

Reference: CSC/C5

TREASURY CIRCULAR MUN NO. 12/2018

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THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
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THE MAYOR, LAINGSBURG MUNICIPALITY: MR J MIENIES
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THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR J NEETHLING
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR CJ KYMDELL

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THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)
 THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

RE: MUNICIPAL OFFICIALS AND COUNCILLORS CONDUCTING BUSINESS WITH GOVERNMENT

1. PURPOSE

1.1 To request Accounting Officers of municipalities to give permission to participate and upload of basic government employee information of municipalities on the Central Supplier Database (CSD).

2. BACKGROUND

Numerous requests from municipalities was sent to the National Treasury to assist in providing a solution that will have a positive impact on the Auditor-General's findings with regard to government officials and Councillors conducting business with Municipalities and Municipal Entities.

2.2 These requests have been addressed to the Intergovernmental Relations (IGR) division and the Office of the Chief Procurement Officer (OCPO) within the National Treasury.

2.3 Subsequently, OCPO introduced a web-based Central Supplier Database which directly interfaces with the Department of Public Service and Administration (DPSA) to verify employees who are working for national and provincial departments.

- 2.4 Notwithstanding the above, municipal officials were not previously added onto the system, the National Treasury has since added more functionalities on the CSD system for the uploading of municipal officials, to ensure a comprehensive coverage of all state employees.
- 2.5 In doing so, it provides Organs of State(OoS) with an easy accessible tool to ensure employees are not conducting business with government in accordance with the recently published Public Service Regulation effective from 1 August 2016 (PSR, 2016).
- 2.6 To this end the Western Cape Provincial Treasury will assist the National Treasury to ensure that municipalities partake in this initiative to upload their basic government employee information on the CSD, with the view of promoting good governance.

3. REQUEST

- 3.1 The Accounting Officers are hereby requested to grant the HR Managers and SCM Managers permission to upload the requested information onto the National Treasury CSD system.

4. HOW TO UPLOAD GOVERNMENT EMPLOYEES ON THE CSD

4.1 Phase 1

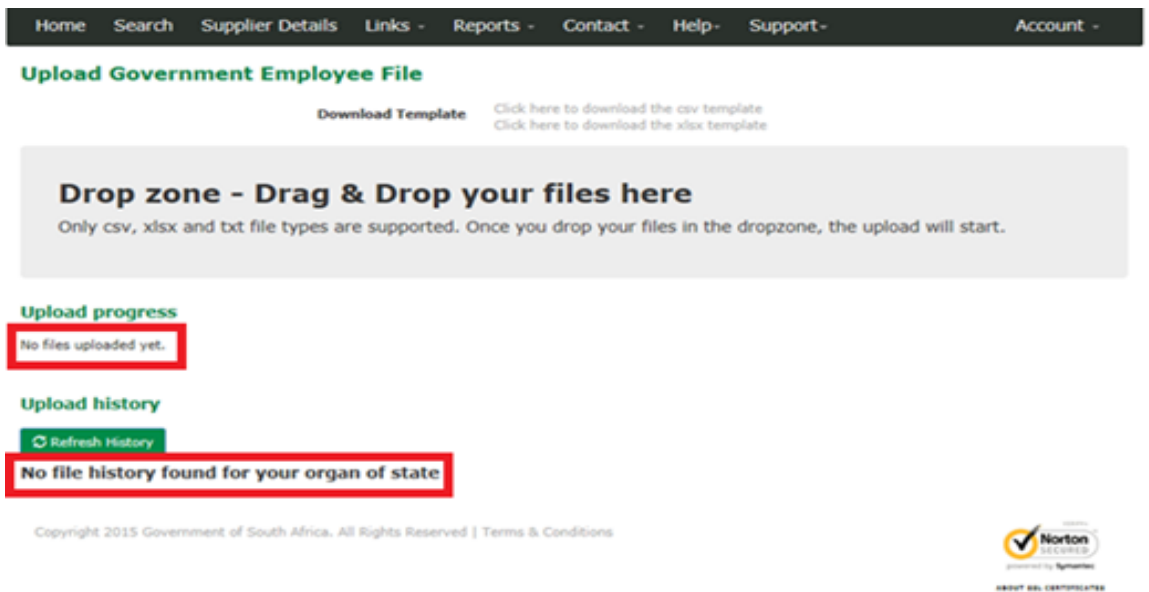
- The Primary user of the Municipality grants the role of OoS secondary user to a representative of the HR division of the OoS.
- Once HR representative activated user account in production, OoS Primary user informs business.support@treasury.gov.za or zama.babedi@treasury.gov.za to re-assign the role of OoS Government Employee Upload to HR representative.

