

# HR100a Appointment (for faculty & department use)



UNIVERSITY OF CAPE TOWN  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

## Before you begin

- The latest version of this form must be downloaded from the UCT forms website: <https://www.forms.uct.ac.za/forms.htm>
- This form is used for appointments handled by faculties and departments for the following contracts: T1 (PASS and academic), permanent and T2 in pay classes 1 – 8, research, paid-on-claim, ad hoc, honorary (excluding professorial).
- For fixed term contract appointments, see the policy: <https://hr.uct.ac.za/conditions-service/fixed-term-contract-appointments-wef-1-july-2023>
- This form is **NOT** used for the appointment of students to roles linked to their studentship e.g. tutor, library assistant, sub-warden (see form [HR100b](#)).
- Note:** This is a fillable PDF form with form fields and must first be downloaded to your computer (right-click and *Save link as*) before it can be completed using [Adobe Acrobat Reader](#).

## Personal details

|  |  |
|--|--|
| Staff number (if previously employed at UCT) |  |
| Title  |  |
| Last name (Surname)                          |  |
| First name/s                                 |  |
| Birth date (DD.MM.YYYY)                      |  |
| Nationality                                  |  |

## Appointment details

|   |   |  |                         |     |       |
|---|---|--|-------------------------|-----|-------|
| If applicable, name of last person employed in position   |   |  |                         |     |       |
| Appointment dates<br><b>Note:</b> If the first day or last day of the month is on a public holiday or weekend, use this as the start/end date where appropriate to avoid a reduction in the salary. |   | Appointment from (DD.MM.YYYY)                |                         |     |       |
|   |   | Appointment end (if applicable) (DD.MM.YYYY) |                         |     |       |
| Position details  | Position                                  |  |                         |     |       |
|   | Line Manager                              |  |                         |     |       |
| Organisational structure details  | Faculty/Department (as applicable)        |  |                         |     |       |
|   | Division / Unit / Section (if applicable) |  |                         |     |       |
| Appointment type<br><b>Note:</b> Ensure required documents are attached (see <a href="#">page 3</a> ).  |   |  |                         |     |       |
| *If T1 or T2 contract, please select reason for fixed-term contract:  |   |  |                         |     |       |
| Conditions of service   |   |  |                         |     |       |
| Academic level or PASS pay class  |   |  |                         |     |       |
| Cost center   |   |  |                         |     |       |
| Fund  |   |  |                         |     |       |
| Source of funding   |   | GOB  | Other If other, specify |     |       |
| Real internal order (if applicable)   |   |  |                         |     |       |
| If permanent academic, is person academic teacher only?   |   | Yes  | No                      |     |       |
| Employment (for contract and permanent appointments)  | Indicate whether full-time or part-time:  | Full-time                                    | Part-time               |     |       |
|   | If part-time                              | Hours per week                               |                         |     |       |
|   | Days per week                             | Mon  | Tues                    | Wed | Thurs |

## Payment details

|  |                                       |  |
|--|---------------------------------------|--|
| For contract and permanent appointments  | Annual Cost of Employment (COE)(R)    |  |
|  | Monthly amount (R)                    |  |
|  | Total contract amount (if applicable) |  |
| For ad hoc or paid-on-claim appointments | Rate per hour (R)                     |  |
|  | Hours worked                          |  |
|  | Total ad hoc amount (R)               |  |



















## Notes

- If UCT is no longer the person's sole employer they **MUST** complete the relevant section on the Personal details form ([HR101](#)).
- The department is responsible for issuing and attaching appointment letters for ad hoc or paid-on-claim appointments (see templates under HR100 on the [UCT forms website](#)). The Appointments Office will issue appointment letters for T1, T2 and permanent appointments.

## Additional information

|   |  |     |  |    |   |  |      |  |    |
|---|--|-----|--|----|---|--|------|--|----|
| Please request appropriate checks (qualification and criminal checks for permanent and T2 staff routinely done) |  |     |  |    |   |  |      |  |    |
| Qualification verification  |  | Yes |  | No | Criminal checks   |  | Yes  |  | No |
| Will person handle UCT finances?<br>(credit checks will be completed)   |  | Yes |  | No | Does this position require a<br>pre-employment medical? |  | Yes  |  | No |
| If not South African, select person's valid permit type   |  |     |  |    |   |  |      |  |    |
| Any special requirements in offer?  |  |     |  |    |   |  |      |  |    |
| Induction Facilitator (unless ad hoc or paid-on-claim)  |  |     |  |    |   |  |      |  |    |
| Race / ethnic origin (refer to completed HR101 form)  |  |     |  |    |   |  |      |  |    |
| Other race (only applicable if NOT a South African citizen)   |  |     |  |    |   |  |      |  |    |
| Gender  |  |     |  |    | Female  |  | Male |  |    |
| Form completed by   |  |     |  |    |   |  |      |  |    |

