Competition</b> will be made available to the teams at the commencement of the conference.</p> <p>The Team allocations / name lists will be displayed on the entrance doors of the conference hall.</p> <p><a href="#">Adjudicators: RAEI Man Com members</a></p>

<p>19:00 – 23:00</p>	<p>Gala Dinner function at EL-ICC: Theme: <b>“My favourite TV Show / Movie”</b></p> <p>Dress code: Dress like a character/(s) from your favourite TV show or movie – prizes to be won 😊 (Dressing up is not compulsory – otherwise smart casual)</p> <div style="display: flex; justify-content: space-around; align-items: center;">     </div> <p>Adjudication panel for prizes: Ms Melanie Jattiem, Ms Kaylin Hollenbach and Mr Muzi Mathe</p> <p>Program:</p> <p>19:00: Guests to be taking up their seats – no tables or seats are reserved. You are free to sit where you like.</p> <p>19:00 – 19:30: Prize-giving for the winning teams of the video clips. There will also be a few fun prizes as well.</p> <p>19:30 – 20:30: Buffet dinner</p> <p>After dinner: Dancing with Dee Jay Ben of Sounds Fantastic till late (+-23:00).</p> <p><b>Note:</b> There will be several bottles of wine and fruit juices on the tables. Should you wish to have anything else to drink, there is a <b>full cash bar</b> available. (No own liquor is allowed).</p>
<p><b>Friday, 6 October 2023</b></p>	
<p>Breakfast and hotel check-outs 07:30 – 08:45</p>	<p>Delegates are given the opportunity to check-out at the hotel reception after breakfast as their normal check-out time is at 10:00</p>
<p>Supplier presentations 08:45 – 09:00</p>	<p>Participating suppliers to the Payroll and HCM functions are given the opportunity to introduce their services and products.</p>
<p><b>Session 6:</b> Presentation 09:00 – 09:50</p>	<p>Topic: <i>Work permits and employment of foreign nationals</i> Speaker: Carl Ranger, Head of Training, Consolidated Employers Organisation of SA</p>
<p><b>Session 7:</b> 09:50 – 10:30 Paper presentation</p>	<p>Topic: <i>The latest trends in recruitment and retaining of talent at HEI's in Southern Africa..</i> Presenter: Valentina Shivute, Senior HR Officer: Namcol</p>
<p><b>10:30 – 10:50</b></p>	<p><b>Refreshments</b></p>
<p><b>Session 8:</b> Discussion 10:50 – 11:15</p>	<p>RAEI Publication: <i>Best Practice for Payroll Administration in Educational Institutions – 2<sup>nd</sup> Edition (June 2010)</i> – Refer: <a href="https://www.raei.co.za/wp-content/uploads/2022/08/Best-Practice-for-Payroll-Administration.pdf">https://www.raei.co.za/wp-content/uploads/2022/08/Best-Practice-for-Payroll-Administration.pdf</a> The way forward – Discussion leader: Peet du Plessis</p>
<p><b>Session 9:</b> Open floor discussion 11:15 – 12:00</p>	<p>SARS has been sending out letters to Institutions relating to certain benefits, i.e.:</p> <ol style="list-style-type: none"> <li>1. Fringe benefit - Accommodation – Tax Directive</li> <li>2. Gifts / Corporate items</li> <li>3. Uniforms – support service staff vs Protective Clothing</li> </ol> <p>Sharing best practice between institutions. Discussion leader: Mr Ajai Ramji, Deputy Director Payroll: NMU</p>
<p><b>Session 10:</b> AGM 12:00 – 12:45</p>	<p>16<sup>th</sup> Annual General Meeting of RAEI <span style="float: right;">Chairperson: To be announced</span> <b>Important Note:</b> The AGM agenda and supporting documents are published on the webpage. Delegates who would like a hard copy, are welcome to make their own copies before the conference.</p>
<p><b>Final session:</b> Motivational 12:45-13:10</p>	<p>Motivational video</p>

13:00 – 13:10	Evaluation and <b>lucky draw – You must be present to win this lucrative prize!</b>
13:10 – 14:15	Lunch and goodbyes