4.2 Upload Government Employee File: Phase 2 of the functionality

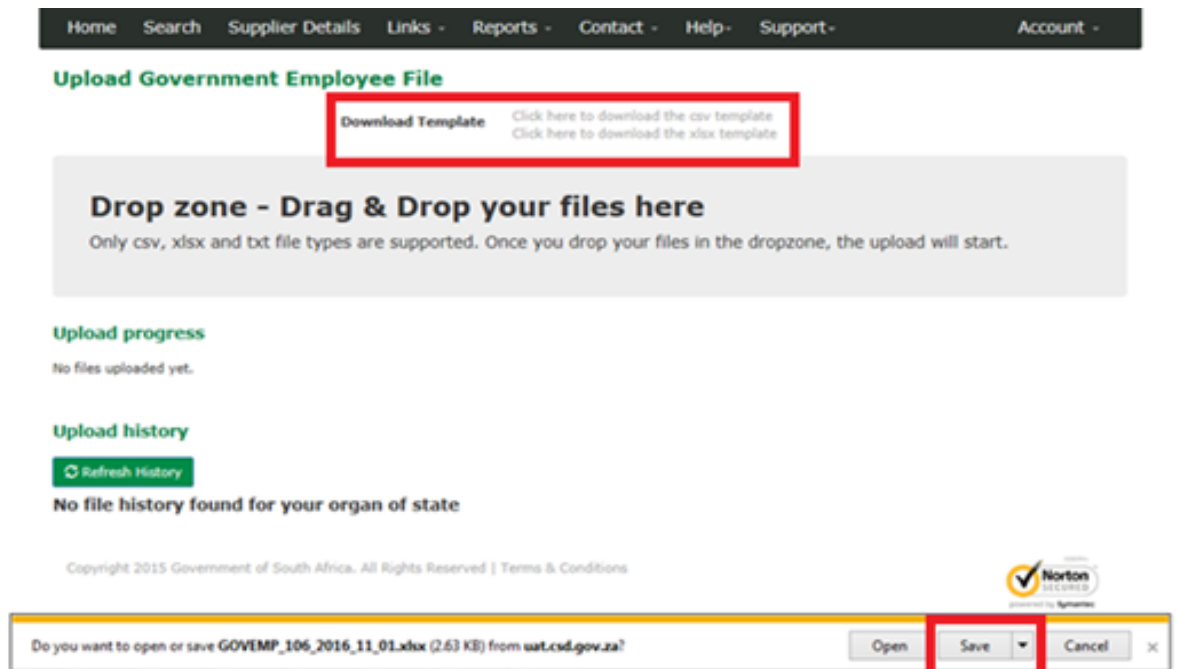
With reference to the release note effective 1 November 2016, phase one of the Upload Government Employee file functionality was released. This release introduces the new OoS Government Employee Upload role.

Phase two of the Upload Government Employee file will enable users with the allocated role to download the file template and once the template is populated with the required information, to upload the file to CSD. Please refer to the Job Aid_CSD Government Employee Integration v1.0 20161110 for more details pertaining to the mechanisms and process available to Local Government and State Owned Entities, as well as any other OoS for which employment information is not included in the current DPSA-CSD Employment Verification integration process, to provide government employee information to the CSD.

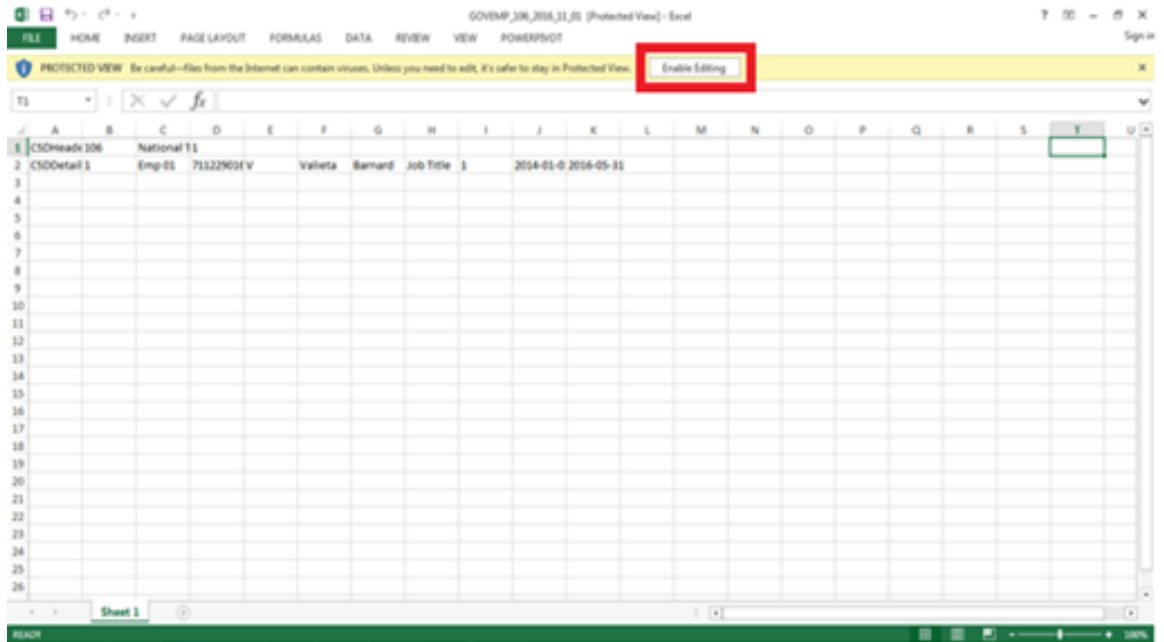
- **Step 1:** The first time the OoS Government Employee Upload user accesses the functionality; the screen below will be displayed. Note that no files will be reflected under the Upload progress and Upload history headings.



