



## REQUISITION FOR REMUNERATION FOR PART-TIME WORK

### IMPORTANT:

1. A completed Personal Particulars of Employee form must accompany the requisition for the first payment.
2. Please complete the Details of Bank Account form so that your remuneration can be paid directly into your bank account.
3. Please attach the necessary documents, if payment is for a foreigner.

### 1. Payable to:

Title and Surname: (e.g. Prof/Mr/Dr/Mrs/Miss)		Initials:		Date:	
Date of birth:		ID number:		UT Number:	
Address to which payment advice must be sent, including postal code:					

### 2. Description of work done, tariff for payment and period (number of hours per month) for which remuneration was earned.

(Number of hours must be completed for calculating unemployment insurance.)

Description of work done:		
Number of hours worked per month:		
HEMIS PERSONNEL CATEGORY (PK1 - PK7)	HEMIS / PROGRAMS / ACTIVITY (e.g. 110/200/460 etc)	% OF STAFF MEMBER'S TIME



### 3. Costing or Project Allocation

#### Costing

Entity	Cost Centre	Account Number	Fund Type	Position Number	Transaction ID (Old project number)	Amount

#### Project Allocation

Project Number	Task Number	Expenditure Type	Project Organisation	Contract Number	Position Number	Project Fund Source	Amount

#### 4. Requested by:

<b>Requested by:</b>		<b>Approved</b>	
			DEAN/ HEAD OF DEPARTMENT
Name of Supervisor		UT No of Supervisor	
Department/ Division		Telephone number	