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*Inspiring thought. Shaping talent.*

## HUMAN RESOURCES

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[www.vut.ac.za](http://www.vut.ac.za)

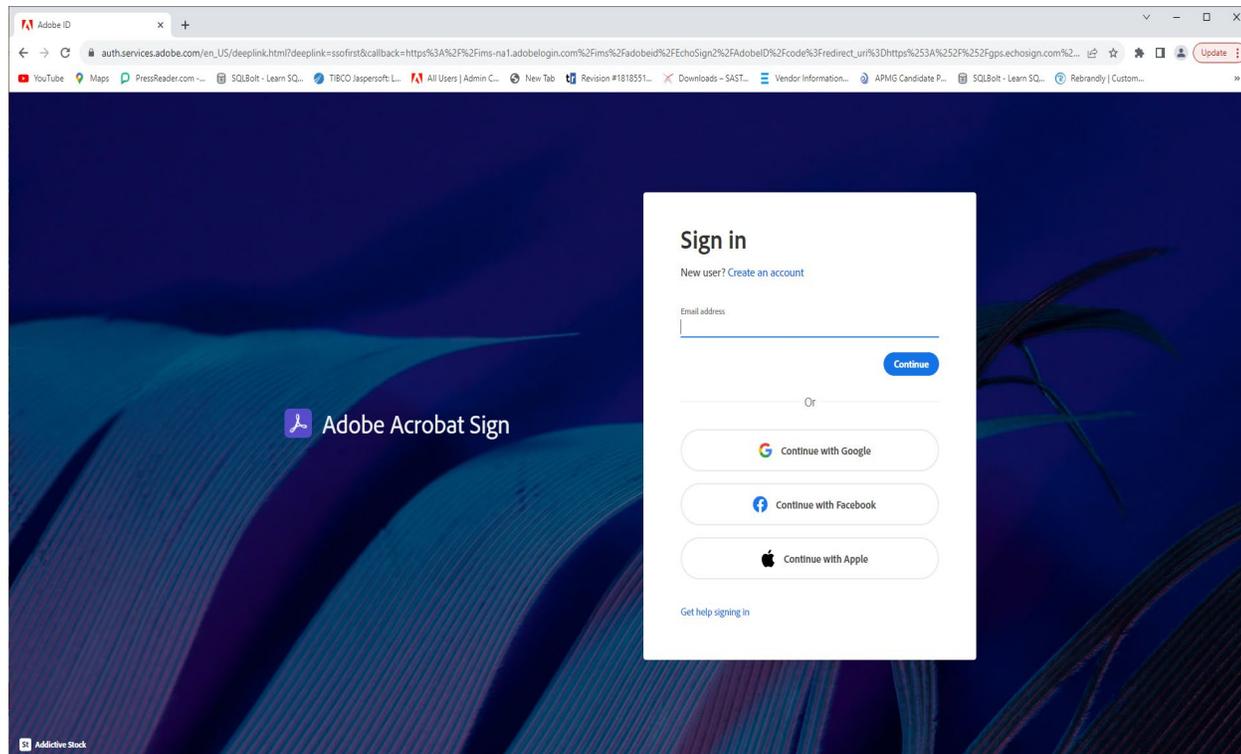


## HOW TO REQUEST CHANGES TO STAFF ESTABLISHMENT USING ADOBE SIGN.

Open any preferred browser

Copy and paste the link below – then enter on keyboard.

