

EIS TEN OPSIGTE VAN DIENSTE GELEWER / CLAIM FOR SERVICES RENDERED

STEMPEL: FAKULTEIT / STAMP: FACULTY 	STEMPEL: SA KANTOOR / STAMP: CA OFFICE 	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">KANTOORGEBRUIK / OFFICE USE ONLY</th> </tr> <tr> <td style="width:20%;">Eisversoeknommer Claim request number</td> <td colspan="3"></td> </tr> <tr> <td>Personeelnommer Employee number</td> <td colspan="3"></td> </tr> <tr> <td>Posnommer Post number</td> <td colspan="3"></td> </tr> <tr> <td>Rang Job Code</td> <td></td> <td>SA-beampte CA Officer</td> <td></td> </tr> </table>	KANTOORGEBRUIK / OFFICE USE ONLY				Eisversoeknommer Claim request number				Personeelnommer Employee number				Posnommer Post number				Rang Job Code		SA-beampte CA Officer	
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NOTA: Eisvorm word nie aanvaar indien Tippex gebruik word / NOTE: Claim wont be accepted if Tippex was used

EERSTE EIS	FIRST CLAIM
Met die indiening van u eerste eis, verseker asseblief dat die volgende dokumente voltooi en aangestuur word tesame met die eis na die Menslikehulpbronskantoor aangesien betaling nie kan geskied daarsonder nie: 1. 'n Volledige voltooide Bank- en Persoonlike Besonderhedevorm (HR09/11) wat bankbesonderhede en belastinginligting insluit. 2. 'n Duidelike afdruk van u strepieskode identiteitsdokument OF paspoort en 'n werk/studiepermit of enige ander permit.	On submission of your first claim, kindly ensure that the following documents have been completed and submitted together with the claim to the Human Resource Office as payment cannot be effected without them: 1. A fully completed Bank and Personal Information form (HR09/11) which includes bank details and tax information. 2. A clear copy of your bar coded identity document OR passport and a work/study permit or any other permit.
VERDERE EISE	FURTHER CLAIMS
1. U persoonlike inligting kan op Peoplesoft Selfhelp nagegaan word om seker te maak die inligting is korrek. 2. 'n Bank- en Persoonlike Besonderhedevorm (HR09/11) moet ook voltooi word indien inligting verander het sedert u laaste indiening van hierdie vorm.	1. Please check your personal information on Peoplesoft Self Service to confirm that the information is correct. 2. A Bank and Personal Information form (HR09/11) should also be completed if details have changed since the last submission of this form.

Werkadres by UP / Business Address at UP

Fakulteit Faculty (waar u werksaam was /where you worked)		Departement / Ondersteuningsdiens Department / Support Service (waar u werksaam was /where you worked)	
Tipe diens verrig Type of service rendered		Rang Rank	
Het u 'n familielid werksaam in dieselfde Fakulteit/Departement/ Ondersteuningsdienste ? Do you have a family member working in the same Faculty / Department/ Support Services ?		JA / YES	NEE / NO

PERSOONLIKE INLIGTING / PERSONAL INFORMATION

Personeelnommer Personnel number										Studentenommer Student number									
Titel Title				ID-nommer (RSA) ID number (RSA)															
Van Surname																			
Volle voorname Full names																			
Paspoortnommer (nie RSA-burgers) Passport number (non RSA citizens)										Geboortedatum Date of Birth	Y	Y	Y	Y	M	M	D	D	
Huidige kursus Present course										Akademiese studiejare <u>suksesvol</u> voltooi Academic study years <u>successfully</u> completed									
Hoogste kwalifikasie verwerf Highest Qualification obtained										Jaar wanneer hoogste kwalifikasie verwerf is Year in which highest qualification was obtained									
Verdere Eise: Bevestig Bankbesonderhede bly dieselfde (sien notas bo): Further Claims: Confirm that Bank details remain the same (see notes above):										JA / YES		NEE / NO -->		Voltooi 'n Bank en Persoonlike Besonderhedevorm Complete a Bank and Personal Information form					

Belastingverklaring Tax declaration	Hierdie is my enigste bron van inkomste / This is my only source of income	JA / YES	NEE / NO
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MOET DEUR LYNBESTUURDER VOLTOOI WORD / TO BE COMPLETED BY LINE MANAGER

Die uitgawe moet gedra word teen This expenditure must be debited to	Posnommer Position no	Kostepunt Cost Centre	Rekeningnr Account no
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MOET DEUR BEGROTINGSBEHEER VOLTOOI WORD / TO BE COMPLETED BY BUDGET CONTROL

Handtekening: Rekenmeester Signature: Accountant	Datum Date
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UNIVERSITEIT VAN PRETORIA

Nota: Na aanleiding van die Wet op Basiese Diensvoorwaardes moet 30 minute vir etenstyd afgetrek word na elke 5.5 ure aaneenlopende diens . Dui u etenstyd aan en verminder die etenstyd van die ure gewerk voor u die eis indien.

Note: According to the Basic Conditions of Employment Act a 30 minutes unpaid lunch break is compulsory after each 5,5 hours of continuous service. Please indicate your lunch time and deduct your lunch time from hours worked before you submit your claim.

Ek die ondergetekende, sertifiseer dat die inligting wat op beide bladsye van hierdie vorm verstrekk is, in elke opsig waar en juis is.
I the undersigned, declare that the information supplied on both pages of this form is true and correct in every respect.

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Die ondergetekende sertifiseer dat die bogenoemde opgawe in alle opsigte juis is en dat die voormelde diens bevredigend afgehandel is.
The undersigned declares that the above information is correct and that the services concerned were rendered satisfactorily.

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Print this form (do not copy) HR08/11 (201203) 2