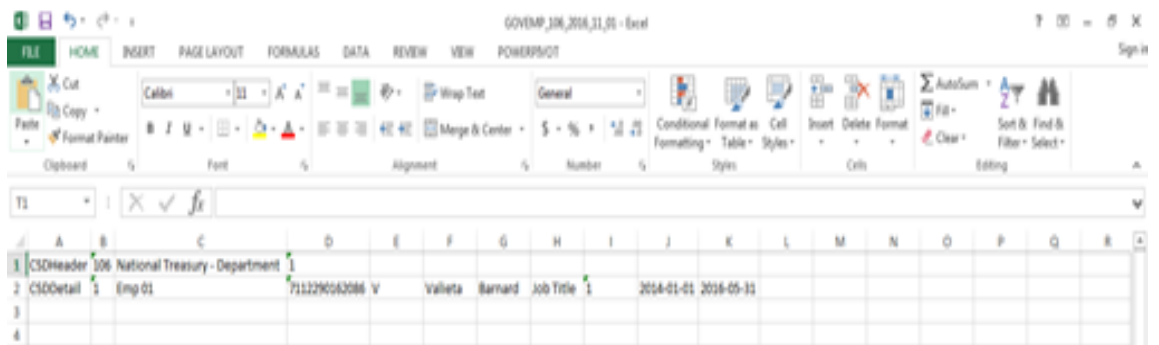
- **Step 2:** Decide on the file format of the government employee file (xlsx versus csv) and download the desired template. Once the user clicks on the “click here to download the ... template”, the user will be prompted to open or save the file. We recommend that the user save the downloaded file template. Please refer to the Job Aid_CSD Government Employee Integration v1.0 20161110 for the validation rules pertaining to the file name format.



- **Step 3:** Once the user has saved the file, the user will be able to open the file to add the required information. Note we will demonstrate how to populate a file in xlsx format. The template file only contains one Header record and one Detail record. Click on the Enable Editing button.



- **Step 4:** The CSD Header record will reflect the government type code, legal name and employee count (number of detail records in the file). The government type code and legal name are considered to be master data and will be pre-populated based on the OoS the user is linked to, when the user downloads the template. The CSD Detail will reflect the detail information pertaining to each employee explained in more detail below.



Please refer to the Job Aid_CSD Government Employee Integration v1.0 20161110 for the validation rules when evaluating the header and details records.

- **Step 5:** Once the detailed information is populated in the file, the file is ready to be uploaded. In order to upload the government employee file to the CSD, the OoS government employee file user needs to drag the file to the drop zone highlighted below. Once the file is successfully uploaded, the Upload progress section will reflect the status of the upload progress. The Upload history will be explained in the next release as the functionality is not available in this release.


Home Search Supplier Details Links - Reports - Contact - Help- Support- Account -

Upload Government Employee File

Download Template Click here to download the csv template
Click here to download the xlsx template

Drop zone - Drag & Drop your files here
 Only csv, xlsx and txt file types are supported. Once you drop your files in the dropzone, the upload will start.

Upload progress

File name	File size	Upload Progress	Message
 GOVEMP_106_2016_11_01.xlsx	8.03Kb	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>	File uploaded successfully


No files uploaded yet.

Upload history

[Refresh History](#)

No file history found for your organ of state

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- HR representative needs to upload the information on a monthly basis (no later than the 5th working day of the following month).

5. LOGISTICS AND REFERENCES

5.1 Any enquiries in this regard may be directed to the following officials:

Mr Sakhumzi Mayekiso – (021)483 6100;
 email: Sakhumzi.Mayekiso@westerncape.gov.za

Mrs Mariam Abrahams – (021) 483 8722;
 email: Mariam.Abrahams@westerncape.gov.za

Mr Rafeeq Cassiem – (021)483 0939;
 email: Rafeeq.Cassiem@westerncape.gov.za

5.2 The Provincial Treasury understands the sensitivity associated with information related to employees and councillors. Municipalities are assured that the information will exclusively be used to enable all municipalities to have access to automated verification of employees of national, provincial and local government conducting business with the State only for auditing purposes.

We trust that you find the above in order.



MR RODNEY MOOLMAN

DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

DATE: 14 March 2018