<https://na3.documents.adobe.com/account/homeJS>



# Sign in

New user? [Create an account](#)

Email address

Type your  
VUT Email

Continue

CLICK HERE

Or

 Continue with Google

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# Sign in

New user? [Create an account](#)

Email address

mapinet@vut.ac.za

Contin

CLICK HERE

Or

 Continue with Google

 Continue with Facebook

 Continue with Apple

# Select an account

Email address  
mapinet@vut.ac.za



Personal Account



Company or School Account

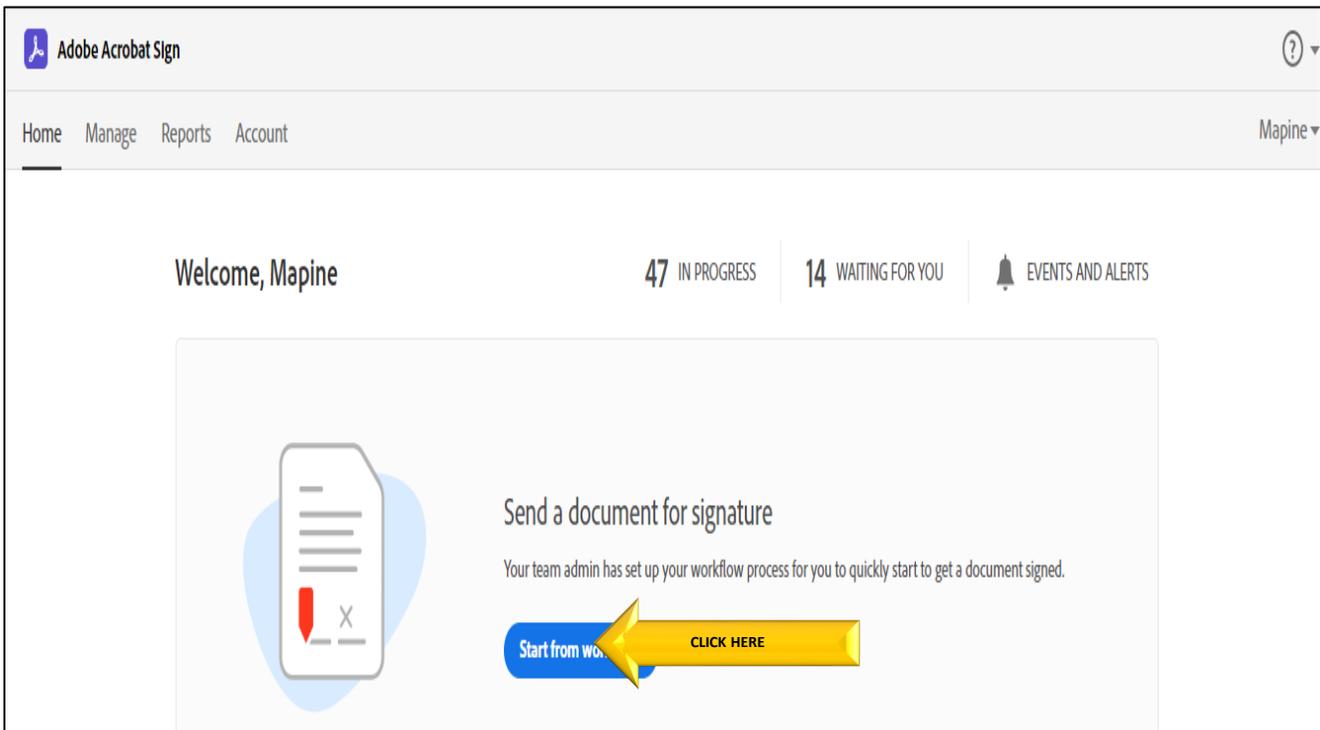


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Sign in

Type your  
VUT Email and  
Email  
Password





## 1. HOD – Application process

**Start from library**

Library  
Recent Templates  
Templates  
**Workflows**

Search

Name	Modified
Account Workflows	
IT Services - Request Access To VUT SMS Application	
IT Services - New ITS User Application Form	
IT Services - Change Management	08/05/2024
<b>HR - STAFF ESTABLISHMENT CHANGES</b>	<b>02/21/2025</b>
HR - APPLICATION FOR DEPENDANT STUDY SUPPORT	10/18/2024
IT Services - ITS Extraction Form	02/24/2025
IT Services - VPN Request Form	02/24/2025
IT Services - New Resource Email Form	02/24/2025

Cancel Start

Select the HR – Staff Establishment Changes.

