

Best Practice for Payroll Administration  
in Educational Institutions  
2<sup>nd</sup> Edition, June 2010

<https://www.raei.co.za/wp-content/uploads/2022/08/Best-Practice-for-Payroll-Administration.pdf>

# Best Practice Guide - Review



- **Major changes took place since 2010**
  - 2020 and 2021 there was Covid-19 that necessitated changes in best practice procedures
  - Statutory changes in acts that regulate the payroll administration environment
  - Payroll taxation changes
- **Need for a review of this publication**
- **Proposal:**
  - That the SASFF Management Committee put together a review team consisting of members that volunteer to participate in the review team
  - Compile a budget for approval by the Man Com for the process
  - Conduct a one-day workshop to review the entire publication
  - Compile a draft to be circulated to RAEI Members for comments
  - Finalise the reviewed version and publish

# Break-away Groups

**Group A:**           **Facilitators:** Melanie Jattiem, Rhodes & Princess Andries, Adapt IT

**Venue:** Main venue

**Topics:**

- Four-day work week – can this trend work in a higher education institution administration?
- How to maintain data integrity/accuracy of data.
  - Internal verification / validation of documents received from HRM.
  - Capturing auditing mechanisms put in place to ensure accuracy of data monthly.
  - Impact on reporting.

# Break-away Groups

**Group B:**           **Facilitators:** Kaylin Hollenbach, UWC & Peet du Plessis, RAEI Admin

**Venue: Break-away Room**

**Topics:**

- Service Excellence within the Payroll environment.
  - Institutions can compare how they manage queries, special requests via perhaps an automated Helpdesk, Helpdesk Mailbox.
  - Service level agreements with departments
  - Staff structuring. Are there dedicated persons responsible only for monitoring payroll related queries, are they split per nature of query?
- To what extent do we empower / allow staff to view / update information via a system self-service.
  - What do institutions have in place to inform staff members on updates relating to their remuneration?