## Approval of appointment detail and funding by delegated authorities

|   |                   |   |                  |   |                       |   |  |
|---|-------------------|---|------------------|---|-----------------------|---|--|
| <b>Note:</b> Do not use <b>Fill &amp; Sign</b> to sign as this will disable all form fields, making any remaining, incomplete fields unusable.<br><b>To sign:</b> Select <b>Sign method</b> and click in <b>Signature</b> field to either <b>Insert image</b> of your signature or <b>Apply digital signature</b> . |                   | <b>How are you signing?</b>   |                  |  Insert image (default) |                       |  Apply digital signature |  |
|   | <b>Print name</b> | <b>Sign method</b>  | <b>Signature</b> |   | <b>Contact number</b> | <b>Date</b>   |  |
| Administrator / Fund holder   |                   |   |                  |   |                       |   |  |
| Head of Department  |                   |   |                  |   |                       |   |  |
| Area Finance Manager  |                   |   |                  |   |                       |   |  |
| Dean / Executive Director   |                   |   |                  |   |                       |   |  |
| VC / DVC (for academic post-retirement appointments or academic appointments without advertisement)   |                   |   |                  |   |                       |   |  |
| Exec Director HR (for PASS post-retirement appointments or PASS appointments without advertisement)   |                   |   |                  |   |                       |   |  |
| HR Business Partner (if applicable)   |                   |   |                  |   |                       |   |  |
| HR Administrator  |                   |   |                  |   |                       |   |  |

## Approvals and form processing

|  |   |  |   |
|--|---|--|---|
| <b>Send the completed form (with attachments, if applicable) to:</b> |   |  |   |
| 1  | Head of Department  |  |   |
| 2  | Area Finance Manager (or nominee) for verification of fund, cost center, appointment cost details and signatures        |  |   |
| 3  | Dean or Executive Director (or his/her delegated authority)   |  |   |
| 4  | If post-retirement appointment or appointment without advertisement, academic to VC / DVC and PASS to Exec Director HR. |  |   |
| 5  | If pay classes 1 - 8  | to the <a href="#">HR Business Partner</a> | for organising the completion of the HR101 and, where applicable, completion of the HR136 and the issue of a letter of appointment. |
|  | All other appointments  | to the Departmental Administrator          |   |
| 6  | HR Administrator in Bremner – or, in the case of Health Sciences and Humanities, in the Faculty Office.                 |  |   |

## Attachments

| Once approval obtained and the offer is made, if... | Then attach...   |
|---|--|
| T1  | <ul style="list-style-type: none"> <li>if new employee or details have changed, a completed <a href="#">HR101 (Personal Details) form</a></li> <li>if academic employee, completed <a href="#">HR136 (HEMIS Data Collection) form</a><br/>Academic staff members (including students with an academic appointment) involved in the teaching of students including preparation, marking, setting examinations, curriculum development, lectures, seminars, tutorials, practicals and supervision of theses and dissertations must complete the HR136 form.</li> </ul>   |
| T2 or permanent                                     | <ul style="list-style-type: none"> <li>if new employee or details have changed, completed <a href="#">HR101 (Personal Details) form</a></li> <li>completed <a href="#">HR201 (Staff vacancies application form)</a> (not required for T2 contract renewal)</li> <li>completed <a href="#">HR191 (Position description)</a> (not required for T2 contract renewal)</li> <li>copy of advertisement (not required for T2 contract renewal)</li> <li>if academic employee, completed <a href="#">HR136 (HEMIS Data Collection) form</a><br/>Academic staff members (including students with an academic appointment) involved in the teaching of students including preparation, marking, setting examinations, curriculum development, lectures, seminars, tutorials, practicals and supervision of theses and dissertations must complete the HR136 form.</li> </ul> |
| Ad hoc or paid-on-claim employee                    | <ul style="list-style-type: none"> <li>if new employee or details have changed, completed <a href="#">HR101 (Personal Details) form</a></li> <li>if academic employee, completed <a href="#">HR136 (HEMIS Data Collection) form</a><br/>Academic staff members (including students with an academic appointment) involved in the teaching of students including preparation, marking, setting examinations, curriculum development, lectures, seminars, tutorials, practicals and supervision of theses and dissertations must complete the HR136 form.</li> <li>Copy of the ad hoc or paid-on-claim appointment letter issued by the department (see template under HR100 on the <a href="#">UCT forms website</a>).<br/><b>Note:</b> This appointment will not be processed without a copy of the appointment letter.</li> </ul>                                 |
| Honorary  | <ul style="list-style-type: none"> <li>if new employee or details have changed, completed <a href="#">HR101 (Personal Details) form</a></li> </ul>   |

## Submitting the form

| If contract type...           | Then documents to reach HR Administration...                            |
|-------------------------------|---|
| T1 (not students)             | one month before the employee's start date.                             |
| Permanent and T2              | one month before the employee's start date.                             |
| Paid-on-claim and T1 students | by the 3 <sup>rd</sup> day of the month in which payment is to be made. |
| Ad hoc                        | by the 3 <sup>rd</sup> day of the month in which payment is to be made. |