CLICK HERE

CLICK HERE

# HR - STAFF ESTABLISHMENT CHANGES

How this workflow works?  
Enter instruction for sender...

Send from: Default Group (Primary Group) ▼

## Recipients

HOD\*

None

Type HOD email.

ED\*

None

Type Department-ED email.

PAYROLL\*

None

Type Payroll

HR-BP\*

None

Type HR-BP email.

HR-DIRECTOR\*

None

Type HR-Director

## Recipients

HOD\*

None

ED\*

None

PAYROLL\*

None

HR-BP\*

None

HR-ED\*

None

DATA CONTROL\*

None

Cc

Enter CC's emails

**Document Name \***

HR - STAFF ESTABLISHMENT CHANGES

**Message \***

Please Sign.

**Options**

Set Reminder

**Files**

Document [Add File](#)

Send

CLICK HERE

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES



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Start

CLICK HERE

Adobe Acrobat Sign

Options ▾ STAFF ESTABLISHMENT CHANGES

**STAFF ESTABLISHMENT CHANGES**

Start

Follow the arrows

Click start and fill all the yellow blocks.

PERSONNEL NAME: [Yellow Block]

FACULTY CODE: [Yellow Block]

DEPARTMENT NAME: [Yellow Block]

DEPARTMENT CODE: [Yellow Block]

PROPOSED JOB TITLE: [Yellow Block]

APPOINTMENT TYPE: PERMANENT [Yellow Block]

FIXED TERM [Yellow Block]

PART-TIME/PBC [Yellow Block]

Outlook (new)

**STAFF ESTABLISHMENT CHANGES**

FACULTY NAME: Engineering and Technology

FACULTY CODE: 1100

DEPARTMENT NAME: Mechanical

DEPARTMENT CODE: 1270

PROPOSED JOB TITLE: Lecturer

APPOINTMENT TYPE: PERMANENT

FIXED TERM

PART-TIME/PBC

STAFF TYPE: ACADEMIC

STAFF TYPE: ACADEMIC

ADMINISTRATIVE

SERVICE

REPORTING LINE: Ms T van Wyk - 400065

HOD NAME: 

NAME	STAFF N <sup>o</sup>
<u>Mapine Tuge</u>	

2222000

STAFF NUMBER

SIGNATURE

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign

CLICK HERE

na3.documents.adobe.com/public/esign?aid=CBJCHBCAABAawntW17FjhhBxnNiyCjtr\_TjwVcX\_yCBq&pid=CBJCHBCAABAaHRMv5UCNCNCLhdnFHWq02vJP3-cAQ6Ki&ex...

Google Chrome isn't your default browser [Set as default](#)

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Required fields completed ✓

**STAFF ESTABLISHMENT CHANGES**

FACULTY NAME: Engineering and Technology

FACULTY CODE: 1100

DEPARTMENT NAME: Mechanical

DEPARTMENT CODE: 1270

PROPOSED JOB TITLE: Lecturer

APPOINTMENT TYPE: PERMANENT

FIXED TERM

PART-TIME/PBC

STAFF TYPE: ACADEMIC

ADMINISTRATIVE

Saved

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**HUMAN RESOURCES**  
 Recruitment Centre  
 100, Tenthon St  
 Durban 4001  
 031 261 2111, 031 261 2112  
 hr@vut.ac.za

**STAFF ESTABLISHMENT CHANGES**

FACULTY NAME: Engineering and Technology  
 FACULTY CODE: 1100  
 DEPARTMENT NAME: Mechanical  
 DEPARTMENT CODE: 1270  
 PROPOSED JOB TITLE: Lecturer

APPOINTMENT TYPE:
  PERMANENT  
 FIXED TERM  
 PART-TIME/PTAC  
 ACADEMIC  
 ADMINISTRATIVE  
 SERVICE

STAFF TYPE:

