



provincial treasury

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

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PROVINCIAL TREASURY CIRCULAR NO. 10 OF 2022

TO:

**DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA
SECRETARY OF THE MPUMALANGA LEGISLATURE
HEADS OF DEPARTMENTS
CHIEF FINANCIAL OFFICERS OF DEPARTMENTS**

UTILISATION OF BUSINESS PROCESS AUTOMATION SYSTEMS (BPA)

OBJECTIVE

The objective of this circular is to urge all Mpumalanga Provincial Departments to utilise the systems implemented through the Business Process Automation (BPA) project namely Electronic Leave Management System (E-Leave), Invoice Tracking System, Automation of Financial Statements and Electronic Document Delivery (EDD).

BACKGROUND

Provincial Treasury Introduced a Business Process Automation (BPA) through Provincial Treasury Circular 6 of 2020 with an intention of taking advantage of technology and move with the fought industrial revolution by automating all the manual business processes in the Mpumalanga Provincial Administration.

It has however come to the attention of Provincial Treasury that departments are not taking advantage of the benefits of the solutions that have been introduced by Provincial Treasury to improve service delivery and simplify the internal manual processes.

It is against this background that Provincial Treasury is urging all provincial departments to fully utilise the Invoice Tracking System, EDD, E-leave and the automation of financial statements fully from 1 April 2022. This means that all the functionalities of the BPA systems must be fully utilised and the manual processes that this systems are replacing must be stopped.

CUTT OFF DATE OF THE MANUAL PROCESSES PER SYSTEM/SOLUTION

ELECTRONIC DOCUMENT DELIVERY (ELECTRONIC DELIVERY OF PAYSLIPS)	
Cut off Date	Description
28 Febraury 2022	Last date of submitting the employees email addresses and cellphone numbers to Provincial Treasury to be electronically imported to Persal to enable employees to receive payslips through e-mails and cellphones.

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ELECTRONIC DOCUMENT DELIVERY (ELECTRONIC DELIVERY OF PAYSLEIPS)	
Cut off Date	Description
1 March 2022 to 31 March 2022	Departments to capture the employees e-mail addresses and cellphone number on Persal to enable employees to receive their payslips through emails and cellphones.
31 March 2022	The last date Provincial Treasury will be printing physical/paper based payslips for departments to collect and distribute to employees Last date for all employees e-mail addresses and cellphone numbers to be captured on Persal
1 April 2022	No payslips will be collected from Provincial Treasury for distribution to employees

Invoice Tracking System	
Cut off Date	Description
28 Febraury 2022	Last date for all old purchase orders to be captured on invoice tracking system.
1 March 2022 to 31 March 2022	Departments to urge all their suppliers/service providers to register on the suppliers portal to enable them to send invoices electronically through the suppliers portal by registering on https://bpa.mpg.gov.za or email payme@mpg.gov.za or call 0800 00 6657 for assistance
31 March 2022	The last date by departments to accept invoices submitted manually or through emails. The last date for suppliers/service providers to submit invoices manually or through emails to departments.
1 April 2022	All invoices to be submitted through the suppliers portal Departments to upldoad all purchase orders as soon as signed to invoice tracking system Departments to upload all payment stubs as soon as available to invoice tracking systems Departments to attach the 30 days invoice tracking system report when submitting the 30 days report to Provincial Treasury on a monthly basis as required.

Electronic Leave Management System (Electronic leave capturing and approval)	
Cut off Date	Description
18 March 2022	Last date of submitting the workflow for all departments for their process flow to be captured electronically on the e-leave
18 March 2022	The last date for leave to be captured and approved to avoid leave accruals on both Persal and e-leave
18 March 2022 to 31 March 2022	Departments to capture the workflow of all their employees on e-leave management system.
31 March 2022	The last date for manual leave to be captured on persal
1 April 2022	All leaves to be requested through e-leave system No manual leaves forms/Z1 or leave books should be used and accepted.

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Provincial Treasury is footing the bill for all the systems/solutions to ensure that departments concentrate on their departmental mandate while their processes are being simplified through the automation processes.

Your co-operation is always appreciated.

Kind Regards



MS GUGU MASHITENG
HEAD: PROVINCIAL TREASURY
DATE: 20/02/2022