



## 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 <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 <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					
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

<b>Notes</b>	<b>For contract and permanent appointments</b>	Annual Cost of Employment (COE)(R)	
		Monthly amount (R)	
	<b>For ad hoc or paid-on-claim appointments</b>	Rate per hour (R)	
		Hours worked	
Total ad hoc amount (R)			
<ul style="list-style-type: none"> <li>If UCT is no longer the person's sole employer they MUST complete the relevant section on the Personal details form (<a href="#">HR101</a>).</li> <li>The department is responsible for issuing and attaching appointment letters for ad hoc or paid-on-claim appointments (see templates under HR100 on the <a href="#">UCT forms website</a>). The Appointments Office will issue appointment letters for T1, T2 and permanent appointments.</li> </ul>			

## 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? (credit checks will be completed)		Yes		No	Does this position require a 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. <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	
	Print name	Sign method		Signature	Contact number	Date
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> 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> 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> 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>). <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.