REPORTING LINE: Ms T Vm Nyk - 400055

NAME: \_\_\_\_\_ STAFF ID: \_\_\_\_\_  
 HOD NAME: Mapine Tuge

2222000 %

STAFF NUMBER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 ID NAME: \_\_\_\_\_  
 STAFF NUMBER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Page 1 of 2

# You have successfully signed "HR - STAFF ESTABLISHMENT CHANGES".

A copy has also been sent to you at mapinet@vut.ac.za for your records. "HR - STAFF ESTABLISHMENT CHANGES" was sent for signature to Sello Tsoka (sellot@vut.ac.za), Mabitje Lekgau (glenl@vut.ac.za), Judas Mabilu (judasm@vut.ac.za), Chris Ejike (chrisiane@vut.ac.za), and 1 more. They will complete "HR - STAFF ESTABLISHMENT CHANGES" in order, one after the other. As soon as the agreement is complete, all eligible parties will be sent PDF copies.

## Reminders

There are no reminders set for this document.

## You will be alerted:

- If the document you sent has **not been viewed by today at 8:11 PM.**
- If the document you sent has **not been signed by Feb 27 at 12:11 PM.**

[Change alert settings](#)

## 2. Faculty – ED Process

ED will receive the email below.




Mapine Tuge requests your signature on  
**HR - STAFF ESTABLISHMENT CHANGES**

Review and sign
← CLICK HERE

---

Please Sign.

**MAPINE TUGE**  
 mapinet@vut.ac.za

---

After you sign **HR - STAFF ESTABLISHMENT CHANGES**, the agreement will be sent to **Mabitje Lekgau, Judas Mabilu, Chris Ejike and Tracey Van Vuuren**. Then, all parties will receive a final PDF copy.

**Don't forward this email:** If you don't want to sign, you can **delegate** to someone else.



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**STAFF ESTABLISHMENT CHANGES**

FACULTY NAME: Engineering and Technology

FACULTY CODE: 1100

DEPARTMENT NAME: Mechanical

DEPARTMENT CODE: 1270

PROPOSED JOB TITLE: Lecturer

APPOINTMENT TYPE: PERMANENT

FIXED TERM

PART-TIME/PBC

STAFF TYPE: ACADEMIC

ADMINISTRATIVE

SERVICE

REPORTING LINE: Ms T van Wyk - 400065

HOD NAME: Mapine Tuge

2222000

STAFF NUMBER SIGNATURE

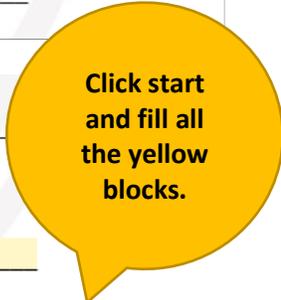
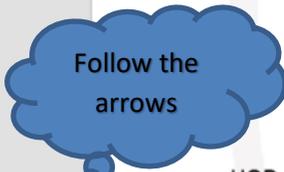
2222000

STAFF NUMBER SIGNATURE

ED NAME:

\*Click here to sign

STAFF NUMBER SIGNATURE



ED NAME: Sello Tsoka

20013068

STAFF NUMBER

  
Sello Tsoka (Feb 26, 2025)

SIGNATURE

Page 1 of 2

**Signature:**

**Email:** judasm@vut.ac.za

**PLEASE SUBMIT RELEVANT DOCUMENTATION**

PAYROLL VERIFICATION

COST CENTRE NAME CODE: \_\_\_\_\_

COST CENTRE ACCOUNT CODE: \_\_\_\_\_

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign

CLICK HERE

 **You're all set**

You finished signing "HR - STAFF ESTABLISHMENT CHANGES".

Next, Mabitje Lekgau will sign.

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

**Manage your Acrobat Sign agreements**

Sign in

### 3. Payroll Process

Signature requested on "HR - STAFF ESTABLISHMENT CHANGES"

Mapine Tuge via Adobe Acrobat Sign <adobesign@adobesign.com>  
To Mapine Tuge

Tue 04 Mar 2025 13:55

Exercise caution, particularly before opening attachments and/or links. If you have any uncertainty about the sender, log a call with Service Desk.

Mapine Tuge requests your signature on  
**HR - STAFF ESTABLISHMENT CHANGES**

**Review and sign** ← **CLICK HERE**

Please Sign.

MAPINE TUGE  
mapinet@vut.ac.za

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HR - STAFF ESTABLISHMENT CHANGES

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**STAFF ESTABLISHMENT CHANGES**

INSTITUTE NAME: Accounting Sciences

FACULTY CODE: 4323443

DEPARTMENT NAME: Accounting

DEPARTMENT CODE: 999000

PROPOSED JOB TITLE: Lecturer- Accounting

APPOINTMENT TYPE: PERMANENT

Follow the arrows

Resume

Language: English: US

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES

PLEASE SUBMIT RELEVANT DOCUMENTATION

PAYROLL VERIFICATION

**Follow the arrows**

**Click start and fill all the yellow blocks.**

Next

COST CENTRE NAME CODE:

COST CENTRE ACCOUNT CODE:

PAYROLL OFFICER NAME:

\* Click here to sign

STAFF NUMBER SIGNATURE

Next required field 1

Saved

Language English: US

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES

Required fields completed ✓

PLEASE SUBMIT RELEVANT DOCUMENTATION

PAYROLL VERIFICATION

COST CENTRE NAME CODE: 2045

COST CENTRE ACCOUNT CODE: 7482

PAYROLL OFFICER NAME: Aupa  Click to change

110838  Aupa (Mar 4, 2025)

STAFF NUMBER SIGNATURE

HUMAN RESOURCES VERIFICATION

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Click to Sign

CLICK HERE



## You're all set

You finished signing "HR - STAFF ESTABLISHMENT CHANGES".

Next, Judas Mabilu will sign.

We will send the final agreement to all parties. You can also download a copy of what you just signed.

Manage your Acrobat Sign agreements



## 4. HR - BP Process

The screenshot shows an Outlook email window with the title "Signature requested on 'HR - STAFF ESTABLISHMENT CHANGES' - Messag...". The ribbon includes "File", "Message", and "Help" tabs. The "Message" tab is active, showing options like "Delete", "Archive", "Respond", "Share to Teams", "Quick Steps", "Move", "Tags", "Editing", "Immersive", "Translate", "Zoom", "Send to OneNote", and "Viva Insights".

The email content is as follows:

**Signature requested on "HR - STAFF ESTABLISHMENT CHANGES"**

**MT** Mapine Tuge via Adobe Acrobat Sign <adobesign@adobes...>  
To: Judas Mabilu  
Wed 2025/02/26 12:37

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Important notice: This email is from an external source!**  
Exercise caution, particularly before opening attachments and/or links. If you have any uncertainty about the sender, log a call with Service Desk.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of t...

Mapine Tuge requests your signature on  
**HR - STAFF ESTABLISHMENT CHANGES**

**Review and sign**

The Windows taskbar at the bottom shows the search bar, task view, and several open applications (Outlook, Chrome, Word). The system tray shows the date and time as 10:13 on 2025/03/04.

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Next Required 1



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**STAFF ESTABLISHMENT CHANGES**

FACULTY NAME: Engineering and Technology

FACULTY CODE: 1100

DEPARTMENT NAME: Mechanical

Language English: US

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Next Required 1

BER SIGNATURE

HUMAN RESOURCES VERIFICATION

Next

POST NUMBER:  RANK NAME OF POST:

OCCUPATION CLASSIFICATION OF POST:

BUSINESS PARTNER NAME:

STAFF NUMBER SIGNATURE

Follow the arrows

Click start and fill all the yellow blocks.

Language English: US

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Required fields completed ✓

**HUMAN RESOURCES VERIFICATION**

POST NUMBER: 6078 RANK NAME OF POST: Grade - 8

OCCUPATION CLASSIFICATION OF POST: 213.101

BUSINESS PARTNER NAME: Judas Mabilu Click to change

11333000  Click to change

STAFF NUMBER SIGNATURE

**APPROVAL SIGNATURES**

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign CLICK HERE

Adobe Acrobat Sign

 **You're all set**

You finished signing "HR - STAFF ESTABLISHMENT CHANGES".

Next, Chris Ejike will sign.

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

**Manage your Acrobat Sign agreements**

Sign in

Type here to search

10:19 2025/03/04

## 5. HR – ED Process

### PLEASE SUBMIT RELEVANT DOCUMENTATION

#### PAYROLL VERIFICATION

COST CENTRE NAME CODE: 2221

COST CENTRE ACCOUNT CODE: 5555

PAYROLL OFFICER NAME: JABU GLEN

45454545 SBL

STAFF NUMBER

SIGNATURE

#### HUMAN RESOURCES VERIFICATION

POST NUMBER: \_\_\_\_\_ RANK NAME OF POST: \_\_\_\_\_

OCCUPATION CLASSIFICATION OF POST: \_\_\_\_\_

BUSINESS PARTNER NAME: \_\_\_\_\_

STAFF NUMBER

SIGNATURE

#### APPROVAL SIGNATURES

Next

Click here to sign

CLICK HERE

DIRECTOR: HR OPERATIONS: MR SBS CELE \_\_\_\_\_ DATE \_\_\_\_\_

DATA CONTROL OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAMP

**PLEASE SUBMIT RELEVANT DOCUMENTATION**

PAYROLL VERIFICATION

COST CENTRE NAME CODE: 2221

COST CENTRE ACCOUNT CODE: 5555

PAYROLL OFFICER NAME: JABU GLEN

45454545

STAFF NUMBER SIGNATURE

HUMAN RESOURCES VERIFICATION

POST NUMBER: RANK NAME OF POST:

OCCUPATION CLASSIFICATION OF POST:

BUSINESS PARTNER NAME:

STAFF NUMBER SIGNATURE

APPROVAL SIGNATURES

Click to change

*Chris Goble* Mar 4, 2025

DIRECTOR: HR OPERATIONS: MR SBS CELE DATE

DATA CONTROL OFFICER DATE

STAMP

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CLICK HERE

# You're all set

You finished signing "HR - STAFF ESTABLISHMENT CHANGES".

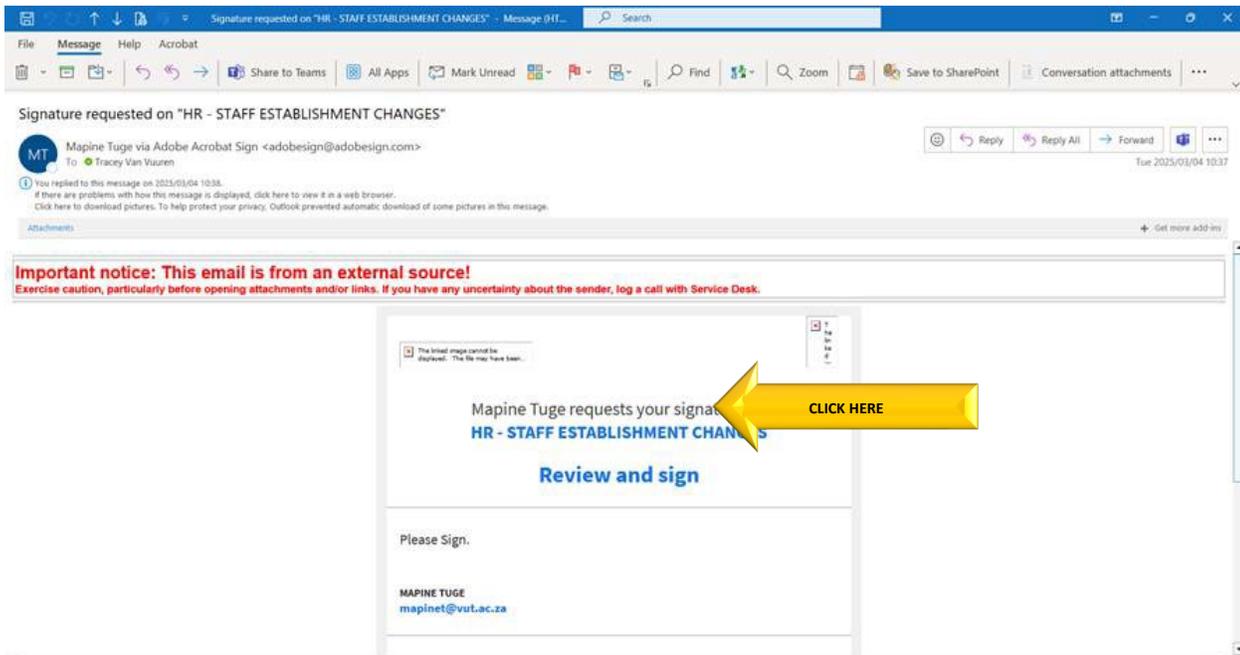
Next, Tracey Van Vuuren will sign.

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

## Manage your Acrobat Sign agreements

[Sign in](#)

## 6. HR – Data Control Process



Signature requested on "HR - STAFF ESTABLISHMENT CHANGES"

Mapine Tuge via Adobe Acrobat Sign <adobesign@adobesign.com>  
To: Tracey Van Vuuren

Tue 2025/01/04 10:37

You replied to this message on 2025/01/04 10:38.  
If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Attachments

**Important notice: This email is from an external source!**  
Exercise caution, particularly before opening attachments and/or links. If you have any uncertainty about the sender, log a call with Service Desk.

Mapine Tuge requests your signature on  
**HR - STAFF ESTABLISHMENT CHANGES**

**Review and sign**

Please Sign.

MAPINE TUGE  
mapinet@vut.ac.za

**CLICK HERE**

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Next Required 1



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**STAFF ESTABLISHMENT CHANGES**

Start ← **CLICK HERE** E: Engineering and Technology

FACULTY CODE: 1100

DEPARTMENT NAME: Mechanical

↑ ↓ 1 / 2 | ⊖ ⊕ ↓

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Next Required 1

STAFF NUMBER	SIGNATURE
APPROVAL SIGNATURES	
<i>Chris Cele</i>	Mar 4, 2025
DIRECTOR: HR OPERATIONS: MR SBS CELE	DATE
Click to Sign	Mar 4, 2025
DATA CONTROL OFFICER	DATE
<b>STAMP</b>	

Next ← **CLICK HERE**

Page 2 of 2

↑ ↓ 2 / 2 | ⊖ ⊕ ↓

Adobe Acrobat Sign

Options ▾ HR - STAFF ESTABLISHMENT CHANGES Required fields completed

STAFF NUMBER	SIGNATURE
APPROVAL SIGNATURES	
<i>Chris Gibe</i>	Mar 4, 2025
DIRECTOR: HR OPERATIONS: MR SBS CELE	DATE
<i>Tracy Van Vuuren</i>	Mar 4, 2025
DATA CONTROL OFFICER	DATE

STAMP

Page 2 of 2

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[Click to Sign](#)

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**You're all set**

You finished signing "HR - STAFF ESTABLISHMENT CHANGES".

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

---

Manage your Acrobat Sign agreements

[Sign in](#)

When all processes are completed, everyone in the workflow will receive an audit trial notification email of the signed agreement.

